

CoSA & Preservica Practical Digital Preservation 2017



Preserving Digitized State Government Records

May 9, 2017

Practical Digital Preservation 2017

Welcome!

PDP Briefings

- Protecting and Preserving Long-Term Digital Information January 24
- For IT Professionals & practitioners
- The Governance of Long-Term Digital Information May 23
- For Senior Managers & Budget Administrators



Bonita Weddle
New York State Archives

PDP “Hot Topic” Webinars Tuesdays 2-3pm Eastern

- Preserving and Protecting Audio-visual Files April 11
- Preserving Digitized State Government Records May 9
- Best Practices in Digital Preservation: International Perspective June 13

PDP Online Workshops - Digital Preservation 101:

‘State Archives and Agencies Putting Digital Preservation into Action’

- Part 1: Practical Training in the Key Concepts February 14
- Part 2: Practical Training in the Key Concepts February 28
- Part 3: Case Studies March 14

Sign up today on the CoSA website – PERTTS Portal > Education -Training

Today's Presenters



Vince Brooks
Library of Virginia



Allen Ramsey
CT State Library



David Portman
Preservica



Bryan Collars
South Carolina

Agenda



- Welcome
- Best Practices for Digitization Project Management
- Concerning a brief overview of metadata in an electronic records transfer at the SCDAH
- Virginia Digital Chancery Project
- Working with Digitized Content: Technical Considerations
- Q&A

Best Practices for Digitization Project Management

- 2011 - CoSA State Electronic Records Initiative (SERI) program focuses on challenges of electronic records management and preservation
- SERI Tools and Resources subcommittee identified need for a guidance document providing best practices for digitization project management
- Committee discussion centered on desire of many of state and local government agencies to go “paperless” but is that the best use of their resources?
- Guidance document geared towards our audiences of state archives and records management programs but basic principals apply to the management of any state or local government agency digitization project

Overview of the best practices

- Four broad categories:
 - Pre-Project Planning
 - Project Preparation
 - Project Management
 - Post-Project
- Each category includes strategies and best practices of successful digitization projects

Pre-Project Planning

- Pre-project planning is often documented in a **Project Plan**.
- At the very basic foundation of any digitization project is its purpose. Why is this project being done and why is it being done now?
- The foundation of your project will be built upon these three questions:
 - What do you have?
 - What are you trying to do?
 - Why are you doing it?

Pre-Project Planning (cont)

- Stakeholders
 - Identify
 - Acquire approvals (if necessary)
 - They can provide valuable input or insulate the project from changing institutional priorities or budgets, and thus their buy-in is essential.
- Budget estimates
 - Costs
 - Grants

Pre-Project Planning (cont)

- Risks
 - Document
 - Mitigate
- Specifications
 - Technical
 - Destination
- Implementation
 - In-House
 - Outsource

Project Planning

- Prepare the records
 - Physical preparation
 - Arrangement
 - Description
 - Packaging and shipping
- Staff
 - Project Manager
 - Additional in-house staff
 - Communication
- Post Digitization Management
 - How will you manage the originals and the digital copies?

Project Management

- The day has come for the project to begin! How do you actually manage this thing?
- Leadership and Direction
 - Assign a single person or very small group as the project manager(s).
- Workflow and Procedures
 - Communication
 - Description
 - Digitization Workflows
- Quality Control and Quality Assurance

Post-Project

- Accounting
 - Time spent on project
 - Financial resources (i.e. new equipment, cost share)
- Lessons Learned
 - Was the project successful?
 - What could be done better in future projects?
- Finalize Documentation
 - Final report provides a full accounting for the entire project and is not just a last report.
- Sustainability (Long Term Management)

Coming Soon!

