Modernizing digital records capture & access for boards & commissions

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Welcome

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Preservica

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Town of Bedford

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Agenda

- Local Government digital records challenges
- Digital preservation at the Town of Bedford
- Local Government Application preview
- Join our Local Government Application working group
- Questions & how to get started

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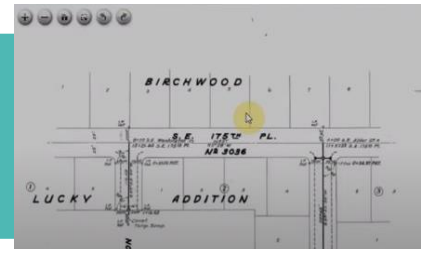
Growing volumes of permanent & long-term digital records

Vitals

Historical

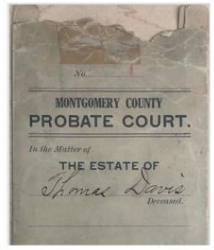
Elected officials

Planning & infrastructure



Real property

Court records



Boards & Commissions

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Challenges of managing public records of Boards & Commissions

How do I easily capture records from departments?

How do I meet my mandate to publish public records online?

How can *save money* by bringing all this together into one system?

How can I easily add metadata for better discoverability?

How can I *save time* by streamlining all these different workflows?

How do I quickly find records for FOI and public requests

How do I ensure long-term integrity & access to permanent digital records?

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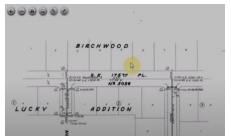
Challenges of ensuring the long-term accessibility of digital records

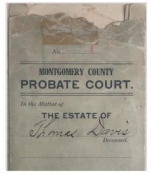
Increasing variety & complexity of formats

WARC

PDF



CAD



TIFF

JPEG

GIS

.MOV

Risks to digital records

Inspection Report March 14th 1993.wpd

Hmm... looks like this file doesn't have a preview we can show you.

Download

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Digital preservation ensures the records you need to retain can always be quickly found, actioned and trusted when required

- Automatically maintain files in readable formats
- Ensure integrity & authenticity with checksums
- Store, preserve, organize and share in one place

Readability

Trustworthiness

Discoverability

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TOWN OF BEDFORD
MASSACHUSETTS

Encouraging Digital Preservation with Preservica

Ashley Large, MLS, CA, DAS

Town Archivist and Records Manager

Town of Bedford, MA, USA

TOWN OF BEDFORD MASSACHUSETTS

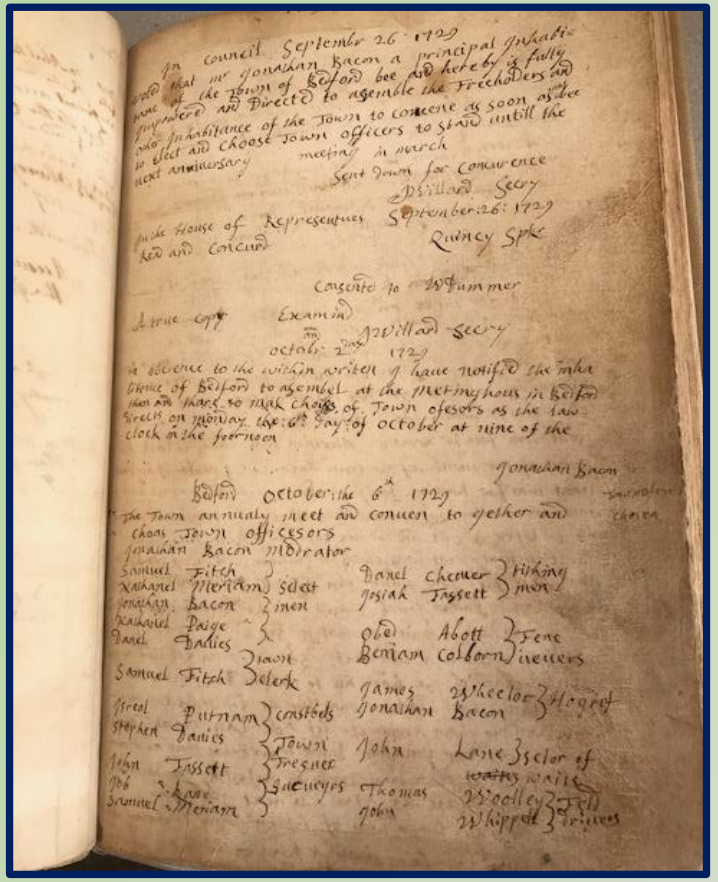
- Population ca. 12,500
- Founded in 1729, Revolutionary War history
- Open Town Meeting form of government
- Select Board, Town Manager, Town Departments, and Boards/Committees

