



Department  
of Health &  
Social Care



Preservica

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

Case Study



## 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



**14TB** fully indexed storage in Preservica



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## 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

**2004:** Capability to store electronic documents across the organisation

**2018:** Proof of Concept with Preservica

**Migration project**

**2000:** Storage begins roll out across organisation

**2013:** Legacy system abandoned in favour of an EDRMS based on SharePoint

**2020:** Project 'completion'

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.



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