



SOCIETY OF
**American
Archivists**

Introduction to Processing Digital Records and Manuscripts

Presenter:
Sibyl Schaefer

June 2015

©2015 Society of American Archivists



**Digital Archives
Specialist**

Digital Archives Specialist (DAS)

Curriculum and Certification Program
offered by SAA:

- Foundational Courses—*must pass 4*
- Tactical and Strategic Courses—*must pass 3*
- Tools and Services Courses—*must pass 1*
- Transformational Courses—*must pass 1*
- **Course examinations are administered online.**



your instructor

Sibyl Schaefer is the Digital Preservation Analyst and Chronopolis Program Manager at UCSD. Schaefer was previously the Head of Digital Programs at the Rockefeller Archive Center.



Schaefer has an MLIS with a specialization in Archival Studies from UCLA. She is currently Chair of the ArchivesSpace Technical Advisory Council and is a member of the Digital Archives Specialist (DAS) Committee. She was previously elected to co-chair for the ALA Digital Preservation Interest Group and has provided consulting services on digital preservation issues.



workshop assumptions

- Sound understanding of archival arrangement and description for analog materials



workshop assumptions

- Sound understanding of archival arrangement and description for analog materials
- Will provide an high-level overview of how to think about processing digital records and manuscripts



workshop assumptions

- Sound understanding of archival arrangement and description for analog materials
- Will provide an high-level overview of how to think about processing digital records and manuscripts
- Will reference other DAS courses that will provide more in-depth information on selected topics



assumptions (cont.)

- Basic principles hold true for all types of digital records but tools used to manage them may vary.



assumptions (cont.)

- Basic principles hold true for all types of digital records but tools used to manage them may vary.
- Based on *Module 2: Processing Digital Records and Manuscripts* by J. Gordon Daines



assumptions (cont.)

- Basic principles hold true for all types of digital records but tools used to manage them may vary.
- Based on *Module 2: Processing Digital Records and Manuscripts* by J. Gordon Daines
- The tools mentioned in this webinar are for illustrative purposes and are not endorsed by SAA.



processing =

The arrangement, description, and housing of archival materials for storage and use by patrons

- *SAA Glossary*



Processing digital records and manuscripts

Critical information needs to be captured and gathered prior to arrangement and description.

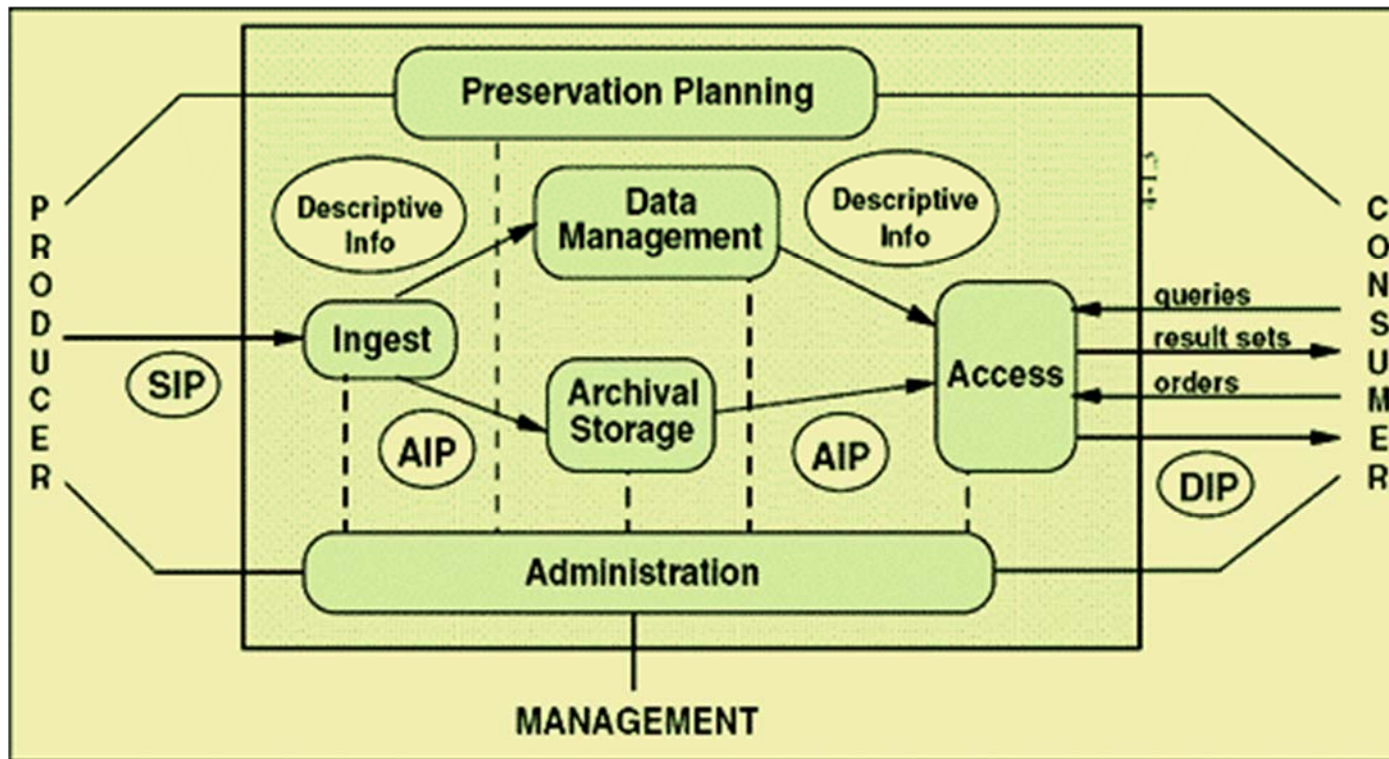
What steps are involved in processing?

- Accessioning records
- Gathering contextual information about the records
- Performing a conservation assessment
- Establishing an arrangement scheme
- Arranging the records physically, if necessary
- Describing the records
- Creating access tools



OAIS:

Open Archival Information System

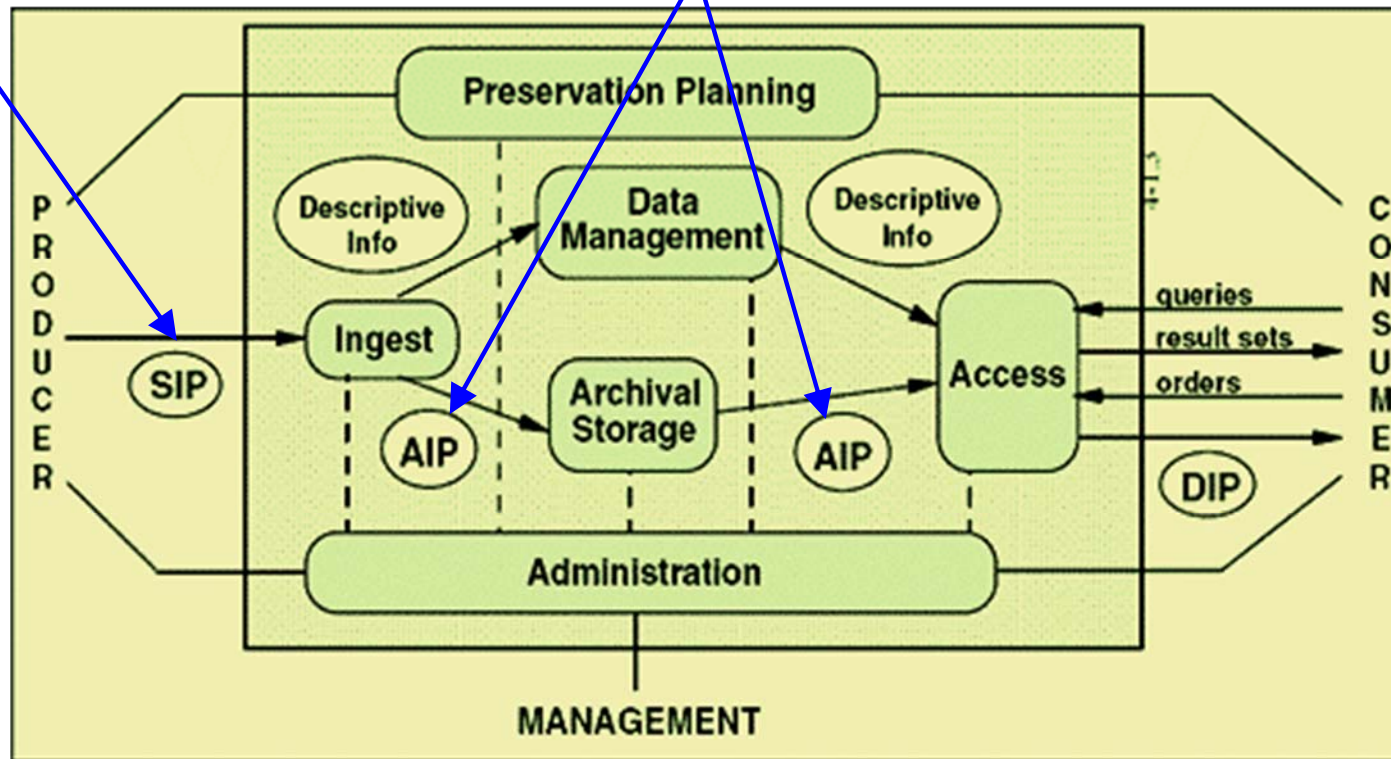


OAIS:

Open Archival Information System

Processing starts with the SIP

The AIP is created and stored

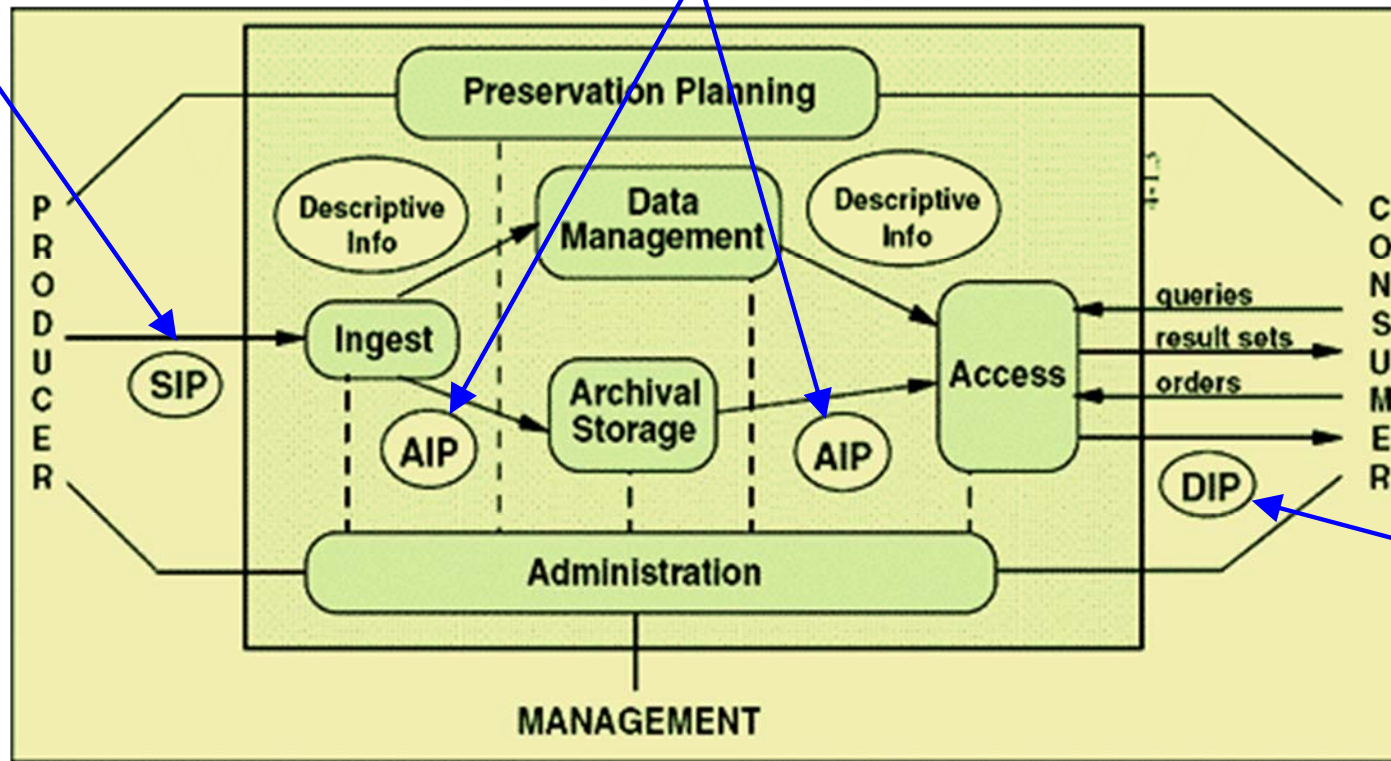


OAIS:

Open Archival Information System

Processing starts with the SIP

The AIP is created and stored



DIPs are provided for access



SIP:

Submission Information Package

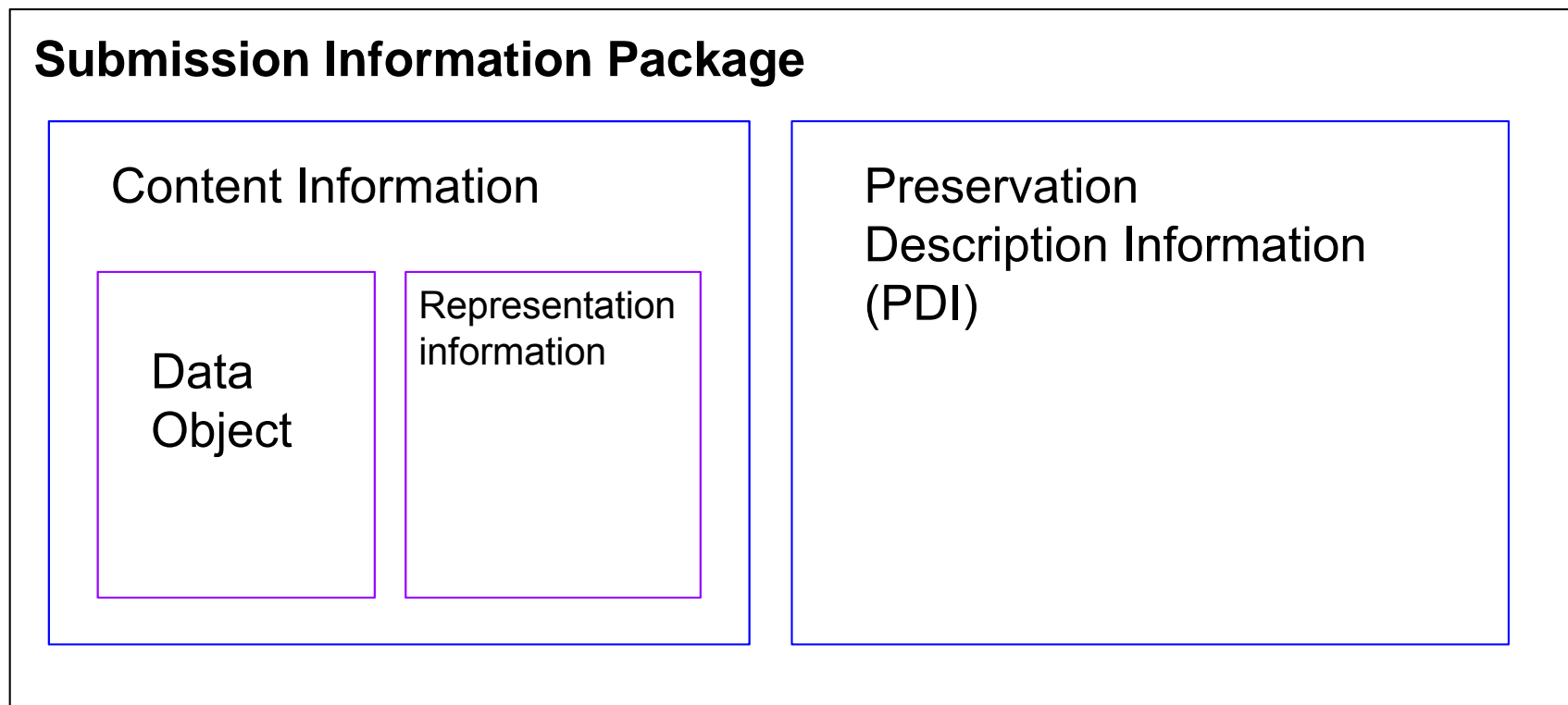
Submission Information Package

Content Information

Preservation
Description Information
(PDI)

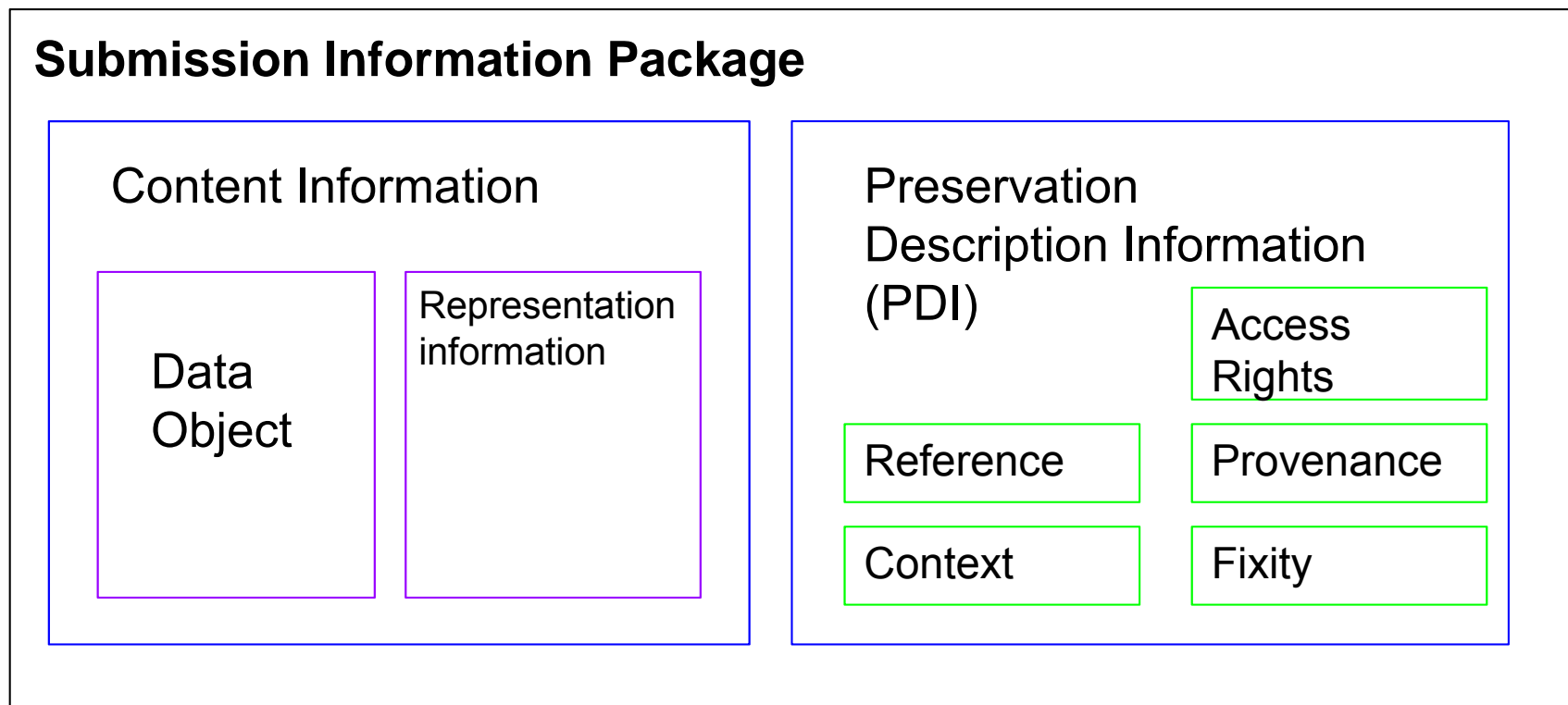
SIP:

Submission Information Package



SIP:

Submission Information Package





fixity

**“The property of a digital file or object being fixed, or unchanged....
synonymous with bit-level integrity”**

- *NDSA, Checking Your Digital Content*



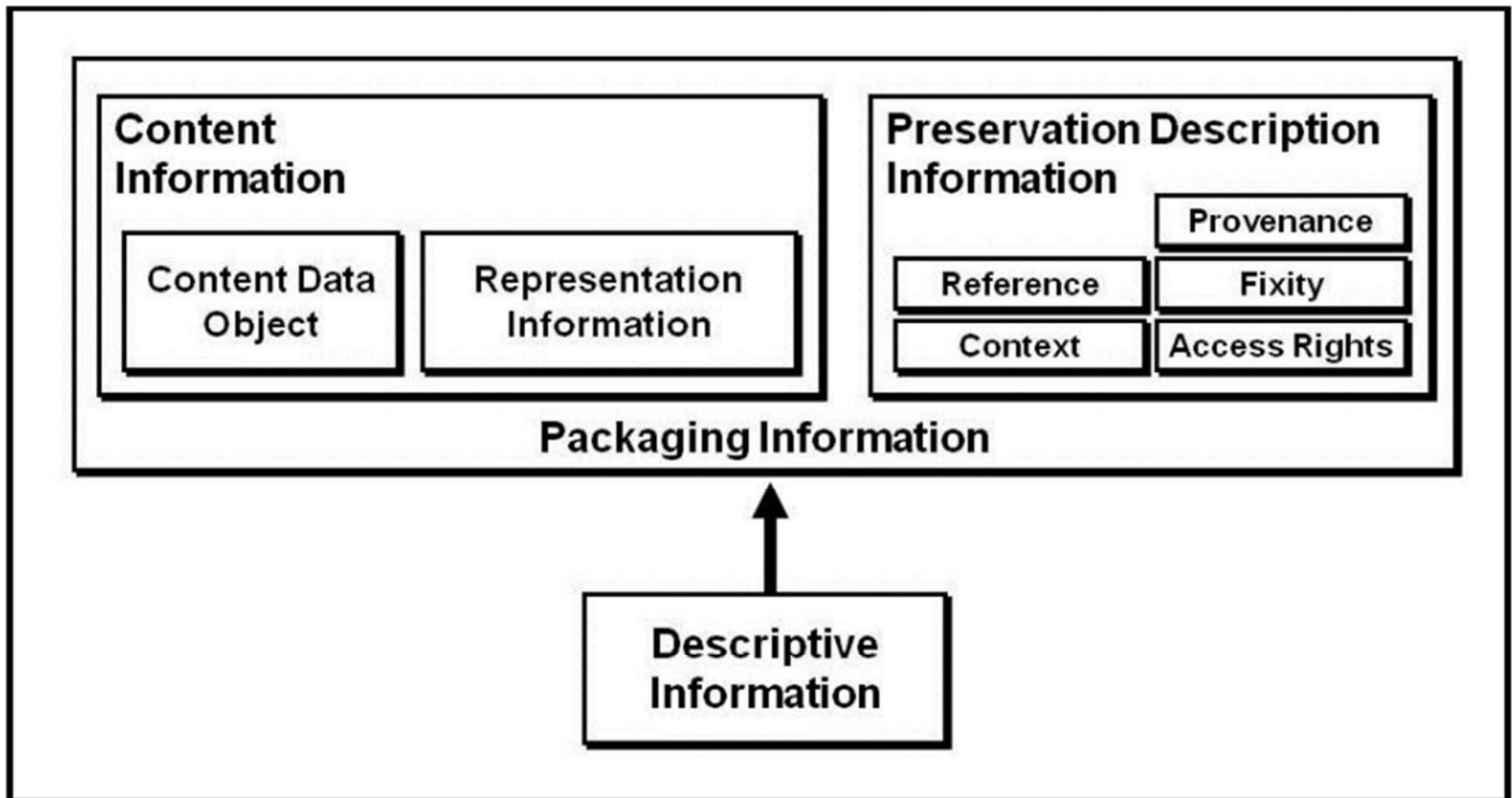
fixity

Helps ensure:

- you've received the files you expected
- the files have not been altered or corrupted
- authenticity has been maintained over time
- error correction: erroneous files can be detected and replaced

AIP:

Archival Information Package



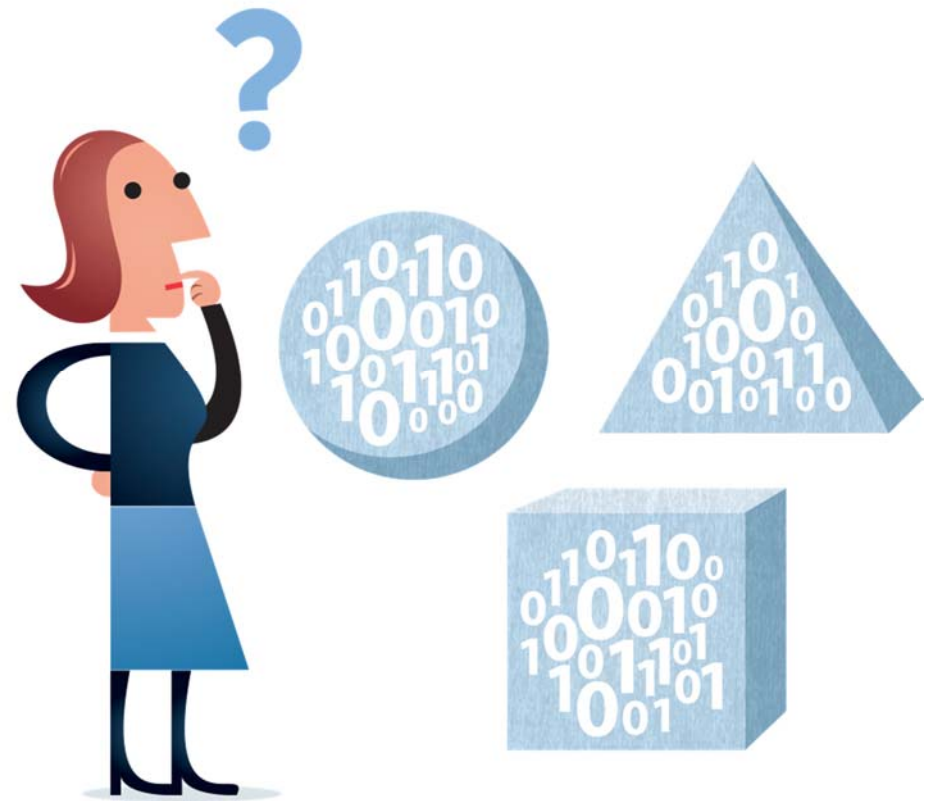


related policies

- Collection development policy
- Preservation policy
- Donor agreements
- Transfer guidelines
- Access policies

key point:

Processing hybrid and digital-only collections begins with the decision to acquire records.






gather data

- How were the materials created?
- Why were they created?
- How were they managed?
- What is their current context?

Useful source: AIMS White Paper, Appendix F Donor Survey

accessioning

- Taking physical and administrative control of the materials
 - Performing a conservation assessment
 - Using case files to manage information about the accession
 - Identifying the arrangement and description priority
- 
- A stylized illustration of a woman with brown hair, wearing a blue long-sleeved shirt, holding a large, thick stack of papers or documents. The papers are white with black text, some of which is legible as "and kom". The woman is smiling and looking at the stack.





taking physical control of digital records

Key Point: Protect authenticity

Copying files can be risky:

- incomplete/incorrect transfers
- missing files
- changes in file system metadata

**DO NO
HARM!**



taking physical control of digital records

Key Point: Protect authenticity

Check fixity before and after transfer.

