

# Trustworthy Digital Repository Certification at the Government Publishing Office

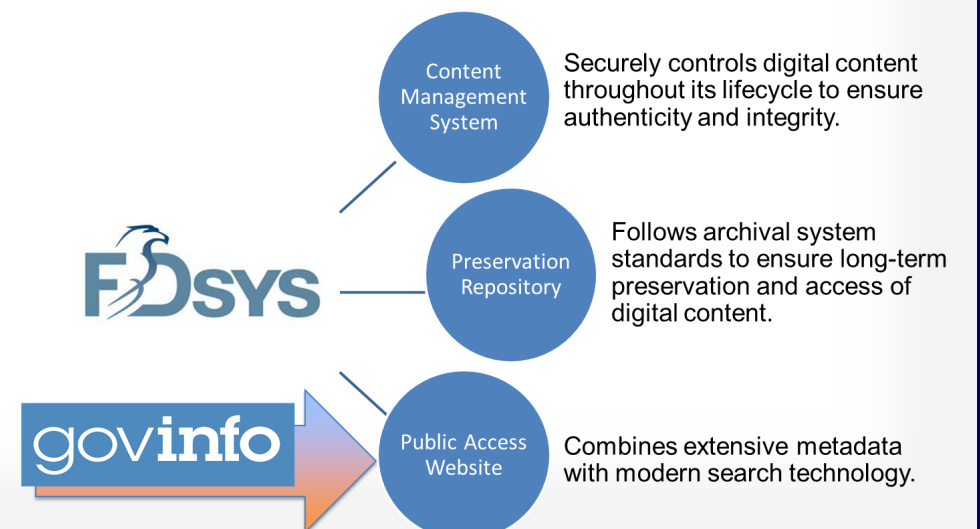
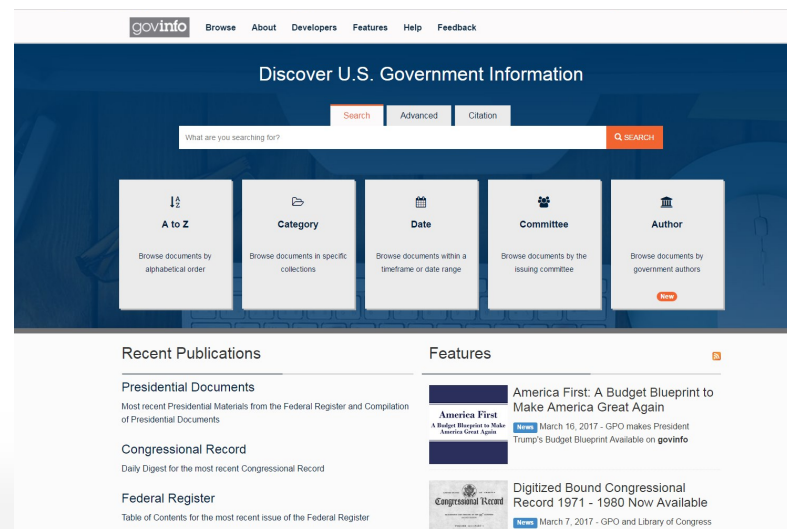


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## Background

The Audit and Certification of Trustworthy Digital Repositories ISO 16363 standard will be used by an accredited outside organization to assess FDsys against 109 criteria covering Organizational Infrastructure, Digital Object Management, and Infrastructure and Security Risk Management

In order to prepare for external certification, GPO was one of 5 institutions to participate in the National Digital Stewardship Residency (NDSR) program, sponsored by IMLS and Library of Congress, in order to perform an internal self-assessment against the ISO 16363 standard audit criteria.

