

# CERTIFICATION

- Archival Workshop on Ingest, Identification and Certification

# APPROACHES TO CERTIFICATION

- Individual
- Archival Program
- Processes
- Data

# INDIVIDUAL CERTIFICATION

- Examples in traditional Archival/Records Management Communities:
- Academy of Certified Archivists
  - Independent “certification” organization
  - Certification based on
    - Education
    - Work Experience
    - Competencies Examination

# INDIVIDUAL CERTIFICATION

- Certified records Manager
  - ARMA
    - Competencies Examination

# PROGRAM CERTIFICATION

- Traditional academic style accreditation
- Self Assessment & Site Visit
- Museum Assessment Program
- SAA Evaluation of Archival Institutions
  - Statistical & Descriptive Data
  - Self-Assessment
  - Peer Review & Site Visit

# PROCESS CERTIFICATION

- OAIS Reference Model
- Documented adherence to Requirements
  - Procedures Manual
  - External requirements
    - National Security
    - FOIA/PA
    - Copyright
    - Transborder Data flow

# PROGRAM CERTIFICATION

- SAA Evaluation Areas: Organization
  - Legal Authority
  - Governing Authority & Administration
  - Financial Resources
  - Staff
  - Physical Facilities

# PROGRAM CERTIFICATION

- SAA Evaluation Areas: Collections Development
  - Collections Acquisition Policy
- SAA Evaluation Areas: Collections Preservation
  - Building
  - Environment
  - Staff



# PROGRAM CERTIFICATION

- SAA EVALUATION AREAS: ACCESS
  - Arrangement & Description
    - Provenance & Original Order
    - Findings Aids (multiple levels)
  - Access Policies
    - Open Policy
    - Enforce Legitimate Restrictions
  - Outreach

# PROCESS CERTIFICATION

- External Standards
  - ISO 9000
  - ISO Draft Records Management Standard
  - ISO Draft Legal Considerations
  - DoD 5015.2 STD

# DATA CERTIFICATION

- OAIS Reference Model
- ISO 9000 - Quality Management & Quality Assurance Standards
- Internal Quality Control
  - Policy handbook
  - Processing Controls
  - Data Validation

# ISO/PDTR 15801

- Ensure Data Integrity
- Information Management Policy
  - records schedule
  - media & data standards
- Duty of Care
  - Risk Assessment
  - Standards

# DATA CERTIFICATION

- Data Persistence Over Time
  - Migration Strategies
    - Media Choice
    - Migration Choice
  - Metadata
    - Broadly accepted “standards”
    - Access independent of hardware/software

# ISO/PDTR 15801

- Procedures Manual
  - Documentation
  - Compliance
- Electronic Imaging Specifics