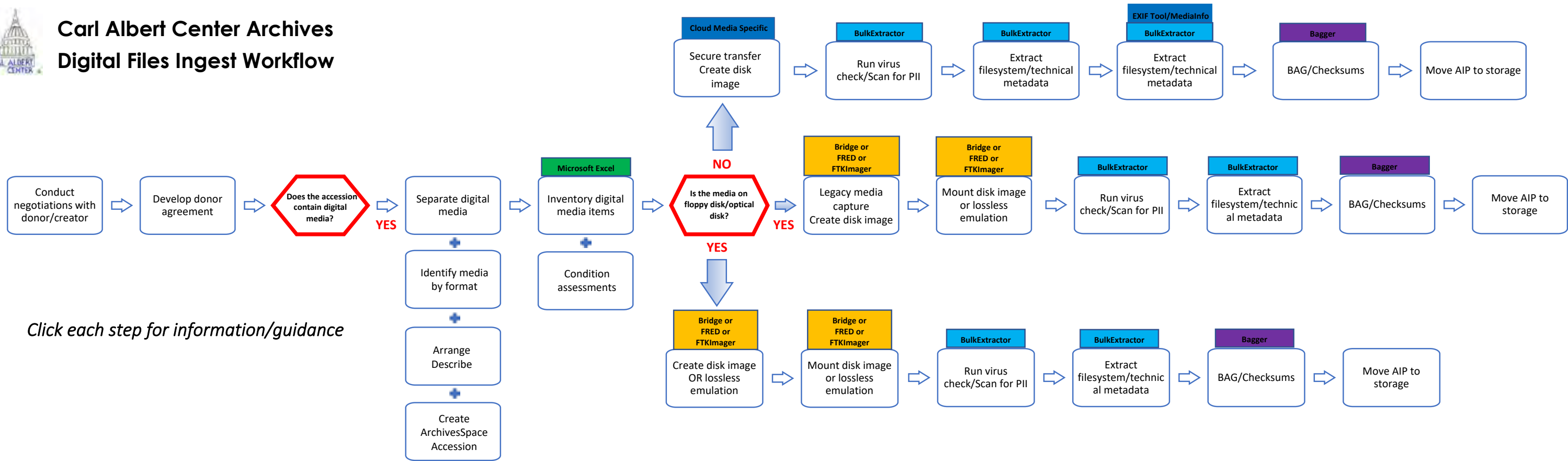




Carl Albert Center Archives Digital Files Ingest Workflow





Dedicated to Preserving Political History:
A Guide to the Collections, Programs, and
Policies of the Carl Albert Center
Congressional Archives





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About the Carl Albert Center

History

Founded in 1979, The Carl Albert Congressional Research and Studies Center is a nonpartisan institution devoted to teaching and research related to the United States Congress and, more broadly, to strengthening representative democracy through engaged and informed citizens. Located at the University of Oklahoma in Norman, Oklahoma the center is a living tribute to the ideals, leadership, and accomplishments of the Honorable Carl Albert-native Oklahoman, University of Oklahoma alumnus, Rhodes Scholar and 46th Speaker of the U.S. House of Representatives.

Supported by private, foundation and public funds, the center has grown into one of the largest and most comprehensive congressional studies centers in the country. The center, under the leadership of Director and Curator Michael Crespin, plays an integral role as a hub for academic, scholarly, and public-facing activity on the OU campus. The center's archives house the most wide-ranging collection of political and congressional papers in the state of Oklahoma. The collections include the papers of 61 former members of Congress from across the country, along with the papers of 25 political leaders, congressional staffers, and journalists. These congressional and political collections encompass over 100 years of American history, with materials from the 1930s through the 1990s comprising the largest part of the collections that are currently open to the public. As a result, the center's archives foster research on a broad range of topics.

The center promotes academic inquiry into the history, structure and leadership of the Congress, the relationship between citizens and the Congress, and the processes of policymaking with other institutions in the American political system. Over the years, the center has hosted national conferences for scholars. In addition, the center is a founding member of the Association of Centers for the Study of Congress – the premier national collaboration preserving historical material on the Congress.



Mission

The center is concerned with the health of our modern representative democracy. Its mission embraces three principal functions – teaching, research and public service.

