



Can you afford to gamble with the security of your digital assets?

DRAMBORA enables organizations to better fulfill their responsibilities and achieve their strategic goals by:

- › identifying the strengths and weaknesses of their digital repository; and
- › assisting them to plan effectively to mitigate these risks.

Start managing your risks today!



'Digital curation is about converting uncertainties into measurable and manageable risks'

Seamus Ross, Director DPE and Associate Director DCC

A risk-aware path to self-assurance and partner confidence for digital repositories

Get Involved!

If your organization wishes to learn more about DRAMBORA, request support or join the growing network of DRAMBORA users, contact us online at

<http://www.repositoryaudit.eu/feedback/>

or by email at

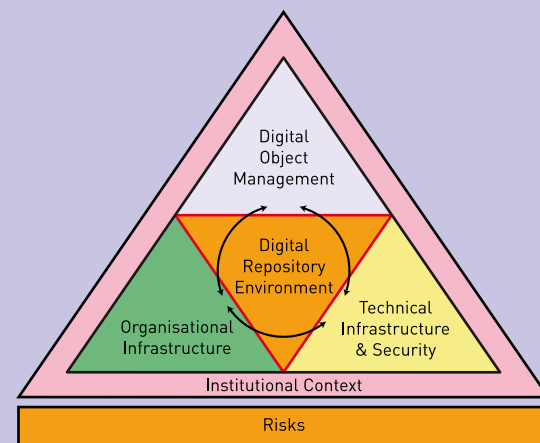
feedback@repositoryaudit.eu

support@repositoryaudit.eu

training@repositoryaudit.eu

DRAMBORA Consortium Sponsors include

the European Commission Information Society Technologies (IST) Sixth Framework Programme (FP6), Joint Information Systems Committee (JISC), UK e-Science Programme



<http://www.repositoryaudit.eu/>



DRAMBORA is solely responsible for the content of this brochure. It does not represent the opinion of the European Community or the Institutions of the DRAMBORA partners. DRAMBORA partners are not responsible for any use that might be made of the data herein. © DRAMBORA 2007

DRAMBORA is jointly funded by the Digital Curation Centre (DCC) DigitalPreservationEurope (DPE)

DRAMBORA

Digital Repository Audit Method Based on Risk Assessment

DRAMBORA enables internal assessment by providing repository administrators with a means to assess their capabilities, identify their weaknesses, and recognise their strengths.

A RISK-BASED APPROACH

DRAMBORA characterises digital curation as a risk-management activity. The DRAMBORA toolkit provides a metric to enable an auditor to establish the organisational context and goals of a repository and then to assess how it is achieving these in terms of risk. Risk is used as a metric: it can be expressed quantitatively, thereby supporting comparisons across repositories and over time within a repository.

DRAMBORA BENEFITS

Following the successful completion of the self-assessment exercise, organisations can expect to have:

- › A well established and documented organizational profile
- › Clearly identified and documented repository assets, roles and activities
- › Constructed a catalogue of pertinent risks and inter-risk relationships
- › Developed a shared understanding of the successes and shortcomings of the repository's management and structure
- › Alerted repository managers to the likelihood of a specific risk occurring
- › Implemented contingency mechanisms to alleviate the effects of risks that cannot be avoided.

THE DRAMBORA TOOLKIT FACILITATES:

- › Documentation of organisational and regulatory frameworks
- › Identification of activities, assets and their owners
- › Identification and assessment of risks associated with managing digital information
- › Management of risks to ensure business continuity and future use of information

DRAMBORA
Converting uncertainties into measurable and manageable risks

ABOUT DRAMBORA

Based on practical research and developed jointly by the Digital Curation Centre and DigitalPreservationEurope, the Digital Repository Audit Method Based on Risk Assessment (DRAMBORA) provides a methodology for self-assessment. The toolkit has been evaluated and applied across a diverse range of organizations, such as national libraries, scientific data centres and archival institutions.

DRAMBORA

Digital Repository Audit Method Based on Risk Assessment

INTERACTIVE

In 2008, the **Digital Curation Centre** and **Digital Preservation Europe** released **DRAMBORA Interactive** – a freely available, online version of the **DRAMBORA toolkit** – to make the self-auditing process easier and more efficient for repository managers.

CORE REQUIREMENTS FOR DIGITAL ARCHIVES

In 2007, the Center for Research Libraries (CRL) which administers TRAC, the developers of DRAMBORA, and the creators of the nestor criteria audit checklists jointly conceived ten Core Requirements for Digital Archives. These requirements were created with a view to formalising the repository problem space in order to ensure that these international assessment efforts remained compatible, and capable of generating comparable results over time.

The ten core requirements are:

1. Mandate & Commitment to Digital Object Maintenance
2. Organisational Fitness
3. Legal & Regulatory Legitimacy
4. Efficient & Effective Policies
5. Adequate Technical Infrastructure
6. Acquisition & Ingest
7. Preservation of Digital Object Integrity, Authenticity & Usability
8. Metadata Management & Audit Trails
9. Dissemination
10. Preservation Planning & Action

The core requirements extend beyond technological issues to cover a range of activities that can impact on the repository's ability to care for data over time. The self-assessment criteria employed within the DRAMBORA workflow are organized around these ten core requirements. These requirements also contribute towards the compatibility of audits conducted using TRAC, nestor and/or DRAMBORA by providing a structure that informs the processes and outcomes.