Best Practices for Digitization Project Management

File Edit View History Bookmarks Tools Help

PERTTS Portal | CoSA

https://www.statearchivists.org/pertts/

CoSA Council of State Archivists

CONNECT **PERTTS PORTAL** PROGRAMS RESOURCES SHRABS

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PERTTS Portal

- Education-Training
- SERP Framework
- Related/Additional Framework Topics
- Electronic Records Resources
- Glossary
- Bibliography
- Case Studies and Examples

PERTTS Portal

Welcome to the Program for Electronic Records Training, Tools, and Standards - the PERTTS Portal.

Education - Training

Webinar and training opportunities available through CoSA. Information on and links to opportunities from other organizations are also included.

SERP Framework

The State Electronic Records Preservation (SERP) Framework provides information and guidance on 15 different areas on how to move forward in areas associated with digital preservation. The SERP Framework is based on the Digital Preservation Capability Maturity Model which states are using in the CoSA requested Self-Assessments.

Electronic Records Resources

Searchable database of resources including tools, standards, policies/guidelines, and other informational guides related to digital preservation and records management topics can be found in the CoSA Resource Center.

* Add resources! **Login to submit resources** that you find most helpful. When ready to add a resource, click the Add Resource button on the Resource Center Home page.

Series of Best Practices and Guidance Documents

Are there best practices or guidance documents that you would find the most helpful or necessary in your work?

Let me know!

Allen Ramsey

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860-757-6512

METAMESS

CONCERNING A BRIEF OVERVIEW OF METADATA IN AN ELECTRONIC RECORDS TRANSFER AT THE SCDAH

Bryan Collars
Electronic Records and
Imaging Supervisor

South Carolina
Dept. of Archives and History



METADATA MYTHCONCEPTIONS

We all “knew” that when archival institutions started to receive electronic records the metadata and the records themselves would be in an arrangement and order that would make them easily accessible, right?

METADATA MYTHCONCEPTIONS

WE WERE

WRONG

METADATA MYTHCONCEPTIONS

Electronic records are messy, not in the manner in which paper records are messy, but rather in the manner in which they were stored by an individual, or an automated system or a proprietary software suite.

