Constructing a Preservation Policy: the case of the UK Data Archive

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Requirements influencing policy

- organisational and business need
- user requirements
- standards
- legislation
- technology and technical environment
- security

UKDA Mission Statement

"to support high quality research, teaching and learning in the social sciences and humanities, by acquiring, developing and managing data and related digital resources, and by promoting and disseminating these resources as widely and effectively as possible."

About catalogue
  Help on searching
Browse by subject
Major studies
New releases
HASSET thesaurus
Other archives

Accessing

Subject Categories:
Community and urban studies - Society and culture
Family life and marriage - Social stratification and groupings
Leisure, tourism and sport - Society and culture

Depositor(s):
Willmott, P., Institute of Community Studies

Principal Investigator(s):

Column	Title	Codes	
~~##~~ 2/21	Pressed	Not pressed	1 468
		Sometimes pressed, sometimes not	2 352
	Q.35	Pressed	3 414

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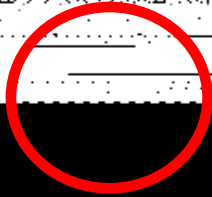
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Pressed

		Frequency	Percent	Valid Percent
Valid	Not Pressed	468	36.7	36.7
	Sometimes pressed, sometimes not	382	29.9	29.9
	Pressed	417	32.7	32.7
	Incomplete information or N/A	9	.7	.7
	Total	1276	100.0	100.0

Workplace

	Frequency	Percent	Valid Percent
Valid 0	2	.1	.1
Central area	211	10.9	10.9
Elsewhere Inner London (ILEA)	154	8.0	8.0
Outer GLC	366	19.0	19.0
Outer Metropolitan Area	385	20.0	20.0
Outside London Region	7	.4	.4
Works at home	27	1.4	1.4
No fixed place, travel around, "all over"	121	6.3	6.3
Insufficient Information / N/A (i.e., not working)	655	34.0	34.0
Total	1928	100.0	100.0

1/61   Workplace

Q. 18

56.

Note: Change from precode: 0 and 9

Central Area (see special map) 1 211
Elsewhere Inner London (ILEA) 2 154
Outer GLC 3 366
Outer Metropolitan Area 4 385
Outside London Region 5
I/I, Not applicable (i.e. not   } 655
    working) working at home, travels } 9
Works at home 6 27
No fixed place, travel around,
    'all over' 7 121
                                    1928

Standards used to inform

- Rights (Legal Protection of Databases, Re-use of PSI)

- BS ISO 14721 OAIS

- BS ISO 18492 Long term preservation of electronic information

- Information security standards (BS ISO 27001 and 27002)

- Records management standards (BS ISO 15489)

- Media/hardware storage and maintenance

Standards used to inform

- Archival standards (BS 5454)
- Metadata standards
- File formats

- Also:
  - Other policies (TNA, English Heritage…)
  - Other guidelines (TNA, AHDS)
  - Planning tools

Planning tools

- TRAC (Trustworthy Repositories Audit and Certification) Criteria and Checklist
- the NESSTOR catalogue of criteria
- the Digital Preservation Coalition's Handbook
- the DRAMBORA toolkit

- 'Core requirements for Digital Archives' (Center for Research Libraries)
- Data Seal of Approval published by DANS.

Life-cycle approach

- Legal and regulatory framework
- Pre-ingest / ingest
- Archival storage
- Systems (hardware) / IT architecture
- Data Management / metadata
- Access

Key changes in new policy

- Increased effort on authenticity, integrity and reliability;
- adherence to archival/records management standards;
- new concepts surrounding versioning and editions;
- definitions for archival packages;
- verification of AIPs;
- improved data management (i.e., non-resource discovery metadata);
- preservation of resource-discovery metadata;
- planning open implementation of preservation metadata.