

Digital Accessioning: Developing Basic Processes

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Current Environment

- Trust and its programs: Conservation Institute; Foundation; Museum; Research Institute (GRI)
- Departments with born-digital material:
 - Special Collections
 - Institutional Archives
- Technology assistance
 - Information Technology Services (Trust)
 - Library Information Systems (GRI)

Recent Digital Materials Initiative

To define, recommend, and, where possible, implement the policies, procedures, and technological structures/systems required to govern the process of managing, from acquisition to permanent preservation, the born digital materials of the GRI, particularly Special Collections and Institutional Archives.

Primary focus on born-digital rather than digitized records

Physical Media



Institutional Records and Archives is increasingly receiving materials in digital format on a variety physical storage devices in diverse file formats, many of which are dependent on obsolete technologies.

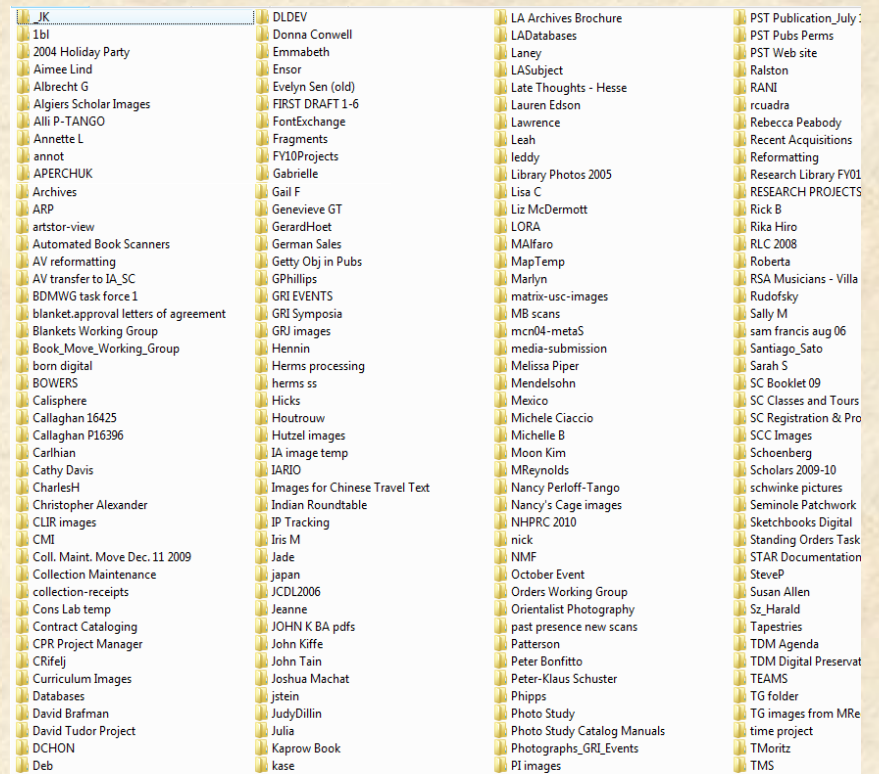
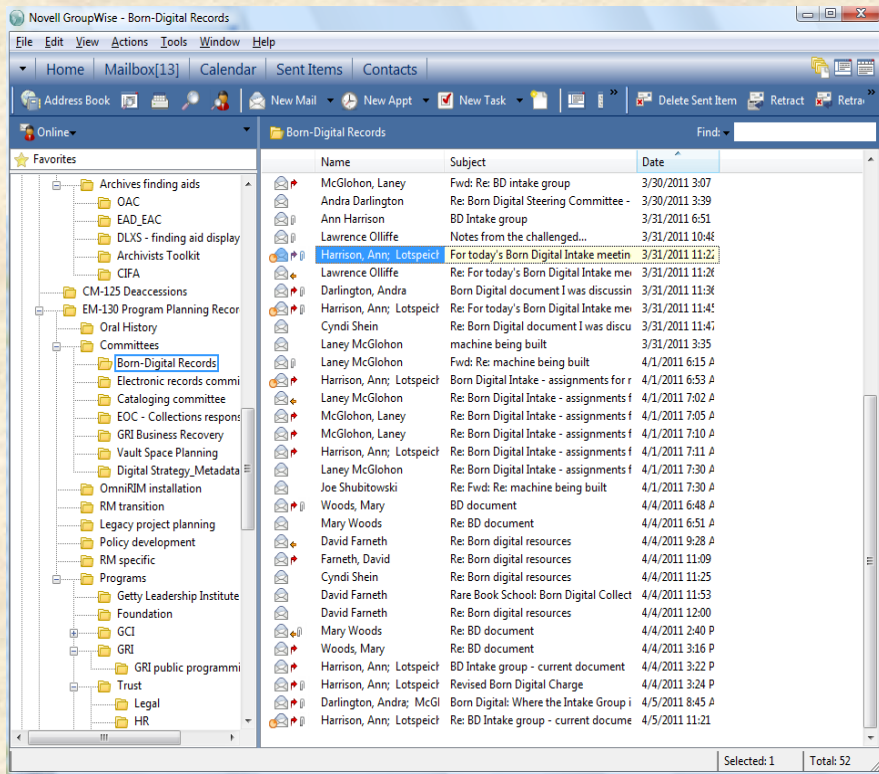
Physical Media



