Topics in Born Digital Archiving

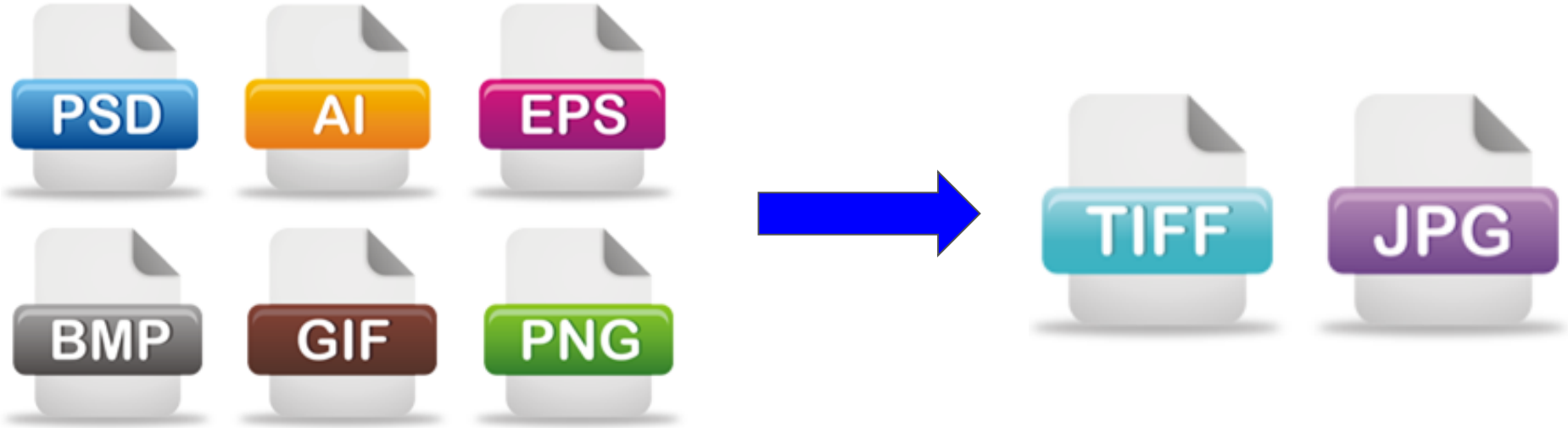
Digital Stewardship Curriculum

Thoughts on Digital Files

- Working with donors
- Collections, Digitization, and Digital Preservation Policies
- Today
  - Converting Formats
  - Write Blockers
  - Email Archiving

Converting Formats

- Following standards for digitization/digital preservation, updating https://www.loc.gov/preservation/digital/formats/
- Found files on computer, born digital
- Transferred files from flash drives, hard drives, floppy disks, CD-ROMs, etc.
- Also called “Normalizing”


PSD
AI
EPS
BMP
GIF
PNG
TIFF
JPG

Documents

- PDF/A format
- Most document files
- Embed metadata, fonts
- Instructions in binder

Normalizing Files

- Previously discussed
  - Digital Preservation - File Access
  - Digitization Workflows
- Know what your standards are
- Know how to convert
  - Creation software - MS Word, MS Powerpoint, Adobe Acrobat, Audacity, Photoshop or GIMP
  - Conversion software, especially for a/v
  - Browser extensions, apps (be careful!)

Write Blockers

- Authenticity
- Hardware - need appropriate connectors
- Software - more variables, more complicated

- Transfer data from a drive without accidentally changing the drive contents.
- Can only read and copy, can’t delete or modify

USB 3.0
WriteBlocker
Status
Host

Host

TABLEAU
Forensic USB 3.0 Bridge
Menu
Enter
DC IN
Power
Host
Device
Wrt Block
Activity
Host USB 3.0
Device USB 3.0

Quarantining New Transfers

- Risk of viruses on storage media - especially flash drives
- Non-networked computer

Quarantining New Transfers, cont.

