

Item: 16

Education, Leisure and Housing Committee: 6 September 2023.

Orkney Archive Digital Preservation Policy and Strategy.

Report by Corporate Director for Education, Leisure and Housing.

1. Purpose of Report

To consider the Digital Preservation Policy, together with the Digital Preservation Strategy 2023-2025 for Orkney Archive Service.

2. Recommendations

The Committee is invited to note:

2.1.

That Digital Preservation is a key area which the Archive Service must focus upon with the advent of more electronic content being created by the Council as well as private bodies and individuals.

2.2.

That digital records selected for permanent retention need to be preserved so that they can be accessed in future years, which requires different methods compared to physical archival collections traditionally held.

2.3.

That evidence of how the Archive Service is properly managing digital collections is a requirement for Archive Accreditation, an industry standard that Orkney Archive first achieved in 2017.

2.4.

That the Archive Service will be looking to retain its accredited status when it begins the standard re-application process in August 2023.

It is recommended:

2.5.

That the Orkney Archive Digital Preservation Policy, together with the Digital Preservation Strategy 2023-2025, attached as Appendices 1 and 2 to this report, be approved.

3. Orkney Archive Service

3.1.

Orkney Archive Service has utilised several quality assurance frameworks over the years before a framework specifically designed to examine the provision of archive services in Scotland came into being in June 2014, called Archive Service Accreditation, which is the UK standard for archive services.

3.2.

The standard defines good practice, identifies agreed standards, thereby encouraging and supporting development. It consists of assessment of three sections:

- Organisational health.
- Collections.
- Stakeholders and their experiences.

3.3.

Orkney Archive Service achieved accreditation via the Scottish Council on Archives and the National Records of Scotland (Scotland's assessing organisations) in November 2017. To retain its accredited status, the Service should go through a formal review three years post initial award, followed by formal resubmission to the assessing body, six years post award.

3.4.

Orkney Archive Service was due to have an official review of its accredited status in 2020. However, COVID-19 restrictions delayed this process, and the decision was made by the Scottish Council on Archives to incorporate the formal review into the full resubmission process in 2023 due to a lack of capacity to carry out the three-year review.

3.5.

As part of the resubmission process Orkney Archive Service is required to evidence how it manages digital preservation and the risks associated in this area in the wake of more electronic records being created by Council employees, and how the archive manages those selected for permanent preservation. As well as undertaking a self-assessment using a prescribed tool issued by The National Archives as part of the main application form, a Digital Preservation Policy and Strategy are required to show priorities and best practice within the service.

3.6.

The Digital Preservation Policy, together with the Digital Preservation Strategy 2023-2025 are attached as Appendices 1 and 2 to this report.

4. Equalities Impact

An Equality Impact Assessment has been undertaken and is attached as Appendix 3 to this report.

5. Island Communities Impact

As the policy and strategy being developed in terms of this report have been assessed as being unlikely to have an effect on an island community which is significantly different from its effect on other communities (including other island communities) in Orkney, a full Island Communities Impact Assessment has not been undertaken.

6. Links to Council Plan

6.1.

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priority of Transforming Our Council.

6.2.

The proposals in this report relate directly to Priority T6, Improving our processes through the development of our systems, of the Council Delivery Plan.

7. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priority of Sustainable Development.

8. Financial Implications

Any costs in relation to the Orkney Archive Digital Policy and Strategy documents will need to be met within existing financial resources within the service.

9. Legal Aspects

9.1.

Orkney Library and Archive provides the archival service for Orkney Islands Council and for areas served by that Council. In terms of the Public Records (Scotland) Act 2011, it is approved by the Keeper of the Records of Scotland as a place of deposit for records under the Keeper's charge and superintendence. Orkney Archive is responsible for identifying records of long-term value, looking after these records in appropriate conditions, and maintaining their integrity, reliability, and authenticity. These records are then made accessible to as many people as possible.

9.2.

The Archive Accreditation Standard represents continuous improvement in terms of best value and the Local Government (Scotland) Act 2003.

10. Contact Officers

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11. Appendices

Appendix 1: Orkney Archive Digital Preservation Policy.

Appendix 2: Orkney Archive Digital Preservation Strategy 2023-2025.

Appendix 3: Equality Impact Assessment.