First, the center offers academic programs in congressional studies at both the graduate and undergraduate levels. The center's doctoral program has trained more than 37 students who now play leadership roles in academia and politics. The center engages undergraduates in scholarly research, civic engagement activities, and service-learning opportunities at the Oklahoma State Capitol and in the local community. Several of our undergraduates currently hold elected office and others are pursuing careers dedicated to public service across the state and nation.

Second, believing that professional research is the foundation upon which its academic programs rest, the center promotes original research by faculty members and students into various aspects of politics and the Congress. Further, the center's congressional archive provides a national resource available to historians, political scientists, the media and members of the public interested in the health of our representative institutions.

Third, the center actively strives to promote a wider understanding and appreciation of the Congress through its various public service programs. Twice each year, the center publishes *Extensions*, an online journal which focuses on issues related to the Congress and public policy. The center also provides programs and lectures which offer the local community the opportunity to engage in discussion of public affairs.

Taken together, these diverse aspects of the Carl Albert Center constitute a unique resource for scholarship and research related to the United States Congress.

The Carl Albert Center Faculty and Staff

Dr. Michael Crespin is the Director and Curator of the Carl Albert Congressional Research and Studies Center and Professor of Political Science at The University of Oklahoma. He earned his Ph.D. from Michigan State University in 2005 and served in the office of U.S. Representative Dan Lipinski as an APSA Congressional Fellow from 2005-06. Crespin's research focuses on legislative politics, congressional elections, and political geography. His work on redistricting shows that when independent commissions draw legislative districts, they are more compact and divide fewer communities of interest. Other research finds races are more competitive when the power to draw congressional districts is removed from state legislatures. He also maintains the PIPC Roll Call Dataset.

Dr. Charles Finocchiaro is the Associate Director of the Carl Albert Congressional Research and Studies Center and an Associate Professor of Political Science at the University of Oklahoma. His research and teaching interests span the fields of American politics and research methodology, with a particular focus on the development and organization of American political institutions (primarily the U.S. Congress) and congressional elections. Chuck's ongoing work centers on the transformation of the U.S. House and congressional leadership during the late 19th and early 20th centuries. He has also written recently on the impact of seating assignments on legislative voting behavior and the impact of war on presidential-congressional relations.

Finocchiaro earned his Ph.D. from Michigan State University, where he was a Fellow in the Political Institutions and Public Choice Program (now housed at Duke University). Prior to his current appointment at OU, Finocchiaro held faculty appointments at the University of South Carolina and the University at Buffalo (SUNY).

JA Pryse is the senior archivist at the Carl Albert Center's Congressional Archives. JA's research and interests include Digital Content Management, Digital Archive Development, large-scale collection management, and information technology sciences. JA served as the Director of the Digital Archives at the Oklahoma Historical Society where he oversaw the development and implementation of Digital Collection Policy, workflow, life-cycle preservation, and direct management of all digital items within the OHS Collections.

Currently, JA is pursuing a PhD in the field of Information Policy and Management, and has both a Master's degree in Museum Science (emphasis in archival management) from the University of Oklahoma, A Master's degree of Information and Library Science (emphasis electronic records and archival science) from the University of North Texas.



How to Donate Your Materials to the Carl Albert Center

The Carl Albert Center Congressional Archives collects and preserves the historically valuable materials of members of Congress, political representatives, and other political leaders who have represented Oklahoma, were born in Oklahoma, represented neighboring states, supplement existing collections, or possess national significance.

Here are the steps that you should take if you are interested in donating your materials:

- [Contact the Carl Albert Center](#) to consult with an archivist about record retention.
 - We work with all of our donors to formalize the donation of their papers to the Center in order to ensure their long-term legal protection. A sample deed has been included with this packet. We also help donors determine the best timeframe for opening their papers to the public.
- Sign a legal deed of gift and determine a schedule for opening your collection.
- Work with the House or Senate authorities to arrange shipment of your papers to the Carl Albert Center or directly with Center administration.
- Our archivists provide additional services such as records management consultation and assistance with archiving and storing non-active records, electronic files, and web and social media pages.

