Web Archives as Records Management

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Abstract
Ensuring records of enduring value make it into the archives is a top priority of any archivist. Having a records retention schedule is great, but sometimes staff responsible for carrying it out are overburdened with other work. In the case of my organization, the final versions of the many departments' records end up on the web. It seemed like a no brainer to capture those documents with automated web crawls, thereby easing everyone's workload. After securing funding for an Archive-It account, however, this idea turned out to be more complicated than I initially assumed. How do I capture specific records types that are embedded on a webpage? How do I describe these records along with the existing, older print versions? How can they be made accessible to researchers? My presentation will describe the ways I am attempting to solve these problems. I will discuss the use of metadata within Archive-It, creating specific seeds, and other work to collect and enable access to documents that specifically fall under the records retention schedules for the organization.

About the author:
Stefanie Caloia is the AFSCME Archivist at the Walter P. Reuther Library, Archives of Labor and Urban Affairs at Wayne State University. She has an MLIS from Wayne State University and a bachelor's degree in photography from Grand Valley State University. She previously worked as a project archivist on the American Federation of Teachers collections at the Reuther Library. Before that, she worked for History Associates, Incorporated on archives-processing projects at Carlsbad Caverns National Park and Keweenaw National Historical Park. As a graduate student, she completed an internship at the Yellowstone Research Library. She is currently wrapping up her term as chair of the Visual Materials Section of SAA.