Orkney Islands Council Education Leisure and Housing

Orkney Archive



Digital Preservation Policy September 2023

Orkney Archive promotes understanding of the history of the Orkney Islands by selecting, preserving and providing access to the archives of Orkney Islands Council and its predecessors, local individuals, estates, businesses and organisations, as well as published material.

Version Control

Document Reference.	Revision.	Issue Date.	Reason for Issue.	Reviewer.	Sign.
	00.	Date	New Policy.	Service Manager (Area)	

Contents

1. Scope of Policy	4
2. Scope of Collections	4
3. Professional Standards	4
4. Roles and Responsibilities	5
5. Digital Record Keeping	5
5.1 Principles.....	5
5.2 Formats.....	6
5.3 Metadata	6
5.4 Deposits and Accessions	6
5.5 Storage	6
5.6 Cataloguing.....	7
5.7. Appraisal	7
5.8. Access	7
5.9. Preservation and Care	7
5.10. Withdrawal	8
6. Policy Review.....	8

1. Scope of Policy

The purpose of the Digital Preservation Policy is to define why and how Orkney Archive acquires, preserves, develops, and facilitates access to the digital records in its care.

The Policy reflects the overall mission and objectives of the archive service and should be read in conjunction with the Collections Management, Collections Care and Conservation, Collections Development and Access Policies.

This Policy also needs to be read in conjunction with Orkney Archive's Digital Preservation Strategy which will outline how the service will achieve effective and efficient practices in digital preservation to ensure the long-term survival and accessibility of its digital collections.

2. Scope of Collections

The geographical area served by Orkney Archive is that governed by Orkney Islands Council (OIC), and the types of digital records taken into the custody of the archives reflects those of a physical nature (paper, parchment, photographic, microfilm etc) and represent the Orkney Islands Council and its predecessor bodies, local estates, people, organisations, and businesses, reflecting the changing landscape, communities, and economy.

Orkney Archive will also be the place of deposit for any future electronic records given over to the service by the Keeper of the Records of Scotland under their charge and superintendence, which can include Court and Church records, for example.

3. Professional Standards

Orkney Archive seeks to be guided by all relevant legislative and professional standards as set out in the Collections Management Policy, as well as those specifically relating to digital preservation, including but not limited to:

- ISO 14721:2012 Space Data and Information Transfer Systems – Open Archival Information System – Reference Model (OAIS) - provides a systematic framework for understanding and implementing the archival concepts needed for long-term digital information preservation and access, and for describing and comparing architectures and operations of existing and future archives. It describes roles, processes and methods for long-term preservation.
- ISO/TR 18492:2005 Long-term preservation of electronic document-based information - provides a practical methodology for the continued preservation and retrieval of authentic electronic document-based information and to ensure authenticity of records beyond the lifetime of original information keeping systems.
- ISO 16175:2011 Principles and functional requirements for records in electronic office environments - relates to electronic document and records management

systems, and the need to maintain records over time and that format obsolescence issues need to be considered in the specification of these electronic systems.

- PREMIS (Preservation Metadata: Implementation Strategies) - data dictionary and supporting tools that have been specifically developed to support the preservation of digital material.

It is important to note that the rate of change in technologies and standards make it impossible to base a policy solely on standards. A mix of standards and best practice that meets the need of the archive service will form a comprehensive strategy to meet the needs of the digital materials held and preserved by the archive service.

4. Roles and Responsibilities

The Team Manager (Libraries & Archives) is responsible for developing the Digital Preservation Policy and ensuring that it is implemented, monitored, and reviewed regularly (at least every three years), while also ensuring that there are sufficiently trained staff with appropriate knowledge to accomplish long-term objectives in this area.

The Digital Archivist will be responsible for ensuring that the policy and subsequent strategy is put into practice within the archive, as well as being the main point of contact with internal and external agencies relating to digital preservation. This will include, but is not limited to, OIC IT, Information Governance, Information Security and Digital Communications colleagues, as well as external agencies such as the Digital Preservation Coalition, Archivists of Scottish Local Authorities Working Group (ASLAWG) sub-groups relating to digital preservation and depositors of digital records.

The Archivist and Digital Archivist will work closely to align practices where possible between physical and digital collections to ensure best practice across all archival collections in the care of Orkney Archive.

