Why you should act now to protect the value of your long-term digital records

September 2017

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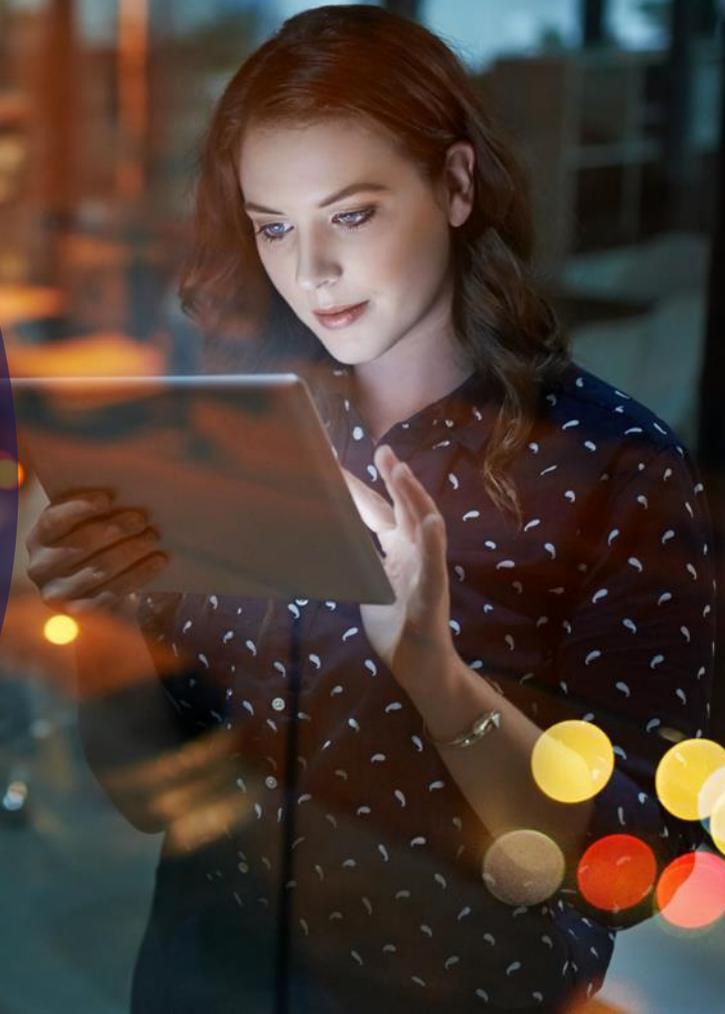
Today's talk

- Why do we need to protect our long term digital records?

- How to achieve buy-in

- Organisations preparing for the future

- Requirements for long-term digital preservation

- Next steps @ DLM Forum 2017

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Short term 'fun' or 'long term preservation'?

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"The critical role of digital...archives in ensuring the future accessibility of information with enduring value has taken a back seat to enhancing access to current and actively used materials"

Digital Preservation: A Time Bomb for Digital Libraries 1998

Why you need long term digital preservation (LTDP)

Realise value
by supporting decision making, improving operational costs and leveraging information to drive innovation

Mitigate risk
by meeting compliance, regulation & legal requirements, and the challenges of technology change

