



**e-Records 2017**

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## 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



## The Law and the Reality

### Texas Government Code 441.186 (e)

“If the commission cannot accept immediate custody of an archival state record, **the record shall remain in the custody of the state agency and shall be preserved in accordance with this subchapter**, rules adopted under this subchapter, and other terms which the director and librarian and agency head may agree.”

The screenshot shows the Texas Digital Archive website. At the top left is the logo for the Texas State Library Archives Commission. To the right is a 'Staff Login' button. Below the logo is a navigation bar with links for 'NEW AND UPDATED', 'NEED HELP?', 'MORE ABOUT...', and 'MAIN COLLECTIONS'. A secondary navigation bar includes 'EXPLORE ARCHIVE', a search box, and 'ARCHIVE Q'. The main content area features a introductory paragraph: '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.' Below this is a link for 'Locating records in the TDA'. The 'Collections' section displays eight icons representing different record sets: Governor's Records - Rick Perry, 2000-2014; Manuscripts Collections; Prints and Photographs Collections; Texas Legislature; Texas State Agencies; Sam Houston Regional Library and Research Center; Other Online Collections; and Online Exhibits.



## Enter Gov. Perry



- February 11, 2014 – TSLAC informed it will receive the legal and physical custody of Rick Perry's gubernatorial records
- January 2015 TSLAC received:
  - Approximately 4000 cubic feet of paper records
  - 7 terabytes of electronic records

5



## 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

6

**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

**Step Progress**

State	Name	Progress	Started	Finished	Messages
✓	Identify Packages	100%	29.10.15 09:06:12	29.10.15 09:06:19	
✓	Import from Transfer Area	100%	29.10.15 09:06:19	29.10.15 09:06:20	
✓	Process Package	100%	29.10.15 09:06:28	29.10.15 09:06:31	
✓	Virus Check	100%	29.10.15 09:06:31	29.10.15 09:06:43	
✓	Fixity Check	100%	29.10.15 09:06:43	29.10.15 09:06:46	
✓	Metadata Integrity	100%	29.10.15 09:06:46	29.10.15 09:06:49	
✓	Content Integrity	100%	29.10.15 09:06:49	29.10.15 09:06:52	
✓	SIP Validation	100%	29.10.15 09:06:52	29.10.15 09:06:55	
✓	SIP Validation with Differsa Crosscheck	100%	29.10.15 09:06:55	29.10.15 09:06:58	
✓	Characterize	100%	29.10.15 09:06:58	29.10.15 09:08:07	View
✓	Generate Storage Routing Map	100%	29.10.15 09:08:07	29.10.15 09:08:13	
✓	Store Files	100%	29.10.15 09:08:13	29.10.15 09:10:16	
✓	Store Metadata	100%	29.10.15 09:10:16	29.10.15 09:11:40	
✓	Delete from Transfer Area	100%	29.10.15 09:11:40	29.10.15 09:11:43	
✓	Store Metadata File	100%	29.10.15 09:11:43	29.10.15 09:11:46	
✓	Update Search Index	100%	29.10.15 09:11:46	29.10.15 09:12:37	View
✓	Thumbnail Creation	100%	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 Properties**

Name	Value
Creating Application	Microsoft Office Word
Creation Date	Thu Dec 18 21:54:50 UTC 2008
Encrypted	False
Number of Pages	1
Creator	michael.arnold
Word Count	290
Character Count	1883

**Formats**

Name	PUID	Version
Microsoft Word Document	iso4217	672002

**Fixity**

Name	Value
SHA-1	0802886e1168e16856912dca30e8862963e

**Characterize step identifies the file format**

**Plugged in to an international registry of file formats**

### System allows us to normalize to a variety of file formats

The screenshot shows a file management interface with a table of files. A red circle highlights the 'File Type' column, and a callout box points to it with the text 'These are MS Word documents marked as the Original'. The table lists various files, including 'CURRENT FLAP BIO.doc', 'First Lady Anita Perry bio 200.doc', and others, all with a file type of 'Microsoft Word Document'.

