

The Uniform Electronic Legal Material Act

Implementation in California - Preservation

- Prepared By:

Mendora Servin, Information Systems Manager
California Legislative Counsel Bureau

- For: NALIT
- Date: September 13, 2016

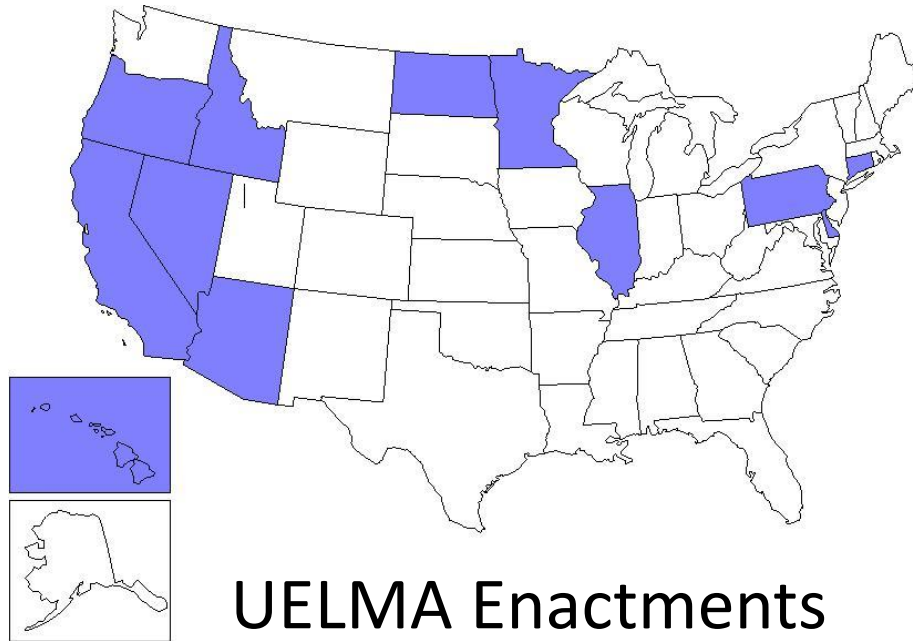
UELMA

- Approved July 12, 2011 by Uniform Law Commission
- Approved February 6, 2012, by American Bar Association
- Establishes an outcomes-based, technology-neutral framework
- To provide online legal material with the same level of trustworthiness traditionally provided by publication in a law book

What does UELMA require?

- Official electronic legal material must be:
 - *Authenticated* by providing a method to determine that it is unaltered
 - *Preserved* either in print or electronic form, and
 - *Accessible* for use by the public on a permanent basis

Current State of UELMA



- NCSL Website – Preserving Legislative Digital Records
- Uniform Law Commission – Electronic Legal Material Act

Requirements

- Each document should be stored in at least two formats.
 - Viewable PDF
 - Plain text- XML.
- No proprietary format should be used in storing the documents.
- All documents should be Rehab Act compliant.

Metadata Statutes

- Dublin Core – Approved by State Archives

Metadata Element Name	Element value or element name
contributor	Legislative Counsel of California
coverage	California
creator	Author Name
date	Measure Version Date
description	Notes:Measure number, relating clause, subject from the digest.
format	Mime type
identifier	Chapter year/chapter sess/chapter type/ chapter num - ex. CHP199300021 -
language	EN
publisher	State of California Office of Legislative Counsel
rights	Public Domain
source	Public Version Released from Legislative Counse Measure Database.
subject	Measure subject
title	Measure title

