



# The Archive

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## A Case Study

Alexandra Eveleigh  
Collections Manager



West Yorkshire  
Archive  
Service

West Yorkshire Joint Services

# WYAS Digital Archives Working Group, 2006 - ongoing

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- Digital Archives Policy
  - available at <http://www.archives.wyjs.org.uk/Policy.htm>
  - fostering awareness and support
  - creating a framework for practical work
- Practical Digital Archives Work
  - Software testing, using sample objects
  - Survey of digital records already held by the Service (first documented digital accession received 1999)
  - Digital deposit form and guidelines
  - A digital media recognition guide for staff
  - Advocacy and training
- Small, non-specialist, staff working group
  - 3 archivists, plus records manager
  - Flexible, but limited, support from West Yorkshire Joint Services' IT department

# MLA Yorkshire: Background

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- Regional Museums, Libraries and Archives partnership organisation for Yorkshire
- Wound up December 2008
- Developed out of the Yorkshire Museums Council (YMC), with a continuous history back to 1963
- 1.4 m<sup>3</sup> paper, 1963-2008
- 80GB+ digital, c2002-2008



# A Case Study - In Progress

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- Negotiating a hybrid deposit
- Collecting digital content
- Processing digital content
- Appraisal
- Options for:
  - Website
  - E-Bulletins
- Storage & Access

# Negotiating a Hybrid Deposit

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- Very short timescale – no time to try out software tools before transfer
- Depositor had not considered digital records to be 'archives'
- Remember that digital content may not be held locally (website, e-bulletins)
- 'Self curation' of electronic records by staff
  - closer to personal archive than organisational
- Confidentiality: some folders/accounts password protected
- Conflicting interests:
  - Server sold as an asset
  - Interests of MLA Council
- Positives:
  - No obsolete hardware
  - Predominantly current office file formats
  - Helpful IT support
  - £4000 dowry funded participation in InterPares project  
(<http://www.interpares.org/>)



# Collecting Digital Content

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- New digital deposit documentation
- 'Grab & Run' copying - no time to complete appraisal prior to transfer
- Transfer using 1TB USB external hard drive & FTK Imager Lite  
(<http://www.accessdata.com/downloads.html>)
- Capture 'original order' & generate checksums
- Problems encountered:
  - Long file paths/file names
  - Need all users to be logged out of corporate network
  - Don't underestimate the time needed to transfer large amounts of data

# Ingest – Processing Digital Content

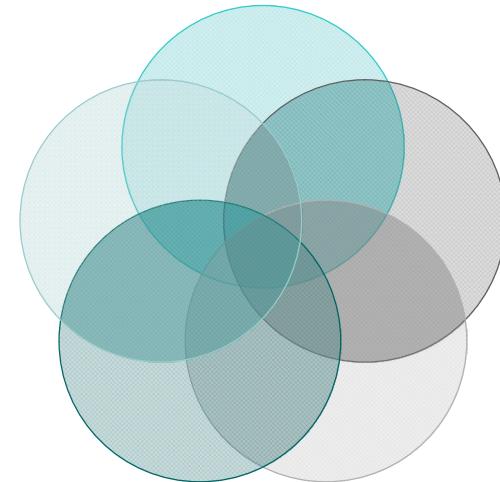
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- Transfer to Ingest PC
- Authenticity verified using checksums
- Virus check – twice – using AVG Anti-Virus (Kaspersky on corporate network)
- Use spreadsheets to analyse file listings / check for duplicates
- Appraisal

# Appraisal in the Digital World

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- Pre-accession appraisal - Karen's Directory Printer (<http://www.karenware.com/powertools/ptdirprn.asp>)
- Post-accession appraisal - FTK file listings
- Overlapping circles
  - 2 phases of network storage ("Archived Folders")
  - Staff personal files (H drive) & Company Shared Folder (G drive)
  - Staff movements – record duplication



