

Bard Graduate Center Archives
Submitting electronic files to the Archives
Updated May 24, 2016



Overview

The purpose of this document is to provide instruction on transferring electronic files to the Bard Graduate Center Archives. The Archives hold records—both paper and digital—that have enduring value that document the activity of the Bard Graduate Center. The Archives is designed to promote the long-term accessibility (e.g., 50+ years) of digital records. Please consult Bard Graduate Center’s records retention schedule for information on what records should be transferred, and which can be disposed of after a designated period. Please consult the archivist if you have any questions.

Steps to make a transfer

1. Locate the files that you would want to transfer.
2. Make sure that you have access to the Archives network share. In Windows, you can access it by typing into Explorer’s address bar:
\\archives-server
It is also recommended that you map this network share as the “R” drive.
On a Mac, you can access this share by going to the Go menu, and selecting “Connect to Server.” Type in the server address of //archives-server.
3. Open the folder named “Submissions to Archives,” and open your respective departments’ folder.
4. Create a folder that is descriptive of the contents that you are transfer. For example:
“Bauhaus exhibition, 2007”
5. Move (do not copy) all of the files from the source location to this new folder. If during the operation the dialog box says “Copying” rather than “Moving,” then be sure to delete the source files afterwards to help conserve disk space.
6. Send an email using the following format:

To: archives@bgc.edu
Subject: TO ARCHIVES: Bauhaus exhibition, 2007
Message: [This should describe the content of what is being transferred in a high-level way, such as the following] Includes files related the the Bauhaus exhibition, 2007, including exhibition catalog, curatorial research notes, didactics and opening invitations.
7. If there is any restricted information included in the submission (e.g., social security numbers, student information, etc.), please be sure to indicate that this is the case in

the email you send to the archives. The archives will enforce access restrictions.

8. You should receive a confirmation email within 3-5 days business days that confirms that your transfer has been accepted into the archives.
9. Your content will initially be moved to the “UNPROCESSED” folder on the Archives share (or “Unprocessed-RESTRICTED” if there is restricted information), and once fully incorporated into the archives available in the “Archives Data” folder (or “Archives Data-RESTRICTED” if there is still restricted information in the records).

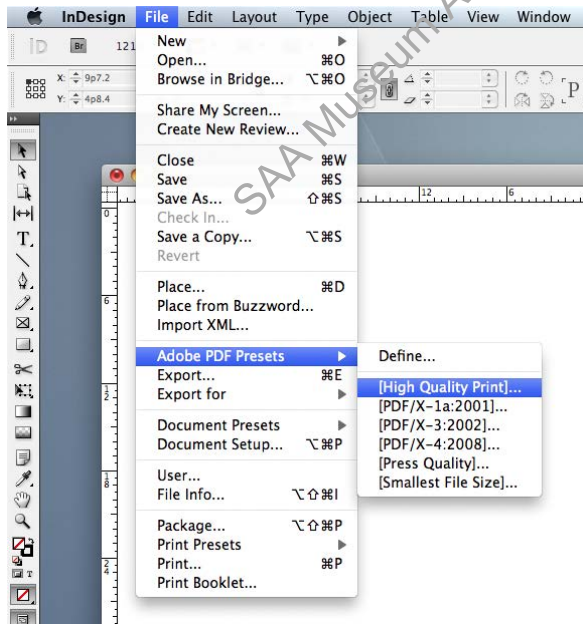
Notes on file formats

The Archives looks to promote the long-term accessibility of electronic records by making use of specific file formats. Archives staff can work with departments with backlogs of non-target archival formats, however, the recommended archival transfer formats are included in the document, “Preferred Archival File Formats.”

Creating High Quality PDF files

As noted in the “Preferred Archival File Formats,” PDF/A is the target archival file format for Adobe InDesign, Illustrator and QuarkXPress documents. PDF/A is preferred because it embeds all fonts and color space information and helps ensure designs look as the creator intended. Not all PDF exports accomplish this (e.g. the “Smallest File Size” PDF preset does not embed any fonts in the file).

Unfortunately, in Adobe InDesign CS 5.5, 6.0 and CC 2015, there is not a PDF/A export preset available directly. Therefore, it is recommended that you create a PDF using “High Quality Print” PDF export option, which will embed font information. It will be later converted to a PDF/A using Adobe Acrobat.



Converting PDFs to PDF/As

Overview

PDF/A (or “archival PDFs”) have the distinct advantage over “ordinary” PDFs in that they are designed to include all the information they need to render properly in the future, such as embedded fonts and color space information. PDF/A cannot include information that may be challenging to render in the future, such as files that use encryption, compression, embedded binary data, and scripts (e.g., Javascript).

Steps

Adobe Acrobat can be used to convert PDF files to PDF/A.

NOTE: It is not always possible to convert a PDF file to a PDF/A file, simply because the required information is no longer easily available (it cannot embed fonts in the file that you don't have on your existing system). For this reason, the Archives should be prepared to deposit PDF files even if they cannot be converting into PDF/As. Further, the archives may want to prioritize PDF conversion for high-value assets that exhibit important visual information (extensive use of graphic design, fonts, layouts, etc.), as opposed to records where the visual information is not important to the overall record (e.g., export of a FileMaker database).

To convert a file, select **File > Save As Other > Archivable PDF (PDF/A)**.

Open the new file. If successful, the following should be included at the top of the file:



The file you have opened complies with the PDF/A standard and has been opened read-only to prevent modification.