

This guide documents the processing of the acquisition and processing of digital collections at the MIT Libraries, Institute Archives and Special Collections. It is a work in progress.

1. Transfer

There are potentially three types of transfer of digital files: on-site, physical delivery, and digital delivery.

• On-Site

Depending on the nature of the material and the devices they are stored on, files can be transferred by either copying them to the secure Archives Staging server or to an IASC computer or external hard drive. In all cases, the primary goal is to obtain an exact copy that maintains system and technical metadata (such as original dates).

Preliminary Procedures

- **Print** out copies of the *On-Site Data Transfer Documentation* form. Have multiple copies of page 4 for each computer or device you will be transferring from.
- In Archivists' Toolkit **assign an accession number** for the acquisition. This number may be used for one or more transfers.
- **Create a transfer number** from the following formula: YYYYMMDD_00x_(name). Each device will be numbered sequentially (00x). The name at the end is up to your discretion but should help to identify the transfer's creator or subject easily. Limit the length.
- **Assemble materials** listed in the [Travel Toolkit](#).

Transfer

- **Number devices** that will you will be transferring files from. Mark down the number for each device on the Hardware/Storage Device Information pages of the On-site Data Transfer Documentation form. If taking photos, write the number of the device on a sticky note and include it in the photos. Save photos in the acquisition's folder on the shared drive or external HDD in a subfolder called "Acquisition Process").
- **Identify** all client computer files to be reviewed or copied and note locations of files and folders.

On-site Data Transfer Documentation Form

You will fill out this form before, during, and in some cases after an on-site transfer.

Copying to a Network Drive

1. Connect to archives network drive (z://lib.file.3/archives)
2. Create folders on drive using the transfer number file name for each transfer/device.
3. Copy client records into folders.
4. Verify number of files and folders and total size after transfer.
5. Return to archives.

Note: Sometimes dates associated with files will be changed when they are copied or moved. Make a note of this if it happens.

Copying to an External HDD

1. Connect external HDD to client computer through USB drive.
2. Create folders on external HDD using transfer number file name for each transfer/device.
3. Move client records to external HDD.
4. Verify number of files and folders and total size after transfer.
5. Connect USB thumb drive with *FTK Imager* on it.
6. Run *FTKImager.exe* (**See: Validation procedures**).
7. In some cases you may wish to run *Karen's Directory Printer* at this point, using a laptop. You may also run it on the working/processing computer back at the archives. (**See: Validation procedures**).
8. Return to archives.

- **Physical Delivery**

Follow this procedure when physical media is delivered to the Archives by an individual.

- Fill out the *IASC Material Receipt Form*.
- Be sure to ask for a contact name. This should be a person responsible for the records, especially if the delivery is of a computer. This individual may be different than the person actually delivering the media.

- **Digital Delivery**

When digital files are transmitted electronically to the archives, please notify the Digital Archivist.

2. Validation

Some of these procedures are done both concurrently with the Transfer phase and after it, depending on the situation of the acquisition. The goal of this step is to establish intellectual control over the acquisition by generating inventories, verifying files, procuring metadata, and ensuring security of files.

Note: All files created during Validation procedures (such as inventories and reports) should be saved in the “Acquisition Process” subfolder.

Virus Scan

This should be done after returning to the archives, when files are transferred to the processing machine. **Note:** if files have been last updated less than 30 days ago, the acquisition should be put into a 30-day quarantine to ensure that virus definitions are up-to-date with any potential infections in the files.

- Run a scan with McAfee.
 - Check that definitions are updated.
 - Run on all files being acquisitioned.
 - Quarantine infections (not clean or delete).
 - Run a report.
- If a virus is found:
 - Identify each virus and research it. Consult with Curation & Preservation Services.
 - If virus cannot be removed, maintain information from scan report and note which files are affected and where they came from.

Note: .ost and .pst files (collections of Microsoft Outlook emails) cannot be scanned by antivirus programs. Consult the strategy for email attachments (in development).