# Appraisal in a Digital World

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G:\Archived Folders\	4
G:\Archived Folders\Case Studies\	4
G:\Archived Folders\Case Studies\Learning and Skills\	4
G:\Archived Folders\Case Studies\Learning and Skills\East Riding\	4
G:\Archived Folders\Case Studies\Learning and Skills\NRM\	5
G:\Archived Folders\Case Studies\Learning and Skills\Wakefield Sure Start\	5
G:\Archived Folders\Grants\	5
G:\Archived Folders\Lottery\	7
G:\Archived Folders\Task Groups\	18
G:\Archived Folders\Task Groups\accommodation\	18
G:\Archived Folders\Task Groups\communications"	19
G:\Archived Folders\Task Groups\strategic marketing\	19
G:\Board\	19
G:\Board\AGM Minutes\	19
G:\Board\AGM Packs\	21
G:\Board\annual report\	22
G:\Board\audit committee\	37
G:\Board\Board Agenda\	39
G:\Board\Board Documents\	39
G:\Board\Board Minutes\	50
G:\Board\ebulletins\	51
G:\Board\EGM Minutes\	52
G:\Board\EGM Packs\	52
G:\Board>New Trustees Directors induction\	53
G:\Board\PAC Professional Advisory Cttee\	54
G:\Board\PCC Professional Consultative Cttee\	58
G:\Board\personnel committee\	61
G:\Business Plan\	61
G:\ccs\	73

