Preserving Electronic Publications

The Texas Records and Information Locator and the Electronic Depository Program

presented by

Coby Condrey

Texas State Publications Depository Program

Texas State Library & Archives Commission

for

2nd Annual E-Records Conference : 'Records at Risk'

Nat'l. Assn. of Gov't. Archives and Records Administrators

May 2003

Overview

- Background & Beginnings
- Texas Records and Information Locator (TRAIL)
- New Concerns
- Electronic Depository Program
- Future Developments / Conclusion

Defining the Territory

- "State publication" means information *in any format* that:
  - is produced by the authority of or at the total or partial expense of a state agency or is required to be distributed under law by the agency; and
  - is publicly distributed outside the agency

Limiting the Scope

- "State publication" does not include information the distribution of which is limited to:
  - contractors with or grantees of the agency
  - persons within the agency or within other government agencies (most state *records*)
  - members of the public under a request made under the open records law

E-Pubs & the Internet

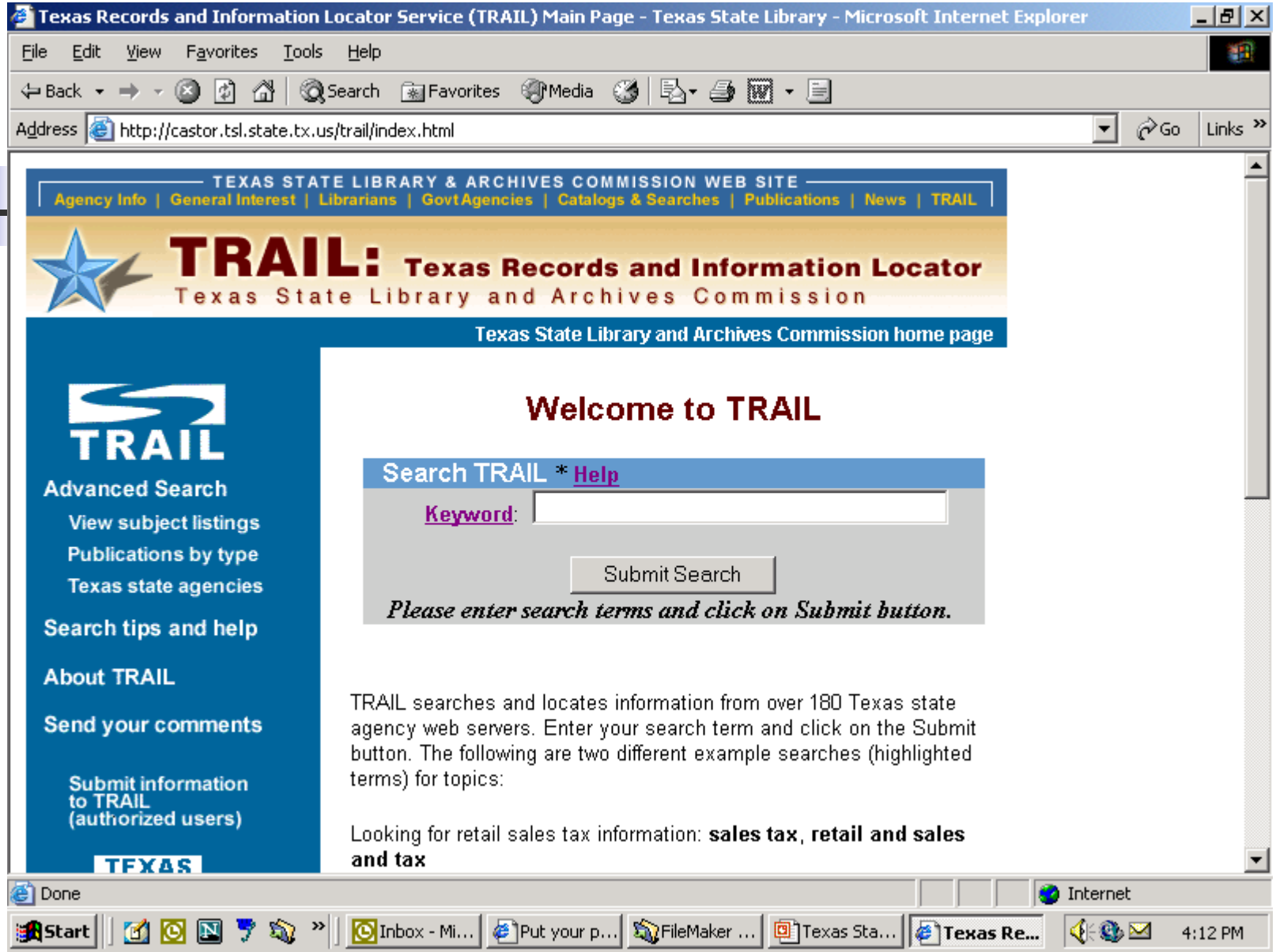
- Late 1980's, early 1990's : confluence of integrated library systems and the world wide web
- Proliferation of web-based information
- New technology = Better access?
- Project LINK

Electronic Publications

- 1990's
  - increased interest in and contributions to developing *standards*
  - government information locators
  - Texas Records and Information Locator (TRAIL)

TRAIL

- Originally, a list of state agency & university web sites
- By the mid-1990's, updates to depository program rules require agencies to report their publications
- By the late-1990's, TRAIL becomes a genuine searchable database


