

“Accessing the Texas Digital Archive”

Long-term Digital Preservation
and the Texas Digital Archive

E-Records Forum

Nov. 4, 2016



Digital Preservation in 30 minutes or less (probably more). . .



WHAT IS A RECORD?

Texas Code 441.108(11) defines a “state record” as:

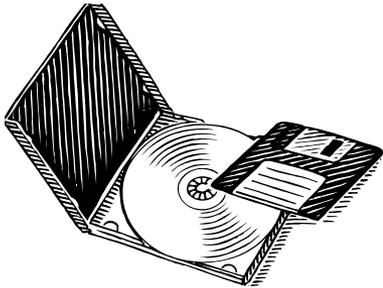
- “means any written, photographic, machine-readable, or other recorded information created or on ed state or received by or on behalf of a the state agency or an elected state public official that documents activities ecorded in the conduct of state business a Texas or use of public resources.” of from periods in which Texas was a province, colony, republic, or state.”



Electronic Records

- **Sec. 441.189. ELECTRONIC STATE RECORDS.**
- (a) Any state record may be created or stored electronically . . .





Characteristics of an Electronic Record

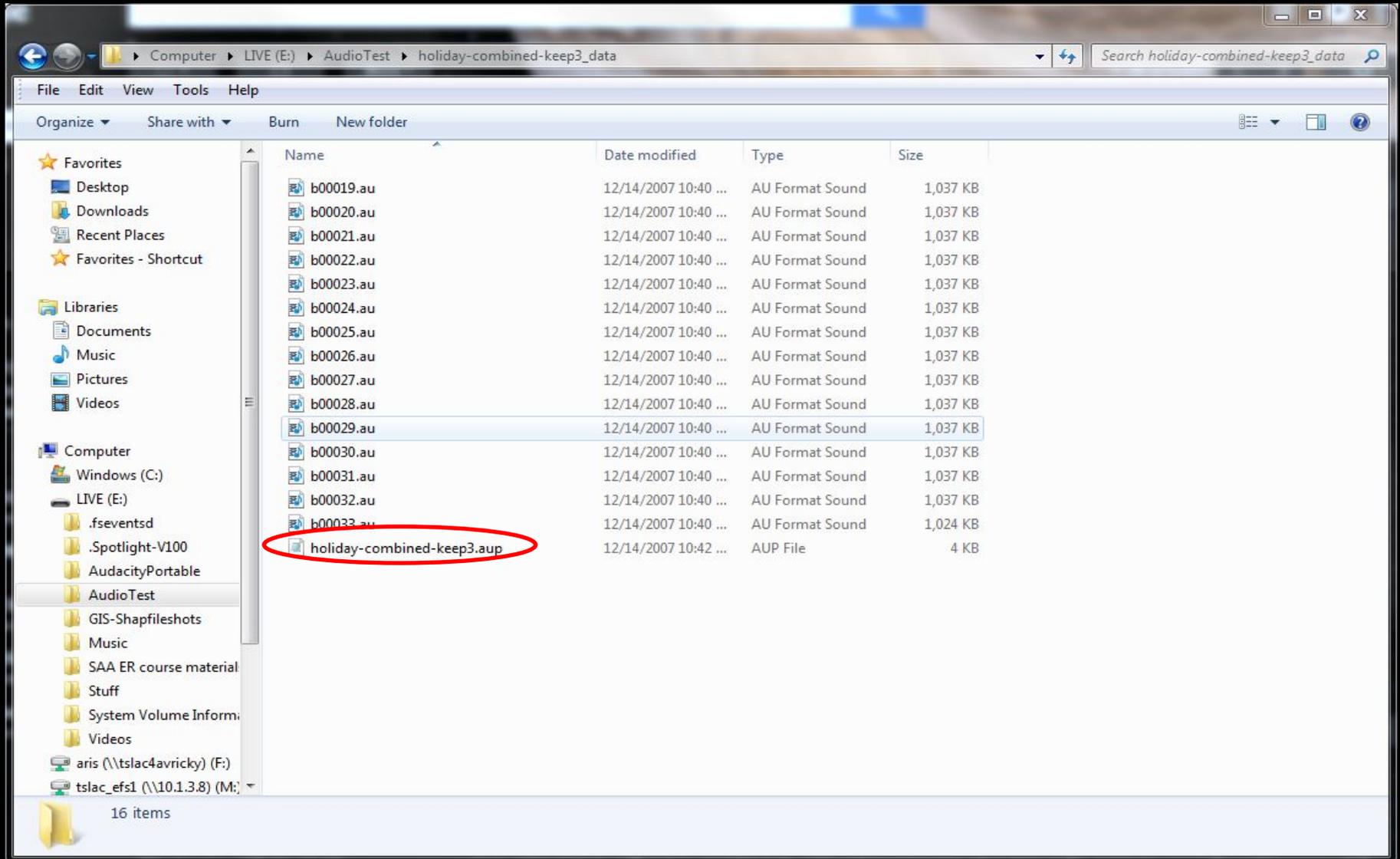
- Four essential characteristics:
 - **Authenticity**-A record must be what it purports to be.
 - **Reliability**-A record must be a full and accurate representation of the transactions, activities, or facts to which it attests.
 - **Integrity**-A record must be complete and unaltered.
 - **Usability**-A record must be able to be located, retrieved, presented, and interpreted.
- **Digital preservation is the challenge of maintaining all of these characteristics over time**



