



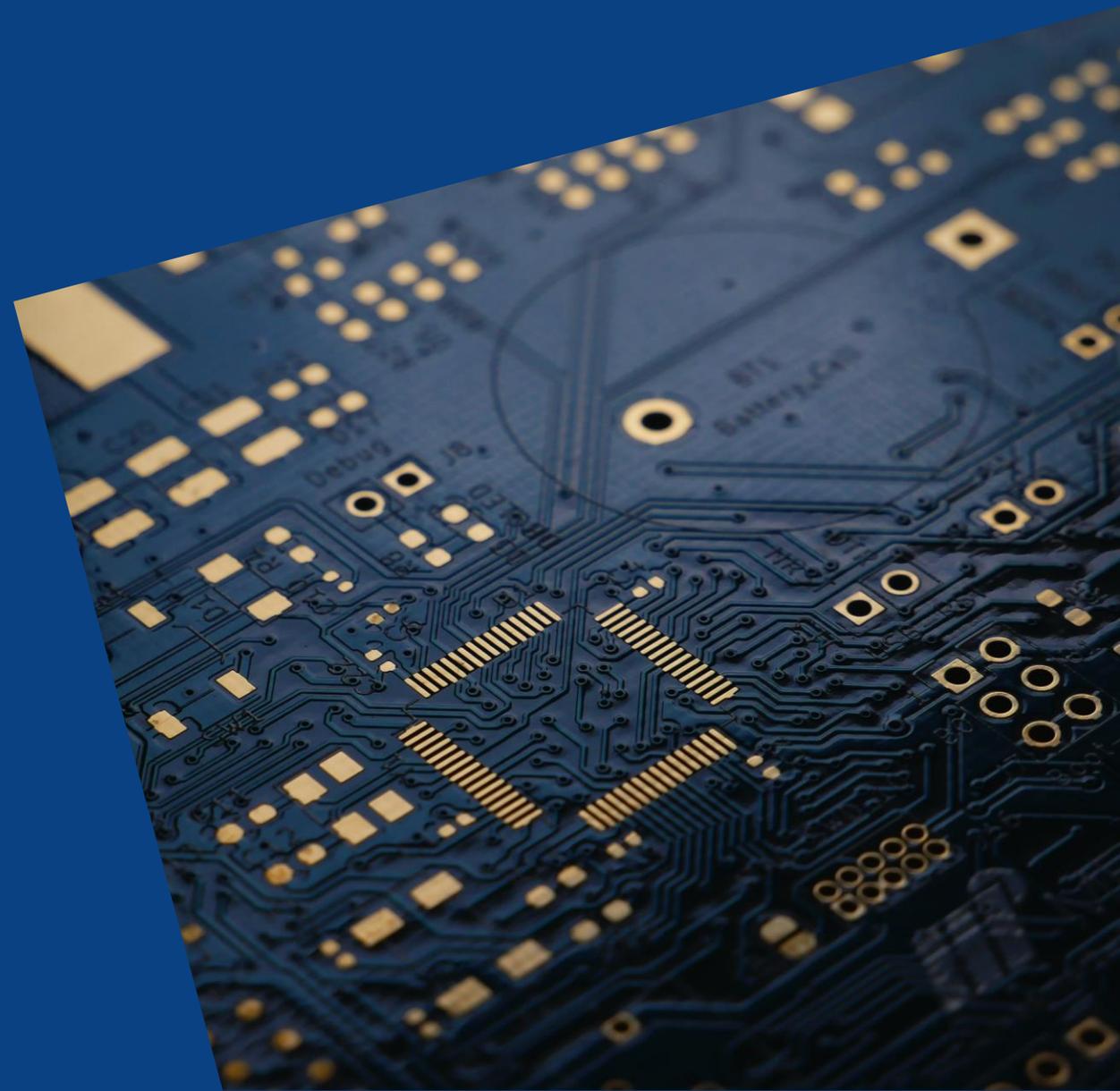
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