DEVELOPING A DIGITAL PRESERVATION POLICY IN A CORPORATE ENVIRONMENT:

The Case of the Historical Archives at the National Bank of Greece

Ypapanti Kytta, HA NBG

ypapantikytta@gmail.com

Contents

- Background information

- Digital preservation - Key concepts

- Digital preservation strategies

- Project in progress...

- Digital preservation policy elements

The Historical Archives of NBG

- Historical Archives collection (1841-1966)

- Subdivision level

- Preserve, manage, provide access to, and display History

- Sole recipient of informational content with historical value

- Advice on appraisal decisions
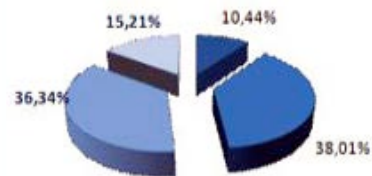
The National Bank of Greece

- Oldest credit institution in Greece

- Broad range of financial products and services

- 511 branches &1.348 ATMs

- 1.184 units abroad
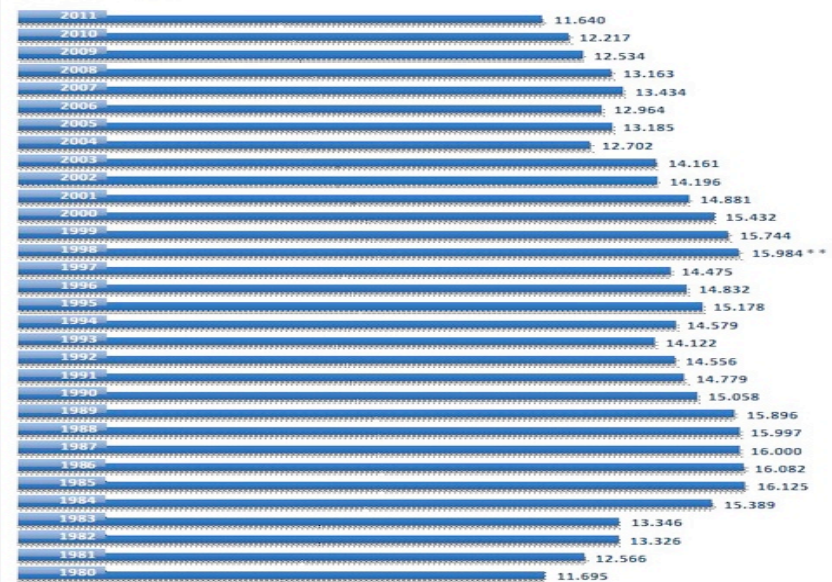
The NBG workforce

Level of education

NBG STAFF STRUCTURE*
BY QUALIFICATIONS ON 31.12.2011
(Number and percentages)

EDUCATION	INDIVIDUALS	% OF TOTAL
ELEMENTARY	1.215	10,44%
HIGH SCHOOL	4.424	38,01%
UNIVERSITY	4.230	36,34%
POSTGRADUATE	1.771	15,21%
TOTAL	11.640	100%

* The figures in the chart represent Bank staff hired in Greece.
  They do not include staff recruited locally by its units abroad or by the companies of its Group.

Size during 1980-2011

NBG WORKFORCE 1980 - 2011*

Year	Staff
2011	11.640
2010	12.217
2009	12.534
2008	13.163
2007	13.434
2006	12.964
2005	13.185
2004	12.702
2003	14.161
2002	14.196
2001	14.881
2000	15.432
1999	15.744
1998	15.984 **
1997	14.475
1996	14.832
1995	15.178
1994	14.579
1993	14.122
1992	14.556
1991	14.779
1990	15.058
1989	15.896
1988	15.997
1987	16.000
1986	16.082
1985	16.125
1984	15.389
1983	13.346
1982	13.326
1981	12.566
1980	11.695

* The figures in the chart represent Bank staff hired in Greece.
  They do not include staff recruited locally by its units abroad or by the companies of its Group.
** The increase in staff figures in 1998 reflects the merger with NMB.

NBG GROUP

Serbia

Bulgaria

FYROM

Albania

Greece

Turkey
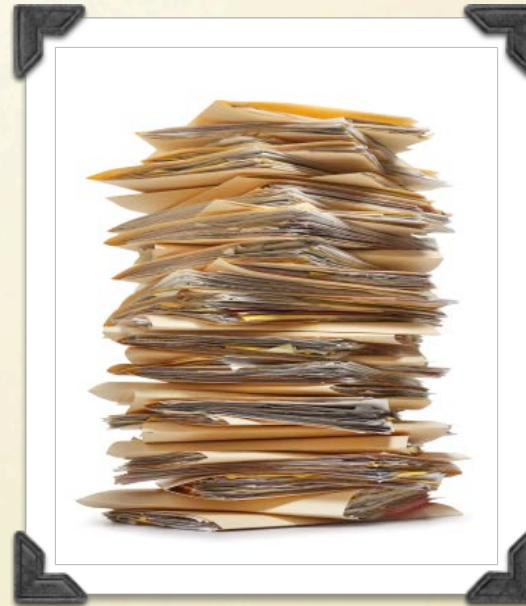
Malta

12 countries
10 banks
58 companies

Preservation management of analogue material

1962

Documents of today..

