

# Archiving Michigan State University's Website: Appraisal, Inventory, and Selection of University Web Properties

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**Abstract:** Michigan State University (MSU) recently contracted with the Internet Archive to preserve MSU's web properties using Archive-IT. In anticipation, the University Archives undertook a research project with intern Julia Corrin to inventory and analyze MSU websites, survey records creators, and develop selection criteria and new records retention schedule for MSU web sites. The poster includes the results of the inventory and survey and discusses MSU's new website collecting plan and retention schedule.

## About the authors:

**Ed Busch** is the Processing Archivist at the University Archives & Historical Collections at Michigan State University since 2008. Ed earned his MLIS and Graduate Certificate in Archival Administration from Wayne State University in 2007. Ed works closely with MSU's two medical schools to transfer their historical paper and electronic records to the archives. Ed's other work includes leading the university's effort to transcribe and digitize their civil war collections as part of the Civil War Sesquicentennial in 2010; implementing the Archive-It application to capture the university's web sites and online serials; coordinating the migration from the DOS -based MicroMARC to Archivists' Toolkit for collection management; and working with University Archives web sites including their main site; Facebook; and MSU's beta Policy Repository. Ed has a B.S. in Fisheries from Humboldt State University and many hours of course work in Computer Science. Prior to becoming an archivist, Ed worked in Aerospace and Information Technology for 17 years.

**Julia Corrin** is an MSI candidate at University of Michigan's School of Information, with a focus on archives and digital preservation. She received her BA from Carleton College in American Studies. She recently participated in an IMLS sponsored internship in digital preservation with Michigan State University and completed internships this summer at the National Archives in Chicago and the Center for Legislative Archives in Washington, DC.

**Cynthia Ghering** is director of the University Archives and Historical Collections at Michigan State University. Prior to MSU, Cynthia was the Assistant Director of Curatorial and Collections Services at the Ohio Historical Society. In 2008, Cynthia helped organize an electronic records forum: *Managing University Digital Assets and Resources: Collaborative Approaches and Persistent Challenges* for the Big Ten universities. Cynthia co-authored an EDUCAUSE research bulletin, *Electronic Records Management: Today's High Stakes*, based on the conference. In 2009, the University Archives was awarded an NHPRC grant to build a prototype electronic records archive for records created by MSU's Registrar's Office. In 2009-10 Cynthia led a year-long, university-

wide project to identify current digital asset management efforts, analyze existing repositories on campus and recommend future steps. Based on this work, Cynthia co-authored *Digital Curation Planning at Michigan State University* for Library Resources & Technical Services. Cynthia received a BA from Western Michigan University and MS in Information from the University of Michigan in 1999.