Texas Records and Information Locator Service (TRAIL) Main Page - Texas State Library - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://castor.tsl.state.tx.us/trail/index.html
Go Links
TEXAS STATE LIBRARY & ARCHIVES COMMISSION WEB SITE
Agency Info | General Interest | Librarians | Govt Agencies | Catalogs & Searches | Publications | News | TRAIL
TRAIL: Texas Records and Information Locator
Texas State Library and Archives Commission
Texas State Library and Archives Commission home page
TRAIL
Advanced Search
View subject listings
Publications by type
Texas state agencies
Search tips and help
About TRAIL
Send your comments
Submit information to TRAIL (authorized users)
Welcome to TRAIL
Search TRAIL * Help
Keyword:
Submit Search
Please enter search terms and click on Submit button.
TRAIL searches and locates information from over 180 Texas state agency web servers. Enter your search term and click on the Submit button. The following are two different example searches (highlighted terms) for topics:
Looking for retail sales tax information: sales tax, retail and sales and tax
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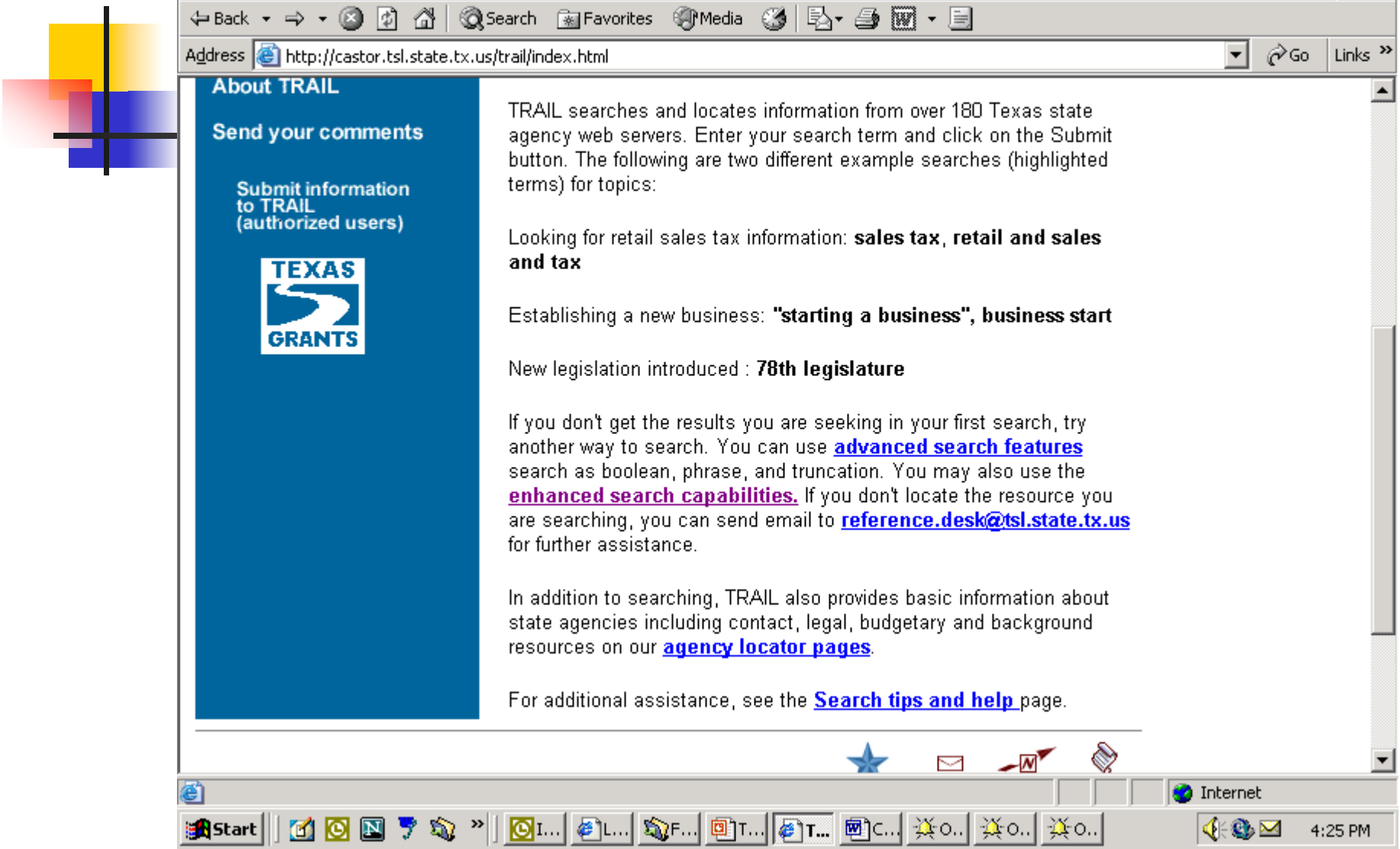
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Address http://castor.tsl.state.tx.us/trail/index.html
Go Links
About TRAIL
Send your comments
Submit information to TRAIL (authorized users)
TEXAS GRANTS
TRAIL searches and locates information from over 180 Texas state agency web servers. Enter your search term and click on the Submit button. The following are two different example searches (highlighted terms) for topics:
Looking for retail sales tax information: sales tax, retail and sales and tax
Establishing a new business: "starting a business", business start
New legislation introduced : 78th legislature
If you don't get the results you are seeking in your first search, try another way to search. You can use advanced search features search as boolean, phrase, and truncation. You may also use the enhanced search capabilities. If you don't locate the resource you are searching, you can send email to reference.desk@tsl.state.tx.us for further assistance.
