

# Preserving electronic records from labor union organizations at the University of Maryland

47<sup>th</sup> Annual Conference of the International Association  
Of Labour History Institutions (IALHI)

September 9, 2016

Helsinki, Finland

*Presented by Jennifer Eidson, University of Maryland, USA*

# Digital Systems and Stewardship (DSS) at University of Maryland


- Digital Programs and Initiatives
  1. Website harvesting (Archivelt)
  2. Mass digitization projects, vendor (Internet Archive)
  3. Digital Conversion and Media Reformatting
    - Analog Records Digitization, in-house
  4. Born Digital (Email, file migration, disc imaging)
  5. Social media harvesting (Social Feed Manager)

# Website Harvesting

https://archive-it.org/organizations/408

archiveit

Most Visited Getting Started Gmail FileLineACCESS Client ... Special Collections an... ARES home page Customer Log In | Box University of Maryland... AFL-CIO Archive Holdi...



**University of Maryland**  
Archive-It Partner Since: Jan, 2010  
Organization Type: [Colleges & Universities](#)  
Organization URL: <http://www.umd.edu>

## Narrow Your Results

**Subject** Sort By: Count (A-Z)

- Society & Culture (3)
- Arts & Humanities (2)
- Universities & Libraries (2)
- Government - Cities (1)
- Government - Counties (1)

More ▾

**Creator** Sort By: Count (A-Z)

- University of Maryland Libraries (3)

Sites and collections from this organization are listed below. Narrow your results at left, or enter a search query below to find a collection, site, specific URL or to search the text of archived webpages.

Enter search terms here Search Clear

Collections Sites Search Page Text

Page 1 of 1 (6 Total Results)

Sort By: Collection Name (A-Z) | Collection Name (Z-A)

**Historic Preservation Collection**  
**Archived since:** Feb, 2010  
**Description:** This collection represents websites of historic preservation organizations in the United States.  
**Subject:** Society & Culture  
**Creator:** University of Maryland Libraries

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**Labor**  
**Archived since:** Jun, 2015

# Website Harvesting



## Labor

Collected by: [University of Maryland](#)

Archived since: Jun, 2015

No description.

Subject: [Society & Culture](#)

## Narrow Your Results

There are no further ways to narrow your results.

Sites for this collection are listed below. Narrow your results at left, or enter a search query below to find a site, specific URL or to search the text of archived webpages.

Sites

Search Page Text

Page 1 of 1 (14 Total Results)

Sort By: [Title \(A-Z\)](#) | [Title \(Z-A\)](#) | [URL \(A-Z\)](#) | [URL \(Z-A\)](#)

URL: <http://archive.blog.aficio.org/>

No Captures were found for this URL

URL: <http://dpeaficio.org/>


Captured 2 times between Nov 13, 2015 and Nov 13, 2015

URL: <http://maritimetrades.org/>

Captured once on Nov 9, 2015



# Mass Digitization of Analog Records




Search



GO

Share  
★ Favorite


Advanced Search

 SORT BY


RELEVANCE · VIEWS · TITLE · **DATE PUBLISHED** · CREATOR


41 RESULTS




Vol v.41 (1996:Jan.-Oct.):  
AFL-CIO news  
1996




Vol v.40 (1995): AFL-CIO  
news  
1995




Vol v.39 (1994): AFL-CIO  
news  
1994




Vol v.38 (1993): AFL-CIO  
news  
1993



Vol v.37 (1992): AFL-CIO  
news  
1992

 texts 41

**COLLECTION**  
University of Maryland,  
College Park 41

**TOPIC**   
Labor movement--United  
States--Periodicals 41  
Labor union members--  
United States--Periodicals  
41  
Work environment--United  
States--Periodicals 41  
Working class--United

# Analog Records Digitization, in-house

digital.lib.umd.edu

archiveit

visited Getting Started Gmail FileLineACCESS Client ... Special Collections an... ARES home page Customer Log In | Box University of Maryland... AFL-CIO Archive Holdi...