What We Accept

The archive accepts donations of the following material in both electronic and analog formats:

- Correspondence (including general constituent correspondence, email files, and CSS databases)
- Legislative files (material from work on legislation or amendments)
- Departmental files (material from work with government departments or agencies)
- Campaign files (material from successful or failed campaigns to elected office)
- Press material including press releases, speeches, or statements.
- Research files

- Organizational or institutional records (material such as internal memos not specific to another category)
- Office and scheduling files (material such as calendars and guest logs)
- Photographs
- Social media channels
- Webpages
- Electronic databases
- Audio-visual material
- Internal and external computing storage

The archive **restricts** the donation of the following materials:

- Three dimensional memorabilia (examples: plaques, awards, or trophies)
- Invitations and greeting cards
- Personnel files
- Commonly published books, reports, or complete issues of newspapers, journals, or magazines).
- Duplicates
- District Casework Files



Frequently Asked Questions about Our Archives

What collections are housed at the Carl Albert Center?

Carl Albert, Oklahoma
Richard L. "Dick" Arme y, Texas
Dewey F. Bartlett, Oklahoma
Page H. Belcher, Oklahoma
Andrew J. Biemiller, Wisconsin
Daniel "Dan" Boren, Oklahoma
David L. Boren, Oklahoma
Lyle H. Boren, Oklahoma
William K. "Bill" Brewster, Oklahoma John N.
"Happy" Camp, Oklahoma Wilburn
Cartwright, Oklahoma
Thomas A. Chandler, Oklahoma
Jeffery Cohelan, California
Wesley E. Disney, Oklahoma
Helen Gahagan Douglas, California
J. Howard Edmondson, Oklahoma Mickey
Edwards, Oklahoma
Glenn Lee English, Jr., Oklahoma Millicent
Hammond Fenwick, New Jersey Phillip C.
Ferguson, Oklahoma
Michael P. Flanagan, Illinois
Cornelius Gallagher, New Jersey Milton C.
Garber, Oklahoma
Percy L. Gassaway, Oklahoma
Lorraine M. Gensman, Oklahoma Thomas P.
Gore, Oklahoma
John W. Harreld, Oklahoma
Fred R. Harris, Oklahoma
Carl A. Hatch, New Mexico
Ernest Istook, Jr., Oklahoma
Jed J. Johnson, Oklahoma
James R. Jones, Oklahoma
Robert S. Kerr, Oklahoma
Steven Michael "Steve" Largent, Oklahoma
Joshua B. "Josh" Lee, Oklahoma
James V. McClintic, Oklahoma
Dave McCurdy, Oklahoma
John J. McFall, California
Bird S. McGuire, Oklahoma
Thomas D. McKeown, Oklahoma
A.S. "Mike" Monroney, Oklahoma
Dick T. Morgan, Oklahoma
Toby Morris, Oklahoma
William H. "Alfalfa Bill" Murray, Oklahoma John
C. "Jack" Nichols, Oklahoma Robert L. Owen,
Oklahoma
Preston E. Peden, Oklahoma
William B. Pine, Oklahoma
Joseph C. Pringey, Oklahoma
George B. Schwabe, Oklahoma
Thomas Jefferson "Tom" Steed, Oklahoma Paul
Stewart, Oklahoma
William G. Stigler, Oklahoma
John Sullivan, Oklahoma
Michael Lynn "Mike" Synar, Oklahoma Elbert D.
Thomas, Utah
John William "Elmer" Thomas, Oklahoma Julius
Caesar "J.C." Watts, Oklahoma Claude Weaver,
Oklahoma
Victor E. Wickersham, Oklahoma
George H. Wilson, Oklahoma

Who uses the collections at the Carl Albert Center?

- Students and scholars represent the majority of our patrons, though we also facilitate the work of:
 - Professors
 - Teachers
 - Genealogists
 - Tribal researchers
 - Local history researchers
 - Journalists
 - Attorneys
 - Representatives from federal agencies
- Their work focuses on a range of scholarly, personal, and legal topics.
- Scholars from across the United States and other countries visit or contact us to utilize our collections.

How do we promote our collections?

