A STUDY OF CORPORATE ARCHIVES: **ARCHIVAL THEORY, DEADLINES, AND METADATA CREATION**

Chaun Winn (She/Her/They)

Digital Archivist

Heritage Werks

GOALS

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Archival Theory	Increase knowledge of established archival practices and better understand my position
Deadlines	Gain a better understanding of the strengths and limitations of various workflows
Metadata Creation	Utilize collected data and knowledge to better understand how to create more accurate and descriptive metadata while maintaining efficiency in a corporate archive

"DIGITAL PRESERVATION IS NOT A PROBLEM; IT IS AN OPPORTUNITY."

– MICHAEL LESK, COMPUTER SCIENTIST

OVERVIEW

- Archival Theory
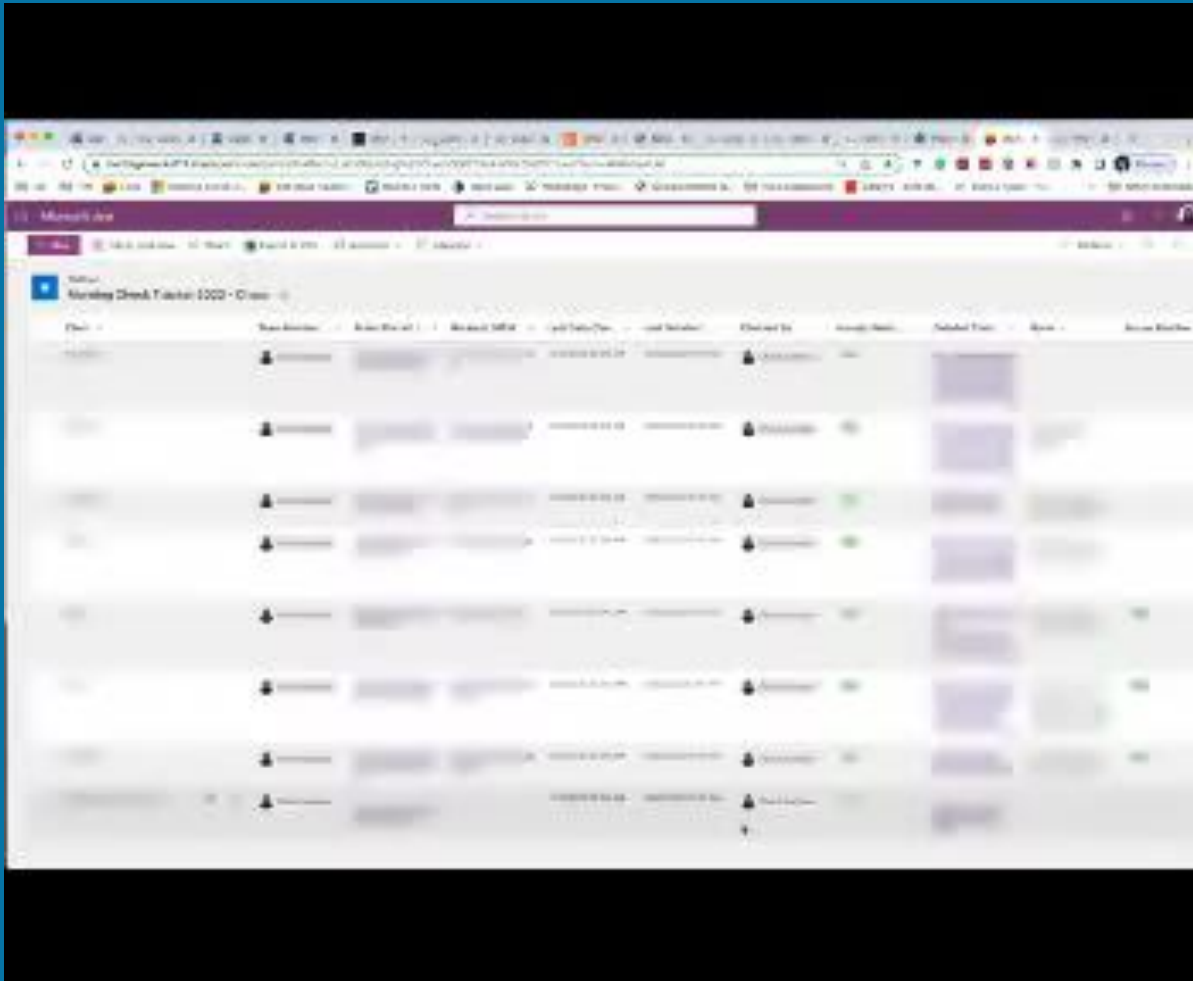
- Deadlines

- Metadata Creation
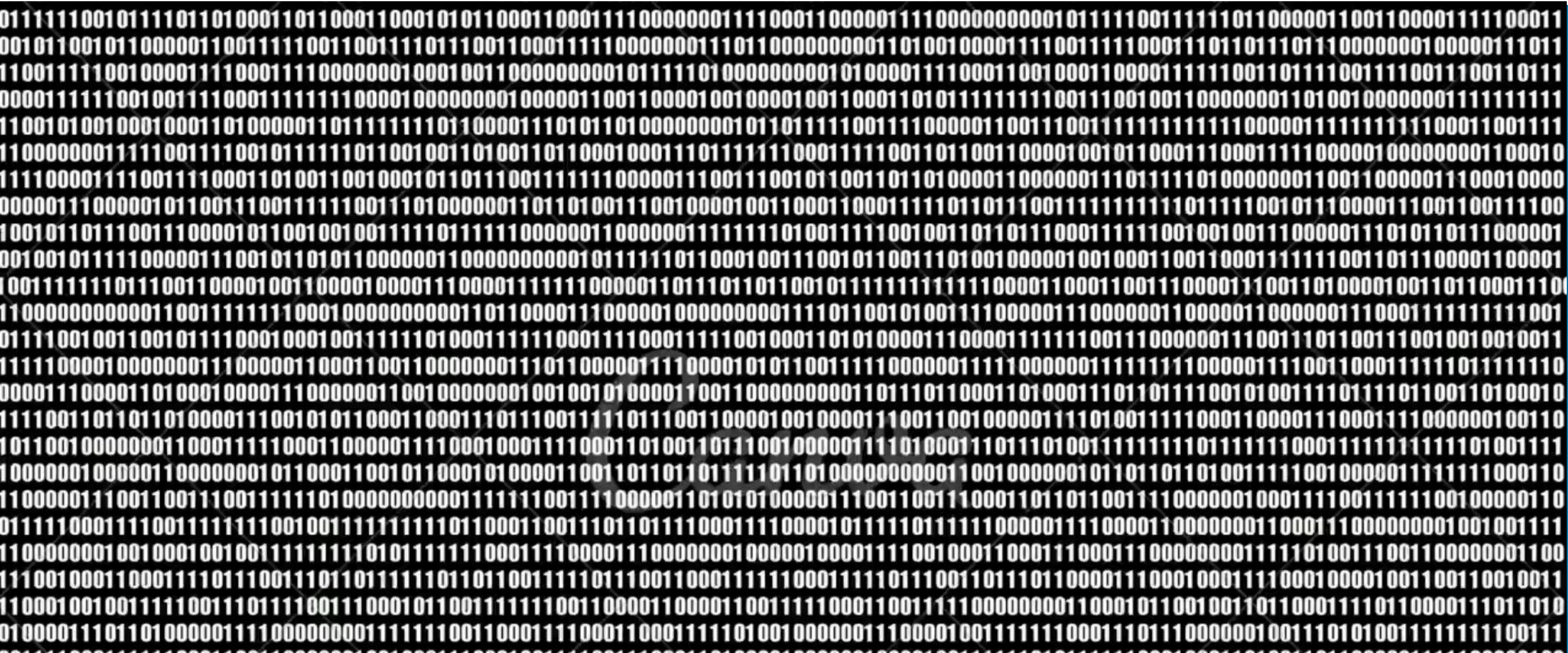
DEADLINES OPPORTUNITY
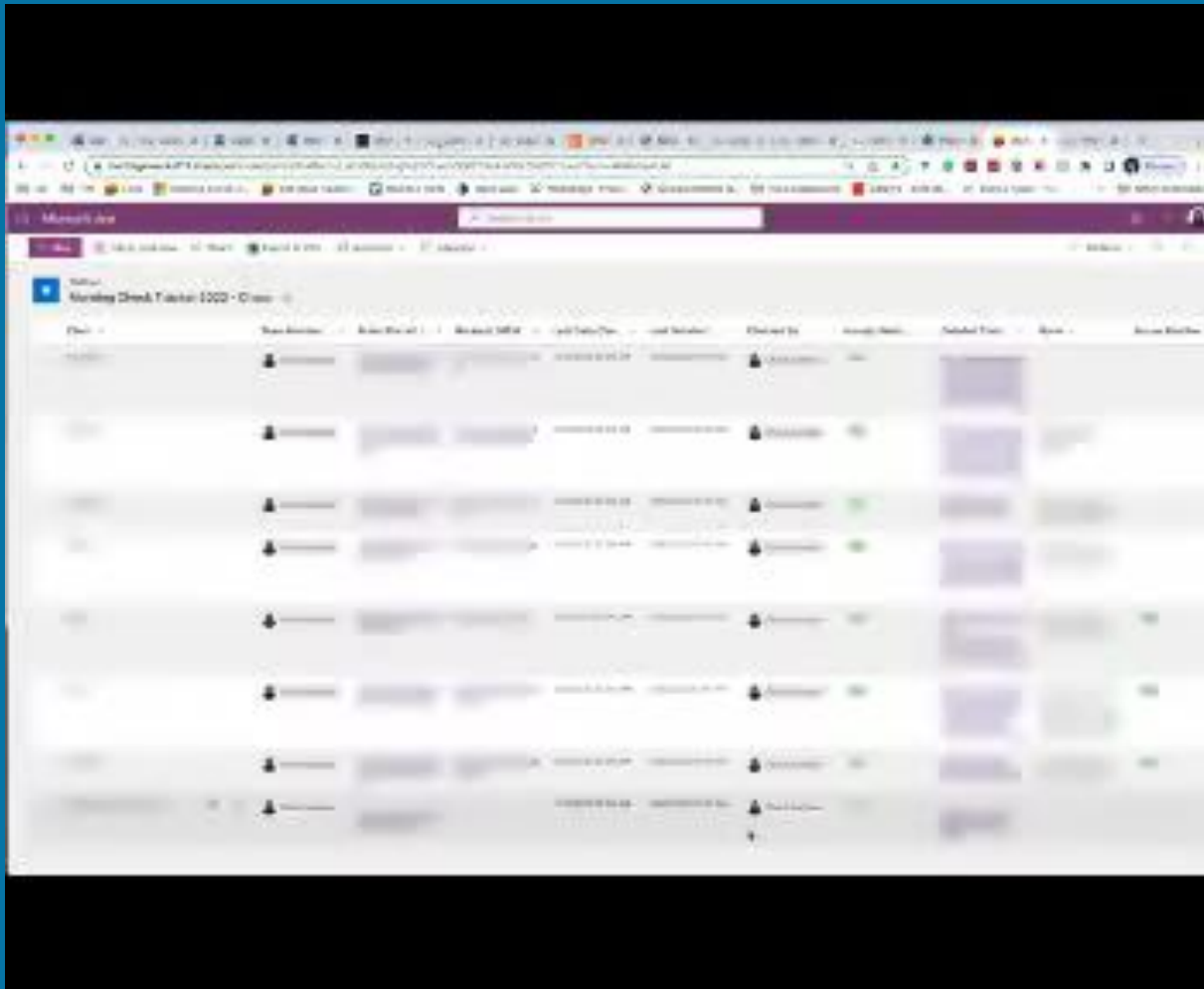
Problem/Opportunity:

