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

Donors/Creators
BHL Archives
Acknowledgment of receipt
BHL Archives
Accession Record
Digital Records
Find an external
Digital Records
Processing space/short-term storage
Tape Storage
Digital Records
Long-Term Digital Preservation Repository

Preservation package
BHL Archives
Collection management database

Deep Blue deposit confirmation
BHL Archives
Updated PREMIS preserved package
BHL Archives
EAD finding aid
BHL Archives

Run procedures to produce a complete Archival Information Package:
1. Virus scan
2. Extract content from archive files (ZIP, TAR, etc.)
3. Modify and correct missing file extensions
4. Create preservation copies for the file format
5. If war: ID credit card and Social Security nos., restricted restrictions
6. In-depth appraisal (as needed), separation of scientific content, packaging (or computerized PDF files, as needed)
7. Record descriptive, administrative, and technical metadata
8. Technical metadata extraction and checksums generation

Donors/Creators
BHL Archives
Transfer Agreement/Draft (U.S.)

1. Create and maintain backup of content;
2. Ensure access to metadata, enforce access restrictions;
3. Perform regular integrity checking on preserved content;
4. Receive and monitor backups and preservation plans;
5. Coordinate with ITS and IT's staff in regards to storage infrastructure needs and requirements.