UNIVERSITY LIBRARIES DIGITAL COLLECTIONS

HOME | COLLECTIONS, GATEWAYS, AND TOOLS | ABOUT DIGITAL COLLECTIONS

Go ADVANCED SEARCH

## Welcome to Digital Collections at the University of Maryland

Search the collections  Search [Advanced Search](#)

### Collections

Collections include groupings of digital files of original photographs, correspondence, literary manuscripts, digital videos, and other formats discoverable within one searchable database.

- [ArchivesUM](#)
- [Baroness Elsa von Freytag-Loringhoven Digital Library](#)
- [Digital Collections](#)
- [Films@UM](#)
- [In Transition: Selected poems by the Baroness Elsa von Freytag-Loringhoven](#)
- [The Jim Henson Works](#)
- [Labor in America Collection](#)
- [Maryland Map Collection](#)
- [National Trust Library Historic Postcard Collection](#)
- [Prange Digital Children's Book Collection](#)
- [Sterling Family Papers](#)
- [A Treasury of World's Fair Art and Architecture](#)
- [United States Government Posters Collection](#)
- [University Album](#)

### Subject browse terms

Browse the University of Maryland's Digital Collections by subject to explore the collection strengths of the University of Maryland.

- [Agriculture, Environment, Conservation, and Forestry](#)
- [Architecture, Landscape, Historic Places](#)
- [Broadcasting, Communications](#)
- [Cartography, Geography](#)
- [Civil Rights, Civic Engagement](#)
- [Economics, Business, Commerce, Labor](#)
- [Education](#)
- [Fine Arts](#)
- [Government, Law, Politics](#)
- [Literature, Print Culture](#)
- [Performing Arts, Music](#)
- [Personal and Family Lives](#)
- [Religion](#)
- [Science, Technology](#)

### Search Results

Results 1 - 25 of 1280 for keyword "labor".






[Modify your search terms](#) [show]

[Limit search by media type](#) [show]

[Limit search by collection](#) [show]

[Limit search by dates](#)

[Refine search](#)

-  1) [Labor in America Collection](#) (1800-2010)  
The digital surrogates in the Labor and Workplace Studies digital collection
-  2) [Portrait of William Green, President of the American Federation of Labor](#) (1901-2000)  
Digital collection: Labor in America Collection  
Undated portrait of William Green, President of the American Federation of Labor
-  3) [Delegation of nine, young Italian labor leaders is welcomed to session of the American Federation of Labor](#) (1956)  
Digital collection: Labor in America Collection  
A delegation of nine, young Italian labor leaders is welcomed to session of the American Federation of Labor
-  4) [Photograph of the women delegates to the 1886 Knights of Labor Convention](#) (1886-10-4)  
Digital collection: Digital Collections  
Photograph of the women delegates to the 1886 Knights of Labor Convention
-  5) [American Federation of Labor charter certificate, Ma...](#) (1908-05-1)  
Digital collection: Labor in America Collection  
A reproduction of a framed charter certificate for the United Brotherhood of Carpenters and Joiners of America

## Irving Brown speaks into a microphone on a Radio Free Europe (RFE) broadcast, undated

To cite or link to this item, use this identifier:  
<http://hdl.handle.net/1903.1/31508>

1940-1949 · 12.5 x 9.9 cm · Photograph, documentary · monochrome · [Jump to full details](#) · [Request from Special Collections](#)



**Summary:** European representative for AFL-CIO Irving Brown speaks into a microphone during a Radio Free Europe (RFE) broadcast in this undated photograph, circa 1940s. He later served as director of the International Affairs Department.

