

**Ext/Int Events and Influences**

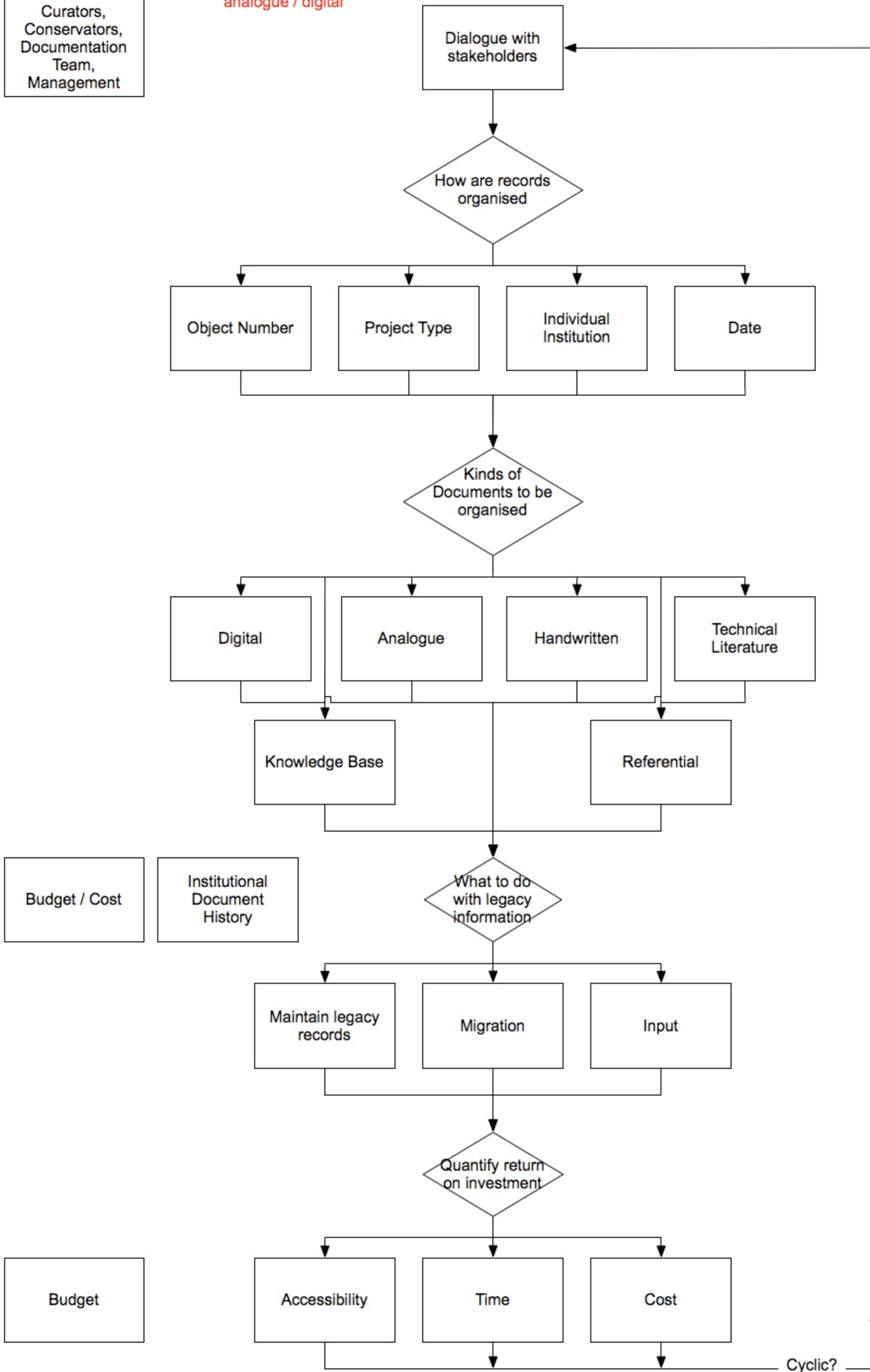
Curators,  
Conservators,  
Documentation  
Team,  
Management