In addition to searching, TRAIL also provides basic information about state agencies including contact, legal, budgetary and background resources on our agency locator pages.
For additional assistance, see the Search tips and help page.
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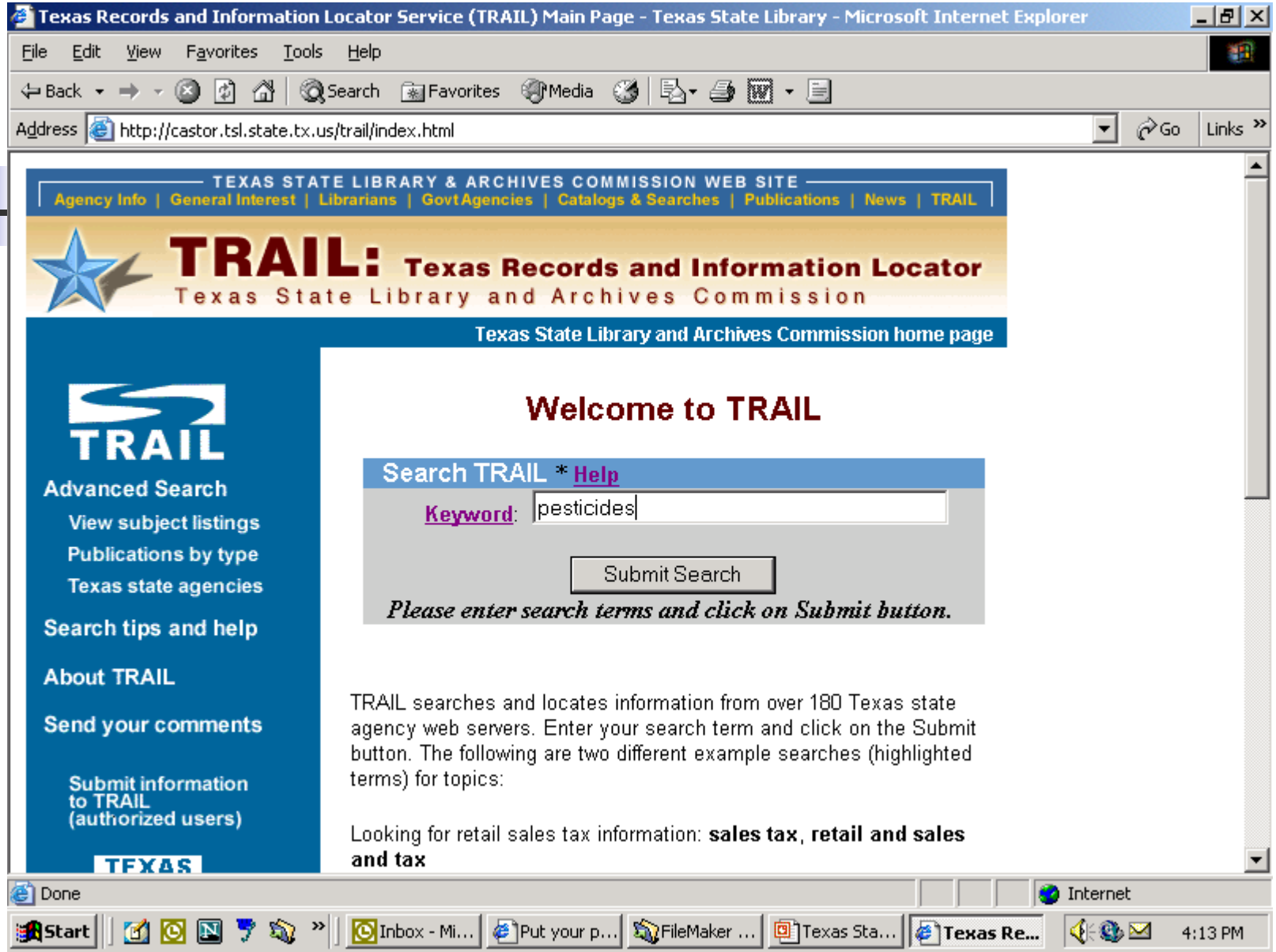
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TRAIL: Texas Records and Information Locator
Texas State Library and Archives Commission
Texas State Library and Archives Commission home page
TRAIL
Advanced Search
View subject listings
Publications by type
Texas state agencies
Search tips and help
About TRAIL
Send your comments
Submit information to TRAIL (authorized users)
Welcome to TRAIL
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Keyword: pesticides
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Please enter search terms and click on Submit button.
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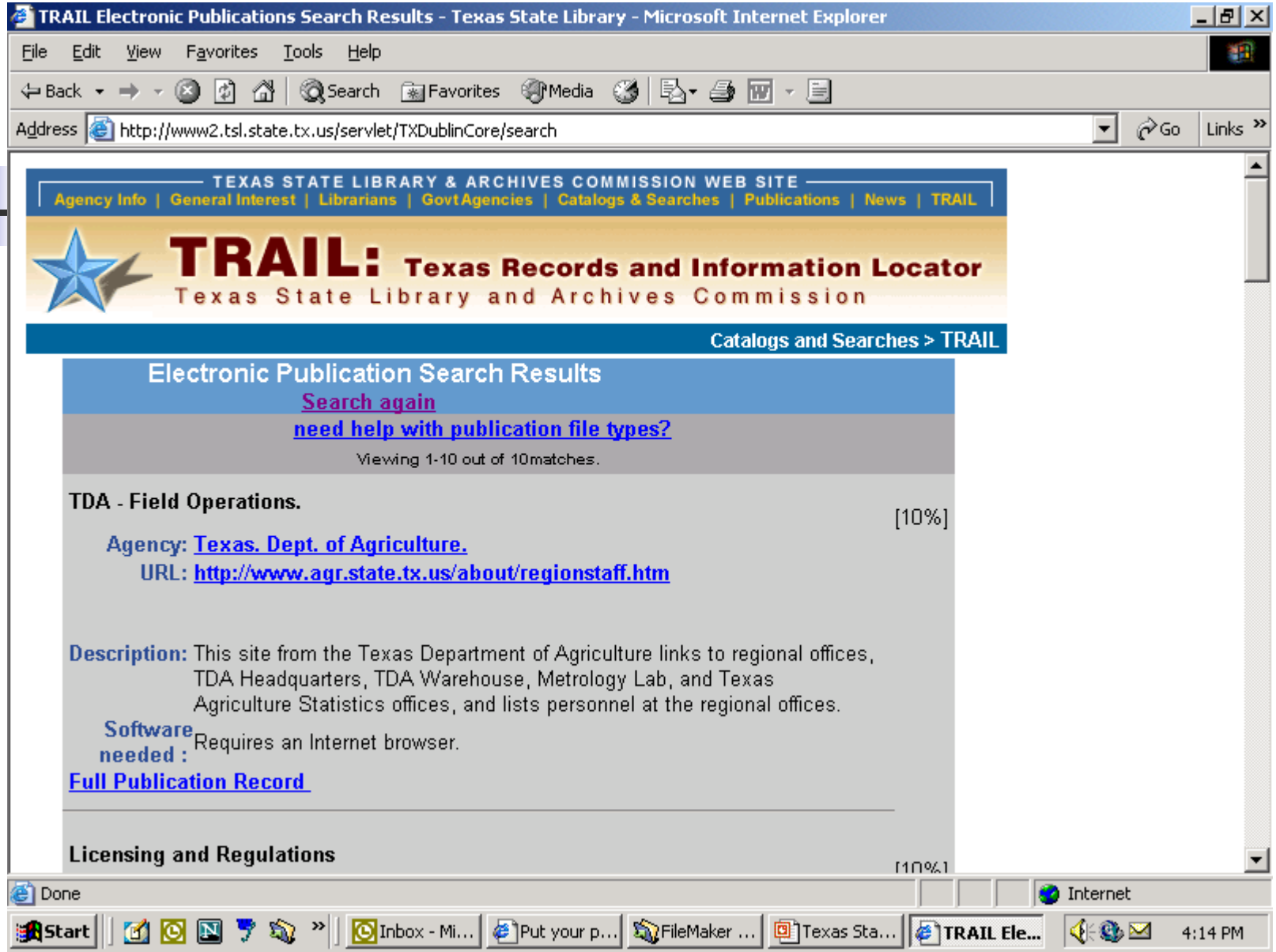
TRAIL Electronic Publications Search Results - Texas State Library - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address http://www2.tsl.state.tx.us/servlet/TXDublinCore/search
Go Links
TEXAS STATE LIBRARY & ARCHIVES COMMISSION WEB SITE
Agency Info | General Interest | Librarians | Govt Agencies | Catalogs & Searches | Publications | News | TRAIL
TRAIL: Texas Records and Information Locator
Texas State Library and Archives Commission
Catalogs and Searches > TRAIL
Electronic Publication Search Results
Search again
need help with publication file types?
Viewing 1-10 out of 10matches.
TDA - Field Operations.
[10%]
Agency: Texas. Dept. of Agriculture.
URL: http://www.agr.state.tx.us/about/regionstaff.htm
Description: This site from the Texas Department of Agriculture links to regional offices, TDA Headquarters, TDA Warehouse, Metrology Lab, and Texas Agriculture Statistics offices, and lists personnel at the regional offices.
Software needed : Requires an Internet browser.
Full Publication Record
Licensing and Regulations
[10%]
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TRAIL Ele...
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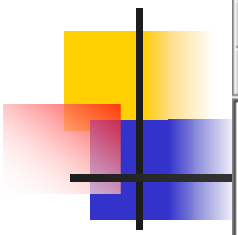

