
Storing local copies as AIPs?

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DPC Americas Member's Forum

April 2025



Agenda

- Background / brief overview of our digital preservation program
- Next Steps
- Question: *Is storing a preservation master copy in Cloud + a preservation master locally sustainable or not recommended for a medium sized academic archive?*
- Discussion

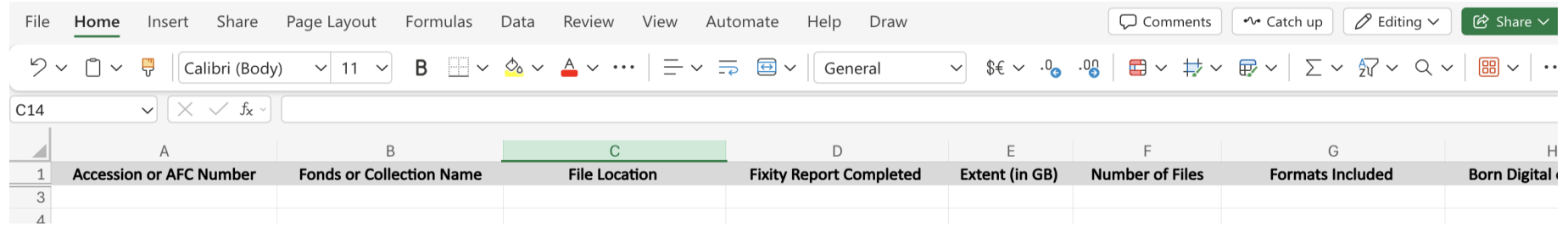
Background

- AIP = Archival Information Package
- Digital records = born digital archival records
- I'm not an expert! Just looking for advice!
- The challenge: build the infrastructure for acquisition and ingest of digital records
- Figure out what 'Good Practice' for storage technologies means for our team

2022:

Content Audit

Register of Born Digital Archival Records



	A	B	C	D	E	F	G	H
1	Accession or AFC Number	Fonds or Collection Name	File Location	Fixity Report Completed	Extent (in GB)	Number of Files	Formats Included	Born Digital
3								
4								



2023:

Business Case for Hardware + Software



Request by: Lisa Lawlis, March 29th, 2023

Business Case for Born Digital Archival Records Software and Hardware for Archives and Special Collections

Introduction

To meet requests from internal and external donors, Archives and Special Collections (ASC) is requesting software and hardware to process and preserve born digital archival records. With Western Libraries'

Born Digital Archival Records Infrastructure Project

Project Plan

Name	Subitems	Lead	Status	Date Completed	Notes
Workflow for Ingesting Born Digital Records		Lisa Lawlis	Done	2023-02-28	
New server for BDAR		Lisa Lawlis	Done	2024-03-01	
Software and Hardware (including processing computer) for BDAR		Lisa Lawlis	Done	2024-07-16	
Discussion on Storage					
Guidance for Born Digital Archival Records					
How are donors selected?					
What is the checklist we should give to donors?	File transfer/Acquisition policy + workflows Preferred File Format guide Policy for handling sensitive or personal information in born digital archival records Criteria for disk imaging FAQ for Donors Second location for acquisition documentation Technical metadata schema for acquisition and ingest of born digital archival records Physical carrier policy Encryption policy + workflows	Lisa Lawlis	Policy Done, Presenting to team for approval	2024-12-02	
Presentation of Guidance (workflows)	Opportunities for team feedback + presentation of documentation	Lisa Lawlis	Policy Done, Presenting to team for approval		
Archivist Training	Team training on collections management for born digital archival records (full day 'retreat' or workshop to walk team through proposed workflows and plan)	Lisa Lawlis	On going/making great progress		Series of sprint meetings to 'chunk' out content and decisions, focus is on creating policy documentation
Plan for moving BDAR from L Drive to New Server		Lisa Lawlis	Not Started		
Summary Report of Work Completed		Lisa Lawlis	Not Started	2025-05-06	
Analysis of Records in Glacier Storage		Lisa Lawlis	Not Started	2025-01-14	
AV Preservation Working Group	What are our "target preservation formats" for video + film? Standards for AV digitization, Project Plan for Custom Storage Shelving Project for Film Reels	Lisa Lawlis	Not Started	2025-02-04	Requires team and management approval

Project plan

Template from Monday.com



My lists

Ingest Workflows ★ 🕒



All Items ▾



+ Add view



Title

Action

Recommended Tool



Pre-Ingest

Connect external media to a non-networked computer and scan for viruses

Virus software

Pre-Ingest

Run a file manifest and fixity report and store on Desktop (will be moved later)

