

WEB ARCHIVING POLICY

Policy Title	Web Archiving Policy
Review Date	June 2010

Purpose

The purpose of this policy is to ensure that web content, which is of value to the University of Melbourne, is preserved and that persistent access is provided to the preserved web content over time and space.

Scope

This policy applies to University of Melbourne staff who manage University of Melbourne web pages. The unifying theme is “in the University of Melbourne domain” [that is, in the “unimelb.edu.au” domain] which is independent of where the service is being delivered from in terms of network location.

The focus is on the content rather than the applications that support the content. Therefore, any applications, even those with a web interface are excluded from this policy.ⁱ

The type of content covered by this policy includes University web pages of such a nature, that it is not unreasonable to imagine the University wishing to capture, maintain, preserve and provide access to them over time.

Legislative Context

The University is committed to following the laws related to recordkeeping. The University also recognises its obligations to be openly accountable for its actions. The University is committed to developing and maintaining recordkeeping systems that capture and maintain records with appropriate evidential characteristics in accordance with the requirements of the following legislation, standards, policies and guidelines.

Federal Legislation

- Copyright Act (Cth) 1968
- Privacy Act, (Cth) (1988)
- Electronic Transactions Act (Cth) 2001

State Legislation

- Public Records Act (Vic) 1973
- Information Privacy Act (VIC) 2000
- Health Records Act (VIC) 2001
- Evidence Act (Vic) 1958 (to end 2009) and Evidence Act (Vic) 2008 (from 2010)
- Whistleblowers Protection Act (Vic) 2001
- Freedom of Information Act (Vic) 1982
- Crimes Act (Vic) 1958 (in particular, provisions relating to document falsification, destruction and suppression etc.)

International Standards

- International Standard for Records Management, ISO 15489

Internal Policies, Guidelines, & Documentation

Internal policies, guidelines, and other documentation also assist staff to implement and manage the day-to-day procedures in their own areas or departments. These internal policies, guidelines and other documentation can also be used to measure the effectiveness of records management systems and programs and ensure consistency within the University.

- Records Management Policy – <http://www.unimelb.edu.au/records/>

- University Compliance Manual
<http://www.unimelb.edu.au/compliance/manual/index.html>
- Regulation 8.1.R7 - Computing and Network Facilities Rules –
<http://www.unimelb.edu.au/ExecServ/Statutes/r81r7.html>
- Policy for Managing Research Data and Records -
<http://www.unimelb.edu.au/records/research.html>
- EHS Recordkeeping requirements - <http://www.unimelb.edu.au/records/>
- University Records Management Guidelines and Procedures -
<http://www.unimelb.edu.au/records/manual.html>
- University Privacy Policy and Guidelines - <http://www.unimelb.edu.au/unisec/privacy/>
- Vital Records Policy - <http://www.unimelb.edu.au/records>
- Email Management (Recordkeeping) Policy – <http://www.unimelb.edu.au/records/>
- Access to University Records Policy – <http://www.unimelb.edu.au/records/>

Definitions

To Archive

Is to capture and maintain information in a way that enables continuous or ongoing access to the material over time and space.

Dynamic Web Page

Includes content generated on the fly by a web server, possibly in conjunction with other servers and possibly based on some backend information/recordkeeping system. The web page can either be static or dynamic

Dynamic Website

A website that includes one or more dynamic web pages.

Persistent Access

Persistent Access to web content means approvedⁱⁱ access (for those who require it) that continues beyond the time that the material is available to the originally-intended audience. Such access may continue for a defined period, or indefinitely.

Static Web Page

A web page where the content of which consists of ordinary files of various types, stored on a web server and delivered as-is to web clients.

Static Website

A website that consists only of static web pages.

POLICY

1 Policy Statement

The University of Melbourne's records are a major component of its corporate memory and as such are a vital asset that support ongoing operations and provide valuable evidence of business activities over time. The University is committed to implementing best practice recordkeeping systems to ensure the creation, maintenance and protection of records with appropriate evidential characteristics.

