

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.

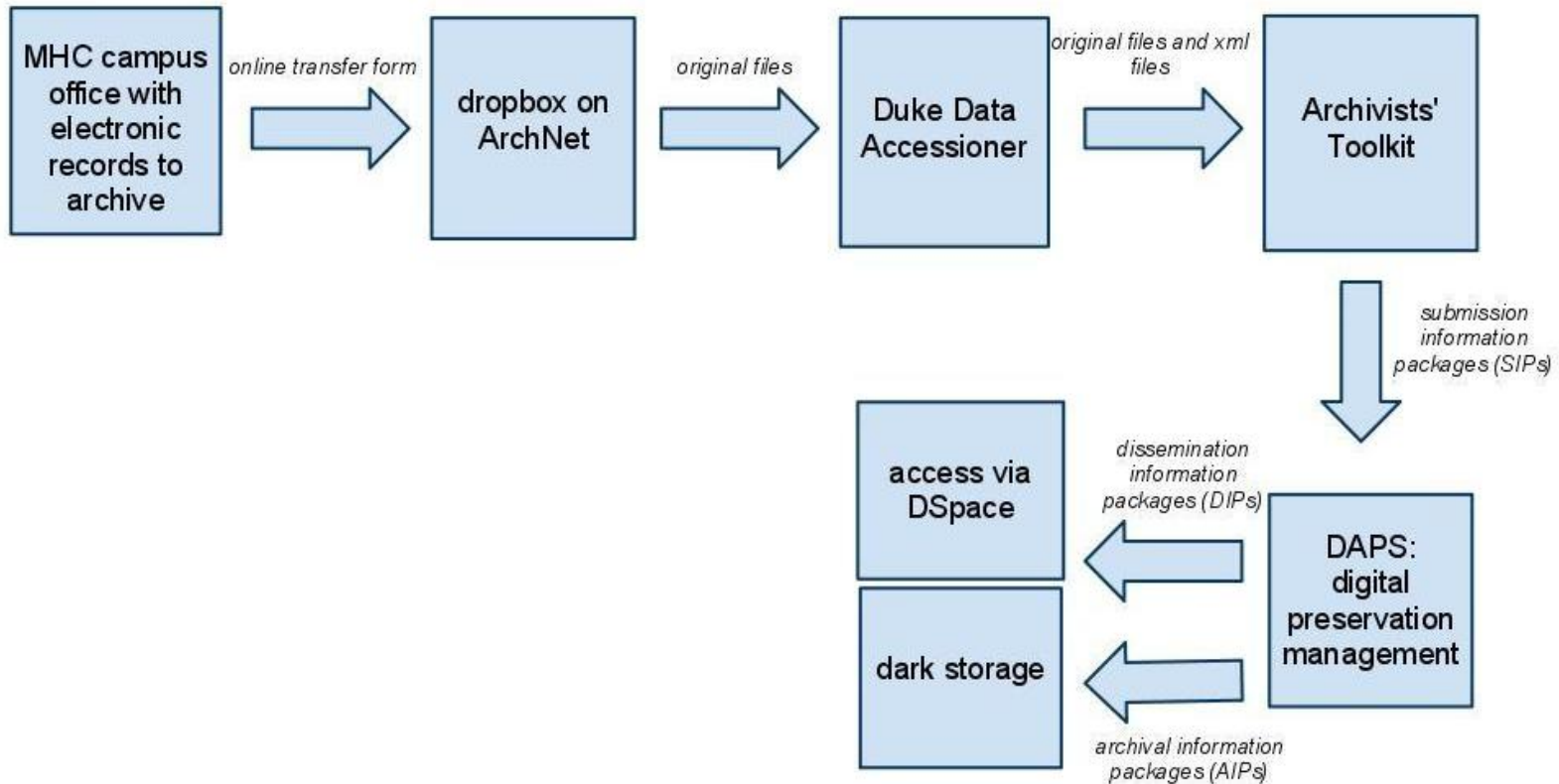




NATIONAL ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

ELECTRONIC RECORDS WORKFLOW



Digital Records Transfer System

Not logged in

You need to sign in or sign up before continuing.