TRAIL Electronic Publications Search Results - Texas State Library - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address http://www2.tsl.state.tx.us/servlet/TXDublinCore/search Go Links

Licensing and Regulations [10%]

Agency: Agriculture, Department of
URL: http://www.agr.state.tx.us/license/regulatory/reg_licenseinfo.htm

Description: This web page is a gateway to information about the Regulatory and Pesticide Divisions. Direct links to Regulatory and Pesticide Division web pages are provided.

Software needed : Requires an Internet browser.

Full Publication Record

Agricultural Waste Pesticide Collection Program [10%]

Agency: Natural Resource Conservation Commission
URL: http://www.tnrcc.state.tx.us/admin/topdoc/gi/120.pdf

Description: Brochure describing this voluntary program.

Software needed : Adobe Acrobat

Full Publication Record

Recycling and Disposal Opportunities: Statewide Collections [10%]

Internet

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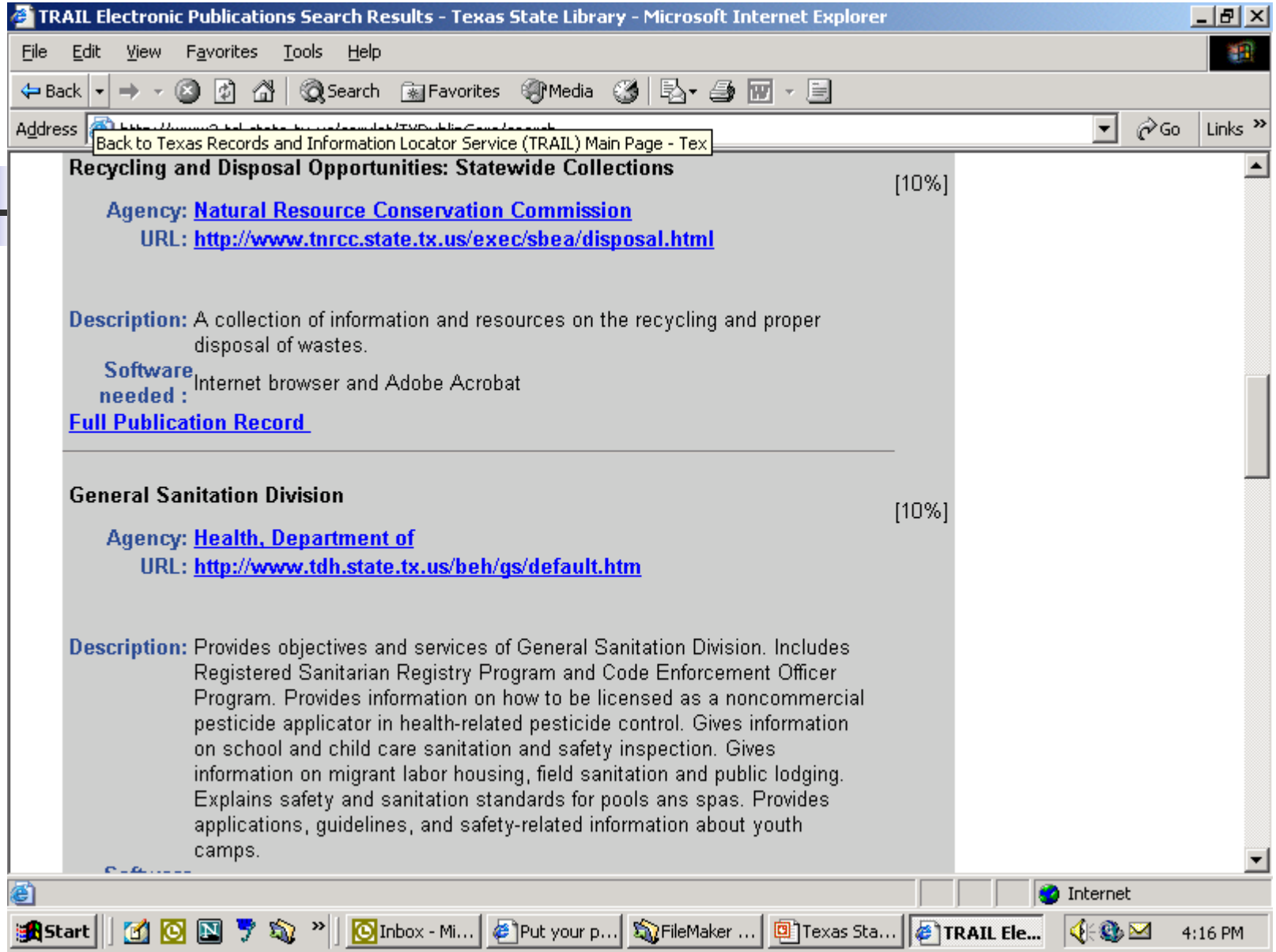
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File Edit View Favorites Tools Help
Back Search Favorites Media
Address
Go Links
Back to Texas Records and Information Locator Service (TRAIL) Main Page - Tex
Recycling and Disposal Opportunities: Statewide Collections
[10%]
Agency: Natural Resource Conservation Commission
URL: http://www.tnrcc.state.tx.us/exec/sbea/disposal.html
Description: A collection of information and resources on the recycling and proper disposal of wastes.
Software needed : Internet browser and Adobe Acrobat
Full Publication Record
General Sanitation Division
[10%]
Agency: Health, Department of
URL: http://www.tdh.state.tx.us/beh/gs/default.htm
Description: Provides objectives and services of General Sanitation Division. Includes Registered Sanitarian Registry Program and Code Enforcement Officer Program. Provides information on how to be licensed as a noncommercial pesticide applicator in health-related pesticide control. Gives information on school and child care sanitation and safety inspection. Gives information on migrant labor housing, field sanitation and public lodging. Explains safety and sanitation standards for pools ans spas. Provides applications, guidelines, and safety-related information about youth camps.
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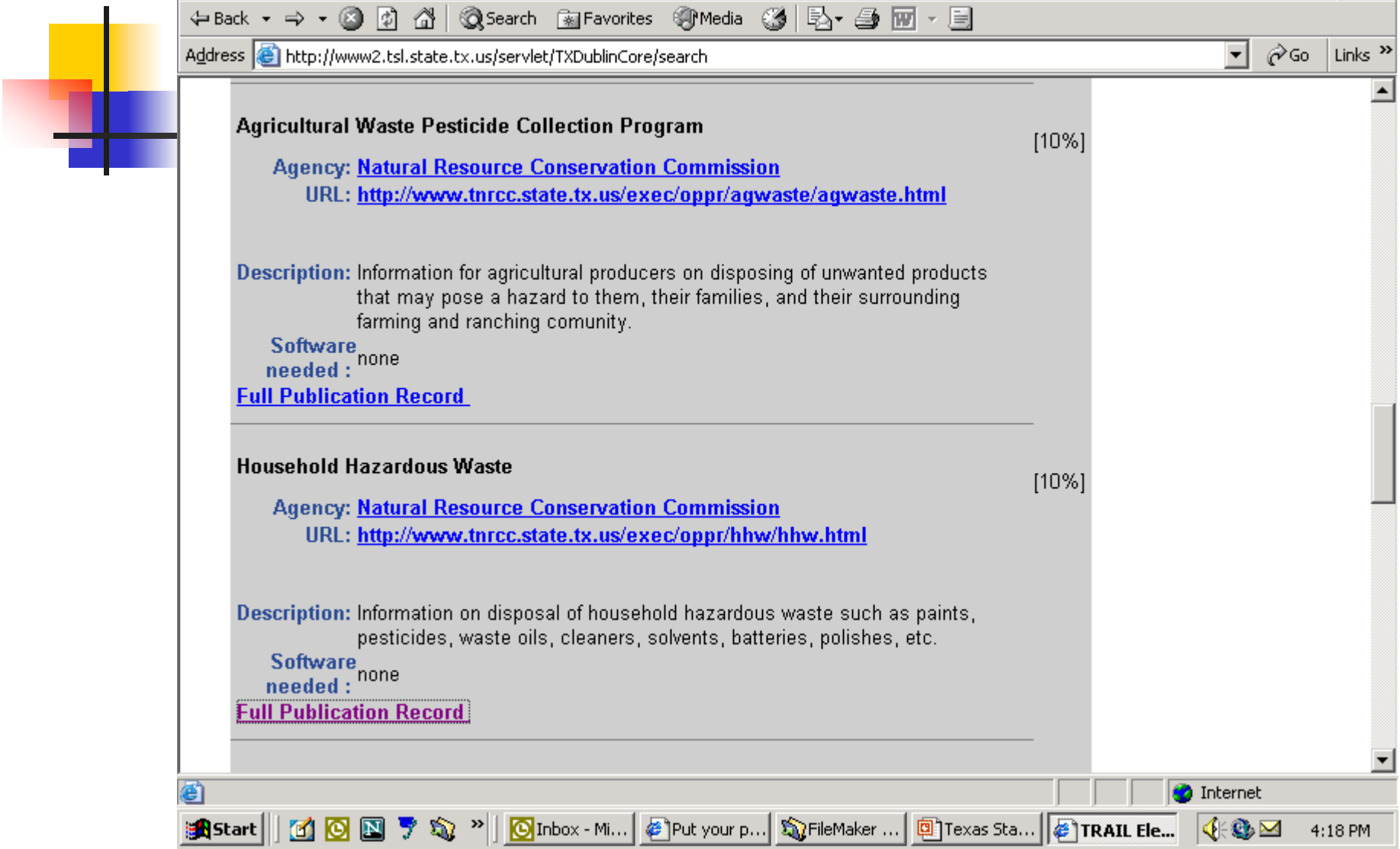
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Address http://www2.tsl.state.tx.us/servlet/TXDublinCore/search
Go Links
Agricultural Waste Pesticide Collection Program
[10%]
Agency: Natural Resource Conservation Commission
URL: http://www.tnrcc.state.tx.us/exec/oppr/agwaste/agwaste.html
