

**Archives and Records
Control Branch
City Clerk's Department
Business Requirements for Archival
Information Management and Digital
Preservation Software**



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1 INTRODUCTION

The Archives and Records Control Branch (Branch) of the City Clerk's Department is the official repository for archival records created or received by the City of Winnipeg and for the records of selected private organizations and citizens who have contributed to the development and identity of the City. Records held by the Branch date from 1873, the year the City of Winnipeg was incorporated. The Branch also holds records of the twelve municipalities that amalgamated in 1971 to form the present City of Winnipeg, records of the Metropolitan Corporation of Greater Winnipeg, and a number of significant private collections. Records include textual materials, digital materials, rare books and municipal publications, maps, plans, photographs, audio recordings, film, documentary art, gifts presented to the Mayor's Office, corporate memorabilia and private mixed-media collections. In combination, municipal records and private holdings managed by the Branch constitute a rich and valuable information resource on the development and evolution of municipal government in the greater Winnipeg area. In addition to providing access to these assets, the Branch supports corporate recordkeeping, monitors and updates the records management by-law, develops and delivers records management training to departmental colleagues, and provides advice on recordkeeping through direct consultation with departments.

To streamline the management of descriptive information about archival records and to create capacity for the long-term preservation of digital records with archival value, the Branch is seeking a solution designed specifically for these purposes. The project will result in improvements to the management of descriptive information about archival records, and new capacity to receive, preserve and make available digital records managed by the Branch. The project will also provide internal and external users (City staff and the public) with a single point of access to information about archival records, and where applicable, to digital records managed by the Branch. As such, the project aligns with the Branch's role as a public institution active in promoting interest in the history of the City of Winnipeg.

In 2015, the Branch received 389 researchers and responded to 838 inquiries. Annual Reports of the City of Winnipeg Records Committee provide a comprehensive overview of Branch activities and responsibilities. These can be viewed on the Branch website: <http://winnipeg.ca/clerks/archives/about.stm>

At present, the Branch uses two separate applications to manage information about its holdings. Consequently, Branch staff must manage two discrete applications and internal and external users must search in two places to complete archival research. These applications are as follows:

- a) *Winnipeg in FOCUS* – a web-based application that Branch staff use to manage graphic materials (e.g. photographs, maps, plans, etc.). The application contains descriptive information about digitized graphic materials and enables internal and external users to search the collection and download images that respond to their research needs or interests. Users may also browse the collection using prescribed subject keywords applied when graphic materials are added to the application.

Winnipeg in FOCUS is the product of a partnership between the Branch, Red River College, and the City of Winnipeg's Corporate IT Department. Corporate IT provides support and designs/implements enhancements to the application in consultation with Branch staff.

- b) *AtoM/MAIN* (Access to Memory/Manitoba Archival Information Network) – a standard-compliant web-based application that allows Branch staff to manage information about archival records. The Branch has been using this software since 2009. Branch staff enter descriptive information about archival records held by the Branch into AtoM/MAIN. AtoM/MAIN is used by researchers to identify records that respond to their research needs/interests. They can then visit the Branch to access records identified during their search. AtoM/MAIN is hosted by the University of Manitoba on behalf of participating archives in Manitoba, and is managed by a volunteer committee of the Association for Manitoba Archives (AMA). Capacity within this environment is limited and does not allow for expansion and eventual large scale inclusion and preservation of digital records with archival value.

1.1 *Goals*

The following goals are considered in scope as project deliverables:

- 1.1.1. Implement new Archival Information Management and Digital Preservation software. For the purposes of this project, Archival Information Management and Digital Preservation software means software that enables archival description and discovery of traditional archival records, as well as archival description, preservation, discovery and delivery of digital records with archival value.
- 1.1.2. Migrate data now held in Winnipeg in Focus into the new system.
- 1.1.3. Migrate data now held in AtoM/MAIN into the new system.
- 1.1.4. Establish workflows and configuration to enable reliable, long-term preservation and storage of digital records with archival value, and to facilitate access to same.
- 1.1.5. Develop in-house competencies and skills to manage and grow Branch capacity using the new system.
- 1.1.6. Manage and deliver the project on time and on budget with involvement of the required project team, vendor and stakeholders.
- 1.1.7. Utilize 'adopt and adapt' methodology to minimize configuration and require little to no customization of the solution.

