Digitization and Digital Resource Management

Brad Wiles
APUS Panhandle Documentary Heritage Preservation Workshop
October 12-13, 2010
The Discussion

- Why Digital? Why Digitize?
- The Centrality of Records
- Digital Asset Management Fundamentals
- Digitization Best Practices and Resources
- Group Activity
Why Digital?

- Safeguarding identity and entitlements
- Organizational, personal, and government accountability
- Promoting good governance and institutional stability
- Construction and transfer of culture and memory
- Justice and safeguarding civil rights
- Delivering services to citizens
Thus, the central unit of consideration in digital archival projects and asset management

Dealing increasingly with born-digital materials and digitization of analog materials on a massive scale

Making digital archival assets work in the future requires an appreciation and understanding of records
The Ubiquity of Records in Our Lives… A List

- Policy files, budget papers, accounting records, personnel records, tax records, customs records, electoral registers, property and fixed assets registers, pension records, social security records, financial account records, land registration records, hospital and health insurance records, school records, public records, emails, letters, vital records, creative work, music collections, blogs, websites, etc.
“...all books, papers, maps, photographs, machine readable materials, or other documentary materials regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law of in connections with the transaction of public business and preserved or appropriate for the preservation by that agency or its legitimate successor as evidence of the organizations, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of the data in them.”
Another definition:

“Records data or information of any kind and in any form created or received and accumulated by an organization or person in the transaction of business or the conduct of affairs and subsequently kept as evidence of such activity through incorporation into the recordkeeping system of the organization or person. Records are the information by-products of organizational and social activity.”

-Understanding Society Through its Records
Records should be: Fixed, Contextual, Organic, Official, Unique

And

“A record must possess the following characteristics: Authenticity, Reliability, Integrity, and Usability.”

-International Conference on Archives Guide for Managing Records
<table>
<thead>
<tr>
<th><strong>Life Cycle Vs. Continuum</strong></th>
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<tbody>
<tr>
<td><strong>Emerged in the U.S. in 1950s and 1960s</strong></td>
<td><strong>Emerged in Australia in the 1980s and 1990s</strong></td>
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<td>Notion that recorded information has a “life” similar to that of a biological organism</td>
<td>Rejects lifecycle metaphor in favor of management as a continuous process</td>
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<td>Records go through distinct phases or “ages”</td>
<td>Integration of responsibilities to provide holistic management regime</td>
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<td>Phase defines management</td>
<td>Multi-dimensional</td>
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Records Life Cycle

1. Create/Receive
2. Use/Send
3. File & Store
4. Retain & Destroy
5. Archival Preservation

Arrow directions indicate the flow of the life cycle.
Emergent Issues in the Digital Age

RECORDS THEN:
- Mostly paper
- Analog formats
- Rigid
- Static

RECORDS NOW:
- Mostly electronic
- Digital formats
- Extensible
- Dynamic
The Paradigm Shift in Heritage Asset Management

- Media-Centric to Content-Centric

- Need is no longer necessarily driven by traditional space and location considerations

- Ongoing problem of Hybridity
MEDIA & INTERNET INFO-TAINMENT

POPULAR BOOKS & MAGAZINES

GENERAL KNOWLEDGE COMPILATIONS

SCHOLARLY & REFERENCE BOOKS

ACADEMIC JOURNALS

TECHNICAL & SPECIALIST LITERATURE, DATABASES & INTERNET RESOURCES

INDUSTRY & GOVERNMENT REPORTS & STATISTICS

IN-HOUSE RESEARCH & MANAGEMENT REPORTS

RECORDKEEPING REGIME
Manages ‘flows’ of related RECORDS known as RECORD SERIES that collectively comprise the organisation’s SHORTER TERM OPERATIONAL RECORDS & LONG TERM CORPORATE MEMORY ie. Archives

ONGOING CORPORATE ACTIVITIES PRODUCE & ORGANISE DATA INTO DATABASES & DOCUMENTS
If sufficiently accurate & important, documents or database output may be registered as RECORDS by the corporate recordkeeping system thus becoming valid EVIDENCE.
Preservation and Access (duh!)