Images and oral history interviews with artists stored on hard drives

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Networked Information



Ingest of Digital Material

Best Practices:

(<http://tinyurl.com/DigitalArchivesBestPractices1>)

- Move Data Off At-Risk Media
 - Capture Bit-for-Bit Image of the Data
 - Quarantine and Inventory Incoming Material
 - Protect Authenticity and Integrity of Data
-
- That's great!! How?

Initial Acquisition: Media

For material on media:

Building forensic workstations: Fluffy and MacFluffy

- Platforms for data acquisition
- Intent is to move toward accessioning the content, not the carrier
- Utilizing any expertise/skills of existing staff
- Reusing /finding inexpensive equipment to allow access to a variety of media
- Scrounging the web for relevant open-source software
- Purchasing write blockers; using existing virus scanners
- Not networked, purchased transfer media

Initial Acquisition: Fluffy



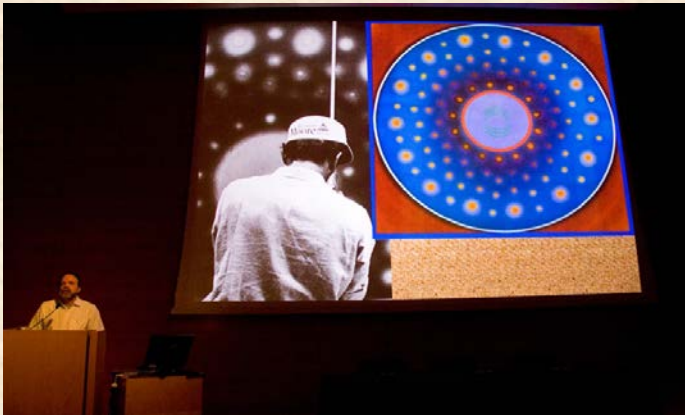
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Initial Acquisition: Media

Basic process:

- Use forensic software to view content and determine how to proceed
- Create a disk image and set the physical media aside
- Depending on the materials in question:
 - Save the disk image as such until we can manage the content
 - Use the forensic software to export the desired files or to create a smaller custom image
- Run the content through the Duke DataAccessioner
- Save the content & directory structure produced by the forensic software to transfer media and take to a networked machine for storage

Initial Acquisition: Networked



Most content is currently:

- Event-related (audio, video, and/or image with hard copy ephemera and contracts)
- Oral Histories

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Initial Acquisition: Networked

Beginning to take internal documents and portions of network drives

Name	Date modif...	Type	Size
Access database			
MLI 2004			
MLI 2005			
MLI 2006			
MLI 2007			
MLI 2008			
MLI 2009			
MLI 2010			
MLI 2011			
MLI Impact Studies			
MMI 2000			
MMI 2001			
MMI 2002			
MMI 2003			
MMI GpWise Archives			
MMI Pre 2000			
Looking for Alumni Demos & MBTI stats			
MLITemplateNoDate			
MMI alums last3years			
MMI Copyright & Credit Whalen Memo			
Year comparison eval of coaches			