- BagIt

Use tested means of transfers:

- forensic disk imaging
- write blockers



taking physical control of digital records

Other transfer mechanisms:

- Web harvesting tools (Archive-it)
- Email (Offline IMAP)
- server to server (rsync)
- Cloud-based options

Watch out for viruses!

performing a conservation assessment

Key Point: Conservation happens when materials are ingested

- Virus scan
- Checksum generation
- Format identification and validation





accession workflow example:

Asian Cultural Council Records (1)

1. Appraisal review: set of files deemed to be a continuation of a series previously sent in analog form.
2. Donor sent a directory printout capture of materials in their original environment.
3. Worked with IT staff (in both institutions) to directly transfer the files (BagIt and rsync) to a standalone server.



accession workflow example: Asian Cultural Council Records (2)

4. Ran a virus check, saved the report.
5. Verified the bag, reviewed contents, notified donor of success.
6. Moved the materials to a backed-up server.



accession workflow example: Asian Cultural Council Records (3)

7. Created an accession record in ArchivesSpace.
8. Created a transfer report.
9. Donor signed off on materials transferred.
10. Materials assigned processing priority.

related DAS courses



Accessioning and Ingest of
Electronic Records

Digital Forensics: Fundamentals

Digital Forensics: Advanced



pop quiz!

A famous author wants to donate her papers to your archive. She has materials stored on a laptop, an external hard drive, and in her Gmail account. What's the best way to transfer the materials?

- a. Copy the files from her laptop and hard drive onto the archive's hard drive. Download the Gmail data using Google utilities.
- b. Use an email tool like Offline IMAP for her Gmail and disk image the rest of the materials.
- c. Set up a server that she can transfer the materials to, using command line utilities like rsync



questions?



sample arrangement and description workflow (1)

- Create processing plan
- Gather contextual information about the materials :
creator, functions
- Examine the content – identify PII, other sensitive information
- Arrange the materials intellectually
- Arrange the materials physically (if necessary)



sample arrangement and description workflow (2)

- Describe the materials using EAD, Archivists' Toolkit, Archon, ArchivesSpace, AtoM, or some other tool
- Extract technical metadata
- Create access copies
- Move materials into a preservation environment

create a processing plan

I. University of Hull: Stephen Gallagher Processing Plan



Processing Plan

Acc No: 2010/15 Ref: U DGA

born-digital archives

| OVERVIEW | |
|---|-------------------------------------|
| Collection Title: | Stephen Gallagher |
| Creator / Depositor: | Stephen Gallagher |
| Related Material at HUA: Paper archives already deposited <ul style="list-style-type: none">- 2008/10 (42 boxes) – mainly paper with a few boxes of publications, copies of DVDs etc- 2010/14 (12 boxes) – further publications (foreign editions etc) and production material Not tackled – blog / website (possibly recommend the British Library Web Archive) and email | |
| Brief Description of the material: Material relates to his writing, (short-stories, novels, radio and screen) including research process, drafts etc. Also material relating to his blog / website with some publicity/promotional material. There are only isolated email messages (no mailboxes). | |
| Extent: 13.6 GB | No of files: 14,320 * |
| Comments re extent: There are also 39 3" Amstrad discs | |
| ARCHIVAL DESCRIPTION | |
| Proposed level of archival description to be applied: <ul style="list-style-type: none">• Primarily at series level | |

| | | |
|---|--|------------------------|
| Cataloguing Priority for this accession: | | Priority Score: |
| 1. Research potential 3 2. HHC specialist area 3 3. Topicality / time crucial 1 4. UoH teaching potential 2 | 5. Education potential 2 6. Community/outreach potential 1 7. Summary list is sufficient 3 8. Complexity of cataloguing 3 | 18 / 24 |
| Scoring: 3 = high, 2 = medium, 1 = low 0 = no potential | | |
| APPRAISAL | | |
| Is appraisal necessary? | | Yes No N/A |
| Potential for appraisal? | | |
| Initial investigations identified very little material that could or should be appraised | | |
| ARRANGEMENT | | |
| Integrate with existing arrangement? | | Yes No N/A |
| Does the current arrangement include b-d material? | | Yes No N/A |
| Justification: | | |
| There is considerable overlap between paper and born-digital material | | |
| Potential arrangement issues? | | |
| <ul style="list-style-type: none"> Paper files being catalogued at file level – need to consider implications for discovery & access To not try to describe each born-digital item but include an overview of born-digital material within the series description | | |
| Any restricted / sensitive content? | | |
| <ul style="list-style-type: none"> Some personal material (e.g., references for 3rd parties) that should be closed Suggest that most recent work (i.e., last x years) should be closed [discuss this with SG] ResearchDocs folder (1226 files in 87 folders, 14.5MB) material is mostly saved web-pages – need to consider arrangement /access issues MyRadio folder (44 files, 1.85GB) recorded broadcasts can be included in the archives but are subject to copyright so should not be made available online via repository | | |

PRESERVATION

Media issues:

- Main body of material was selected by SG and transferred via external hard drive
- There are 39 3" Amstrad discs that cannot be read with current hardware

Content issues:

- 291 files in *FinalDraft* format (*.fdr) contact Mary-Jane Dickenson (Drama) to use their copy of *FinalDraft* – looked at files (June/July 2011) and created PDF copies for access
- How to present the old website content to users as web pages (via a web browser etc) rather as individual unlinked pages

Proposed preservation actions:

Import the *FinalDraft* PDFs and attach to the original *.fdr file

Plan produced by: Simon Wilson

Date: 13th Sept 2011

Suggested Review Date:



gather contextual information

- Conduct background research on the person(s), family(ies), or organization(s) responsible for the creation of the records or manuscripts
- List events or activities reflected in the records or manuscripts
- Identify record-keeping practices revealed by the records or manuscripts
- Describe the functions and activities that led to the generation of the records or manuscripts

Key Point:

Create a working copy of the digital records to use during collection analysis



identify PII and other restrictions

PII = Personal Identifiable Information

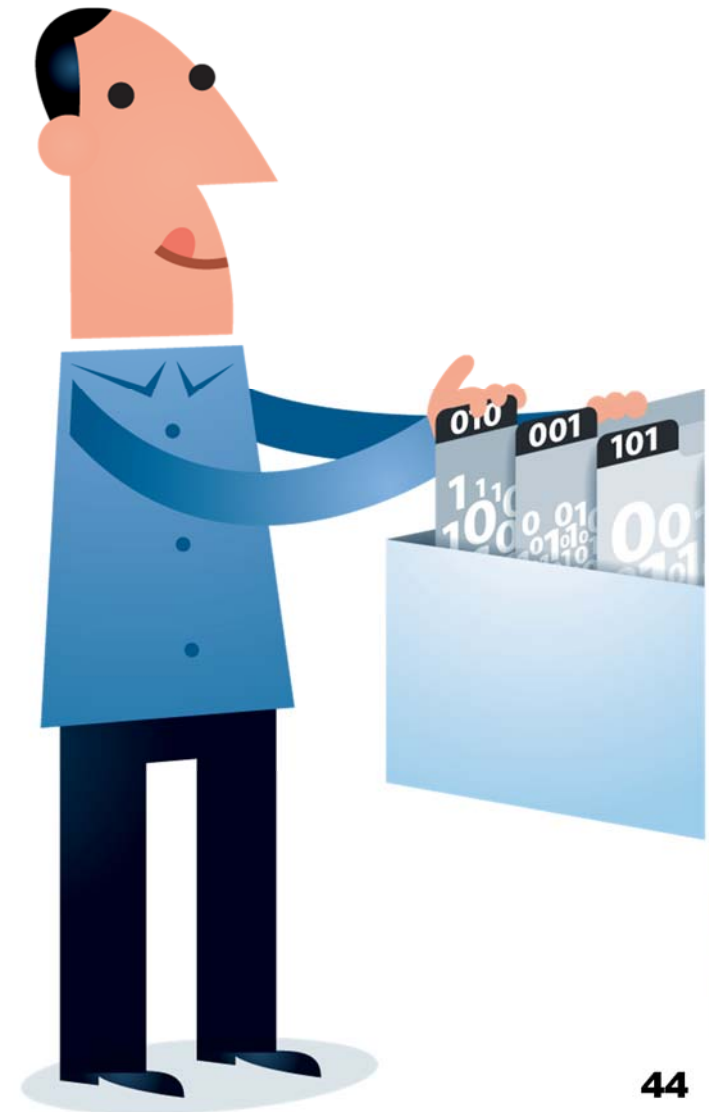
Examples:

- social security numbers
- bank account information
- IP addresses
- medical information



arrangement

- Determine whether or not the materials have an original order
- Identify the relationships between groups of materials within the collection
- Determine if physical arrangement is necessary





physical arrangement

How does the packaging of the materials effect arrangement/description?

