



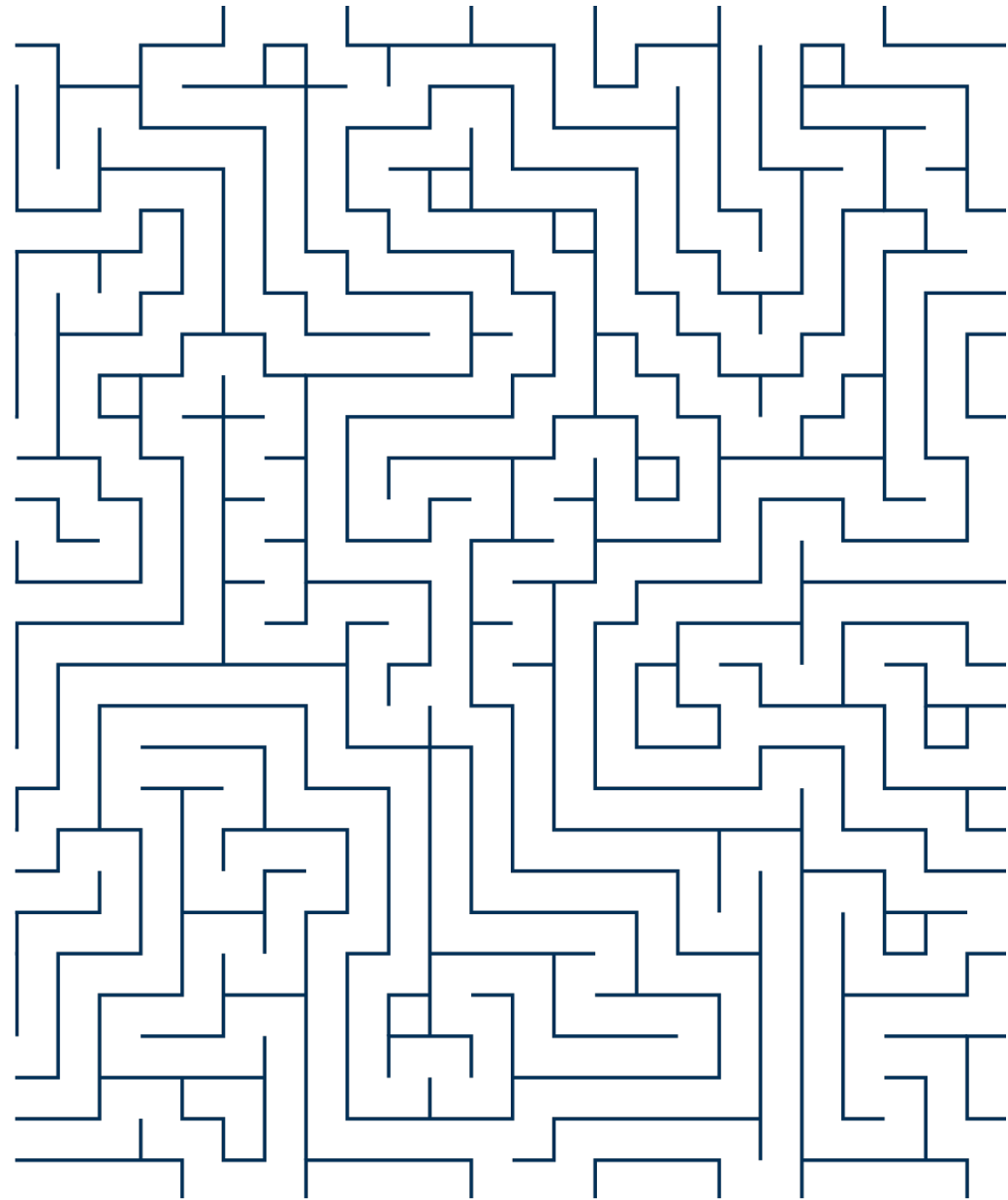
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2 КЕКАО'НЫО" | КФКЎЕЫЎИ Ы КЎИҮОЎЎАҚУ ЎЫ j ∞ЎЎЕ° S° ЎаЩЎЫ 5Дау ЎҚ∞

