

DATA ARCHIVING POLICIES AND GUIDELINES **FOR THE PHILIPPINE STATISTICAL SYSTEM**

I. RATIONALE

Archiving, in general, is a process that will ensure information is preserved against technological obsolescence and physical damage. It will also help conserve very expensive resources and ensure that the research potential of the information is fully exploited.

In the Philippine Statistical System (PSS), the adoption of archiving measures has been identified by the NSCB through Resolution No. 11 (s. 1997) as a key policy to ensure the preservation, systematic storage and retrieval of statistical data including records on their methodology, concepts and other metadata.

The ultimate objective of the proposed policy is to preserve the wealth of statistical information for the benefit of current and future generations. It also aims to initiate and coordinate the development of electronic statistical data archives.

II. GENERAL POLICY

Each agency producing statistical information shall implement a data archiving system in accordance with the policies and guidelines set by the NSCB.

III. SCOPE AND COVERAGE

The archiving activity under this policy shall cover statistical information generated or emanating from the PSS member agencies. Statistical information shall include both the statistics and the supporting metadata, whether electronic or non-electronic such as:

1. *Final outputs of statistical agencies / units.* Those that were published, or unpublished but made available for external/public use/information to include the initial release, the subsequent revisions, rebasing and other changes in methodology after initial release, and the corresponding link series. The lowest data disaggregations available should be archived.
 - 1.1 Statistics - Processed data
 - Censuses/Surveys – statistical summaries
 - Administrative-based data - statistical summaries
 - Public Use Files
 - Derived/Secondary data
 - Statistical publications/studies
 - Statistical reports/bulletins
 - 1.2 Metadata/Technical notes on the data
 - Concepts, data dictionaries
 - Statistical methodologies/procedures/manuals

Statistical classification systems
Data limitations, sampling errors
Significant social, economic and physical events that may have made an impact or explanations on the statistical results (e.g., Mt. Pinatubo eruption, change in geographic groupings, Asian financial crisis)
Sampling frames, registers

1.3 Technical papers

1.4 Press releases

1.5 Annual reports

1.6 Documentation of important events, e.g., producers' fora, consultation workshops, National Statistics Month, National Convention on Statistics

1.7 Statistical policies and decisions

Board Resolutions, Memo Circulars and Memo Orders
(e.g. NSCB, SRTC), Minutes of Board meetings

1.8 Administrative issuances from the Executive and Legislative Branches of the government, specifically for the Philippine Statistical System or any part thereof

Executive Orders, Republic Acts, Presidential Proclamations

1.9 Civil registration records such as birth, death, marriage certificates

1.10 Historical records of the organizations (at the discretion of the agency)

Contracts, project profiles, photos, organizational charts, etc.

2. *Intermediate outputs.* Those that were produced or compiled as an input to the final output

2.1 Raw data: Accomplished questionnaires, administrative-forms and schedules

2.2 Computer system documentation (e.g. data structure, data processing)

2.3 Other records deemed temporary by the agency

IV. PRIORITIES ON WHAT TO ARCHIVE

1. Priorities should be given to records containing statistical information such as the processed or published statistics, the corresponding metadata, and the raw data. Accomplished questionnaires shall be kept until they have been electronically stored. In disposing these documents, the protection of confidentiality of individual records must be considered.

2. Priorities should also be given to designated statistics as defined under Executive Order No. 352 and subsequent NSCB Board Resolutions.

V. GUIDELINES ON HOW TO ARCHIVE

1. Each agency shall designate its data archive focal point which will supervise, coordinate and/or implement the data archiving system within the agency in accordance with the PSS Data Archiving Policy and Guidelines. This focal point will also be responsible for setting the metadata (description, fields, notations, sector, reference period, base year, if applicable, geographic disaggregation, other data disaggregation, definition of terms, data source/s, link to file, if available online) that should go with the data in the archive.
2. The original format of the data/record as disseminated or stored in the past by the agency shall be the one to be archived. This could be in the form of print, electronic and other forms/media.