Description: Information for agricultural producers on disposing of unwanted products that may pose a hazard to them, their families, and their surrounding farming and ranching comunity.
Software needed : none
Full Publication Record
Household Hazardous Waste
[10%]
Agency: Natural Resource Conservation Commission
URL: http://www.tnrcc.state.tx.us/exec/oppr/hhw/hhw.html
Description: Information on disposal of household hazardous waste such as paints, pesticides, waste oils, cleaners, solvents, batteries, polishes, etc.
Software needed : none
Full Publication Record
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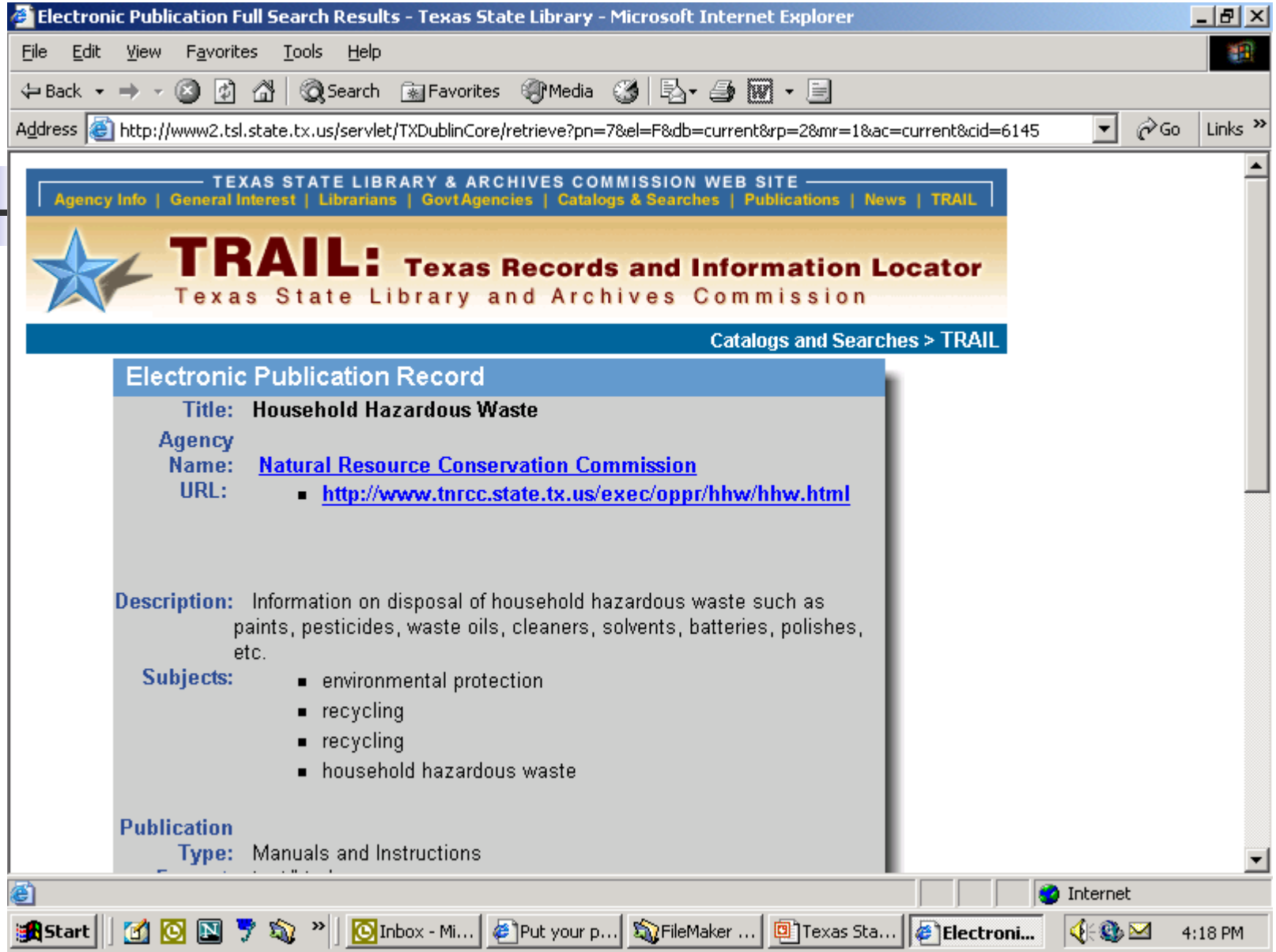
Electronic Publication Full Search Results - Texas State Library - Microsoft Internet Explorer
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Go Links
TEXAS STATE LIBRARY & ARCHIVES COMMISSION WEB SITE
Agency Info | General Interest | Librarians | Govt Agencies | Catalogs & Searches | Publications | News | TRAIL
TRAIL: Texas Records and Information Locator
Texas State Library and Archives Commission
Catalogs and Searches > TRAIL
Electronic Publication Record
Title: Household Hazardous Waste
Agency Name: Natural Resource Conservation Commission
URL: http://www.tnrcc.state.tx.us/exec/oppr/hhw/hhw.html
Description: Information on disposal of household hazardous waste such as paints, pesticides, waste oils, cleaners, solvents, batteries, polishes, etc.
Subjects: environmental protection
recycling
recycling
household hazardous waste
Publication Type: Manuals and Instructions
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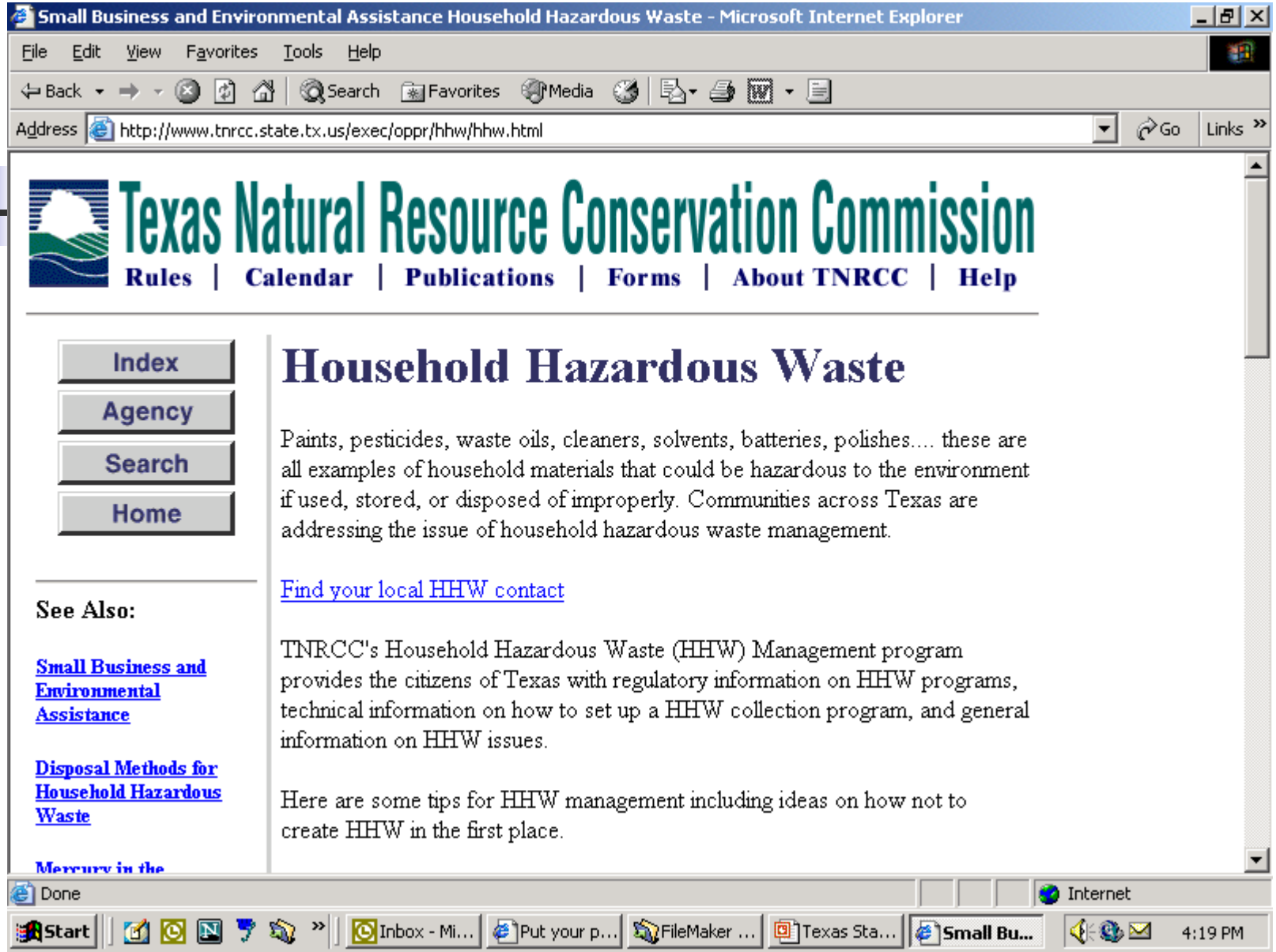
Small Business and Environmental Assistance Household Hazardous Waste - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address http://www.tnrcc.state.tx.us/exec/oppr/hhw/hhw.html
Go Links
Texas Natural Resource Conservation Commission
Rules | Calendar | Publications | Forms | About TNRCC | Help
Index
Agency
Search
Home
See Also:
Small Business and Environmental Assistance
Disposal Methods for Household Hazardous Waste
Household Hazardous Waste
Paints, pesticides, waste oils, cleaners, solvents, batteries, polishes.... these are all examples of household materials that could be hazardous to the environment if used, stored, or disposed of improperly. Communities across Texas are addressing the issue of household hazardous waste management.
Find your local HHW contact
TNRCC's Household Hazardous Waste (HHW) Management program provides the citizens of Texas with regulatory information on HHW programs, technical information on how to set up a HHW collection program, and general information on HHW issues.
Here are some tips for HHW management including ideas on how not to create HHW in the first place.
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New Concerns