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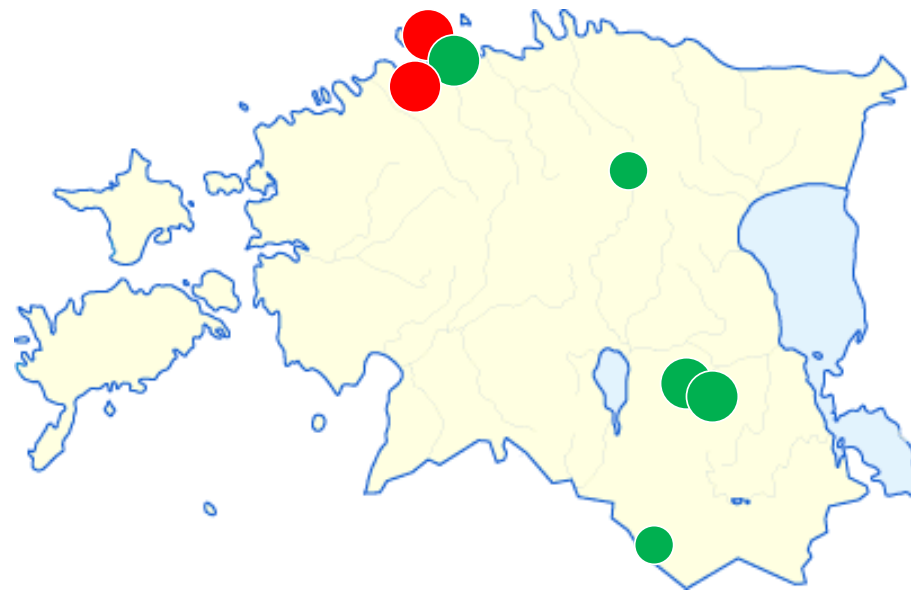
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СД ŷѠ хЕ



Кeskmine Ühik "Kõrge Digi- ja Audiovisuaalne Teaduslik Keskus"

- Established 1999 by joining together 18 small public archives
- 190 people
- 7 buildings in 4 cities
- Headquarters in Tartu
- Film archives
- Digital archives



к 5-й этаж, № 100, ДФУ



к ° ħ ЫЪКІ КЎЕЩЎЫ∞'КЎЎЫЎЫІЎІ ЫІЫ хС

- ¼ of fully renovated old building of National Library



“ | К° ДУБДр УК°

- Archives as a function in every public institution
- Public archives:
 - National Archives (NAE)
 - 2 city archives (Tallinn, Narva)
- Private archives

- Web archiving by the National Library



“Дыңды” а

- First law 1999, new law 2011
- Regulates archiving of records of public institutions
- For both paper and digital records
- Institutions are responsible for keeping their records
- Institutions must transfer records of archival value to NAE after 10 years (earlier: 20 years)
- NAE determines archival value of records through appraisal
- Institutions determine the retention period of records of non-archival value
- Immediate public access (everything is open unless explicit restrictions apply)



k 5Блү'т " ақ ҰД

- 10 million archival units (since 1240)
 - 557 000 digitized units = 36 000 000 images online
- 1 million photos (0,8m digitized)
- 140 000 maps (65 000 digitized)
- 10 million meters of film (6000 hours of digitized and digitally born films online)
- 12 000 pieces of sound (1700 hours of digitized and digitally born sounds online)
- 35 TB of digitally born documents and databases
- 394 TB of digitally born films and videos
- 5,4 PB digitized documents and films

