

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”



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



TABLEAU

Forensic USB 3.0 Bridge



Menu

Enter



Host USB 3.0

DC IN ●

Power ●

Host ●

Device ●

Wrt Block ●

Activity ●

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, 1996 to May 12, 2015

Messages: 1621 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



Collections Browse Search Cart



Lexicon

Academics (644)
Publications (679)
Family (139)
Achievements (99)

Correspondents

english@ist... (626)
Bruce Jackson (261)
Joseph Conte (162)
Barbara Bono (139)
Charles Bern... (122)

More

Direction

Received (845)
Sent (18)

Annotations

none (1610)
they had don... (31)
for chapter 2 (1)

Attachment type

doc (61)
vcl (51)
html (18)



Restrict until 2025 |

APPLY

APPLY TO ALL

18/1642



Date: January 25, 2002 3:19pm
From: Jonathan Skinner <jskinner@acu.buffalo.edu>
To: Tom Raworth <raworth@ntlworld.com>
Cc: crosley@acu.buffalo.edu
Subject: Don in Buffalo?

Restrict Messages

Dear Tom (and Bob),

Don't know if I can catch you at this, for you, late hour (I'm up against a calendar deadline-- having just returned from a blissful five days back in the dry & blue-dosed lands of New Mexico), but would like to know:

How would you feel about focusing one of our two Buffalo afternoon get-togethers on the subject of Ed Don (maybe the afternoon Bob can be here too)?

That is, you (and perhaps Bob?) can regale us young-uns with stories about Ed and talk about his work, and maybe we can throw in our own insights, and just have an informal kind of all-around Donfest. If you wanted participants to read certain poems or texts, we could arrange that; if you wanted to bring things to read, that would be fine too; if you just want, more casually, to pull Ed from your head & heart, that would also be fine.

I'd substitute it or something like... Ed Don... life and work... an afternoon

Annotation

[Collections](#)[Browse](#)[Search](#)[Cart](#)

◀ 1/257 ▶



search

poetry (257)

correspondents

english@ist... (96)

Charles Bern... (30)

Joseph Come (28)

Lois Pequeno... (23)

Patrick F. D... (20)

More

direction

Received (170)

Sent (4)

annotations

none (241)

for chapter ... (18)

Date: January 21, 2001 10:12am

From: Tin Shaner <twshaner@acsu.buffalo.edu>

To: crocley@ACSU.BUFFALO.EDU

Subject: Orals list meetings

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,

Tin Shaner



Annotate Messages



Email Archives of Robert Creeley

All Correspondents

GO TO GRAPH VIEW

Show 10 entries

Name	Incoming messages	Outgoing
english@listserv.acsu.buffalo.edu	0	
Bruce Jackson	237	
Robert Creeley	8	
english@	0	
provost-l	0	buffalo.edu
Charles E	89	
ub-employees-list@listserv.acsu.buffalo.edu	0	

- Robert Creeley
- Robert W Creeley
- Bob Creeley
- Creeley, Bob
- robert creeley
- Creeley, Robert
- creeley
- Creeley
- creeley@stanford.edu
- creeley@acsu.buffalo.edu
- creeley@buffalo.edu

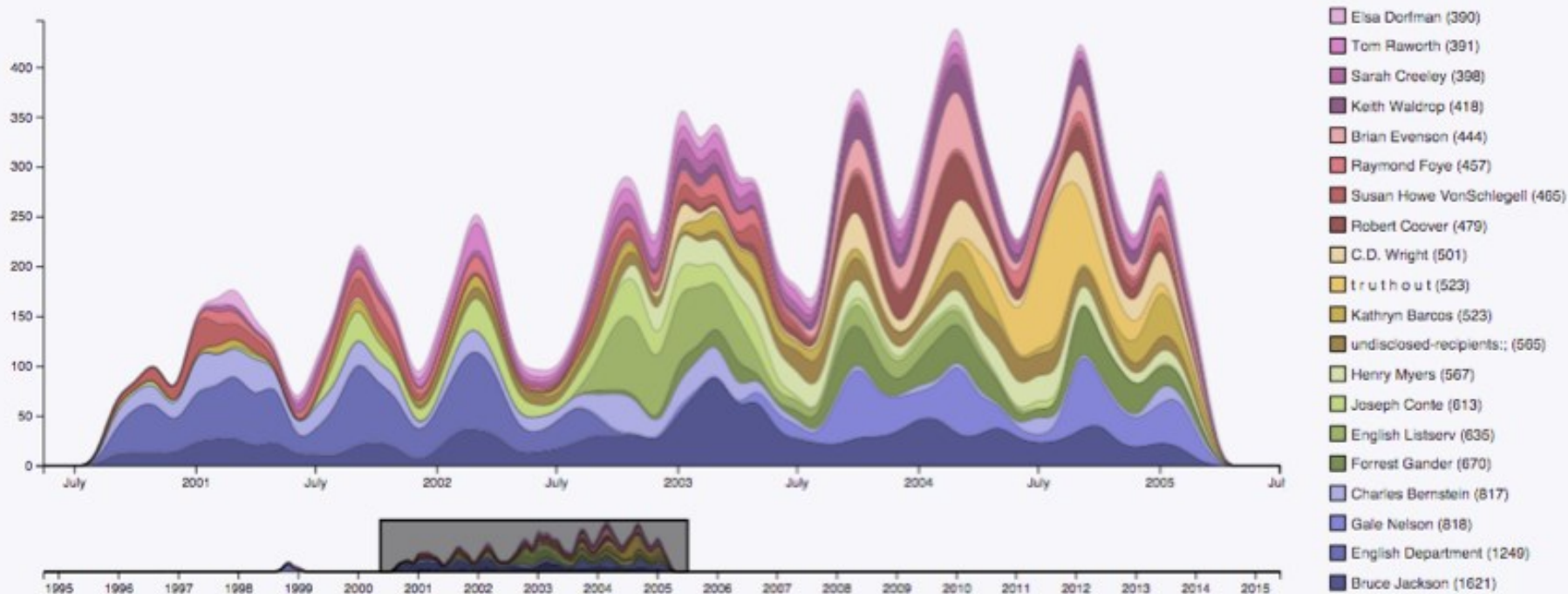
Correspondents:
Resolving
multiple
accounts into
single entry



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