

# Ingesting the Born-Digital Records of 'This is Croydon' - London Borough of Culture 2023-2024

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Rachel Stevenson, Digital Archivist, Croydon Archives



# Introduction

- Croydon Archives awarded National Lottery Heritage Fund (NLHF) Dynamic Collections funding in October 2023.
- The NLHF Dynamic Collections campaign aimed to help collecting archives become more resilient, to open up their collections and help to bring to life the stories of people and communities across the UK
- Key objectives of the digital strand were:
  - Implementing a new digital preservation system, strategy and workflows
  - **Archiving the records of Croydon's London Borough of Culture year**
  - Improving transfers of digital records from Council departments to Croydon Archives
  - Setting up kiosks in the Central Library building to allow the public to access our digital collections

Dynamic Collections project began in January 2024, with the digital strand led by a Project Digital Archivist role.



# What is London Borough of Culture and what did we want to achieve?

- London Borough of Culture was launched by the Mayor Sadiq Khan in 2017 – £1.3 million funding for a year long programme of cultural activities
- Croydon Council was awarded the London Borough of Culture title for 2023 – 2024 – their programme became ‘This is Croydon’, and was a year of music, theatre, dance, poetry, art, food, heritage and more, involving over 100 creative partners from across the Borough
- Our project started in January 2024, with the Borough of Culture year ending in March 2024 – it was our goal to ensure that the story of this historic year was comprehensively documented and made accessible for future generations
- We were told to expect a significant number of digital records from previous archivists involved in their Borough of Culture years
- Had to both establish capacity to transfer, preserve and make accessible this significant digital collection, whilst simultaneously liaising with the creative partners involved to ensure we were able to locate and transfer the records!
- No one central process or location for records of ‘This is Croydon’ – Council records on SharePoint, delivery partner records held across whatever platforms they chose to use and saved in a variety of file formats.



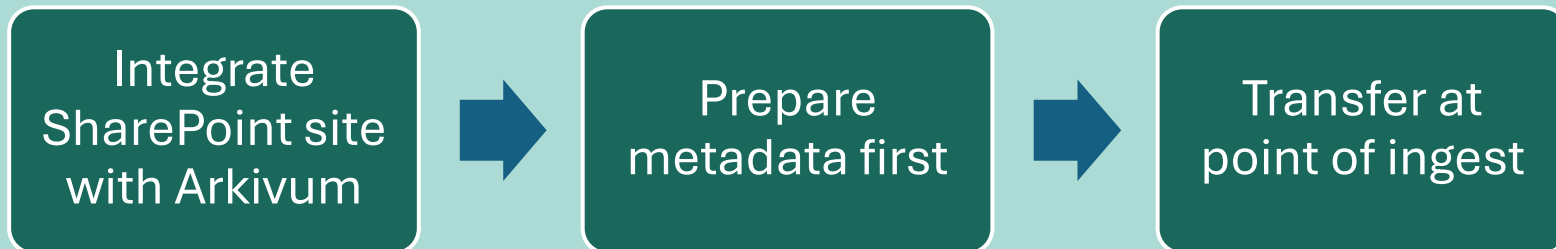
# Setting up the infrastructure

- Procured Arkivum digital preservation system in May 2024
- Digital preservation workstation, including a non-networked PC for external transfers of digital records from hard drives or USBs
- Downloaded DROID and TeraCopy
- Purchased an external hard drive to store back-up copies of digital records before ingest
- Worked with Arkivum and Croydon Digital Service to establish SharePoint and AtoM integration
- Set up a temporary network drive with Croydon Digital Service
- Updated the Croydon Archives Donation Agreement with sections for digital records
- Introductory comms and survey sent to LBoC delivery partners – info gathering on file formats, storage methods, size of collections
- Consultation sessions and visits to delivery partners
- One pager as well as more in-depth guidance written for delivery partners on how to organise records for transfer