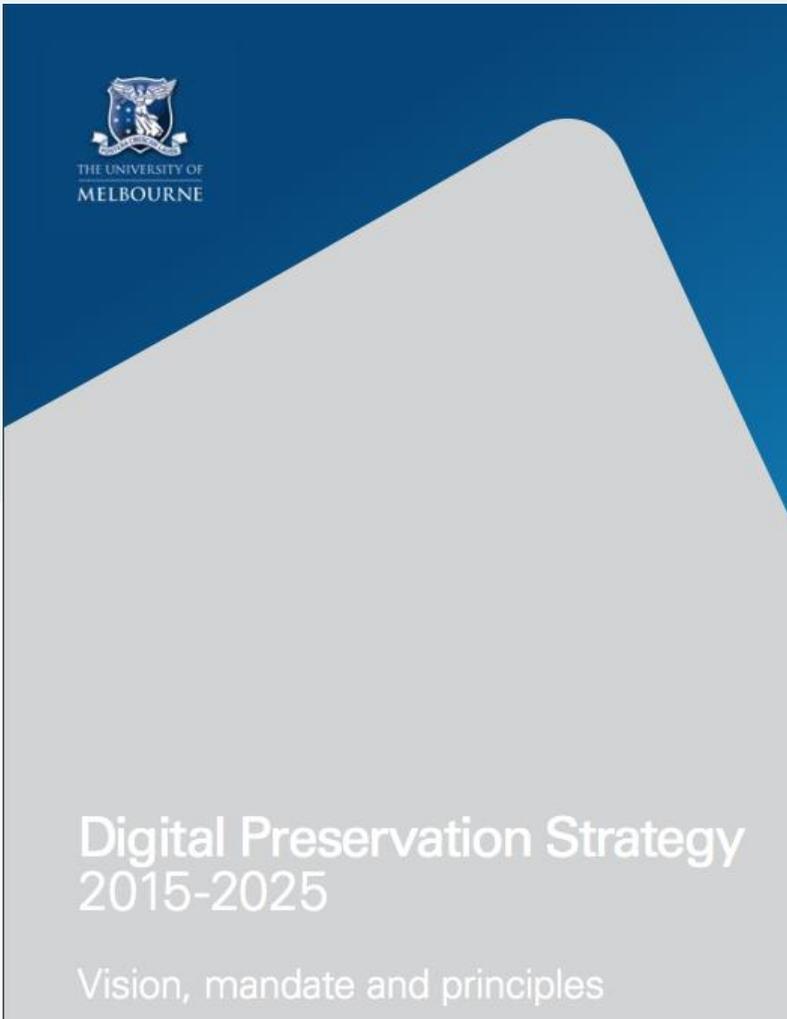
University Records Digital Preservation Project