5. Digital Record Keeping

5.1 Principles

Orkney Archive undertakes to preserve and offer access to the digital records in its care.

Relevant national standards and best practice are followed, and a professional code of ethics (Archives and Records Association Code of Ethics) is observed.

It may be necessary to apply appropriate techniques to stabilise digital collections to ensure long term access. Such interventions will be documented, and appropriate metadata collected to ensure the integrity and authenticity of the digital records.

5.2 Formats

Orkney Archive will strive to accept most formats, but there may be some that cannot be supported. In this instance the Digital Archivist will discuss options with the depositor.

Depositors will not be advised to convert file formats pre-deposit as this may remove essential metadata from the records.

Orkney Archive may create additional copies of records in other formats for preservation and access purposes, but the original deposited file will always be retained.

5.3 Metadata

Depositors will be encouraged to supply as much technical and descriptive metadata as possible.

Assistance can be provided by the Digital Archivist to help gather metadata for deposits.

Applications may be used to extract technical metadata, such as those advised by The National Archives and the Digital Preservation Coalition and approved for use by OIC IT.

5.4 Deposits and Accessions

The deposit process for digital records will take more time than for the physical analogue records held by Orkney Archive. Digital deposits require to be prepared for transfer to digital archive storage.

The legal deposit and accessioning process remains the same as it is for physical analogue records.

It is imperative that digital deposits retain their authenticity and are properly documented to retain the chain of custody/ownership.

The Digital Archivist will support depositors through this process in the same way the Archivist does.

5.5 Storage

We will store at least two copies of digital records in separate locations, with one of these being offsite from the archive building.

Storage for digital collections will be secure and have methods of being backed up to prevent the potential for data loss and corruption.

Long term storage solutions will be discussed with OIC IT, Information Governance and Information Security colleagues as digital collections continue to expand.

5.6 Cataloguing

Digital records will be catalogued using, where possible, the same style and format as the analogue/physical collections in the custody of the archives.

Cataloguing standards will be met when cataloguing digital collections.

Cataloguing to item level is preferred, but depending on the size, complexity, and organisation of the digital records this may not always be possible. If item level cataloguing is not achievable, a note will be put on the catalogue entry to make this clear to all researchers.

5.7. Appraisal

Digital records, just like analogue/physical records, in the care of the archive will be subject to appraisal during the cataloguing process. Any digital material not in keeping with the Collections Development Policy will be offered back to depositors or securely destroyed after consultation with them.

5.8. Access

Access to digital collections will, where possible, be provided in line with Orkney Archive Access Policy.

Finding aids will be produced for digital collections as they are for analogue/physical collections to facilitate access.

Access to digital collections will be given via public access computers in the public searchroom, or by sending electronically to a person's email depending on what is being requested, size and format etc.

Access restrictions will apply to digital collections in the same way as they do for analogue/physical collections. Reasons for restrictions may include, but are not limited to, Data Protection legislation, copyright, political and commercial sensitivity, and will be discussed and agreed with depositors prior to the collections coming into the custody of the archive.

At present, there are no plans to access digital collections in an online environment apart from when individual items may be featured in archival blogs, on the library and archive's other social media platforms, or as images on the future online catalogue.

5.9. Preservation and Care

Digital deposits will be fixity checked on accession into the archives. This will be the case for any copies made by the archives for preservation or access purposes.

Fixity checks will also be carried out at set intervals to ensure the bitstream remains the same as at time of deposit.

Such checks will remain in place and be a manual process for the Digital Archivist until such times as digital preservation software may be procured to make such checks automated.

5.10. Withdrawal

The process for withdrawing digital collections will be discussed with the depositor at the time of deposit and will be in line with what is discussed for analogue/physical collections.

Gifted digital deposits cannot be withdrawn from Orkney Archive.

6. Policy Review

This policy will be reviewed at least every three years, and in line with any changes to the Digital Preservation Strategy as required. As with other archival policies, this policy and accompanying strategy will be incorporated into the Archive Management Scheme in 2025 when all other policies will be reviewed and submitted for approval by the Education, Leisure, and Housing Committee of Orkney Islands Council.