**Century:** 1901-2000

**Place of origin - Continent:** Europe

**Temporal subject:** 1941-1950

**Topical subjects:** [Radio Free Europe.](#)

[Microphones](#)

**ArchivesUM location:** AFL-CIO, International Affairs Department, Irving Brown Files, 1943-1989

- series 2
- box 3
- folder 42
- item N1106
- accession 2014-001-RG96-001

**Repository:** [Historical Manuscripts](#)

**Browse terms:** [Broadcasting, Communications](#)

**Copyright holder:** Unknown

**Collection:** [Labor in America Collection](#)

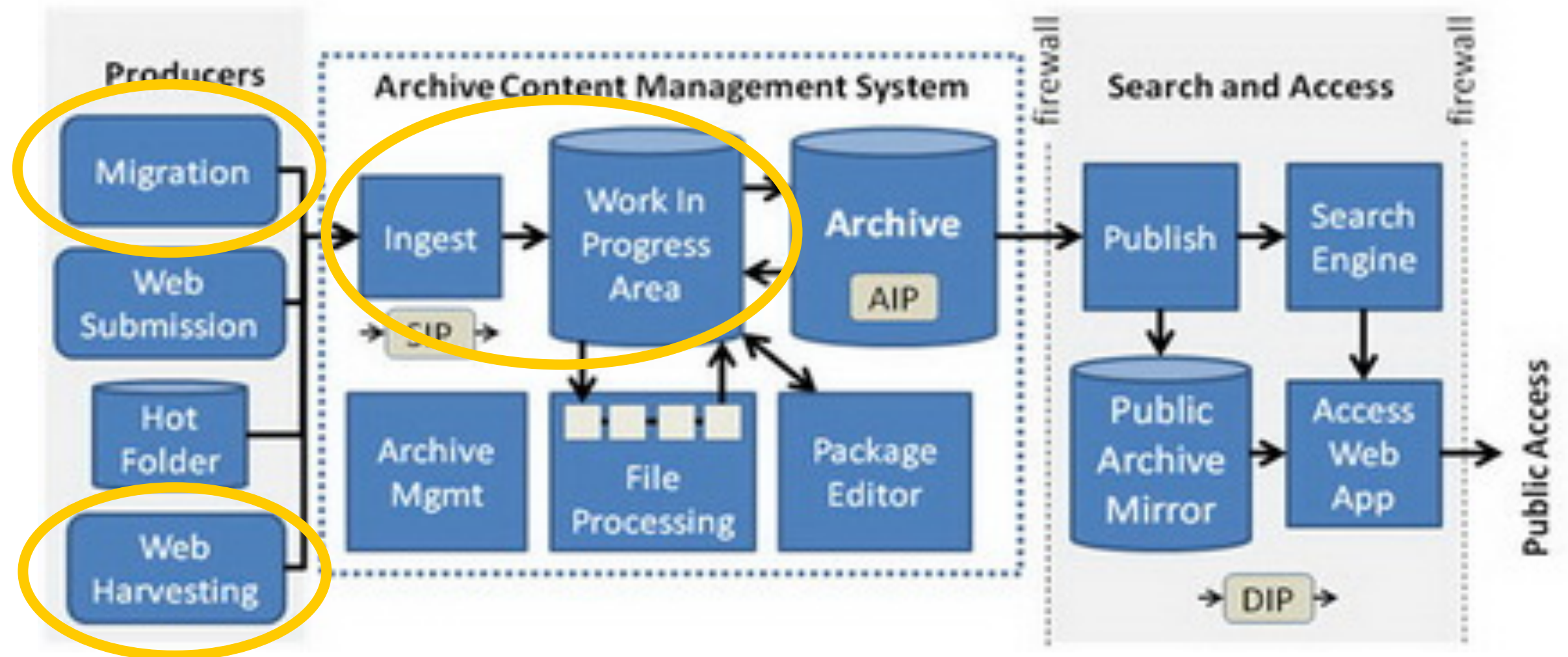
*Collection may be protected under Title 17 of the U.S. Copyright Law. To obtain permission to publish or reproduce, please contact the University of Maryland Libraries at <http://www.lib.umd.edu/special/contact/home>.*

