



# Pre Ingest workflows built for Queensland State Archives

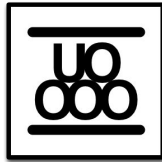
Gaia Resources

2 March 2023

# Introductions

Hello, I am Sarah!

- Who is Gaia Resources
  - Designed and built the QSA AMS and DPS with our partners
- Who are the partners - HM, RKI, Artefactual
- The QSA system is being designed for large scale, BAU, legacy and agency transfers.
- Because of this...
  - Focus on handling of digital material already in hand at Queensland State Archives
  - Turnaround time back to agencies if problems in files is paramount



# Workflow

## LEGEND

ArchivesSpace

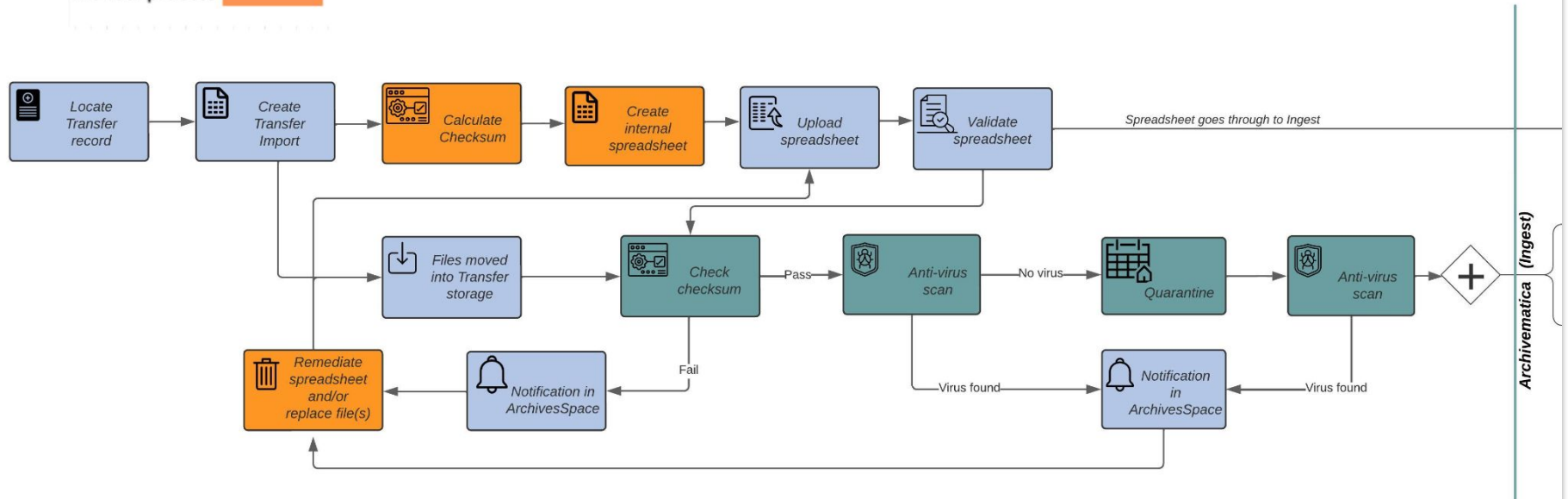
Archivematica

Manual process



## Internal Transfer Workflow

Gaia Resources | Feb 27, 2023



# Import spreadsheet

Duplicates:

## Import Spreadsheet

[Download Template](#)

Spreadsheet file

[Replace current file](#) [Remove current file](#) [Click to open in new window](#)

Spreadsheet Status

Valid

Validation Report

Warnings

Sheet: Records to Create, Row: 3, Column: Checksum

- contents of file (3.5GB.bin) also appear in IMP8 as 3.5GB.bin
- contents of file (3.5GB.bin) also appear in IMP9 as 3.5GB.bin

Errors:

## Import Spreadsheet

[Download Template](#)

Spreadsheet file

[Replace current file](#) [Remove current file](#) [Click to open in new window](#)

Spreadsheet Status

Errors detected

Validation Report

Errors

Sheet: Records to Create, Row: 3, Column: Parent QSA ID (ITM, ROW)

- ROW must refer to an ITM

Sheet: Records to Create, Row: 4, Column: Parent QSA ID (ITM, ROW)

- Parent column not valid: Not a valid row reference: 'ROW#3'. A row reference must be a valid row number
- Invalid QSA ID (ROW#3)

Sheet: Records to Create, Row: 5, Column: Parent QSA ID (ITM, ROW)

- is a required field for DR\_ATTACH record types

Sheet: Records to Create, Row: 6, Column: Start Date (YYYY, MM/YYYY, DD/MM/YYYY)

- is a required field for P0 record types

# Buckets and security

Digital Files

This record is **unlocked** for file uploads

Lock record

The quarantine period will restart automatically if files are added or replaced.