- Persistence : it was there *yesterday*
- Accessibility : retrospective compatibility
- Uneven compliance with depository law
- Librarians in Texas and members of Texas Library Association push for more comprehensive program to address electronic publications, resulting in ...

Electronic Depository Program

- A place where researchers can "reconstruct" an agency website, as it existed on a particular date
- A system to store electronic publications indefinitely
- A user-friendly system for contributors and researchers

Building the EDP

- Identify needs and resources
- Plan the project
- Fine tune the components
- Implement

Identifying Needs/Resources

- Vision : Texas government information will be preserved for future researchers – for electronic publications just as for printed ones.
- Building Blocks :
  - TLA Government Documents Round Table
  - TRAIL, TSLAC mission, existing print program
  - Standards (Z39.50, Dublin Core, etc.)
  - Telecommunications Infrastructure Fund grant

Planning

- Government Information Team (1)
- Setting our own:
  - Collection development standards (2)
  - Cooperative agreements standards (3)
  - Specifications for hardware & software (4)
  - Metadata (5)

Planning 1: Government Information Team

- Mission
  - To use knowledge & experience of professionals in appropriate fields
  - To create standards, etc., for program
- Constituency
  - archivists, publications program staff, catalogers, records managers, reference librarians, information technology staff, and TRAIL staff

Planning 2: Collection Development Plan

- Key Terms (e.g. "state publication," "MIME," "version or edition")
- Guiding Assumptions (no-fee access, government has duty to provide, materials to be collected)
- Selection for retention based on MIME type and Publication type
- Retention standard (= permanent)

Common MIME Types

- HTML format (.htm or .html)
- Adobe Portable Document (.pdf)
- Word Processing Documents (.doc or .wpd)
- Spreadsheet Documents (Example - .xls)
- Slideshow Documents (Example - .ppt)
- Text format (.txt)
- Zipped files (.zip)
- Other similar file types

Common Publication Types

- Agency rules, policies and procedures
- Agency search engines
- Agency staff contacts
- Databases
- Employment information
- Executive orders
- External fiscal reports
- Finding aids, indexes, and tracking systems
- Forms and form instructions

Publication Types (cont.)

- Grants or Funding Opportunities
- Homepages
- Legal opinions and advice
- Legislation, proposed legislation, and statutes
- Legislative Appropriations Requests
- Licenses and licensing information
- Manuals and instructions
- Maps
- Meeting agendas

Publication Types (cont.)

- Meeting minutes
- News or press releases
- Organization charts
- Periodicals - Newsletters and magazines
- Personnel policies and procedures
- Plans and planning information
- Programs and services
- Reference materials
- Reports - Biennial or Annual

Publication Types (cont.)

- Miscellaneous reports
- Non-fiscal reports and studies
- Reports on performance measures
- Reports - Required legislative
- Speeches and papers
- Statistics
- Strategic plans
- Training materials
- Other publications [not elsewhere classified]