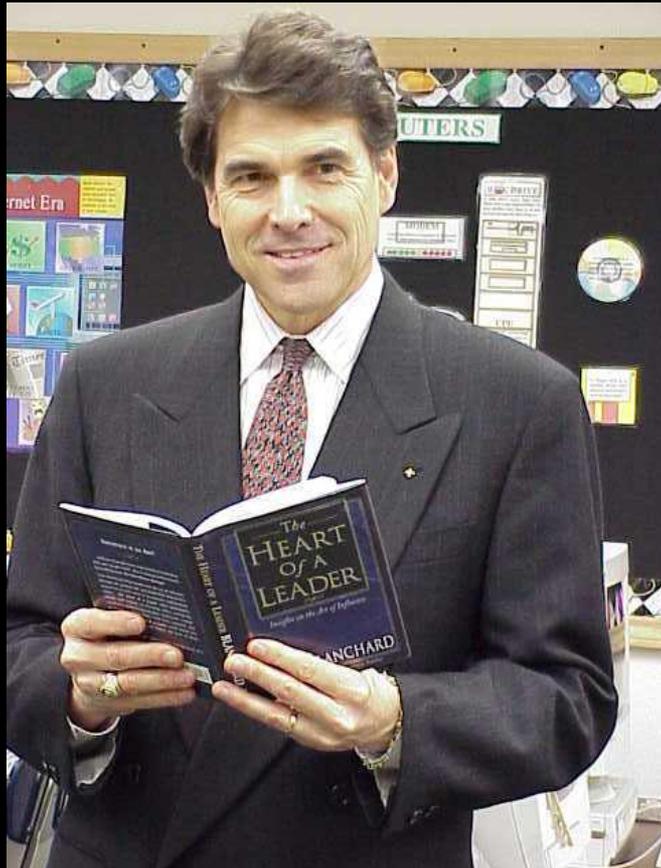
Authenticity = TRUST



Reliability = completeness



Integrity = Protecting the bits



Example of Bit Rot

Usability



It's all about the metadata!

(Sung to the tune of Meghan Trainor's – "All About the Bass")



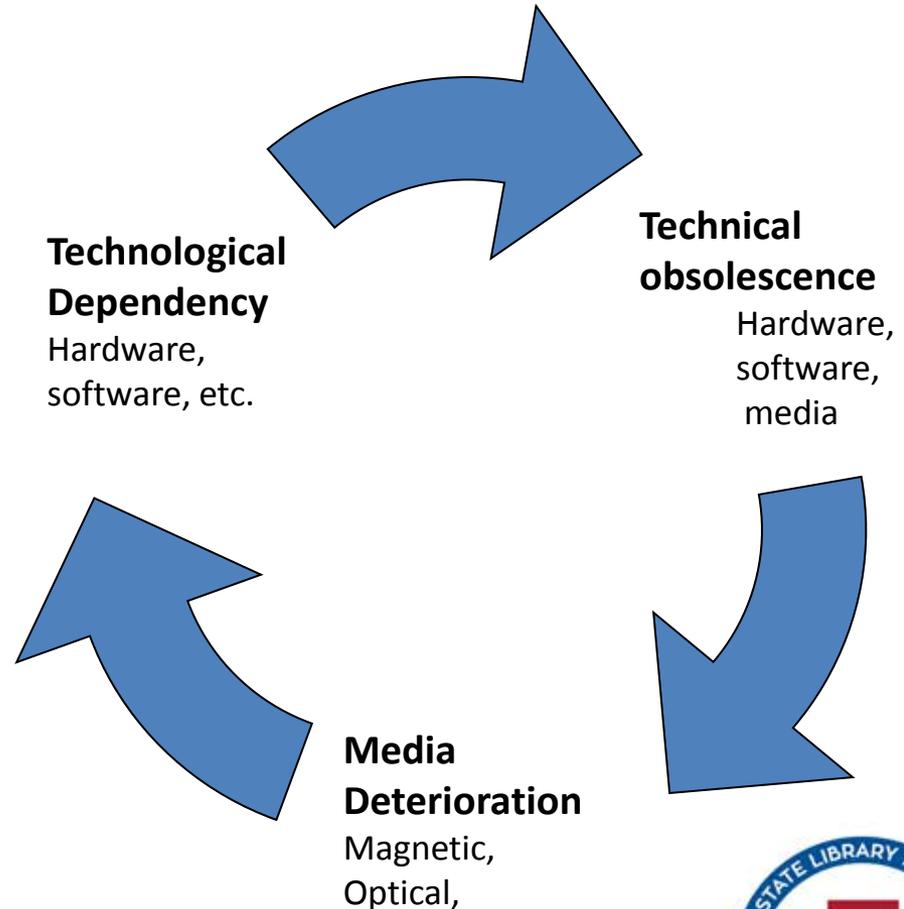
Authentic Electronic Records

- It's all about the Metadata: documents the activities of creation and use
 - Administrative metadata:
 - Access information
 - Audit trails
 - Retention Schedules
 - Technical metadata:
 - File format information
 - Checksums
 - System information/requirements
 - Descriptive Metadata
 - Bibliographic data (Who, what, when, where, why)
 - Indexes/Finding aids



Preservation Challenges

- Unlike some paper records, digital records do not survive without constant attention
- Biggest Challenge facing electronic records - **CHANGE**



Preservation Challenge

- ▶ **Short-term (0-5 years)**
 - Highly active – on-line storage
 - “Normal” management issues
 - Possible application version upgrade
- ▶ **Mid-term (5-10 years)**
 - Less active – Near-line/Off-line storage
 - Multiple version control issues
 - System upgrades
 - Possible hardware/software migration
- ▶ **Long-term (10+ years)**
 - Least active – Off-line storage
 - Migration/conversion likely



Eventually all
electronic records
must migrate



When Records Are at Risk

- Software is obsolete or getting to end of life
- Dependency on specific hardware or system
- Non-standard/specialty formats used
- Systems being replaced
- Records no longer in use
- Records are on removable media



Get control over your records!

