

Italian approach to long-term digital preservation

Policies for Digital Preservation

ERPANET Training Seminar

Fontainebleau - January, 29th 2003

Public Administration Authority for IT

A short presentation

- ∞ Control and co-ordination of all projects included in the three year Public Administration plans, both technical and financial aspects
- ∞ Harmonise the criteria for designing, developing, managing and monitoring large information systems
- ∞ Promote innovative tasks in the IT field such as the Public Administration Unified Network,
- ∞ Improve competence and know-how in the public area
- ∞ Support the Italian government about laws, European receptions, standardisation process, ...

... for more info and details: **www.aipa.it**

Policy evolution

- ⌚ Law No. 59/1997, general legislation on the simplification of public administration, was issued providing that the use of electronic means will be legally valid and relevant for any purpose of law
- ⌚ Since then a wide number of rules and guidelines have provided general principles for the legal validity of digital documents and digital signature, and for the digital document management and preservation

Presidential Decree 445/2000

- ⌚ Is a consolidated act on administrative documents
- ⌚ Establishes that public administration and private companies may substitute documents, originally produced on paper or on another non-electronic media, with their digital copies on condition that they are certified true to the original
- ⌚ Provides that existing legal requirements to retain or disclose acts shall be considered satisfied for all legal purposes by digital documents on condition that the processes used are in accordance with the technical rules established by AIPA

AIPA Regulation 42/2001

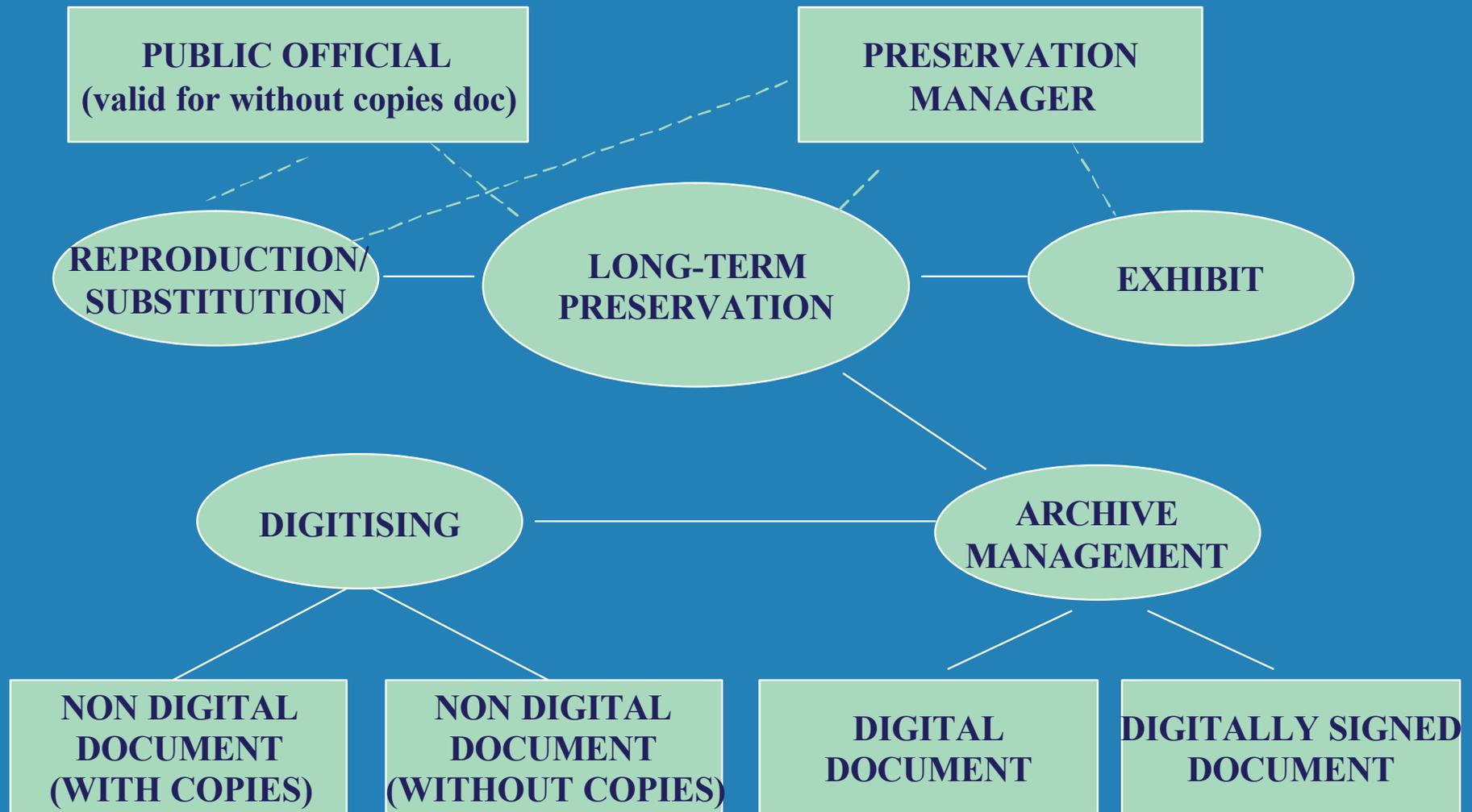
- ⌚ Technical rules established by AIPA for document reproduction and long-term preservation in digital data storage media to guarantee digital document integrity and authenticity, conforming to the original
- ⌚ Valid for public administration and private companies developing policies to retain documents for which legally obliged retention exist
- ⌚ Restricted to specific document life cycle phases