Orkney Islands Council Education Leisure and Housing

Orkney Archive



Digital Preservation Strategy 2023 - 2025

Orkney Archive promotes understanding of the history of the Orkney Islands by selecting, preserving and providing access to the archives of Orkney Islands Council and its predecessors, local individuals, estates, businesses and organisations, as well as published material.

Version Control

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	00.	Date	New Strategy.	Service Manager (Area)	

Contents

1. Scope of Strategy.....	4
2. Digital Collections.....	4
3. Challenges	4
4. Strategic Priorities 2023 - 2025.....	5
4.1 Staff development and resources	5
4.2 Assessing capabilities for digital preservation.....	6
4.3 Surveying existing collections	6
4.4 Procedures for transferring and accessioning digital collections.....	6
4.5 Storage of digital collections	7
5. Expected Outcomes and Timescales.....	7
5.1 Staff development and resources.....	7
5.2 Assessing capabilities for digital preservation.....	8
5.3 Surveying existing collections	8
5.4 Procedures for transferring and accessioning digital collections.....	8
5.5 Storage of digital collections	8
6. Conclusions and Review	9

1. Scope of Strategy

The purpose of this strategy provides a framework for Orkney Archive's digital preservation activities and focus between 2023 and 2025. It clearly identifies strategic priorities within this area, reflecting on the Orkney Archive Digital Preservation Policy to achieve effective and efficient practices in digital preservation, ensuring the long-term survival and accessibility of its digital collections.

2. Digital Collections

Orkney Archive currently holds approximately 1.1TB of digital material, mainly in the format of digitised audio, photographic and text-based files. There is great potential to also add digitised newspapers and manuscripts, electoral registers, and personal/private digital archives to the collections in the future.

It must also be acknowledged that a lot of Orkney Islands Council (OIC) electronically created files, which have a legislative requirement to preserve or are deemed to be historically significant, will also pass into the archive's possession.

Digital content is acquired via the same deposit and accessioning procedures as the physical analogue collections. Records which are analogue and are subsequently digitised are held under the same deposit conditions.

Currently, most records being deposited in Orkney Archive are traditional analogue records; however, the amount of digitised content is steadily increasing, as well as the offerings of more born digital records, including official OIC electronically created content. Orkney Archive recognises the need to standardise and implement procedures to ensure it can preserve such digital content in the long term like it does for its physical collections.

3. Challenges

There are many technical challenges surrounding the preservation of digital preservation. Technological obsolescence and the pace of change in technology is a massive test to ensure that digital content remains accessible as well as authentic and reliable.

Digital content requires earlier intervention than traditional, physical records. The fragile nature of digital records means issues around data integrity and its authenticity need to be addressed as it is easier to make changes to digital files that can go unnoticed, as well as manage the process of appropriate changes and accompanying metadata.

The fragile state of digital storage media is also a cause for concern. Corruption and bit rot can render digital content inaccessible and at a swift pace. This needs to be actively observed and managed to ensure long term accessibility and usability.

Staff expertise and learning new skills to enable Orkney Archive to properly look after its digital collections when changes and lessons learned are still moving at pace present challenges too.

4. Strategic Priorities 2023 - 2025

The digital preservation strategy of Orkney Archive between 2023 and 2025 is oriented around establishing dedicated staff resources, surveying existing digital collections, creating workflow priorities, as well as embedding key processes and procedures to ensure the long-term preservation of such digital records are following the necessary professional standards required. Such strategic aims fit in with the overall mission statement of Orkney Archive as well as the general principles of the Collections Management, Development and Care policies.

4.1 Staff development and resources

Recognising the importance of managing and preserving digital content into the future led to the creation of a Digital Archivist post within Orkney Archive in March 2023. The post is currently filled with a Digital Archivist trainee who is enrolled on the Dundee University Archives and Records Management Diploma course. This post will be dedicated to the implementation and management of digital preservation activities within Orkney Archive and contribute to wider OIC digital preservation initiatives.

There will be opportunities for staff to develop and enhance their skills in digital preservation, through formal courses and continuing professional development prospects. This will ensure that there is a staffing skill set to sufficiently deliver and manage the preservation of Orkney Archive digital collections.

The Digital Archivist trainee will work collaboratively with OIC Information Technology (IT), Information Governance and Information Security teams to enhance knowledge on the principles and practices required to receive, manage, and provide access to both internal and external digital collections. This collaborative work will ensure there is a wider OIC approach to digital preservation and safeguard that archive practice is in line with OIC information security and governance policy.