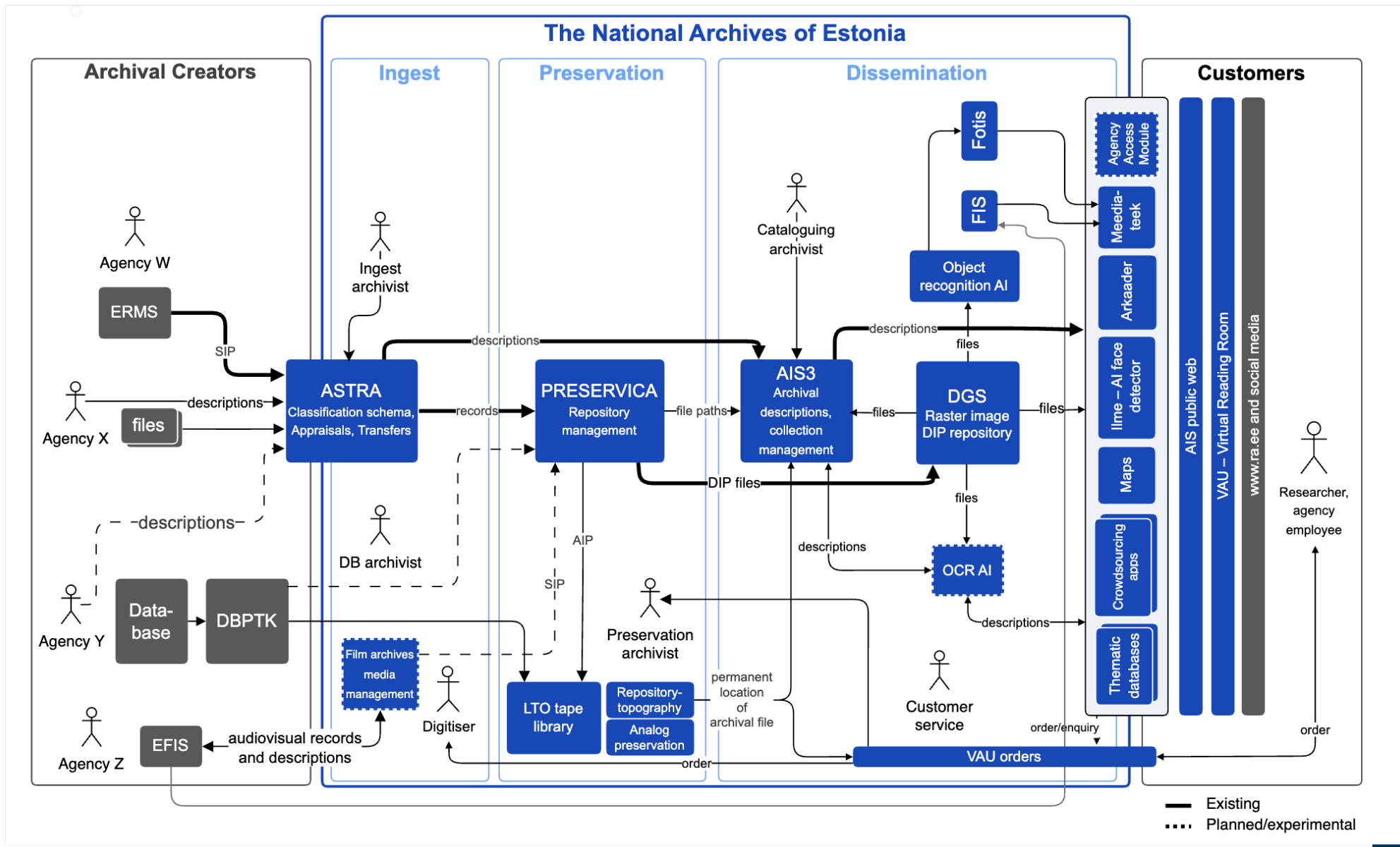


2 КЕК'ЫО" | К° Д

- All IT services, except digitization
- 23 people
- Digital archiving = 6-7 people
- Software development and maintenance = 9-10 people
- IT support and administration = 4-5 people

Entire NAE is very software development oriented. System of product-owners and product-based software development in use.





„Astra“ – rīcības datu pārveidošanas un pārsūtīšanas rīks arhīvu aprakstiem un reģistriem

- A tool for preparing data and transferring archival descriptions and records to NAE for public institutions archivists
- Classification schemas
- Appraisals
- Digital transfers from ERMS-s, connected to ERMS-s of institutions
- Records are imported to Preservica, descriptions to AIS

www.ra.ee/astra



1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

The image displays the Preservica user interface, which is used for digital preservation. It is divided into several main sections:

- Workflow Management (Left Panel):** Shows a list of completed workflows with columns for 'Date Completed' and 'State'. A 'Workflow Context' menu is open, listing various workflow steps such as 'Create SIP', 'Validate Package', 'Virus Check', and 'Ingest'.
- Storage Adapter Integrity Checking (Top Right Panel):** A table titled 'Storage Adapter Integrity Checking' provides details for different storage adapters.

Name	Type	Status	Full Check	Quick Check
Disk Storage	Disk Storage	Read-Write	Last Check Date: 06-05-2022 Next Check Date: 07-05-2022 Configure <input checked="" type="checkbox"/> Active	Last Check Date: 06-05-2022 Next Check Date: 07-05-2022 Configure <input checked="" type="checkbox"/> Active
MinIO S3 Compatible	S3 Compatible	Read-Write	Last Check Date: 06-05-2022 Next Check Date: 07-05-2022 Configure <input checked="" type="checkbox"/> Active	Last Check Date: 06-05-2022 Next Check Date: 07-05-2022 Configure <input checked="" type="checkbox"/> Active
- Full Integrity Check Parameters (Bottom Right Panel):** A dialog box for configuring check parameters.