However, starting 2002, storage of electronic files in compact disks (CDs) using text format is preferred to allow easy access in the future until such time that migration to new media due to technology changes is needed.

3. In developing and maintaining the agency data archiving system, the minimum requirements are as follows:
 - Provide a bibliography/catalogue of what data/information/ documents are stored
 - Allow fast and comprehensive searches and retrieval of datasets to the lowest disaggregation allowable
 - Protect the data from wear and tear
 - Protect the confidentiality of individual records
 - Make sure data are migrated to new hardware and software technologies as old technologies become obsolete
 - Improve life span of magnetic media thru exercising (exercising involves running the system through its entire length). It is generally recommended that exercising be carried out at least every year.
 - Backup off-site repository

VI. INTEGRATING MECHANISM FOR THE PSS DATA ARCHIVES

Since the Philippine Statistical System (PSS) has a decentralized structure, its data archiving set-up shall likewise be decentralized (at least in its initial stages). As such, there is a need to formulate an integrating mechanism for a better, more organized and easily accessible data archives for the PSS.

The proposed integrating mechanism envisions coordinated systems among the various agencies in the PSS which shall be done through a common vision, standards and policies. This can be achieved through the following strategies:

- 1 All agencies should include data archiving as part of their regular work programs guided by the archiving policy and program proposed by the Task Force. The agencies, through their own initiative, should be able to include the funding requirements for data archiving in their proposed budget whether in the regular General Appropriation Act (GAA) or through their project proposals to National Economic and Development Authority (NEDA) to be funded from the Overseas Development Assistance (ODA) for the government sector.
- 2 A PSS web directory of archived data shall be lodged in the NSCB website with a searchable index that will provide users with information on what, how, and where data are archived in the respective agencies. This will be hyperlinked to the agency websites. Hence, the data will still reside in the agency producing the data. The directory will include the list of both electronic and physical archives available in the agencies which can be made available to the public subject to the existing PSS pricing policy.

The development of the PSS web directory of archived data shall be initiated through the Electronic PSS Archive, Phase I to be implemented as follows:

- 2.1 Once the agency has identified the data to be archived, and the data together with the metadata are stored in CDs, the prescribed bibliographic content or metadata shall be sent to the NSCB, as coordinating agency, for inclusion in the index of all data in the web-based PSS Archive.
 - 2.2 A front end that will allow the searching of the index of all data in the PSS will be maintained in the PSS Archive webpage to be maintained in the NSCB website. Thus, users can simply provide keywords and the user will be linked to the corresponding page which identifies the agency from which the data she/he is searching for can be found. Hence, the data will still reside in the agency producing the data. What the searchable index will do is just provide users with information on what, how and where the data he is looking for is archived.
 - 2.3 Every participating agency shall provide a link to the searchable index in the PSS Archive webpage from the agency web site.
- 3 A regular forum of the agency focal points on data archives shall be held to discuss issues and share developments, expertise and ideas. This forum shall be spearheaded by the NSCB Technical staff.

VII. AGENCY RESPONSIBILITIES

1. Participating Agencies

- 1.1 Archive its own data and develop its own back-up system following the policies and guidelines issued by the NSCB.
- 1.2 Include electronic data archiving as an integral component of its Information System Strategic Plan.
- 1.3 Promote and allow public use of the archived data subject to the PSS Pricing Policy and confidentiality of individual records.

1.4 Update the bibliography of the agency data archive as inputs in the maintenance of the PSS Archive.

2. NSCB

2.1 Set specific guidelines and standards in consultation with the agencies and users to guide the development and maintenance of data archives in the PSS.

2.2 Develop and maintain the PSS Archive webpage

2.3 Monitor the operationalization of the agency archive and users' feedback on the PSS archiving system.

2.4 Study the feasibility of a PSS-wide back-up off-site archive in addition to the agency on-site archive.

VIII. IMPLEMENTATION PERIOD

1. Pilot agencies (NSCB, NSO, BAS, BLES) – Started in CY 2001

2. Other pilot agencies (BSP and DepEd) – Started in CY 2002

3. Other statistical agencies/units – To start in 2nd semester 2002