Preserving electronic records from labor union organizations at the University of Maryland

47th Annual Conference of the International Association Of Labour History Institutions (IALHI)

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Helsinki, Finland

Presented by Jennifer Eidson, University of Maryland, USA
Digital Systems and Stewardship (DSS) at University of Maryland

• Digital Programs and Initiatives
  1. Website harvesting (Archivelt)
  2. Mass digitization projects, vendor (Internet Archive)
  3. Digital Conversion and Media Reformatting
     • Analog Records Digitization, in-house
  4. Born Digital (Email, file migration, disc imaging)
  5. Social media harvesting (Social Feed Manager)
Website Harvesting

University of Maryland
Archive It Partner Since: Jan, 2010
Organization Type: Colleges & Universities
Organization URL: http://www.umd.edu

Narrow Your Results

Sites and collections from this organization are listed below. Narrow your results at left, or enter a search query below to find a collection, site, specific URL or to search the text of archived webpages.

Enter search terms here

Collections | Sites | Search Page Text

Page 1 of 1 (6 Total Results)

Sort By: Collection Name (A-Z) | Collection Name (Z-A)

Historic Preservation Collection
Archived since: Feb, 2010
Description: This collection represents websites of historic preservation organizations in the United States
Subject: Society & Culture
Creator: University of Maryland Libraries

Labor
Archived since: Jun, 2015
Website Harvesting

Labor
Collected by: University of Maryland
Archived since: Jun, 2015
No description.
Subject: Society & Culture

Narrow Your Results

Sites for this collection are listed below. Narrow your results at left, or enter a search query below to find a site, specific URL or to search the text of archived webpages.

Enter search terms here

Sites

Search Page Text

Page 1 of 1 (14 Total Results)

Sort By: Title (A-Z) | Title (Z-A) | URL (A-Z) | URL (Z-A)

URL: http://archive.blog.aflcio.org/
No Captures were found for this URL

URL: http://dpeaflcio.org/
Captured 2 times between Nov 13, 2015 and Nov 13, 2015

URL: http://maritimetrades.org/
Captured once on Nov 9, 2015
Mass Digitization of Analog Records
Analog Records Digitization, in-house
Irving Brown speaks into a microphone on a Radio Free Europe (RFE) broadcast, undated

Summary: European representative for AFL-CIO, Irving Brown speaks into a microphone during a Radio Free Europe (RFE) broadcast in this undated photograph, circa 1940s. He later served as director of the International Affairs Department.

Century: 1901-2000

Place of origin: Continent: Europe

Temporal subject: 1941-1950

Archives (location): AFL-CIO, International Affairs Department, Irving Brown Files, 1943-1989

Collector: unknown

Copyright holder: unknown

Collection: Labor in America Collection

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Born Digital

• Born Digital Manual (working draft)
  • Following Open Archival Information System (OAIS) model
• Able to accession via migration and web harvesting
• Preliminary inventory via disc imaging
• Experimenting with social media feeds
• Experimenting with email
Open Archival Information System (OAIS)
Strategy 1: Test phase

• Observe how peer institutions implement born digital programs
• Donor relations: Creating workflows to accept the digital files
• Experiment with new electronic records accessions
• Pilot projects
Strategy 1: Test phase

• Learning FRED (*Forensic Recovery of Evidence Device*)
  • Digital forensics workstation
  • Accession digital material
  • Checksum process for fixity
  • Disc imaging software on FRED, options:
    • Windows (forensic toolkit imager)
    • Linux (bit curator toolbox includes Guymage for data from disc image)
Strategy 1: Test phase

• Pilot project with the University Provost Office
  • Survey started
  • Needs identified
    • More robust records management at UMD, including electronic records
    • Plans to hire Electronic Records Archivist
Strategy 2

• Accept offered born digital records into Special Collections following minimum best practices.
  • Digital records covered in deed of gift
  • Educate donor about electronic records
  • Coordinate transfer of electronic files via portable hard drive

• Test bed
  • Case study: National Labor College
  • Case study: Page One Photography, Inc.
Case Study: National Labor College

• New accession prompted by closure of organization in 2014
  • Paper records
  • Electronic records

• Limited organizational staff to help identify electronic records and transfer to hard drive media

• No disc image possible
Case Study: National Labor College

- Hard drive transfer delayed 4 months
- IT systems not monitored after March 5, 2014
- Computer of President experienced virus that deleted entire server
- Hard drive was shared with AFL-CIO to recover files
- Hard drive received by University of Maryland, July 2014
Case Study: National Labor College
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Case Study: National Labor College
Case Study: Page One Photography, Inc.

• A collection of over 10,000 photo events/jobs from 1982-2015
  • 113 Boxes of negatives
  • 2.9 TB digital images starting in 2000

• Enough planning time to determine their needs and our needs

• Discussion of their workflow of digital image creation
  • Original files had already been altered
  • Disc image not necessary

• Digital files transferred to 3 hard drives
  • 2014-2015 drive: 283 GB, 26,628 Files, 182 Folders
  • 2009-2013 drive: 1.80 TB, 297,609 Files, 1,723 Folders
  • 2005-2008 drive: 832 GB, 232,061 Files, 1,338 Folders
Case Study: Page One Photography, Inc.

• Challenges:
  • Erased hard drive, asked donor to upload 2009-2013 again
  • Empty folders
  • Annual accession planned, not consistent
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Strategy 3

• Begin ongoing conversations and planning with existing donors who plan to archive their born digital records in UM’s Special Collections.
  • AFL-CIO
  • American Center for International Labor Solidarity (Solidarity Center)
  • Bakery, Confectionery and Tobacco Workers International Union
  • United Brotherhood of Carpenters and Joiners of America (UBCJA)
Conclusion

• Keep experimenting and developing our Electronic Records Program
• Encourage donors to keep their e-records for a period of time in case we encounter problems
• Disc image from donor is not always realistic
• Maintaining authenticity is not always possible
• Ensuring timely transfer of files is important
• Document and refine
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Labor History Subject Guide: http://lib.guides.umd.edu/labor