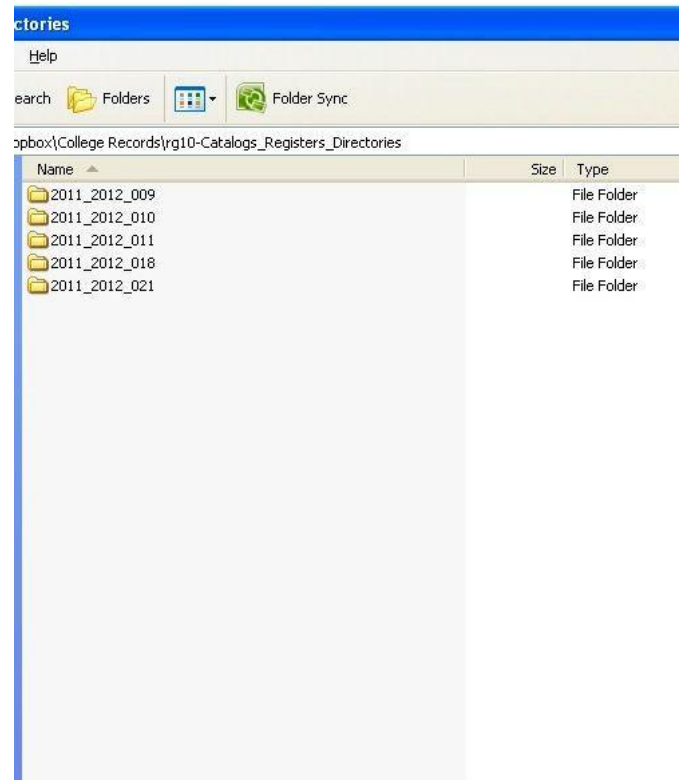
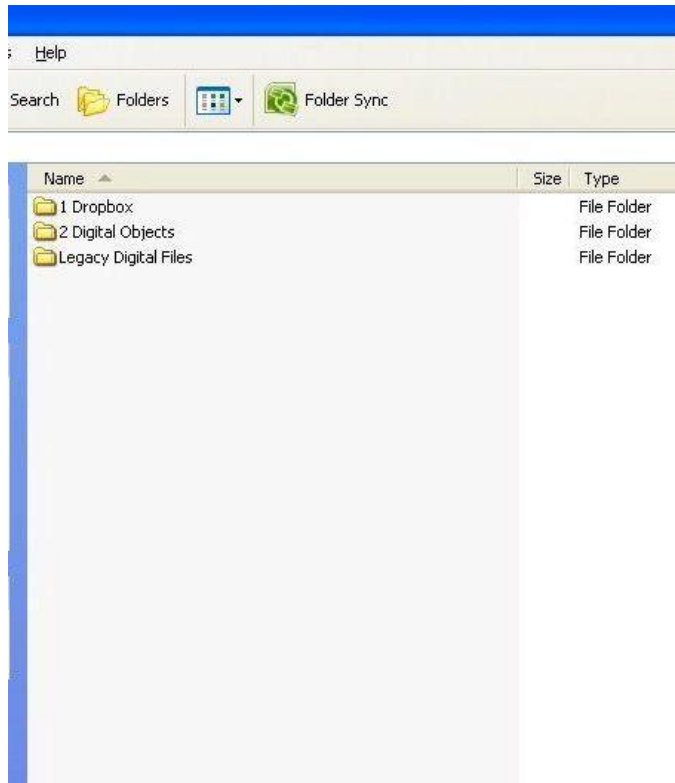
Sign in

Username

Password

Sign in

DROP BOX



ARCHIVISTS TOOLKIT: ACCESSION RECORD

Accession Date

Resources Linked to this accession

Resource Identifier	Resource Title
---------------------	----------------

Resource Type

Title

Extent

Extent Number

Container Summary

Repository MHC ASC

Date

Begin End

Bulk Dates

Begin End

Deaccessions

Deaccession Date	Extent	Extent Measurement
------------------	--------	--------------------

Locations

Location	Note
daps_arch network space daps_arch...	ArchNet\2 Digital Objects\College Re...