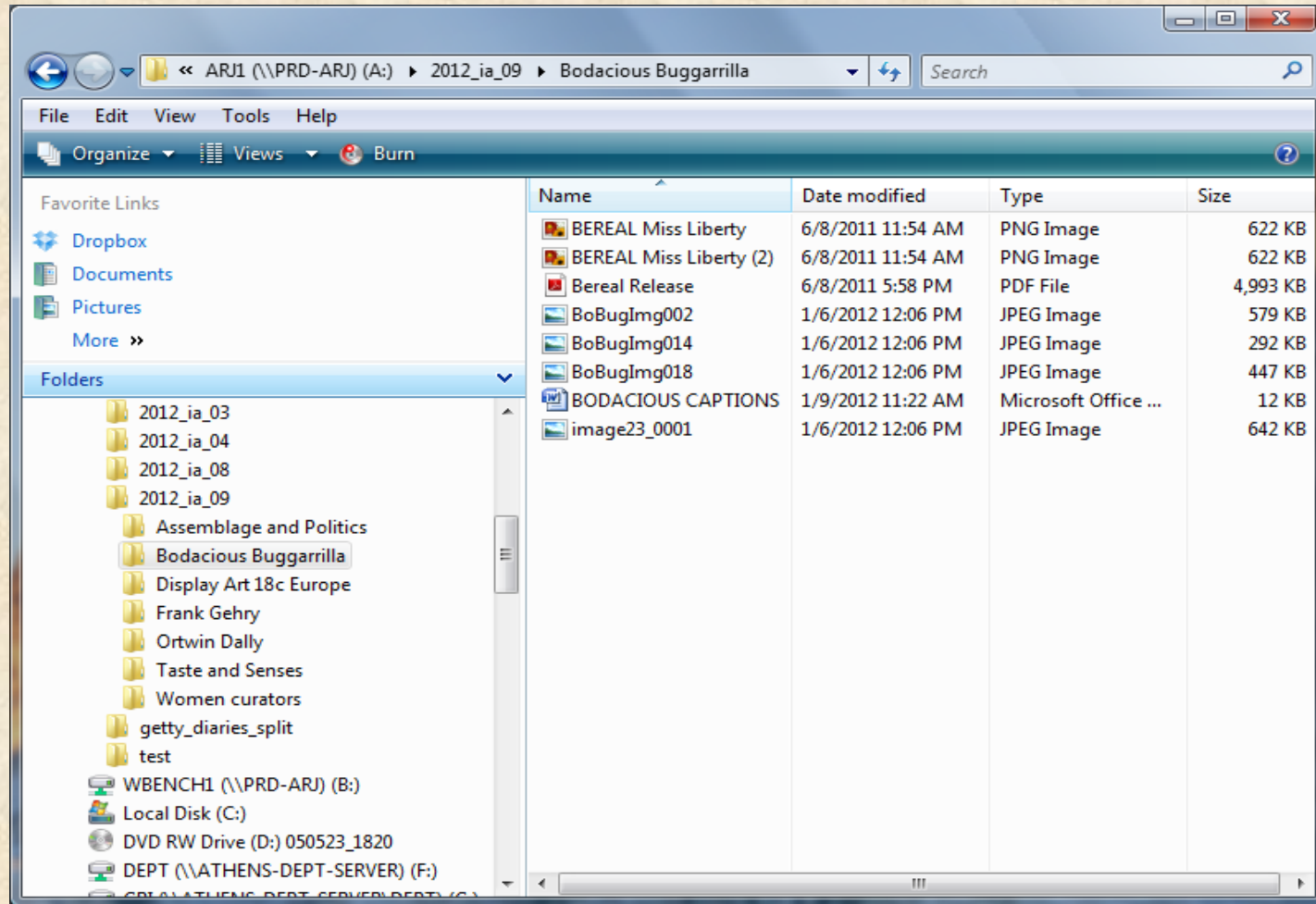
Name	Date modified	Type	Size
PROSEM.TRA	2/25/1993 2:42 AM	TRA File	11 KB
PROSEM.HOT	2/24/1993 8:41 AM	HOT File	4 KB
PROSEM	2/24/1993 8:40 AM	Schematron Sche...	3 KB
DEFERRAL	2/19/1993 8:49 AM	File	4 KB
MMI	2/19/1993 5:02 AM	LAB File	16 KB
PROSEM.SMA	2/19/1993 4:06 AM	SMA File	2 KB
CONTRACT.SKR	2/19/1993 3:49 AM	SKR File	7 KB
CONTRACT.FRE	2/19/1993 3:22 AM	FRE File	8 KB
CONTRACT.SIM	2/19/1993 3:19 AM	SIM File	8 KB
CONTRACT.BOW	2/19/1993 3:17 AM	BOW File	8 KB
CONTRACT.WEI	2/18/1993 10:41 AM	WEI File	8 KB
CONTRACT.CHA	2/18/1993 9:54 AM	CHA File	8 KB
FACONTRA.CT	2/18/1993 9:35 AM	CT File	7 KB
ADMIT2.STA	2/18/1993 9:25 AM	STA File	10 KB
CONTRACT.BRA	2/18/1993 9:25 AM	BRA File	8 KB
CONTRACT.ALD	2/18/1993 9:10 AM	ALD File	7 KB
CONTRACT.HIL	2/18/1993 9:02 AM	HIL File	8 KB
EQUIP.LST	2/18/1993 8:32 AM	LST File	5 KB
REJECT.DDB	2/18/1993 5:19 AM	DDB File	12 KB
ADMITNOT.IFY	2/18/1993 3:08 AM	IFY File	69 KB
REJECT.NOT	2/18/1993 3:07 AM	NOT File	46 KB
MOULLE.93	2/17/1993 8:43 AM	93 File	11 KB
SMACONT.LET	2/17/1993 5:48 AM	LET File	4 KB
FREEMAN	2/17/1993 3:15 AM	File	2 KB
CONFAC1.LET	2/17/1993 2:59 AM	LET File	4 KB
COURSEMA.LST	2/17/1993 2:40 AM	LST File	3 KB