Jaye Weatherburn and Dr Eva Samaras

Records Management Network

29 August 2023





By 2025...

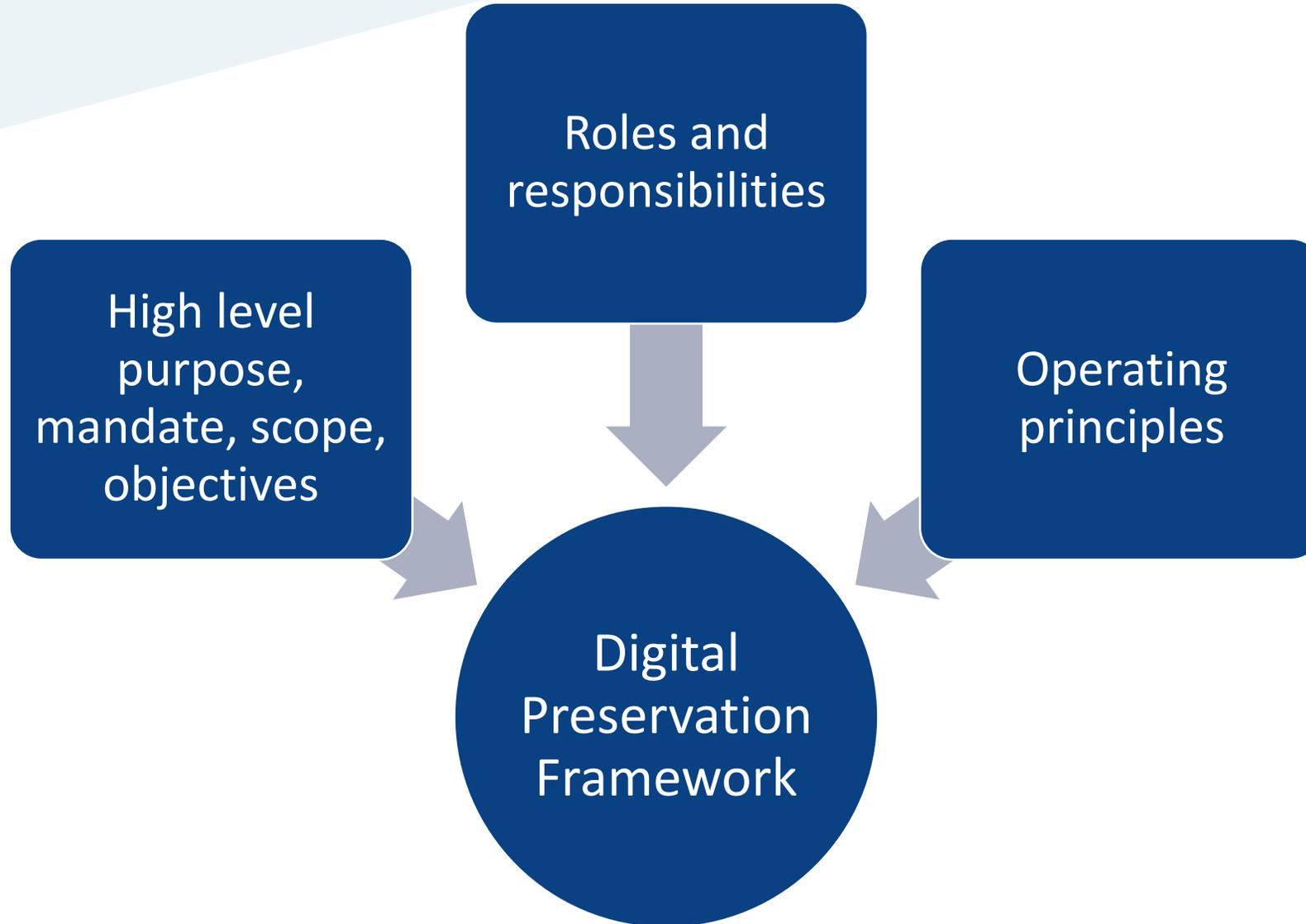
“Widely held and coherent understanding of digital preservation”