- We supply [grants for visiting scholars and graduate students](#) to conduct research.
- Our joint course with the Institute for American Constitutional Heritage, “Congress and the Constitution,” encourages students at OU to visit and use our collections.
- We work alongside other congressional centers to create and promote [digital exhibits](#) that explore the legacy of congressional initiatives.
- Our archives staff uses various [social media platforms](#) to reach thousands of viewers per week.
- We place all of our [finding aids on-line in a searchable database](#) that receives over 500 visits a month.
- We place audiovisual media on the [Center's YouTube Channel](#) which has over 860 subscribes and over 450,000 views.
- We use Preservica as a digital platform to display digital media free and available globally.

What happens if personal information or materials are discovered as a result of an unintentional donation?

- Archival staff is experienced with digital content management and realizes the potential fears of donating computing devices and have proven ethical policies that consider content outside of the scope or intention of the donated collection.
- Extraction of materials that have been approved by the donor and the Center is standard procedure. Emails, documents, and AV files that do not relate to the donated collection's subject matter will be disregarded.

Do you have examples of any exhibits from the archives?

We currently maintain an [evolving portfolio of online sites](#) and [interactive exhibits](#).



The screenshot displays the Carl Albert Center Archives website. At the top, there is a blue navigation bar with the center's logo and contact information. Below the navigation bar is a horizontal banner featuring a collage of historical images, including newspaper clippings, photographs of political figures, and a vintage postal card. The main content area is titled "Online Exhibits" and includes a brief introductory paragraph. Below this, there are several exhibit cards, each with a representative image and a short description:

- Carl Albert Photograph Collection:** A collection of photographs of Carl Albert, including portraits and candid shots.
- Dick T. Morgan Digital Collection:** A collection of digital materials related to Dick T. Morgan, including letters and documents.
- Freedom of Speech Campaign Ads 1956-2008:** A collection of campaign advertisements related to the Freedom of Speech movement.
- Queen Elizabeth II's visit to the U.S. in 1926:** A collection of materials related to Queen Elizabeth II's visit to the United States in 1926.
- Oklahoma City Redlining: A Community Analysis Project:** A project analyzing redlining in Oklahoma City, featuring a map and related documents.
- Carl Albert Center's COVID-19/Coronavirus Digital Collection:** A collection of digital materials related to the COVID-19 pandemic.

The website footer contains additional navigation links and a small logo.

Can the Center provide quality audiovisual preservation?

We maintain audiovisual reformatting stations within the Archives locations at the Carl Albert Center. Our goal is to provide long-term care to film, video, and audio materials.

More information about the [Center's Media Preservation Program](#) and lists of all playback equipment can be viewed by visiting the link above.



The Center maintains two AV studios with audio, video, and film capturing studios. Images above are examples of technology available



Overview of Our Facilities

The Carl Albert Center Congressional Archives maintains a robust set of facilities dedicated to processing, maintaining, and supplying access to our congressional collections. These facilities are designed specifically to meet the unique needs of these collections.



At the Carl Albert Center, full-time archivists, graduate students, and undergraduates process collections using the latest technology, established preservation standards, and data-management systems.



We house processed collections in a climate-controlled, secure environment at Monnet Hall.



The Center is equipped with state-of-the-art 'cold' storage facilities with dedicated environmental controls for film and video. Constant temperature 55°/35-40% relative humidity



Researchers can access our collections in a monitored reading room.



The Center utilizes a FRED Forensic Workstation to image digital media and create verifiable, high quality copies of digital media without risking damage to or alteration of the original media.

Contact Us

Address

Carl Albert Center
Monnet Hall, the University of Oklahoma 630
Parrington Oval, Room 101
Norman, OK 73019-4031

Phone

(405) 325-6372

Email

cacarchives@ou.edu

Website

<http://www.ou.edu/carlalbertcenter>

Sample Deed

	2023
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**The Carl Albert Center Congressional
DEED OF GIFT**
Gift of Papers and Other Historical Materials

1. I, the Honorable _____ (hereinafter referred to as the **Representative**), hereby give, donate, assign and convey to the Board of Regents of the University of Oklahoma (hereinafter referred to as the **University**), my papers and historical materials, as per attachment A (hereinafter referred to as **Materials**).

