

CITY OF LONDON

**Libraries, Archives and Guildhall Art
Gallery Department**

**GUILDHALL LIBRARY MANUSCRIPTS
AND
LONDON METROPOLITAN ARCHIVES**

Interim Digital Preservation Policy

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VISION STATEMENT

Guildhall Library Manuscripts and London Metropolitan Archives exist to collect records of London's rich past history and to find and collect records of London's vibrant and diverse present, which are selected, catalogued, stored and permanently preserved for the use and benefit of present and future generations. The Digital Preservation Policy has been created to support the long term use and preservation of digital records and documents.

POLICY

1.1 Rationale

This document specifies how City of London staff based at London Metropolitan Archives and Guildhall Library Manuscripts will preserve and manage 'digital archives'.

1.2 Scope

This policy and related guidance covers:

Born digital files deposited under acquisitions procedure and held as originals by London Metropolitan Archives or Guildhall Library Manuscripts.

Born digital files transferred under City of London Records Management procedure and held as originals for permanent preservation as part of the Archive of the City of London.

Digital surrogate/access copy files created from 'original' documents in any media (manuscript, photograph, map, video, audio, digital file etc...)

It should be noted that the vast majority of digital files created within the Heritage Services Division of the Department of Libraries, Archives and Guildhall Art Gallery will not be preserved as part of the 'Digital Archive'.

1.3 Digital Storage

Digital files designated for preservation will be managed as part of the 'Digital Archive'. This system will be implemented as a secured server partition. Files stored within the 'Digital Archive' will be managed through an MS Access database. This solution will be reviewed annually for suitability and new management software for digital files will be reviewed on a regular basis.

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The primary storage media for digital files preserved under this policy will be server-based hard disk storage maintained in appropriate environmental conditions.

Digital files to be preserved will be managed within structured, secured, dedicated folders on local and corporate servers. Full Backup routines will be implemented to provide disaster recovery processes.

If the use of removable media is necessary, gold coated CD-R and DVD-R's or Ultrium magnetic tape cartridges will be used and stored in an appropriate environment. Removable media will be checked annually for signs of physical deterioration and technical obsolescence. Migration onto new removable media will be carried out where deemed necessary to ensure continuing access to the digital files.

1.4 Data File Formats

Wherever possible, incoming files must be 'open format' or very widely used formats. Ideally, the original formatting within the document should be preserved. Acquisitions staff will ensure that all incoming deposits are checked for compatibility with our systems. If archive staff are unable to read the file with existing software, an alternative version should be requested from the depositor to be deposited alongside the original (PDF is acceptable in most instances).

Files within the 'Digital Archive' will be reviewed annually for obsolescence threat. If a file is considered to be in danger of obsolescence, appropriate measures will be taken to ensure that the file remains in an accessible state.

A surrogate copy for public access will be made in an appropriate format will be made for each file in the 'Digital Archive'.

The City of London intends to purchase an Electronic Document Records Management System to manage digital business records within the authority. Once this system is established, we will analyse the processes required to successfully migrate digital files from this system to the 'Digital Archive'.

1.5 Standards, Guidance and Organisations

Standards and guidance which inform digital preservation strategies and processes developed by the Heritage Services Division of the Department of Libraries, Archives and Guildhall Art Gallery will include the following:

- The Dublin Core Metadata Element Set (ISO Standard 15836)
- BS 4783 Storage, Transportation and Maintenance of Media for Use in Data Processing and Information Storage
- The OAIS (Open Archival Information System)
- Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically

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The following organisations are relevant to digital preservation and will be consulted in the process of developing digital preservation strategies:

- The Digital Preservation Coalition
- The Digital Curation Centre
- The National Archives
- The National Preservation Office

1.6 Responsibilities

The Principal Archivist (Records Management and Automation) reporting to the Head of Archives, Prints and Maps will have overall responsibility for the 'Digital Archive'.

Acquisitions staff will provide advice to depositors (both City of London and external depositors).

Our commitment:

The City of London provides a unique and diverse range of services to the residents, businesses, workers and visitors in the City of London and beyond. We are committed to being proactive in providing services fairly to all our potential service users. Promoting equal opportunity for all is one of our core values.

Our policy is to treat all service users, and anyone else we come into contact with, equally and with dignity and respect and not to discriminate on grounds of age, disability status, employment status, ethnic or cultural origin, gender, marital status, nationality, religious belief or non-belief, responsibility for dependants, sexual orientation, social background, or any other grounds which cannot be shown to be justified. We will recognise, respect and value difference and diversity.

In partnership with our employees, our residential communities and stakeholders, we will work hard to meet our obligations under the relevant anti-discrimination legislation, codes of practice and good practice guidelines.