Initial Acquisition: Networked

Basic process:

- Established a workbench and backed-up storage location (6 terabytes total) for digital content
- We do not create disk images, do not run separate virus scans
- Beginning to use Duke DataAccessioner (but not for AV)
- Creating preservation copies for AV and some doc files as we go (if we can) using a combination of SoundForge, Streamclip, Mp3tag
- Checking rights and contracts (as we would for anything else!)

Initial Acquisition: Networked



Accession Documentation

Two primary administrative records for each accession:

- Hard copy accession file
- Archivists' Toolkit record

Additionally we create an electronic accession file

- ReadMe files that we create
- Spreadsheets, directory lists, etc. created by the software we are using and, in some cases, Karen's Directory Printer

Accession Documentation: Toolkit

The screenshot displays the 'Accessions' window of the Accession Documentation Toolkit. The window title is 'Accessions' and it shows 'Record 9 of 28'. The record title is 'GRI public events' and the accession number is '2012.IA.09'. The interface is divided into several sections: 'Basic Information' (Accession Number, Accession Date), 'Resources Linked to this accession' (Resource Identifier, Resource Title, Link Resource, Remove Link), 'Resource Type' (Records), 'Title' (GRI public events), 'Extent' (Extent Number, Extent Measurement, Container Summary), 'Deaccessions' (Deaccession Date, Extent, Extent Measurement, Add Deaccession, Remove Deaccession), 'Locations' (Location, Note, Add Location, Remove Location), and 'General Accession Note' (Documentation was transferred periodically during 2012 via the Shared GRI drive by Jennifer C. Schmidt, Programming Associate, The Getty Research Institute). The 'Extent' and 'General Accession Note' sections are highlighted with red boxes. At the bottom, there are navigation buttons (First, Previous, Next, Last, Reports, Close, Save) and a footer indicating the record was created on Feb 13, 2012 by Cyndi and modified on Mar 2, 2012 by Cyndi, with a Record Number of 538.