General Accession Note

Created: Aug 4, 2011 by lfields | Modified: Aug 4, 2011 by lfields | Record Number: 3330

Duke Data Accessioner [Minimize] [Maximize] [Close]

File Adapters Metadata Managers Help

Your Name:

Accession #:

Collection Title:

Accession Directory:

Display: Size Last Modified

2011_2012_021

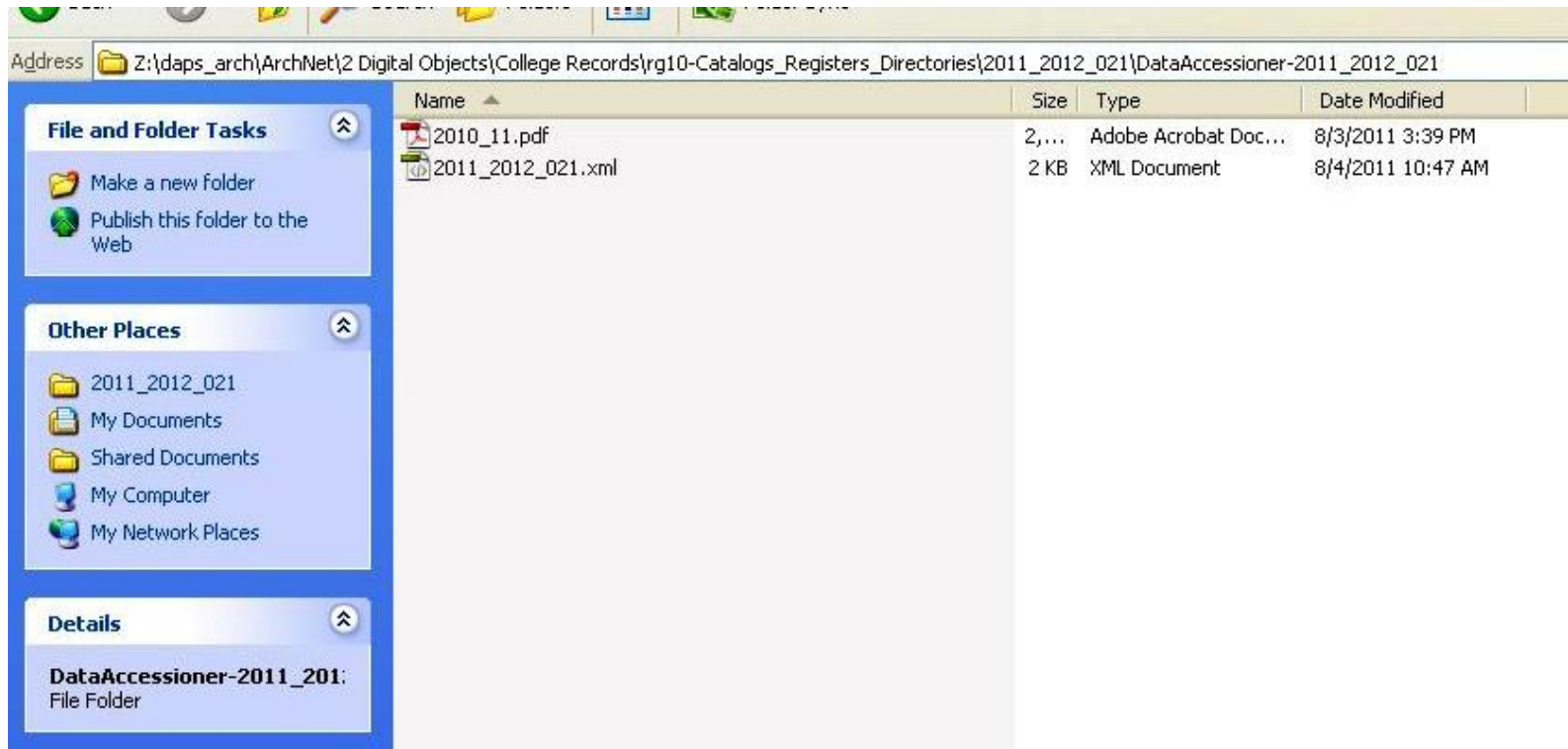
- 2010_11.pdf (2.39 MB) [03/08/2011 03:38:59]