Name	Description	Size	Type
CURRENT FLAP BIO.doc	Microsoft Word Document	33.5 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 direct 08.doc	Microsoft Word Document	22 KB	File
FLAP's BIO REV. 0608.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 REVISION 11-08 FINAL.doc	Microsoft Word Document	23 KB	File
FL Intro REVISION 8.doc	Microsoft Word Document	23 KB	File
Phonies.doc	Microsoft Word Document	27.5 KB	File
Rewritten FL bio 1108.doc	Microsoft Word Document	25 KB	File

The screenshot shows the same file management interface after migration. A red circle highlights the 'File Type' column, and a callout box points to it with the text 'After migration now have a "Presentation" format in PDF.'. The table lists the same files, but the file types are now 'Acrobat PDF 1.4 - Portable Document Format'.

Name	Description	Size	Type
CURRENT FLAP BIO.pdf	Acrobat PDF 1.4 - Portable Document Format	33.5 KB	File
First Lady Anita Perry bio 200.pdf	Acrobat PDF 1.4 - Portable Document Format	26.507 KB	File
First Lady Anita Perry bio TCW.pdf	Acrobat PDF 1.4 - Portable Document Format	33.174 KB	File
First Lady's Intro- 4-08.pdf	Acrobat PDF 1.4 - Portable Document Format	30.067 KB	File
FLAP bio for S. America 03-10.pdf	Acrobat PDF 1.4 - Portable Document Format	35.748 KB	File
FLAP description for Senate Ladies Club direct 08.pdf	Acrobat PDF 1.4 - Portable Document Format	16.513 KB	File
FLAP's BIO REV. 0608.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 REVISION 11-08 FINAL.pdf	Acrobat PDF 1.4 - Portable Document Format	29.814 KB	File
FL Intro REVISION 8.pdf	Acrobat PDF 1.4 - Portable Document Format	29.816 KB	File
Phonies.pdf	Acrobat PDF 1.4 - Portable Document Format	35.844 KB	File
Rewritten FL bio 1108.pdf	Acrobat PDF 1.4 - Portable Document Format	30.064 KB	File

- Received Perry e-records in Jan 2015
- Began Ingesting records into TDA in June 2015
- Opened the public access portal in Jan 2016
- Got the last set of publically available files up Sept 2017

## Next Steps – Ingesting more records into the TDA

12



## Benefits of transferring records to the TDA

- Relieves the preservation burden from the agency
- Saving taxpayer money – Reducing agency storage and migration costs
- Reducing agency staff time for PIA requests
- Increases transparency by making more records accessible
- Preserves and protects electronic state records a secure trusted repository

13



## What do we want?

- The same kind of records that you transfer in paper
  - Records with an “A” designation on the schedule
  - Records with an “R” designation need to be reviewed by an archivist prior to transfer
  - State publications
- After active administrative use ends
  - “Master files” – could transfer to TSLAC while retaining use copies.
- “Original” format – especially with images, audio, video



## What do we want?

- Can take records in any format, however:
  - Proprietary formats that require special/expensive license
  - Encrypted records – other forms of DRM
  - Older “legacy” formats
  - Legacy media



## Want to transfer electronic records to the TDA?

- **First step – Contact us!!**



**Laura Saegert** – Assistant Director  
ARIS

- [lsaegert@tsl.texas.gov](mailto:lsaegert@tsl.texas.gov)
- 512-463-5500

**Mark Myers** – Senior Electronic  
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# Electronic Records Survey

<https://tsl.access.preservica.com/wp-content/uploads/sites/10/2017/02/ElectronicRecordsSurvey.pdf>

**TEXAS STATE LIBRARY ARCHIVES COMMISSION TEXAS DIGITAL ARCHIVE**

Fill out this form in as much detail as possible. Please e-mail your completed response to [myvers@tsl.texas.gov](mailto:myvers@tsl.texas.gov).