Inventory

Create file-level inventory for chain of custody and authenticity. These programs will pull metadata from the files which should be maintained with the collection for future use in description.

- FTK Imager
- Karen’s Directory Printer

File Format Characterization Report

Verify file format sizes and versions for validation and appraisal decisions. Use either of these programs, but not both.

- DROID
- Duke Data Accessioner (includes DROID)

Metadata Extractor

3. Ingest

Brings the files and associated processing documentation into the physical and intellectual custody of the archives. These steps are to be completed after returning to the archives.

File Verification & Summarization

- Create a README file for the acquisition.
- Make all folder(s) in the acquisition read-only.

Transfer and Ingest Package

- Review the package you have created.

README.txt

Use the template provided (*README_template.txt*). Name the file "README_[transfer no].txt" and save in the Acquisition Process folder. Do not save over the template. Transfer the information from the On-Site Data Transfer Documentation Form or the Materials Receipt Form.

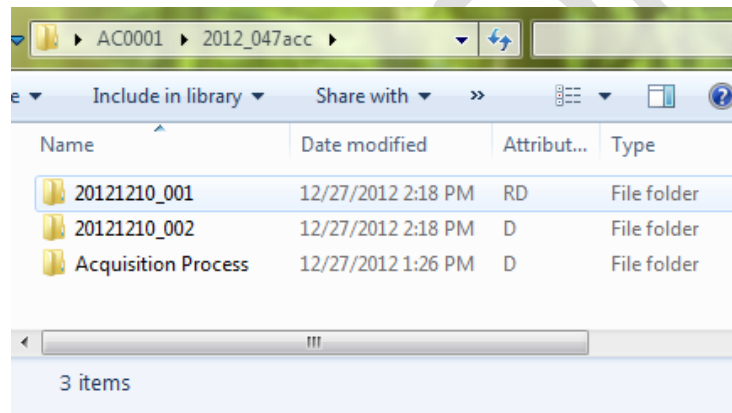


Figure 1 Ingest Package

- Within the Acquisition Process folder there should be contained at least the following processing documentation:
 - README .txt file
 - Directory Printer.txt file
 - File Hash List .txt (from FTK Imager)
 - .xml file (from Data Accessioner) **OR** DROID .txt file

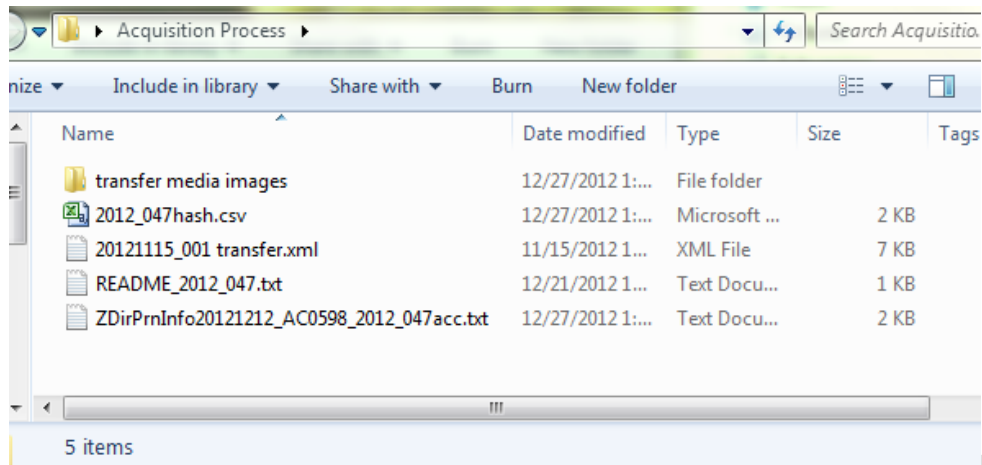


Figure 2 Acquisition Process folder

Record in Archivists' Toolkit

- In Archivists' Toolkit's note field, record steps which have been followed during these procedures. **(See: AT documentation)**