- Word-processed

- Spreadsheets

- Presentations

- Digitized documents

MORE DATA..

- DATABASES
- INTRANETS
- EXTRANETS
- HUMAN RESOURCES SYSTEMS
- DATA OF ONLINE TRANSACTIONS
- WORK FLOW SYSTEMS
- WEBSITES
- SYSTEMS DEVELOPED IN-HOUSE

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Operational data: Not static

Digital Preservation

"Digital preservation combines policies, strategies and actions to ensure access to reformatted and born digital content regardless of the challenges of media failure and technological change.
The goal of digital preservation is the accurate rendering of authenticated content over time."

American Library Association, 2007

Key concepts

* Time twist

* Levels: Bit/Byte stream

         Software

         Hardware

Text - Dataset - Sound - Image

Key concepts

* Time twist

* Levels: Bit/Byte stream

             Software

             Hardware

* Technical know-how

Digital preservation strategies

- Data archaeology

- Technology preservation

- Media refreshing

- Migration and reformation

- Emulation

Digital preservation strategies

Technology preservation
Keep alive aging software and hardware

Data archeology
Saving obsolete media

Media refreshing
Replacement of the storage media

"If we rely solely on this strategy, we will end up with a museum of ageing and incompatible computer hardware..."
(Feeney, 1999)

Digital preservation strategies

Migration and Reformation

- Extracting and moving data

- Not dealing with software and hardware

- Involves reformatting

- Refreshment & replication

- Repackaging & transformation

Digital preservation strategies

Emulation

- Environment recreation

- Basic design once

- One environment for many objects

BUT

- Costly & time consuming
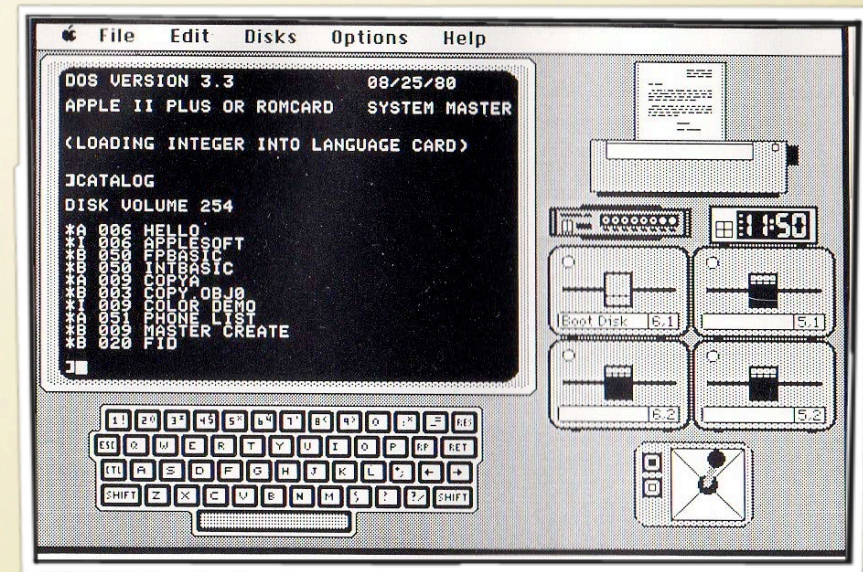
Digital preservation policy in HA NBG

- Raise awareness

- Reality check

- Involving parts

- Preservation policy elements

policy Preparation in HA NBG

- Changes in technology

- Changes in structure, processes, products & services

- Industry changes

Raise awareness

policy Preparation in HA NBG

- Data in different forms than traditional documents
- Storage linked to appraisal decisions
  - ▸ Storage for back ups
  - ▸ Storage for retrieval
    - performance
    - timely operations
- Mid term preservation provision linked to regulatory compliance
- Monitoring software replacement
- Not 100% control of appraisal actions

Observation outcomes

policy Preparation in HA NBG

- IT department (info about tech)

- Operations and processes department (info about functions)

- Historical archive (long term criteria, continuity, and authenticity)
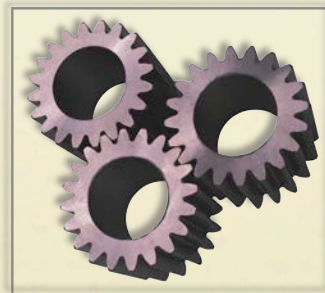
Collaboration planning

Digital preservation policy - elements

Digital preservation policy - elements

- Principle statement

- Contextual Links

- Preservation Objectives

- Identification of Content

- Procedural Accountability

- Guidance and Implementation

- Glossary

- Version control

DIGITAL PRESERVATION POLICIES
STUDY
Part 1: Final Report, October 2008
A study funded by JISC

Digital preservation policy - elements

- Governance & organizational viability

- Organizational structure & staffing

- Procedural accountability & policy framework

- Financial sustainability

Project "Planets" - Trustworthy
Repositories Audit &
Certification check list

Thank you..!

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