A digital preservation sub-group has been established in the Archivists of Scottish Local Authorities Working Group (ASLAWG) and the Digital Archivist trainee and the Team Manager (Libraries & Archives) have contributed to the establishment of initial outcomes for the sub-group. The Digital Archivist trainee will join other representatives from across the local authority archive sector to look at best practice in digital preservation and look at common processes and procedures to align what archives are doing across the country.

This sub- group will be a means to look at resources required, and lessons learned from other services who are further along in their digital preservation journey, and the tools and systems put in place to judge what will work best here in Orkney Archive. This should also help inform what budgets may be required and the potential need for separate resources from the current Archive funding structure.

4.2 Assessing capabilities for digital preservation

To gain meaningful insight into moving forward with digital preservation, it is necessary to assess the risks associated with digital records and what processes and procedures are already in place.

It is a priority to use toolkits and assessment models to accurately assess Orkney Archive's capabilities for digital preservation and define where the Archive and wider organisation is at present for record keeping.

Toolkits such as the NDSA Levels of Preservation and DPC's Rapid Assessment Model will be used as a starting point to define where Orkney Archive are regarding capabilities for digital preservation. The outcomes of which will help inform future strategy and practices with regards to preserving digital collections within the Archive and wider OIC environment.

4.3 Surveying existing collections

There are few born digital collections so far in the Orkney Archive, but there are records created by both OIC and external bodies which have been created electronically which will be scheduled to be transferred to the Archive for long term preservation.

The bulk of the digital collections within the Archive are records that have been digitised by the Archivists over several years. These collections mainly consist of audio, photographic and text-based files. There have been no set processes or procedures documented for this material and how it was captured to inform its longer-term preservation needs. A survey of the digital collections is a priority to establish file formats, metadata, security, integrity, and access requirements of the existing collections. This will also inform current storage arrangements and future storage requirements to ensure best practice and ongoing access.

Processes and procedures for conducting a digital collections survey will be documented and be consistent with the Orkney Archive Digital Preservation Policy.

4.4 Procedures for transferring and accessioning digital collections

There needs to be a formal procedure developed for accessioning digital collections into Orkney Archive. This legal deposit and accessioning process should reflect that already in place for physical analogue records, but practices need to be put in place to ensure the authenticity, collected metadata and integrity of the digital records coming into the Archive are documented to accurately reflect the chain of custody so far in the records' life cycle.

This will also involve producing guidance for depositors and record creators, so they know what is expected of them during the accessioning and transfer period to ensure vital information is passed over along with the digital assets.

It will be imperative for the Digital Archivist trainee to work with OIC's IT, Information Governance, and Information Security colleagues to look at what systems and

software are appropriate to use and put in place when establishing the accessioning procedure. Tools and systems to assist with virus checking, integrity checks, metadata capture as well as future checks to ensure authenticity, integrity and access levels are maintained and traceable through auditing and reporting processes.

There is currently an OIC EDRMS project being piloted (with wider OIC roll-out expected thereafter) which will see electronically created records from OIC service areas stored and managed within Microsoft365/SharePoint. While there has been input from the archives since the start of the project, there is a need for the Digital Archivist trainee to ensure that processes and procedures are put in place to manage the transfer and access to a dedicated Archive space within the EDRMS.

4.5 Storage of digital collections

With the progression of the EDRMS project, the medium-term storage of OIC electronically created content which has long term preservation requirements will be relatively stable. There will still need to be all the necessary checks put in place to ensure metadata capture, integrity and authenticity and access controls, but the environment will be secure, and the Archive will have access to the content.

The digital collections already held by Orkney Archive are currently stored on Networked drives, external hard drives, and USB flash drives. This is not a secure and backed up method to ensure long term preservation and access to these records. Discussions between the Digital Archivist trainee, Team Manager (Libraries & Archives) and OIC IT colleagues need to establish a more secure and backed up method of storage. This will also allow for the preservation of digital collections in a geographically different location to the Archive which will reduce the risks of information loss, following industry best practice and in line with Orkney Archive Digital Preservation Policy.