DROID, Checksum algorithms MD5 and SHA-256

Pre-Ingest

Create a copy of the records and copy to one our external media, store copy of transfer log on Desktop (will be moved later)

TeraCopy

Ingest Prep

Create a processing folder on the Desktop of the Processing Computer and title it with the Accession Number, create two folders within the folder - one for 'Objects' and one for 'Metadata'

'Metadata' folder is for the technical and preservation metadata for the born digital records

Ingest

Connect our external media copy to the Processing Computer using the Write Blocker

Digital Intelligence Write Blocker

Ingest

Run a virus scan on the records

Virus software

Ingest

Create a copy of the records in the processing folder and store transfer log in the 'Metadata' folder as a .txt record

TeraCopy

Ingest

Generate a file manifest and fixity report and store in the 'Metadata' folder as a .csv file

DROID, Checksum algorithms MD5 and SHA-256

Ingest

Create a copy of the DROID & TeraCopy documents from the non-networked computer and run a virus check on the Processing Computer, move the documents to the processing folder in the 'Metadata' folder

2024:

DPC RAM

Environmental scan and research into Cloud storage – how does Cloud storage monitor and check fixity?

Project plan for 7+ TB of ad hoc and special project digitized Audio-Visual (AV) records – what is the best storage technology for AV records?

Do other archives keep high resolution AV preservation copies in Cloud storage and a local high resolution preservation copy (in addition to keeping a local access copy)?

<http://doi.org/10.7207/twr20-10>

Pragmatic Audiovisual Preservation

Ashley Blewer



**DPC Technology Watch
Report**
October 2020



Preserving Moving Pictures and Sound

Richard Wright

DPC Technology Watch Report 12-01 March 2012

Series editors on behalf of the DPC
Charles Beagrie Ltd.



Principal Investigator for the Series
Neil Beagrie



DPC Technology Watch Series



2025:

Digital Preservation Policy

Documentation

Actually "doing" digital preservation (scary thought!)

The screenshot shows the Digital Preservation Coalition (DPC) website. The header is dark green with the DPC logo and the text "Digital Preservation Coalition" on the left, and navigation links "ABOUT NEWS DIGITAL PRES" on the right. Below the header is a white sidebar with a grey background for the active section. The sidebar contains the following items: "Also in this section" with a link to "What is digital preservation?"; "Discover Good Practice" with links to "Get help with your digital preservation", "Dedicated Support for Members", "DPC Consultancy" (highlighted), "Digital Preservation Handbook", and "Technology Watch". The main content area is white and features the text "ENHANCED BY Google" and a breadcrumb trail: "Home > Digital Preservation > Discover Good Practice > DPC Consultancy". The main heading is "DPC Consultancy", followed by a paragraph: "The Digital Preservation Coalition provides expert digital preservation consulting and non-members. Our team offers guidance and support across key areas of c". Below this is a bulleted list: "• Maturity modeling", "• Policy and strategy development", "• Forward planning", and "• Bespoke digital preservation advice".



Workflow

- Virus check
- Process with forensic software + hardware
- File format validation + preservation planning
- Send a copy to our Cloud platform which includes ingesting into Archivemataca, AIP is stored in Cloud platform
- Send a copy to our BDAR Sever
 - Should the local copy be bagged?
 - Should the local copy also be the AIP from Archivemataca?
 - Is this too much to have a local copy and a copy in a preservation Cloud platform?

Next Steps

- Digital Preservation Policy
- Policy for Preservation Planning for File Formats
- Ingesting digital records and digitized AV into storage technologies following policies and procedures

"Don't make it overly proprietary"

"Use open-source software for packaging"

"Use a standard that you will use over the next decade"

"How easy would it be to migrate to a new format?"

"How easy is it to scale the change?"

Question

- After environmental scans and research, I am recommending for our team to use Cloud storage + on premise copy for preservation masters of digital records
- This may not be scalable, but is it recommended to have a local copy?
 - If so, is it recommended to have the local copy bagged via Archivematica or an Open-Source bagging software?



Discussion

If using a preservation Cloud Storage platform, is a local onsite copy needed?

If you are storing a local copy, are you packing it through Archivemata or Bagging software?

Is LTO recommended if also using Cloud storage?

Is a preservation master stored in a Cloud platform enough for born digital archival records?

Conclusion

- “Remember that the recommendations are meant to be flexible, and adapted to the unique situation that each organization doing preservation work finds itself in.”
[Pragmatic Audio-Visual Preservation, DPC Technology Watch Report](#)
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