

## General Electronic Archive Pilot Project

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### Project Aim:

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To research, evaluate and pilot a general electronic archive that will provide a distinct, curated and indexed long term e-document storage service made available to the whole of the collegiate University.<sup>i</sup>

### Project scope:

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1. To establish and identify the needs and requirements of the collegiate University for central long term electronic data storage. In particular to establish the potential size and composition of any individual archive.
2. To assess and establish what facilities already exist including specific internal solutions and third party vendor solutions already being used. To identify any commonality, suitability and the potential scalability to suite the proposed general electronic archive.
3. To research and find a suitable electronic archive software solution that can be used in a pilot archive.
4. To develop a pilot test bed archive that will address the known and unknown complexity of long term electronic storage in particular looking at (but not exclusively):
  - a. Document type and possible restrictions.
  - b. Meta data and indexing
  - c. Long term availability, integrity and curation.
  - d. Archive maintenance and management.
  - e. Information Security and safe disposal.
5. To develop a cost model for the long term rolling out of a University of Oxford general electronic archive service.

### Project Limitations:

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1. The project is aimed at providing a managed service where colleges, departments, units and in some cases individuals<sup>ii</sup> can safely deposit electronic items for long term storage only. It is not providing any interface for published works, data or documentation that is required to be accessed by the general public.
2. The archive service will look at providing “dark” archiving facilities which can be maintained and controlled by the depositing individuals. The long term storage of any data deemed to be extremely sensitive will not be covered.
3. The project will not be looking at any document management solutions in respect of working data and documentation nor will it look specifically at methods and practice of what to store long term.

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<sup>i</sup> A basic pictorial model is attached to this document. This is a pre project model and is subject to revision as the needs and requirements are established.

<sup>ii</sup> For example individual researchers/ academics without an affiliation that will support an archive.

# GENERAL ELECTRONIC ARCHIVE PILOT PROJECT

## Archive service model