Example:

Title : **The Adventurous Archivist**

DVD: many digital files -> one movie

Series : Films

File(level) : **The Adventurous Archivist**



physical arrangement

Example:

Thumb drive: many digital files -> LetterA
MemoB
ReportX

Series : Correspondence

Item : LetterA

Item : LetterB

Series : Memorandums

Item : MemoB



physical arrangement

Example:

Thumb drive - *Misc. office files 2007*

DVD - *The Adventurous Archivist*

3.5 floppy - *Book drafts*

Series : Imaged disks

File (level) : *Misc. office files 2007*

File (level) : *The Adventurous Archivist*

File (level) : *Book Drafts*



physical arrangement

How does the packaging of the materials effect arrangement/description (if at all)?

Will my access system provide access through intellectual arrangement?



physical arrangement

How does the packaging of the materials effect arrangement/description (if at all)?

Will my access system provide access through intellectual arrangement?

Does my preservation environment require a physical arrangement?



description

- Identify the appropriate level of description for the materials
- Gather information needed to identify the materials
- Describing the materials and their arrangement
- Describing the access and use conditions for the materials
- Identifying and gathering administrative information about the materials
- Gathering information about related materials
- Creating access points for the materials




extract technical metadata

Describes the technical processes used to produce, or required to use a digital object.

Can happen at various points in processing: as a function of accessioning or during ingest to a preservation environment.

extract technical metadata

Identification - what file format is this?



The **technical registry**
PRONOM

Welcome : About Add an entry
Search ? Help Information resources

? Help : report on file format

Search Results

Simple search File format PRONOM Unique Identifier Software Vendor Lifecycles Migration Pathways

You searched for: "jpg" Save as... XML | CSV Print

page 1

| PRONOM Unique ID | Format Name | Format Version | Extension | Format Risk |
|------------------|--|----------------|--------------------|-------------|
| fmt/41 | <i>i</i> Raw JPEG Stream | | jpe jpg jpeg | |
| fmt/42 | <i>i</i> JPEG File Interchange Format | 1.00 | jpeg jpe jpg | |
| x-fmt/398 | <i>i</i> Exchangeable Image File Format (Compressed) | 2.0 | jpg | |
| x-fmt/390 | <i>i</i> Exchangeable Image File Format (Compressed) | 2.1 | jpg | |
| x-fmt/391 | <i>i</i> Exchangeable Image File Format (Compressed) | 2.2 | jpg | |
| fmt/645 | <i>i</i> Exchangeable Image File Format (Compressed) | 2.2.1 | jpg | |
| fmt/43 | <i>i</i> JPEG File Interchange Format | 1.01 | jpg jpe jpeg | |

extract technical metadata

Validation - is this file format valid?



extract technical metadata

```
test_image2 - Notepad
File Edit Format View Help
<?xml version="1.0" encoding="UTF-8"?>
<fits xmlns="http://hul.harvard.edu/ois/xml/ns/fits/fits_output" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://hul.harvard.edu/ois/xml/ns/fits/fits_output
http://hul.harvard.edu/ois/xml/xsd/fits/fits_output.xsd" version="0.8.2" timestamp="6/24/15 10:39 PM">
  <identification>
    <identity format="JPEG File Interchange Format" mimetype="image/jpeg" toolname="FITS" toolversion="0.8.2">
      <tool toolname="jhove" toolversion="1.5" />
      <tool toolname="file utility" toolversion="5.03" />
      <version toolname="file utility" toolversion="5.03">1.01</version>
    </identity>
  </identification>
  <fileinfo>
    <size toolname="jhove" toolversion="1.5">149644</size>
    <lastmodified toolname="Exiftool" toolversion="9.13" status="SINGLE_RESULT">2015:06:24 22:30:40-
07:00</lastmodified>
    <filepath toolname="OIS File Information" toolversion="0.2" status="SINGLE_RESULT">c:\Users\mgengenbach\Desktop
\test_image2.jpg</filepath>
    <filename toolname="OIS File Information" toolversion="0.2" status="SINGLE_RESULT">test_image2.jpg</filename>
    <md5checksum toolname="OIS File Information" toolversion="0.2"
status="SINGLE_RESULT">5761a56a4f89c36e107bad68d6db2310</md5checksum>
    <fslastmodified toolname="OIS File Information" toolversion="0.2"
status="SINGLE_RESULT">1435210240184</fslastmodified>
  </fileinfo>
  <filestatus>
    <well-formed toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">true</well-formed>
    <valid toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">false</valid>
    <message toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">File does not begin with SPIFF, Exif or JFIF
segment offset=22</message>
  </filestatus>
  <metadata>
    <image>
      <byteOrder toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">big endian</byteOrder>
      <compressionScheme toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">JPEG (old-style)
</compressionScheme>
      <imageWidth toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">1280</imageWidth>
      <imageHeight toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">800</imageHeight>
      <bitsPerSample toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">8 8 8</bitsPerSample>
      <samplesPerPixel toolname="jhove" toolversion="1.5" status="SINGLE_RESULT">3</samplesPerPixel>
    </image>
  </metadata>
```



extract technical metadata

Characterization - what are the salient properties of the file?

technical metadata

extracted with

ExifTool

```
MAC13441:~ Sibyl$ exiftool Desktop/Christian.jpg
ExifTool Version Number      : 9.98
File Name                    : Christian.jpg
Directory                    : Desktop
File Size                    : 1837 kB
File Modification Date/Time   : 2015:06:26 23:26:12-07:00
File Access Date/Time        : 2015:06:27 17:14:21-07:00
File Inode Change Date/Time   : 2015:06:27 17:13:04-07:00
File Permissions              : rw-r--r--
File Type                    : JPEG
File Type Extension          : jpg
MIME Type                    : image/jpeg
Exif Byte Order               : Little-endian (Intel, II)
Make                         : SAMSUNG
Camera Model Name             : SGH-M919
Orientation                   : Rotate 90 CW
X Resolution                  : 72
Y Resolution                  : 72
Resolution Unit               : inches
Software                      : M919UVUFNK2
Modify Date                   : 2015:06:26 23:26:11
Y Cb Cr Positioning           : Centered
Exposure Program              : Program AE
Exif Version                  : 0220
Date/Time Original            : 2015:06:26 23:26:11
Create Date                   : 2015:06:26 23:26:11
Components Configuration      : Y, Cb, Cr, -
Metering Mode                  : Center-weighted average
Maker Note Version            : 0100
Device Type                   : Cell Phone
Face Detect                   : Off
Flashpix Version              : 0100
Color Space                   : sRGB
Exif Image Width              : 4128
Exif Image Height             : 2322
Interoperability Index        : R98 - DCF basic file (sRGB)
Interoperability Version      : 0100
Exposure Mode                  : Auto
White Balance                  : Auto
Scene Capture Type            : Night
Image Width                   : 4128
Image Height                   : 2322
Encoding Process               : Baseline DCT, Huffman coding
Bits Per Sample                : 8
Color Components               : 3
Y Cb Cr Sub Sampling          : YCbCr4:2:0 (2 2)
Image Size                    : 4128x2322
Megapixels                     : 9.6
```




create access tools

access tools = EAD finding aids, MARC records

Collections Management Systems:

ArchivesSpace, AtoM, Archivists' Toolkit, Archon



processing the Taconic Foundation: accessioning

- Digital records transferred via email – not recommended (issues with attachment size limits, etc.)
- Received directory print out listing the file hierarchy, plus metadata, of files in their original context



processing the Taconic Foundation: accessioning (cont.)

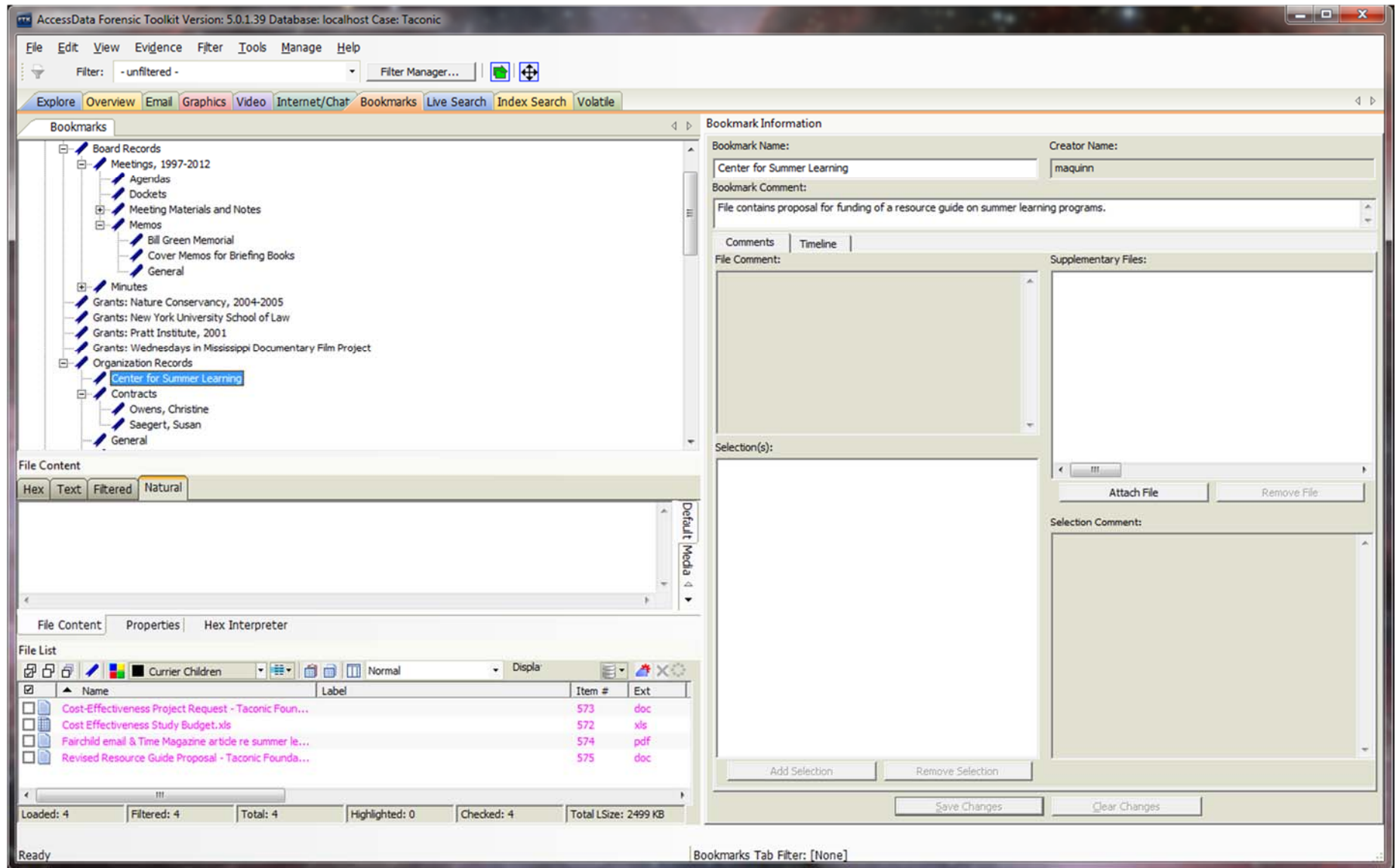
- Documented the transfer – accession record, transfer report
- Some digital materials came in with the paper:
 - 3.5 floppies imaged using Kryoflux
 - 9 DVDs, some with simple digital files (PDFs), others with video