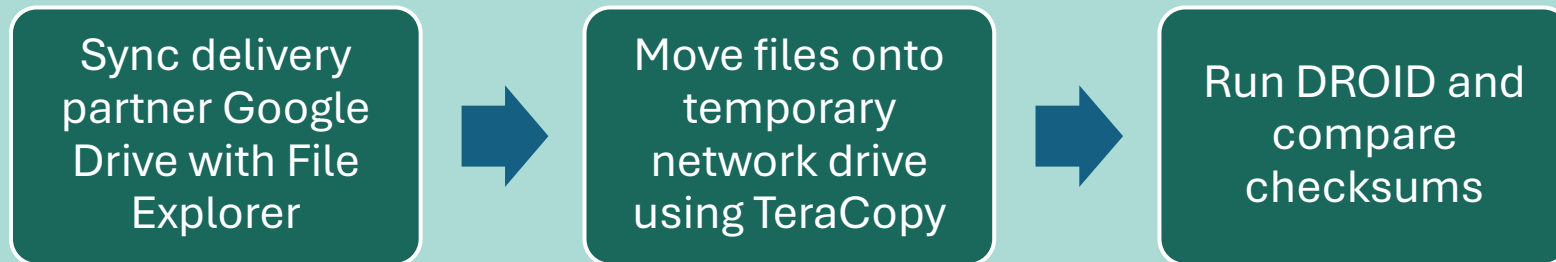


# Transfer Workflows

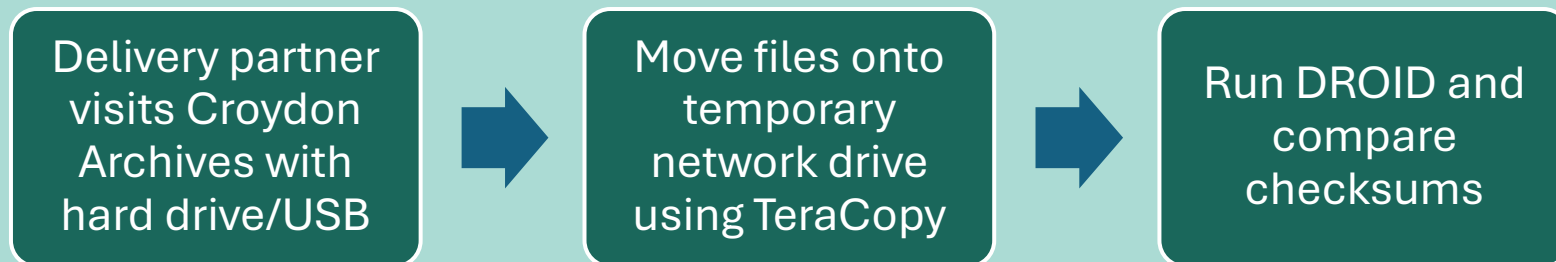
- **SharePoint**



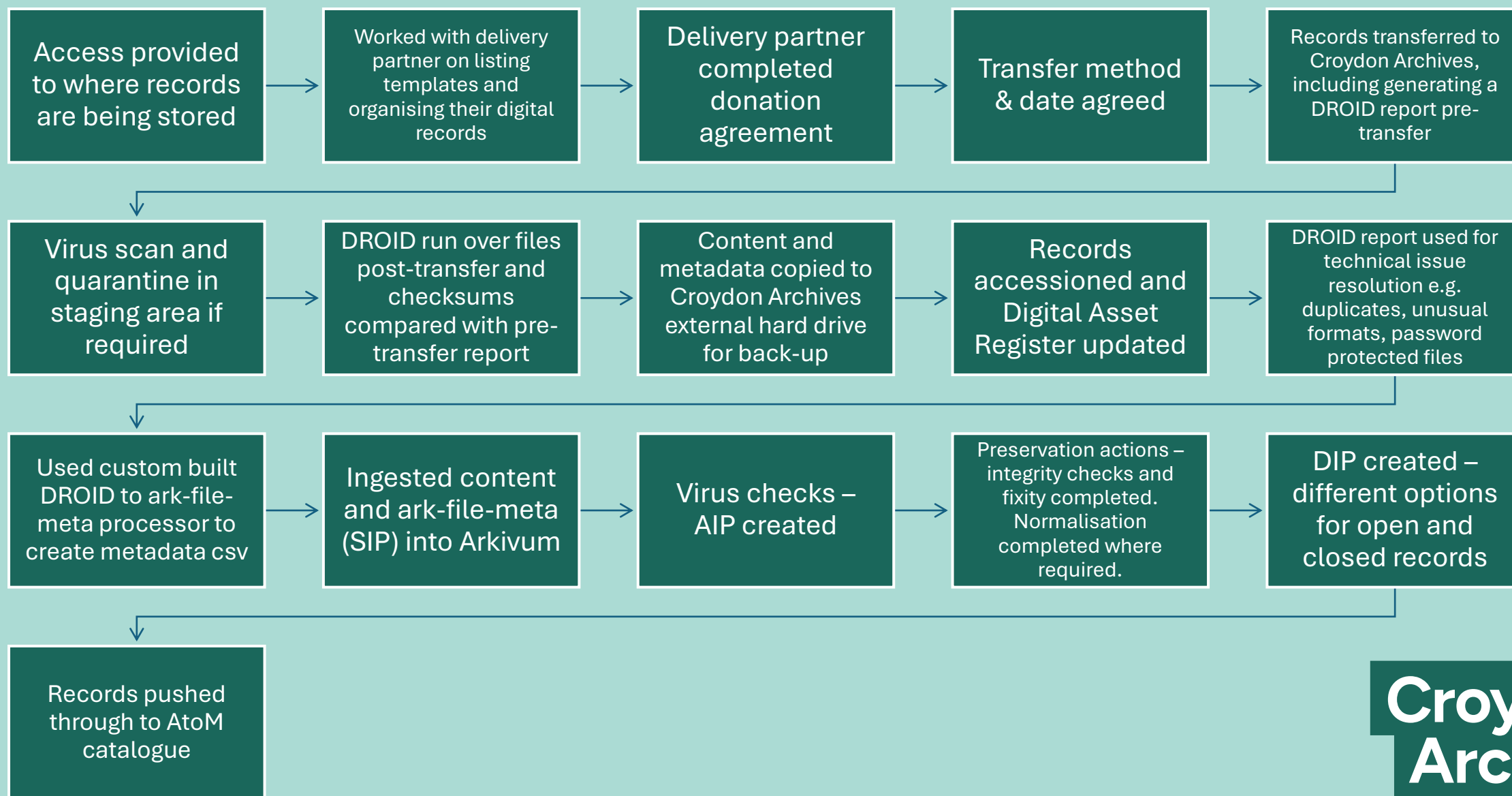
