The Uniform Electronic Legal Material Act
Implementation in California - Preservation

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- 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

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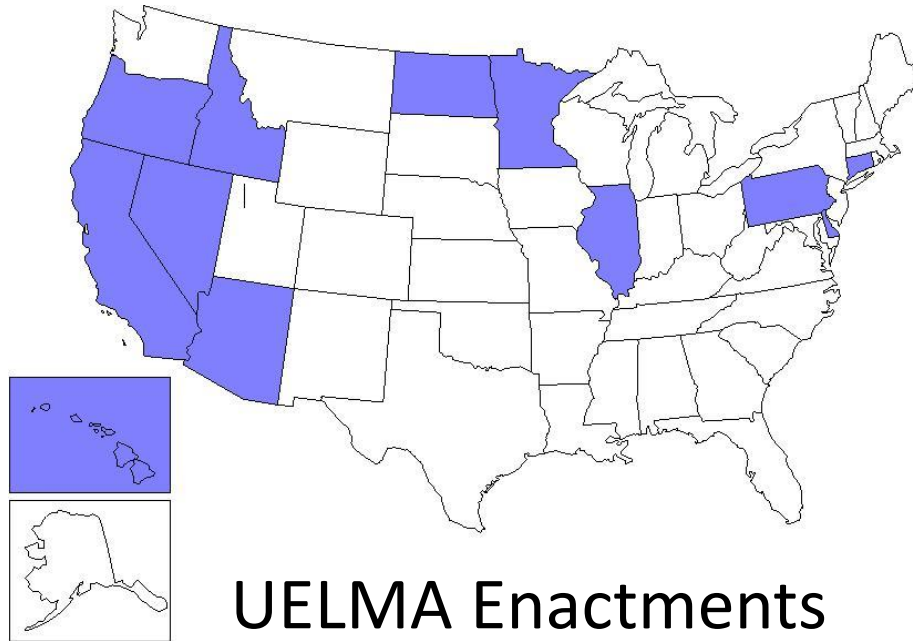
- NCSL Website – Preserving Legislative Digital Records
- Uniform Law Commission – Electronic Legal Material Act

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
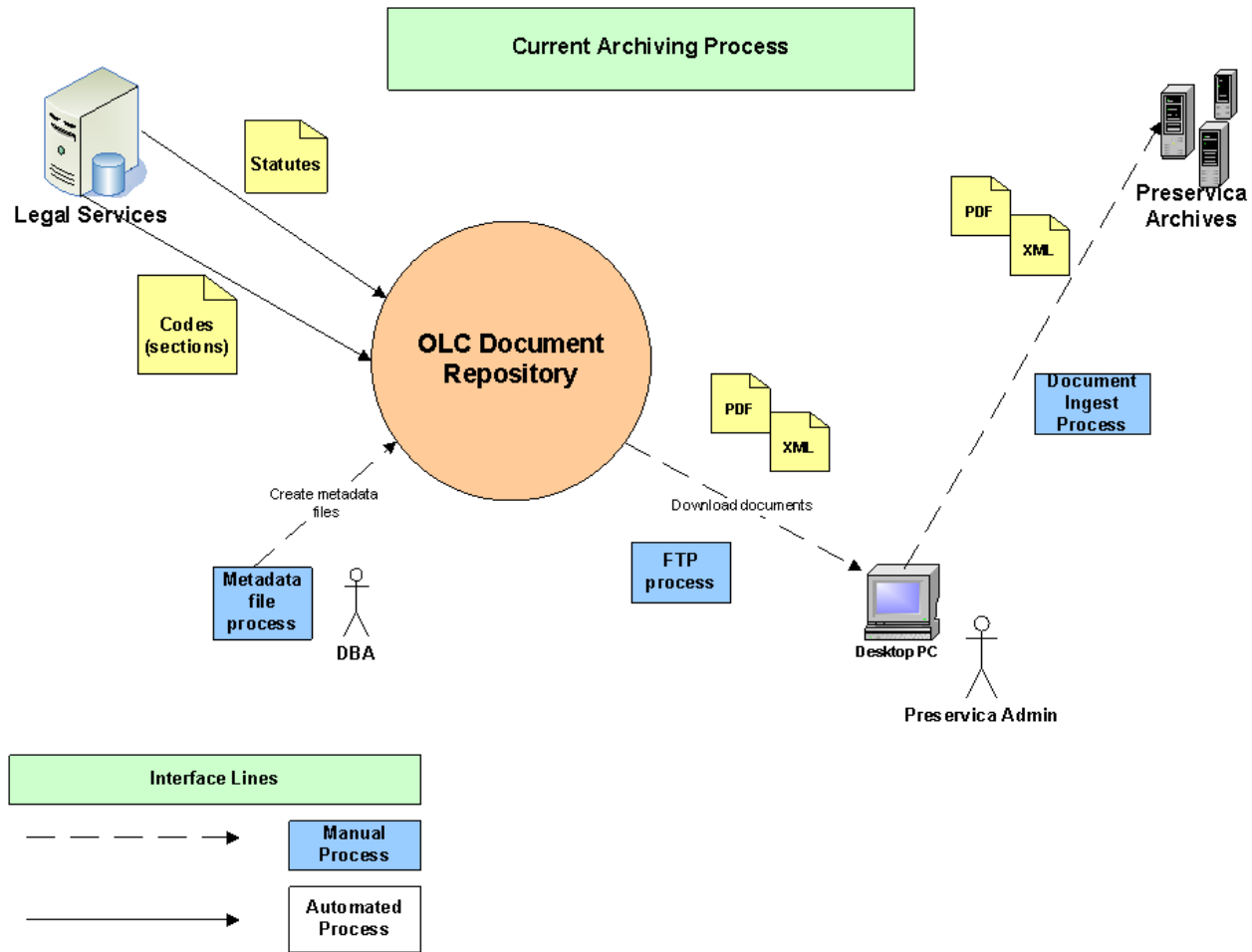
Document Repository file structure for Code Sections

Document Repository file structure for Statutes

Preservica file structure for Code Sections

Code Section Metadata in Preservica

Preservica
Digital Preservation

James True (0)   English

| Dashboard | Ingest | Access | Preservation | Data Management | Administration | Help |

Search Archive

Root › Codes › Codes effective on Jan 1 2016 - captured on 3-8-2016 › CodeSections › pdf › BPC › BPC_1._id_768eae3b-291e-11d9-87bf-bcb27e518802.pdf

BPC_1._id_768eae3b-291e-11d9-87bf-bcb27e518802.pdf

| Description | Technical Metadata | History |

Export Metadata   Edit Metadata

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

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Ingested File Set Ref	b2b91d42-e8fe-43d2-b2dc-f8f6f77608aa
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Directory	false
Metadata	
Code Section Meta Data	
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coverage	California
creator	State of California Office of Legislative Counsel
date	
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language	EN
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rights	Public Domain
source	Public Version Released from Legislative Counsel Measure Database
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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. This act shall be known as the Business and Professions Code.
(Enacted by Stats. 1937, Ch. 399.)

Authenticated code section downloaded from Preservica

LEGISLATIVE COUNSEL BUREAU

STATE OF CALIFORNIA
AUTHENTICATED
ELECTRONIC LEGAL MATERIAL

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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?