- Starts with Records Management
 - Records Retention Schedules
 - Identify what records you have and what purpose they serve
 - Establish appropriate retention periods to manage volume
 - Dispose of records at the right time
 - Protect records that need to be retained
 - Recordkeeping systems
 - Organize and Categorize Records
 - Centralized control
 - Improved Access and storage
 - Policies and Procedures
 - People know how to use the system
 - Train people on the culture of management



What are you trying to preserve?

- **Information** - The raw data or information contained in the record
- **Functionality/Appearance** - Look & Feel
- **Context** – How the records relate to other records



Information versus Appearance

The image shows a screenshot of a computer screen with two windows open. The background window is Microsoft Word, titled "Microsoft Word - Active Records Grant Category (2003-2004).doc". The foreground window is Notepad, titled "Active Records Grant Category (2003-2004).txt - Notepad".

Microsoft Word Document Content:

2. Active Records

Records management can have the greatest positive impact when applied to active records. These are among the most important records in a local government because they are used the most frequently, cost the most to maintain, and are essential to the current management of the government.

Activities Eligible for Support

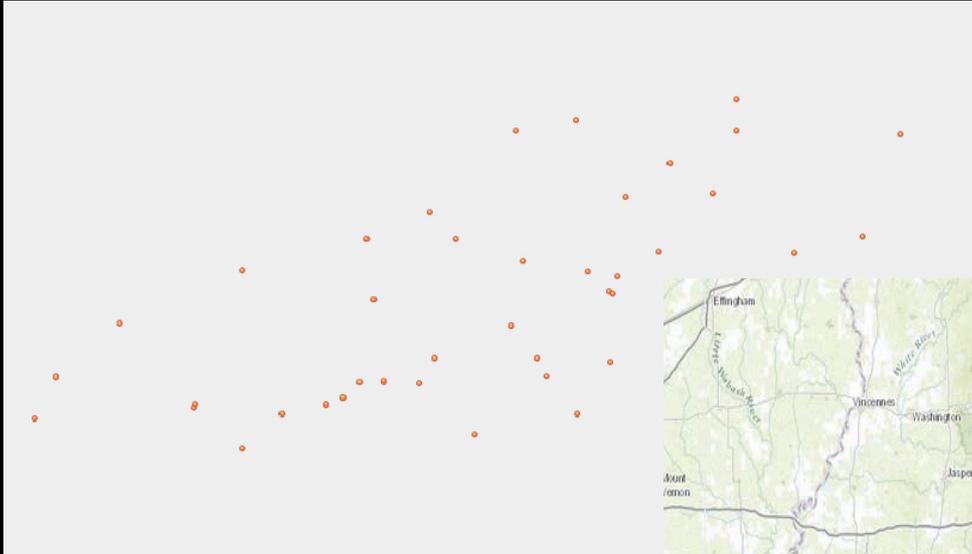
- a) **Files Management** supports projects to reorganize paper or electronic files and develop and implement files classification systems, to develop written policies and procedures, and to train staff. Eligible expenditures include file shelving (including that with locking covers), side-tab file folders and associated supplies. Fire-resistant filing cabinets are eligible only if their need is sufficiently justified, but filing cabinets (storage devices with drawers) and top-tab file folders are not eligible.
- b) **Disaster and Business Recovery Planning** supports projects to develop and test disaster and business recovery plans.
- c) **Indexing and Access** supports projects to index or improve access to any active records, including minutes, vital records, or student records. Methods used to improve access might include traditional indexing, implementing full-text searching software, scanning and converting printed text to electronic text, or some combination of these.
- d) **Imaging and Document Management** supports imaging and document management needs assessment and implementation projects. A document management system allows for the creation, indexing, maintenance and retrieval of documents in various formats through a single interface.
- e) **Geographic Information Systems (GIS)** supports GIS needs assessment and implementation projects. The State Archives provides seed money for the initial implementation of GIS in local governments, but does not fund continued improvements to GIS beyond this point.
- f) **eGovernment** supports projects to enhance a government's ability to transact business over the Internet. Governments can propose to conduct needs assessments for website development or enhancement, to provide online access to government records, or to develop systems to file records over the Internet.
- g) **Electronic Records Systems** covers the development of needs assessments or the implementation of any recordkeeping system not covered under another category. Such recordkeeping systems could include database management systems (such as fire incident reporting software), computer output to laser disc (COLD) applications, and many others.
- h) **Business Process Analysis (BPA)** supports the analysis and improvement of business processes that create or maintain records. BPA projects are a good choice for a government that has identified a problem with the way it conducts a specific recordkeeping activity but does not have a specific technological solution to that problem.

Category Requirements
General Technology Project Requirements:
? Records Management Focus. The State Archives does not fund technology projects; it funds records management projects that sometimes have a technology focus. To be eligible for funding, a

