Digital Collection and Appraisal at HSBC

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17 May 2018
HSBC Archives – a brief overview

• Digital Archives system in operation since 2015

• Active collecting programmes > encountering born-digital records on a day-to-day basis. Based on preserving the corporate memory of the business.

• Majority of collecting is now digital
  • No exceptional preservation challenges
  • Harvesting records from variety of sources (e.g. SharePoint sites, internal websites, NAS drives)
  • All archivists expected to process digital content, from collection to cataloguing

• Close collaboration with Records Management, IT, Information Security, Legal and Compliance

• Physical records still play a key role; strong focus on enhancement of descriptive and management metadata for both digital and physical records
Collecting unstructured data (i)

• Traditional archivist skills are still required
  • Organisational understanding
  • Personal collecting relationships

• Understanding and integrating with record creation and classification processes
  • Ensuring archival relationship exists with creating entities throughout active and semi-current use
Collecting unstructured data (ii)

• Legal and regulatory planning
  • Cross border record transfers

• Information security and risk considerations

• New collecting and transfer policies for specific record types need to be agreed upon

• Discovery tools in selection

• Duplicated collecting and the retention of contextual value
Processing unstructured data into a trusted digital repository (TDR)

• Moving towards post-ingest appraisal
  • Greater confidence in collecting

• Increased processing ability

• Top-level cataloguing and improved searching

• Immediate and secure transfer (meeting depositor expectations)

• Indexing and technical metadata profiling prior to appraisal

• Maintaining trusted audit trail of digital deposits
Future challenges

• Improving TDR integration

• Automating selection

• Improved discovery tools

• Email selection

• More integration with other functions of our organisations/businesses
Thank you

- www.HSBC.com/history
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