# Born Digital

- Born Digital Manual (working draft)
  - Following Open Archival Information System (OAIS) model
- Able to accession via migration and web harvesting
- Preliminary inventory via disc imaging
- Experimenting with social media feeds
- Experimenting with email



# Open Archival Information System (OAIS)



# Strategy 1: Test phase

- Observe how peer institutions implement born digital programs
- Donor relations: Creating workflows to accept the digital files
- Experiment with new electronic records accessions
- Pilot projects

# Strategy 1: Test phase

- Learning FRED (*Forensic Recovery of Evidence Device*)
  - Digital forensics workstation
  - Accession digital material
  - Checksum process for fixity
  - Disc imaging software on FRED, options:
    - Windows (forensic toolkit imager)
    - Linux (bit curator toolbox includes Guymage for data from disc image)



# Strategy 1: Test phase

- Pilot project with the University Provost Office
  - Survey started
  - Needs identified
    - More robust records management at UMD, including electronic records
    - Plans to hire Electronic Records Archivist



# Strategy 2

- Accept offered born digital records into Special Collections following minimum best practices.
  - Digital records covered in deed of gift
  - Educate donor about electronic records
  - Coordinate transfer of electronic files via portable hard drive
- Test bed
  - Case study: National Labor College
  - Case study: Page One Photography, Inc.

# Case Study: National Labor College

- New accession prompted by closure of organization in 2014
  - Paper records
  - Electronic records
- Limited organizational staff to help identify electronic records and transfer to hard drive media
- No disc image possible



