



Migrate. Decommission. Preserve – a journey through a content management decommissioning project



## **Overview**

- This Central UK government department needed to extract data from costly legacy & unsupported Lotus Notes systems and retain the metadata
- These systems stored records across multiple databases impeding searchability as users could not search all the systems at once
- In total it equated to millions of email records dating from 1998-2013 which had to be retained until at least 2033 or forever
- These are needed for Freedom of Information Requests, Parliamentary Questions and demands from Public Inquiries
- It meant emails and attachments had to be kept together for context.

## **Project outcomes**

**Continued compliance** with mandates for public information requests

Major cost and risk savings by leveraging cloud technology

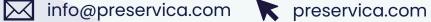
Easily find records with instant search and rendering

613 file office collections

**58,000,000** digital files

fully indexed storage in Preservica







## **Project benefits**

Single platform aligned to OAIS where records are consolidated

**Ensure access over decades** by migrating records to newer formats **Optimized search** with customizable metadata schemas

**Ensure all record** information is preserved with metadata ingest

Find, read and use records independently of original systems

**Guarantee authenticity** of records with fixity checks and audit trails

## **Project timeline** 1998: first Lotus Notes database created for long term storage of electronically created items 2018: Proof of Concept with Preservica 2004: Capability to store electronic documents across the organisation **Migration project** 2000: Storage begins roll out across organisation 2020: Project 'completion' 2013: Legacy system abandoned in favour of an EDRMS based on SharePoint

Preservica's trusted Active Digital Preservation platform is purpose designed for the unique requirements of ensuring the long-term security, availability, integrity and privacy of your data. It is ISO 27001 certified, with encryption in transit and at rest and uses Microsoft 365 permissions to secure access.