Sort by

Date uploaded

Limit to

All files

Apply

Reset

9 matching entries. Showing page 1 of 1

File name	Size (bytes)	Date uploaded	Status	
SampleVideo_1280x720_1mb.mkv	1,052,413	18/07/2022, 15:06:01	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:11:01</div>	<div>Delete</div>
RAW_PENTAX_K200D.PEF	11,849,946	18/07/2022, 15:06:00	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:11:00</div>	<div>Delete</div>
pepperbox-poppy.png	3,448,057	18/07/2022, 15:05:48	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:48</div>	<div>Delete</div>
ornamental-onion.png	4,336,238	18/07/2022, 15:05:45	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:45</div>	<div>Delete</div>
BigTeen Short1.mp3	647,296	18/07/2022, 15:05:40	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:40</div>	<div>Delete</div>
Club-Report.doc	54,272	18/07/2022, 15:05:40	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:40</div>	<div>Delete</div>
article.pdf	672,708	18/07/2022, 15:05:39	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:39</div>	<div>Delete</div>
abroadcranethoma00craniala_0014.jpg	821,237	18/07/2022, 15:05:37	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:37</div>	<div>Delete</div>
&_ampersand.txt	5	18/07/2022, 15:05:36	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:10:36</div>	<div>Delete</div>

Add or replace files

Digital Files

This record is **locked** for file uploads

Unlock record

Files cannot be added or replaced while the record is locked.

Sort by

Date uploaded

Limit to

All files

Apply

Reset

9 matching entries. Showing page 1 of 1

File name	Size (bytes)	Date uploaded	Status	
SampleVideo_1280x720_1mb.mkv	1,052,413	18/07/2022, 15:06:01	<div>Under quarantine</div> <div>Quarantine End: 18/07/2022, 15:11:01</div>	
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# Antivirus

## Basic Information

Identifier **IMP128**

Status **IN PROGRESS**

S3 Bucket transfer-37409893929d40787b5f98485606ec9a

Transfer **T6706 The Workshops Rail Museum - Glass Plate Negatives Collection**

Quarantine Status **Under quarantine**

Quarantine End 17/02/2023, 17:33:46 **0d 0h 0m 28s**

## Digital Files

Add or replace files









 This record is **unlocked** for file uploads

 **Lock record**

The quarantine period will restart automatically if files are added or replaced.

Sort by **Date uploaded** Limit to **All files** **Apply** **Reset**

5 matching entries. Showing page 1 of 1

File name	Size (bytes)	Date uploaded	Status	
Nemastyllis_geminiflora_Flower.PNG	2,050,617	19/07/2022, 10:57:23	<b>Pending final virus check</b>	 <b>Delete</b>
oakland03.jp2	527,345	19/07/2022, 10:57:23	<b>Pending final virus check</b>	 <b>Delete</b>
inside_cover.jpg	40,336	19/07/2022, 10:57:20	<b>Ready for ingest</b>	 <b>Download</b>  <b>Delete</b>
cover.jpg	37,658	19/07/2022, 10:57:19	<b>Ready for ingest</b>	 <b>Download</b>  <b>Delete</b>
back_cover.jpg	39,948	19/07/2022, 10:57:19	<b>Ready for ingest</b>	 <b>Download</b>  <b>Delete</b>

Add or replace files

# ArchivesSpace



## Checklist

- ☐ File upload completed
- ☐ Spreadsheet check valid
- ☐ Checksums valid
- ☐ First anti-virus check completed
- ☐ Quarantine completed
- ☐ Second anti-virus check completed
- ☐ Processing started
- ☐ AIPs replicated
- ☐ Metadata imported
- ☐ Import successful

# Thank you

For any questions or queries, please contact

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