- Run virus checks using an antivirus software
  - Avast
  - AVG
  - Windows Defender (built in to Windows)
  - Malwarebytes (for Windows and Mac)
- Mount media, run AV scan

Email Archiving

- Simple
  - Saving individual emails
  - PDF, text, html, rtf, .eml
  - Convert to PDF/A
- Complex
  - Saving an entire email account
  - .mbox, .pst
  - ePADD

ePADD

- Open source software
- 4 layers or steps
  - Appraisal Module
  - Processing Module
  - Discovery Module
  - Delivery Module
- From Stanford University Libraries

Email Archives of Robert Creeley

Date Range: November 18, 1998 to May 12, 2015

Messages: 1601 incoming, 13 outgoing

Correspondents (906)

Persons (4090)

Organizations (3573)

Locations (1115)

Lexicon search

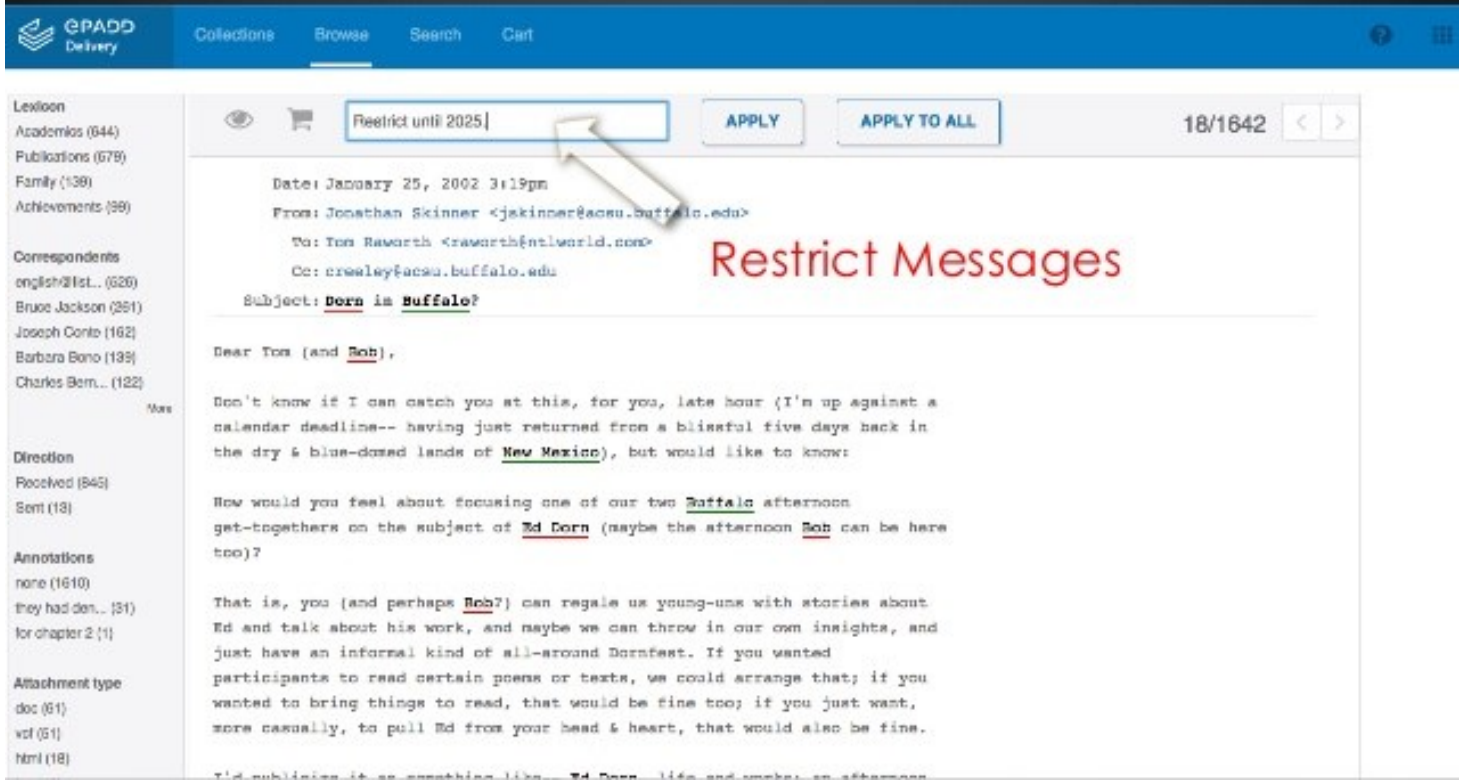
Sensitive messages (2)

Image attachments (34)

Document attachments (84)

