High-level workflow development

Appraisal, transfer, processing, storage

Institutional context

Goals of the workflow

Appraisal, transfer, processing, storage
Acadia University

- Located in Wolfville, Nova Scotia in the Annapolis Valley
- Approximately 4,000 students
- Primarily undergraduate institution
Archives & Special Collections

Three archival collections
- University records
- Private records about the history and culture of the Annapolis Valley
- Atlantic Baptist Archives

Special collections
- 27 collections
- 50,000 titles
Archives & Special Collections

Staff
• Digital Archivist (me) started August 2023
• Archivist
• Archives Coordinator
• Archives & Special Collections Assistant

Digital records program
• AV material inconsistently identified in database
• Storage of digitized documents on old hard drives
• Limited capacity to care for born digital records
Workflow development

• Starting point to guide work
• High level understanding, goal to find tools that will fit the workflow, not workflows for a particular tool
• Communication tool to help stakeholders understand my work
• Road map to identify needs
• Goal: As straightforward and simple as possible
1. Appraisal
2. Transfer
3. Processing
4. Storage
1. Appraisal

- Information about accepted file formats
- Information on the types of records we collect
- Donor digital materials survey
- Deed of gift/transfer agreement
2. Transfer

- Transfer and packaging instructions
- Equipment for physical media transfers
- Virus scanning procedures & cybersecurity

*Flowchart showing the process of transfer.*
3. Processing

- Tools for checksums, normalization, file format identification
- Metadata requirements
- Format and specifications for packaging for storage
4. Storage

- Long term storage location and capacity
- How and how often to monitor for fixity
- How will bags be packed for storage
Takeaways

• Iterative workflow development as a tool to build a digital preservation program
• Identifies areas in need of policies, workflows, tools, and resources
• Many more workflows to come!

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