5. Expected Outcomes and Timescales

5.1 Staff development and resources

By 2025:

- The Digital Archivist trainee will be close to completing their formal Archive and Records Management qualification.
- Collaborative working with OIC IT, Information Governance and Information Security colleagues will be standard practice.
- Outcomes of the ASLWAG Digital Preservation sub-group will have been achieved, or at least well under way. The sharing of best practice, processes and procedures should be inbuilt to the reporting process of the group and wider archive network.
- Budgets and resources for digital preservation will have been investigated and assessed against current Archive funding.

5.2 Assessing capabilities for digital preservation

By the end of 2023 Orkney Archive will have:

- Used the NDSA Levels of Preservation and DPC's Rapid Assessment Model to inform where the Archive is sitting regarding its capabilities for digital preservation.

By 2025 we will have:

- Used the above Models of assessment as live documents, updating our progress in each of the categories to inform future strategy and practice within Orkney Archive and the wider OIC.

5.3 Surveying existing collections

By 2025 Orkney Archive will have:

- Conducted a survey into its existing digital collections, capturing necessary data to inform any collections at immediate risk, and priorities for action.
- Informed procedures and best practice on areas such as file formats, metadata, security, integrity, and access.

5.4 Procedures for transferring and accessioning digital collections

By 2025 Orkney Archive will have:

- Well established procedures in place for the transfer and accessioning of digital records into its custody. This includes guidance being in place for Archive staff, depositors and record creators around accessioning and the overall process for digital content.
- Accepted tools embedded into such procedures which will ensure virus and integrity checks happen as standard, with metadata extraction and capture happening for each digital record coming into the custody of the Archive.
- Procedures in place for the secure transfer of OIC created content to a dedicated Archive space within the OIC EDRMS, with access controls established.

5.5 Storage of digital collections

By the end of 2023 Orkney Archive will have:

- Agreed with OIC IT colleagues to secure space on a dedicated OIC server, and safely transferred copies of the Archive's digital collections to this server to give better resilience to the records and their future access.

By 2025 we will have:

- Looked at longer term storage needs and solutions that could be put in place to properly manage the digital collections coming into the custody of the Archive.

- Assessed the longevity of the records being held in the OIC Microsoft 365/SharePoint environment as part of the EDRMS project and how those with permanent retention will be managed in the long-term by the Archives.

6. Conclusions and Review

Orkney Archive are at the beginning of their digital preservation journey, with many steps needing to be implemented to ensure progress made is in line with best practice, and in keeping with professional standards like those upheld when dealing with physical analogue collections.

Establishing where we are now using available toolkits and assessment models is imperative to show us the areas in which we must further develop.

Working with wider OIC colleagues and service areas is essential for the Archive to meet the outcomes of this strategy, and to inform future progress.

Longer term storage and access solutions needs to be considered by Orkney Archive and OIC. Solutions identified in 4.5 and 5.5 will cover short to medium term risk regarding digital preservation. This will inform future strategy requirements and will require joint resourcing and planning across OIC.



Equality Impact Assessment

The purpose of an Equality Impact Assessment (EqIA) is to improve the work of Orkney Islands Council by making sure it promotes equality and does not discriminate. This assessment records the likely impact of any changes to a function, policy or plan by anticipating the consequences, and making sure that any negative impacts are eliminated or minimised and positive impacts are maximised.

1. Identification of Function, Policy or Plan	
Name of function / policy / plan to be assessed.	Orkney Archive Digital Preservation Policy and Digital Preservation Strategy 2023-2025
Service / service area responsible.	Education, Leisure and Housing/ Leisure and Culture
Name of person carrying out the assessment and contact details.	Garry Burton Email: garry.burton@orkney.gov.uk Ext. 2440
Date of assessment.	04/07/2023
Is the function / policy / plan new or existing? (Please indicate also if the service is to be deleted, reduced or changed significantly).	New. The Service is not to be deleted, reduced or changed significantly. The Policy and Strategy outlines future priorities and specific standards concerning digital preservation for the Service.

