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

Chaun Winn (She/Her/They)

**Digital Archivist** 

Heritage Werks

# GOALS

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."

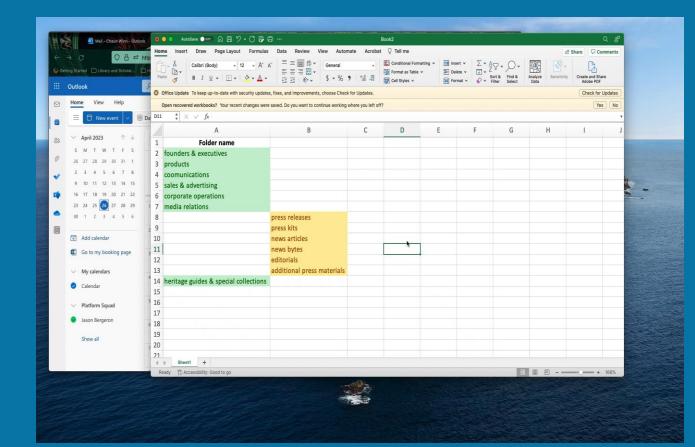
#### - MICHAEL LESK, COMPUTER SCIENTIST

# **OVERVIEW**

## Archival Theory

Deadlines

## Metadata Creation



## **DEADLINES OPPORTUNITY**

ALC: NO.	and a grant and a	Anna Canada Canada ana 200	anners, fransser Store	California de Resta Sano das	- 9 section
	ter Station dame	the local data was not a second data was not a			Passa in a
Name Realing Deed Value 1					
(bai) -	Same - And	and i Remainder a latter ter and	ander Delawith Anna Ann	. seattle - Ave	in the second
		and the second s		1000	
			<b>6</b> 6		
	•		• •		
	•=				1
					. *
					-
			and a second		

Problem/Opportunity:Keeping track of multiple deadlines

 Awareness of alternate workflows

 Comfort with interdepartmental collaboration

## **DEADLINES SOLUTION**

	anteria preservante @minore	a daga na sa	n h. (f) taxament Bater		
and the	i na matter an t	A Description			
Name Renting Deed Take	= 1000 · 0 === +				
main a		Read Mr philosophies - and header		Selection - Ave	i in the
	·	And a second second	· · · ·	1000	
			-		
			· · · ·		
	•				
	·		• • • •		1.1
					-

### Resolved:

### Microsoft Lists

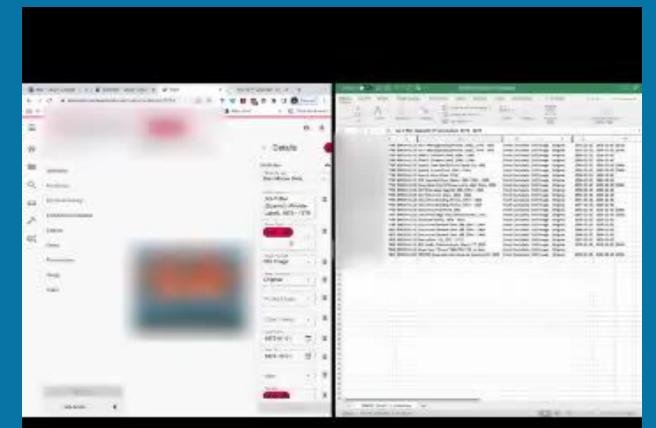
 Linking solutions to lesser used trackers or those used more frequently by colleagues

 Creating templates that could also be linked into the

### METADATA CREATION OPPORTUNITY

*Problem/Opportunity:* 

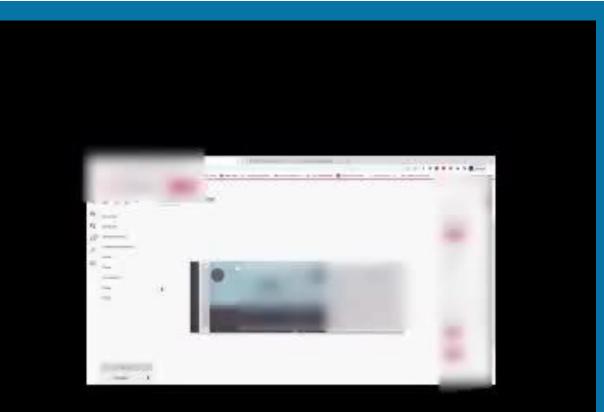
- Creating descriptive metadata efficiently
- Describing large quantities of born-digital, partner provided content
- Creating metadata that takes partner preferences into consideration



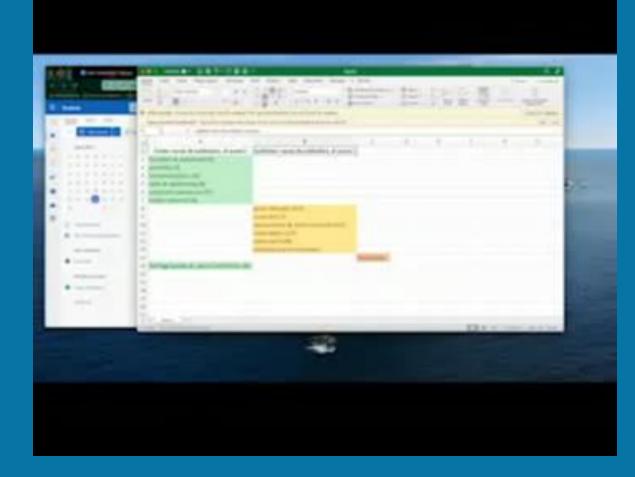
### METADATA CREATION SOLUTION

Resolved and Ongoing:

- Creating descriptive metadata efficiently
- Describing large quantities of born-digital, partner provided content
- Creating descriptive metadata that matches client preferences



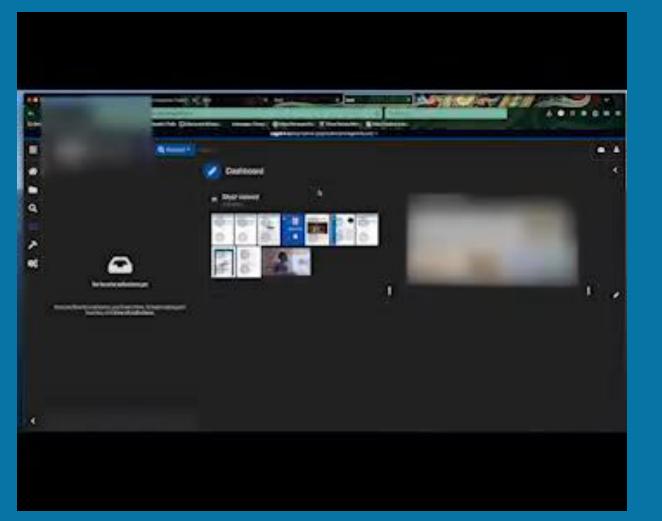
### ARCHIVAL THEORY OPPORTUNITY



#### *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. OUESTIONS?

#### References

Corrado E. M., Moulaison-Sandy H. (2017). *Digital preservation for libraries archives and museums* (Second). Rowman & Littlefield.

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