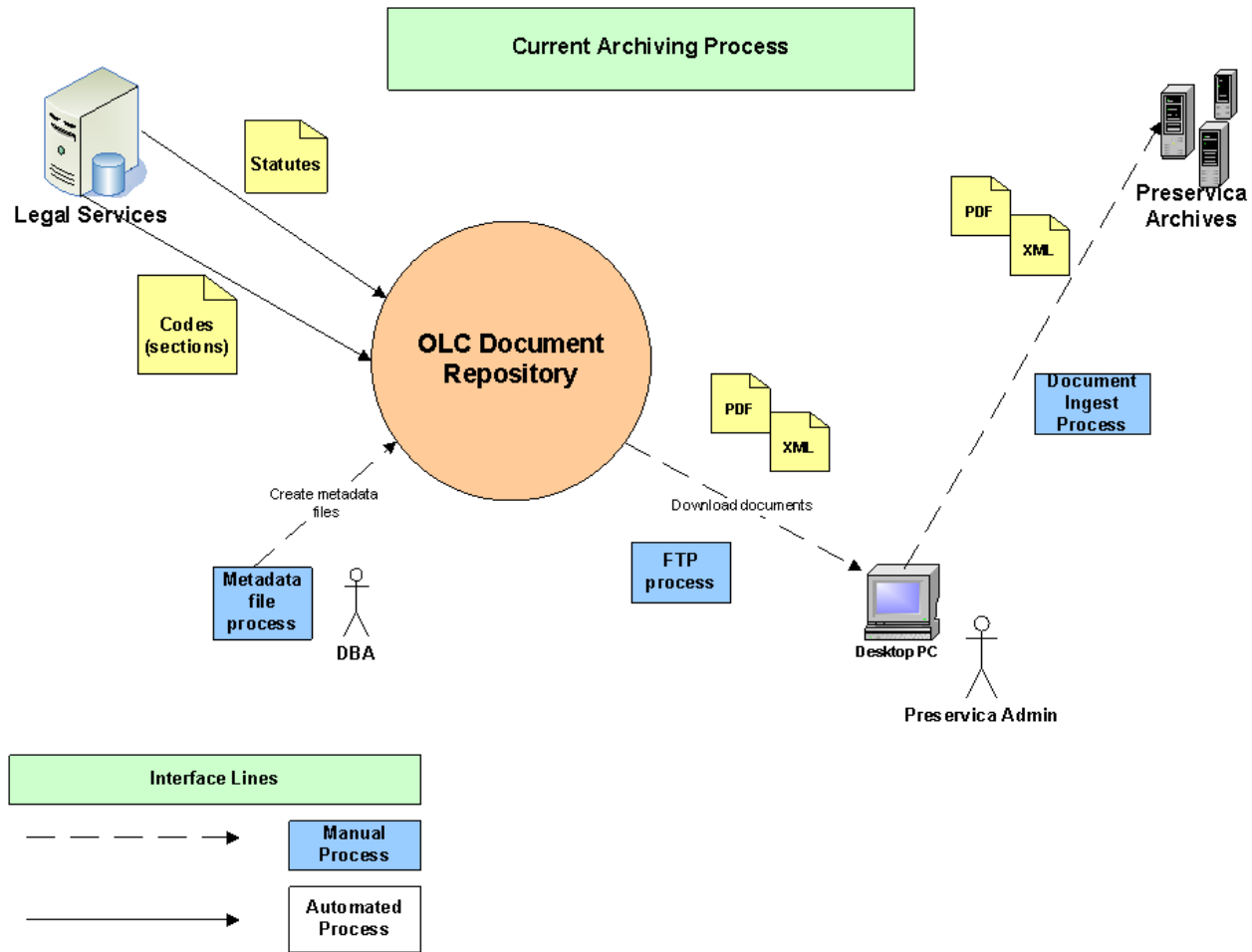
Metadata Codes

Metadata Element Name	Element value or element name
contributor	Legislative Counsel of California
coverage	California
creator	State of California Office of Legislative Counsel
date	
description	Code abbr + section num
format	Mime type
identifier	Code abbr + section num+ section UID
language	EN
publisher	State of California Office of Legislative Counsel
rights	Public Domain
source	Public Version Released from Legislative Counse Measure Database.
code abbr	code abbr
section num	section num
section UID	section UID
chapter year	chapter year
chapter num	chapter num
chapter session num	chapter session num
bill ID	bill ID
bill section num	bill section num
laf text	The text that describes the legislative action that either last updated or added the section. Last amended form text.

Archive Cycle

- Chaptered Bills, every 6 months.
- Codes, every 6 months.
- Constitution—every election cycle, which occurs every two years.

Streamlined View



Document Repository file structure for Code Sections

The screenshot displays the FileZilla FTP client interface. The local site on the left shows a directory structure with folders like 'CONS', 'R', 'samples', and 'Scanned Documents'. The remote site on the right shows a hierarchical structure under '/DocServices/Repository/CodeSections/pdf' with subfolders for various code sections like BPC, CCP, CIV, etc.

Local site: rs:\truejb\Documents\preservica test\3-8-16 acc\Codes effective on Jan 1 2016 - captured on 3-8-2016\CodeSections\pdf\CONS\