Accessions Record 9 of 28

Title: GRI public events Accession #: 2012.IA.09

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Accession Number: 2012 IA 09

Accession Date: 2/13/2012

Resources Linked to this accession

Resource Identifier	Resource Title
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Link Resource Remove Link

Resource Type: Records

Title: GRI public events

Extent

Extent Number: 0.6 linear feet

Container Summary: (2 boxes)

Repository: Institutional Archives

Deaccessions

Deaccession Date	Extent	Extent Measurement
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Add Deaccession Remove Deaccession

Locations

Location	Note
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Add Location Remove Location

General Accession Note

Documentation was transferred periodically during 2012 via the Shared GRI drive by Jennifer C. Schmidt, Programming Associate, The Getty Research Institute.

First Previous Next Last Reports Close Save

Created: Feb 13, 2012 by Cyndi | Modified: Mar 2, 2012 by Cyndi | Record Number: 538

Accession Documentation: Toolkit

Accessions Record 9 of 28

Title: GRI public events Accession #: 2012.IA.09

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Acquisition Type: Transfer

Retention Rule

Description

Accruals expected. Material comprises a hybrid of printed and electronic records of events, including: images, powerpoints, participant bios, event descriptions, captures of screenshots of online announcements, event fliers, announcements, schedules of the events, and event recordings.

Lecture by Ortwyn Dally (1 audio DVD)
Women Curators (1 DVD)
~~Accruals expected. Material comprises a hybrid of printed and electronic records of events, including: images, powerpoints, participant bios, event descriptions, captures of screenshots of online announcements, event fliers, announcements, schedules of the events, and event recordings.~~

Condition

Inventory

Disposition Note

External Documents

HREF	Type	Title	Content
A:\2012_ia_09	External Document	GRI Public Event...	A:\2012_ia_09

Add Document Remove Document Open in Browser

First Previous Next Last Reports Close Save

Created: Feb 13, 2012 by Cyndi | Modified: Mar 2, 2012 by Cyndi | Record Number: 538

Accession Documentation: Toolkit

The screenshot displays a web-based form titled 'Accessions' for 'Record 533 of 552'. The form is for 'Title: GRI public events' and 'Accession #: 2012.IA.09'. It features several tabs: 'Basic Information', 'Accession Notes', 'User defined fields', 'Names & Subjects', and 'Acknowledgements, Restrictions & Processing Tasks'. The 'Basic Information' tab is active, showing fields for 'User Defined Date 1', 'User Defined Date 2', 'User Defined Integer 1', 'User Defined Integer 2', 'User Defined Real 2', 'Curator' (Nancy Enneking), 'Prior Accession #', and 'Collection Category' (Public Programming and Publications). A red box highlights the 'Contains digital content' checkbox, which is checked. Another red box highlights the 'Digital volume (MB)' field, which contains the value '6420.48'. A third red box highlights the 'Digital File Management' section, which contains the text: 'Original digital files have been transferred from discs and the GRI shared network drive and saved to secure storage (ARJ1 server). Basic accessioning has been performed. Hold off processing digital files until related audio and video files are transferred from John Kiffe.' The form also includes a 'Digital File Management' section with a text area for additional notes. At the bottom, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'. The footer indicates the record was created on Feb 13, 2012 by Cyndi and modified on Apr 10, 2012 by Cyndi, with a record number of 538.

Accessions Record 533 of 552

Title: GRI public events Accession #: 2012.IA.09

Basic Information Accession Notes User defined fields Names & Subjects Acknowledgements, Restrictions & Processing Tasks

User Defined Date 1
User Defined Date 2

☒ Contains digital content

☐ User Defined Boolean 2

User Defined Integer 1
User Defined Integer 2

Digital volume (MB) 6420.48

User Defined Real 2

Curator Nancy Enneking

Prior Accession #

Collection Category Public Programming and Publications

Digital File Management

Original digital files have been transferred from discs and the GRI shared network drive and saved to secure storage (ARJ1 server). Basic accessioning has been performed. Hold off processing digital files until related audio and video files are transferred from John Kiffe.