University web pages should be preserved, either as part of the University's corporate records (i.e. for evidentiary purposes) or as part of the University's cultural collections.

The University recognises its regulatory requirements as a government agency under the Public Records Act (Vic) 1973. It is committed to the practices set out in the Australian Standard AS ISO 15489-2002, *Records Management*, and the guidelines promulgated by the University's Records Services unit to all University departments. Records Services, in its Chancellery role, also seeks to ensure its own recordkeeping practices set an example of best practice.

2 Policy Rationale

- Maintain evidence of the web content published on University web pages.
- Minimise the risk of legal liability in the case of University web content that contain web records.
- Minimise the risk of business discontinuity or increased costs if important website information is inaccessibleⁱⁱⁱ
- Protect the University's reputation and credibility
- Compliance with relevant University of Melbourne records management policy and procedures.

PROCEDURES

The policy will be implemented by applying a combination of records management and collection management theory with relevant technical solutions.

The procedural documents that will primarily support the policy include:

- Web Archiving Collection Management Plan
- Web Archiving Technical Information

Both sources are available on the Records Services Unit website – www.unimelb.edu.au/records/web-archiving.

RESPONSIBILITIES

1 Policy Owner - Manager, Records Services

Responsible for the development of recordkeeping policy, guidelines and procedures in accordance with the relevant governance bodies, including the Public Record Office of Victoria, relevant Acts, standards and after consultation with relevant stakeholders.

The Manager, Records Services, coordinates the maintenance of all University records and implements the University's records management program.

The Manager, Records Services is responsible for developing and implementing policies, standards and advice on recordkeeping to the University community and for monitoring compliance. The Manager, in conjunction with the University Archivist, and University Librarian is also responsible for approving the destruction of University records.

2. Records Services

Records Services has oversight for the policy's implementation and management via the Web Archiving Program service.

3. University staff who manage University of Melbourne web pages

University staff who manage University of Melbourne web pages are responsible for being aware of the Web Archiving Policy and to routinely check the Web Archiving Program (www.unimelb.edu.au/records/web-archiving) via the 'search' button, to ensure that the pages they maintain are being captured into the Web Archiving Program. If they notice that their pages are not being captured, they should notify Records Services.

VERSION CONTROL & CHANGE HISTORY

Version No	Approval Date	Approved By	Amendment
1.2	7 August 2009	Catherine Nicholls, Manager, Records Services	Minor updates and transfer into new

			template
1.1	August 2008	Catherine Nicholls, Manager, Records Services	Updated related documents
1.0	November 2007	Catherine Nicholls, Senior Information Analyst	Changes suggested by Baden Hughes' revision of the document.
0.9	October 2007	Catherine Nicholls, Senior Information Analyst	Changes suggested by Stephen Young's revision of the document.

**Previous versions have been managed by Records Services prior to the unit moving from the University Secretary's Department into Information Services (as of 2009, University Library). These earlier changes are documented in TRIM file 03/77:PROFESSIONAL ISSUES AND ACTIVITIES – WWW – Web Archiving Strategy (WASP) Project – Reports and Presentations.*

RELATED MATERIALS

Web Archiving Technical Information
Web Archiving Collection Management Plan
Records Management Policy

POLICY LIBRARY REQUIREMENTS

Category	Information Management
Key Words	Records Management, Information Management, Web Archiving

ⁱ *It is important to note, that applications are essentially parameterised instances of web pages, and as such every instance is potentially different. It is therefore practically impossible to archive them and their content without iterating indefinitely over parameter space.*

ⁱⁱ *“Approved” means that the same access conditions that currently apply to University records (be they current or archival) would apply to web records. That is, access is usually limited while the records are deemed current to the original creators/authors and anyone who they wish to provide access to them. Archived material is (unless other restrictions have been placed upon the records) are available to approved researchers. In the case of publicly available material (including records of all formats), there are usually no restrictions placed upon access.*

ⁱⁱⁱ *PROV Advice to Agencies 20: Websites as Records Version 1, 2007*