Planning 3: Cooperative Agreement

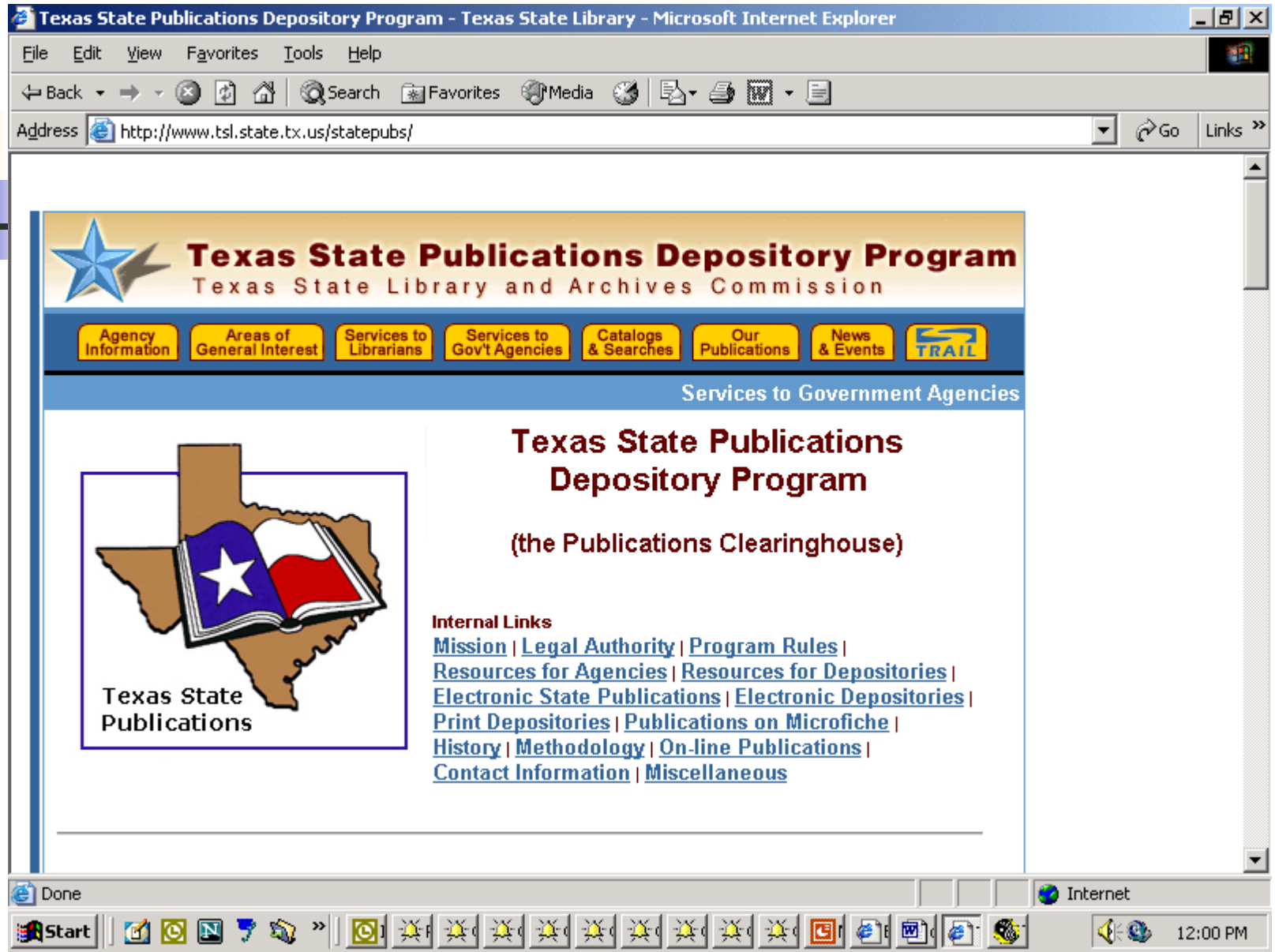
- "Memorandum of Understanding"
- Defines roles & responsibilities of TSLAC and its partner(s) in the project
- Partner gets a server and provides public access, bandwidth & routine technical upkeep of own system.
- TSLAC provides search interface, software, archival server and document files for partner
- Partners agree to assist each other if disaster recovery is needed.

Planning 4: Hardware & Software Specs

- GIT developed specifications for "request for offer" (= bid)
- Specifications include "must have" and "would like" categories, with measures.
- New system must build on existing TRAIL
- Vendor selection based on scores received in bid evaluation.

Planning 5: Metadata

- Based on work of National Library of Australia
- Descriptive Metadata *(supplied by liaisons/authors)*
  - Title [Title tag]
  - Description (narrative) [DC.Description tag]
  - Keyword [DC.Subject.Keyword tag]
  - Subject [DC.Subject tag]
  - Publication Type [DC.Type tag]
- Preservation Metadata *(supplied by software)*
  - file size
  - MIME type
  - version or edition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Go Links
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Texas State Library and Archives Commission
Agency Information
Areas of General Interest
Services to Librarians
Services to Gov't Agencies
Catalogs & Searches
Our Publications
News & Events
TRAIL
Services to Government Agencies
Texas State Publications
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(the Publications Clearinghouse)
Internal Links
Mission | Legal Authority | Program Rules |
Resources for Agencies | Resources for Depositories |
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Print Depositories | Publications on Microfiche |
History | Methodology | On-line Publications |
Contact Information | Miscellaneous
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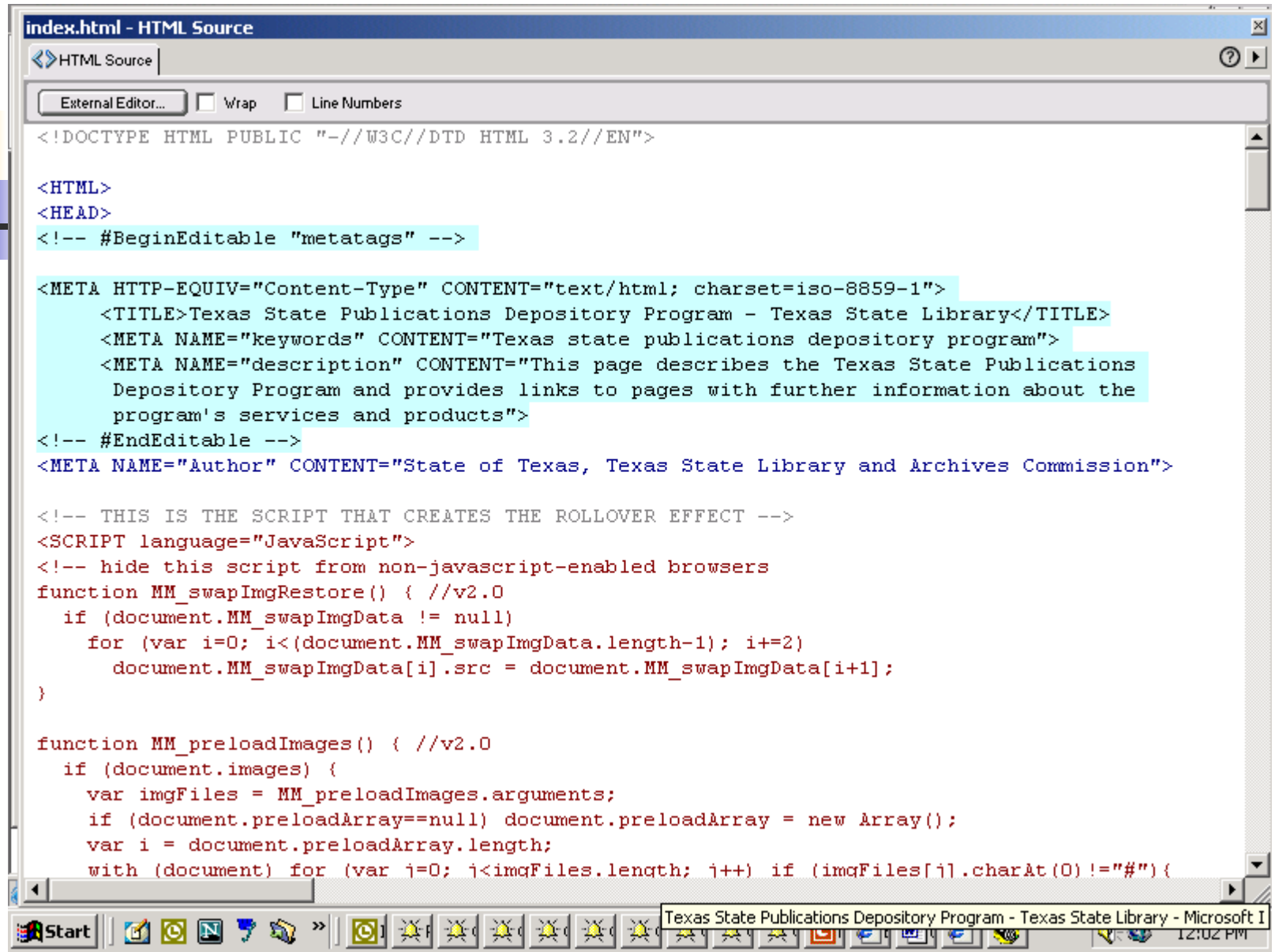
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<!-- hide this script from non-javascript-enabled browsers
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if (document.MM_swapImgData != null)
for (var i=0; i<(document.MM_swapImgData.length-1); i+=2)
document.MM_swapImgData[i].src = document.MM_swapImgData[i+1];
}
function MM_preloadImages() { //v2.0
if (document.images) {
var imgFiles = MM_preloadImages.arguments;
if (document.preloadArray==null) document.preloadArray = new Array();
var i = document.preloadArray.length;
with (document) for (var j=0; j<imgFiles.length; j++) if (imgFiles[j].charAt(0)!="#"){
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Acquisition