AIPA Regulation 42/2001

Scope

- ∞ Give clear and standard definitions of document and process typology
- ∞ Simplify processes involving digital documents
- ∞ Define rules for non digital document digitising, separating with or without existing copies or duplicates documents
- ∞ Provide security policy for digital object preservation based on digital signature

AIPA Regulation 42/2001 Schema



AIPA Regulation 42/2001

Long-term preservation

- ∞ The aim is preserve **only** digital documents for the future, certifying their integrity and authenticity
- ∞ The rule states that the Preservation manager links a time mark and digital signature to digital documents on the whole
- ∞ For those originated from “without existing copies” documents have also to be linked Public official time mark and digital signature, certifying conformity to the original

AIPA Regulation 42/2001

Reproduction / Substitution

- ∞ Reproduction maintains document original format and informational content, extending data storage media life or preserved document readability
- ∞ Substitution changes document original format allowing system technological update or digital signature renewal.
In this case must be applied long-term preservation rules

AIPA Regulation 42/2001 Exhibit

- ∞ The preservation system must allow document:
 - ✓ access
 - ✓ reproduction and/or printing
 - ✓ delivery

AIPA Regulation 42/2001

Preservation manager

- ∞ Defines digital preservation system characteristics and requirements
- ∞ Specifies single document preservation, access and exhibit procedure
- ∞ Establish logical and physical security policies
- ∞ Retains different system software versions
- ∞ Verifies periodically document readability

Current initiatives

Policy impact

- ∞ Working groups involving specific Public Administration, institutions and private companies to formulate digital preservation policy on restricted operational fields under their jurisdiction:
 - ✓ financial documents
 - ✓ government documents
 - ✓ diagnostic imaging
 - ✓ research project

Current initiatives

Training

- ∞ Specific training courses that should be addressed to Preservation manager
- ∞ Basic and technical training courses related to digital preservation system end-user
- ∞ Training courses developed for management who require a basic knowledge and understanding of digital preservation, as well as to establish awareness in this regard

Current initiatives

Policy extension

- ∞ Define policy and related technical rules valid for the document entire life cycle
- ∞ Revise AIPA Regulation on the basis of InterPARES 2 Project recommendations concerning authenticity, reliability and accuracy of digital records and objects produced in new digital environments throughout record life cycle