METADATA MYTHCONCEPTIONS

For Example

```
1915-018179~EDWARDS~GEORGE~L~1915-06-25~BAMBERG~ALMA~RIVERS~AFFIDAVIT~  
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METADATA MYTHCONCEPTIONS

07-06-15 M LMM 05	Affidavit of Correction to Birth Record			SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENTAL CONTROL			Page 2 of 2
Enter Correc ^t Information Concerning Person Whose Birth Record is Being Amended	REGISTRANT'S FULL NAME AT BIRTH				STATE FILE OR BIRTH NUMBER		
	GEORGE L EDWARDS				139-15-018179		
BIRTH DATE	Month	Day	Year	BIRTH PLACE	City or Town	County	State
	JUNE	25	1915		BAMBERG,	SOUTH CAROLINA	
ITEMS TO BE AMENDED OR CORRECTED	ITEM OMITTED OR IN ERROR		BIRTH CERTIFICATE SHOWS		SHOULD BE		
	CHILD'S GIVEN NAME		OMITTED		GEORGE L EDWARDS		
AFFIDAVIT	I HEREBY DECLARE UPON OATH THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.				RELATIONSHIP		
	SIGNATURE OF PARENT (OR OTHER) <i>George L. Edwards</i>				SELF		
NOTARY (AFFIX SEAL)	SUBSCRIBED AND SWORN TO BEFORE ME ON <i>See Attached</i>		SIGNATURE OF NOTARY		NOTARY COMMISSION EXPIRES		
AFFIDAVIT	I HEREBY DECLARE UPON OATH THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.				RELATIONSHIP		
	SIGNATURE OF PARENT (OR OTHER)						
NOTARY (AFFIX SEAL)	SUBSCRIBED AND SWORN TO BEFORE ME ON		SIGNATURE OF NOTARY		NOTARY COMMISSION EXPIRES		
ABSTRACT of Supporting Evidence (for health dept. use) <i>577</i> <i>324</i>	DO NOT WRITE BELOW THIS LINE						