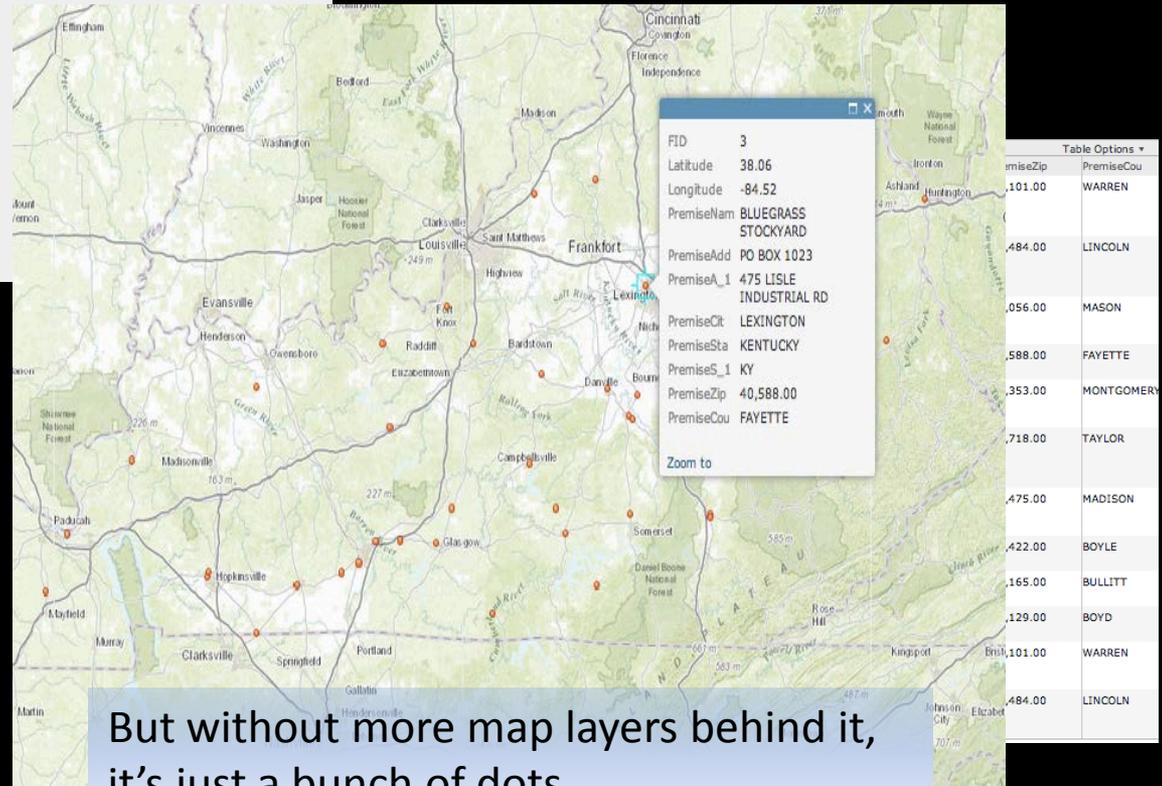
Notepad Document Content:

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The value of context



This is a GIS shapefile – one layer out of GIS system. By itself it's just a bunch of dots. (Stockyards in KY)



All of the dots have data attached to them

But without more map layers behind it, it's just a bunch of dots.

Long-Term Preservation Strategies: Convert to Hardcopy (Eye-readable)

- Solution when
 - All necessary metadata is captured
 - No need to maintain functionality of records
 - Frequency of use goes down as time goes on
 - Color is not a major concern
- Examples
 - Print electronic data to paper
 - Digital to Microfilm

**Best for
text-based data:**

Text files
Imaged paper
Digital Photos
(mainly B&W)



Long-Term Preservation Strategies: Standard (Sustainable) Formats

Types of Standards

- State/Enterprise
- National/International Standards (ANSI, ISO)
- Industry Standards
- “De facto” Standards

Formats expected not to change, or change slowly

- Widely supported & used
- Easily Transferable
 - Compatible with other applications
 - Forward/Backward Compatibility
 - Version Control
- Non-proprietary or open/published standards



Types of Image formats

FORMAT	FILE EXTENSION	TYPE OF COMPRESSION	METHODS	USAGE
BMP (bitmap)	.bmp	Considerably compressed with lossless	ZIP	used to store bitmap digital images
JPEG (Joint Photographic Experts Group)	.jpg , .jpeg , .jpe	Lossy Lossless	- Discrete Cosine Transform (DCT) & Chroma Subsampling - Run-Length Encoding (RLE)	For natural images
GIF (Graphics Interchange Format)	.gif , .giff , .gfa	Lossless	LZW (Lempel-Ziv-Welch)	For artificial images (sharp-edge lines and few colors) & support animation
PNG (Portable Network Graphics)	.png	Lossless	DEFLATE	Better compression & features than GIF, but don't support animation
TIFF (Tagged Image File Format)	.tiff , .tif	Lossless	RLE / LZW / DEFLATE / ZIP	Flexible file format, can store multiple images in a single file
JPEG2000	jp2, .j2c, jpc, j2k, jpx	Lossy & Lossless	Discrete Wavelet Transform (DWT)	Better image quality than JPEG (up to 20%), not widely used because of some patent issues.

Word about compression

- Digital media files come in 3 types:
 - Uncompressed – “raw” files in actual size
 - Audio – Wave (.wav)
 - Image - Tiff (.tff)
 - Lossless – Compressed but without loss of quality
 - Audio – Windows Media Audio (.wma)
 - Image – PNG (.png)
 - Lossy – Compressed but with loss of quality
 - Audio – Mp3
 - Image – JPEG (.jpg)



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Cost

- **Storage**
- IT Support and Maintenance
 - Unending and on-going
- Backup/Replication Practices
- Preservation Original
 - Distribution Copies
 - Preservation Versions
- Data Volume
 - Continuous increase without purging
- Staff Resources
 - Description, preservation, access
 - Backlog size