What is the total volume of electronic records with an "A" or "R" designation at your agency? (in MB or GB)

How much of these electronic records are duplicated in paper? (as a percentage)

How much of these electronic records are unique (not in paper)? (as a percentage)

What percentage of your electronic records (volume in MB, not in total number of files) is:

Databases \_\_\_\_\_

Images \_\_\_\_\_

Audio/Video \_\_\_\_\_

Unstructured data (word, excel, PDF, etc.): \_\_\_\_\_

Other (please explain) \_\_\_\_\_

How are you storing your records? What percentage of what type of storage holds long-term records (records with a retention period of 10 years or more)?

Check all types of storage being used for long-term storage below

Servers

Cloud storage

Magnetic tape

Local drives/servers

Removable media (CD/DVD, flash drives (etc.))

Other \_\_\_\_\_

What is the volume of the most critically valuable archival record series your agency maintains electronically that could be sent to the State Archives?

Type	Volume	MB/GB
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How is your data being backed up?

Frequency
<input type="checkbox"/> Tape
<input type="checkbox"/> Server
<input type="checkbox"/> External hard drives
<input type="checkbox"/> Cloud
<input type="checkbox"/> In situ
<input type="checkbox"/> Other _____

Backup location (geographic location, including name of the facility if known)?



[Staff Login](#)

NEW AND UPDATEDNEED HELP?MORE ABOUT...MAIN COLLECTIONS

EXPLORE ARCHIVESEARCHARCHIVE Q

The Texas Digital Archive (TDA) manages, preserves, and facilitates access to the electronic records and Archives Commission, including those transferred by State agencies or digitized by the State Archives Commission. **These records are unrestricted and available for public use.**

[Click here for tips on Locating records in the TDA](#)

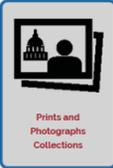
### Collections



Governor's Records - Rick Perry, 2000-2014



Manuscripts Collections



Prints and Photographs Collections



Texas Legislature

SEARCH TIPS

FREQUENTLY ASKED QUESTIONS

RESTRICTIONS AND REQUIREMENTS

TRANSFERRING ELECTRONIC RECORDS

THE TEXAS DIGITAL ARCHIVE (TDA)

TEXAS STATE LIBRARY  
ARCHIVES COMMISSION  
TEXAS DIGITAL ARCHIVE

Staff Login

NEW AND UPDATED NEED HELP? MORE ABOUT... MAIN COLLECTIONS

EXPLORE ARCHIVE search... ARCHIVE Q

### Transferring Electronic Records to the Texas State Archives

The Texas State Archives is now accepting transfers of electronic records in the Texas Digital Archive (TDA). The TDA is a repository built around international standards for the long-term preservation of electronic records.

**Benefits of the Texas Digital Archive**

- Saves taxpayer money. By transferring archival electronic records to the TDA, agencies will reduce their data storage and migration costs.
- Reduces agency staff time spent responding to Public Information Act requests.
- Monitors and ensures the authenticity, integrity, and security of electronic records over time.
- Allows for the migration of records to new formats, avoiding information loss through format obsolescence.
- Uses digital forensic tools to recover information from obsolete media.
- Increases the transparency of government operations by providing a web portal (<https://tst-test.access.preservica.com/>) that allows the public to search, view, and download records online.

The TDA will take state agency records that have been scheduled as 'A' (Archival) or 'R' (Review) on an approved records retention schedule. 'R' records will need to be reviewed by an appraisal archivist prior to transfer.

- For more information about the types of records for transfer see the [FAQ's for State Agencies](#) on the TSLAC website.

For questions about transferring electronic records to TSLAC, an agency records management officer (RMO) should contact either:

- [Laura Saeger](#), Assistant Director for Archives

or

- [Mark Myers](#), Senior Electronic Records Specialist

Agency RMO may also complete and return the [Electronic Records Survey](#) form for general information about the types of electronic records at the agency.