	NAME AND KIND OF DOCUMENT (INCLUDING BY WHOM ISSUED AND DATE OF ISSUE)					DATE ORIGINAL DOCUMENT WAS MADE	
	1	NY STATE DRIVER'S LICENSE RECORD 482536959394289-15 NEW YORK, NY					11/22/1976
	2						
	3						
	INFORMATION CONCERNING REGISTRANT AS STATED IN DOCUMENT OF CORRESPONDING NUMBER ABOVE.						
	1	GEORGE L. EDWARDS DATE OF BIRTH 06/25/1915					
2							
3							
ADDITIONAL INFORMATION							
I certify that I have examined the documents referred to above, that they show no changes or erasures, and appear to be authentic.			REGISTRAR <i>Thomas L. Davis</i>	EVIDENCE REVIEWED BY <i>Lillian M. Mount</i>	DATE FILED <i>11/13/07</i>		

DHEC0613 (Rev. 01/1997)

METADATA MYTHCONCEPTIONS

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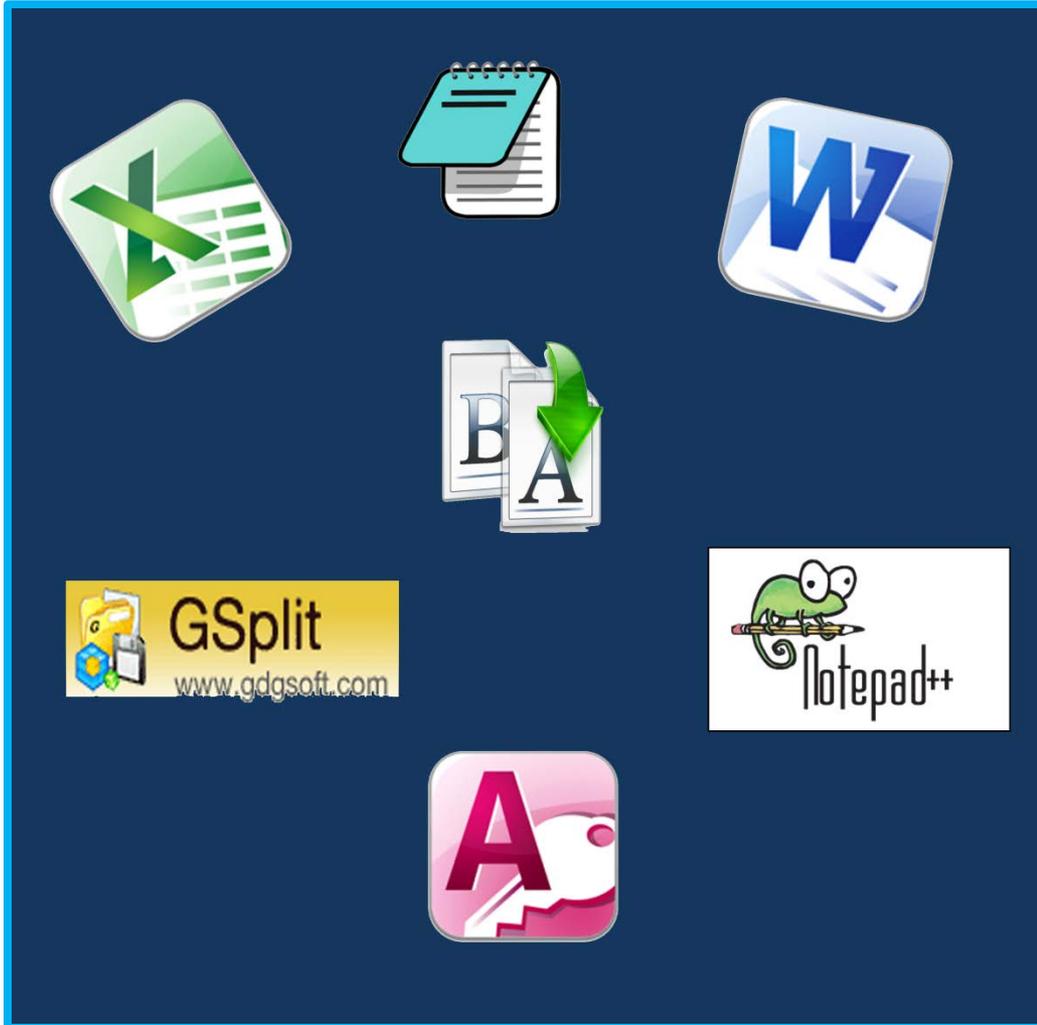
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</rights>
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```

DE-MISTIFYING THE METADATA

In theory the process to convert the delimited text file into individual XML files should be rather straight forward. However, reality is always a little more complicated than that though.

In total there are 12+ individual processes necessary to make the as submitted metadata file into a useable XML file.

DE-MISTIFYING THE METADATA



What did we use?

Excel

Access

Word

Notepad

Notepad ++

Gsplitter

Bulk Rename Utility

METADATA MASTERED