“Institution-wide awareness of policies, strategies, authorities, and rules underpinning digital preservation”

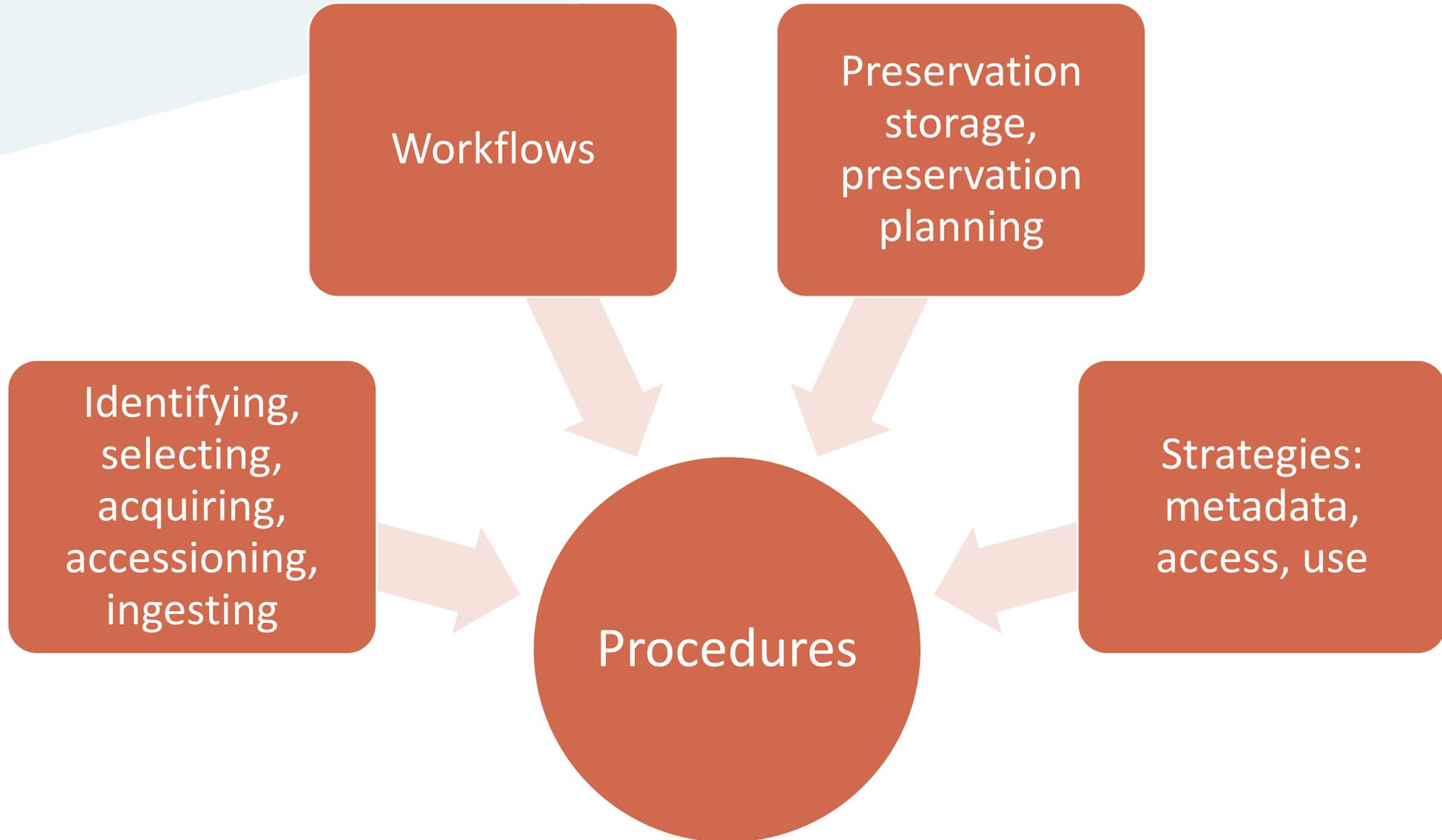
“Establishment of a fully configured digital archiving service”