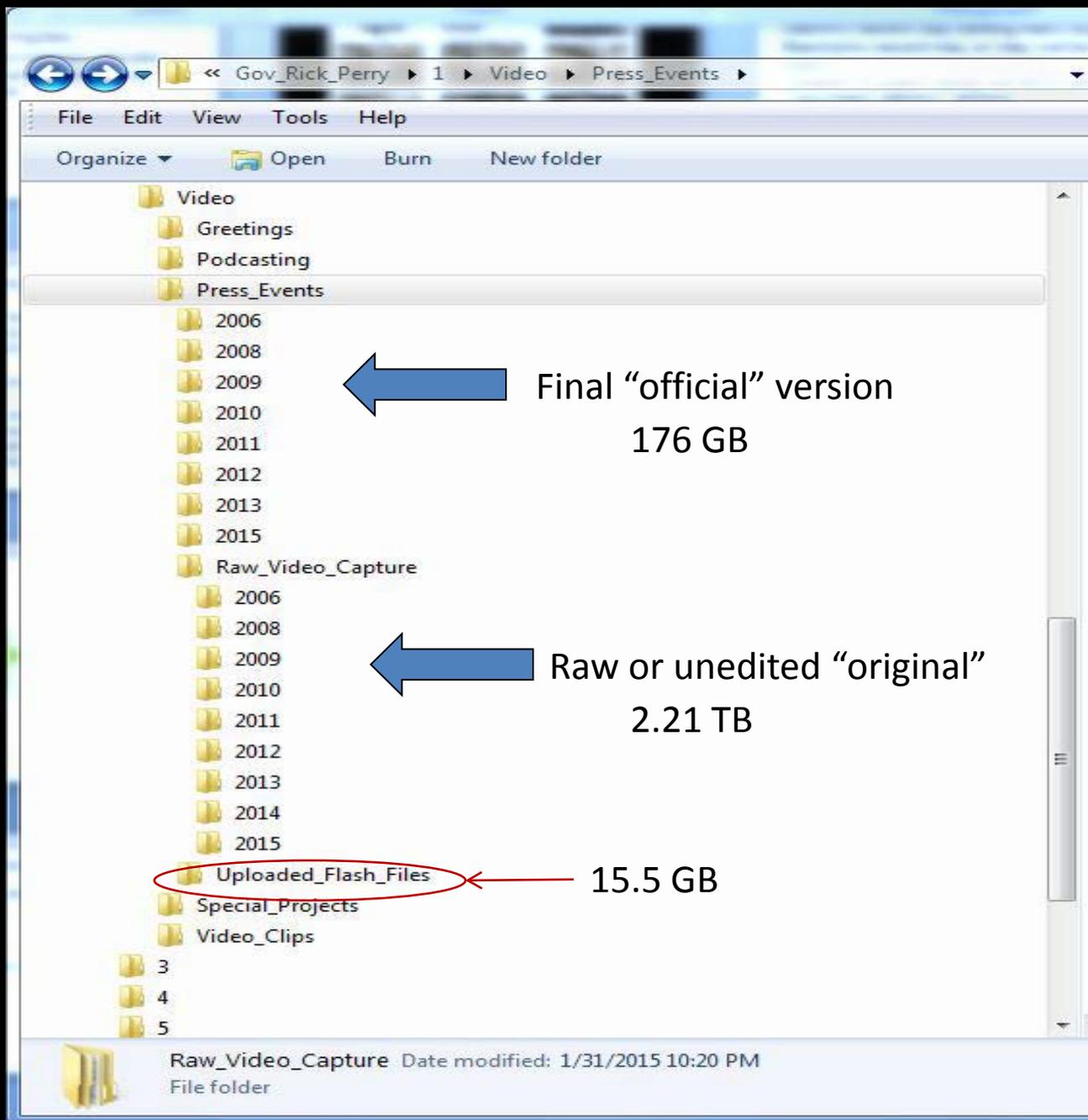


Volume - We can't keep everything...

- Volume of records in electronic format is growing
 - Digital audio/video,
 - High resolution photos,
 - Databases
- Keeping everything diminishes the value of what is kept...
 - Strain on resources
 - Takes resources away from other projects



Volume Issues: Multiple versions



Photos from Gov. Perry, Office of the First Lady

The screenshot shows a Windows Explorer window with the following path: Computer > LIVE (E:) > SAA ER course materials > ER_Appraisal > 2011-01-05-FLAP-Capitol-StalkingAwareness. The window displays a list of folders:

Name	Date modified	Type	Size
High - 3000	2/14/2015 2:53 AM	File folder	6 Files, JPEG, 4.81MB
MaxJPEG	2/14/2015 2:53 AM	File folder	7 files, JPEG, 88.2 MB
ORIGINALS	2/14/2015 2:54 AM	File folder	24 files, CR2, 568MB
web	2/14/2015 2:54 AM	File folder	7 files, JPEG, 405KB

Callouts are drawn from the 'Size' column to boxes containing the following text:

- 6 Files, JPEG, 4.81MB
- 7 files, JPEG, 88.2 MB
- 24 files, CR2, 568MB
- 7 files, JPEG, 405KB

What do we know:

- Originals:
 - Raw, uncompressed camera file.
 - Proprietary format
 - All the pics taken
- Other 3 folders
 - All JPEG files of various size (compressed)
 - Only a sample of the total photos
 - But shows the ones actually used

Collaborating with IT

- IT maintains the technology
 - IT is the *physical* custodian
- IT does not own the data
 - Creator is the *legal* custodian
- IT focuses on maintaining the storage devices
 - IT does not consider long-term access/ preservation
- Data owner must *define* its need for retention and *communicate* with IT
 - Data owners often assume IT is already addressing this need