Trigger :  
· Preservation – “Best  
practices” for paper /  
analogue / digital

**Process**

**Management And Presentation  
Of Documentation**

**Documents**



# 1 MANAGEMENT + PRESERVATION of Documentation

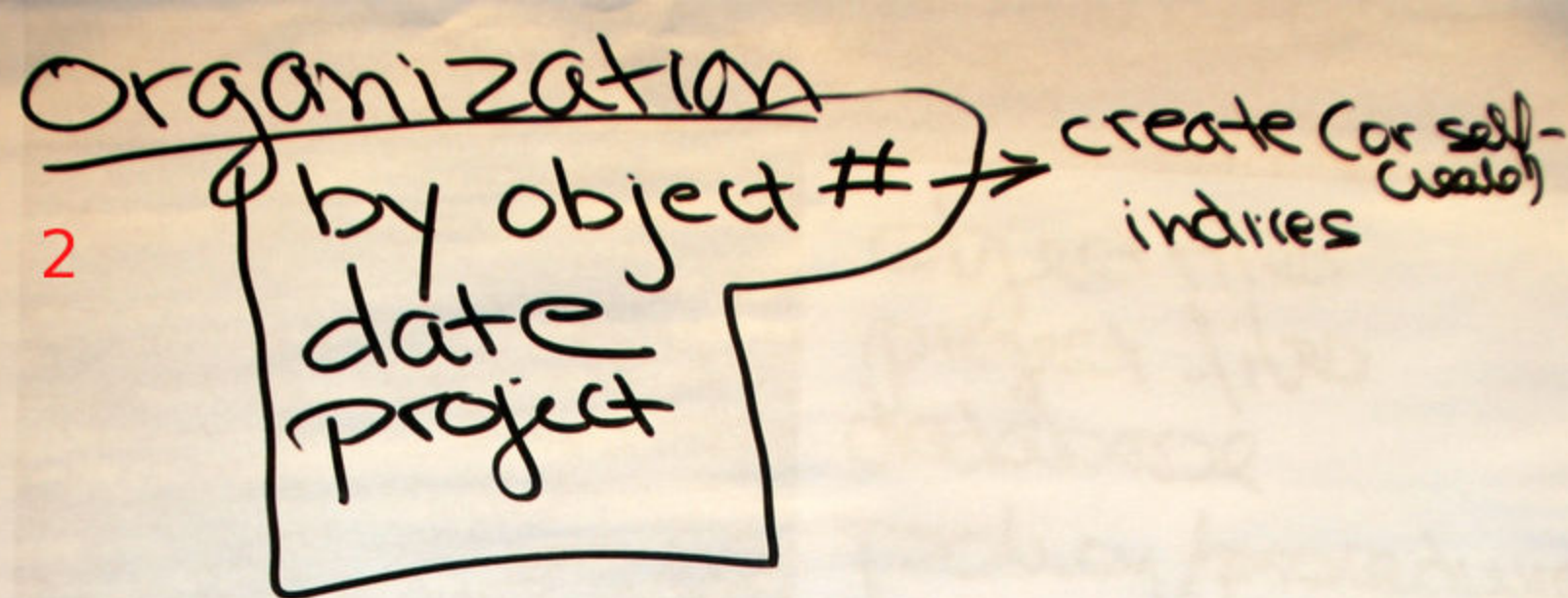
Preservation: "Best Practices" for paper/analogues/digital

Management:

Process of Deciding: evolved/myriad forms  
IDEALLY →

Administration →  
Conservators → IT

discussion +  
cost considerations



types: object files  
project files  
database

also → procedural/policy docs  
Knowledge base → eg. technical lit. "files"

Object files:  
images/analogues/reference to samples + locations  
misc-handwritten, labels etc

### 3

How to <sup>access</sup> search record content = at issue

How to determine degree + what to scan

Limited focused data entry  
entry in bulk →  
or selected by frequency of access.

### Image storage.

→ system backup + CDs  
→ follow best practice

Cost of all including long-term preservation

## Management and Preservation of Documentation: Discussion Summary

Preservation – we are going to use best practices for all digital and analog work

Management – how are we going to decide how to do this?

Need to have all necessary parties at the table to dialogue (management, curatorial, it.)

How are our records organized?

- Object number
- date
- project type
- individual organization

What kinds of documents are we organizing:

- Digital
- analog
- hand-written
- photographs
- knowledge base
- technical literature
- references to sample locations and descriptions

What do we do with legacy files?

- Bulk scanning?
- Costly?
- Is there value to that?
- Selective migration of the data by type of data or group of objects.
- We do not want to lose the institutional history of paper files.

Quantifying a return on investment, what does this mean? What is our return.

There are no technical barriers.

- More time to manage documentation.
- How much does it cost to do the documentation? Is it part of the mandate?
- Cost of searchable and accessible, what we want to keep and why we want to keep it. Help us do something super efficient.