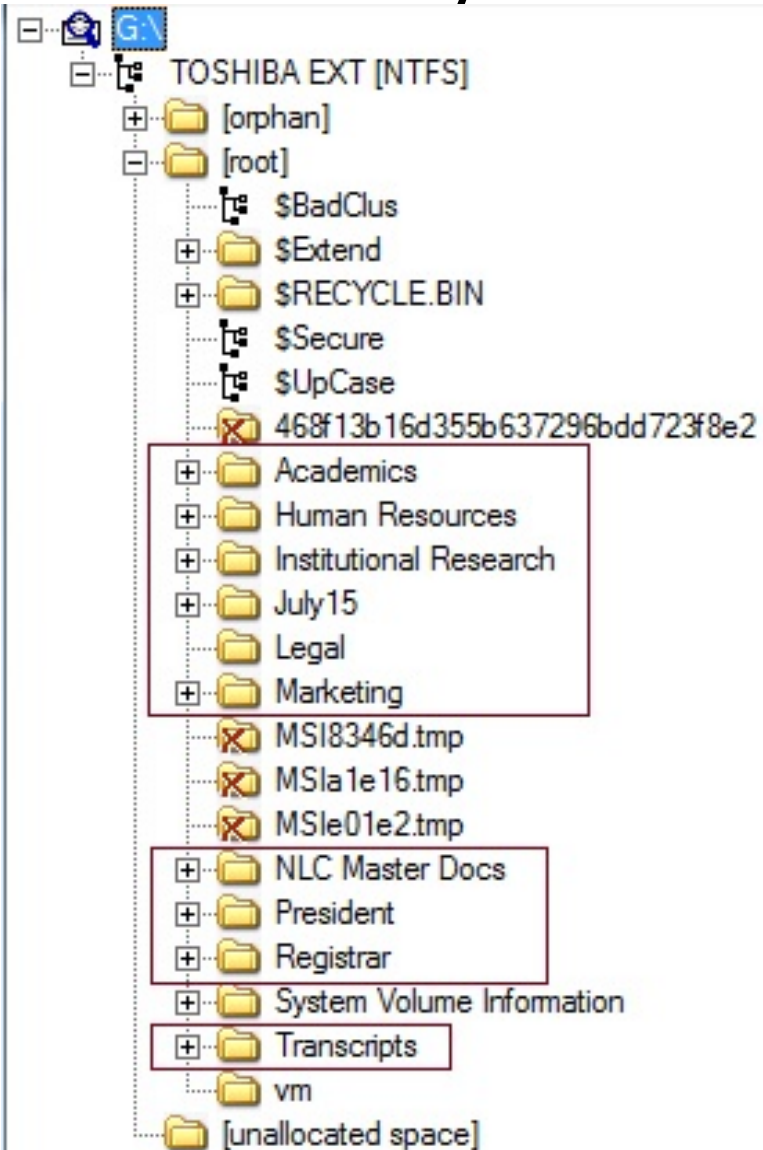
# Case Study: National Labor College

- Hard drive transfer delayed 4 months
- IT systems not monitored after March 5, 2014
- Computer of President experienced virus that deleted entire server
- Hard drive was shared with AFL-CIO to recover files
- Hard drive received by University of Maryland, July 2014