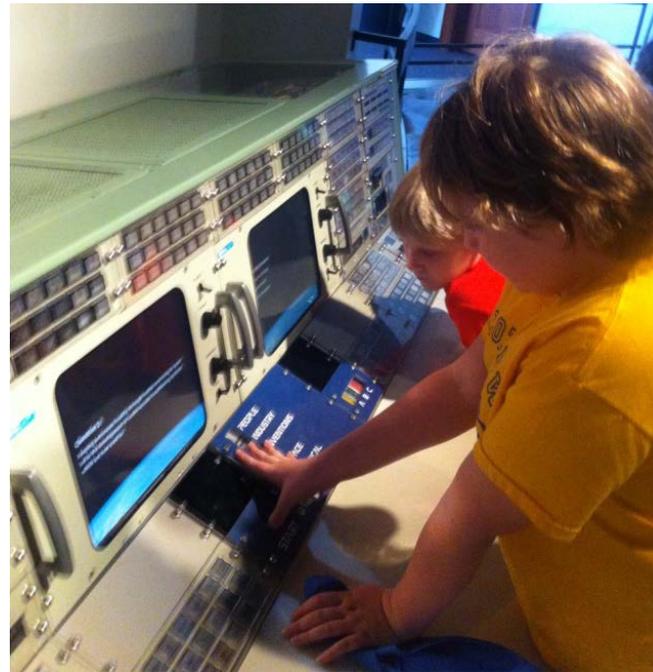
“ARCHIVE”



THAT WORD

I do not think it means
what you think it means

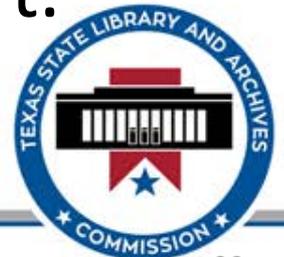
Building the Texas Digital Archive



TSLAC's Mission

- Preserve the record of government for public scrutiny,
- Secure and make accessible historically significant records and other valuable resources, both for print and electronic documents,

Been having issues with the electronic part.
Now looking to change that.



Enter Gov. Perry



Preservation System Functional Requirements

- Ingest electronic records from state agencies
- Characterize, validate and track digital formats over time
- Monitor integrity and security of digital files
- Migrate to sustainable formats for preservation
- Collect and store all appropriate metadata about the records
- Allow for proper access to records that meets the needs of our users
 - Provide records in access formats based on user needs
- Follow appropriate archival standards for preservation



#	Name	Description	Size	Type
0	2001	2001		Files
0	2002	2002		Files
0	2003	2003		Files
0	2004	2004		Files
0	2005	2005		Files
0	2006	2006		Files
0	2007	2007		Files
0	2008	2008		Files
0	2009	2009		Files
0	2010	2010		Files
0	2011	2011		Files
0	2012	2012		Files
0	2013	2013		Files
0	2015	2015		Files
0	FirstLadyAnitaPerry	FirstLadyAnitaPerry		Archival Files
0	GeneralSubjects	GeneralSubjects		Archival Files
0	GovernorRickPerry	GovernorRickPerry		Archival Files
0	Governor's Mansion	Images of the Governor's Mansion before and after the June 2008 fire. Images show fire damage at the Governor's Mansion, elements of the police investigation of the arson, tours of the new construction and renovations, and public fundraising events.		Files
0	Staff Photos	Staff Photos		Archival Files

Filter Show accrued files Show children Show deprecated 1 of 1 1-19 of 19

Name:	2001
Collection Code:	2001
Type:	Files
Size:	
Reference:	6c1c62b7-db04-4a0c-89dc-a00df6381104



fox

Ingest Access Preservation Data Management Administration Help

Start Waiting Running **Completed** Reports Manage

Workflow Details

Workflow Context	Auto Ingest (standard)
Workflow Definition	Standard Ingest Workflow (Auto Selection)
Workflow ID	16109
Workflow State	Completed
Date Started	29.10.15 09:06:12
Date Finished	29.10.15 09:43:43
Number of Files	847
Total Size	27 MB
Collection Code	009
Submission name	Speeches, 2001-2014 0.5 cubic ft. and 27.4 MB (848 files, 14 folders)
Top Level Record	speeches_and_remarks

Back

Step Progress

State	Name	Progress	Started	Finished	Messages
✓	Identify Packages	██████████	29.10.15 09:06:12	29.10.15 09:06:19	
✓	Import from Transfer Area	██████████	29.10.15 09:06:19	29.10.15 09:06:28	
✓	Process Package	██████████	29.10.15 09:06:28	29.10.15 09:06:31	
✓	Virus Check	██████████	29.10.15 09:06:31	29.10.15 09:06:43	
✓	Fixity Check	██████████	29.10.15 09:06:43	29.10.15 09:06:46	
✓	Metadata Integrity	██████████	29.10.15 09:06:46	29.10.15 09:06:49	
✓	Content Integrity	██████████	29.10.15 09:06:49	29.10.15 09:06:52	
✓	SIP Validation	██████████	29.10.15 09:06:52	29.10.15 09:06:55	
✓	SIP Validation with Database Crosscheck	██████████	29.10.15 09:06:55	29.10.15 09:06:58	
✓	Characterise	██████████	29.10.15 09:06:58	29.10.15 09:08:07	View
✓	Generate Storage Routing Map	██████████	29.10.15 09:08:07	29.10.15 09:08:13	
✓	Store Files	██████████	29.10.15 09:08:13	29.10.15 09:10:16	
✓	Store Metadata	██████████	29.10.15 09:10:16	29.10.15 09:11:40	
✓	Delete from Transfer Area	██████████	29.10.15 09:11:40	29.10.15 09:11:43	
✓	Store Metadata File	██████████	29.10.15 09:11:43	29.10.15 09:11:46	
✓	Update Search Index	██████████	29.10.15 09:11:46	29.10.15 09:12:37	View
✓	Thumbnail Creation	██████████	29.10.15 09:12:37	29.10.15 09:43:42	

Ingest Workflow – how we bring a file into the repository.

- Runs a series of “micro-services” on the files
- Most important for long-term preservation being the “Characterize” step.

