A 2014 Preservation Week presentation

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# HOW DOCUMENT SECURITY AFFECTS ACCESS TO MEMORY

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# About Access to Memory

Yours

Mine

Others…

# Two words about Benign Neglect

Bad Idea

# Bound Paper v. Digital Text

- Keep Closed
- Put in box, closet, chest, bookshelf
- Limit exposure to elements, pests, sticky fingers

- Read Only
- Limit file opening
- Limit media carrier exposure to elements, viruses, sticky fingers

Only works for a short time…

# So How Do We Keep Our Things Secure and Accessible?

Centuries of Experience to draw upon

# Example of Locked Letters…

**Paper Locked Letter**

- Seal
- Folding
- Enclosure
- Cypher?
- Weaving
- = Tampering Visible

**Digital Locked File**

- Password
- Structure
- Watermark
- Encoding?
- Checksum / Hash
- = Tampering Visible

# Opportunities and Challenges

## If We

- Password Protect
- Encrypt
- Watermark
- Hide Content

Then We Must Understand and Know How to Reverse These

# Strategies for Accessing Digital Memory

- Separate the digital file from the carrier media
- Understand how the digital file was created
- Determine the file format of the content
- Use software to open and view the files

# Strategies for Accessing Digital Memory

- Separate the digital file from the carrier media
  - Disk Imaging is a good strategy
- Understand how the digital file was created
  - Look at file header information for clues
- Determine the file format of the content
  - You'll understand the software you need
- Use software to open and view the files
  - If you don't have the programs, there are options

# Challenges … and Opportunities

- Legal Environment
- Digital Forensics Methods
- Preservation Planning Strategies
- Tolerance for Ambiguity
- All Should Not Be Saved

# These Are Our Professions

**Archivists**

**Curators**

**Preservation**

**Records Mgrs**

**Librarians**

- We keep digital material secure and make it useable over time
- We employ preservation strategies, software and hardware
- We are in it for the long term…

# A Few Resources

- Personal Archiving, Library of Congress
- Day of Digital Death
- *The Signal*, Digital Preservation blog
- Digital Preservation Management Tutorial (dpworkshop.org)