“Logical, operational workflows for management, acquisition, retention, archiving, and disposal of digital materials”

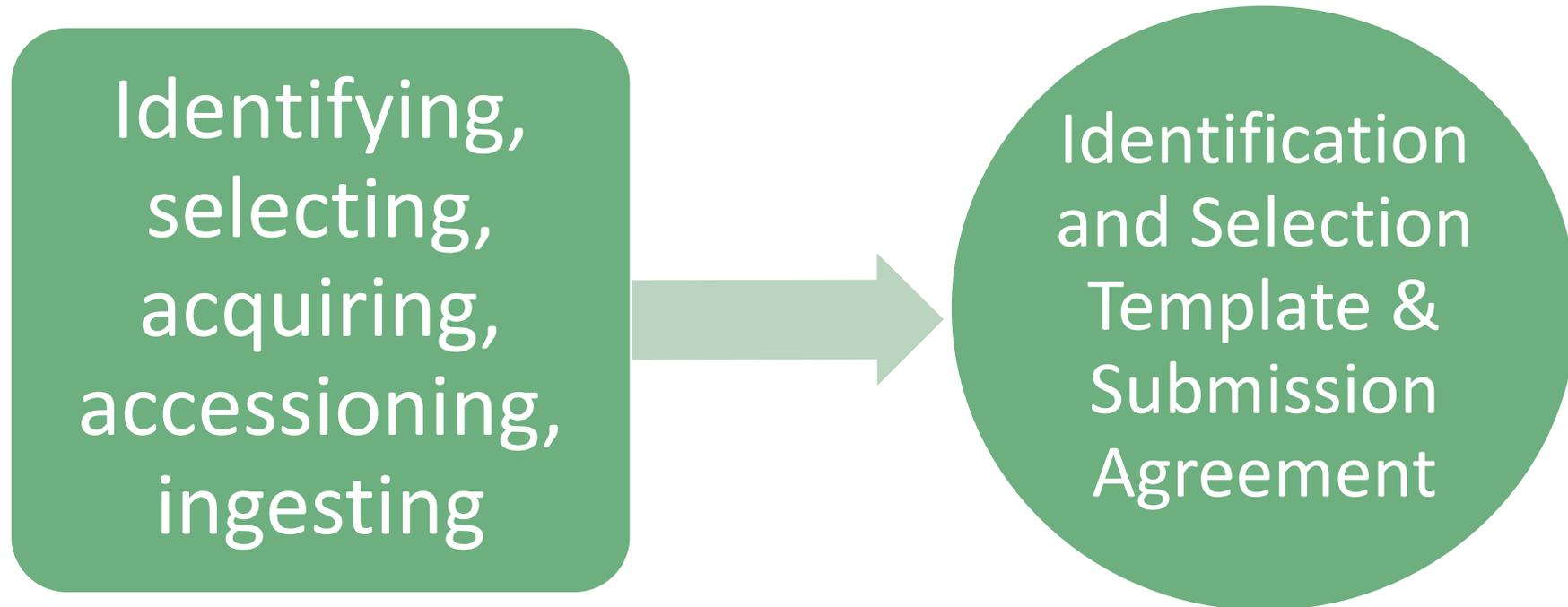
Digital Preservation Framework



Digital Preservation Procedures



Digital Preservation Procedures





University records

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University records to be digitally preserved

Permanent value
born digital and
digitised records



Research



Teaching



Engagement



Administration



University Records Retention and Disposal Authority
<https://records.unimelb.edu.au/guides/disposal/rda>

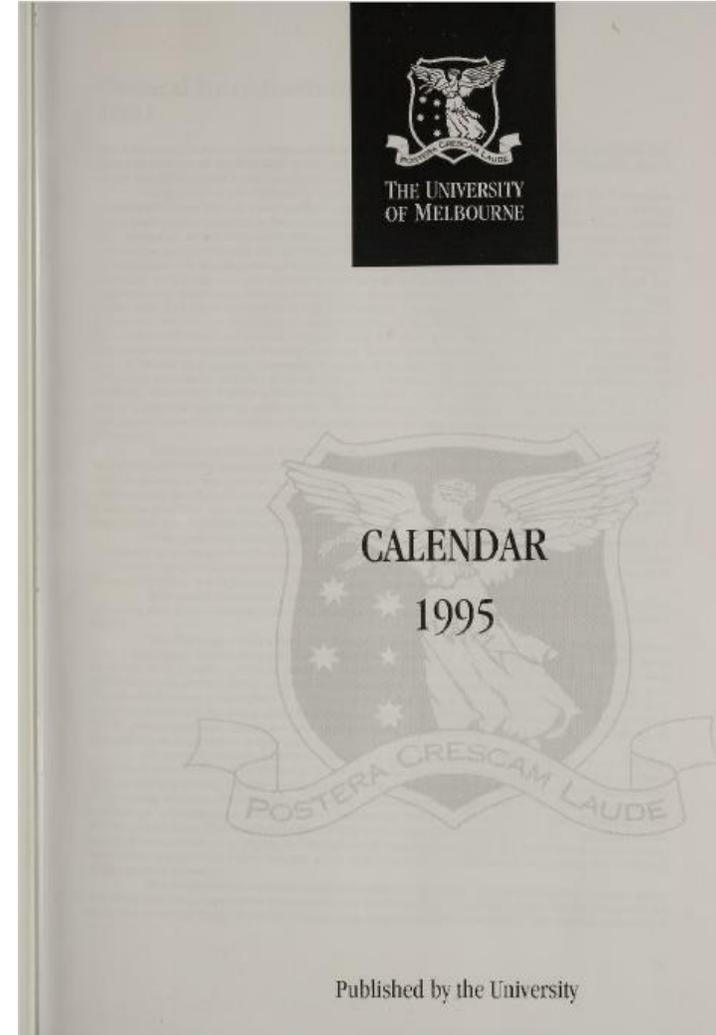


Scope to be preserved

Over **247,000 records** within Content Manager are within scope for preservation.