File Edit View History Bookmarks Tools Help

Explorer - Properties x +

Tessella Limited (GB) https://us.preservica.com/explorer/explorer.html#prop:108&82baec1b-6088-49d3-bf49-1ac78460c9e2&0 Google

Welcome | TSLAC | Angelina | Texas State ... Outlook Preservica site Preservica Access PreservicaUserGroup PreservicaDemoSite

Preservica Digital Preservation Mark Myers (0) English

Dashboard Ingest Access Preservation Data Management Administration Help

Root Texas Governor Rick Perry Office of the First Lady Biographical information, 2008-2014, 1.72 MB (31 files) First Lady Anita Perry (FLAP) various bios (biographies), 2008-2011 [335 KB, 13 files] CURRENT FLAP BIO.doc

CURRENT FLAP BIO.doc

Description Technical Metadata History

File Properties

Name	Value
Creating Application	Microsoft Office Word
Creation Date	Thu Dec 18 21:54:00 UTC 2008
Encrypted	false
Number of Pages	1
Creator	michelle.sneed
Word Count	290
Character Count	1653

Formats

Name	PUID	Version
Microsoft Word Document	fmt/40	97-2003

Fixity

Name	Value
SHA-1	08f9288e6116dee1e856912ace2bce886829b9ce



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- Characterize step identifies the file format
- Plugged in to an international registry of file formats

File Edit View History Bookmarks Tools Help

Explorer - First Lady Anita ...

Tessella Limited (GB) https://us.preservica.com/explorer/explorer.html#browse:7&469ea88c-7836-4c1f-939a-308766ee16bf&1

Welcome | TSLAC | Angelina | Texas State ... | Outlook | Preservica site | Preservica Access | PreservicaUserGroup | PreservicaDemoSite

Preservica Digital Preservation

Mark Myers (0) English

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Search Archive

Root > Texas Governor Rick Perry > Office of the First Lady > Biographical information, 2008-2014, 1.72 MB (31 files) > First Lady Anita Perry (FLAP) various bios (biographies), 2008-2011 [335 KB, 13 files]

#	Name	Description	Size	Type	Manifestation	Preservation 1 (Original)
	CURRENT FLAP BIO.doc	Microsoft Word Document	23.5 KB	File		
	First Lady Anita Perry bio 200.doc	Microsoft Word Document	27 KB	File		
	First Lady Anita Perry bio TCW.doc	Microsoft Word Document	26.5 KB	File		
	First Lady's Intro- 4-08.doc	Microsoft Word Document	25 KB	File		
	FLAP bio for S. America 03 10.doc	Microsoft Word Document	26.5 KB	File		
	FLAP description for Senate Ladies Club director 12 08.doc	Microsoft Word Document	22 KB	File		
	FLAP's BIO REV. 0908.doc	Microsoft Word Document	31 KB	File		
	FLAP Web bio.doc	Microsoft Word Document	27.5 KB	File		
	FLAP Web bio revised.doc	Microsoft Word Document	27.5 KB	File		
	FL INTRO REVISED 11 08 FINAL.doc	Microsoft Word Document	23 KB	File		
	FL Intro REVISION B.doc	Microsoft Word Document	23 KB	File		
	Priorities.doc	Microsoft Word Document	27.5 KB	File		
	Rewritten FL bio 1108.doc	Microsoft Word Document	25 KB	File		

Filter: Apply Show accrued files Show children Show deprecated

1 of 1 1-13 of 13

Name: CURRENT FLAP BIO.doc
File Type: Microsoft Word Document
Type: File Size: 23.5 KB Reference: 82baec1b-6088-49d3-bf49-1ac78460c9e2

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These are MS Word documents marked as the Original

File Edit View History Bookmarks Tools Help

Explorer - First Lady Anita ... Registry

Tessella Limited (GB) https://us.preservica.com/explorer/explorer.html#browse:7&469ea88c-7836-4c1f-939a-308766ee16bf&2

Welcome | TSLAC | Angelina | Texas State ... Outlook Preservica site Preservica Access PreservicaUserGroup PreservicaDemoSite

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Sync Tree

#	Name	Description	Size	Type
	CURRENT FLAP BIO.pdf	Acrobat PDF 1.4 - Portable Document Format	33.388 KB	File
	First Lady Anita Perry bio 200.pdf	Acrobat PDF 1.4 - Portable Document Format	36.057 KB	File
	First Lady Anita Perry bio TCW.pdf	Acrobat PDF 1.4 - Portable Document Format	37.174 KB	File
	First Lady's Intro- 4-08.pdf	Acrobat PDF 1.4 - Portable Document Format	30.087 KB	File
	FLAP bio for S. America 03 10.pdf	Acrobat PDF 1.4 - Portable Document Format	35.746 KB	File
	FLAP description for Senate Ladies Club director 12 08.pdf	Acrobat PDF 1.4 - Portable Document Format	16.513 KB	File
	FLAP's BIO REV. 0908.pdf	Acrobat PDF 1.4 - Portable Document Format	45.226 KB	File
	FLAP Web bio.pdf	Acrobat PDF 1.4 - Portable Document Format	42.194 KB	File
	FLAP Web bio revised.pdf	Acrobat PDF 1.4 - Portable Document Format	37.829 KB	File
	FL INTRO REVISED 11 08 FINAL.pdf	Acrobat PDF 1.4 - Portable Document Format	29.814 KB	File
	FL Intro REVISION B.pdf	Acrobat PDF 1.4 - Portable Document Format	29.816 KB	File
	Priorities.pdf	Acrobat PDF 1.4 - Portable Document Format	35.844 KB	File
	Rewritten FL bio 1108.pdf	Acrobat PDF 1.4 - Portable Document Format	30.084 KB	File