Full Integrity Check Parameters	
Days between Checks	180
Files to check	5000
Will repair damaged files	<input checked="" type="checkbox"/>
Send email notification on repair	<input checked="" type="checkbox"/>
Send email notification on error	<input checked="" type="checkbox"/>
Send email on successfully completed check	<input checked="" type="checkbox"/>
Date Scheduled	
Scheduled	Daily
Time (hh:mm)	06:00
- Workflow Details (Center):** A 'Sync Tree' view showing a hierarchical structure of folders and files, including 'Testijuurikas', 'Vastuvõtjuurikas', and various ERA and ERU folders. Two PDF files, '00_16fr.pdf' and '01_14fr.pdf', are visible in the file list.





SERVICES

- [Enquiries](#)
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- [Copying Services](#)
- [Interarchival Loan](#)

RESEARCH

- [Video tutorials](#)
- [Genealogy](#)
- [Local History](#)
- [Real Estates and Buildings](#)
- [Education and Learning Activities](#)
- [Libraries](#)
- [Excursions](#)
- [Where to Ask for Assistance?](#)
- [How to Present the Data?](#)

Virtual reading room

AIS Archival Information System	SAAGA Digitised Archival Sources	Meediateek Photos, Movies and Sounds
FOTIS Photo Database	MAPS Map Database	COURT FILES Crowdsourcing Initiative
Estonian War of Independence	TRANSKRIBUS Full-text search	Personal Name Indexes of Registers of Parishioners
Archival Fonds in Tartu	Archival Fonds in Tallinn	Online Library Catalogue

More Databases

- » [Onomastics](#)
- » [Estonian Soldiers in the First World War](#)
- » [Seals and Stamps](#)
- » [Coats of Arms of the Nobility](#)
- » [Construction Designs of the Buildings in Tartu](#)
- » [Digitised Parchments](#)
- » [Tartu 1867 - Crowdsourcing the Census of Tartu in 1867](#)
- » [Land Registers](#)



2 Кратко о принципах работы с данными 5

- Keep the original
 - List of accepted file formats for records and documents with archival value [annex of Archives Rules](#)
 - But we do file format conversions ourselves, if necessary
- Move towards „minimal ingest“
 - Relaxing transfer requirements and ingesting „as is“
 - Format migration and similar to happen once a first version of the AIP is safely in storage
- Multi-site and -medium storage
 - At least two locations on HD and LTO
- Use fully qualified software for long-term preservation



3“ | Kpõhõ Õyõõ õõõ

- Archiving-friendly file formats are:
 - 1) open, 2) standardised, 3) widely supported by different software vendors, 4) free software exists for opening files in these formats, 5) with wide user base
- Estonian archival file formats, since 2012:
 - XML (with validating schema and XSL style sheet), PDF/A-1b, TXT UTF-8, TIFF, PNG
- added in 2020:
 - Office suite XML
 - OpenDocument (LibreOffice etc.): ODT, ODS, ODP
 - Office Open XML (Microsoft): DOCX, XLSX, PPTX
 - Email: EML, MBOX
 - Vector graphics: SVG, DWG, DXF, STL
 - Databases: SIARD, RDF/XML + XSD
 - Geoinfo: SHP, GML, GeoTIFF



3.3.4. ERMSs and Databases

- In institutions, more data is kept in databases, instead of ERMSs

- Software in use: Database Presevation Toolkit

- File format for archiving databases: SIARD2

- Several transfers from public databases per year

- recently archived for example:

national forest registry,

database of court decisions,

database of geology,

database environment monitoring

etc

```
<siardArchive>
  <dbname>Vehreg3</dbname>
  <description>Vehicle registry
</description>
  <archiver>Koit Saarevet
</archiver>
  ...
</siardArchive>
```



q ÜËü KÜË“° Üaoo’KraKü ÜbyI bñ “ yóâ DpŨÎ bto“ | Kñ DpS ∞Ü∞Ë° S ° Ũa

- Until now about 10 different ERMSs in use in public institutions in Estonia
- Movement towards centralisation of records and archives management since 2022
- This task was given to the State Shared Service Centre (Riigi Tugiteenuste Keskus, RTK), which also manages centrally state finances, accounting, human resources, EU grants and public procurements
- From 01.01.2023 records and archives management of 8 first institutions was centralised, since then 7 more institutions have joined, altogether now 15 (including 8 ministries), with 5 different ERMSs
- So far, simply budget of the function, employees (records managers and archivists) and ERMSs have been transferred to RTK
- Process of getting a new ERMS for all institutions in process by 2026
- **For NAE, this centralisation makes archiving processes much easier in the future!**





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