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Reasons why organisations keep digital information for more than 10 years
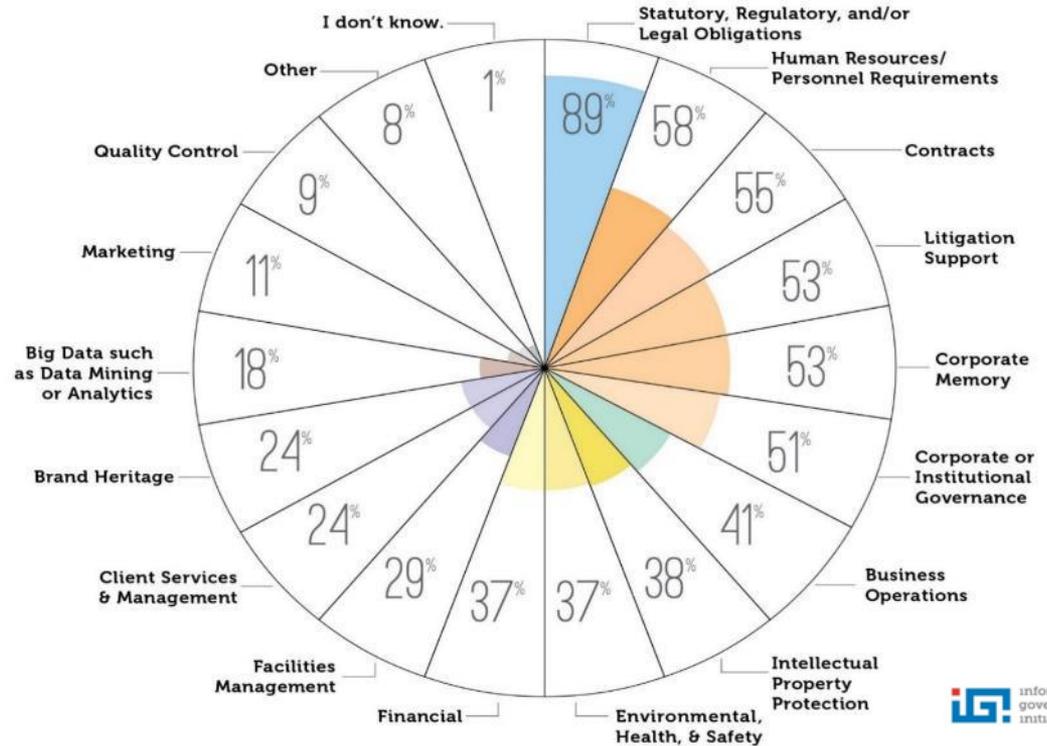
Business critical drivers for retention beyond 10yrs

Retention	Industry & Example Retained Records			
	Insurance	Construction	Life Sciences	Public Sector
10 Years	Closed Claim Files	Permits	Raw Study Data (non-product)	Misdemeanour Case Files
25 Years	Master Policies	Specifications	Clinical Trials	Ground Water Monitoring Reports
75 Years	Pensions and Beneficiary Files	Occupational Safety Files	Regulatory Submissions	Medical Examiner Case Files

Taking no action with your **digital** records is saving up problems

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*….many government bodies and industries must retain data for an individual's life span, perhaps 100-plus years, or indeed forever as might be the case for historical records. These time frames **require a different and more systematic approach to preserve both the accessibility and the value of these records.** This is the emerging market for digital preservation"*

Mitigating ever changing risks

National Cyber
Security Centre

1. Make sure your security software patches are up to date
2. Make sure that you are running proper anti-virus software
3. Back up your data somewhere else because you can't be held to ransom if you've got the data somewhere else.

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New regulations – long term challenges

The **EU General Data Protection Regulation (GDPR)** is the most important change in data privacy regulation in 20 years - we're here to make sure you're prepared.

Breach notification

Right to access

Right to be forgotten

Data portability

Privacy by design

DPOs

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Know your data

The case for long term digital preservation

**SAVE COSTS**
from disposal &
decommissioning

- Reduce software licences
- Buy one e-arch solution
- Remove paper duplication
- CIOs & CFOs

MITIGATE RISK
from corporate
governance &
compliance

- Effective search, reports & evidence
- Know your data
- Ensure authentic & trusted
- CEOs & Secretariat

