PLANNING DIGITAL PRESERVATION AT DIFFERENT SCALES FOR SMALLER INSTITUTIONS: THE MOUNT HOLYOKE STORY

AN NHPRC FUNDED START-UP ELECTRONIC RECORDS PROJECT AT MOUNT HOLYOKE COLLEGE
MOUNT HOLYOKE COLLEGE
Archives and Special Collections
Records Retention Policy
Updated Jan. 2007

Records retention policies and regulations are identical regardless of the form in which records exist – paper or electronic. There are two important categories of material that must be retained and disposed of with particular care – records deemed to have historic value and records governed by regulation.
Electronic Records Workflow

MHC campus office with electronic records to archive

online transfer

dropbox on ArchNet

original files

Duke Data Accessioner

original files and xml files

Archivists' Toolkit

submission information packages (SIPs)

access via DSpace

dark storage

dissemination information packages (DIPs)

archival information packages (AIPs)

DAPS: digital preservation management
Digital Records Transfer System

You need to sign in or sign up before continuing.

Sign in

Username
Password

Sign in

Not logged in
DROP BOX
ARCHIVISTS TOOLKIT: ACCESSION RECORD

Accession Date: 2011-6-4

Resources Linked to this accession

Resource Type: Records
Title: Mount Holyoke College Bulletin and Course Catalogue, 2010-2011

Extant
Extent Number: 1
Item: This item is one file making up one digital object. It is a 2,447 KB PDF.
Container Summary:

Locations
Location: daps_arch network space
Note: ArchNet@ Digital Objects/College Records

General Accession Note:
This accession contains an electronic record transferred to the Archives via a downloaded PDF from the Registrar's website on 3 August 2011 by Leslee Fields. The original file name was "2010_11.pdf".

Repository: MHC ASC

Created: Aug 4, 2011 by lfields | Modified: Aug 4, 2011 by lfields | Record Number: 3330
DATA ACCESSIONER OUTPUT
The image shows an interface for an accession record. The interface includes fields for:

- **Accession Date**: 2011-8-4
- **Resource Type**: Records
- **Title**: Mount Holyoke College Bulletin and Course Catalogue, 2010-2011
- **General Accession Note**: This item is one file making up one digital object. It is a 2,447 KB PDF.

The interface also includes sections for linking resources, deaccessions, and locations, with corresponding controls for adding or removing entries.
EXPORT SIP TO DAPS. AIP IS STORED IN DARK
RG 3.01: Board of Trustees Records

Mount Holyoke College Board of Trustees Records date from 1836-2011. They document all aspects of the College's operation, including financial affairs, admissions practices, regulations for students, the employment and promotion of faculty and staff, improvements to buildings and grounds, and the election of Board members. Materials are arranged in eleven series: Correspondence, Reports, oposal, Petition, Statistics, Receipts, Tribute, and Audio cassette; Minutes; By-laws; Meeting Files; orkbooks; Chronological Files; Subject Files; Correspondence; Files for Individual Trustees; ligation Records; Trustee Fellows Records; and Young Alumnae Trustees Records.

Restricted to use by Members of the Board of Trustees for 50 years from date of record creation except for published By-laws, which are open for use.
79% of 169 respondents acknowledged the existence of born-digital material in their collections
35% reported the size of their born-digital holdings
Born-Digital = undercollected, undercounted, undermanaged

(This slide adapted from Leslie Fields' presentation "Born-Digital Records: Moving from Theory to Practice" at MARAC Fall 2011)
Hampshire College
Information Technology
Educational Technology
LIBRARY
Media Services
Advanced Media
DIGITAL PRESERVATION CRAZY TOWN!

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