2. Title to the **Materials** shall pass to the University upon their delivery to the University, including any and all right, title and interest the **Representative** may have in the copyright therein, U.S. or foreign. Provided however, copyright in the **Representative's** unpublished **Materials** is retained by the **Representative** during their lifetime, although permission to reproduce said **Materials** will not be withheld unreasonable. Upon the **Representative's** death, all copyrighted interest in the referenced unpublished **Materials** shall hereby be transferred and assigned to the University.

3. Following delivery, the **Materials** shall be maintained by the University in the Carl Albert Center (hereinafter referred to as the **Center**). At any time after delivery, the **Representative** shall be permitted freely to examine any material during the regular working hours of the Carl Albert Center.

4. The **Materials** shall remain closed to the public until _____ and until the collection is processed. During this time the **Materials** shall not be made available for inspection, reading or use by anyone, except the regular employees of the Center in the performance of normal archival work on the **Materials**, and the **Representative**, or persons authorized in writing by the **Representative** to have access to such materials.

5. The University, acting by and through the Center, may dispose of any of the **Materials** it determines, in its sole discretion, to have no permanent value or historical interest or **Materials** that are not included in the Center's collection policy. If in the sole opinion of the Center the **Materials** should be preserved in a different physical format, such as microfilm, the Center may perform the necessary processing and the original **Materials** shall be disposed as the Center deems reasonable. The **Materials** may be disposed of at the Center's sole discretion, provided during the lifetime of the **Representative**, if they so choose, the **Materials** proposed for disposal shall be offered to the **Representative**.



I, _____, would /would not/ like to have the choice of reacquiring any materials that the University chooses not to retain. If the former and after receiving notification from the University offering to me said **Materials** proposed for disposal, I have not responded within six (6) months, it shall be deemed that I do not wish to reacquire said materials and the University shall dispose of the materials as the Center sees fit.

6. Official committee records are property of the House and when found in the Materials will be returned to the appropriate official repository.
7. The **Representative** may from time to time hereafter give, donate, assign, and convey to the University, for deposit in the Center, additional papers, documents and other materials of a similar historic nature, in which cases title shall pass to the University upon their delivery and this deed of gift shall be applicable to all additional materials.
8. The **Representative** shall provide their mailing address to the Center and will be responsible for notifying the Center of any future changes of address.
9. This deed of gift shall be binding on the parties, their assigns, heirs, and successors in interests.



2023

AGREED on this _____ day of _____, 20

Name and Title _____ Witness

ACCEPTED for the Carl Albert Congressional Research and Studies Center on this _____ day
of _____, 20

Michael H Crespin
Director and Curator _____ Witness

ACCEPTED for the University of Oklahoma on this _____ day of
, 20

Joseph Harroz Jr.
President _____ Witness



2023

Attachment A

The following materials shall be included in the Representative's donation to the Carl Albert Center:

Materials documenting congressional career:

Materials documenting campaigns and elections:

Materials documenting other significant offices or positions held:

SAMPLE

DIGITAL FILE TYPES

Common formats:

Still Image Files

- TIFF: Tagged Image File Format
- JPEG-2000: A successor of JPEG with better compression (becoming standard)
- JPEG: Joint Photographic Experts Group

Text

- PDF: Portable Document Format

Audio File

- WAV: BWF-Broadcast Waveform
- MP3

Video File

- MOV: QuickTime
- AVI: Audio Video Interleaved
- MXF: Material Exchange Format
- MPEG-2 4:2:2 Profile, Main Level
- MP4

Motion Picture File

- DPX: Digital Moving-Picture Exchange
- DCP: Digital Cinema Package

Websites and social media

- WARC: Web Archive

Email

- XML: Extensible Markup Language - Email Preservation

Sound/Moving Images Condition Report

Updated 2022 May 1 by JA Pryse, Senior Archivist III

Purpose

Assessment of analog audio/visual materials aims to produce a crucial analysis of the *current* condition of the items *prior* to digitization and to provide a baseline against future condition analysis. The condition report will also identify the equipment necessary to clean, preserve, digitize and store.

Instructions

When conducting a condition assessment of materials within a collection, the condition assessment workspace should be safe, clean, static free, and all preservation and re-housing stock available. Please review the Audio-Visual Preservation and Digitization Manual before starting an assigned project.