- Keeping track of multiple deadlines

- Awareness of alternate workflows

- Comfort with interdepartmental collaboration

DEADLINES SOLUTION

Resolved:

- Microsoft Lists

- Linking solutions to lesser used trackers or those used more frequently by colleagues

- Creating templates that could also be linked into the

METADATA CREATION OPPORTUNITY

Problem/Opportunity:

- Creating descriptive metadata efficiently

- Describing large quantities of born-digital, partner provided content

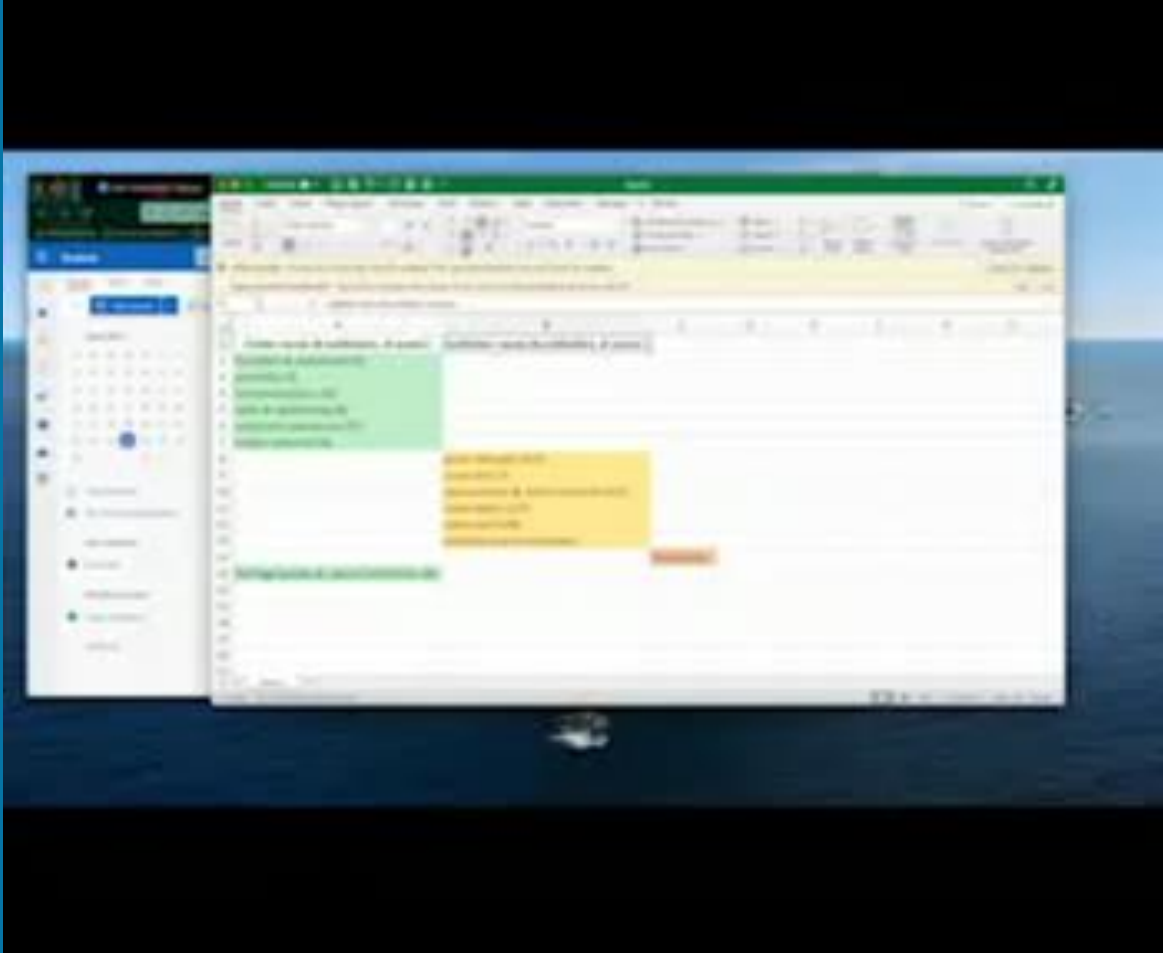- Creating metadata that takes partner preferences into consideration
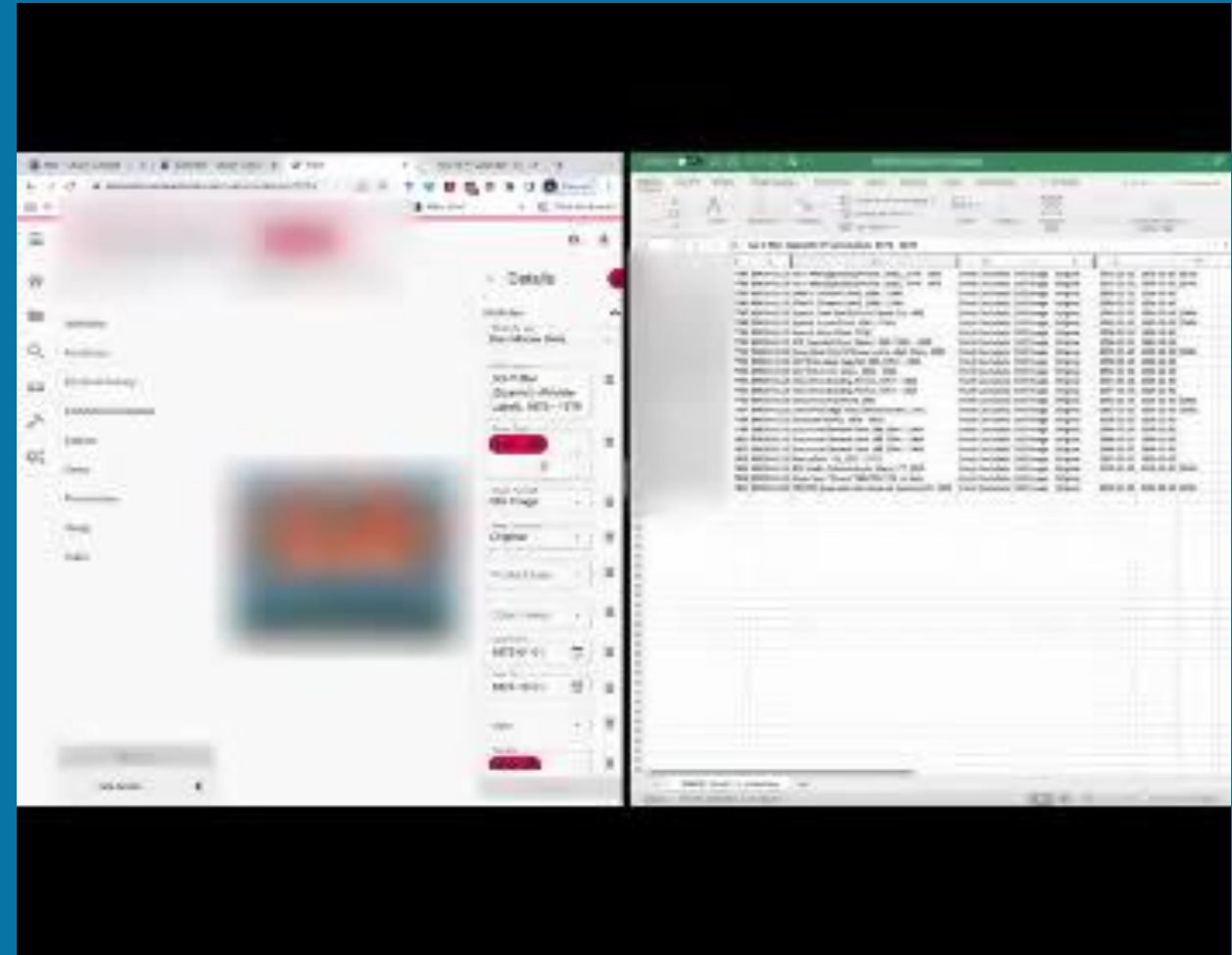
METADATA CREATION SOLUTION