GETTING STARTED WITH DRAMBORA INTERACTIVE

Before assessing their repository's aims or shortcomings, it is vital that repository administrators define the purpose and scope of what they are aiming to achieve with the self-assessment process. To assist with this, DRAMBORA Interactive permits users to register details about their own repository to help determine their self-assessment profile. DRAMBORA Interactive also helps users to identify, register, and provide access to additional institutional staff members who will contribute to the various steps of the self-assessment process. DRAMBORA Interactive features robust security features to ensure that sensitive corporate information is protected against non-authorized access (Fig. 1).

THE SELF-ASSESSMENT PROCESS

Once this preparatory activity has been completed, DRAMBORA Interactive users may proceed to the next stage of the process – the self-assessment itself. The self-assessment is divided into several phases, the first of which focuses on attaining a comprehensive overview of the objectives (Fig. 2) and activities of the organisation supported by adequate documentation. In this phase, questions about the institution's mandate, its organisational constraints (legal, political, and/or technical limitations or obligations), overarching objectives, and business activities are explored.

IDENTIFYING AND ASSESSING RISKS

The final phase of the self-assessment process is concerned with identifying and assessing risks. This is the very heart of the DRAMBORA evaluation process. Based on the analysis of the results of the self-assessment, implicit shortcomings are expressed in terms of organisational risk. These should be tempered by the introduction of appropriate risk management mechanisms.

This phase can be performed on a whole selection of risks at a time – either ordered to correspond with their functional characteristics, or based on custom groupings defined by the user (Fig. 3).

Risks are assessed according to the following three characteristics:

1. **Impact:** the potential impact that the risk would have should occur
2. **Impact expression:** the way in which the negative effects of the risk's occurrence manifest themselves
3. **Probability:** the likelihood of or frequency with which the risk will occur.

MITIGATING RISKS AND RE-ASSESSMENT

For each risk identified, the final stage of the self-assessment process is to define appropriate risk management measures and targets (Fig 4). For each risk details of treatment, avoidance measures, and anticipated outcomes should be recorded and monitored over time. A timeframe for regular reassessment should also be recorded at this stage to ensure that new risks are identified and mitigated as the repository matures.

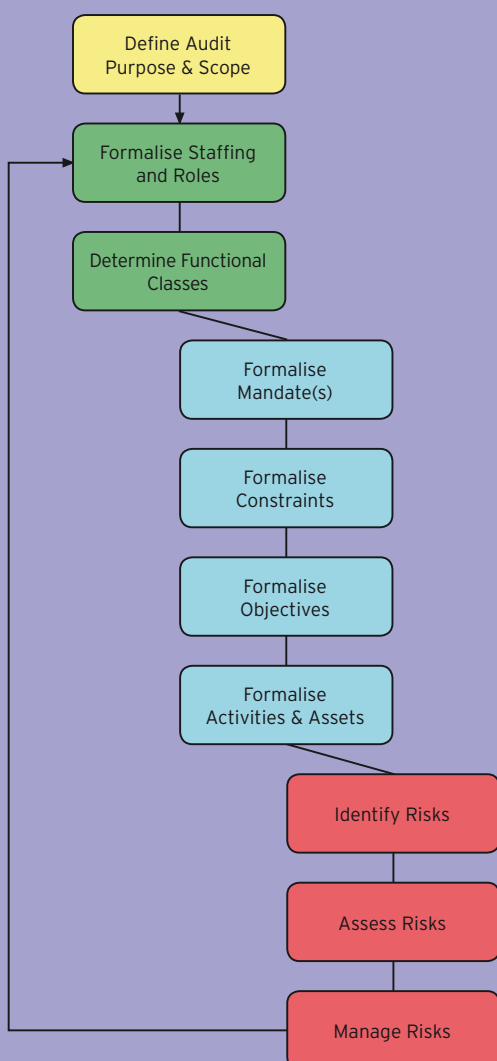


Fig. 1



Fig. 2

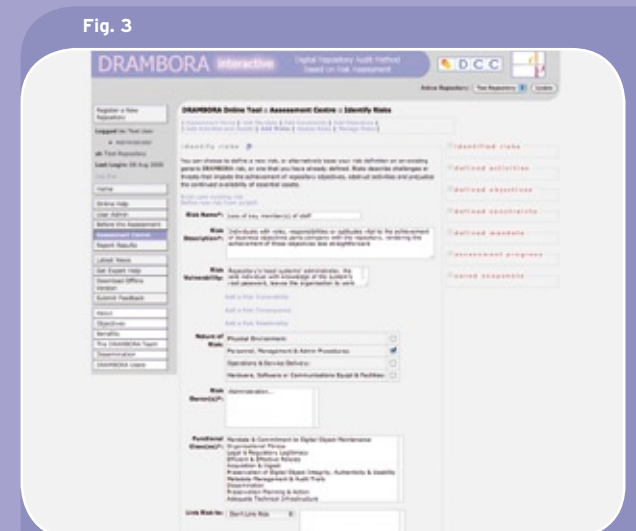


Fig. 3



Fig. 4