

# Bentley Historical Library Digital Preservation Workflow

	1. Donor Negotiations	2. Transfer to Archival Custody	3. Create Accession Record	4. Digital Processing	5. Transfer to Long-Term Repository	6. Repository Management	7. Ongoing Activities
Data Flow	<p>Digital Records in native environment(s)</p>		<p>Processing space/short-term storage</p> <p>Tivoli Storage Manager (TSM): nightly backup (21-day retention)</p>			<p>Deep Blue: Long Term Digital Preservation Repository</p> <p>Tivoli Storage Manager (TSM): nightly backup (6 month retention)</p>	
Bentley Library Documentation	<p>Donors / Creators</p> <p>BHL Archivists</p> <p>Transfer Agreement / Deed of Gift</p>	<p>Acknowledgement of receipt</p> <p>BHL Archivists</p> <p>Donors / Creators</p>	<p>Accession Record</p> <p>BHL Archivists</p> <p>Collection management database</p>	<p>BHL Archivists</p> <p>PREMIS preservation metadata</p> <p>Log files</p> <p>Technical metadata</p> <p>Descriptive / administrative metadata</p> <p>Deposit Metadata</p>	<p>Deep Blue deposit confirmation</p> <p>BHL Archivists</p>	<p>Reports / usage statistics</p> <p>updated PREMIS preservation metadata</p> <p>Deposit Metadata</p> <p>BHL Archivists</p>	<p>BHL Archivists</p> <p>EAD finding aids</p> <p>MARC record</p>
Discussion (if needed)				<p><b>Run procedures to produce a complete Archival Information Package:</b></p> <ol style="list-style-type: none"> <li>1. Virus scan</li> <li>2. Extract content from archive files (.ZIP, .TAR, etc.)</li> <li>3. Identify and correct missing file extensions</li> <li>4. Create preservation copies for at-risk file formats</li> <li>5. PII scan: ID credit card and Social Security nos.; redact/set restrictions</li> <li>6. In-depth appraisal; arrangement (as needed); separation of superfluous content; packaging (in uncompressed .ZIP files, as needed)</li> <li>7. Record descriptive, administrative and technical metadata</li> <li>8. Technical metadata extraction and checksum generation</li> </ol>		<ol style="list-style-type: none"> <li>1. Create and maintain backups of content</li> <li>2. Ensure access to materials; enforce access restrictions</li> <li>3. Perform regular integrity checks on preserved content; record actions in BEAL; restore content if needed</li> <li>4. Establish disaster recovery procedures</li> <li>5. Update software and infrastructure as needed</li> </ol>	<ol style="list-style-type: none"> <li>1. Maintain up-to-date descriptions</li> <li>2. Preservation planning: monitor standards, trends, and best practices; track format obsolescence; review and revise policies and preservation plans</li> <li>3. Coordinate with ITS and MLibrary staff in regards to storage infrastructure needs and requirements</li> </ol>