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

Chaun Winn (She/Her/They)
Digital Archivist
Heritage Werks
# GOALS

<table>
<thead>
<tr>
<th>Archival Theory</th>
<th>Increase knowledge of established archival practices and better understand my position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadlines</td>
<td>Gain a better understanding of the strengths and limitations of various workflows</td>
</tr>
<tr>
<td>Metadata Creation</td>
<td>Utilize collected data and knowledge to better understand how to create more accurate and descriptive metadata while maintaining efficiency in a corporate archive</td>
</tr>
</tbody>
</table>
“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
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
Problem/Oportunity:

- 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
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
References


Contact Information

Chaun Winn
Digital Archivist
Platform Department, Heritage Werks
Chaun.Winn@HeritageWerks.com