1.1.8. Meet all requirements and specifications, including documentation, quality testing, defect resolution, warranty and training of Branch staff.

1.1.9. Establish capacity to realize stated business goals.

1.2 *Business Goals*

1.2.1. Simplify the management of information about archival records through the use of standard-compliant software.

1.2.2. Build capacity for reliable, long-term preservation of and access to digital records with archival value through the use of software compliant with the ISO-OAIS functional model as established in ISO 14721.

1.2.3. Provide external users (City staff, citizens, researchers) with a single point of access to information about archival records, regardless of format, as well as access where appropriate, to digital records managed by the Branch.

1.2.4. Support outreach initiatives that encourage interest in the history of the City of Winnipeg by making information about archival records and digital records with archival value accessible online.

1.2.5. Engage with community partners to support skill development by Branch staff and to offer internship opportunities to new professionals.

2 OTHER CONSIDERATIONS

2.1 *Constraints*

- Existing service delivery shall not be interrupted during the transition outside of pre-defined time periods approved by the Branch.

2.2 *Assumptions*

- The Branch anticipates annual increases to software/licensing/storage costs to be in line with growth and/or inflation.
- Key stakeholders will be available during the project as necessary.
- All identified resources are available to the project team.
- Requirements are accurate and sufficiently detailed.
- The Branch has staffing and budget in place to support the project.

3 DISASTER RECOVERY (DR) & BUSINESS CONTINUITY CONSIDERATIONS

Information systems utilized by the Branch are considered critical applications and therefore fall under the category of applications requiring High Availability established by City of Winnipeg Tier 1 backup guidelines.

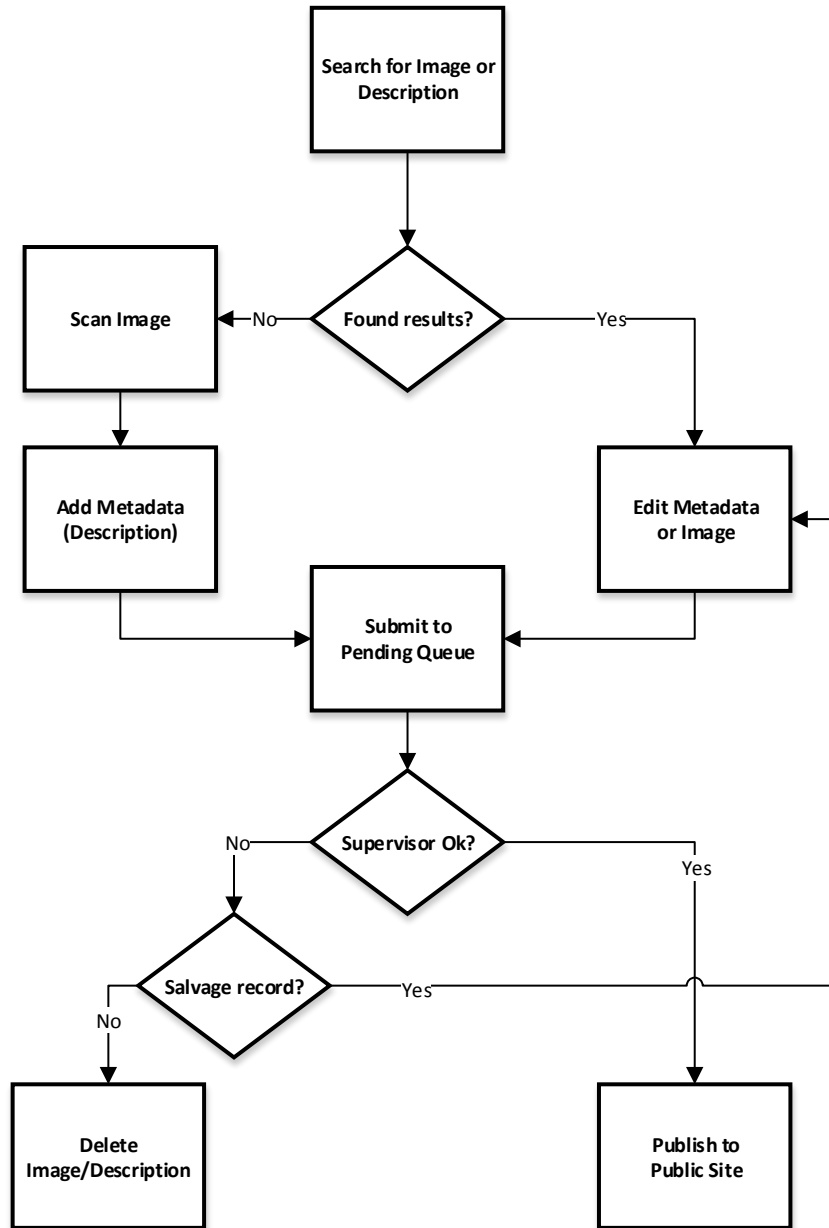
Tier 1 specifies that there should be daily offsite incremental backups held for at least 32 days. Regular database backups should be performed, with the most current recovery point being a maximum of 60 minutes in the past.