Step 1: Retrieve or create a new finding aid to record condition summary;

Step 2: Retrieve analog materials and re-housing/preservation materials;

Step 3: Retrieve Condition Report Template and transfer identification elements ;

Step 4: Conduct assessment by following the Condition Assessment Report Template:

- General Information
- General Description
- Format
- General History
- Risk Assessment
- Condition Assessment

Once complete, please sign and date below:

Name and Title

Date

Condition Report

General Information

Accession Number:

Collection Name:

Title - Original Creation:

Title - Digital Creation:

Date - Original Creation:

Date - Digital Creation:

Current Location:

General Description

General Assessment Level (choose from dropdown):

General Stability (choose from dropdown):

Digitized (choose from dropdown):

Format:

Dimensions

- Height(cm):
- Width/Diameter(cm):
- Length/Depth(cm):

Identifying Marks and Label: Additional Materials Attached (describe):

Chemical Damage Visible (check all that apply):

None: 8
V Dyes
° Other

Physical Damage Visible (check all that apply):

None Stains:
Dirt Grime: Warping:
Visible Abrasions: Shrinking:
Visible Tearing: Smell:
Visible Scratches: Other:

Biological Damage Visible (check all that apply):

Mold: Water:
Mildew: Sewage:
Insects: Other:
Pests:

Evidence of Previous Treatment:

None Wet or Dry Cleaning Other/Describe:
Re-housed Media transfered
Dust removal

Item Specifics

Format:

¼" Open Reel	35mm 9.5mm	3/4"U-maticSP	Hi 8
2" Open Reel	16mm	Betamax	Digital 8
1" Open Reel	8mm	Betacam	ADAT
1/2" open Reel	Super 8	Betacam SP	DVCAM
CART	1" Type C	VHS	CD
Compact Cassette	2"Quad	S-VHS	DVD
8-Track Cassette	1/2"Open Reel	VHS-C	D-2
Microcassette	3/4"U-matic	Video 8	D-3 MinDV
DAT			DVCPro
Shellac Disc	Type (if film)		
Aluminum Disc	Reversal		
Lacquer Disc	Negative		
Viny Disc	Positive		
Wax Cylinder			
Plastic Cylinder			
Wire Recording			

Container:

Metal	Film on Reel	Cassette
Plastic	Film on Core	Wire Spool
No Container	Film in Plastic	No Core
	Bag Tape	

Assessment Results and Future Action Recommendations

Overall Condition (choose from drop-down):

Assessment Completed By:

Date:

Synopsis of Findings (detailed description of assessment, priority level for preservation, digitization, etc.):

Equipment Required for Transfer:

Migration/Re-Eval Date:

2023

Notes:

READ WRITE METADATA (documents, images)

MedialInfo:

1. Download MedialInfo - https://mediarea.net/download/binary/mediainfo-gui/23.03/MedialInfo_GUI_23.03_Windows.exe
2. Run .exe file and save to desktop
3. Double-click the MedialInfo App
4. Click File and choose 'open file' or 'open folder' (most common choice is open folder)
5. The folder and all the contents will load into MedialInfo
6. Choose the way you want to view the metadata by click View (Sheet is the most common choice)
7. Click File and Export
8. In the pop-up window click how you would like the report formatted (CSV is the most common)
9. Name your report (Accessionnumber_MI)
10. Click browse and locate where you would like the report saved (generally you will choose the item folder)
11. Click OK
12. Navigate to the folder you saved the report and open the .csv file
13. Extracted metadata (technical and embedded) will now be available
14. Save this report for bag creation later

Examples:

---- GENERAL ----	---- EXIF ----	---- IPTC ----	---- PHOTOSHOP ----	---- XMP ----	---- COMPOSITE ----
File Name	Image Width	Coded Character Set	IPTC Digest	XMP Toolkit	Image Size
Directory	Image Height	Coded Character Set	X Resolution	Already Applied	Megapixels
File Size	Bits Per Sample	Application Record Version	Displayed Units X	Legacy IPTC Digest	
File Modification Date/Time	Photometric Interpretation		Y Resolution	Color Mode	
File Access Date/Time	Orientation		Displayed Units Y	Create Date	
File Creation Date/Time	Samples Per Pixel		Print Style	Modify Date	
File Permissions	X Resolution		Print Position	Metadata Date	
File Type Extension	Y Resolution		Print Scale	Creator Tool	
MIME Type	Resolution Unit		Global Angle	Format	
Exif Byte Order	Software		Global Altitude	Instance ID	
Current IPTC Digest	Modify Date		URL List	Document ID	
Image Width	Exif Version		Slices Group Name	Original Document ID	
Image Height	Color Space		Num Slices	History Action	
Encoding Process	Exif Image Width		Pixel Aspect Ratio	History Instance ID	
Bits Per Sample	Exif Image Height		Photoshop Thumbnail	History When	
Color Components	Compression		Has Real Merged Data	History Software Agent	
Y Cb Cr Sub Sampling	X Resolution		Writer Name	History Changed	
	Y Resolution		Reader Name		
	Resolution Unit		Photoshop Quality		
	Thumbnail Offset		Photoshop Format		
	Thumbnail Length				
	Thumbnail Image				

Automatic elements for image reports – this can be customized

---- GENERAL ----	---- PDF ----	---- XMP ----	---- XMP ----
File Name	PDF Version	XMP Toolkit	History Instance ID
Directory	Linearized	Instance ID	History When
File Size	Author	Document ID	History Software Agent
File Modification Date/Time	Create Date	Original Document ID	History Changed
File Access Date/Time	Creator	Rendition Class	Create Date
File Creation Date/Time	Modify Date	Derived From Instance ID	Modify Date
File Permissions	Producer	Derived From Document ID	Metadata Date
File Type	Title	Derived From Original Document ID	Creator Tool
File Type Extension	Trapped	Derived From Rendition Class	Doc Change Count
MIME Type	Page Count	History Action	Format
Creator			
Title			
Producer			

Automatic elements for pdf reports – this can be customized

FTK IMAGER

First:

1. FTK Imager creates perfect copies (forensic images) of computer data without making changes to the original evidence
2. Download FTK Imager - <https://www.exterro.com/ftk-imager>
3. Install by clicking FTK Imager.exe
4. Open FTK Imager App

Adding Digital Evidence:

5. Click File and choose 'Add Evidence Item'
6. A new window opens, select the drive or file you want to analyze and create image
 - a. Physical Drive – this an attached external drive (i.e. hard drive, thumb drive, server, etc...)
 - b. Logical Drive – actual drive(s) you are using (i.e. 'C drive')
 - c. Image File – previously created 'image' file
 - d. Contents of a Folder – these are folders you want to create an image of and analyze

Running Processes:

7. Click File and choose 'Export Logical image'
8. Fill in 'Evidence' Item Information:
 - a. Case Number: Accession Number
 - b. Evidence Number: Series, Sub-Series, or Project
 - c. Unique Description: Processing information, project summary, etc...
 - d. Notes: Additional notes about collection, projects, grant award information
9. Click NEXT

Save Reports/image:

10. Pick location
11. Name your file – AccessionNumber_FTK
12. Click FINISH
13. Save as .zip
14. CHECK – Verify images after they are created
15. CHECK – Create directory listings of all files
16. Click START

Reports:

17. Open the folder you saved
 - a. .ad1 file – this is your disk image and **VERY important**
 - b. .csv file – has complete list of images, checksums, full original path, size in bytes
 - c. .txt file – Image summary with profile
18. Save folder with all three files to be bagged later

BULK EXTRACTOR

First:

1. The program is a computer **forensics tool** that scans a disk image, a file, or a directory of files and extracts useful information without parsing the file system or file system structures
(https://forensics.wiki/bulk_extractor/)
2. Download the current version
of **bulk_extractor** https://downloads.digitalcorpora.org/downloads/bulk_extractor/
3. Open bulk_extractor-1.5.5-windowsinstaller.exe
4. Save to desktop
5. Open BEViewer with Bulk Extractor 1.5.5 (64-bit)
6. Click on Tools and Run bluk_extractor
7. Click on 'image file' for disk image; 'raw device' for directly connected devices; 'Directory of files' for folder of digital files (most common)
8. Click the location of the above choices
9. Click the location to scan to (your folder)

Scanner Information:

10. Click all of the scanners you want to run
 - **Accts** searches for credit card numbers, track data, phone numbers, and other numbers
 - **AES** finds AES keys
 - **Base64** Searches for Base64 encoded text
 - **Elf** Searches for ELF type files.
 - **Email** Searches for headers, cookies, hostnames, IPs, emails, and URLs.
 - **Exif** Finds images and their metadata
 - **Find** Used for finding specific regular expressions
 - **GPS** finds Garmin-formatted XML containing GPS coordinates
 - **Gzip** Finds gzip compressed files
 - **Hiberfile** Finds the Windows hibernation file
 - **Httplogs** Finds HTTP log files
 - **Json** Searches for JSON type files
 - **Kml** Finds KML type files.
 - **Mxml** Searches for Microsoft XML Core Services
 - **Net** Finds packets in memory
 - **Pdf** Searches for text from PDF files
 - **Rar** Searches for RAR compressed files
 - **Sqlite** Finds SQLite3 database files
 - **Vcard** Finds vCard type files
 - **Windirs** Searches for Windows directories
 - **Winlnk** Finds Windows LNK files

- **Winpe** Searches for windows executables and dlls.
- **Winprefetch** Searches for prefetch files.
- **Zip** Searches for ZIP compressed files

Running Process:

11. After scan is complete all the information outputs to a new window
12. Individual scans AND a report are created in the folder you saved to in step 9
13. Save entirety of reports and individual scans in a folder titled (accessionnumber_BE)
 - a. This folder will be added to the Bags later

BAGGER

First:

1. Download from <https://github.com/LibraryOfCongress/bagger/releases/>
2. Download the .zip file “bagger-2.8.1.zip”
3. Unzip the .zip file and save to a logical location
4. Open the Bagger bin folder – and locate the “bagger.bat” file
5. **if you are using Windows 10 you will need to set **JAVA_HOME** as an environment variable**
6. Get your files together in an organized manner (packaged)

Create a Bag:

7. CREATE NEW BAG
8. Select <no profile> profile
9. and click OK

Add your collection or project:

10. Click Add Data
11. CLICK GREEN PLUS SIGN – find file and OPEN
12. Create Save in location
13. Browse for a folder you created to save your Bags for this collection
14. OPEN

Profile Tags:

15. Click the drop down to use pre-filled tags OR add custom fields in the right-hand box
 - a. Collection Name
 - b. Series (or subseries or project)
 - c. Accession number (ID)
 - d. Processing information (or project summary)
 - e. Grant award information (leave blank if not grant funded)
 - f. Checksum: Md5
 - g. Migration Schedule: 2 year-review (YYYY-MM-DD)

Save Bag:

16. Click Save Bag As
17. Navigate to server or dedicated save location
18. Name the file (accessionnumber_bag)
19. **CHECK MARK** - .zip
20. **UNCHECK** - Holey Bag
21. Serialize Type – **NONE**

YOU WILL NOT SEE A STATUS for PROGRESS AS BAG IS CREATED!

22. When Bagger is finished you will see “Bag Saved Successfully” – OK

23. VALIDATE BAG

24. CLOSE BAG

PRESERVATION STORAGE

Local storage:

1. After files are bagged, preservation master will be copied to *cacca2 preservation* located <http://169.254.209.163:5000/?timestamp=1665005367>
2. Update processing note in ArchivesSpace to include

Google Cloud Storage:

3. Repeat the processes for local storage for *cacca3* located <https://console.cloud.google.com/storage/browser?prefix=&authuser=1&project=central-list-285600>
4. Update processing note in ArchivesSpace to include

Long-term Storage – OU Supercomputing:

5. Notify senior staff that local and cloud storage masters have been deposited
 6. Senior staff will add to *dtn2.oscer/archive/ourrstore/cacca*
-

ACCESS STORAGE

Local storage:

7. Access copies will be stored *cacca2 access* <http://169.254.209.163:5000/?timestamp=1665005367>
8. Update processing note in ArchivesSpace to include

Preservica Platform:

9. Provide location of access files to Preservica project staff using [project specific procedures](#)
10. Update processing note in ArchivesSpace to include

Dropbox Platform:

11. Copy access files to Digital Materials/Collections <https://www.dropbox.com/work/DigitizedContent>
12. Update processing note in ArchivesSpace to include