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Present the Right Argument to the Right Audience
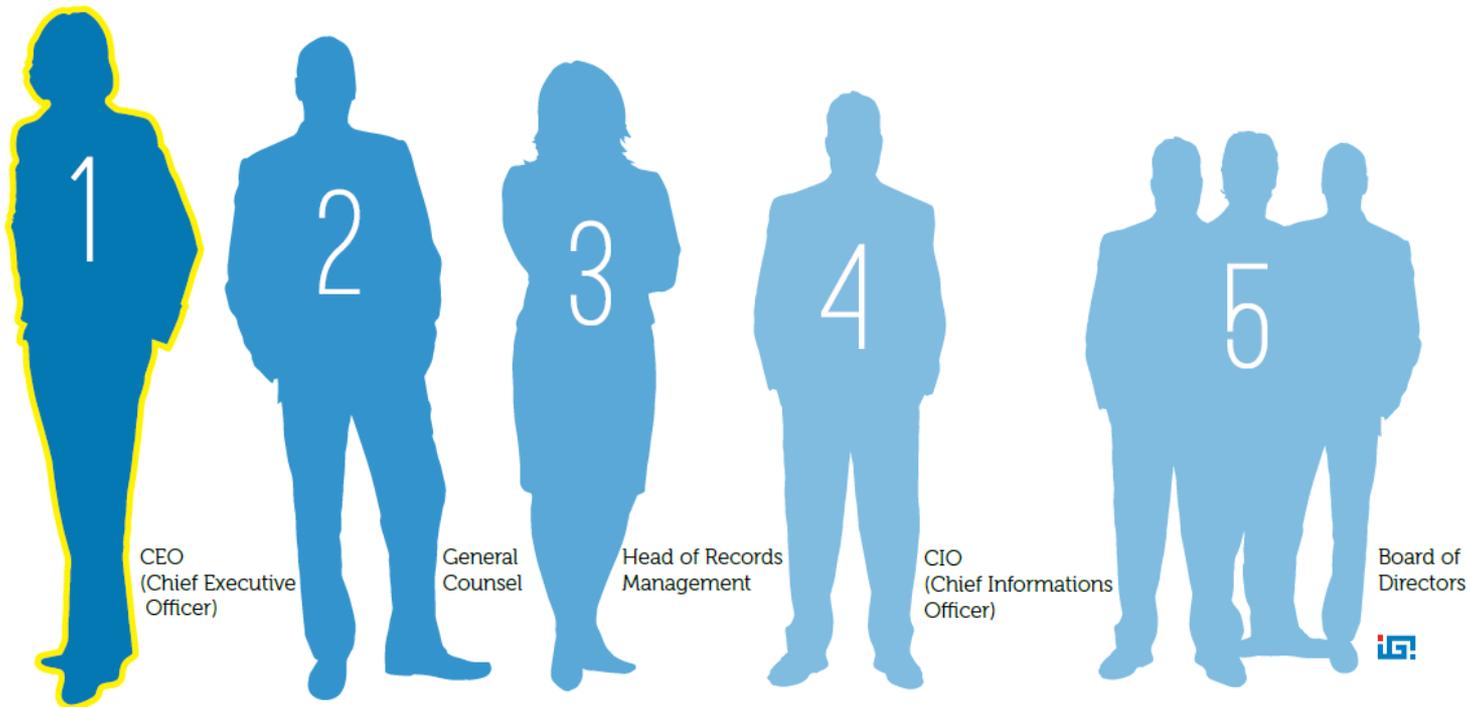
Organisations delivering successful outcomes

HSBC

Protecting brand value and supporting corporate governance

Permanent

Unilever

Product innovation and Trademark defence

Permanent

BT

Safeguarding corporate heritage & compliance & legal records

30 years

Transport for London

Preserving transport infrastructure plans & corporate history

50+ years & permanent

TEXAS STATE LIBRARY ARCHIVES COMMISSION

Mandate to preserve & provide citizen access to government records

Permanent

AP

Future-proofing unique news content for business value & continuity

Permanent

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Use case: mitigating risk & reducing costs

Telecoms

Drivers
Digital legal/compliance records available for long-term use.

Reduced costs of paper document storage, operational storage & management costs.

Content

Corporate governance & legal documentation.