Remote site: /DocServices/Repository/CodeSections/pdf

Filename	Filesize	Filetype	Lz
CONS_[SEC. 24_]_id_19b27cfb-e91f-11df-8ab9-8c2d96a284a6.pdf	76,944	Adobe Acroba...	4/
CONS_[SEC. 24_]_id_19b27cfb-e91f-11df-8ab9-8c2d96a284a6.pdf.metadata	1,113	METADATA File	3/
CONS_SEC. 1.3_id_0c253f3e-771b-11d9-b8a1-86b64fdb007b.pdf	76,883	Adobe Acroba...	4/
CONS_SEC. 1.3_id_0c253f3e-771b-11d9-b8a1-86b64fdb007b.pdf.metadata	1,123	METADATA File	3/
CONS_SEC. 1.5_id_b74796d1-291e-11d9-b4a4-98a877856a41.pdf	73,738	Adobe Acroba...	4/
CONS_SEC. 1.5_id_b74796d1-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,093	METADATA File	3/
CONS_SEC. 1.5_id_b7b72118-291e-11d9-b4a4-98a877856a41.pdf	72,149	Adobe Acroba...	4/
CONS_SEC. 1.5_id_b7b72118-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,091	METADATA File	3/
CONS_SEC. 1.5_id_b7c35662-291e-11d9-b4a4-98a877856a41.pdf	73,076	Adobe Acroba...	4/
CONS_SEC. 1.5_id_b7c35662-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,090	METADATA File	3/
CONS_SEC. 1.5_id_b7d41f98-291e-11d9-b4a4-98a877856a41.pdf	72,119	Adobe Acroba...	4/
CONS_SEC. 1.5_id_b7d41f98-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,135	METADATA File	3/
CONS_SEC. 1_id_b74302db-291e-11d9-b4a4-98a877856a41.pdf	72,023	Adobe Acroba...	4/
CONS_SEC. 1_id_b74302db-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,082	METADATA File	3/
CONS_SEC. 1_id_b74796cf-291e-11d9-b4a4-98a877856a41.pdf	72,166	Adobe Acroba...	4/

722 files. Total size: 27,420,638 bytes

Remote site structure: /DocServices/Repository/CodeSections/pdf

- BPC
- CCP
- CIV
- COM
- CONS
- CORP
- EDC
- ELEC
- EVID
- FAC
- FAM
- FGC
- FIN
- GOV
- HNC
- HSC
- INS
- LAB
- MVC
- PCC
- PEN
- noc

30 directories

Server/Local file	Direction	Remote file	Size	Priority	Status

Queued files: Failed transfers: Successful transfers

Queue: empty

Document Repository file structure for Statutes

Local site: rs\truejb\Documents\preservica test\3-8-16 acc\Codes effective on Jan 1 2016 - captured on 3-8-2016\CodeSections\pdf\CONS\

Remote site: /DocServices/Repository/Statutes/pdf/2016

Filename	Filesize	Filetype	Le
..			
CONS_[SEC. 24.]_id_19b27cfb-e91f-11df-8ab9-8c2d96a284a6.pdf	76,944	Adobe Acroba...	4/
CONS_[SEC. 24.]_id_19b27cfb-e91f-11df-8ab9-8c2d96a284a6.pdf.metadata	1,113	METADATA File	3/
CONS_SEC. 1.3._id_0c253f3e-771b-11d9-b8a1-86b64fdb007b.pdf	76,883	Adobe Acroba...	4/
CONS_SEC. 1.3._id_0c253f3e-771b-11d9-b8a1-86b64fdb007b.pdf.metadata	1,123	METADATA File	3/
CONS_SEC. 1.5._id_b74796d1-291e-11d9-b4a4-98a877856a41.pdf	73,738	Adobe Acroba...	4/
CONS_SEC. 1.5._id_b74796d1-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,093	METADATA File	3/
CONS_SEC. 1.5._id_b7b72118-291e-11d9-b4a4-98a877856a41.pdf	72,149	Adobe Acroba...	4/
CONS_SEC. 1.5._id_b7b72118-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,091	METADATA File	3/
CONS_SEC. 1.5._id_b7c35662-291e-11d9-b4a4-98a877856a41.pdf	73,076	Adobe Acroba...	4/
CONS_SEC. 1.5._id_b7c35662-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,090	METADATA File	3/
CONS_SEC. 1.5._id_b7d41f98-291e-11d9-b4a4-98a877856a41.pdf	72,119	Adobe Acroba...	4/
CONS_SEC. 1.5._id_b7d41f98-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,135	METADATA File	3/
CONS_SEC. 1._id_b74302db-291e-11d9-b4a4-98a877856a41.pdf	72,023	Adobe Acroba...	4/
CONS_SEC. 1._id_b74302db-291e-11d9-b4a4-98a877856a41.pdf.metadata	1,082	METADATA File	3/
CONS_SEC. 1._id_b74796cf-291e-11d9-b4a4-98a877856a41.pdf	72,166	Adobe Acroba...	4/