4 TRAINING CONSIDERATIONS

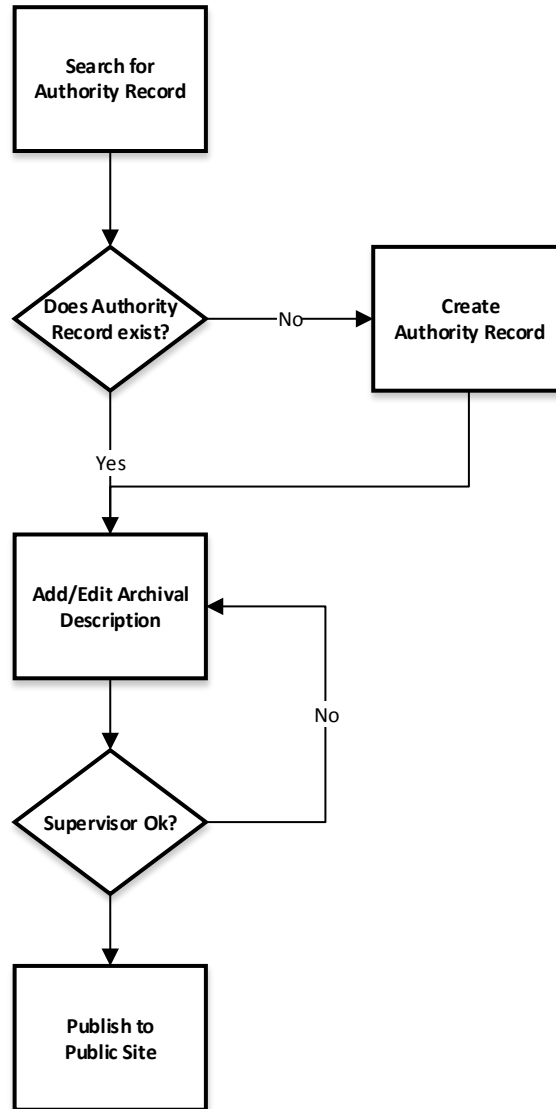
Training will be the responsibility of the identified vendor. The vendor will be required to provide Branch staff with an orientation to the full functionality of the new software. In particular, training will address administrative roles (e.g. creating accession records, managing physical storage information, reporting, uploading digital objects, digital preservation workflows, etc.).

13 CURRENT PROCESS FLOWCHARTS


13.1 *Winnipeg in FOCUS As-is Diagram*



13.2 MAIN As-is Diagram



14 AUTHORIZATION

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