What We Talk About
When We Talk About
Processing Born-Digital

Building a Framework for Shared Practice

Society of American Archivists Annual Meeting
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Sally DeBauche, Erin Faulder, Shira Peltzman, Kate Tasker, Dorothy Waugh
@e2d2 | @shirapeltzman | @kate_tasker | @DoraWaugh

Shoutout to the other members of our party

Marty Gengenbach
Susanne Annand
Laura Jackson
Julie Goldsmith

What are the first names of the four other members in your party?
1. MARTY
2. SUSANNE
3. LAURA
4. JULIE
(Enter names or press Enter)

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Agenda

I. Project background
II. Model’s origins
III. Deep dive into model
IV. Breakout discussions
V. Reconvene & wrap-up

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Project Background

Start of the Trail

9 archivists
Goal: build a framework to standardize and define levels of born-digital processing and related activities

Literature Review

https://www.zotero.org/groups/632302/born_digital_processing
Survey Overview

Why a survey?

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Survey Overview

What was included in the survey?

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Survey Overview

In analyzing and synthesizing:

Draft list of activities
http://bit.ly/2tJJsKU

Survey Overview - results

- Digital Processing = tasks from accession to access
- 2 overlapping standards with sometimes differing goals
  - Archival processing based on analog = Hierarchy and aggregate management
  - OAIS digital preservation = relationships and item/object management
- Digital processing exists outside standard archival description tools
- Activities tied to tools and limitations of tools
Survey Overview

Framework

Regardless of its design, the model would need to be:

Flexible
Regardless of its design, the model would need to be:

Flexible
Modular
Useful
Regardless of its design, the model would need to be:

- Flexible
- Modular
- Useful
- Simple
- Extensible
Pre-existing Framework?
I know what you’re thinking...

The Model Explained

Each processing task has a corresponding grid

Grids include possible scenarios and processing methods

Four tiers:

- Baseline
- Minimal
- Moderate
Processing Activity and Functional Purpose

- Located at top of each grid
- Defining each processing task was necessary because people’s understanding of these tasks often varied
Each tier has a corresponding definition

Tiers identify the actions necessary to process digital materials at increasing levels of granularity.

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**Baseline**

**DEFINITION:**

The minimum recommended processing actions that should be taken for any born-digital material.

**TYPICALLY, COLLECTIONS PROCESSED AT THIS LEVEL:**

All collections should undergo these processing actions at a minimum.
<table>
<thead>
<tr>
<th>Minimal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
</tr>
<tr>
<td>These processing actions and methods <strong>do not typically require specialized tools and skillsets</strong>, and can usually be accomplished <strong>without substantial increases in funding or staffing</strong>.</td>
</tr>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Moderate</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEFINITION:</strong></td>
</tr>
<tr>
<td>These processing actions and methods <strong>may utilize forensic tools and require specialized skillsets</strong>.</td>
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</table>
**Intensive**

**DEFINITION:**
These processing actions and methods are the most time consuming and resource intensive; processing collections at this level typically cannot be accomplished without specialized tools and skillsets.

**TYPICALLY, COLLECTIONS PROCESSED AT THIS LEVEL:**
- Are high value
- Are high risk
- Have specific access restrictions or requirements

**Process at this tier if:**
- General guidelines specific to each processing task
- Helps users determine which tier is appropriate for a given task
Possible methods

- The “how-to” section of the model
- Provides range of possible methods for accomplishing a given task

Break Out Groups

20-25 minutes of group discussion
Break into 15 groups (~10 people in each group)
Group discussion packets will be handed out
No wrong answers, tell us what you think!

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Interactive Group Discussions (25 min)

- Select a team leader
- Select a notetaker (someone with a laptop)
- Access your team’s folder on Google Drive
- Review grid - (2 min)
- Discuss Question A - (8-9 min)
- Discuss Question B - (8-9 min)

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<table>
<thead>
<tr>
<th>Tier</th>
<th>Definition</th>
<th>Typically, collections processed at this level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline</td>
<td>This tier represents the minimum recommended processing actions that should be taken for any born-digital material.</td>
<td>All collections should undergo these processing actions at a minimum. These actions may be performed during accessioning.</td>
</tr>
</tbody>
</table>
| Minimal | These processing actions and methods do not typically require specialized tools and skillsets, and can usually be accomplished without substantial increases in funding or staffing. | Have a low research value  
- Are low-risk (i.e. have no known copyright issues and do not contain sensitive, confidential, or personally identifiable information)  
- Can be made available as-is (i.e. require no restrictions or redactions) |
| Moderate | These processing actions and methods may utilize forensic tools and require specialized skillsets. | Are somewhat higher value  
- Are somewhat higher risk (i.e. may contain copyright issues and/or sensitive, confidential, or personally identifiable information)  
- May have some access requirements |
| Intensive | These processing actions and methods are the most time consuming and resource intensive; processing collections at this level typically cannot be accomplished without specialized tools and skillsets. | Are high value and most substantial investments of time and resources  
- Are high risk (i.e. have copyright or legal concerns and/or contain copyright issues and/or sensitive, confidential, or personally identifiable information)  
- Have specific access restrictions or requirements that require a high degree of manual effort |

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Next Steps for the Working Group

Review your feedback (thank you! And bring the packets back to us!)
Regroup with all our Working Group members
Create processing grids for the 30 digital processing activities we’ve identified
Share updates via the ERS List / BloggERS!
White paper

Thanks!

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