

CIDOC Working Group Digital preservation Report 2013

The Working group has not met since the CIDOC conference in Helsinki 2012. At the meeting in Helsinki four participants and the Working Group chair discussed the state of the art in the participant's countries (Germany, Belgium, Serbia, Singapore and Sweden). Common to all participating countries was the fact that there is much digitization but very few plans for preserving the digital data produced. Therefore the following tasks were agreed on:

- Waking awareness by discussing and spreading the 10 points the WG formulated in 2007 at the meeting in Vienna (see below)
- Discussion about how to follow the Spectrum procedure for preservation of digital data (formulated in the German version of Spectrum 3.1 and suggested to Collections Trust for implementation in the English version) for example by creating guidelines for writing a policy.
- Getting more knowledge what is going on round the world and following up the different projects and their results such as PADI (Preserving Access to Digital Information), PLANETS (Preservation and Long-term Access through Networked Services) or DPC (Digital Preservation Coalition) for to name only some of a great variety and number.

Continuing on this the WG chair has taken part in meetings and personal intercourses on these topics in Sweden and in Germany especially:

- the annual meeting of the SIG for museum documentation in the German museum Association (and its WG for digital preservation) in October 2012,
- ALM Conference in Umeå/Sweden in February 2013
- informal meetings with the vice chair of the project e-archive at the National archives of Sweden

Programme for 2013-2016

Aim of the WG should be to set up guidelines and workflow for the documentation of digital preservation, which is readable for humans and not only for machines. Especially the question of originality and trustworthiness of migrated data should be considered.

The WG should also deal with questions of collecting, preserving and documenting the digital every day life of today, for example Facebook, twitter, the shopping list in the mobile phone, the programs for running industrial machines and so on. Here there are possibilities for cooperation at least with the COMCOL committee as far as questions of collecting are concerned and with the archival sector.

As chair of the WG I am willing to continue the work. But for being successful the WG needs to get more members wishing to work continually with these problems and questions. Therefore I appeal to every participant at CIDOCs and ICOM General meeting who is interested to join the working group permanently to get in touch with me (nickel.s@gmx.de).

The next ordinary meeting of the WG will be in Dresden in 2014 during the CIDOC conference. If there will be less than 10 participants willing to work permanently with the topics above I suggest to lay down the working group, because apparently there is no interest or need to solve the problems.

Susanne Nickel
2 August 2013

**Points for the long-term preservation of digital objects.
Recommendation of CIDOC digital working group
Vienna august 20 th 2007**

The long-term preservation of digital objects is a worldwide problem and a permanent process. This needs trained personal, time, money and equipment. This is the reason why CIDOC digital preservation group recommends the following points to consider.

1. Every organisation with any kind of digital data has the responsibility to take care of these data.
2. That means that long-term-preservation of digital of digital data must be considered at the very moment the organisation produces digital data.
3. Therefore the organisation must have a policy for the long-term-preservation of all its digital data. The policy should:
 - a. Identify what shall be kept for a long time and mention the reasons why this data should be kept
 - b. Identify the accepted standards for long-term preservation of digital data.
 - c. Identify the file-formats and storage media used by the organisation (according to international standards)
 - d. State any legal and financial obligations that it may have in relation to long term preservation of digital data
 - e. Identify the person or persons responsible for the long-term preservation of digital data
 - f. Ensure the authenticity of the digital objects
 - g. Ensure that the rights of the owner of the context are kept intact
 - h. Identify the costs

To fulfil these policy requirements the organisation must:

- Have appropriately trained personal dealing with the long-term preservation of digital data
- A detailed plan/strategy for long-term preservation of digital data including the permanent documentation of the preservation work.

Because it is a permanent process and not a single event it is necessary to develop international standards and solutions. Therefore it is indispensable to find partners in other organisations, such as museums, libraries or archives to solve the common problems and decrease the costs.