

Ford International Fellowships Program Archive at Columbia University

Accomplishments & Lessons Learned



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INTERNATIONAL FELLOWSHIPS PROGRAM
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Linking Higher Education
To Social Change

Community Forum

Share resources, pose questions, and dialogue with other IFP alumni.

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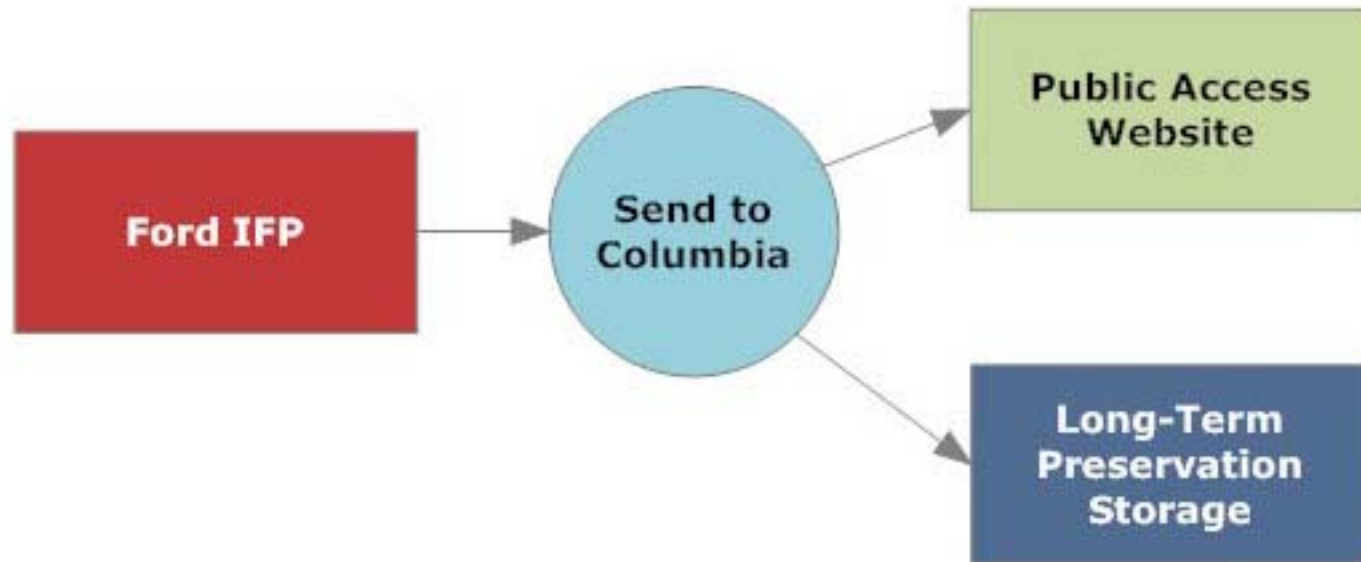
Columbia's tasks ...

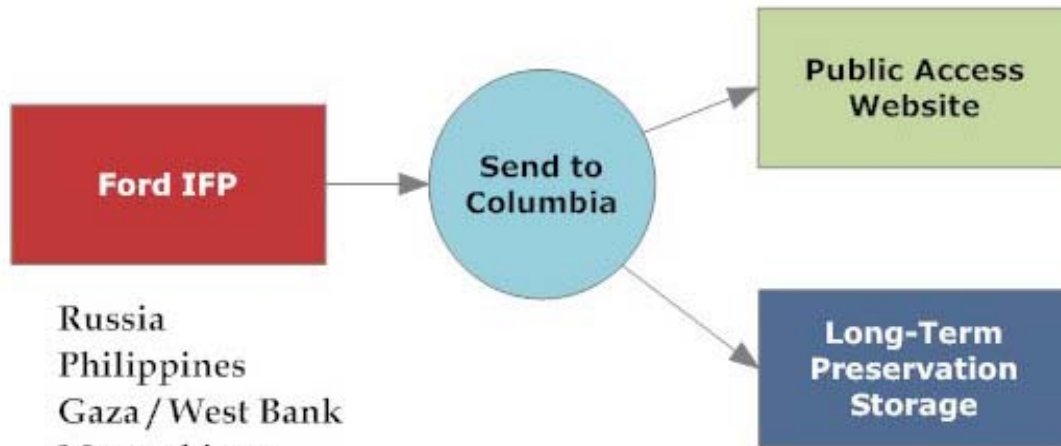
- *To house and make accessible IFP's archives*
- *But also*

Ford IFP Grant Key Objective:

“... to enable Columbia Libraries to build out a full set of repository-based systems and services so that it can more easily acquire, ingest, process, preserve and make accessible both the paper and born-digital organizational records. The technological infrastructure built for this project will ultimately allow Columbia act as the central repository for the electronic records of other institutions whose archives are deposited at Columbia.”

Bird's Eye View





Russia
Philippines
Gaza / West Bank
Mozambique
Brazil
Chile and Peru
China
Egypt
Ghana
Guatemala *
India
Indonesia
Kenya
Mexico
Nigeria *
Senegal
South Africa
Tanzania
Thailand
Uganda
Vietnam
NY Secretariat
CHEPS

Lessons Learned ...

#1. How to build a robust, extensible, standards-based, open-source local workflow for born-digital content preservation from soup to nuts.