- **Google Drive**



- **Hard Drive or USB**



# Metadata and Ingest Workflow



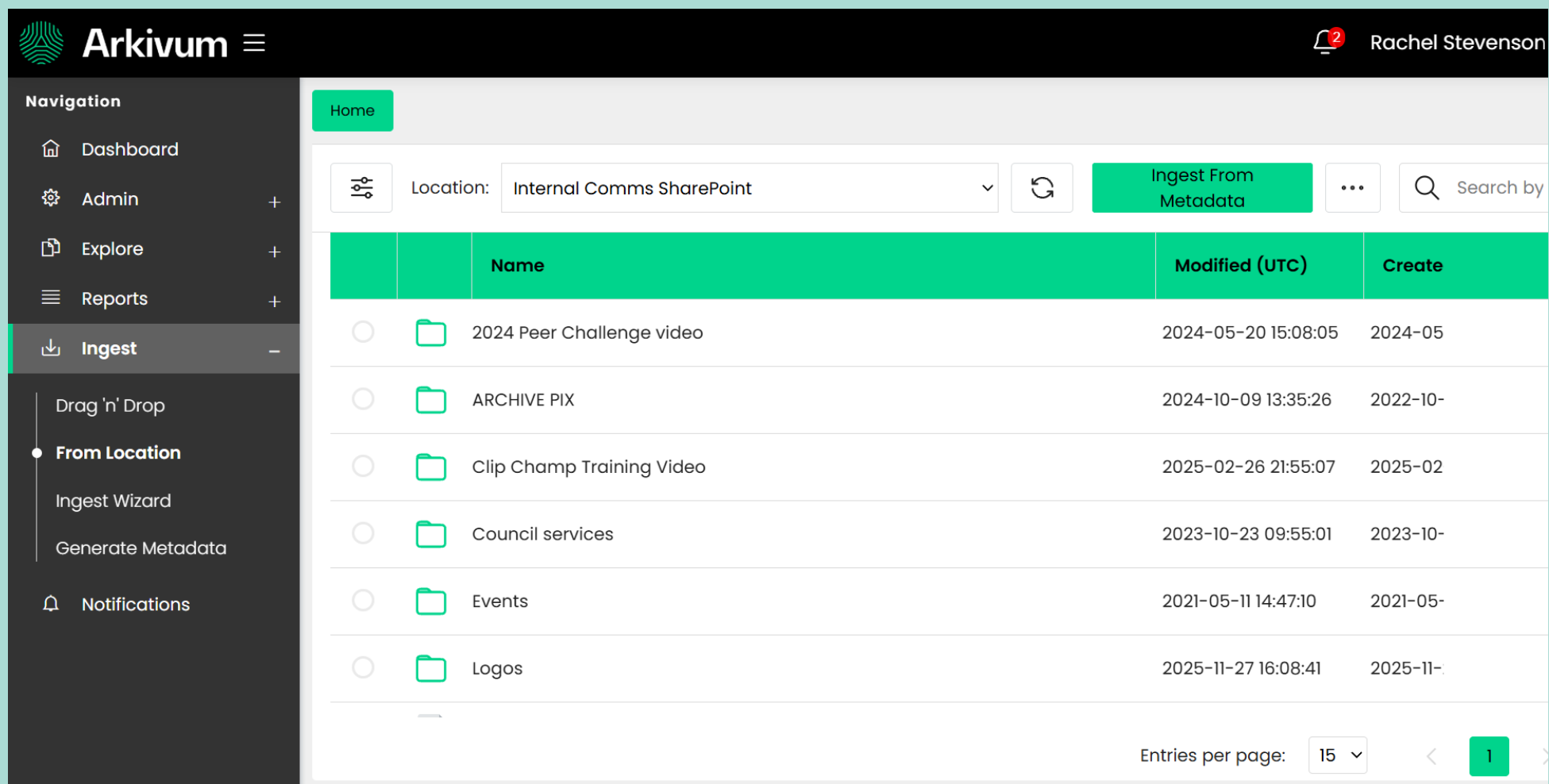
# DROID to ark-file-meta processor – meta settings

