



Tessella consultancy in action:

Digital Archiving: The Key Challenges

Across modern society, records are increasingly being created in digital form. This represents a paradigm shift away from preserving traditional records which presents a new set of issues and challenges to your organization. Digital archiving is a relatively new discipline and it is often difficult to know where to start when considering a solution.

Tessella, the world leader in digital archiving technology, has a broad range of business and technical consulting services that can help organizations plan and implement an effective solution for the management of electronic records in the long term. Key challenges an organization must address are described below:

Identifying the drivers for archiving

It is important to fully understand the primary drivers for digital archiving. These may be for regulatory or legal compliance, to protect intellectual property, or simply a core business function. This activity lays the foundation for developing the business requirements and, if required, provides supporting evidence for a business case.

Specifying the requirements

A critical aspect of any system development lifecycle is the development of both business and functional requirements. Tessella has a wealth of experience in effective requirements gathering and specification across a diverse set of domains.

Streamlining your business processes

The paradigm shift to electronic records can require an organization to rethink and re-engineer its business processes when it comes to archiving. This may require the definition of new roles, workflows, standard operating procedures and business policy. More importantly there will be a workforce transformation impact that needs to be assessed and understood in order to have a successful operation solution.



Understanding the information model

An effective information model describes the relationship between records and business transaction objects such as retention schedules and preservation plans. Tessella can help you develop a conceptual data model that represents the specific needs of your organization. In addition, we can help you select the appropriate metadata standards, drawing from best practice.

Devising a preservation strategy

Several strategies for long term preservation exist, including migration, emulation and the use of persistent formats. There is no 'one size fits all' approach. Strategies can also be implemented at several points in the archival lifecycle. Tessella can help you select the right strategy and use it in the right way for your organization.

Understanding the consumers needs

Having a good understanding of how end users will want to search and access the contents of the archive is a good indicator of success. The electronic environment enables a quantum leap in sophisticated search capabilities, and consumers have an ever increasing level of expectation. Tessella can help you to meet these expectations, and ensure a rich experience for end users.

Planning for records management

Your organization may want to include records management capabilities such as appraisal, retention scheduling and disposal as part of a digital archiving solution. Tessella has worked with several organizations in helping to both specify and implement such features.

Integration with operational systems

The depositors of electronic records to your archival system may be storing their records in a number of ways. This can range from simple file shares to sophisticated record management systems. Tessella can help define the integration of these operational environments into a digital archiving solution. This can include an assessment of the content, definition of metadata mapping and communication protocols between systems.

Selecting the appropriate software solution

There are many software solutions available; the challenge is picking the right one for your organization. Tessella acts as a neutral broker and is not tied to any software or hardware vendor. We always ensure that we specify the right solution for each organization we work with.

Planning for deployment and operations

Once a software solution has been built and tested, Tessella can help you organization plan for its deployment and subsequent operations. This includes performing the deployment itself, providing user training and support, and providing ongoing maintenance.

For further information on Tessella's Digital Archiving consultancy offerings please visit www.tessella.com/digitalarchiving or contact your nearest Tessella office.

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