

Preserving the Records of the E-Legislature

Project Partners Meeting
September 27-28, 2007

www.mnhs.org/elegislature

Project Partners

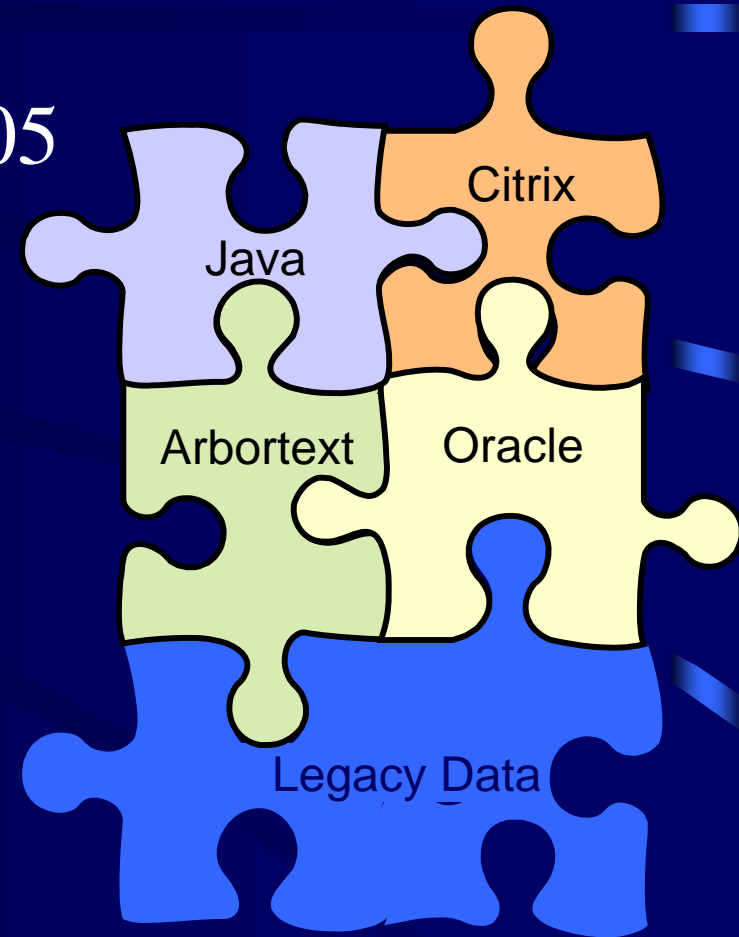
- NHPRC
- Minnesota Historical Society (MHS)
- San Diego Supercomputer Center (SDSC)
- Minnesota
 - Office of the Revisor of Statutes (RO)
 - Legislative Reference Library (LRL)
- Advisory Board
 - California Legislative Counsel
 - California State Library
 - California State Archives

Timeline

- Phase 1: Preparation (April – June 2005)
- Phase 2: Research and analysis (July 05 – June 2006)
- Phase 3: Testing and implementation (June 06 – June 2007)
- Phase 4: Evaluation and advocacy (Jan 07 – June 2007)
- Phase 5: Completion (June – September 2007, beyond with NHPRC extension)

XTEND Bill Drafting System

- RO began using in Sept 2005
- XML based text editor
- Build upon Abortext and Oracle products
- Tailored for the MN Legislature



Appraisal and Selection Process

- MHS and RO analyzed RO workflow with respect to XTEND bill drafting system
- Identified all records created and managed within system, including confidential and public records
- Worked with RO to determine disaster recovery needs, as well as archival records
- For purposes of testing the technology, RO only felt comfortable using public records

Selected Documents

1. Final, edited session laws
2. Final, edited statutes
3. Administrative Rules
4. Associated tables and indices (all of the above)

Surveying Legislative Documents

- Extend project to larger world of legislative records
- Legislative Reference Library: Led series of meetings with legislative offices to learn about legislative records
- House and Senate IT, Joint Departments
- Summaries: Lists electronic records created by these offices (different formats and types)
- Interest in technology for disaster recovery and distributed access/sharing

Disaster Recovery vs. Archives

Disaster Recovery

- Non-selective, everything saved, content changes over time
- Minimal metadata, often system-generated
- In-house file names
- High security, limited access
- Need for integrity checks
- Need for fast retrieval

Archives

- Permanent, final records determined through appraisal, formal deaccession process
- Metadata applied by archivist
- Descriptive naming
- High security, limited access
- Need for authenticity, reliability
- Retrieval speed not critical

Technology Testing

- Distributed systems for dual purposes of disaster recovery and archival storage
- Using SDSC's Storage Resource Broker (SRB) software and data grid technology
- www.sdsc.edu/srb/index.php

