## History Preservation Project Meeting Notes
August 15, 2006

Issues to Consider:

Will need volunteers who do nothing but examine, interpret and prepare material prior to scanning – while keeping material in order and properly indexed.

Bindings in some case are fragile and may break or split during the scanning process, other documents may be fragile to the touch. How to use without ruining the document? Or money may be needed to preserve the initial document after scanning.

Material may be interpreted differently depending on who is doing the interpretation. How to control the quality of information in the examination process so that documents are correctly identified?

Initial examination of the material is an engrossing process – allow time for this process.

How to deal appropriately with glass plate item?

In the case of books, copyrighted material, need to determine if this information is already available elsewhere, thus becoming a lower priority in terms of our preservation efforts.

Be aware that the material contains audiotapes. Determine how/if this kind of material will be handled.

While material is indexed by category (photos, documents, archives), each category as boxed may contain a mixture of categories (pictures mixed in with documents, etc.).

Some material is not dated, determining a time period may be difficult.

In some cases, information may be incorrect (example: on ad found in a playbill from 1960 listed Howard Johnson's at 380 Commercial Street – a mistake at the time that might lead viewers to believe a Howard Johnson's existed at that location when in fact it did not).

Will the creation of a general timeline help in determining dates of undated material?

Copyright issues will most likely not play a factor but need to be investigated to make sure we are not in violation of copyright laws regarding some of the material.

Some indexed envelopes were empty.

Postcards vs. photographs – a simple matter of categorization during preservation process?

How to keep items from being pilfered during the project process?

**Assessments**

Use index to guide you to material related to specific collection you are working on.

If you encounter an envelope within a box that contains numerous material related to the collection but not individually listed on the index, create an index of the envelope contents by assigning unique identifiers accordingly. *(Use TMP example from Box 71).*

In some cases, you may find an entire box with material that will need to be individually indexed as described above.

If you encounter an envelope within a box with numerous material, some of which contains material related to the collection you are working on, but also contains material you believe has no relation to the collection or may have been inaccurately filed when initially archived, separate out this material from the original envelope prior to assessing envelope contents, and alert prioritization group for Identification/determination.

At some point in the Collection assessment, update master index located on 3$^{rd}$ floor computer with newly indexed material. If you are not familiar with Excel, do not attempt to input this information yourself, rather alert Prioritization Group and/or Doug of what needs to be updated.

**Standard for assigning Unique Identifier Number**

Using the index, take the box number, then sheet number, then archive/article number to create the unique identifier number. The Assessment Forms indicate which number goes where. Use an underscore to separate the box from the sheet number, and the sheet number from the archive/article number.

**Example:** If you were working from material from box 2, sheet 250, archive/article number 561, the Unique Identifier number would be 002_250_561.

Typically, you will be dealing with numerous items from one envelope or box. Each item within the envelope would need to have it's own unique

identifier. Sometimes, but certainly not always, these items have already been individually catalogued. This information can be found on the archive/article (Example: box 2, archive/article 561a1, sheet 250 and on sheet 250 each item is listed as 1, 2, 3, etc., then the Unique Identifier number would be 002_250_561a-001, 002_250_561a-002, etc). In this instance, the added numbering found on the archive/article number and/or sheet gets added to the end of the numbering sequence (box/sheet/archive/article) separated by a dash (rather than an underscore) in order to accommodate data entry field later in the process.

If the material was not already specifically allocated a separate number on the index (example: archive/article number shows 561a1, or 561b17) on the index (Example: box 2, sheet 250, archive/article 561a1, which would become 002_250_561a-001 for your identifier), you would need to assign each item a number so that each item becomes unique:

**Example:** An envelope with 20 documents came from box 2, sheet 250, archive/article 561, and the only description on the index is, for example, "Heritage museum correspondence". You would provide a brief description of each item and assign each document a number (one through 20) – 002_250_561-001, 002_250_561-002, etc.

If you are dealing with a multi-paged item, it is only necessary to assign a unique identifier to the document in its entirety, and not to each and every page.

Whenever possible, write the unique identifier number on the lower right hand corner of the back of each item in pencil.

# Assessing/Scanning File Naming Conventions:

000_000_000-000

Or

000_000_000a-000a

Underscore, underscore, dash
**All letters lower case**

In the first two fields, all three digits will be numbers.

In the last two fields, the first three digits will always be numbers and the fourth digit (if necessary) will always be a letter (lower case).