Source Data Metadata

Disk Name:

Disk Label	Additional Notes

DATA ACCESSIONER OUTPUT



AT ACCESSION RECORD

Accession Date <input type="text" value="2011-8-4"/>	Date Begin <input type="text" value="2010"/> End <input type="text" value="2011"/>				
Resources Linked to this accession <table border="1"><thead><tr><th>Resource Identifier</th><th>Resource Title</th></tr></thead><tbody></tbody></table> <input type="button" value="Link Resource"/> <input type="button" value="Remove Link"/>	Resource Identifier	Resource Title	Bulk Dates Begin <input type="text"/> End <input type="text"/>		
Resource Identifier	Resource Title				
Resource Type <input type="text" value="Records"/>	Deaccessions <table border="1"><thead><tr><th>Deaccession Date</th><th>Extent</th><th>Extent Measurement</th></tr></thead><tbody></tbody></table> <input type="button" value="Add Deaccession"/> <input type="button" value="Remove Deaccession"/>	Deaccession Date	Extent	Extent Measurement	
Deaccession Date	Extent	Extent Measurement			
Title <input type="text" value="Mount Holyoke College Bulletin and Course Catalogue, 2010-2011"/>	Locations <table border="1"><thead><tr><th>Location</th><th>Note</th></tr></thead><tbody><tr><td>daps_arch network space daps_arch...</td><td>ArchNet\2 Digital Objects\College Re...</td></tr></tbody></table> <input type="button" value="Add Location"/> <input type="button" value="Remove Location"/>	Location	Note	daps_arch network space daps_arch...	ArchNet\2 Digital Objects\College Re...
Location	Note				
daps_arch network space daps_arch...	ArchNet\2 Digital Objects\College Re...				
Extent Extent Number <input type="text" value="1"/> <input type="text" value="item"/>	General Accession Note <input 2010_11.pdf\"."="" type="text" value="This accession contains an electronic record transferred to the Archives via a downloaded PDF from the Registrar's website on 3 August 2011 by Leslie Fields. The original file name was \"/>				
Container Summary <input type="text" value="This item is one file making up one digital object. It is a 2,447 KB PDF."/>					
Repository: MHC ASC					

Mount Holyoke College Course Bulletin and C

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

Basic Description Names & Subjects Notes

Label

Title

Mount Holyoke College Course Bulletin and Catalogue, 2010-2011

Dates

Date Expression 2010-2011

Date Begin 2010 End 2011

Restrictions Apply

Object Type text

Digital Object ID rg10-acc2010_2011_021-1

Resource Linked to this Digital Object

Resource Identifier	Resource Title
---------------------	----------------

EAD Dao Acutate onRequest

EAD Dao Show new

Language Code English (eng)