```
<scdah:scdah xmlns:scdah="http://scdah.sc.gov/"
  xmlns="http://scdah.sc.gov/"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://scdah.sc.gov/
    http://scdah.sc.gov/metadataSchema.xsd">
<title>00000001_00000001_1.pdf</title>
<identifier>1915-018179</identifier>
<creator>Dept. of Health and Environmental Control. --Public
  Health Statistics and Information Services</creator>
<dates>
<created>1915-06-25</created>
<available>2016-01-01</available>
</dates>
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  Control</recordGroupTitle>
<recordGroupIdentifier>169</recordGroupIdentifier>
</recordGroup>
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</series>
```



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Enter Correct Information Concerning Person Whose Birth Record is Being Amended	REGISTRANT'S FULL NAME AT BIRTH GEORGE L EDWARDS				STATE FILE OR BIRTH NUMBER 139-15-018179		
	BIRTH DATE JUNE 25 1915	City or Town BAMBERG, SOUTH CAROLINA		County	State		
ITEMS TO BE AMENDED OR CORRECTED	ITEM OMITTED OR IN ERROR		BIRTH CERTIFICATE SHOWS		SHOULD BE		
	CHILD'S GIVEN NAME		OMITTED		GEORGE L EDWARDS		
AFFIDAVIT	I HEREBY DECLARE UPON OATH THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. SIGNATURE OF PARENT (OR OTHER) <i>George L. Edwards</i>				RELATIONSHIP SELF		
NOTARY (AFFIX SEAL)	SUBSCRIBED AND SWORN TO BEFORE ME ON <i>See Attached</i>		SIGNATURE OF NOTARY		NOTARY COMMISSION EXPIRES		
AFFIDAVIT	I HEREBY DECLARE UPON OATH THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT. SIGNATURE OF PARENT (OR OTHER)				RELATIONSHIP		
NOTARY (AFFIX SEAL)	SUBSCRIBED AND SWORN TO BEFORE ME ON		SIGNATURE OF NOTARY		NOTARY COMMISSION EXPIRES		
ABSTRACT of Supporting Evidence (for health dept. use) <i>577</i> <i>324</i>	DO NOT WRITE BELOW THIS LINE						
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1 GEORGE L. EDWARDS DATE OF BIRTH 06/25/1915							
2							
3							
ADDITIONAL INFORMATION							
I certify that I have examined the documents referred to above, that they show no changes or erasures, and appear to be authentic.		SIGNATURE OF NOTARY <i>William M. Mount</i>		EVIDENCE REVIEWED BY <i>Lillian M. Mount</i>		DATE FILED <i>11/13/07</i>	

DHEC 0613 (Rev. 01/1997)

METADATA MASTERED

=



One Happy
Archivist

LESSONS LEARNED

- Metadata may be voluminous, and it's best to work in discrete chunks
- You will mess up. Be prepared to start over again. And again.....
- Sometimes it's the data, not the metadata
- No matter how easy a transfer appears to be, it'll get complicated real fast

Thank you!!

Virginia Digital Chancery Project

- 18th-early 20th century court papers from ~120 Virginia localities
- Digitization began around 2000 (previously microfilmed)
- Extensive genealogical, local, national, and social history content
- Currently 70 localities digitized, totaling 10+ million images

Problem: Image Consistency/Work Flows

- Due to large volume of materials, contract initially awarded to two vendors
- After a few localities scanned, inconsistency in image quality became apparent
- Issues with proprietary software use, one obdurate vendor, and a high volume of re-work
