

Comp D

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Apply basic concepts and principles to identify, evaluate, select, organize, maintain, and provide access to physical and digital information assets.

Interpretation

A significant issue we have encountered in the past is the issue of storage. You thought cleaning your room was bad enough, imagine as you are cleaning your room, your parents decide to show up and add more to store in your room because they want you to maintain it. You try everything like compressing the clothes in your drawer so that they can make more space for additional laundry. That is happening with our offices and databases right now. Space is limited contrary to popular belief that you can store almost infinitely. Cloud is one of these platforms that has a temporary usage for storing vast amounts of information. Unfortunately, it also has limits and is primarily used for short term storage as a backup or a midway to transferring to another location.

It is true that we are on the way to reducing paper usage, but we still need physical storage and backups for essential information. Assuming that we do go entirely paperless, you still need physical storage for servers and hard drives for storing the vast amount of information required for the type of information being stored. Types of information stored take up more space depending on the type of file used. An essay written as a text file does not take up the memory an entire film does on the hard drive.

A significant policy on information storage comes in the form of a UK National Archives guideline for using cloud. It essentially labels the pros and cons about the platform. I must admit that one of the primary factors in applying a storage procedure is in cost, and the cloud is relatively cheap in that regard, but it does come with the side effect of being security lax. Ultimately our responsibility is to find policies like these and recommend them to our organizations to ensure that they are compatible and safe for our organizations.

Evidence

MARA 210 Functional Analysis

I needed to understand the severity of what type of information was stored in my house and the procedures required to manage the given information. I evaluated my home office material using a functional analysis report to figure out what document types took priority over disposition and maintenance. It also helped give me an idea of what storage capacities I could have and whether I really needed the information stored in my household. Space is a limited resource after all and knowing the limits before adding anything takes priority.

INFO 202 Discussion 5

This was a discussion we had on the stages of the information search process (ISP). This is relevant when develop a database that is accessed by users outside of the given organization. If you are developing a search bar or parameters to meet the requirements of the search bar, you should follow these steps and try

to ensure that they follow through all of them. Otherwise they may get stuck on stage three (exploration) which can potentially end a search and perhaps give up the process entirely.

MARA 204 Abbey Operation Plan

This was a group project that focused on analyzing the Saint Andrew Abbey Archives. I was responsible for the human resources department in the development and improvement of the organization itself. I laid out suggested costs, meetings with staff and deadlines that our organization would need to follow. While this layout of responsibilities may seem significantly smaller, they grow and develop over time and expand when the organization itself does. Space is limited and there is only so much you can do with the resources given.

Conclusion

Knowing what resources, you have available is half of the struggle when it comes to establishing a storage policy. Sometimes you are lucky to have the resources given to you to deal with the increasing storage demands. In most realistic scenarios we are probably going to be given the opposite scenario as this profession is still in the process of reminding the organizations/corporations of the benefit of archival practices. They want to cut costs to yield maximum profit and that ultimately leads to departments that they see as irrelevant being cut loose. We must convince them that we are an asset, not a liability.

References

The National Archives. (2014, April). *How Cloud Storage can address the needs of public archives in the UK*. <https://www.nationalarchives.gov.uk/documents/archives/cloud-storage-guidance.pdf>