Accessioning, Transfer, and Ingest Workflow for Born–Digital Archives in Collecting Repositories

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The AIMS Project
- Born Digital Collections: An Inter-Institutional Model for Stewardship
- Two year project (2009–2011), funded by the Andrew W. Mellon Foundation
- Plan to process and preserve thirteen born-digital archival collections
- Creation of end-to-end workflows for born-digital archives: collection development, appraisal, arrangement, description, access, & preservation
- Development of a Fedora–based solution using the Hydra framework
- Fostering a community of digital archivists nationally & internationally

Goals
- Develop workflow for accessioning, transfer, and ingest of electronic records in collecting manuscript repositories into a Fedora storage/management environment
- Workflow must allow for variation in practices based on institutional policy and national standards
- Workflow must be applicable to both existing backlogs of digital records as well as new transfers from donors
- Workflow must be applicable regardless of storage media: obsolete formats, existing transfers on network storage, etc.

Methodology
- OAI-ORE Reference Model
- PAIMS: Producer/Archive Interface Methodology Abstract Standard, with clearly delineated roles: donor (custodian before transfer), archivist (OAI-ORE "producer" role responsible for transfer to mss. repository)
- Submission agreements, based on schema designed by TAPER project
- Pre-custodial intervention when possible using donor survey, partially based on Paradigm project survey
- Archival appraisal based in part on technical success of transfer project

Future Work
- Development of new software and further analysis of existing tools to serve as reference implementations of workflow
- Creation of sample submission agreements using TAPER schema
- Evaluating success of donor survey from standpoint of working with donors as well as collection development staff
- Testing workflow with new transfers, accessions to existing collections, backlog
- Integration with other software such as Archivists’ Toolkit and CALM

More Information:  
http://www2.lib.virginia.edu/aims/  
http://born-digital-archives.blogspot.com/