TOWN OF BEDFORD
MASSACHUSETTS

- Ca. 750 ft² of secured, climate-controlled vault space

- Physical and digital administrative records, microfilm, bound volumes, rolled/flat plans/maps (2,500+)

- Vitals (1720s-current), legal records, taxes/assessments, Town Manager's admin files, financial records, annual reports, street lists, meeting minutes, early church records, and more



TOWN OF
BEDFORD
MASSACHUSETTS

Current Projects

- Meeting minutes
- Building Plans Pilot Project
- Miscellaneous records as they come in via email, done piecemeal
- Trial runs of External Submissions tool

Our Future

- A regular workflow supported by departmental records management plans (in process)
- Submissions from each department on a regular interval
- Appreciation of permanent digital records and why digital preservation is important
- Enhanced participation by staff

External Submissions Tool

- No file hosting service needed
- Direct to the repository after approval
- No email attachment size limitations
- Prompts creators to submit
- User-friendly interface
- Saves a lot of time in communication and logistics – quicker turnover
- Example: Commitment Books

A NEW ready-to-go application for US Local Government

Simone Wagner
Preservica

Preservica

Cut days of work to minutes with pre-configured templates and workflows

Boards & Commissions

Court records

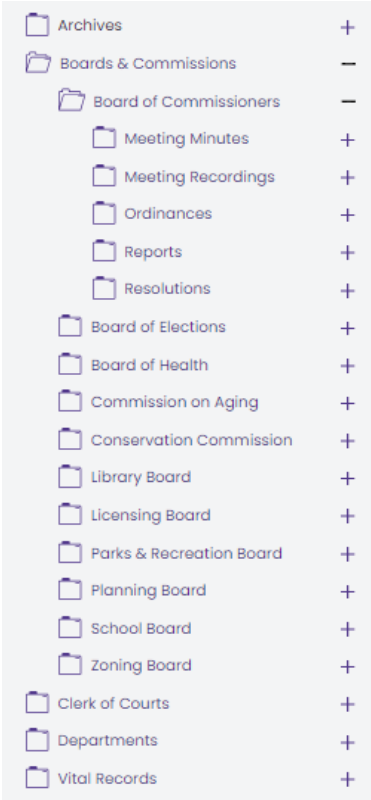
Archival

Vitals

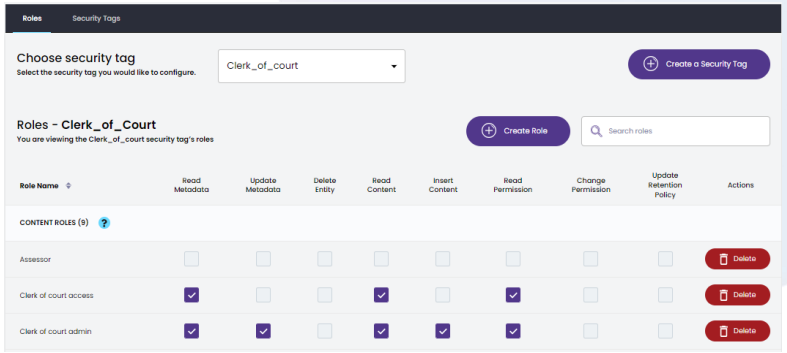
Land and property

...and more.

