Accessioning born-digital records

1. Obtain access to the donor/case/working file and any other documentation that will provide contextual information, provenance, restrictions, etc. It is recommended to make digital scans of relevant documentation when feasible and place within the "metadata" folder (mentioned below) for each accession
2. Create a unique accession number composed of the following: AVD.[abbreviated version of the collection creator's name].[accession year].[sequential number of accession for individual collection and individual year]. Example: The second accession from Avon during 2012 — AVD.AVON.2012.002
3. Create an accession folder on the DATA1 server in the "Digital_Records" directory for each accession labeled with its unique accession number. Within the accession folder, create three folders, one labeled "metadata", one labeled "diskimage", and one labeled "files"
4. Create an accession record in Archivist's Toolkit (AT) with the unique accession number and any relevant gathered during step 1# above
5. In AT, link the accession record to any existing resource records (finding aids) the accession will be part of i.e. in the case of hybrid collections or accruals to existing processed/in process collections
6. Transfer the electronic records to the Digital Collections Department via physical media or FTP.
   - Write-block physical media (external hard drives, thumb drives, CDs, DVDs) during file transfer to DATA1 server. [DATA1 is backed up offsite]
   - When write-blocking floppy disks and similar media types, manually write-block by moving upper tab to the open position prior to putting into drive.
   - Use md5 to create checksums
   - For electronic records transferred via FTP, use an application with SSH protocol that generates a checksum prior to and upon transfer (i.e. WinSCP)
   - Scan for viruses, spyware, and adware on physical media prior to transfer and save the log to the accession's "metadata" folder
   - Using an application like AccessData's FTK Imager, create an Advanced Forensic Format (AFF) disk image for data on physical media. Place in "diskimage" folder
7. If an accession contains more than one piece of media, create separate sub-folders within the accession's primary directory labeled with the unique identifiers for each piece of media. Example: AVD.AVON.2012.002 — AVD.AVON.2012.002.001, AVD.AVON.2012.002.002, AVD.AVON.2012.002.003
8. Photograph each piece of media and save to its corresponding "metadata" folder

*Only AVD staff should be authorized to write, move, and delete individual files
*This process is to be conducted prior to the ingest of any born digital content into Preservica.

NEXT STEP: Processing prior to SIP Creation and Preservica ingest

Processing E-Records (prior to ingest)

1. Use an application like TreeSize or AccessData FTK to record detailed information on content and format for the Archivist Toolkit accession record.
2. Weed out duplicate files (files with <u>identical checksums</u>, not necessarily identical file names) using a program like md5, TreeSize, or AccessData FTK. This step is optional depending on the size of the collection. It may be necessary to eliminate this step for very large collections to expedite processing.
3. Extract archive file formats like .zip and .tar
4. Personally Identifiable Information (PII) scan to identify materials to restrict from public view or information to redact
5. File renaming for illegal file characters?
6. Migrate files to a preservation file format. Note: Some file migrations may need to take place prior to ingest into Preservica if the migration tool is not yet available within Preservica
7. Create PDFs of the manifest for each piece of media and save to their corresponding "metadata" folders
8. Document processing steps taken in the Archivist's Toolkit accession record

Steps to skip since Preservica already performs:
Metadata extraction
File migrations