Digital Preservation: A Practical Look

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Introductions & Agenda

- Digital Preservation: 5W’s
- Creating “Preserve-able” files
- Born Digital
- Managing Files
- Q&A

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Digital Preservation: 5W’s

• What is digital preservation?
• Why should you do it?
• When you should do it?
• Where should you do it?
• Who should be responsible?
What is Digital Preservation?

“At the most basic level, digital preservation refers to the conservation of important objects, artifacts, and documents that exist in digital form.”

http://museum.wiki.nmc.org/Digital+Preservation

“The series of managed activities, policies, strategies and actions to ensure the accurate rendering of digital content for as long as necessary, regardless of the challenges of media failure and technological change.”

http://digitalpreservation.gov/ndsa/ndsa-glossary.html
Where does Digital Preservation happen?

An Open Archival Information System (or OAIS) is an archive, consisting of an organization of people and systems, that has accepted the responsibility to preserve information and make it available for a designated community.
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Types of Digital Content

Digitized

Analog items that are converted to digital

- Graphics
  - Photos
  - Artwork
- Audio/Visual
  - Sound recordings
  - Videos
  - Oral Histories
- Documents
  - Letters
  - Diaries
  - Printed records
- Other
  - Certificates
  - Family Trees
  - Books
Types of Digital Content

Digitized
Types of Digital Content

Born Digital

- Graphics
  - Photos
  - Artwork
  - Brochures
  - Posters
  - Presentations

- Audio/Visual
  - Sound recordings
  - Videos
  - Oral Histories

- Structured Data
  - Spreadsheets
  - Databases

- Documents
  - Letters
  - Memos
  - Diaries
  - eBooks

- Other
  - Certificates
  - Family Trees
  - Email
  - Websites
  - Social Media (Facebook, Twitter, blogs, etc.)
Types of Digital Content

Born Digital

- Animal & Icon
- YouTube
- History of the Kansas Orphans' Home, 1887
- Microsoft Excel spreadsheet
- HTML email message
Why do it?

ACCESS!
Why do it?

• Organizational Mission or Mandate
• Accessibility
• Exhibits
• Program Development
• Legal Requirements
• Fundraising
• Independence
• Security
When should I begin?

• Creation
• Acquisition
• Awareness
• Realistic potential
• TODAY!!!