Digitised paper records,

Intellectual Property

Key requirements

Search, find, trust and classify highly secure content for **30 years**

Deploy on premise, using local & cloud storage for different record types

Results

Transferring closed records and historical brand content from physical storage and ERMS systems to central trusted LTDP

Preventing legal defaulting

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Use case: mitigating regulatory risks

Life Sciences

Drivers

Compliance with regulations - FDA regulation 21 CFR Part 11
Reducing costs from sub-contracted records storage
Addressing records identification

Content

Business critical clinical trials reports, research data, records and study protocols

Key requirements

Search, find, trust and classify highly secure content for **30 years**

Deploy on premise, using local storage

Results

Reducing risk and saving cost for holding the data in Contract Research Organisations (CRO)

Storing in central, trusted LTDP that's always easily searchable and usable

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Use case: mitigating risks & reducing costs

Financial services

Drivers
Local financial compliance to retain client policy records
Reduce cost burden on Operational ECM Systems (during operational life)

Content
Insurance policies
Claims & Settlements
Contracts
Filings & Reports
Payment history

Key requirements
Records are accessible, readable and trusted when required for
70 years + 7 years

Deploy on premise or private cloud

Results
Reducing risk, cost and time for "big-bang" system migrations

Reducing costs from decommissioning by continuous transfer to LTDP

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What solutions are you using?

Content Manag[...] Systems?

[...]twork Drive?

Enterprise Arc[...]

[...] Cloud Storage?

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What IG professionals say is most critical to preserving and governing long-term digital information.
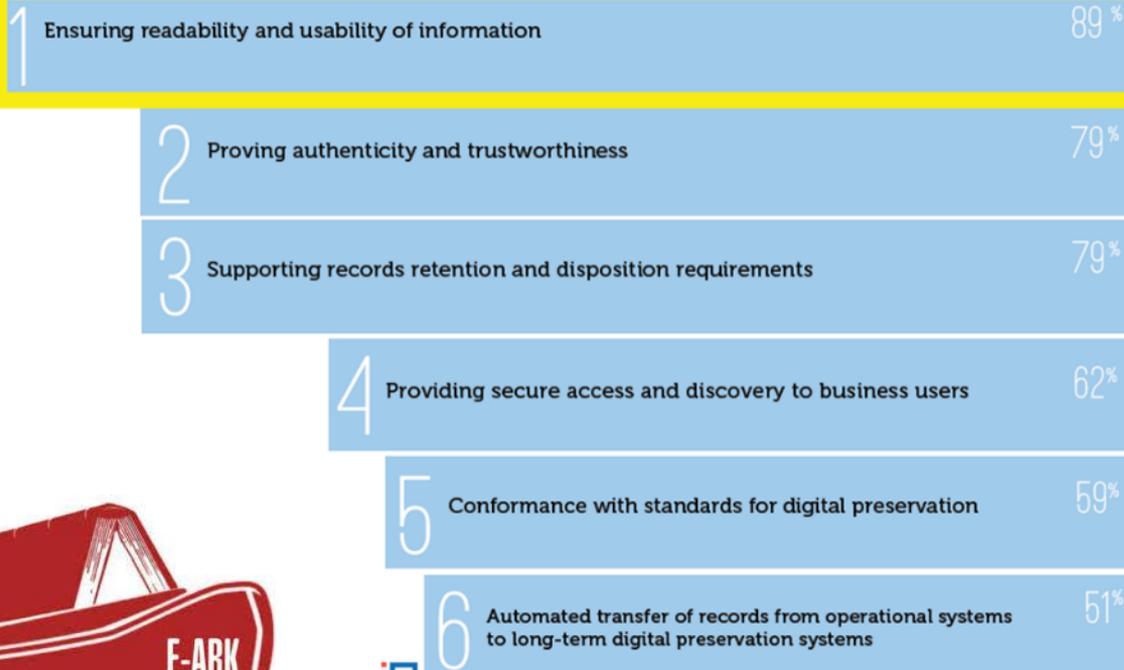
Critical requirements
- Long term usability
- Trust & authenticity
- Support retention & disposition

1	Ensuring readability and usability of information	89%
2	Proving authenticity and trustworthiness	79%
3	Supporting records retention and disposition requirements	79%
4	Providing secure access and discovery to business users	62%
5	Conformance with standards for digital preservation	59%
6	Automated transfer of records from operational systems to long-term digital preservation systems	51%

E-ARK

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Maximise value from open data