# Appraisal in a Digital World

A6824	FILE	B	C	D	E	F	G	H	I	J	K
1	Filename/filepath	Extension	Size	Date Created	Date Last Modif	Date Last Access	File Vers	MD5 Hash	SHA-1 Hash	SHA-1 Hash	
6803	FILE	Digital Strategic Leadership Paper.doc	doc	46,592	12/11/2007 16:30	12/11/2007 16:30	17/12/2008 09:40	222165C73019C87E5D20DE138D4F90CB	6A4DF29DB4		
6804	FILE	Big Day De-brief.doc	doc	35,328	13/11/2007 16:20	20/11/2007 12:55	17/12/2008 10:06	222A31BD35906ECF8BA92178718AE330	F3F69F5DCE		
6805	FILE	Draft M&G Edu Strat PAC 0204 Jv.doc	doc	59,392	29/10/2008 18:19	29/10/2004 14:19	17/12/2008 10:00	222B11D99F3D7715F887019EB727E70	932B4419AEE		
6806	FILE	Learning Managers Meeting 15 June 06..doc	doc	87,040	14/09/2007 15:05	26/06/2008 17:02	17/12/2008 09:37	22323D127A8E82E0462C86D364A1E3E	6EF9B82B8B		
6807	FILE	Feeling the Width.doc	doc	138,752	1/08/2007 19:03	22/12/2008 18:55	17/12/2008 09:41	2232F4FC8A18ECC3C906042459F2C6A	1046611716B7		
6808	FILE	Accreditations 2007.doc	doc	56,320	21/11/2007 12:18	21/11/2007 12:21	17/12/2008 10:23	2237C7434BC64044EBDCCE82A5D0BAC	56417769D3F1		
6809	FILE	ymla/draft/report-part3@mar.doc	doc	285,696	1/08/2007 18:58	13/03/2008 08:12	17/12/2008 09:36	223BD7B4055733B2928558D4EBDF44F	1ID3F790AF6		
6810	FILE	Health policy Brief.doc	doc	186,880	1/08/2007 19:02	17/05/2008 15:36	17/12/2008 09:41	223E59D6F73DDBD06D476C852DD00444	DOB96480E9		
6811	FILE	Transfer to MLA Control description 10..doc	doc	31,744	11/11/2008 08:27	11/11/2008 08:27	17/12/2008 09:35	2240905E83B4A0B963BE2A76F05E5BA03	3094BA402638		
6812	FILE	SYC Agenda 25Nov04.doc	doc	38,400	17/11/2004 00:03	18/11/2004 09:28	17/12/2008 10:23	22404062C3044E936B633D3EFC659B91	40FAF49E20		
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6815	FILE	SYC Agenda 25Nov04.doc	doc	38,400	24/09/2007 16:46	17/11/2004 00:03	17/12/2008 09:41	22404062C3044E936B633D3EFC659B91	40FAF49E20		
6816	FILE	Framework 4 Future YMLACResponse F	doc	31,744	1/08/2007 18:56	24/03/2004 10:57	17/12/2008 09:35	22462A98F2EAFBA8A8A2B1815IC9AF2	BD8204E1DF		
6817	FILE	PDNet Gen booking form.doc	doc	25,600	1/08/2007 18:50	05/02/2008 10:47	17/12/2008 09:34	22460816FDFA8650A5A7122BC3E95019	F2C5D7FB1		
6818	FILE	PDNet Gen booking form.doc	doc	25,600	1/08/2007 18:50	05/02/2008 10:47	17/12/2008 09:34	22460816FDFA8650A5A7122BC3E95019	F2C5D7FB1		
6819	FILE	Finance assistant.doc	doc	59,392	02/11/2008 13:45	20/09/2008 13:20	17/12/2008 10:02	22AB624DC73EF03308790140BIC0D5	6827477A1B1		
6820	FILE	Teenagers and stories project Yorkshire.doc	doc	26,112	14/09/2007 15:04	11/09/2006 07:48	17/12/2008 09:37	2252E8D75D1300C5822974BFBEADD039A	D63DA46B3F		
6821	FILE	Strategic Commissioning 2004-6 MAP1.doc	doc	31,232	03/05/2008 08:27	29/07/2004 08:50	17/12/2008 10:02	225885D7F6402AADF7C5D12F367D695F7	BC358775D5		
6822	FILE	Strategic Commissioning 2004-6 MAP1.doc	doc	31,232	14/09/2007 15:04	29/07/2004 08:50	17/12/2008 09:33	225895D7F6402AADF7C5D12F367D695F7	BC358775D5		
6823	FILE	CMSC0105Mins.doc	doc	34,816	14/09/2007 15:01	05/01/2005 17:12	17/12/2008 09:33	225CA8D53ABC8E8E0D759122F2E174B	3E7F165B9A5		
6824	FILE	Digital Film Archive for Yorkshire CD A1	doc	45,568	03/12/2008 11:12	19/12/2005 11:34	17/12/2008 09:53	227003FD45E95E44A1CA281261C1537	560EA1E1B15		
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6826	FILE	application ChangeUp.doc	doc	122,380	1/09/2007 09:02	07/01/2005 14:50	17/12/2008 09:39	227B3256710501D0A00C36917EEABC8B	FBAE88CCB		
6827	FILE	Membership Info & Criteria May03.doc	doc	214,528	04/06/2008 10:03	14/05/2008 15:07	17/12/2008 10:24	228251926C83045FBE6C1387EAE0202	BF550689CF		
6828	FILE	07.12.05 notes.doc	doc	24,576	30/05/2008 10:42	07/12/2007 08:29	17/12/2008 09:42	22878BCF6104FE7D8175C4674D878294	9462CFD28C		
6829	FILE	07.12.05 notes.doc	doc	24,576	07/12/2007 09:24	07/12/2007 09:29	17/12/2008 09:42	22878BCF6104FE7D8175C4674D878294	9462CFD28C		
6830	FILE	funding and sustainability PSG paper Sep1	doc	142,848	1/09/2007 08:57	01/09/2006 08:57	17/12/2008 09:36	22894AC579EBAAD72A026A21F5ECADD	320458C2E283		
6831	FILE	Charities Commission Direct initial letter	doc	26,112	07/06/2008 12:08	07/06/2008 13:39	17/12/2008 10:02	228DBAB63705E2AF766A6E0D7F6149	588F1926F47		
6832	FILE	Hubbed notes.doc	doc	33,280	1/09/2007 19:02	05/07/2003 10:32	17/12/2008 09:42	229B4C8748AB4D743853D7635FFD39F63	315F3A1FAF61		
6833	FILE	Agenda 21 May 02.doc	doc	20,992	02/12/2008 17:54	14/05/2002 16:04	17/12/2008 10:00	229D544DC24723593231C5EDC761E	3C8B0BA709		
6834	FILE	Minutes 08.05.doc	doc	59,304	16/06/2008 08:42	17/06/2008 14:40	17/12/2008 09:43	22A06EAB51530C5037005CECEED9B47	6D71706C68C		
6835	FILE	Logistics.doc	doc	24,064	06/03/2006 15:19	06/03/2006 15:19	17/12/2008 10:03	22A19E759C8CF2E54D922B61AFC452	C3EB3517E2F		
6836	FILE	Acord Introduction letter.doc	doc	796,160	11/08/2007 19:11	17/01/2006 09:21	17/12/2008 09:42	22A509F44A4FA33297AE65166B29493	0C3614E163A		
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6838	FILE	Treasurers report re subscriptions.doc	doc	22,528	01/12/2008 16:33	15/11/2001 16:53	17/12/2008 09:59	22A67F8E77CC01362F845E043A96639	10D810E59F5		
6839	FILE	26.05.06 LGPS Consultation Letter.doc	doc	216,624	11/08/2007 19:13	31/05/2006 08:35	17/12/2008 09:46	22A9EF6D00D328CE65168BF6248D19AA	9F50E37B017		
6840	FILE	Item 15 Dates of future meetings.doc	doc	24,576	23/07/2008 17:31	04/03/2004 11:27	17/12/2008 09:53	22B892F6E1F5F028446D408F564B87F	37D18EAF1E		
6841	FILE	Raw minutes 10.3.06.doc	doc	23,968	14/09/2007 14:13	14/09/2007 16:24	17/12/2008 09:42	22B683E2952C3DC58527639D97FC5	722E683E2952C3DC58527639D97FC5		
6842	FILE	A taxonomy of MDO activity and interests	doc	35,840	11/08/2007 19:11	14/05/2007 11:52	17/12/2008 09:44	22C4C849EBEB7EAF9F7300F0FB56A2	B2AA2F85A5		
6843	FILE	lwmevents.doc	doc	20,480	04/11/2008 13:03	02/08/1999 10:43	17/12/2008 09:59	22C8C951007797CEC63143DF1ABE0DF	1E48B871E6E		
6844	FILE	lwmevents.doc	doc	20,480	30/10/2008 13:39	02/08/1999 10:43	17/12/2008 10:22	22C8C951007797CEC63143DF1ABE0DF	1E48B871E6E		
6845	FILE	Performance Review Documentation.l	doc	63,488	11/08/2007 19:13	21/12/2008 10:41	17/12/2008 09:46	22DA1C0E47E7B27E420294DEAD27069A	D803F710FC2		