We have started by targeting specific collections including:

University Calendars, Committee Papers, Legal agreements and Trust records





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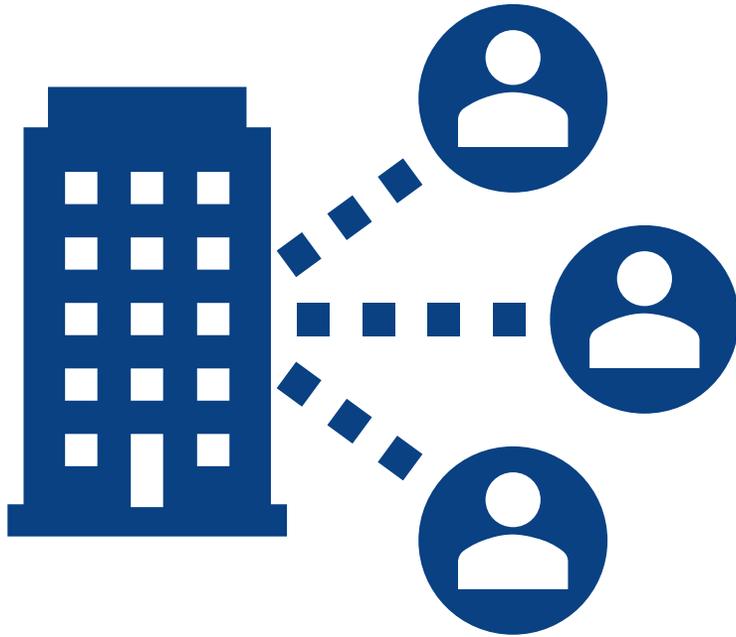
Content Manager to Preservica integration

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Collaboration



Digital Stewardship (Research)
Oversees Digital Preservation Program

Records & Information
Administers Content Manager and manages records disposal

University Archives
Leads archival description and arrangement, administers AMS

Business Services
Technical owner, provides technology services and support

Content Manager and Preservice Vendors
Provides system technical expertise and support

Planning



Input into Policy and Frameworks



Identified collections



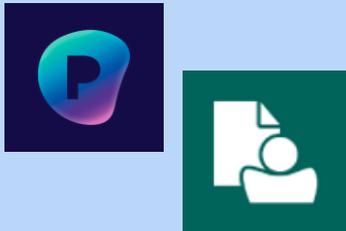
Created documentation



Established governance

Workflow

Researched
similar solutions



Determined
package type



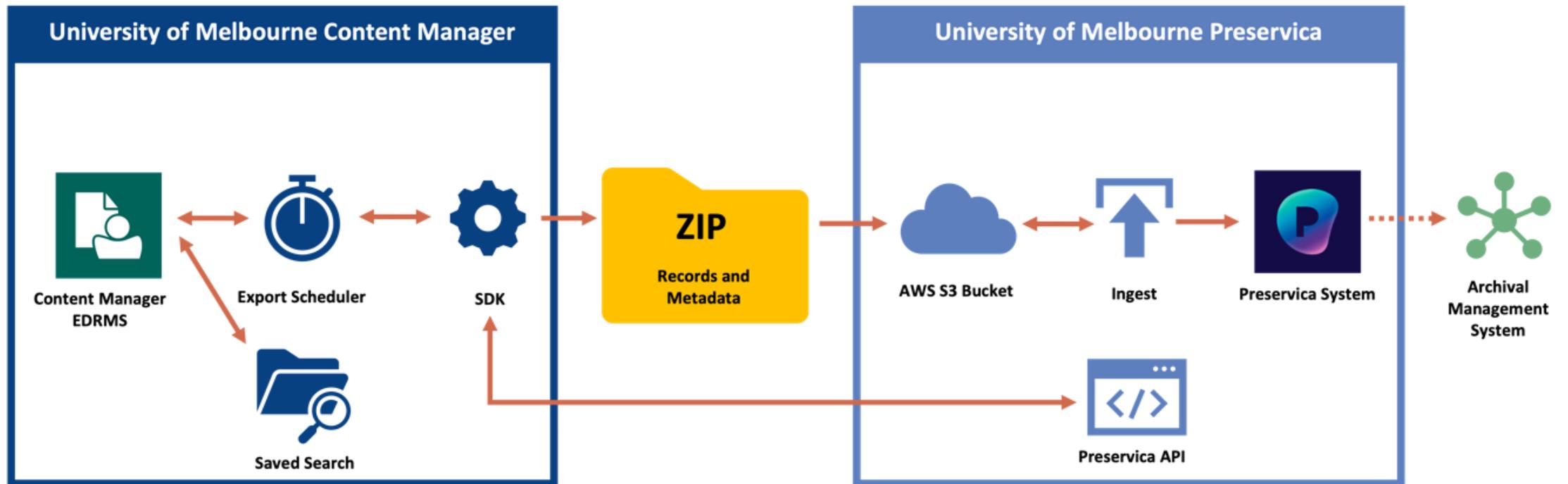
Determined
metadata and
arrangement needs