Providing access to your preserved information unlocks the real value

Enabling non-expert users maximises benefits

Implementing consumer-led tools minimises costs

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Active digital preservation and access in one application
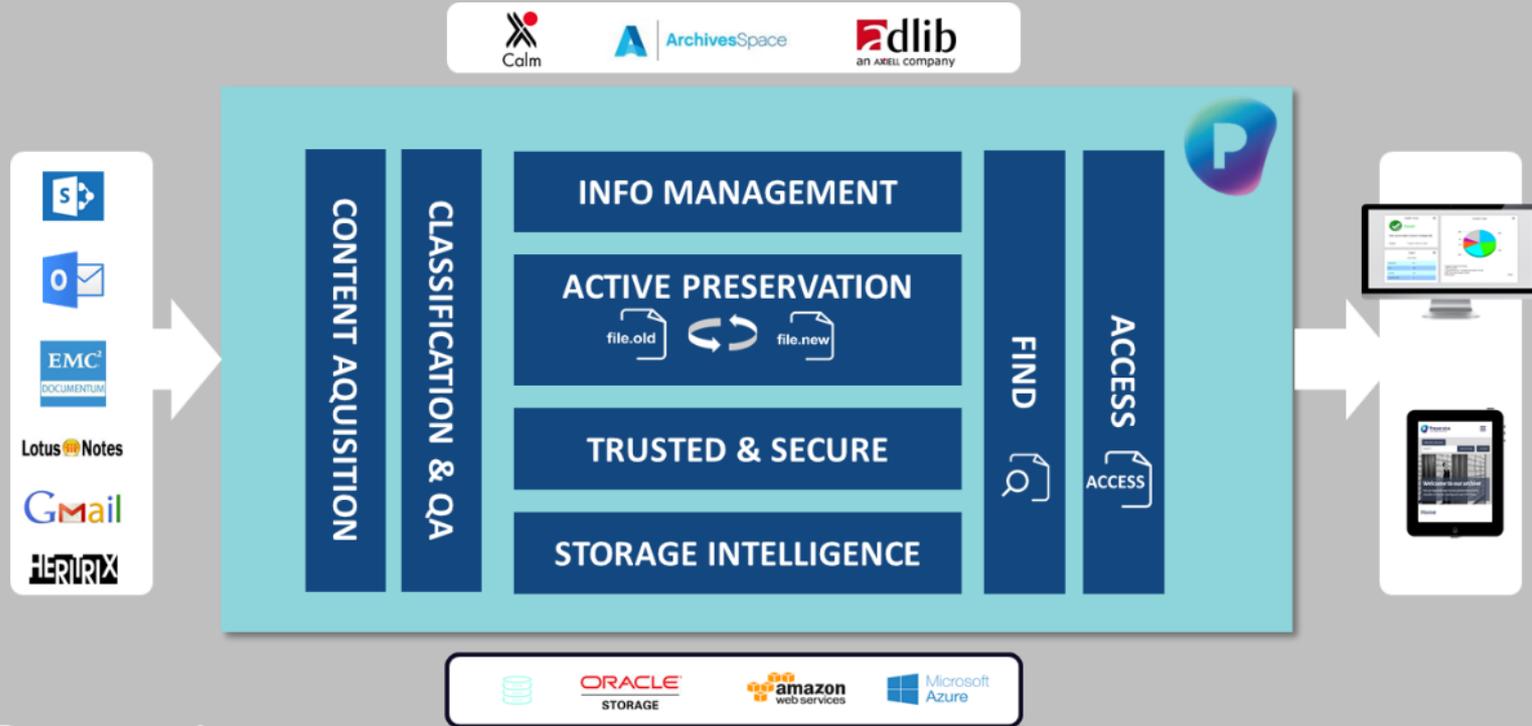
In conclusion

Effective long-term information governance provides real value but presents real challenges

Long-term preservation requires a new technological approach

Solutions must include retention with disposition, trusted authenticity and usability

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Next Steps

Resources on Preservica.com
For whitepapers, case studies, videos and past webinars
- www.preservica.com/resources

Join the Preservica Test Drive
Anyone with a preservation project can talk to us about registering for the real Preservica experience
info@preservica.com

Visit the Preservica stand
See Preservica in action and discuss your digital preservation requirements

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