Manifestation Presentation 2 (Active)

Filter: Apply Show accrued files Show children Show deprecated

Name: CURRENT FLAP BIO.pdf
 File Type: Acrobat PDF 1.4 - Portable Document Format
 Type: File Size: 33.388 KB Reference: 91f325d4-a278-4d7c-9e81-c4c6cae3786c

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After migration now have a "Presentation" format in PDF.

https://www.tsl.texas.gov/texasdigitalarchive

The screenshot shows a web browser window displaying the Texas State Library and Archives Commission website. The browser's address bar shows the URL <https://www.tsl.texas.gov/texasdigitalarchive>. The website header includes the TSLAC logo, navigation links for 'CONTACT US', 'VISIT US', and 'ABOUT US', and a search bar. A secondary navigation bar lists 'Archives & Reference', 'Services for Libraries', 'Talking Book Program', and 'Records Management'. The main content area features a 'Texas Digital Archive' section with a blue navigation bar containing 'TDA Homepage', 'Governor Perry', 'Prints/Photographs', 'State Agencies', and 'Explore Archive'. Below this is a large banner for the 'GOV. RICK PERRY COLLECTION' featuring a photograph of Governor Rick Perry at a podium. The banner text reads: 'Photographs, audio and video recordings, and select documents from the office of the 47th Governor of the State of Texas from 1999- 2015'. A search bar for the Texas Digital Archive is located below the banner. The footer contains contact information for various TSLAC departments: Texas State Library and Archives, Talking Book Program, Reference Services, Library Development and Networking, Records Management, and Sam Houston Regional Library and Research Center.

File Edit View History Bookmarks Tools Help
Explorer x Homepage x | TSLAC x +
https://www.tsl.texas.gov/texasdigitalarchive
Welcome | TSLAC | Angelina | Texas State ... | Outlook | Preservica Site | Preservica Access | PreservicaUserGroup | PreservicaDemoSite | Support: Preservica Su... | ArchivesSpace Membe... | CAPPS

CONTACT US | VISIT US | ABOUT US
SEARCH SITE TRAIL LIBRARY CATALOG FIND A LIBRARY
Search the TSLAC Site

Archives & Reference Services for Libraries Talking Book Program Records Management

Home +

Texas Digital Archive

TDA Homepage Governor Perry Prints/Photographs State Agencies Explore Archive

GOV. RICK PERRY COLLECTION

Photographs, audio and video recordings, and select documents from the office of the 47th Governor of the State of Texas from 1999- 2015

Gov. Rick Perry Collection

Search the Texas Digital Archive

Texas State Library and Archives
1201 Brazos St.
Austin, TX 78701

Talking Book Program
Tel: 1-800-252-9605
or 512-463-5458
Fax: 512-936-0685

Reference Services
Tel: 512-463-5455
Fax: 512-463-5430

Library Development and Networking
Tel: 1-800-252-9386
or 512-463-5465
Fax: 512-936-2306

Records Management
Tel: 512-463-7610
Fax: 512-936-2306
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Sam Houston Regional Library and Research Center
650 FM 1011
Liberty, TX 77575



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Search Archive



The Texas Digital Archive (TDA) manages, preserves, and facilitates access to the electronic records collections of the Texas State Library and Archives Commission, including those transferred by State agencies or digitized by the State Archives. All records visible in this portal are unrestricted and available for public use.

Locating records in the TDA

- Use the links to the descriptive guides under "Collections" below to locate records in the TDA.
- Browse the TDA holdings by using the "explore archive" button at the top of the page.
- Searching is available through the "Search Archive" bar at the top of each page.
- For more information and help with using the TDA, go to the "Search Tips" page.

Collections in the TDA



Governor's Records
- Rick Perry,
2000-2014



Prints and
Photographs
Collections



Texas State
Agencies

For a listing of Online Collections not held in the Texas Digital Archive, please [click here](#). For more information concerning our holdings, including materials not available online, visit the [Archives & Reference](#) page.

To return to the TSLAC main website, please [click here](#).

When using images and other records from the Texas Digital Archive for *publication* or *display*, please use the credit "Courtesy of Texas State Library and Archives Commission (and cite the collection name and record title or image number)."

In This Section

New and Updated

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Main Collections

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Preservica

TDA

Next Steps



Expanding our capacity for preservation



- Forensic Workstation to start working with legacy media
 - Hard drives
 - Floppy disks
 - Old formats



Building Partnerships with other state agencies

- Working with 3 new agencies:
 - Historical Commission
 - Office of the Attorney General
 - TX Parks and Wildlife
- Refining our transfer procedures
 - Contact us first
 - Fill out survey/inventory
 - Negotiate method(s) of transfer



What we are looking for – the short form

- Total volume (MB or GB) of “A” or “R” series
- What % of your volume is:
 - Databases
 - Audio/Video
 - Images
 - Unstructured data (Word,Excel,PDF, etc.)
- How are you storing your records?
 - Servers
 - Local network
 - Cloud
 - Removable media
 - Tape
 - Other
- What is the volume of the most valuable series that could be sent to the State Archives?



The short form continued

- How is the data being backed up?
- What issues are you encountering providing access to your electronic records?
- Would you be interested in transferring your archival electronic records to TSLAC?



Providing advice and assistance

- Assist agencies in managing their long-term records
 - Guidance documents & Best practices
 - Work with SLRM to develop training packages for long-term digital preservation
 - Serve as a knowledge base for state and local agencies



Questions?



Current Lobby Exhibit at TSLAC:
Greetings from Texas: A History of
Postcards from the Lone Star State

Thank You!

Mark Myers

Senior Electronic Records Specialist

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<https://www.tsl.texas.gov/texasdigitarchive>

