The Digital Archives Migration Methodology supports the transfer of digital records from NSW Government agencies to the Digital State Archive. Rather than adopting a single approach for all such transfers, State Records NSW defines custom migration plans to suit the particular requirements of different sets of records. Each transfer is managed as a separate project. The methodology is a framework to guide projects.

Migration Methodology

By blending project management and data migration techniques, the Digital Archives Migration Methodology provides a structured and planned approach to each migration project. It also promotes flexibility, for dealing with many types of migrations from very simple ones to complex involving many record types and stakeholders.

1. Project Planning Phase

The Project Planning phase establishes a framework for the migration project. The purpose of this phase is to define the project goals and identify stakeholders, risks, and resources. The depth of planning required in this phase will vary depending on the complexity of the project. For example, a project involving the transfer of a single audio file might be very small in comparison with a project involving the transfer of a business or email system.

The Project Planning phase is divided into several key activities:

- **Project Planning**
  - Establishes a framework for the migration project.
  - The process begins by identifying the project goals and defining the scope of the project.
  - This phase involves determining the requirements and constraints that will affect the project.

- **Project Planning**
  - Includes planning for the migration project.
  - This phase involves defining the project scope, identifying project milestones, and planning for project resources.

- **Project Planning**
  - Focuses on planning the migration project.
  - This phase involves identifying the resources required for the project, including personnel, budget, and technology.

2. Migration Planning Phase

The goal of the Migration Planning phase is to develop the migration plan. The migration plan is a document that identifies and documents the activities to be carried out during the migration of a recordkeeping system into the Digital State Archive. These activities include the format migration, metadata mapping, and data transformation.

Like project plans, migration plans are also important for meeting the requirements of each project. But the doesn’t mean re-inventing the wheel each time. The detailed processes learned in each project are documented and can be reused in subsequent projects.

The goals of the Migration Planning phase are:

- **Project Planning**
  - Establishes a framework for the migration project.
  - The process begins by identifying the project goals and defining the scope of the project.
  - This phase involves determining the requirements and constraints that will affect the project.

- **Project Planning**
  - Includes planning for the migration project.
  - This phase involves defining the project scope, identifying project milestones, and planning for project resources.

3. Migration Phase

During the Migration phase, the migration plan is executed. It is at this stage that any necessary preservation activities are performed.

The primary activities in the Migration phase include:

- **Project Planning**
  - Establishes a framework for the migration project.
  - The process begins by identifying the project goals and defining the scope of the project.
  - This phase involves determining the requirements and constraints that will affect the project.

- **Project Planning**
  - Includes planning for the migration project.
  - This phase involves defining the project scope, identifying project milestones, and planning for project resources.

4. Project Closure Phase

The Project Closure phase focuses on the project and identifies any required post-project activities as such as the disposal of source records.

Tools

- **Basecamp**
  - Adopted
  - A web-based project management tool. It is used to collaborate with project participants, plan and schedule actions, and share documentation.

- **Digital Archives Migration Methodology**
  - Built
  - A web-based project management tool. It is used to collaborate with project participants, plan and schedule actions, and share documentation.

Key Relationships

- **State Records Act 1998**
  - Adopted
  - Provides a legal framework for the management of records in NSW.

- **Preservation Pathways Registry**
  - Registry
  - Provides information about the input and target file formats used to perform the transformations.

- **Metadata Registry**
  - Registry
  - The Digital Archives Metadata Registry allows Digital Archives staff to progressively register metadata elements in the digital archives.

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Tools

- **Apache Tika**
  - Adopted
  - A tool used for metadata extraction from digital records.

- **ExifTool**
  - Adopted
  - A tool used for extracting metadata from digital records.

- **MongoDB**
  - Adopted
  - A NoSQL database used for storing and retrieving metadata.

- **Apache Solr**
  - Adopted
  - A search engine used for indexing and searching metadata.

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