

REPORT FROM THE UTAH AREA ARCHIVES TASK FORCE

Charter from the 2016 Fall Assembly as paraphrased for the web: develop methods and recommendations for digitizing the physical archives for access solely by the Archivist in order to more easily share the documents with inquiring members upon request and to have backup images of hard copy documents in case of damage to or loss of the physical archive. Also, develop a method for collecting new archive submissions in digital format going forward when available in addition to the physical format.

TASKS

1. Methods for digitizing the physical archives:
 - a. Access by Archivist
 - b. Backup of the paper for disaster recovery
 - c. Common formats easily read by most computers when files are shared
2. Method for collecting new archive submissions in digital format when available in addition to the physical format. This is not what should be collected but how it should be collected in a form that is the easiest.

FORMATS

1. Due to limitations of the website, the only acceptable forms of digital file formats for saving paper documents would be .PDF files.
2. Audio format: Though .WAV files are probably the most easily read files by most computers, their size and lack of compression makes them a poor choice for storage. Therefore, .MP3 seems to be the best bet at the current time. When the cassettes were converted, a product called Audacity was used and the files saved as “projects” in that program. The hope is that if they need to be saved in another format further down the road, we will get the purist conversion using this software. The original CDs can be saved as they have a higher shelf life than cassette but a copy should be made to the external hard drives at the very least as a backup because it takes up less space. The assembly should also consider transcribing the audio files to written documents. Hearing impaired members might enjoy this information.
3. Photos: Most research tells us we should be saving these as 300 dpi .TIFF format. That format is pretty bloated and not very usable on the web. Most photos today are in .JPG format and though it is not as good as .TIFF, it should be used when .TIFF is not an option.
4. Searchable index: Excel spreadsheet seemed the easiest way of collecting the information as it is collected, scanned and inventoried. From this format, the inventory can be output to other formats such as .PDF and Access Databases. Montana shared a file naming convention that can be used with this indexing to help sort on a computer and to find things. It will require diligence

to keep with the naming convention and perhaps the guidelines committee can address this in their instructions to the districts.

DIGITIZING PHYSICAL DOCUMENTS

1. Can items like souvenirs be photographed? For instance, love gifts don't scan very well but a photo taken of them would give people an idea of what love gifts were all about and some of the ones we've kept in archives. Perhaps this principle could apply to anything else that doesn't lend itself well to being scanned.
2. (\$) Either a scanner will need to be purchased for volunteers to use for scanning. Otherwise, we would need to find volunteers who have scanning skills and equipment to scan batches until the process is completed.
3. (\$) Media storage will need to be procured and should be a combination of external hard drives and cloud synchronization service such as Dropbox or Google Drive. There is a cost associated with both and a paper comparing cloud services is attached.
4. (\$) We have been given advice from other areas that after scanning the documents, the paper will keep better if we store them in archival protection sheets. There is a cost associated with this as well and is dependent on how much we need to purchase or if previous documents are already contained in such sleeves. In genealogy, I have been counseled to put two documents in each sleeve with a piece of acid free white paper between them to prevent ink bleeding back and forth.
5. As we digitize we need to use some method of documenting our inventory sheets to designate which have been scanned. Some highlighted and some used redline.

COLLECTING DOCUMENTS IN THE FUTURE

Somehow the new documents need to be incorporated with the old documents. The problem with this is that some districts only keep electronic records now and there is no standard for what to keep or how to name the files. So the archives committee will need to train the districts on what should be kept, how it should be collected and how often. It becomes a daunting task at the end of a 3-year term to go through everything at that point and print the relevant documents, especially when they are unsure of what is considered important to keep. Perhaps it would be easier and more efficient to have secretaries add the archivist to the email distribution list of the district so when things are sent out, this person can print the document, update the archival inventory and file both paper and electronic copy. As an alternative, if suggestions are made for collecting things such as each year should contain folders for minutes, flyers, histories, etc., that might help make it easier to pass things along on a thumb drive.

OTHER THINGS TO CONSIDER

1. Some things can be stored on the web going forward. For instance, Alanews and district minutes are now being stored. These can be kept there until our service provider tells us we're using too much disk space. At this point in time they have not imposed any limits on us. Maybe going forward, the website can be used for storage too.

2. Volunteers have different preferences in the computers they buy for themselves and if they will be using those, it can become an issue in conversion of files and in training when looking at who has Apple versus Microsoft. The file formats selected can be read by both camps but there may be issues in the creation of some documents. Most programs these days can convert their files to .pdf format but some volunteers may have trouble understanding this procedure.
3. If cloud synching is used it is "possible" that anyone with a cell phone can scan documents using the camera on their phone and saving the stuff to the cloud. Some discussion is probably needed here as the project could quickly turn into "herding cats".
4. The task force needs guidance on what to do with email. Should it be kept? Who should save it and what should they save. It would be most effective to use the email accounts set up by our web coordinator and then as folks change positions, they just pass that email box to the next person. This has been hard to implement as people are most comfortable with their own mailbox and want everything sent there. This also creates a huge nightmare of protecting anonymity, especially when the emails are sent to a list of people with their last name listed in their address.

Anticipated Initial Costs (Approximated)

<u>Item</u>	<u>Approximate Cost*</u>
Scanner	\$350 ea
External Hard Drive (5 TB – should have a 2nd one for backup)	\$125 ea
Cloud Synchronization	\$10/month
Archival protection sheets	\$7/hundredd

*Costs are based on a quick search of Amazon.com and/or the vendors' web sites. Prices were researched February 2017 and will vary at the time of purchase.

STORING ARCHIVES IN THE CLOUD

This information was blatantly plagiarized from Mr. Richard Young at familyhistorytech.com

Service	Website	Basic Size	Fee Size/Price	Remarks
Dropbox	Dropbox.com	2 GB	1 TB - \$9.99/mo or \$99/year	Can get more free space with referrals, up to 18 GB
Google Drive	Google.com/drive/	15 GB	1 TB - \$9.99/mo	
OneDrive	Onedrive.live.com	5 GB	1 TB - \$6.99/mo	Must have Office 365 subscription
iCloud	Icloud.com	5 GB	1 TB - \$9.99/mo	Apple's service

How it works: You have a folder on your computer's hard drive and everything you put into that folder is synchronized to the cloud service whenever there is an Internet connection.

If you have several PCs, it synchronizes to all PCs that are allowed access. The good thing about this is that if one person accidentally deletes something, other PCs still have it. The bad thing is that if they are connected to the Internet, it deletes all copies. If this is found out within a short amount of time (varies by vendor), there are copies that can be rescued in the cloud.

These clouds have literally hundreds of servers storing this information and replicating it to servers in other parts of the country. So if there is an earthquake on the west coast, the data on the east coast servers is maintained.

If you don't renew your service, the data will be deleted within a specified amount of time.

Having cloud syncing does not eliminate good backups for the reasons mentioned above. Recommend that data is routinely backed up to external hard drives or a cloud backup service such as backblaze.com or mozy.com. The best bang for the buck would be 2 external hard drives kept in separate locations, one of which is not on the Utah fault line.
