Piloting a Peer-Review Process for Trusted Digital Repositories

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Overview

- Project Background

- Peer-Review Process

- Self-Audit Process

- Questions & Answers

"Who would you trust to store, safe keep, and provide access to your most sensitive data and collections?"

Project Background

Trusted **R**epository **A**udit **C**hecklist: Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC)
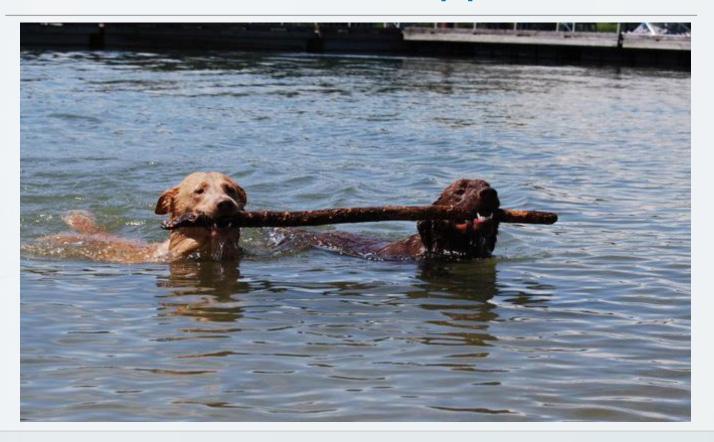
http://bit.ly/1E1gyvf

Project Background

TRAC Considerations:

- Self-Audit
- External Auditors ($$$)
- Both are Time-Consuming

Collaborative Approach

Peer-Review Process

Collaborative Approach

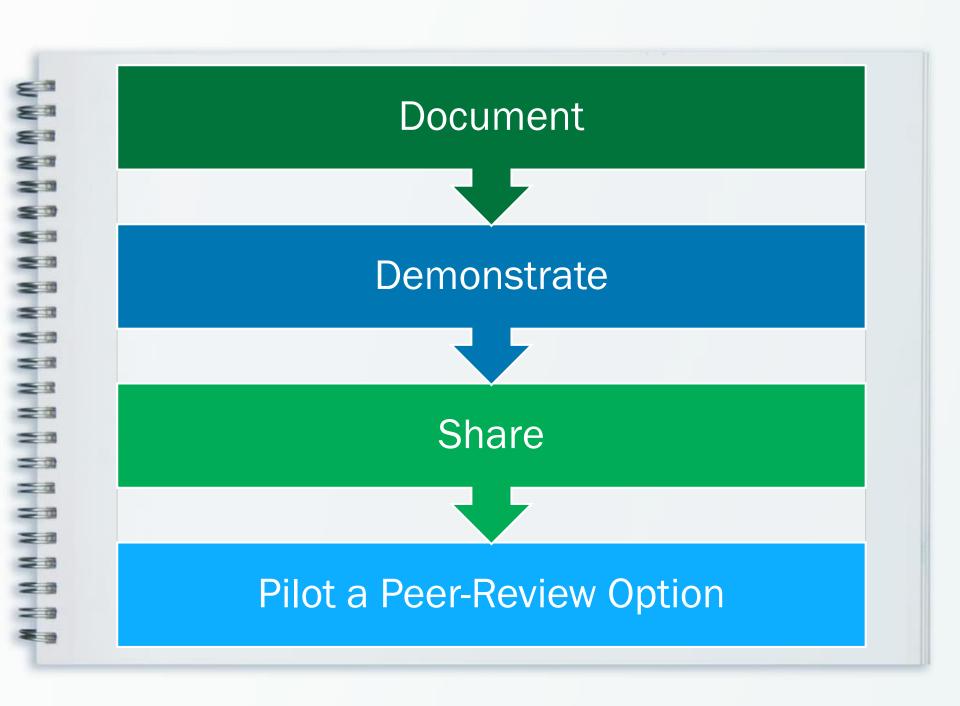- Piloting a Peer-Review Process:

UNT Libraries

UF Libraries

Peer-Review Process

Each Institution:

- Performs a Self-Audit
- Participates in a Peer-Review
  - Scoring and Evaluation
  - Feedback

Peer-Review Process

Structuring the Project:

1. Determine Goals

2. Create a Workspace

3. Establish Timelines

Peer-Review Process

Collaboration Along the Way:

- Conference Calls

- Site Visits

- Sharing Documentation

- Working Through Challenges

Institutional Similarities

Ramsey Brothers Jumping Twin Horses: http://texashistory.unt.edu/ark:/67531/metapth44977/

Peer-Review Process

Institutional Similarities:

- Infrastructure Maturity
- State/Regional Partnerships
- Long-Term Plans
- Scalability

Peer-Review Process

Overall Considerations:

- Thinking in Similar Terms
- Interest in Working Together
- Commitment of Time and Effort

Peer-Review Process

Overall Benefits:

- Learning from Each Other
- Feedback and Discourse
- Building Future Partnerships

Self-Audit Process

Self-Audit Process

Structure of TRAC:

A. Organizational Infrastructure

B. Digital Object Management

C. Technologies, Technical Infrastructure, and Security

A2. Organizational structure & staffing

A repository must have designated staff with requisite skills and training and must provide ongoing development. The repository should be able to document efforts to define and maintain requisite skills, roles, job descriptions, and development plans.

A2.1 Repository has identified and established the duties that it needs to perform and has appointed staff with adequate skills and experience to fulfill these duties.

The repository must identify the competencies and skill sets required to operate the repository over time and demonstrate that the staff and consultants have the range of requisite skills—e.g., archival training, technical skills, and legal expertise.

Evidence: A staffing plan; competency definitions; job description; development plans; plus evidence that the repository review and maintains these documents as requirements evolve.

A2.2 Repository has the appropriate number of staff to support all functions and services.

Staffing for the repository must be adequate for the scope and mission of the archiving program. The repository should be able to demonstrate an effort to determine the appropriate number and level of staff that corresponds to requirements and commitments. (These requirements are related to the core functionality covered by a certification process. Of particular interest to repository certification is whether the organization has appropriate staff to support activities related to the long-term *preservation* of the data.) The accumulated commitments of the repository can be identified in deposit agreements, service contracts, licenses, mission statements, work plans, priorities, goals, and objectives. Understaffing or a mismatch between commitments and staffing indicates that the repository cannot fulfill its agreements and requirements.

Evidence: Organizational charts; definitions of roles and responsibilities; comparison of staffing levels to commitments and estimates of required effort.

Self-Audit Process

Our Approach:

- One Section at a Time
- Assign Tasks as a Team
- Communicate and Discuss

Self-Audit Process

Documentation:

- Procedures and Guidelines
- Writing and Approving Policies
- Memorandums and Licenses
- Standards and Best Practices

Closing Note

- Collaboration Works Well
- Teamwork is Essential
- Discussions are Necessary
- TRAC is a Beneficial Investment

Thank you
&
Questions