Some things to consider:

- Hardware and Software
- Resources and Personnel
- Cost/Benefit Analysis
- Do you know what you want to do?
- Do you know why you want to do it?
- Do you have a plan?
Why Digitize?

Digitization Fundamentals from the NISO Framework:

- Collections (organized groups of objects)
- Objects (digital materials)
- Metadata (information about objects and collections)
- Initiatives (programs or projects to create and manage collections)
Digital Preservation Resources

- Association for Library Collections and Technical Services Digitization Recommendations - http://connect.ala.org/node/185648
- Smithsonian Digitization and Digital Asset Management Policy - http://www.si.edu/content/pdf/about/sd/SD610.pdf
In your folder you should have a small piece of paper with one of the following printed on it: Alpha, Bravo, Charlie, Delta, Echo. Whichever of these you have is the group you are now in. Here’s the scenario: Two months after this Workshop all five groups got along so well and liked each other so much, they all decided to meet back with their groups in five separate locations around the country on the same day. Alpha met in Atlanta, Bravo in Boston, Charlie in Chicago, Delta in Dallas, and Echo in Eugene.

Lo and behold, on that very day they all decided to meet, each group met their demise in a series terrible random disasters. Alpha was decimated by killer bees; Bravo was waylaid by horrible Shriner car accident; Charlie was wind-swept into Lake Michigan; Delta got a hold of some bad barbeque; and Echo was flattened by joggers. What a tragedy. And what an odd coincidence.
Hearing of the tragedy, a wealthy, anonymous benefactor (and friend of historical inquiry) donated a large sum of money to create five distinct archives repositories in memory of each group. This benefactor’s only stipulations are that the archives’ contents be comprised of the collective personal records of each group, that the archives must tell the story of the groups and its members, and that these records are to be available electronically for the world to use.

So, suspending disbelief of this ridiculous scenario for the purposes of this exercise, each group now assumes the role of an executive board overseeing this process for your recently deceased incarnation. You are in possession of a listing of each members’ account of their own personal records - the inventories everyone made yesterday. Here is your task: based on discussions and presentations thus far, as well as any previous knowledge or experience, devise a strategy for organizing, digitizing, and preserving your group’s records.
Assume money is not an issue, but is not limitless either, and that you have access to equipment, software, and personnel to do the work once the project is planned. Here are some things to consider:

- What kinds of records are you dealing with and what problems or issues (if any) do they present?
- What potential challenges are presented by having multiple record groups and information about those records that may not be consistent or complete?
- How do you ensure that the archival collections document what they intend to document?
- How and to what extent do the stipulations on wide digital access to the collections complicate your efforts at organizing the records in a way that tells the story of your group?

Split up into your groups and discuss your strategy. Then each group will give a brief presentation on what they’ve come up with. Keep in mind that this is mainly a thought exercise and there are no right or wrong answers. But do try to factor in some of the concepts that have been discussed.
General Resources

 Organizations

 Center for the Conservation of Art and Historic Artifacts - http://www.ccaha.org/
 Heritage Preservation - http://www.heritagepreservation.org/
 Image Permanence Institute - https://www.imagepermanenceinstitute.org/
 Regional Alliance for Preservation - http://www.rap-arcc.org/
 Campbell Center - http://www.campbellcenter.org/index.html
 National Center for Preservation Technology and Training - http://ncptt.nps.gov/
General Resources

Tools, Publications, and Links

- LOC Collections Care - [http://www.loc.gov/preservation/care/index.html](http://www.loc.gov/preservation/care/index.html)
- IPI Resources - [https://www.imagepermanenceinstitute.org/resources/publications](https://www.imagepermanenceinstitute.org/resources/publications)
- RAP Bibliography - [http://www.rap-arcc.org/publications-resources/bibliography](http://www.rap-arcc.org/publications-resources/bibliography)
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