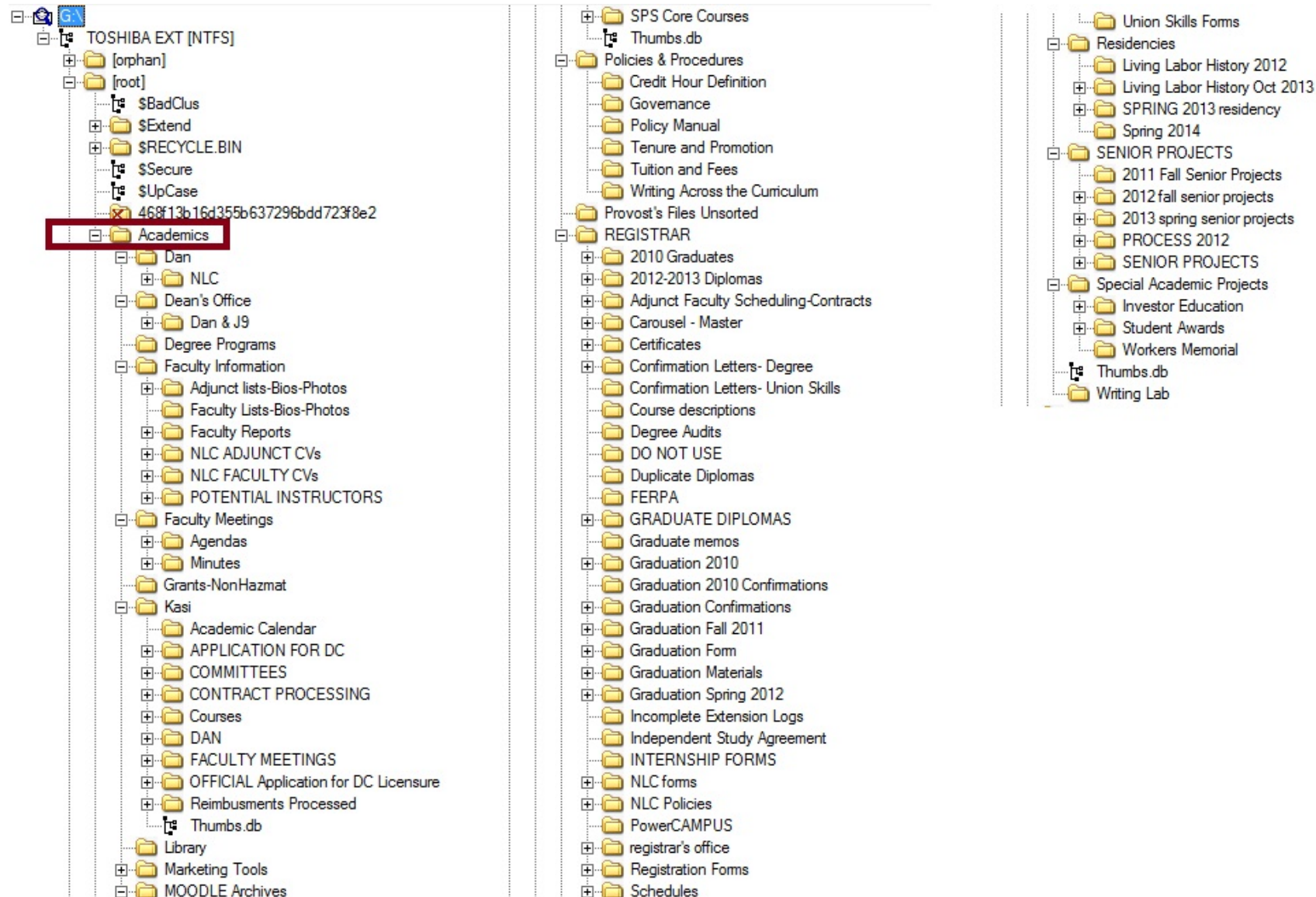




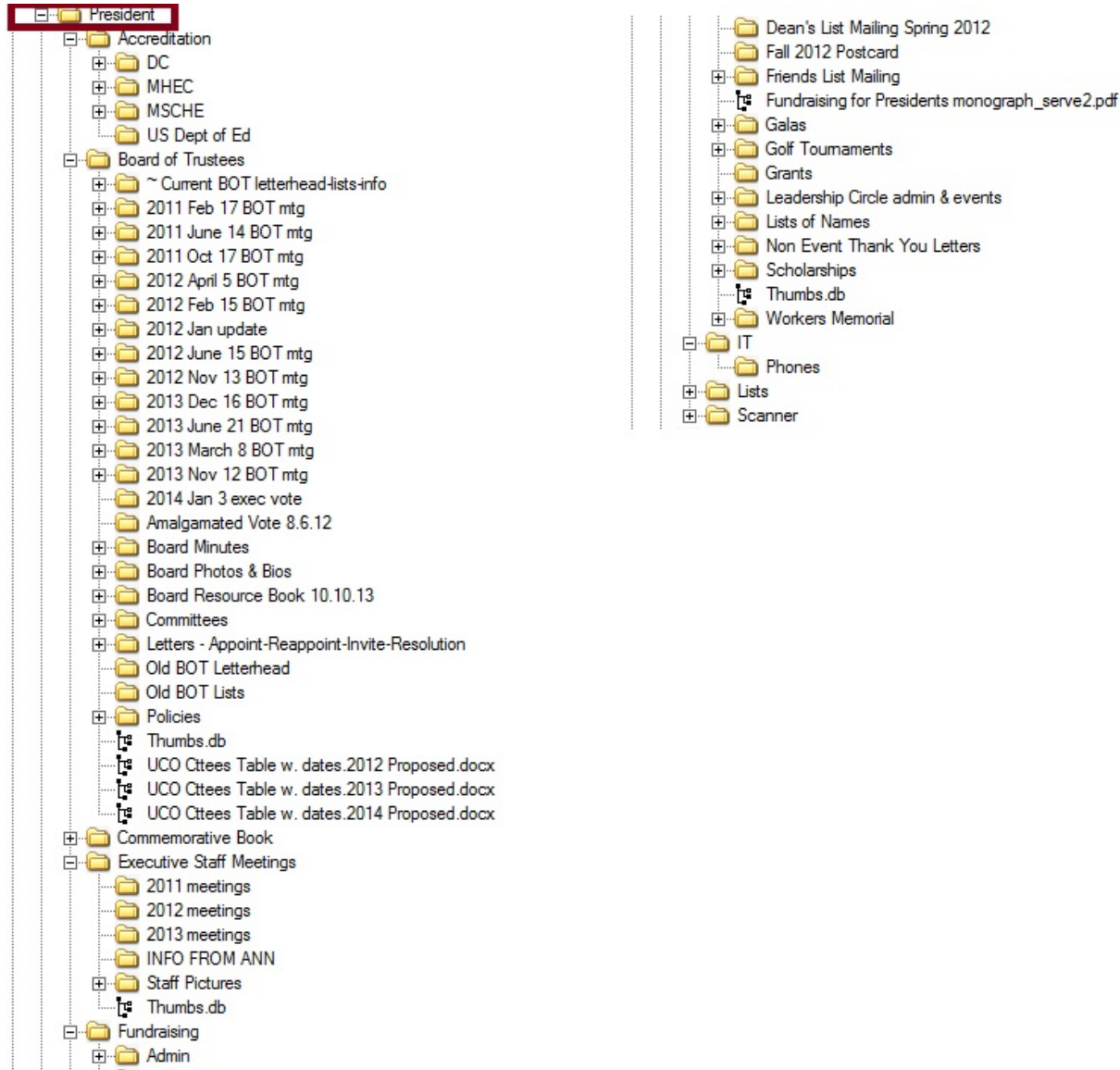
# Case Study: National Labor College



# Case Study: National Labor College



# Case Study: National Labor College



# Case Study: Page One Photography, Inc.

- A collection of over 10,000 photo events/jobs from 1982-2015
  - 113 Boxes of negatives
  - 2.9 TB digital images starting in 2000
- Enough planning time to determine their needs and our needs
- Discussion of their workflow of digital image creation
  - Original files had already been altered
  - Disc image not necessary
- Digital files transferred to 3 hard drives
  - 2014-2015 drive: 283 GB, 26,628 Files, 182 Folders
  - 2009-2013 drive: 1.80 TB, 297,609 Files, 1,723 Folders
  - 2005-2008 drive: 832 GB, 232,061 Files, 1,338 Folders

# Case Study: Page One Photography, Inc.

- Challenges:
  - Erased hard drive, asked donor to upload 2009-2013 again
  - Empty folders
  - Annual accession planned, not consistent



# Case Study: Page One Photography, Inc.

	Name	Date modified	Type	Size
★ Favorites	Desktop			
	Recent Places			
	Downloads			
	Dropbox			
Libraries	Documents			
	Music			
	Pictures			
	Videos			
Computer	Local Disk (C:)			
	borndigital (\\borndigital.lib.umd.edu) (			
	LECS (\\libdoc.umd.edu) (L:)			
	department\$ (\\LIBDOC.umd.edu) (M:)			