What does our new infrastructure do?

Helpful to have a very quick overview of what it is we have built so the lessons learned can be understood in context.

Born-Digital Content Preservation

- Stage 1: Negotiate & work with / scope & advise content owners before content transfer
- Stage 2: Arrange for transfer of content: hard media preferred
- Stage 3: Receive and accession content in curatorial division
- Stage 4: Create preliminary documentation
 - Photograph transfer media
 - Create preliminary metadata for transfer media
- Stage 5: Read in content: Use digital forensics tools as needed to read media / copy content (e.g., FRED)



DENNIS - 394-135
EASTHAM - 255-2727
FALMOUTH - 457-2526
HARWICH - 430-7541
MARSHFIELD - 557-1186
ORLEANS - 255-0107
P-TOWN - 487-4212
SANDWICH - 888-4283
TRURO - 487-8730
WELLFLEET - 349-3702
YARMOUTH - 775-0445
CPAL - 780-0796

AFIS ACTIVE COURT

Digital Intelligence

FRED

Forensic Recovery of Evidence Software

Digital Intelligence Eviditor

Imaging Device

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

Hard Drive

www.digitalintelligence.com

Born-Digital Preservation, cont.

- Stage 6: Check and validate content
 - Create detailed inventory manifest
 - Perform fixity checks
 - Perform virus checks
- Stage 7: Create archival master of original content
- Stage 8: Perform ‘appraisal’
 - Content review (using FTK as needed)
 - Content weeding, if needed
 - Content reorganization, if needed
- Stage 9: Create Ingest Package (SIP)
- Stage 10: Create full set of structural, preservation and rights metadata; optionally create preservation derivatives (Archivematica)



MANAGEMENT
Web Dashboard

monitor and control



Born-Digital Preservation, cont.

- Stage 11: Generate Archival Information Package (AIP)
- Stage 12: Ingest into Preservation Repository (Fedora)
- Stage 13: Generate preservation and/or access derivatives as needed and integrate into original Fedora content

Lessons Learned ...

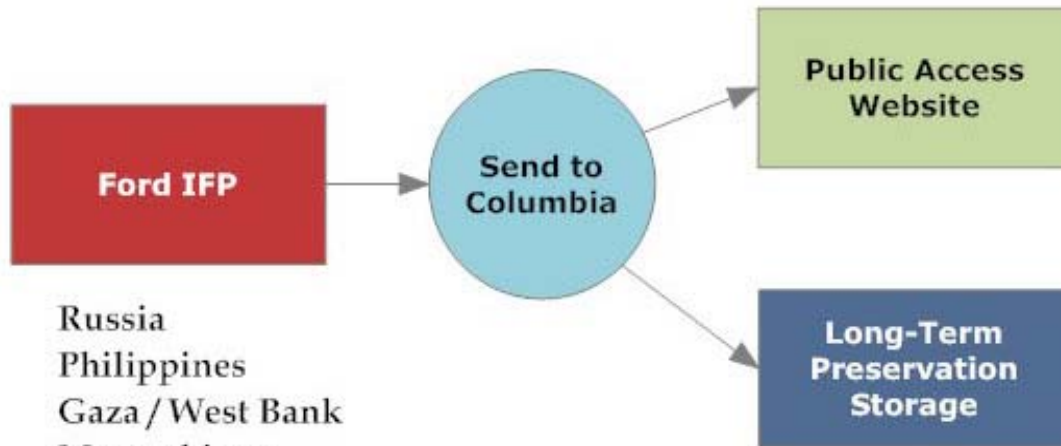
- Archivemata is a great open-source application!
- Software development deadlines slip (we knew that)
- Over the last two years, 'tooling' in this domain has developed rapidly and continues to develop
- Working with content owners is highly desirable and very tricky
- The concept of a digital "original archival artifact" is very tricky
- There are more data formats floating around than you think there are (we're up to 170 and counting)
- No one knows how best to preserve 'databases' and ensure their accessibility in the future
- Preserving and making accessible email is very challenging

Biggest Challenge ...

- ✓ **Sorting through and addressing confidentiality requirements**

Our agreement with IFP:

- Content would come to us sorted into three categories:
 - **Publicly accessible**
 - **Viewable only onsite**
 - **Embargoed until 2075**
- In retrospect, probably too ambitious a task for small offices in developing countries in their last weeks of operation



Russia
Philippines
Gaza / West Bank
Mozambique
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Guatemala *
India
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Kenya
Mexico
Nigeria *
Senegal
South Africa
Tanzania
Thailand
Uganda
Vietnam
NY Secretariat
CHEPS

Access restrictions ...

- Now requires substantial manual remediation
- In 18 languages
- Uncertainties remain about accuracy of status assignment and risk presented by possible errors
- We need to build new level of security and access functionality for our preservation repository and effective take-down mechanisms

In sum ...

- The project was all that we expected it to be
and more
- We have already built a workflow and digital processing infrastructure that will serve this project and other born-digital projects in the future
- That infrastructure will continue to evolve and will need ongoing investment to stay current
- There are many born-digital preservation challenges we will need to work on with colleague institutions
- This is an entirely new programmatic area for CUL/IS currently resourced chiefly by grant funds

Thank you.



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UNIVERSITY