- Previous Method
  - Liaison reports to TRAIL (i.e., creates a meta-data record), one per document.
  - System checks MIME and publication types
  - Review for completeness
- New Method
  - Website harvested
  - System checks for required fields and controlled vocabulary
  - System either alerts liaison to provide additional information or adds record to TRAIL

Completeness Issues

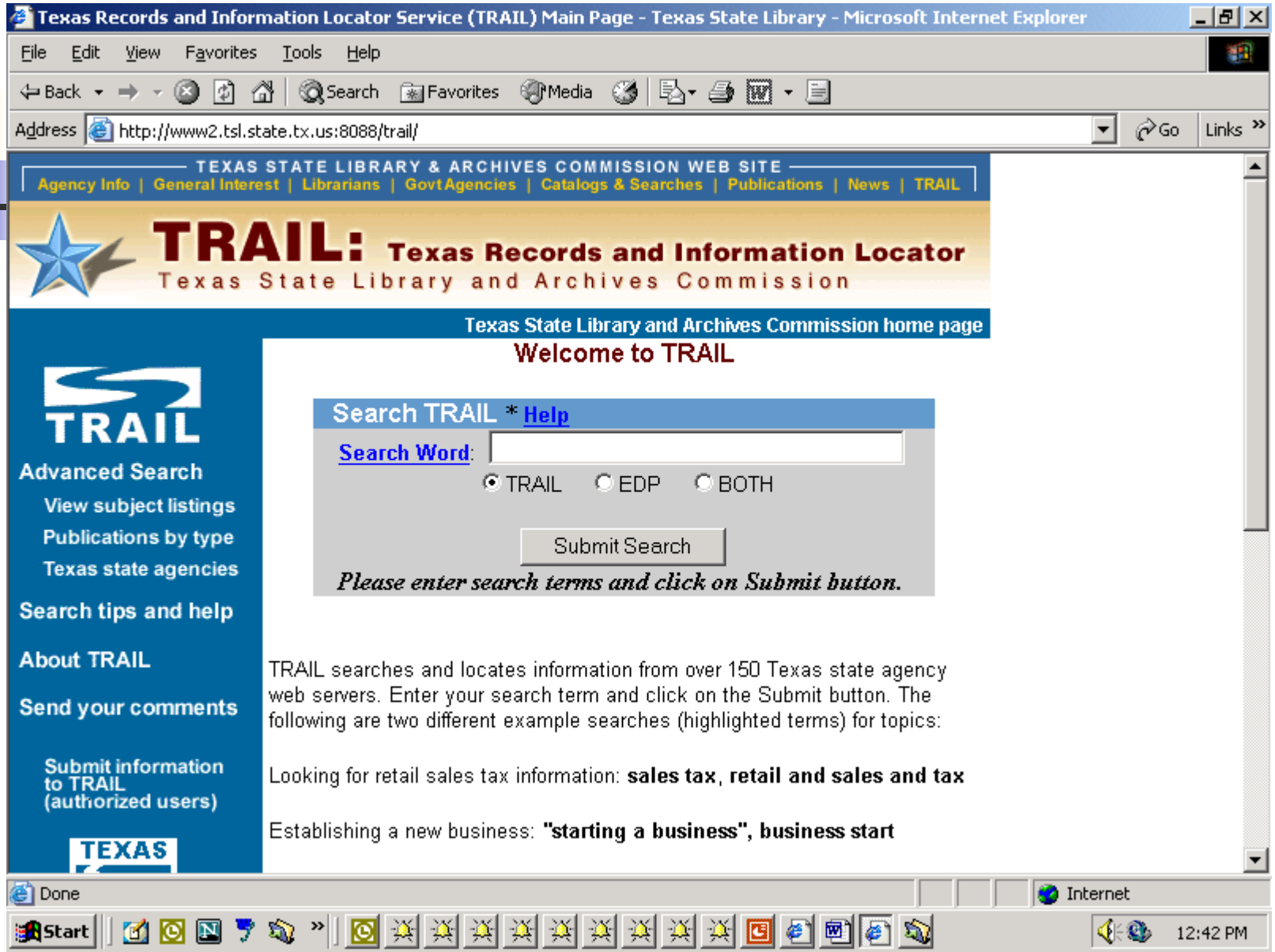
- Simple: Plain Text, PDF, etc.
- Complex: HTML files
  - Text
  - Images
  - Scripts (.asp, .jsp, etc.)
  - Links to continuation pages
- Assignment of Preservation Metadata

Distribution

- To archival server (TSLAC)
  - Must be searchable from TRAIL
- To public access server (partner)
  - Must load file & verify functionality
  - Must verify link from TRAIL
  - May link to own public access catalog
  - May provide additional access points

On-going Activities

- Scheduling automated harvests
  - Expected to run monthly
- Alert & follow-up with liaisons (p.r.n.)
- Upgrades & maintenance
- Evaluation of service
- Modifications to processes as changes occur in the law, common practices, standards, etc.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Publications by type
Texas state agencies
Search tips and help
About TRAIL
Send your comments
Submit information to TRAIL (authorized users)
TEXAS
Search TRAIL * Help
Search Word:
TRAIL EDP BOTH
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Establishing a new business: "starting a business", business start
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Future Phases

- More Complex Document Types
- Additional Hardware & Software
- Migration Planning / Emulation
- Expanding Scope
  - University web sites
  - Quasi state agencies (COGs, water authorities, etc.)
  - Current legislative changes

Conclusion

- Launch : 2003
  - mid-May (for *Candide*) or summer?
- Challenges
  - Getting full information from liaisons
  - Rate of change in technology outstripping available library resources
  - Copyright
- Q & A
  - E-mail inquiries: **trail@tsl.state.tx.us**

Online Resources

- TRAIL:
  - www.tsl.state.tx.us/trail
    - *to search Texas state electronic publications*
- TRAIL EDP information (visit internal links):
  - www.tsl.state.tx.us/trail/depositorymain.html
    - *to review the program's founding documents & research*
- Library of Texas EDP component:
  - www.tsl.state.tx.us/lot/electronicdepositorylib.html
    - *to follow current developments in program*