- Workflows and processes largely grew out of doing the actual work
- This slowed down the project

Solution: Image Consistency

- All contracts were 1 year, renewed annually, up to 5 years
- Let contracts lapse for the two inconsistent vendors
- Used image data to justify sole-source
- Very good working relationship with current vendor for last 8 years
- Vendor works with other CHI, so they understand our objectives

Lessons Learned: Work Flows

- Some process documentation still lacking, but most worked out/written down
- Many more professional sources to review and projects to mimic now
- Lessons learned from the digital chancery project have informed other internal and external projects
- Be flexible, but develop as many of your processes as you can before taking on the project
- Time spent thinking before doing is time well-spent

This solution worked because...

Images

- We documented the vendor image problems
- We had a contractual “out”
- We had administrative support for a sole-source contract
- We found a consistent vendor who spoke our language

Work Flows

- Had to be flexible, recognize what we didn't know or hadn't thought of
- We had good communication between most players in the project
- Later federal grant applications forced us to delineate processes (to think about what we were doing)

If you try this, you should...

- Consult any and all best practices now available for similar projects
- Speak with others who have taken on like projects, especially if they are completed (better post-mortem)
- Select and convene the project team early and brainstorm not just the desired outcome but the processes
- Proposed processes should be reevaluated at various stages such as after adding new team members/work areas, piloting a project, hiring vendors, etc.

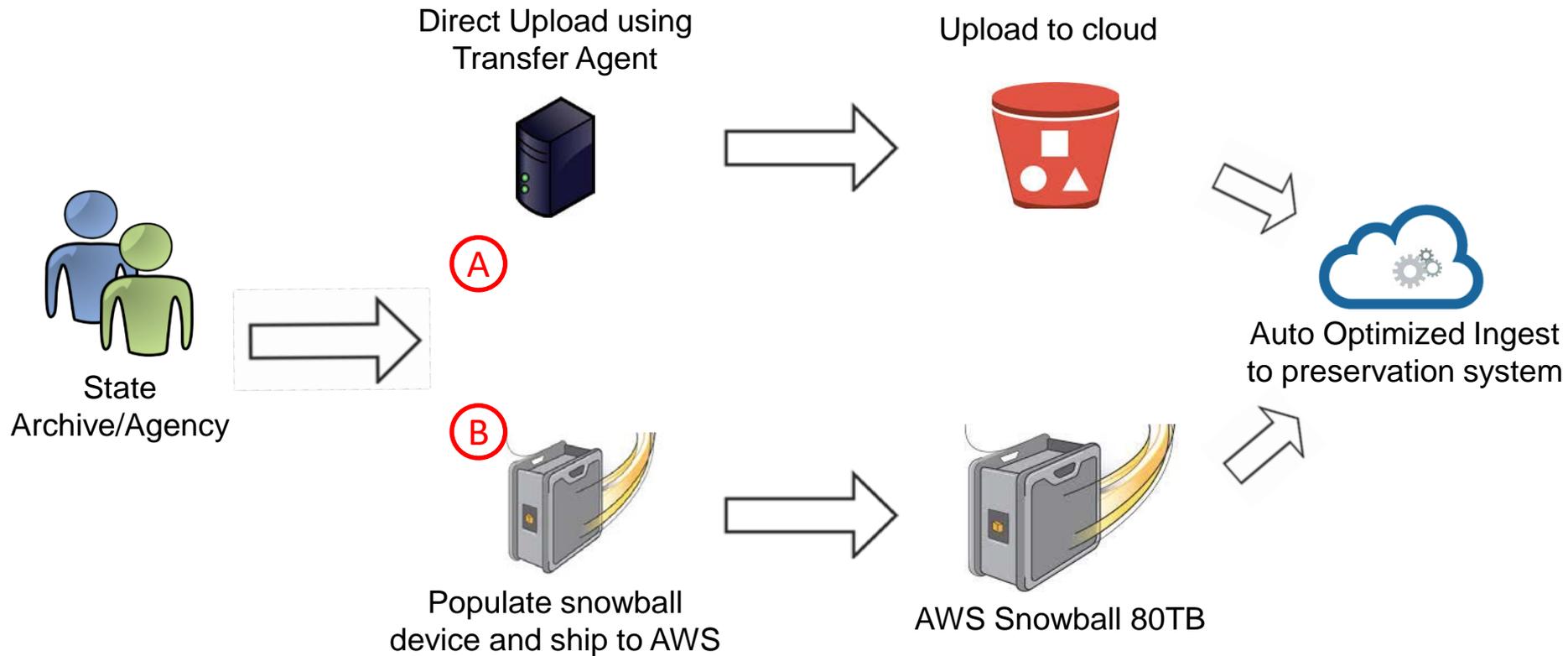
Digitization Project Output

- Multiple versions of the same file
(e.g. a high-resolution TIFF and a low-resolution JPEG)
- Simplify the preservation of digitized content - automatically bulk unpack and ingest the entire output
- Combine related sets of output files into a single record with associated metadata

Benefits of this approach

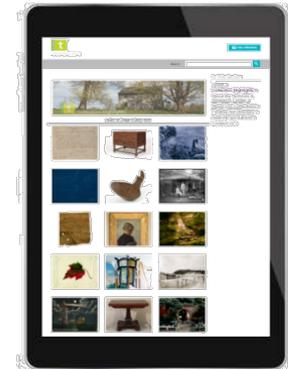
Save time and effort when compared to manually ingesting and preserving each file and file variant

Joining Up Digitization & Preservation



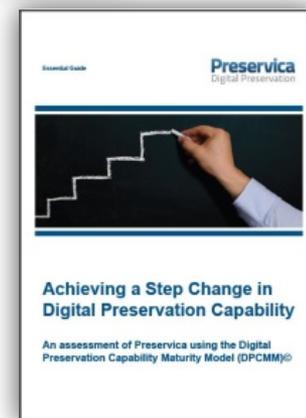
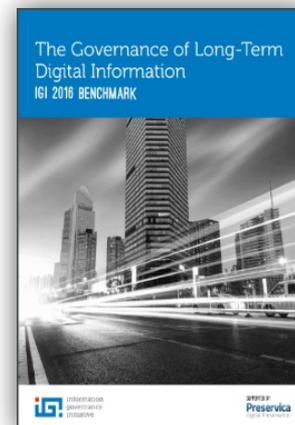
Delivering Value with Public Access

- Transparency via Access
 - Internal & external audiences
- Controlled access with search capability



Next Steps & Resources

- CoSA/Preservica Practical Digital Preservation Program:
<https://www.statearchivists.org/pertts/education-training/cosa-preservica-practical-digital-preservation/>
- Preservica Resources Center
<http://www.preservica.com/resources/>
- Preservica Webinars
 - Live Demo: May 11 @ 10am Eastern
Register at www.preservica.com
- Upcoming Events
 - CoSA: Boise, ID (10-13 July)
 - NAGARA: Boise, ID (12-15 July)
 - SAA: Portland, OR (23-29 July)



Questions?



Thank You!

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www.statearchivists.org/