# Website

Archive-It: Crawl Report [20081202031532930] - Windows Internet Explorer provided by IE7 WY3S

File Edit View Favorites Tools Help

Google G Bookmarks 5 blocked Check AutoLink AutoFill Send to Settings

https://archive-it.org/archiveit/partner/crawl/report/mimeType.seam?accountId=340&crawlJobId=7700

Archive-It: Crawl Report [20081202031532930]

Welcome yorkshire Help Admin Settings Archive This! Templates Logout Reset Password

West Yorkshire Archive Service ARCHIVE-IT ARCHIVING THE INTERNET FOR FUTURE GENERATIONS COLLECT IT, MANAGE IT, SEARCH IT...ARCHIVE-IT

Home Collections Crawls Reports Access Help

MLA Yorkshire One-Time [ID #20081202031532930]

Crawl Report Started: December 2, 2008 3:15:32 AM Completed December 5, 2008 3:34:09 AM

<< Back

Summary Hosts Seed Status Seed Source File Types Download

File Types

The file type report shows how many URLs were captured for each specified file type as well as total byte size of the archived documents.

File Type	Urls	Bytes
text/html	107101	1.4 GB
application/pdf	47	39.74 MB
application/msword	38	8.88 MB
image/jpeg	23	401 KB
image/gif	17	177 KB
text/dtc	6	0 KB

Help on Reports

Archive-It provides four post crawl downloadable reports to assist partners in analyzing and understanding the data that has been archived. The reports can be downloaded as CSV files so they can be easily opened in Excel.

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- [Learn more about the host report](#)
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Internet 100% 17:12

Start > Inbox - Microsoft Outlook Microsoft PowerPoint - [...] Archive-It: Crawl Rep... MLA Yorkshire

Archive-It - <http://www.archive-it.org/>

# Website

MLA Yorkshire - Windows Internet Explorer provided by IE7 WYJS

You are viewing an archived Web site, archived on 3:15:35 Dec 02, 2008, that is part of a collection of archived websites created using [Archive-It](#). The information on this web page may be out of date. External links, forms, and search boxes may not function within this collection. [[hide](#)]

**MLA YORKSHIRE**

MUSEUMS, LIBRARIES AND ARCHIVES

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**Inspiring Yorkshire**

Download the latest edition of our newsletter

Done

Internet 100% 17:13

Start Inbox - Microsoft Outlook Microsoft PowerPoint - [...] Archive-It: Access - Way... MLA Yorkshire MLA Yorkshire - Wind...

# E-Bulletins



This screenshot shows an email from Constant Contact. The subject line is "MLA Yorkshire Cultural Olympiad Update Mar 08". The email body features a pink header with the title and date. Below this is a photograph of a group of people, likely participants in the Olympiad. The main text discusses a briefing for cultural organisations regarding the national framework for the UK Cultural Olympiad for London 2012. It mentions speakers from partner agencies and the agenda will cover progress and opportunities in the region.