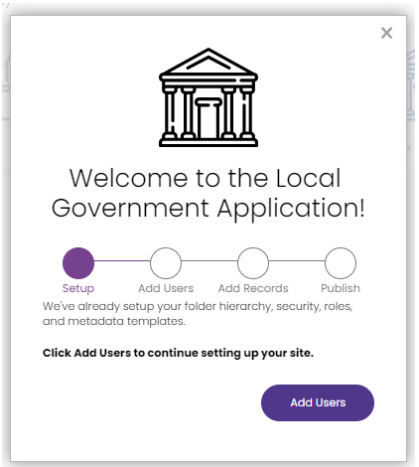
Folder hierarchies



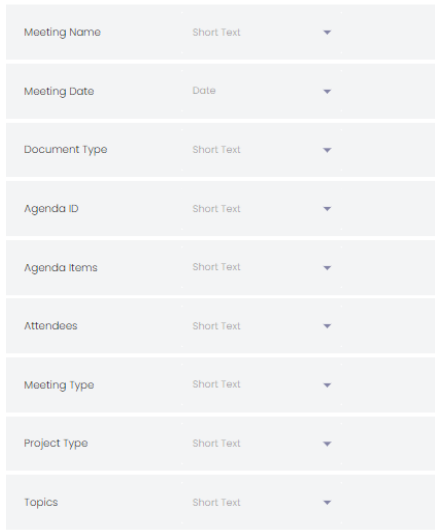
Security tags & Roles



Tailored onboarding



Metadata for record types



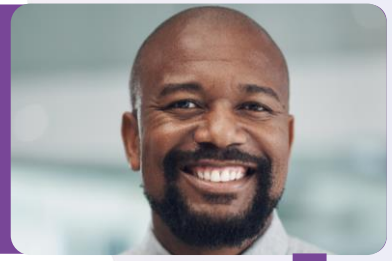
Modernize the way you meet mandates for preserving & publishing public records

Boards & Commissions

Sandra
Clerk of Boards

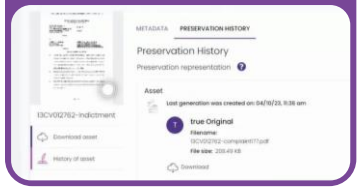
Upload public records using easy “drag and drop”

Ben
Records Manager

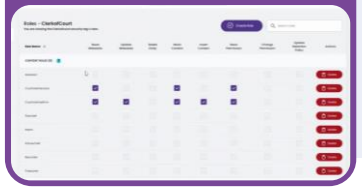


Quickly manage submissions and organize by department

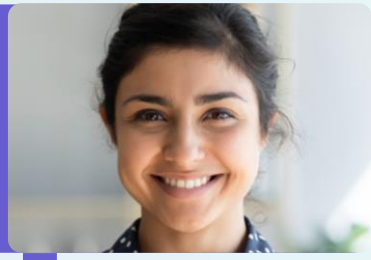
Automatically preserve to ensure permanent access



Publish records to your own branded portal with a single click



Jo
Citizen



Quickly find and view public records

Join our Local Government working group, and get hands-on with this new application

- Boards & Commissions
- Court records
- Archival
- Vitals
- Land and property

...and more.

Start your journey today!

Explore digital preservation made simple and fun!

Next steps...

Join our Local Gov working group & get hands-on

See you at the NAGARA CONFERNCE in CINCINATTI –

- Tuesday, July 17 - 1:00pm – Modernize Preservation and Access to Government Records
- Wednesday, July 18 - 2:20pm – Deliver a unified M365 strategy across the records lifecycle
- Friday, July 19 - 9:00am – Digitize Once, Preserve Forever. Establishing workflows to protect investments in digitizing analog content

Talk to our experts about your digital preservation requirements

Community Hub – learn, share, collaborate

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Scan to sign up for our Local Government Application working group

Any questions?
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Thank you

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