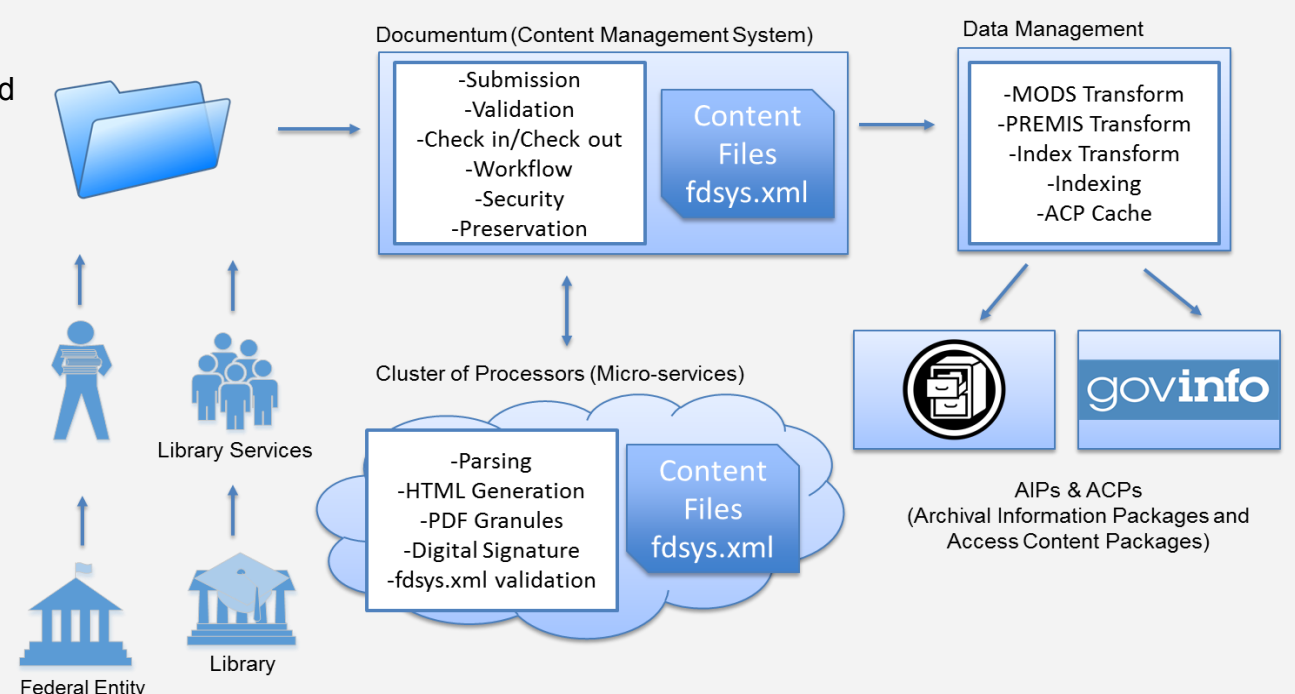


## About govinfo, GPO's Trustworthy Digital Repository

FDsys is a Content Management System, a Preservation Repository, and a Public Access Website. FDsys provides free online access to official Federal Government publications and securely controls digital content throughout its lifecycle to ensure content integrity and authenticity.

The FDsys Preservation Repository guarantees long-term preservation of and access to digital Government content. To meet the critical need for permanent access to Federal Government information, FDsys follows archival system standards. In addition, the FDsys public website combines modern search technology with extensive metadata to ensure the highest quality search experience.

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## Audit Preparation Steps

- Designate 1 full-time staff person to coordinate preparation and collection of audit materials
- Organize a team to meet regularly to discuss audit status
- Prepare to spend between 12 and 18 months time minimum for preparation
- Triage all documents and materials in a shared task management system
- Conduct gap analysis
- Outreach with certifying repositories
- Create necessary products of documentation and evidence to fulfil gaps
- Assign roles and responsibilities to each criteria's evidence and documentation
- Perform internal assessment
- Deliver final internal assessment conformance report

## Collecting Documentation

**Workflows** The auditor should be able to independently envision the organizational and technical workflow procedures from an outside perspective.

**Organizational Transparency** Working with cross-functional teams? Create project-specific RASCI profiles (Responsible, Accountable, Support, Consulted, Informed). Map the communication flows, document meeting notes, create a collaborative file-share space.

**Strategic Plans** TDR encourages strategic, forward-thinking and pro-active leadership management in aspects of the repository. What is your *metadata* strategy? What is your *technology refresh, update, and procurement* strategy? What is your *hiring and training* strategy? What is your *risk management* strategy?

**Documentation Cycles** All documents need refreshing, reviewing, and updating on a regular cycle. What is your change management procedure? This is a key workflow process and also a historical record as evidence of change and growth.

**Risk Registry** A risk registry is necessary to document the severity and mitigation measures for all identified risks, zero-funding scenario planning, succession, disaster planning, and backup recovery procedures.

## Committing to the Designated Community

This block contains several key documents: 'National Plan for Access to U.S. Government Information', 'Guidance for Contributing Digital Content to FDsys.govinfo', 'GPO Memorandum' regarding digital content, and 'GPO's System of Online Access Collection Development Plan'. To the right, there is a list of Superintendent of Documents Public Policy Statements (SOD-PPS #) with file sizes: 2016-4 (76 KB), 2016-3 (72 KB), 2016-2 (122 KB), and 2016-1 (149 KB).

### Within GPO

- Staffing: Professionally trained staff
- Digital Collection and Lifecycle Management Plan
- Improving processes for metadata extraction
- Improved processes for ingest
- Requirements for Developing Digital Quality Assessment
- Improved stewardship of Web harvested content
- Respond to TDR Self Assessment
- Maintain FDsys/govinfo as a TDR

### Partner/FDLP Community

- Support partner roles
- Simplify participation documentation
- Develop guidance for specific partner roles
- Present webinars on partner participation, and guidance documentation
- Provide opportunities for partners to discuss and advise LSCM.
- Develop future forums for stakeholder participation, collaboration and problem solving