3	Root identifier * <i>isadg.identifier</i>	AR1248/1/1/5
4	Identifier start @ (number) * Start number for immediate child folders of the Root identifier (above): <i>isadg.identifier</i>	1
5	Do <b>NOT</b> display FILES with the following extensions in AtoM Note: Please specify extensions without dots (comma separated)	css,DS_Store,htm,html,ini,LNK,mht,msg,rtf,txt
6	Do <b>NOT</b> display these FOLDERS in AtoM <b>NOTE:</b> ALL child folders will also be excluded for any listed here (comma separated)	
7	AtoM parent <i>slug</i> for top-level objects <i>parent_slug</i>	padlet
8	Identifier separator (character) * <i>isadg.identifier</i>	/
9	Append to Identifier for files not uploaded to AtoM * <i>isadg.identifier</i>	-file
10	Access conditions statement <i>isadg.accessConditions</i>	Open
11	Reproduction conditions statement <i>isadg.reproductionConditions</i>	Credit: The Young Archivists project was facilitated by Francesca Telling and co-designed with ten young people. Copyright owner: Croydon Archives. To request permission to reproduce this item, please contact: <a href="mailto:archives@croydon.gov.uk">archives@croydon.gov.uk</a>
12	Creator name * <i>isadg.eventActors</i>	Francesca Telling
13	Repository name * <i>isadg.repository</i>	Arkivum
14	Repository identifier * <i>isadg.institutionIdentifier</i>	352
15	Levels of description for <b>folders</b> * (comma separated) MUST be present in AtoM's Levels of description taxonomy: <i>isadg.levelOfDescription</i>	File

# DROID to ark-file-meta processor – 'ark-file-meta.csv'

	A	B	C	D	F	G	H	I	J	K
1	id	parent id	type	id display name	atom.donotload	isadg.identifier	isadg.levelOfDescription	isadg.accessionNumber	isadg.title	isadg.eventActors
	3C7E44FCA36F390220206		0	Padlet - Young Archivists workshop programme	FALSE	AR1248/1/1/5/2	Item	A1248	Padlet - Young Archivists workshop programme	Francesca Telling
2										
	1F509FBE2BB4199E695C6		0	Padlet - Young Archivists X A Collective	FALSE	AR1248/1/1/5/3	Item	A1248	Padlet - Young Archivists X A Collective	Francesca Telling
3										
	39F8BD131A221DA7206E4		0	Young Archivists workshop programme padlet	FALSE	AR1248/1/1/5/4	Item	A1248	Young Archivists workshop programme padlet	Francesca Telling
4										
	2514A4490BA2759C37682		0	young-archivists-workshop-prog	FALSE	AR1248/1/1/5/5	Item	A1248	Young-archivists-workshop-prog	Francesca Telling
5										
	2E4783256799C9D66C376		0	young-archivists-x-a-collectiv	FALSE	AR1248/1/1/5/6	Item	A1248	Young-archivists-x-a-collectiv	Francesca Telling
6										
	A Collective padlet.j	F774293D5C1BF7C774696	F							
	Padlet - Young Archiv	3C7E44FCA36F390220206	F							
	Padlet - Young Archiv	1F509FBE2BB4199E695C6	F							
	Young Archivists work	39F8BD131A221DA7206E4	F							
	young-archivists-work	2514A4490BA2759C37682	F							
	young-archivists-x-a-	2E4783256799C9D66C376	F							

