

**Бібліотечна, архівна та музейна
діяльність в умовах розвитку
інформаційного суспільства**

**Preserving born digitals in public archives –
an example from Germany**

Ragna Boden

1. Scientific archivist, historian; general department of the State archives of North-Rhine Westphalia, GERMANY, Muenster
E-mail: ragna.boden@lav.nrw.de

The paper presents experiences of one of Germany's biggest archives in the field of storage of born digitals through cooperation with private computer companies and as part of a network of archives and libraries.

Key words – Electronic documents, born digitals, acquisition, records management.

Introduction

The States Archives of North Rhine-Westphalia (Landesarchiv NRW) [1] preserve the documents of the State of North Rhine-Westphalia (which exists since 1946) and its predecessors, going back to the middle ages. North Rhine-Westphalia is the most populated of the 16 German states, with 17.5 million inhabitants.

Establishing networks, creating e-archives

Our professional exchange is not limited to archivists, but also includes librarians. The German language-based network *nestor* [2] is an example of these activities. It started from a librarian point of view, but touches aspects of long-term preservation which concern key archival subjects. Thus, a number of publications (some of them available in English, online) [3-5] are collaborative works of archivists, librarians and IT specialists. In June 2015, a *nestor* workshop dedicated to practical aspects of long-term preservation will be hosted by our archives.

ADD+ means “Acquisition system for Digital Data”. It is being developed since 2010 by our archives to serve as a modular system primarily for the acquisition, storage and use of born digitals. Archival description is excluded from ADD+ because we use a special programme for this purpose. The compatibility of both systems is indicated by the “+”-sign in the name ADD+.

ADD+ is designed and run by an in-house project team composed of archivists and IT specialists. It is based on systems developed by the German federal archives and the municipal archives of the city of Stuttgart, Baden-Württemberg (Southern

Germany). For the actual programming, the archives have commissioned the computer companies HP and SER. In order to cut costs, the Landesarchiv NRW has been cooperating with other German archives (federal, state and municipal) in the form of network structures for four years now. This network exchanges modules on a voluntary basis. The modules are then adapted individually to each archives' needs.

Three modules of ADD+ are in operation to date: the acquisition of unstructured data (like file structures with texts and pictures) [6], the acquisition of databases, and the access module, which is being tested right now. Our next projects are the development of modules for the acquisition of electronic files (which we plan to create this year) and for custom software (prevalent especially with the judiciary). Web-archiving is a topic we will attend to as well. Due to limited resources, however, we have to prioritise.

ADD+ covers the following functions: regulation and documentation of the data transfer; preparation of the data in the form of archival packages; preparation and storage of the archival packages; preparation of metadata for archival description; internal enquiries (research); cooperation with our programme for archival description and use.

ADD+ works according to the OAIS model. It comprises a Pre-Ingest-Toolset (PIT) for the primary preparation of the material (gathering metadata, format validation, ...) and DOXiS4 starting with the ingest, controlling the overall workflow and the storage systems, serving as an internal database for research and being able to export metadata for the archival description system which is not part of ADD+.

The process of transfer, ingest and quality management involves the authorities, archivists as administrators who are responsible for the organizational and technical procedures, and those archivists who are responsible for quality control concerning the contents of the electronic records. ADD+ supports any kind of role models.

References

1. Landesarchiv Nordrhein-Westfalen: Image video, youtube: <https://www.youtube.com/watch?v=RFNQnwI0034&feature=youtu.be> (in English)
2. nector: German competence network for digital preservation, http://www.langzeitarchivierung.de/Subsites/nector/DE/Home/home_node.html.
3. Guidelines for the creation of an institutional policy on digital preservation (2014), http://files.d-nb.de/nector/materialien/nector_mat_18-eng.pdf
4. Explanatory notes on the nector Seal for Trustworthy Digital Archives, http://files.d-nb.de/nector/materialien/nector_mat_17_eng.pdf
5. Guideline for Preservation Planning. Procedural Model and Implementation, http://files.d-nb.de/nector/materialien/nector_mat_15-eng.pdf.
6. Meusch M., Schmidt, C. Accession of digital press photographs from the state press office // *Archivar.* – 2013 – No. 66. – P. 371-376, http://www.archive.nrw.de/archivar/hefte/2013/ausgabe3/ARCHIVAR_03-13_internet.pdf (in German).