Normal work creates archival work but then the process of that archiving is somehow contextualized or made such that you aren't just throwing bits down the hole so that context is retained as part of the storage process. Something that can be contextualized in a number of different ways

A lot of our objects files may contain lots of stuff that we don't need to keep.

People generate huge numbers of documents living in huge numbers of places. There is no longer this automated approach to retrieving information. The idea of coming up with a system that will force us to come up with systems and mechanisms is essential.

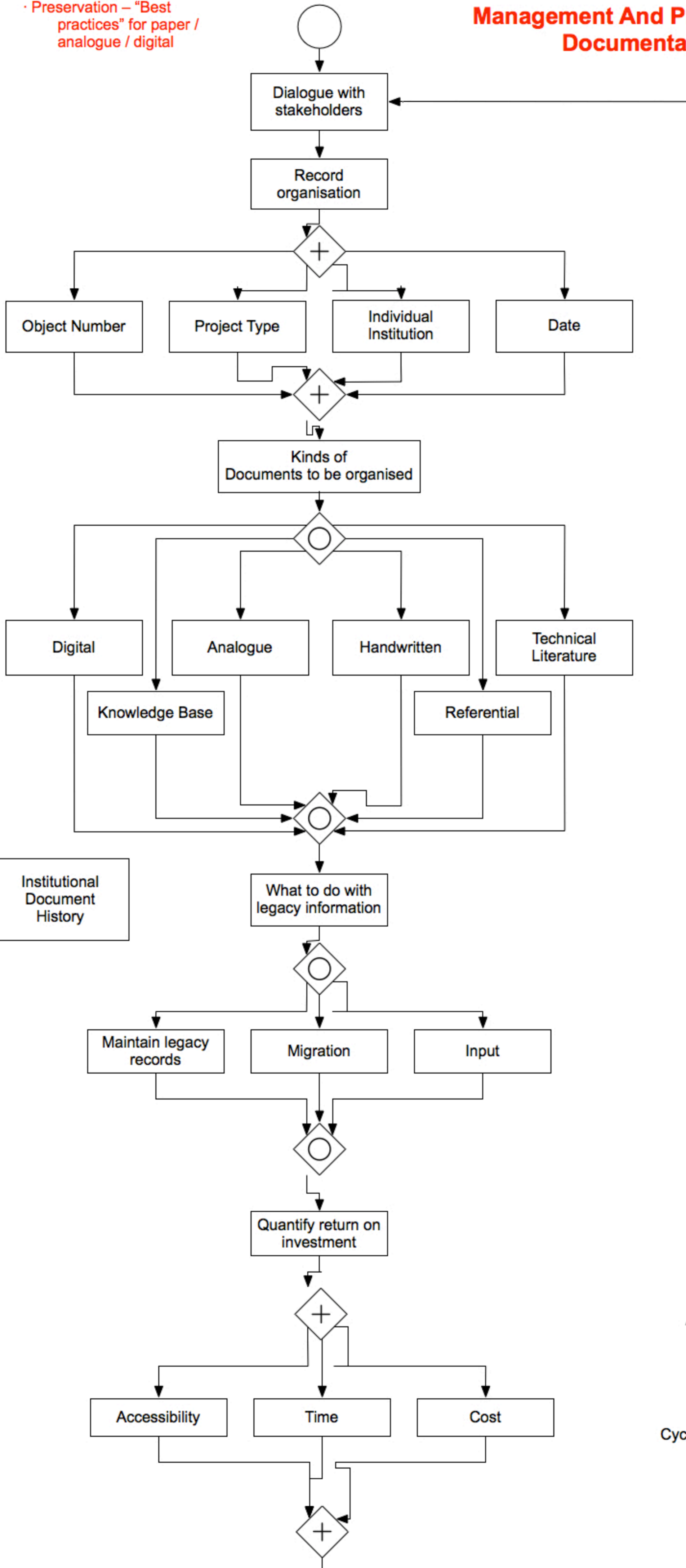
How do we describe documents?

For search, retrieval, indexing

How do you decide what to keep?

- Duplicates
- I don't want a system that forces me to throw out things out that I think might be valuable.
- How to link to the backlog?
- Internal and external procurement documents often provide the only useful document and you never know—it's not keep everything—how do you make that choice.

Curators,  
Conservators,  
Documentation  
Team,  
Management



Budget / Cost

Institutional  
Document  
History

Budget

Cyclic?



Inclusive Gateways have been used when there are multiple options which may not all be taken. So by default these all have a Yes/No condition on them