User Defined Text 2

User Defined Text 3

User Defined Text 4

First Previous Next Last Reports Close Save

Created: Feb 13, 2012 by Cyndi | Modified: Apr 10, 2012 by Cyndi | Record Number: 538

Accession Documentation: Toolkit

The screenshot displays the 'Accessions' window, specifically the 'Acknowledgements & Restrictions' tab. The window title is 'Accessions' and it shows 'Record 9 of 28'. The 'Title' is 'GRI public events' and the 'Accession #' is '2012.IA.09'. The 'Acknowledgements & Restrictions' section includes checkboxes for 'Acknowledgement Sent', 'Agreement Sent', 'Agreement Received', and 'Rights Transferred', each with a corresponding date field. A red box highlights the 'Rights Transferred Note' field, which contains the text 'Most contracts received. Check printed accession file.' Below this are checkboxes for 'Restrictions Apply' and 'Access Restrictions', followed by an 'Access Restrictions Note' field containing a detailed note about record types. There are also checkboxes for 'Use Restrictions' and a 'Use Restrictions Note' field. The 'Processing Tasks' section on the right includes a 'Processing Priority' dropdown set to 'Medium', a 'Processors' text field, a 'Processing Plan' text area, a 'Processing Started Date' field, a 'Processing Status' dropdown set to 'Needs list', and checkboxes for 'Processed' and 'Cataloged' with their respective date fields. A 'Cataloged Note' text area is also present. At the bottom, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', and 'Save'. The footer text reads: 'Created: Feb 13, 2012 by Cyndi | Modified: Mar 2, 2012 by Cyndi | Record Number: 538'.

Accessions Record 9 of 28

Title: GRI public events Accession #: 2012.IA.09

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Acknowledgements & Restrictions

☐ Acknowledgement Sent Acknowledgement Date

☐ Agreement Sent Agreement Sent Date

☐ Agreement Received Agreement Received Date

☐ Rights Transferred Rights Transferred Date

Rights Transferred Note

Most contracts received. Check printed accession file.

☒ Restrictions Apply

☒ Access Restrictions

Access Restrictions Note

The following types of records are permanently closed: records containing personal information, records that compromise security or operations, internal communications, internal work product, and records related to donors.

☒ Use Restrictions

Use Restrictions Note

Contact <extref actuate="onrequest" href="http://hdl.handle.net/10020/repro_perm" show="new">Library Rights and Reproductions</extref> at the Getty.

Processing Tasks

Processing Priority: Medium

Processors:

Processing Plan:

Processing Started Date:

Processing Status: Needs list

☐ Processed Processed Date

☐ Cataloged Cataloged Date

Cataloged Note

First Previous Next Last Reports Close Save

Created: Feb 13, 2012 by Cyndi | Modified: Mar 2, 2012 by Cyndi | Record Number: 538

Work in Progress: Policy and Process

Legal and Ethical Issues

- Rights and take-down policy
- Agreements with donors/sellers - agreements made by people who are familiar with paper, not technology
- Do we recover deleted files?

Appraisal and Retention

Best Practices

- Appraisal should be performed
- Retain original media/carriers

Our Approach: It Depends

Work in Progress: Policy Development

Metadata harvesting/enhancement

- Identified the standards we want to use
- Harvest what we can on intake, but how do we enhance????
- Exploring KEA for Keyword metadata extraction

Description and Access

- Convert directory listings in Excel to EAD components and load into Toolkit
- Use Toolkit to intellectually combine paper and digital content using DAO's
- Initial example: <http://hdl.handle.net/10020/cifaia40011>

Work in Progress: Policy Development

Permanent Preservation

Best Practices

- Establish secure storage spaces; back up the data; emulation v. migration?

Our Approach

- We have elements but not a full plan
- Determining systems
- Migrate most content, emulate only as required
- Planning for a digital policy audit retreat using DRAMBORA (Digital Repository Audit Method Based on Risk Assessment)

Work in Progress: General

- Investigating Archive-IT and the CDL web archiving services
- Currently writing policy and procedure manuals

Major Lessons for Ourselves

Progress was impossible until we started getting over the fear of imperfection.

As with everything else, we'll do the best we can with the resources we have.

Questions, Comments?

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