Resolved and Ongoing:

- Creating descriptive metadata efficiently

- Describing large quantities of born-digital, partner provided content

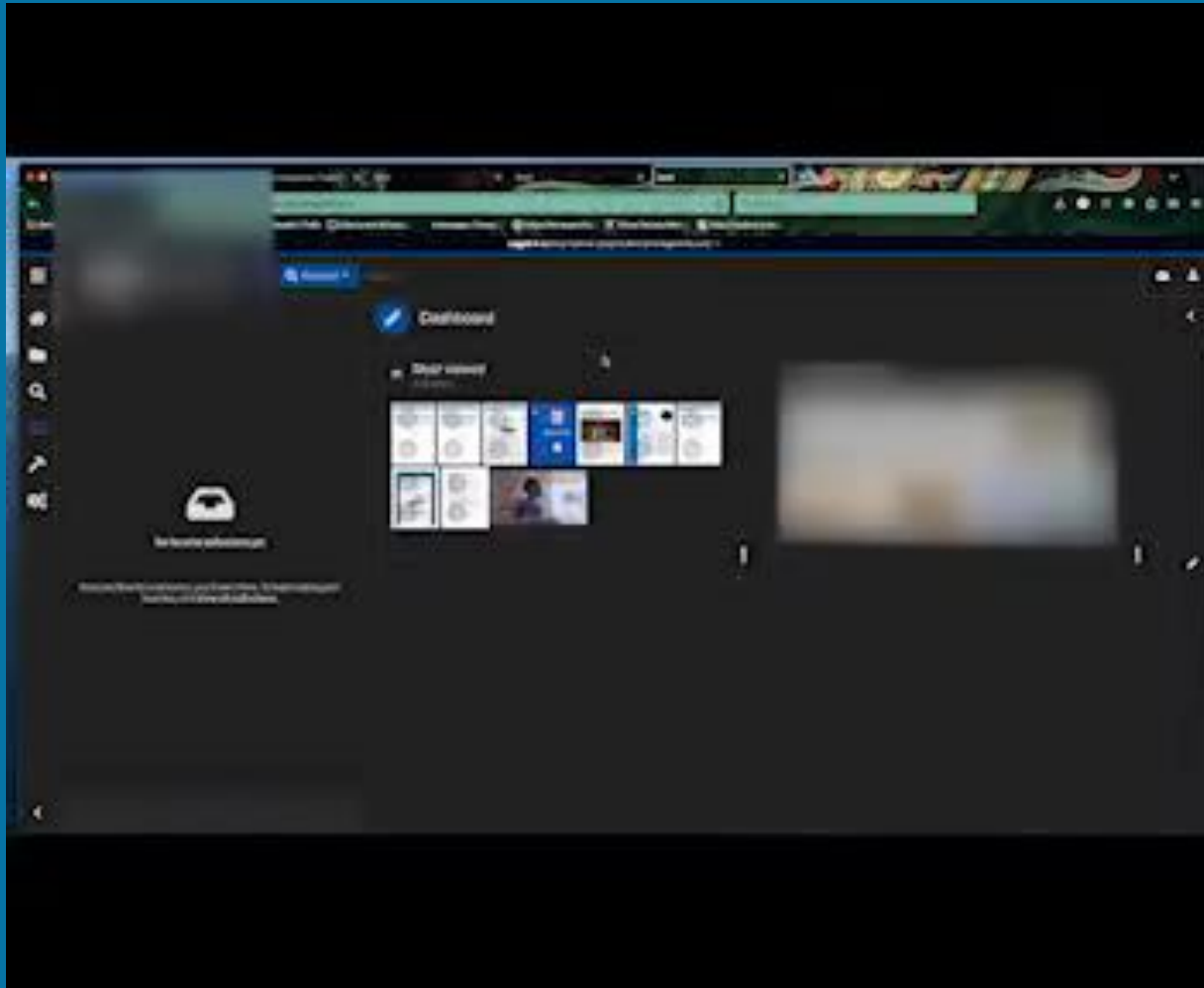- Creating descriptive metadata that matches client preferences

ARCHIVAL THEORY OPPORTUNITY

Problem/Opportunity:

- Ensuring that all team members are aware of archival best practices*

- Active management of digital content over time to ensure ongoing access

- Consistent organization and handing off of digital content

ARCHIVAL THEORY SOLUTIONS

Ongoing:

- Continued communication with leadership team, Archival Servicing and Execution departments, and other more senior employees

- Workflow that flags unprocessed digitized items for later accessioning

- Consistent organization and handing off of digital content deliverables

THANK YOU! REFERENCES. QUESTIONS?

References

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Stephens, K. (2023). *Metadata Creation Guidelines* (Revised). Heritage Werks.

Bergemon, J. M., Beavers, M. (2022. Metadata Tagging Standard Operating Procedures BOK-PLA-0026-29.

Contact Information

Chaun Winn

Digital Archivist

Platform Department, Heritage Werks

Chaun.Winn@HeritageWerks.com