For more information about the transfer process please refer to [Procedures for Transferring Electronic Records](#)

## Metadata = Data about Data

*ACCESS GRANTED. STARFLEET PERSONAL RECORD DATA BASE PRINTOUT*

**SUBJECT:** Data  
**SPECIES:** Android. Creator: Doctor Noonian Soong  
**RANK:** Starfleet Lieutenant Commander  
**ASSIGNED VESSEL:** U.S.S. Enterprise, NCC-1701-D  
**PREVIOUS VESSEL:** U.S.S. Trieste  
**PHYSICAL CONDITION:** Excellent  
**NICKNAME:** Pinocchio




**PROFILE:** Data, Lieutenant Commander of the U.S.S. Enterprise NCC-1701-D. Literal. Practical. A perfectly fabricated Android. Remarkably human-like. Phenomenal memory. Reliable source of information on all subjects. Precise shot with Type II Hand Phaser. Extremely strong and agile. Able to evaluate and repair himself with his Diagnostic Testing Unit. Eager to learn and experience anything relating to humans. Desires to be human.

Data shares a close bond with fellow shipmates, most notably Lieutenant La Forge. Though powerful enough to cause harm, Data's programming will not allow him to hurt or endanger any living thing, unless the ship or its crew are at risk.

**DISTINGUISHED SERVICE NOTATION:** Defended the Enterprise against his evil twin brother, Lore. Without regard to personal safety, Data attacked Lore, forcing him into the transporter, where he was beamed into space.

*FURTHER ACCESS DENIED. CLEARANCE FOR STARFLEET LEVEL X ONLY!*



## Preservica: Metadata

- Information about your stuff
- Technical information auto-extraction by system
- We have (some of) the tools and technology to...
  - Extract your embedded metadata
  - And enhance access



## Preservica: Metadata

- Your data?**
- What about the metadata you use?
  - May be able to keep and/or re-use
    - For enhanced access

**Ex.: Historical Commission data**

NAME	ADDRESS	CITY	STATE	ZIP
Anderson	8702 Anderson County Courthouse	3026 N. Church St.	Parkville	65661-1246
Anderson	8786 Carl G. & Rosemary House	3022 N. Perry St.	Parkville	65661-2046
Anderson	8751 First Presbyterian Church	402 Eastman St.	Parkville	65661-2046
Anderson	8784 Franklin Railroad Depot		Parkville	65661-1017
Anderson	8788 Hedger Carley House	10715 Hedger St.	Parkville	65661-1075
Anderson	8787 J. & G.M. Hospital and Nurses' Quarters	30	Parkville	65661-1246
Anderson	7228 John and Laura Miller House	8	Parkville	65661-1246
Anderson	8822 John Sharp House		Parkville	65661-1246
Anderson	8776 Lark House, The	3889 Lark St.	Parkville	65661-1072
Anderson	8782 Mount Vernon A.M.E. Church	3022 E. Calhoun	Parkville	65661-1046
Anderson	8786 Parkville Carnegie Library	3022 N. Queen St.	Parkville	65661-1046
Anderson	8786 Parkville High School	488 Westhaus	Parkville	65661-1046
Anderson	8786 Parkville High School	488 Westhaus	Parkville	65661-1046
Anderson	8786 Parkville High School	488 Westhaus	Parkville	65661-1046
Anderson	8786 Parkville High School	488 Westhaus	Parkville	65661-1046
Anderson	8808 Sacred Heart Church	401 9th. Oak St.	Parkville	65661-1046
Anderson	7228 Seven Oaks (Hilbert Alexander House)	4072 Eastland	Parkville	65661-1046
Anderson	8788 The Stevens Mission	301 S. Magnolia	Parkville	65661-1075
Anderson	8820 William and Caroline Bradley House	2885 S. Supreme	Parkville	65661-1246





## Preservica: Demonstrations

- Upload
- Ingest workflows
- Backend hierarchical view options
- Public Interface access



## Questions?

-Mark Myers – Senior Electronic  
Records Specialist

- [mmyers@tsl.texas.gov](mailto:mmyers@tsl.texas.gov)



- Brian Thomas – Electronic  
Records Specialist

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**TEXAS DIGITAL ARCHIVE**

## Thank You!