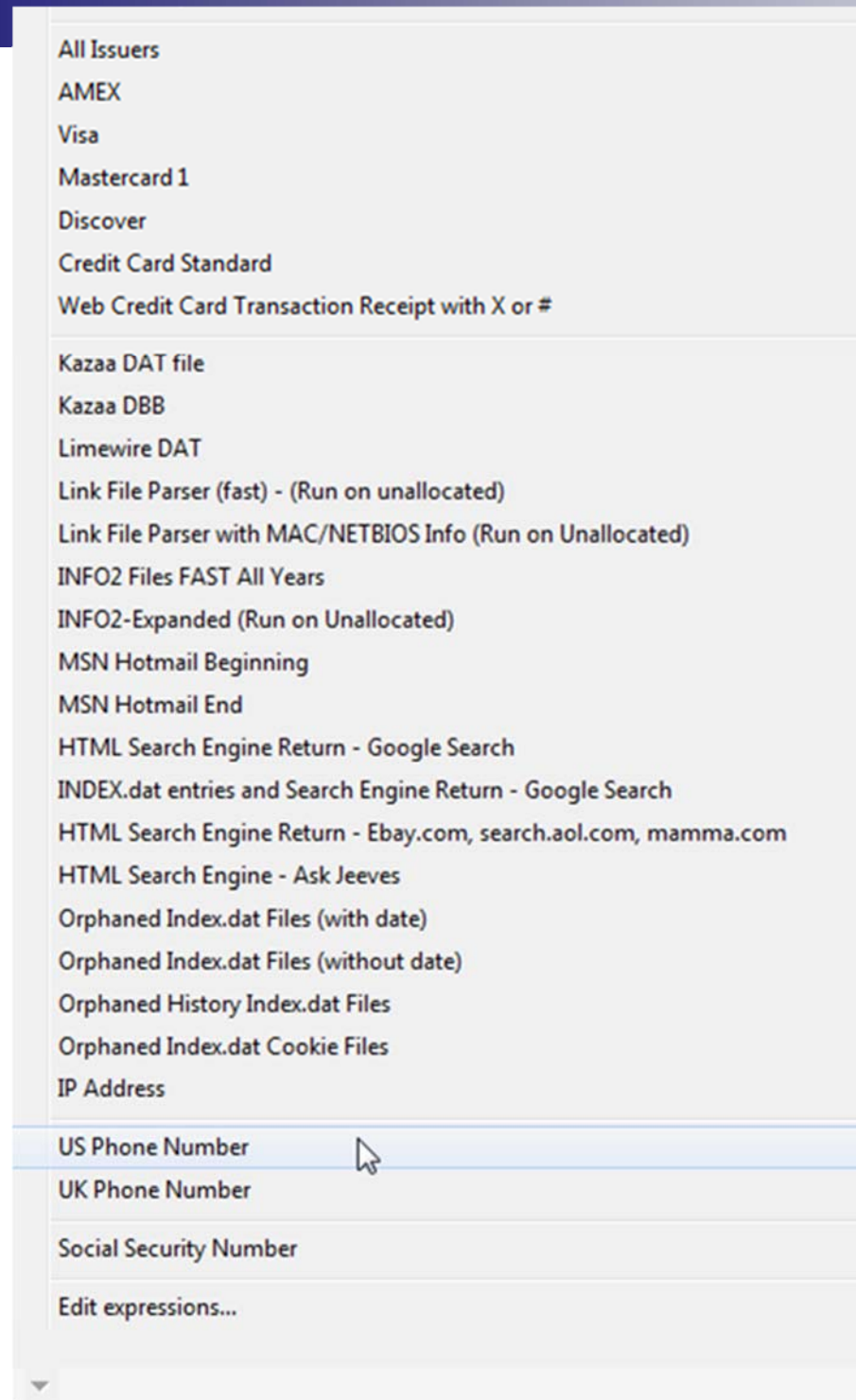
processing the Taconic Foundation: conservation and review

- Imported files and 3.5 floppies into Forensic ToolKit (FTK)
- FTK allowed us to:
 - search for PII
 - search for and identify restricted materials,
 - identify exact duplicate files
 - basic arrangement

Forensic ToolKit



Forensic ToolKit

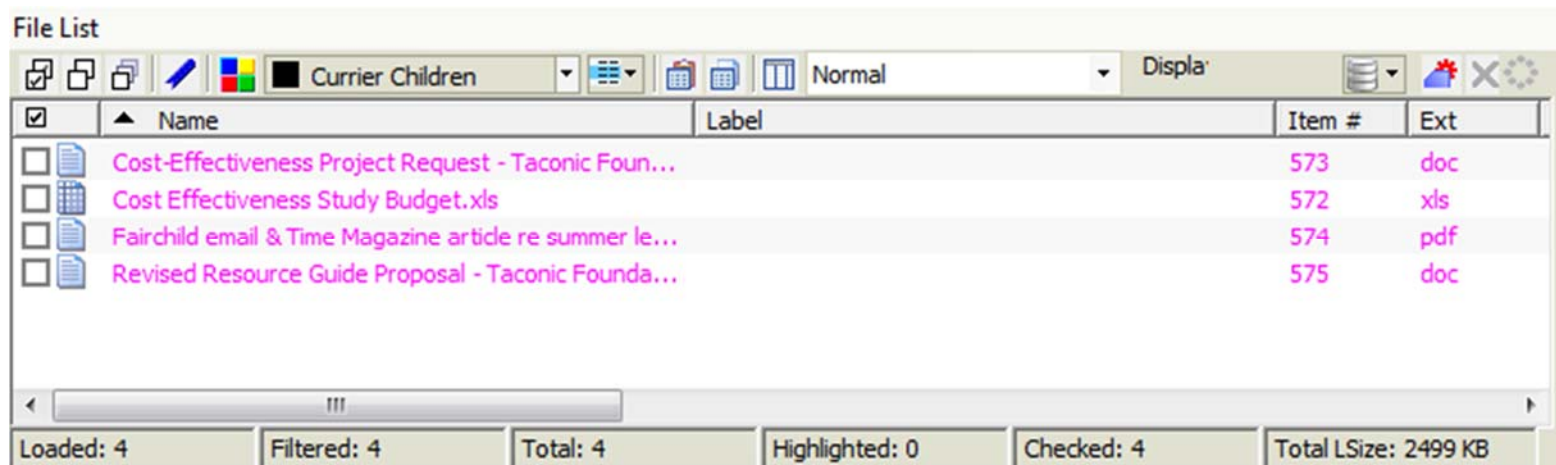
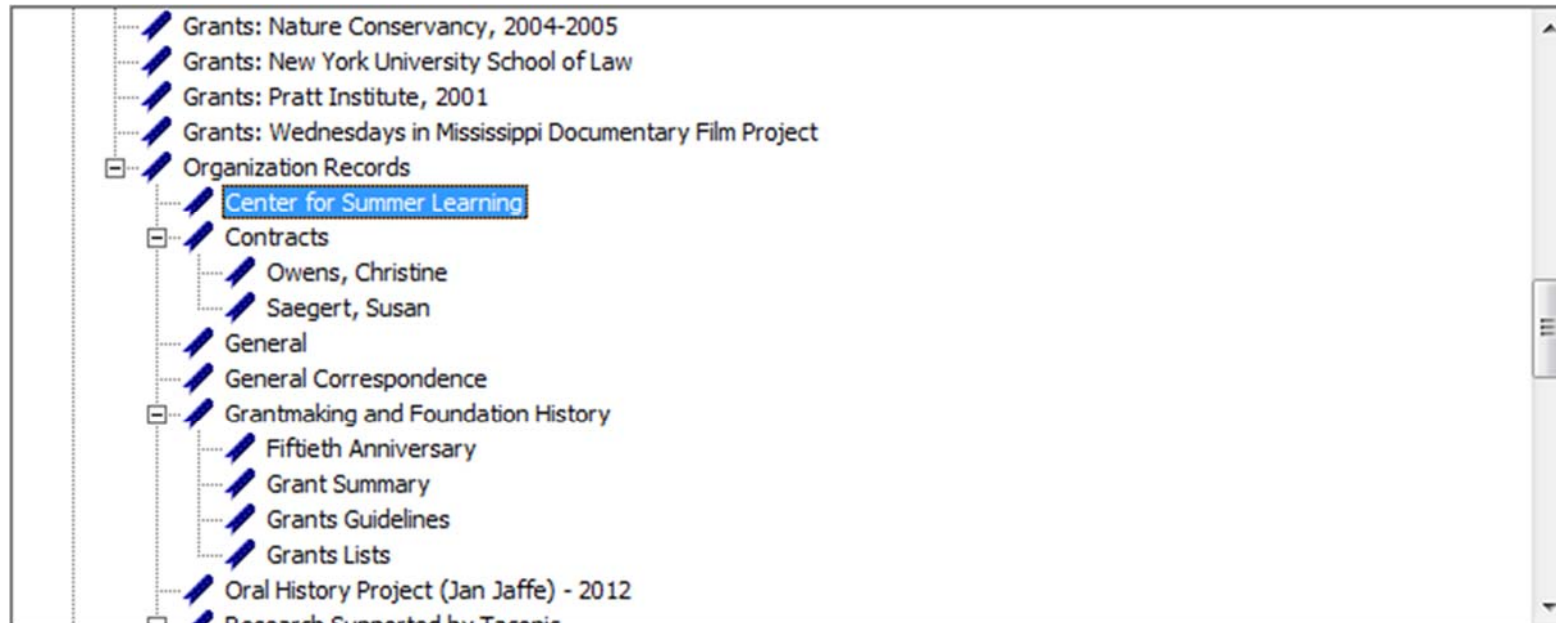