Other attachments (126)

Supports Message Restriction

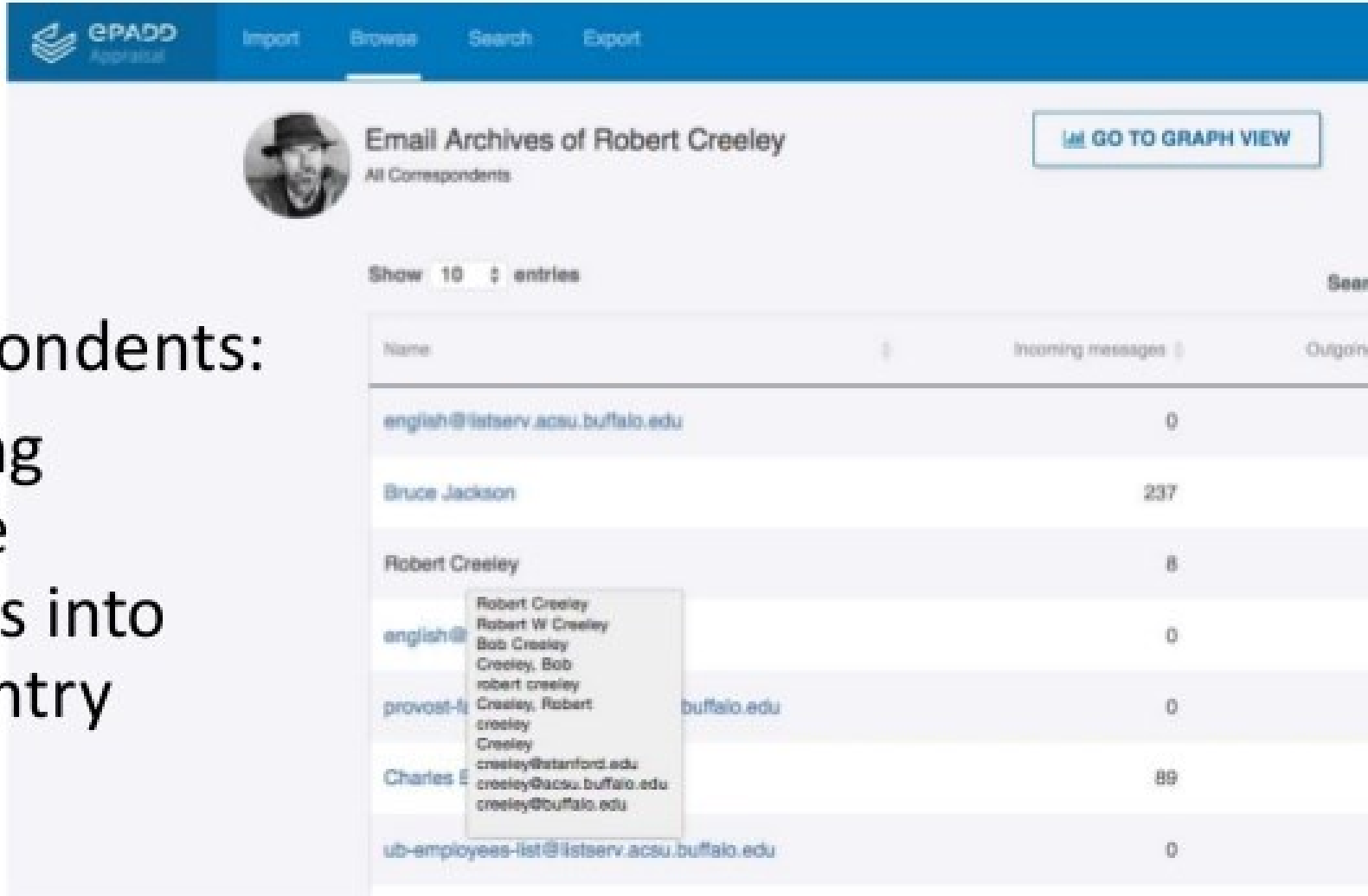


Annotation

ePADD Delivery
Collections
Browse
Search
Cart
1/257
For chapter 2?
APPLY
APPLY TO ALL
search
poetry (257)
correspondents
english@list... (86)
Charles Bern... (30)
Joseph Conte (28)
Luis Pequeño... (23)
Patrick F. D... (20)
More
direction
Received (170)
Sent (4)
annotations
none (241)
for chapter ... (16)
Date: January 21, 2001 10:12am
From: Tim Shaner <twshaner@acsu.buffalo.edu>
To: crooley@ACSU.BUFFALO.EDU
Subject: Orals list meetings
Annotate Messages
Dear Bob,
Nice to see you the other day. As mentioned briefly then, I'd like to set up some kind of meeting schedule for the semester as well as the Orals Examination