



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

ESTABLISHING TRUSTWORTHY DIGITAL REPOSITORIES

A DISCUSSION GUIDE BASED
ON THE OAI S STANDARD



WHAT IS THE PURPOSE OF THE OAIS DISCUSSION GUIDE?

Federal agencies often require long-term storage and access to electronic records, digital data, and other information needed for business, but do not have the fundamental policy and governance infrastructure to assure the trustworthiness and authenticity of the data and records they maintain. This guide, developed by a Working Group of archivists, records managers, data managers, and scientists from the National Archives and Records Administration (NARA) and other Federal agencies, was created to help Federal agencies determine what high-level data management policies, procedures, and processes are in place now, and what policies, processes, and procedures need to be updated or developed to assure that long-term digital data is appropriately managed, preserved, and made accessible to all stakeholders throughout the entire data and records lifecycle.

The discussion guide focuses on implementing *ISO Standard 14721:2003, the Open Archival Information System (OAIS)—Standard Reference Model*, and may help other Federal agencies develop policies, procedures, and practices that help preserve the records and assure their authenticity and trustworthiness throughout the entire lifecycle of the records and data.

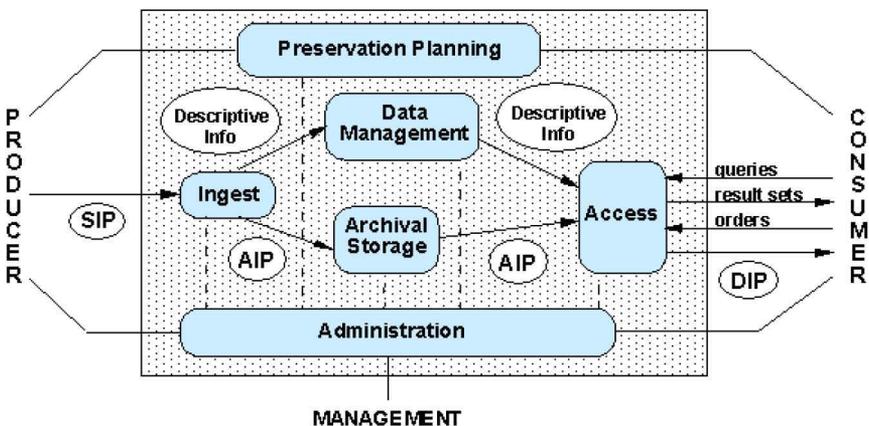
WHAT IS THE OAIS STANDARD?

The OAIS standard is a widely recognized benchmark used by many national and international scientific, cultural, and research organizations, and agencies to develop appropriate governance, policies, business processes, and procedures to operate a data repository for long-term preservation, storage, and access to digital information. It is independent of any particular scientific or academic discipline or field of study, and is not restricted to an exclusively technical environment, as several of its components have a human or manual element.

The OAIS standard reference model is based on six interrelated and overlapping functional entities that are referred to in this guide as “business processes.” They are:

- Ingest
- Archival Storage
- Data Management
- Administration
- Preservation Planning
- Access

Three external clients, or stakeholders, interact with these processes: producers, consumers, and management (see diagram).



Source: Procedures Manual for the Consultative Committee for Space Data Systems (2001)

Acronyms: SIP: Submission Information Package; AIP: Archival Information Package; DIP: Dissemination Information Package

HOW CAN MY AGENCY USE THIS GUIDE?

This guide provides a series of high-level, open-ended questions related to each of the six OAIIS business processes. The questions are designed to help agency managers, staff, and subject-matter experts identify policy, procedures, and operational areas for which agency guidance exists; where gaps in policies, procedures, and operations exist; and where revisions to policies and procedures are needed to meet OAIIS criteria for long-term preservation and access to digital records and information. Using this guide can benefit your agency by improving communications among knowledgeable staff regarding specific issues, questions, or processes related to long-term preservation and access to digital data.

WHERE CAN I GET THE COMPLETE OAIIS DISCUSSION GUIDE?

The complete discussion guide is available in NARA's Toolkit for Managing Electronic Records at <http://www.archives.gov/records-mgmt/toolkit/>. For questions about the discussion guide, or how to access it in the Toolkit, please contact Laurence Brewer by e-mail at laurence.brewer@nara.gov.