# Arkivum Ingest Workflow – Finding the Records



The screenshot displays the Arkivum web interface. The top navigation bar includes the Arkivum logo, a user profile for Rachel Stevenson with a notification badge, and a 'Home' button. A left-hand navigation menu is visible, with 'Ingest' selected. The main content area shows a search filter for 'Internal Comms SharePoint' and an 'Ingest From Metadata' button. Below this is a table of records with columns for Name, Modified (UTC), and Create.

	Name	Modified (UTC)	Create
<input type="radio"/>	2024 Peer Challenge video	2024-05-20 15:08:05	2024-05-
<input type="radio"/>	ARCHIVE PIX	2024-10-09 13:35:26	2022-10-
<input type="radio"/>	Clip Champ Training Video	2025-02-26 21:55:07	2025-02-
<input type="radio"/>	Council services	2023-10-23 09:55:01	2023-10-
<input type="radio"/>	Events	2021-05-11 14:47:10	2021-05-
<input type="radio"/>	Logos	2025-11-27 16:08:41	2025-11-

At the bottom right of the table area, there is a pagination control showing 'Entries per page: 15' and a page indicator '1'.

# Arkivum Ingest Workflow – Ingest, Preservation and Upload to AtoM

**Navigation**

- Dashboard
- Admin +
- Explore +
- Reports -**

**Audit Trail**

- Ingest
- Preservation
- Normalisation
- AtoM DIP Upload
- Hold
- Unhold
- Reparenting
- Export
- Deletion

Icon 1	Icon 2	Column 1	Column 2	Column 3
		rachel.stevenson@...	ENTITY_PRESERVATI...	Preservation Completed f... /Croydon Archives ...
		rachel.stevenson@...	ENTITY_PRESERVATI...	Preservation Completed f... /Croydon Archives ...
		rachel.stevenson@...	PRESERVATION_CO...	Preservation Completed C_AR1248/1/1/5 - Y...
		rachel.stevenson@...	OBJECT_FIXITY_CH...	Fixity /Croydon Archives ...
		rachel.stevenson@...	OBJECT_FIXITY_CH...	Fixity /Croydon Archives ...
		rachel.stevenson@...	OBJECT_FIXITY_CH...	Fixity /Croydon Archives ...
		rachel.stevenson@...	OBJECT_FIXITY_CH...	Fixity /Croydon Archives ...

Entries Per Page: 20 < 1



## Where we are now

- All digital records pushed through to AtoM, with either a preview or just a catalogue record
- Collection is ready to go live, pending review of files by Council senior management
- The collection includes a comprehensive and broad range of over 22,000 documents, photographs, videos and other creative outputs
- The records will be available for all to search, browse and explore, alongside a set of highlights pages and finding aids to help navigate the collection
- Technology and workflows established for the preservation of born-digital records, which can be used for future digital collections.

Croydon BID	650
Croydon Music and Arts	569
Museum of Croydon	524
Shaniqua Benjamin	498
A Little History of the Sikhs	302


  

Level of description	
All	
Item	19336
File	13

Media type	
All	
Image	15410
Text	1988
Video	1301
Audio	532
Other	118

Identity area	
Reference code	LBOC/1/1/6/1/12/1/7/11
Title	Remix LBOC Croydon 22 March 2024@Vipul Sangoi 0640 3600px
Date(s)	September 2024 (Creation)
Level of description	Item
Extent and medium	1 digital item

# Challenges and Lessons Learned

## Challenges

- Setting up digital preservation from scratch whilst collecting a significant collection
- Finding consistent approach to transfers from LBoC delivery partners when they all had different approaches to creating/storing records
  - Copyright and data protection
- How to promote a born-digital collection online - how to make this interesting and engaging

## Lessons Learned

- We had dedicated resource on the project, but the success of the work also dependent on other people having time and resource available
- Archiving needs to be on the agenda long before a large cultural infrastructure project starts
- Ingest and digital preservation workflows and processes take a huge amount of trial and error
- Things always take longer than expected!

**Thank you for  
listening! Any  
questions?**

**Rachel Stevenson, Digital Archivist Croydon  
Archives**  
[rachel.stevenson@croydon.gov.uk](mailto:rachel.stevenson@croydon.gov.uk)

**Croydon  
Archives**