date (preferably in late April). As always, I'm aware of your demanding schedule and appreciate whatever chance we have to meet.
I'd like to focus primarily on poetry this semester and I have started by reading Zukofsky (the Complete Short Poetry and "A").
Many thanks,
Tim Shaner

Correspondents:

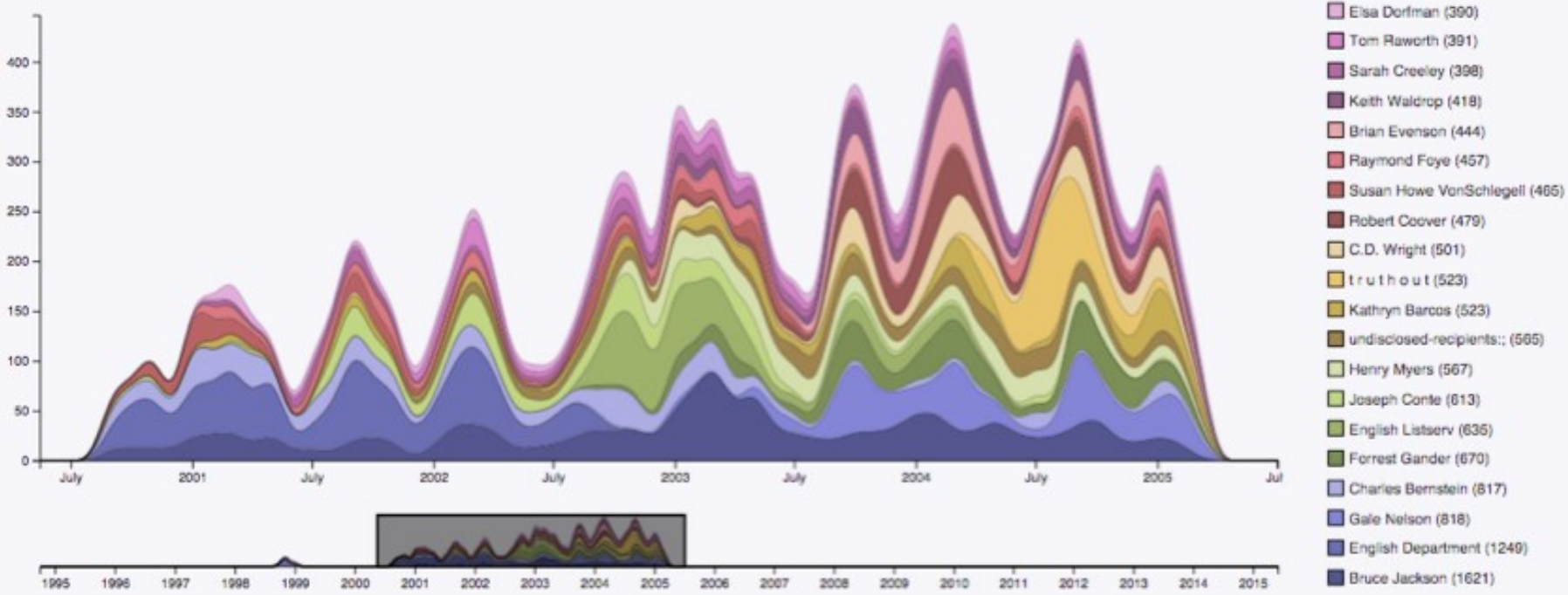
Resolving multiple accounts into single entry



Email Archives of Robert Creeley

Top correspondents graph

GO TO TABLE VIEW



Discussion

- Read the scenario on your handout
- Think about:
  - What steps could you do now?
  - What would you ideally like to do?
- Consider both planning/policy changes and day-to-day steps
- Discuss for 20 minutes, use whiteboard, be ready to share