722 files. Total size: 27,420,638 bytes

Filename	Filesize	Filetype	Last modified	Pr
..				
20160CHR0005.pdf	147,136	Adobe Acr...	2/10/2016 11:2...	-r
20160CHR0004.pdf	151,208	Adobe Acr...	2/1/2016 12:15...	-r
20160CHR0002.pdf	151,571	Adobe Acr...	2/1/2016 12:15...	-r
20160CHR0003.pdf	153,318	Adobe Acr...	2/1/2016 12:15...	-r
20160CHR0001.pdf	157,204	Adobe Acr...	2/1/2016 12:15...	-r
20160CHP0001.pdf	170,354	Adobe Acr...	2/3/2016 11:04...	-r
20160CHP0789.pdf	240,187	Adobe Acr...	7/1/2016 9:00:0...	-r

7 files. Total size: 1,170,978 bytes

Server/Local file	Direction	Remote file	Size	Priority	Status

Queued files | Failed transfers | Successful transfers

Queue: empty

Preservica file structure for Code Sections

The screenshot displays the Preservica web interface in a browser window. The address bar shows the URL: <https://us.preservica.com/explorer/explorer.html#browse:7&438b98e8-1a58-46f2-b8ab-8e67d60eb629&T1AO/1>. The interface includes a navigation menu with options like Dashboard, Ingest, Access, Preservation, Data Management, Administration, and Help. The breadcrumb trail indicates the current location: Root > Codes > Codes effective on Jan 1 2016 - captured on 3-8-2016 > CodeSections > pdf > BPC.

The main content area shows a grid of 20 PDF files, each with a red ribbon icon. The files are named sequentially from BPC_1_id_76... to BPC_20_id_7... The left sidebar contains a Sync Tree with a hierarchical view of the file structure, including folders for Codes, CodeSections, and various snapshots and test files. The bottom of the interface features a filter bar with options like 'Show accrued files', 'Show children', and 'Show deprecated', along with a download icon and a footer with the Preservica logo and copyright information.

Code Section Metadata in Preservica

The screenshot shows a web browser displaying the Preservica interface. The main content area features a large blue header for the file **BPC_1._id_768eae3b-291e-11d9-87bf-bcb27e518802.pdf**. Below this, there are tabs for 'Description', 'Technical Metadata', and 'History'. The 'Description' tab is active, showing a table of metadata and a preview of the document content.

File, Namespace: <http://www.tessella.com/XIP/v4>

File Ref	f6ac273b-929f-48e3-929e-fa5541c8524d
Ingested File Set Ref	b2b91d42-e8fe-43d2-b2dc-f8f6f77608aa
File Name	BPC_1._id_768eae3b-291e-11d9-87bf-bcb27e518802.pdf
Extant	true
Directory	false
Metadata	
Code Section Meta Data	
contributor	Legislative Counsel of California
coverage	California
creator	State of California Office of Legislative Counsel
date	
description	BPC1.
format	pdf
identifier	BPC1_id_768eae3b-291e-11d9-87bf-bcb27e518802
language	EN
publisher	State of California Office of Legislative Counsel
rights	Public Domain
source	Public Version Released from Legislative Counsel Measure Database
code Abbr	BPC
section Num	1.
section UID	id_768eae3b-291e-11d9-87bf-bcb27e518802
chapter Year	1937
chapter Num	399
chapter Session Num	0
bill Id	
bill Section Num	
laf Text	Enacted by Stats. 1937, Ch. 399.
document Date	
File Size	72000

State of California
BUSINESS AND PROFESSIONS CODE
GENERAL PROVISIONS
1.1

1. This act shall be known as the Business and Professions Code.
Approved Nov. 1937, Ch. 399.

preservica.com Copyright © 2016 Preservica

Authenticated code section downloaded from Preservica


Excerpt from the BUSINESS AND PROFESSIONS CODE - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

1 / 1 185% Find

Certified by Legislative Counsel of California <librarian@lc.ca.gov>, State of California Office of Legislative Counsel, certificate issued by Entrust CA for Adobe. Signature Panel



STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

State of California
BUSINESS AND PROFESSIONS CODE
GENERAL PROVISIONS
§ 1

1. This act shall be known as the Business and Professions Code.
(Enacted by Stats. 1937, Ch. 399.)

Auditing Process

- Quarterly audit of archived document list with totals.
- Change control process should have a checkpoint to verify archival process is not impacted by the change.
- Validation of archival data should be added to Session Readiness Process:
 - Each document type and any associated metadata, for every location, have to sampled.
 - Review of the technology used and archival process should be done yearly at the beginning of session.
- Regular Data Restoration or other disaster recovery processes should be tested regularly.
- Our dark archive will be gold standard for restoring or replacing files that have been compromised.

Lessons Learned

- Still reviewing preservation methods
- When do you preserve?
- How do you handle deletes?