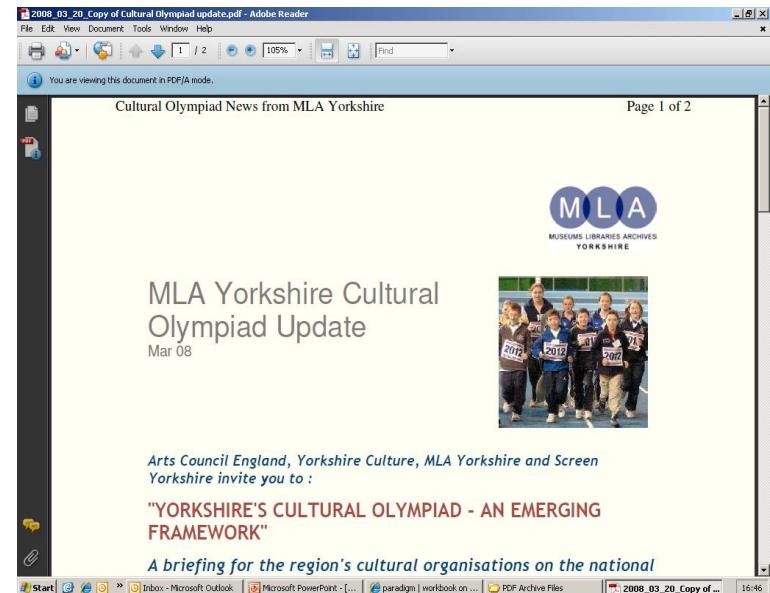
MLA Yorkshire Cultural Olympiad Update  
Mar 08

Arts Council England, Yorkshire Culture, MLA Yorkshire and Screen Yorkshire invite you to :

**"YORKSHIRE'S CULTURAL OLYMPIAD - AN EMERGING FRAMEWORK"**

*A briefing for the region's cultural organisations on the national framework for the UK Cultural Olympiad for London 2012, progress and opportunities in the region.*

The briefing will be led by Tessa Gordziejko, Creative Programmer (Yorkshire) for London 2012 and include speakers from the key partner agencies. The agenda will cover :



This screenshot shows a PDF document titled "Cultural Olympiad News from MLA Yorkshire" on page 1 of 2. The document has a header with the MLA logo and the same title as the email. It includes the same photograph and text as the email, providing details about the briefing and its purpose.

2008\_03\_20\_Copy of Cultural Olympiad update.pdf - Adobe Reader

Cultural Olympiad News from MLA Yorkshire

Page 1 of 2

MLA MUSEUMS LIBRARIES ARCHIVES YORKSHIRE

MLA Yorkshire Cultural Olympiad Update  
Mar 08

Arts Council England, Yorkshire Culture, MLA Yorkshire and Screen Yorkshire invite you to :

**"YORKSHIRE'S CULTURAL OLYMPIAD - AN EMERGING FRAMEWORK"**

*A briefing for the region's cultural organisations on the national*

# Storage & Access

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- Deal with IT department on preservation storage:
  - IT have use of 'electronic records room' in WYAS outstore for mirrored corporate network: IT benefit from enhanced fire & security provisions
  - In return for dedicated SAN volume for archive preservation storage: WYAS benefit from built-in redundancy, IT support & backup
- Access to preservation SAN storage restricted to small number of WYAS staff
- Public access via copies made available on searchroom PCs?
- Enhanced network security provisions under Government Connect programme may affect both ingest and access workflow

# Case Study Lessons

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- Give it a go! Real digital archives, real experience
- Building sustainable, but pragmatic, foundation for handling digital archives
  - Practical knowledge of available tools and services
  - Opportunity to think through practical and technical issues, and devise solutions that are 'good enough'
- Processing a hybrid archive is particularly instructive:
  - Highlights (dis-)continuities between steps required to process digital archives and traditional archival workflows
  - Adapting current procedures and creating new documentation (eg digital deposit forms; guide to using FTK Imager for digital archive collection)
  - Helps to re-assert the importance of the cultural factors/interpersonal skills in archival preservation (eg depositor liaison, privacy concerns) versus technical/technological proficiencies
- Still lots of decisions to be made:
  - Work to date has maintained access for the present – now need to consider preservation for the future
  - Migration – On obsolescence? On request? Mostly contemporary office formats, so can afford to delay intervention?

Society of Archivists

Digital Preservation Road Show

# Any Questions?

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