Repository Change Repository

File Versions

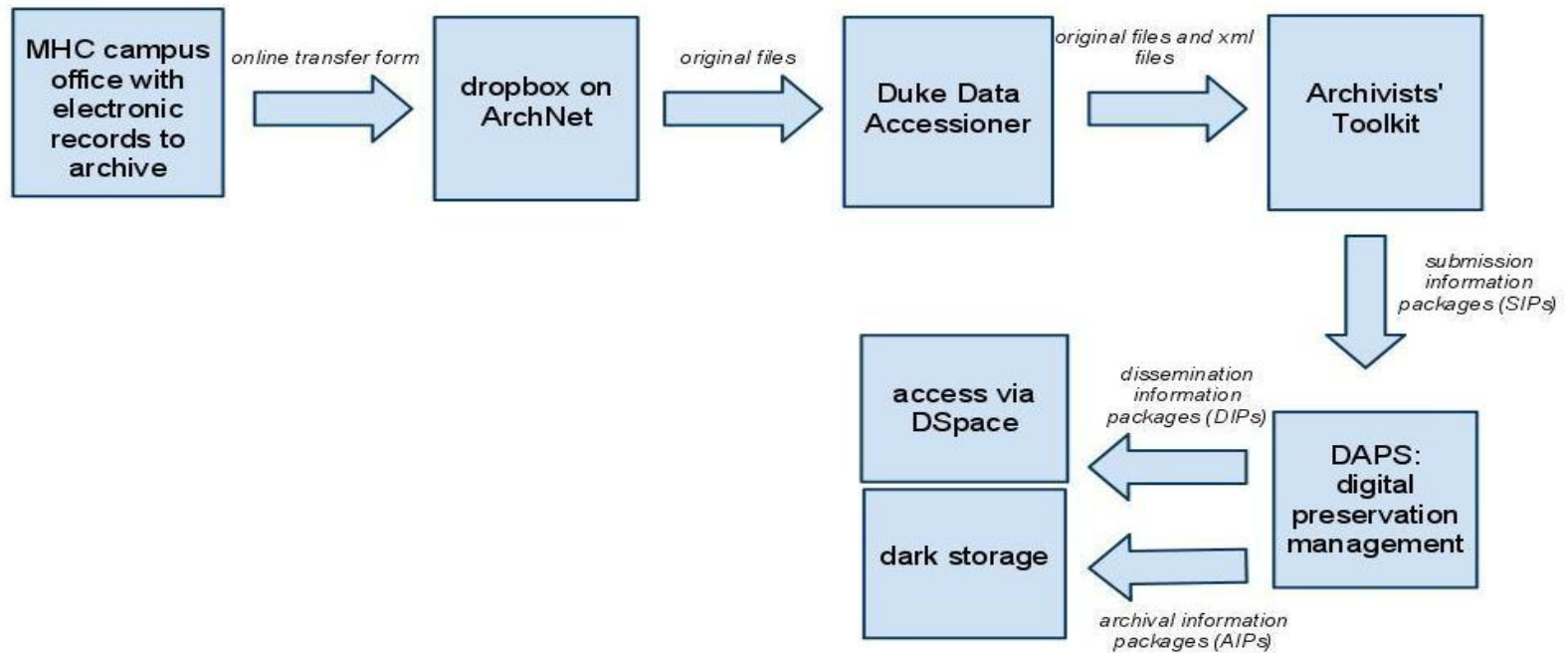
Use Statement	URI
---------------	-----

Add File Version Remove File Version

Add Child Add Sibling Delete Node Export METS Export MARC Export MODS Export Dublin Core

First Previous Next Last Reports Close Save

EXPORT SIP TO DAPS. AIP IS STORED IN DARK





[Home](#) → [Archives and Special Collections](#) → [College Records](#) → [Record Group 03: Board of Trustees](#) → [RG 3.01: Board of Trustees Records](#)

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, Proposal, Petition, Statistics, Receipts, Tribute, and Audio cassette; Minutes; By-laws; Meeting Files; Workbooks; Chronological Files; Subject Files; Correspondence; Files for Individual Trustees; Investigation 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.

Search

- Search
- This Collection

[Advanced Search](#)

Browse

All Collections

- [By Collection](#)
- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

This Collection

- [By Issue Date](#)
- [Authors](#)

*TAKING OUR PULSE:
THE OCLC RESEARCH SURVEY OF SPECIAL
COLLECTIONS AND ARCHIVES, OCTOBER 2010*

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