2. Initial Screening	
What are the intended outcomes of the function / policy / plan?	The Policy and Strategy define a set of standards, actions and priorities for digital preservation that may be effectively monitored, thereby demonstrating the level of service delivery.
Is the function / policy / plan strategically important?	Yes, the Digital Preservation Policy and Strategy must be in place for Orkney Archive to retain its accredited status and formulates how the service will deliver its aims and objectives in this area.
State who is, or may be affected by this function / policy / plan, and how.	Council staff with the Service are affected as the plan prioritises the delivery and direction of the service over the next two years. Archive staff will have a clear understanding of the key priorities of the Service and this will inform priorities in their

	<p>workloads.</p> <p>Wider OIC staff will also be involved in delivering some of the key priorities of this Policy and Strategy, so liaising with Archive staff will be crucial.</p> <p>General members of the public and those donating digital collections to the Archive Service will also be affected. They will benefit from the outcomes to be delivered, resulting in the better preservation of their digital records and in accessing archival collections in the future.</p>
How have stakeholders been involved in the development of this function / policy / plan?	Staff within Orkney Archive have had a close involvement in the creation of the Policy and Strategy, and outcomes produced with shared responsibility between the service manager and the archive team.
<p>Is there any existing data and / or research relating to equalities issues in this policy area? Please summarise.</p> <p>E.g. consultations, national surveys, performance data, complaints, service user feedback, academic / consultants' reports, benchmarking (see equalities resources on OIC information portal).</p>	<p>The Archive Service Accreditation Standard 2014 published by the Scottish Council on Archives was used to inform the scheme. Section 3 'Stakeholders' specifies that services and facilities should support access by a broad range of users and that archives must carry out consultations regularly in order to establish the views of users on a range of issues. The Archive Service regularly collects feedback in relation to its services and uses this as a basis to monitor and offer improvements where any gaps have been identified.</p> <p>The Standard also specifies that archives should understand factors which might impede usage of an archive and must provide evidence that access issues are being identified and addressed.</p>
<p>Is there any existing evidence relating to socio-economic disadvantage and inequalities of outcome in this policy area? Please summarise.</p> <p>E.g. For people living in poverty or for people of low income. See The Fairer Scotland Duty Guidance for Public Bodies for further information.</p>	<p>Direct public access is provided free of charge in the Orkney Archive searchroom, with staff present to assist visitors in finding the information they need. Orkney Archive is committed to promoting equality of opportunity in all aspects of the service. Orkney Archive recognises the importance of access to information online and its digital collections to ensure wider access generally. Free public Wi-Fi is available to all visitors.</p>
Could the function / policy have a differential impact on any of the following equality areas?	(Please provide any evidence – positive impacts / benefits, negative impacts and reasons).
1. Race: this includes ethnic or national groups, colour and	No

nationality.	
2. Sex: a man or a woman.	No
3. Sexual Orientation: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.	No
4. Gender Reassignment: the process of transitioning from one gender to another.	No
5. Pregnancy and maternity.	No
6. Age: people of different ages.	No
7. Religion or beliefs or none (atheists).	No
8. Caring responsibilities.	No
9. Care experienced.	No
10. Marriage and Civil Partnerships.	No
11. Disability: people with disabilities (whether registered or not).	No
12. Socio-economic disadvantage.	No

3. Impact Assessment

Does the analysis above identify any differential impacts which need to be addressed?	No
How could you minimise or remove any potential negative impacts?	<p>The Digital Preservation Policy and Strategy identifies actions to improve access to the Service and the archive collections held by the Council. This includes aiming to ensure that the collections continue to accurately reflect the lives of all individuals and communities throughout the islands; having staff present to assist visitors in finding the information they need; and where possible, to interpret the archive collections. Orkney Archive is committed to promoting equality of opportunity in all aspects of the service.</p> <p>The Digital Preservation Policy and Strategy should therefore have positive impacts in relation to equalities.</p>
Do you have enough	Yes

information to make a judgement? If no, what information do you require?	
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4. Conclusions and Planned Action

Is further work required?	No.
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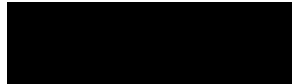
What action is to be taken?	None
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Who will undertake it?	N/A
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When will it be done?	N/A
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How will it be monitored? (e.g. through service plans).	N/A
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Signature:



Date: 04/07/2023

Name: GARRY BURTON

(BLOCK CAPITALS).

Please sign and date this form, keep one copy and send a copy to HR and Performance. A Word version should also be emailed to HR and Performance at hrsupport@orkney.gov.uk