Forensic ToolKit

Live Search Results

- + Live Search {Prefilter:(- unfiltered -) Query:("social security")} (ID:9) -- performed 07/14/2014 19:54:43 -- 9 hit(s) in 9 file(s)
- Live Search {Prefilter:(- unfiltered -) Query:("(\\(\\<1[\\-\\.])?(\\(\\<)\\d\\d\\d[\\V\\-\\. /] ?)?\\<\\d\\d\\d[\\-\\.]\\d\\d\\d\\d\\>")} (ID:10) -- performed 06/03/2014 10:00:00 -- 9666 hit(s) in 378 file(s)
 - Pattern Query: /(\\(\\<1[\\-\\.])?(\\(\\<)\\d\\d\\d[\\V\\-\\. /] ?)?\\<\\d\\d\\d[\\-\\.]\\d\\d\\d\\d\\>/ <ANSI, Case Insensitive> -- 9666 hit(s) in 378 file(s)
 - Allocated Space -- 9666 hit(s) in 378 file(s)
 - + 200 hit(s) -- Item 1145 [NYT 11.14.2011.pdf] 2013_23.ad1/Meeting Materials/2012-April.zip/2012-April/PPAH report materials/NYT 11.14.2011.pdf
 - + 200 hit(s) -- Item 8004 [Track 01] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01
 - + 200 hit(s) -- Item 8092 [VOL1.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [ISO9660]
 - + 200 hit(s) -- Item 8093 [VOL2.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [ISO9660]
 - + 200 hit(s) -- Item 8185 [VOL1.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [Joliet]
 - + 200 hit(s) -- Item 8186 [VOL2.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [Joliet]
 - + 200 hit(s) -- Item 9004 [Track 01] 2012_089_DM0000003097.iso/- [CDFS]/Session 1/Track 01
 - + 200 hit(s) -- Item 9006 [Housing New York City 2002.pdf] 2012_089_DM0000003097.iso/- [CDFS]/Session 1/Track 01/- [ISO9660]
 - + 200 hit(s) -- Item 9008 [Housing New York City 2002.pdf] 2012_089_DM0000003097.iso/- [CDFS]/Session 1/Track 01/- [Joliet]
 - + 200 hit(s) -- Item 9010 [Housing New York City 2002.pdf] 2012_089_DM0000003097.iso/- [CDFS]/Session 1/Track 01/- [UDF]/Housing New York City 2002.pdf
 - + 200 hit(s) -- Item 10004 [Track 01] 2012_089_DM0000003096_Track 01.iso/NYC_Housing_2001 [CDFS]/Session 1/Track 01
 - + 200 hit(s) -- Item 10006 [NYC_HO~1.PDF] 2012_089_DM0000003096_Track 01.iso/NYC_Housing_2001 [CDFS]/Session 1/Track 01
 - + 200 hit(s) -- Item 10008 [NYC_Housing_2001.pdf] 2012_089_DM0000003096_Track 01.iso/NYC_Housing_2001 [CDFS]/Session 1/Track 01
 - + 155 hit(s) -- Item 103 [Full book - taconic.pdf] 2013_23.ad1/Meeting Materials/2011-March/2011-March3.zip/Full book - taconic.pdf
 - + 79 hit(s) -- Item 8065 [EXECUT~1.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [Joliet]
 - + 79 hit(s) -- Item 8158 [EXECUTIVE SUMMARY BROCHURE.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [Joliet]
 - + 77 hit(s) -- Item 612 [participants 2-18-05.doc] 2013_23.ad1/Section 8.zip/Section 8/participants 2-18-05.doc
 - + 71 hit(s) -- Item 636 [board book - all docs.pdf] 2013_23.ad1/Meeting Materials/2011-May.zip/2011-May/board book - all docs.pdf
 - + 70 hit(s) -- Item 499 [December 2008 Proposals.pdf] 2013_23.ad1/Dockets.zip/Dockets/2008/December 2008 Proposals.pdf
 - + 70 hit(s) -- Item 772 [Taconic 12.7.2011 ALL DOCS.pdf] 2013_23.ad1/Meeting Materials/2011-Dec.zip/2011-Dec/Taconic 12.7.2011 ALL DOCS.pdf
 - + 66 hit(s) -- Item 8016 [04-REC~1.PDF] 2012_089_DM0000003098.iso/010709_1356 [CDFS]/Session 1/Track 01/010709_1356 [Joliet]

Forensic ToolKit



ArchivesSpace

- Meeting Materials and Notes, 1997-2012
 - Memos
 - General, 1998-2007
 - Cover Memos for Briefing Books, 1999-2010
 - Bill Green Memorial, 2002-2005
- Organization Records, 1959-2012
- Tax Returns, 1958-1992

| | | |
|--------|--|--|
| File | | |
| File | | |
| File | | |
| File | | |
| Series | | |
| Series | | |

Basic Information >

Dates >

Extents >

Edit

Add Event ▼

Suppress

Delete

Agendas, 1998-2012 Archival Object

Basic Information

| | |
|---------------------------|-------------|
| Title | Agendas |
| Ref ID | ref4999_c23 |
| Level of Description | File |
| Publish? | True |
| Has Unpublished Ancestor? | False |
| Restrictions Apply? | False |

Created by admin 2014-12-06 06:37:32 -0500, Last Modified by quinnm 2015-04-01 14:25:54 -0400

Dates

> Creation 1998-2012

Extents

> 1.1 Megabytes 47 digital files

processing the Taconic Foundation: access



[About Us](#) [Grants](#) [Collections](#) [Programs](#) [The Rockefellers](#) [Information for Researchers](#) [Search](#)

dimes.rockarch.org

The Online Collections and Catalog of Rockefeller Archive Center

[+ My List \(0\)](#)

[Login to RACcess](#)



**A Guide to the Taconic Foundation records
FA407**



[Collection Description](#)

[Contents List](#)

Everything



[Search](#)

Contents List

[Series 1: Grants](#)

[Series 2: Board Materials](#)

[Series 3: Organization Records](#)

[Series 4: Tax Returns](#)

Series 2: Board Materials, 1958-2013

Series Description

Board Materials consist of Minutes, Meeting Materials (Meetings), and related Board Memoranda.

The Meetings files have been grouped into two sets, reflecting variations in their contents and arrangement, but combined they form a coherent chronological run of files.

There are no Meeting Materials or Memoranda files for the period 1958-1973 or for the period 1992-1996, but the Minutes files document Board decisions during these years.

The series includes both paper and digital records. While there may be some duplication between the two formats, there is no exact correspondence between the paper and digital components of hybrid files, and the file contents do not necessarily coincide.

