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**Jump In Initiative Essay**

## BACKGROUND

As part of the Jump In Initiative, I chose to review the growing collection of born-digital faculty minutes at Luther College. The Luther College Archives has preserved faculty minutes records dated as early as 1877. In 2005, the faculty meeting records and committee meeting records have been posted to Luther College's course management system KATIE, a system based on the open-source software Moodle. As indicated on their page: "This KATIE site is designed to be a central location for all major faculty committees to post minutes, agendas, attachments, etc. that should be accessible to the full faculty. Each committee is responsible for updating and organizing their own section of the site." From 2005-2009, as the transition from paper to electronic records began, the current practice had been to print the records and store them in the Archives along with the rest of the collection.

Since the files are technically on physical media (server storage), I decided to join the Jump In initiative to get us started with managing our electronic records. This is also helping us test various methods of gathering digital records.

## SURVEY

When thinking about these materials, it took a little stretch of imagination in how to apply many of the steps to files on physical media, when we weren't actually accepting the physical media. In other words, instead of getting files in on CDs and then surveying and inventorying the CDs, we had to figure out how the steps applied to files on a server system. Our first step was to "accession" these files from the our course management system server to our Archives server storage. Unfortunately, there was no way to batch download these items. I am working towards getting "instructor" status on the KATIE course and will work with the system administrator to solve this problem. However, in the meantime, I individually downloaded the 51 files from just the 2007-2008 academic year for the purpose of this initiative. Once I am able to batch download all of the 475 files, I will use this initiative essay as my management workflow.

The arrangement of files was a little difficult because it was a different arrangement than what was already established for their paper records. I made the decision to maintain the new digital hierarchy arrangement instead of reworking them into our paper hierarchy structure in order to preserve the context of materials in their original order. Additionally, in the future, the creators will most likely continue adhering to this digital hierarchy, so making the switch now makes sense.

I used this opportunity to copy and paste the digital hierarchy into a Google Doc, essentially creating an inventory of all the files and folders and their arrangement. I then copied and pasted the data into a Spreadsheet that was fitted with the template for importing collection content into our existing finding aids via Archon. This is where I conducted steps #2 and #3 of the OCLC Survey.

On the folder level (each meeting had a folder that included agenda, minutes, etc.), I recorded the meeting date, the file size (in MB), the date I downloaded them from KATIE, the folder number/series ID, and a description of contents. I also included an inventory of the files in each folder and listed them as "items" in my spreadsheet.

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**NEXT STEPS**

The remaining faculty meeting minutes need to be completed as above, as soon as I am able to batch download the files. Faculty meeting minutes are used occasionally, but are vital to the history of the college. These meeting minutes are a very high priority.

After the faculty meeting minutes are completed, the remaining files in this KATIE course need to be downloaded and accessioned with the same workflow. These files include faculty committee meeting minutes, division and department meeting minutes, and diversity council meeting minutes. These files are in various formats and are incredibly numerous, more so than the faculty minutes.

Additionally, checksums need to be generated for the original files in our digital preservation folder on the Archives drive, then a disk image should be made. This will need to be stored in an additional location, off-site. Until our digital repository infrastructure is settled, this may just look like being put on an external hard drive that lives somewhere else off of Luther College's campus. Working copies have been created and are stored on the Archives drive (in a separate folder) and also stored in the Archives' general Google Drive account. This gives us three copies in two places and Google Drive will allow us to easily share and manage permissions on the documents for research access.