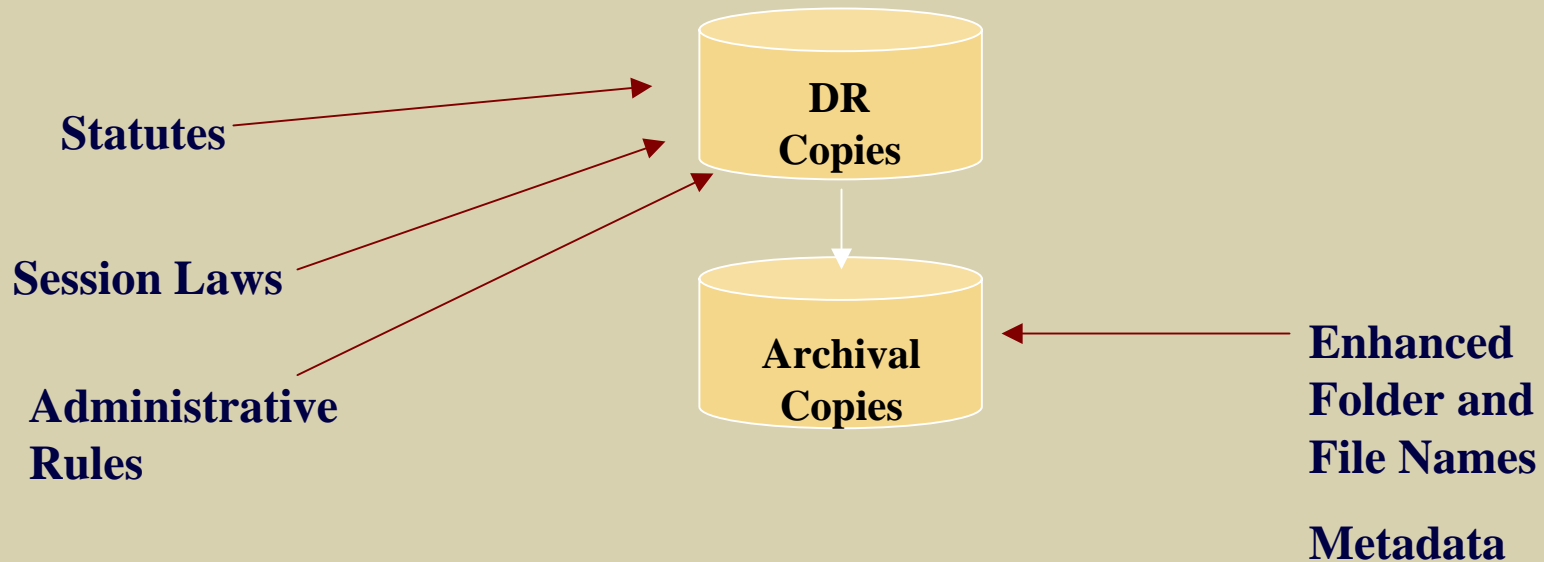


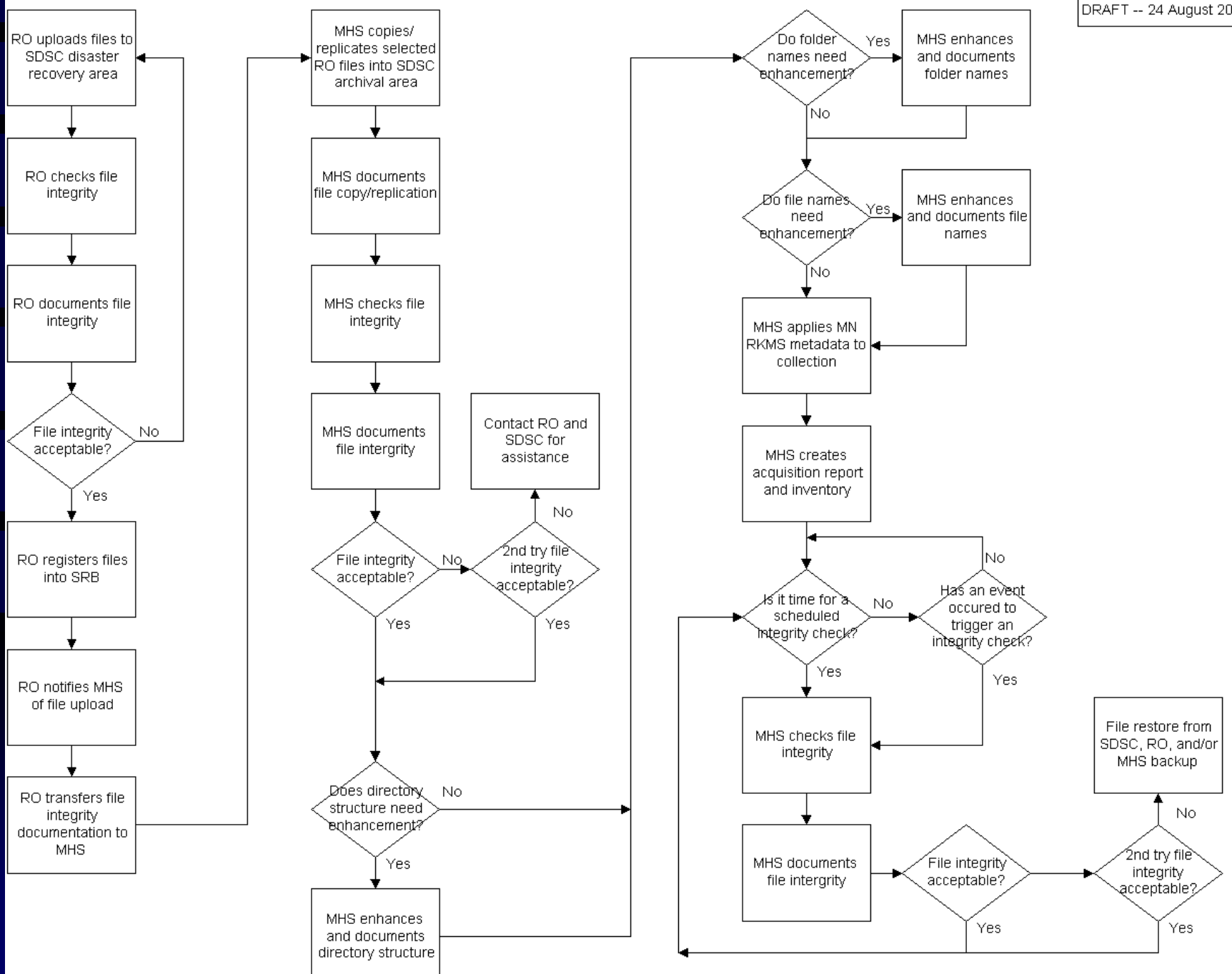
Proposed Preservation Workflow

1. Revisor's Office

2. SDSC

3. MHS





Directory Structure and Naming Conventions

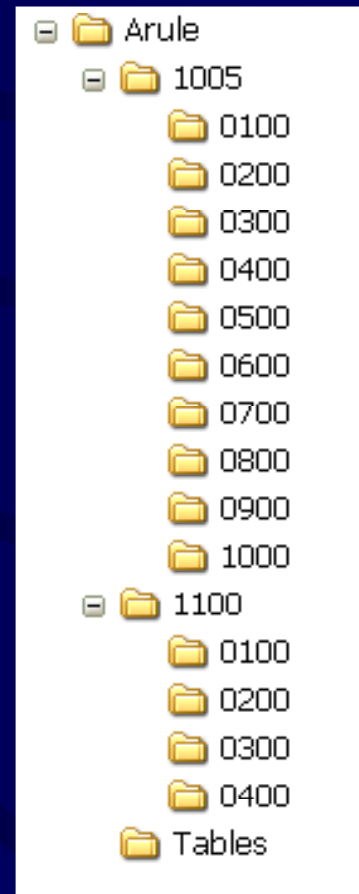
Statutes/Session Laws

Administrative Rules

Document Type
Year
Chapter No.
Section



Document Type
Chapter No.
Part No.



Metadata Standard

- Minnesota Recordkeeping Metadata Standard
- Based on National Archives of Australia Standard
- Crosswalks to Dublin Core, GIS
- Addresses access/use, preservation, and disposition
- www.mnhs.org/preserve/records/metadastandard.html

MN RKMS Elements

(** indicates mandatory)

- | | |
|----------------------------|---------------------------|
| 1. AGENT ** | 11. TYPE |
| 2. RIGHTS
MANAGEMENT ** | 12. AGGREGATION LEVEL ** |
| 3. TITLE ** | 13. FORMAT |
| 4. SUBJECT ** | 14. RECORD IDENTIFIER ** |
| 5. DESCRIPTION | 15. MANAGEMENT HISTORY ** |
| 6. LANGUAGE | 16. USE HISTORY |
| 7. RELATION | 17. PRESERVATION HISTORY |
| 8. COVERAGE | 18. LOCATION ** |
| 9. FUNCTION | 19. DISPOSAL ** |
| 10. DATE ** | 20. MANDATE |

Automated Processes and Specialized Tools

- SDSC expertise for such activities as:
 - Upload / download
 - Replication
 - Integrity checks
 - Metadata application
- Range of options depending on infrastructure, skills, record value, budgets, etc.

MHS Technology Issues

- Issues with:
 - Firewall settings/access
 - Bugs in Scommands, initial lack of documentation and examples
 - Version changes
 - Bandwidth for file transfers
 - Extensive help needed from SDSC by e-mail, phone, remote log-in (very useful but labor-intensive and not fast)

BUT....

Technology Opportunities

- Grid technology good for some environments and applications, those with required technical skill level, infrastructure, and records/content of high enough value to warrant expenditure
- Distributed storage for disaster recovery and distributed access/sharing can be persuasive argument for agency partnerships.
- Updates and new developments always underway at SDSC (IRODS), commitment to making the technology work.

For More Information

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