Extent

8.6 Cubic Feet, 20 document boxes (including 4 clamshell boxes and 1 half-box)

Extent

68 Megabytes, 479 digital files

Biographical/Historical note

The board was variously described as Board of Directors or Board of Trustees. From the time of the board's founding until its administrative transition to L.P. Morgan & Co. in 1907, it is described in the records as the Board of Directors. Starting in 1907 and

processing the Taconic Foundation: access



dimes.rockarch.org

The Online Collections and Catalog of Rockefeller Archive Center



A Guide to the Taconic Foundation records FA407

Collection Description

Contents List

Contents List

Series 1: Grants

Series 2: Board Materials

Series 3: Organization Records

Series 4: Tax Returns

Memoranda, 1991

Box 187 Folder

Meetings, 1997-2012 (65.4 Megabytes, 409 digital files)

Agendas, 1998-2012 (1.1 Megabytes, 47 digital files)

Dockets, 1998-2011 (5.9 Megabytes, 43 digital files)

Meeting Materials and Notes, 1997-2012 (54.8 Megabytes, 222 digital files)

1997

Box 187 Folder

1998 May

Box 187 Folder

1998 September-October

Box 188 Folder

Meetings

Dates

1997-2012

Extent

65.4 Megabytes, 409 digital files

Arrangement

The 1997-2012 Meetings files combine material from three sets of paper files, plus a set of electronic records.

The overlapping sets of paper files require some explanation. For the period May 1998-April 2006, there were two sets of board meeting files, which we have integrated in processing. One series appears to have been Lisa Philp's files (starting in September 1998), as it includes her notes and marginal notations. The other set may have been a more general office file, but it also contains meeting notes by Monica Neal (who kept the minutes). In addition to the board packets and memos, this series also contains various financial and statistical reports. This set of files, which we attribute to Monica Neal, ends with the April 2006 meeting (Monica Neal left J.P. Morgan and the Taconic Foundation in the summer of 2006).

There was also a third set of board meeting files, for the period 1997-2004. These files appear to have been a set of office files, housed in ring binders, and possibly maintained by Hildy Simmons, though a few files include materials with notations by Monica Neal. For the most part this series contained unmarked copies of board meeting materials and memoranda, all of which duplicated material in the other files. Unique items (e.g., check request letters, copies of minutes) and or items with notations have been removed and integrated with the combined set of board materials.

In integrating these three sets of files, we have tried to maintain some distinction between materials from the separate sets of files, even as we have generally discarded duplicate materials. In most cases, we have used Lisa Philp's files as the base set of files, because they cover the broadest time range, and we have added the materials from Monica Neal's files to them, using a blank sheet of paper to separate the two sections. We

processing the Taconic Foundation: AIP packaging

```
-<mets xsi:schemaLocation="http://www.loc.gov/METS/ http://www.loc.gov/standards/mets/version18/mets.xsd">
  +<dmdSec ID="dmdSec_1"></dmdSec>
  -<amdSec ID="amdSec_1">
    +<techMD ID="techMD_1"></techMD>
    +<rightsMD ID="rightsMD_1"></rightsMD>
    +<digiprovMD ID="digiprovMD_1"></digiprovMD>
    +<digiprovMD ID="digiprovMD_2"></digiprovMD>
    +<digiprovMD ID="digiprovMD_3"></digiprovMD>
    +<digiprovMD ID="digiprovMD_4"></digiprovMD>
    +<digiprovMD ID="digiprovMD_5"></digiprovMD>
    +<digiprovMD ID="digiprovMD_6"></digiprovMD>
    +<digiprovMD ID="digiprovMD_7"></digiprovMD>
    +<digiprovMD ID="digiprovMD_8"></digiprovMD>
    +<digiprovMD ID="digiprovMD_9"></digiprovMD>
  </amdSec>
  +<amdSec ID="amdSec_2"></amdSec>
  +<amdSec ID="amdSec_3"></amdSec>
  +<amdSec ID="amdSec_4"></amdSec>
  +<amdSec ID="amdSec_5"></amdSec>
  -<fileSec>
    +<fileGrp USE="original"></fileGrp>
    +<fileGrp USE="submissionDocumentation"></fileGrp>
    +<fileGrp USE="preservation"></fileGrp>
  </fileSec>
  +<structMap TYPE="physical"></structMap>
</mets>
```

Archivematica METS
<https://wiki.archivematica.org/METS>

useful tools for reviewing materials

- Quick View Plus:
www.avantstar.com/metro/home/Products/
- TreeSize Pro: www.jam-software.com/treesize
- IrfanView: www.irfanview.com
- Disk Analyzer Pro:
www.diskanalyzerpro.com





useful tools for extracting technical metadata

Identification:

- FITS: projects.iq.harvard.edu/fits
- FIDO: openpreservation.org/technology/products/fido/
- DROID: www.nationalarchives.gov.uk/information-management/manage-information/policy-process/digital-continuity/file-profiling-tool-droid/
- Siegfried: www.itforarchivists.com/siegfried

Characterization:

- Apache Tika: tika.apache.org/
- ExifTool: www.sno.phy.queensu.ca/~phil/exiftool/
- MediaInfo: mediaarea.net/en/MediaInfo

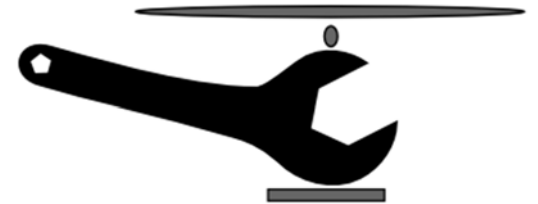
BitCurator

- Forensic disk imaging
- Identification of private and individually identifying information
- Export of technical and other metadata
- Specifically for disk images

BitCurator

COPTR: Community Owned Digital Preservation Tool Registry

- Describes 398 tools used for digital preservation activities
- Includes the POWRR Tool Grid to help select tools by lifecycle stage and file format type



COPTR: Fixity

Pages in category "Fixity"

The following 15 pages are in this category, out of 15 total.

A

- [ACE \(Audit Control Environment\)](#)

B

- [Bagger](#)
- [BagIt Transfer Utilities](#)
- [BIL \(BagIt Library\)](#)

C

- [Cksum Unix command](#)

F

- [Fixi](#)
- [Fixity](#)

M

- [Md5deep and hashdeep](#)
- [Md5sum Unix command](#)
- [Md5summer](#)

N

- [NARA File Analyzer and Metadata Harvester](#)

P

- [Python checkm package](#)

R

- [Rhash](#)

S

- [SAFE Archive Audit System](#)
- [SSDeep](#)

COPTR: POWRR Tool Grid

| | | DCC Lifecycle Stages | | | | | | | |
|------------------------------|---|-----------------------|-----------------------------|---------------------------|---------|--------|---------------------|-----------------------|-------|
| | | Access, Use and Reuse | Create or Receive (Acquire) | Cross-Lifecycle Functions | Dispose | Ingest | Preservation Action | Preservation Planning | Store |
| Audio/Video to WAV Conver... | 🔗 | | | | | | ✓ | | |
| BWF MetaEdit | 🔗 | | | | | ✓ | | | |
| CDRDAO (CDR Disk At Once) | 🔗 | | ✓ | | | | | | |
| DBpoweramp Music Converte... | 🔗 | | | | | | ✓ | | |
| Easy CD-DA Extractor | 🔗 | | ✓ | | | ✓ | ✓ | | |
| ExifTool | 🔗 | | | | | ✓ | | | |
| FFmpeg | 🔗 | | | | | | ✓ | | |
| GetID3() | 🔗 | | | | | ✓ | | | |
| IsoBuster | 🔗 | | ✓ | | | | | | |
| Libsafe | 🔗 | | | ✓ | | | | | |
| MP3val | 🔗 | | | | | ✓ | ✓ | | |
| MPG321 | 🔗 | | | | | | ✓ | | |
| Mdqc | 🔗 | | | | | ✓ | ✓ | | |
| MediaInfo | 🔗 | | | | | ✓ | | | |
| Paranoia | 🔗 | | ✓ | | | | | | |
| Rescarta | 🔗 | ✓ | | ✓ | | | | | |
| VLC Media Player | 🔗 | | | | | | ✓ | | |
| XMP metadata support in J... | 🔗 | | | | | ✓ | | | |

arrangement & description: related DAS courses



- Arrangement and Description of Electronic Records – Parts 1 and II
- Archival Collections Management Systems (webinar)



Additional Resources

Daines, J. Gordon III, [Trends in Archives Practice, Module 2: Processing Digital Records and Manuscripts](#). Society of American Archivists, 2013.

[AIMS Born Digital Collections: An Inter-Institutional Model for Stewardship White Paper](#), 2009-2011.

<http://www.digitalcurationsservices.org/aims/white-paper/>

[Trends in Archives Practices: Rights in the Digital Era](#). Society of American Archivists, 2015.

Brian F. Lavoie, [The Open Archival Information System Reference Model: Introductory Guide \(2nd ed\)](#). DPC Technology Watch Series Report 14--02. Digital Preservation Coalition (UK): 2014. <http://dx.doi.org/10.7207/twr14-02>



Additional Resources (2)

Describing Archives: A Content Standard, Second Edition (DACS).

<http://www2.archivists.org/standards/DACS>

National Digital Stewardship Alliance, [Checking Your Digital Content: What is Fixity, and When Should I be Checking it?](#)

http://www.digitalpreservation.gov/ndsa/working_groups/documents/NDSA-Fixity-Guidance-Report-final100214.pdf

[Digital Curation Google Group](#). <https://groups.google.com/forum/#!forum/digital-curation>



Questions?

Sibyl Schaefer

sschaefer@ucsd.edu

Creative Commons images courtesy of:
www.digitalbevaring.dk