

Taking the First Steps of Digital Preservation in City of Reykjavík

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City of Reykjavik

one step at a time towards the future

- Electronic administration.
 - including the Digital Team (Rafræn þjónustumiðstöð Reykjavíkur)
- Electronic records management.
 - GoPro Domino from Hugvit.
- Long term preservation of electronic records.



Records management

- Good order of records a prerequisite for converting to electronic administration and preservation.
- No magic but lot of hard work.
- ~~Buy hardware and software for the archives.~~
- First step to improve records management
 - Retention plans
 - Courses – giving advises
 - Monitoring improvements.



The believe

- ... that electronic preservation will solve records management problems of managing information.
- ... that electronic preservation is less expensive than printing and storing documents.
- ... that all paper will disappear once the electronic systems are in use.

Trust – learn - teach

- Can documents be read after 100 years?
- Authentic and trustworthy documents ?
- Learn what others have been doing both in Iceland and in other countries.
 - Best practises.
- Management - learn about methods of electronic preservation and

Preparing next steps

- New regulations on electronic preservation in 2010 – turning point.
- Task group of municipal archives
 - Study visits to software suppliers.
 - Other visits, including National Archives of Iceland.
 - Visit to Københavns Stadsarkiv, NEA and Statens Arkiver.
- Memo to city council about neccessity to prepare electronic preservation.

JUST DO IT.

Next steps

- **Sept. 10th 2015** – New policy for archives and document handling for the City of Reykjavik
 - Aims at long term preservation of electronic records.
- **Summer 2016** – first notices and applications to preserve digitally received by the Archives.
- **December 21st 2016** – City Council agreed mayor will appoint two task groups to prepare:
 - Electronic records management within the agencies of the city
 - Long term electronic preservation at the Reykjavik Municipal Archives.

Next steps (2)

- January 13th 2017 – mayor appoints the two task groups.
 - City Archivist leads the long term preservation workgroup
 - The main tasks of the workgroup is
 - to get an overview over all systems, in use and disuse at city agencies and companies.
 - Make suggestions what the Municipal Archives needs to be able to take on this new task, including hardware, software, changes of building,
 - calculate effect of electronic preservation on future need for storage rooms,
 - look at possibilities of outsourcing,
 - Implement practical requirements for new information systems to comply with regulations on preservation.

Next steps (3)

- **January 2017** – Contract between the Reykjavik Municipal Archives and National Archives of Iceland.
 - NA would on a contractors basis, review notices and applications for electronic systems and give advise to the Reykjavik Archives on how to process the applications.
- **July 2017** – Survey of electronic systems in the with the city agencies.
- **Winter 2017** – continue mapping information systems in use or disuse.
- **2019/2020** – first electronic delivery received?

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