	jeidson (\\libdoc.umd.edu\userhome\$)			
Network	9620-9624	5/28/2014 3:41 PM	File folder	
	9625-9649	5/28/2014 3:49 PM	File folder	
	9650-9674	5/28/2014 3:54 PM	File folder	
	9675-9699	5/28/2014 3:59 PM	File folder	
	9700-9724	5/28/2014 4:02 PM	File folder	
	9725-9749	5/28/2014 4:07 PM	File folder	
	9750-9774	5/28/2014 4:15 PM	File folder	
	9775-9799	5/28/2014 4:19 PM	File folder	
	9800-9824	5/22/2014 5:49 PM	File folder	
	9825-9849	5/22/2014 6:01 PM	File folder	
	9850-9874	5/22/2014 6:06 PM	File folder	
	9875-9899	5/28/2014 3:39 PM	File folder	
	9900-9924	5/22/2014 6:10 PM	File folder	
	9925-9949	5/22/2014 6:18 PM	File folder	
	9950-9974	5/22/2014 6:25 PM	File folder	
	9975-9999	5/22/2014 6:32 PM	File folder	
	10000-10024	5/22/2014 6:42 PM	File folder	
	10025-10049	6/19/2014 9:16 AM	File folder	
	10050-10074	5/22/2014 6:55 PM	File folder	
	10075-10099	5/22/2014 7:05 PM	File folder	
	10100-10124	6/19/2014 9:16 AM	File folder	
	10125-10149	6/19/2014 9:16 AM	File folder	
	10150-10174	6/19/2014 9:16 AM	File folder	
	10175-10199	5/22/2014 7:54 PM	File folder	
	10200-10224	5/22/2014 8:30 PM	File folder	
	10225-10249	5/22/2014 8:41 PM	File folder	
	10250-10253	6/19/2014 9:23 AM	File folder	
	Print-Scan	5/28/2014 4:43 PM	File folder	
	dirlisting.txt	2/20/2015 7:28 PM	Text Document	18,720 KB