Determined
access
requirements



Solution





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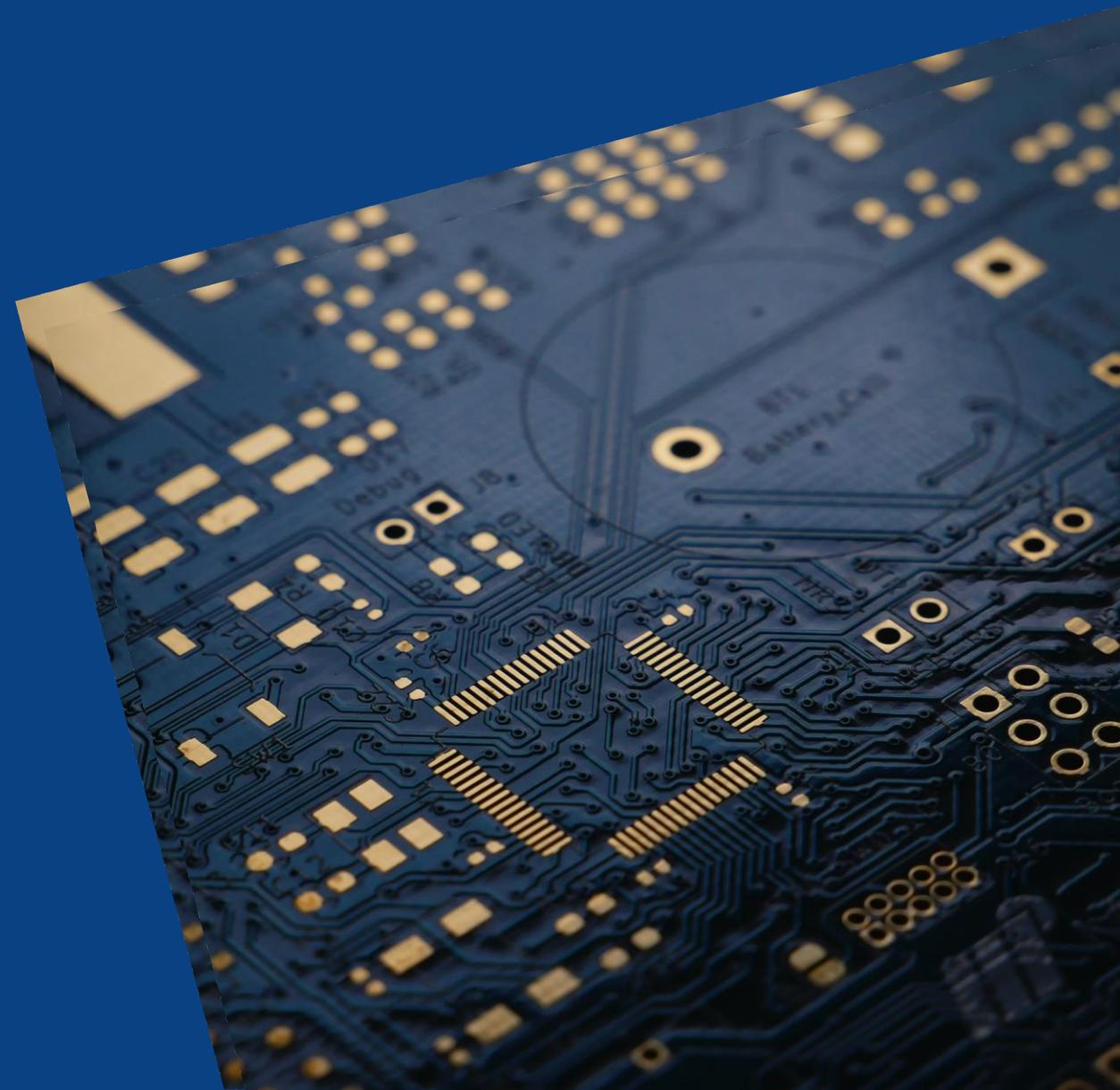
Thank you

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29 August 2023



COMMONWEALTH OF AUSTRALIA

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