# Case Study: Page One Photography, Inc.

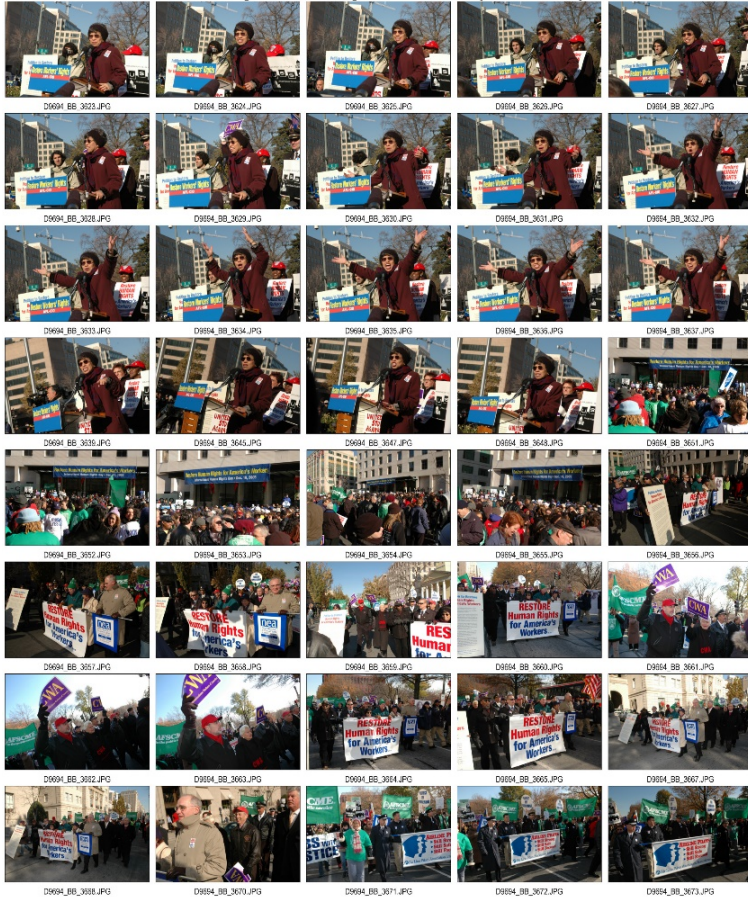
9637 ALPA Informational Pickets at Dulles 8/31/2005 by Ray Crowell





# Case Study: Page One Photography, Inc.

9694-BB Human Rights/Worker Rights March & Rally 12/8/2005 by Bill Burke





# Case Study: Page One Photography, Inc.

9753 LIUNA Immigration Rally on Capitol Hill 3/27/2006 by Bill Burke





# Strategy 3

- Begin ongoing conversations and planning with existing donors who plan to archive their born digital records in UM's Special Collections.
  - AFL-CIO
  - American Center for International Labor Solidarity (Solidarity Center)
  - Bakery, Confectionery and Tobacco Workers International Union
  - United Brotherhood of Carpenters and Joiners of America (UBCJA)

# Conclusion

- Keep experimenting and developing our Electronic Records Program
- Encourage donors to keep their e-records for a period of time in case we encounter problems
- Disc image from donor is not always realistic
- Maintaining authenticity is not always possible
- Ensuring timely transfer of files is important
- Document and refine

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Labor History Subject Guide: <http://lib.guides.umd.edu/labor>