# Processing forward-migrated files[[1]](#footnote-1)

**Purpose**

For exhibition, research and access purposes, some records which are part of the *Archaeology of the Digital* ensemble were migrated to a more recent version of their original format. These new versions of the records could be used as access copies, as they are easier to consult with the CCA’s existing equipment. Below are the guidelines allowing to retain these records and to provide access to them while preserving the link to their original versions.

*Note:*

*It was determined that forward-migrated files should not be considered to be normalized files for preservation purposes, which is why they should not be included in the Archivematica manual normalization workflow and are to be maintained in a different SIP.*

*For reference, see TMS records for AP177.S1.008 and AP177.S1.008.FM.*

**Creating a distinct, but related SIP**

|  |  |
| --- | --- |
| Regrouper les fichiers concernés de manière à créer un ou des dossiers correspondants à ceux déjà existants. Il n’est pas nécessaire de recréer l’arborescence des dossiers car cette information contextuelle sera incluse dans la description. Voir ci-après.  Nommer les dossiers en reprenant le nom du dossier d’origine et en ajoutant les lettres « FM » (forward migrated) en suffixe. Par exemple, le dossier original est identifié AP222.S2.002 et le dossier contenant les fichiers migrés vers une version plus récente sera identifié comme AP222.S2.002.FM.  À partir de ce dossier, créer un SIP à l’aide de SIP Creator. Compléter l’identification du SIP avec le numéro de versement : e.g. AP222.S2.002.FM---AR2020.0056  Advenant que d’autres fichiers de ce même dossier d’origine soient migrés vers une version de logiciel plus récente, il suffira d’ajouter un numéro à la suite du suffixe « FM ». Pour suivre notre exemple : AP222.S2.002.FM1, AP222.S2.002.FM2, etc.  Parallèlement, créer une entrée dans TMS pour ce nouveau dossier qui devient un « enfant » de son dossier d’origine : relation « est inclus dans ». L’enregistrement doit aussi être mis en relation avec le versement avec le déterminant « provient de ».  Le tableau ci-après indique les détails requis pour chaque champ de description dans TMS pour ce nouvel enregistrement.  Enfin, dans le champ « Scope and content » de la description du dossier d’origine (e.g. AP222.S2.002), indiquer que des fichiers ont été migrés dans une version plus récente de leur logiciel d’origine et qu’ils sont reliés au sous-dossier AP222.S2.002.FM. Faire la liste des fichiers avec leurs chemins d’accès et indiquer l’information sur les versions du logiciel.  Si le nombre de fichiers rendait une telle liste difficile à intégrer dans TMS, les archivistes pourraient choisir d’intégrer cette liste comme fichier de type « log » ou « readme » qui serait alors inclus dans le SIP. | Gather the forward-migrated files into one top-level file folders corresponding to an existing file-level description. It is not necessary to recreate directories as the original structure will be provided by listing the file paths in the archival description.  Name the new file folder by using the reference number of its source and add FM (forward-migrated) at the end. For example, if the original folder is numbered AP222.S2.002, the folder containing its forward-migrated files will be identified as AP222.S2.002.FM.  If others files from the same original folder were to be forward-migrated, they should be gathered into a new top-level folder and be created along these guidelines. Reference numbers will be sequential, following this example: AP222.S2.002.FM1, AP222.S2.002.FM2, etc.  SIPs may now be created with SIP Creator. Complete the SIP’s identification number with its related accession number: e.g. AP222.S2.002.FM---AR2020.0056    A corresponding description record needs to be added in TMS. It will have a “child” relationship (“est inclus dans”) to its originating file-level description. It should also be related to the accession with “provient de”.  The table below provides guidance on how each TMS field may be filled for forward-migrated files.[[2]](#footnote-2)  Finally, in the scope and content note for the folder with the original files (e.g. AP222.S2.002), indicate that the files have been migrated to a more recent software version and provide the folder titles for the forward-migrated files (e.g. AP222.S2.002.FM). List the forward-migrated files and their file paths, and indicate their software version.  If the number of files would make this type of list difficult to include in TMS, the archivists should move the list to a log or readme file in the forward-migrated SIP. |

| ***ELEMENTS OF DESCRIPTION*** | **TMS FIELD** | **Forward-migrated files** |
| --- | --- | --- |
| Reference code  (ISAD(G) 3.1.1)  REQUIRED | Numéro d’objet/  Object Number | *Duplicate original file reference number and add “FM”.*  *e.g.: AP222.S2.002.FM* |
| Title (ISAD(G) 3.1.2)  REQUIRED | Titre/  Title | *Follow titling guidelines for File-level description.*  *Title must indicate the nature of files (i.e. they are forward-migrated versions). Title should include some level of detail about the formats whenever possible as to increase access to records.*  *e.g.:* Forward-migrated formZ 6 and 7 files for 3 of RUR digital working files |
| Dates of creation (ISAD(G) 3.1.3)  REQUIRED | Dates | *Provide information from processing spreadsheet.* |
| Level of description (ISAD(G) 3.1.4)  REQUIRED | Classification | “groupe” |
| Extent and medium (ISAD(G) 3.1.5)  REQUIRED FOR SPECIFIC OBJECT TYPES | Collation text entry | An extent statement in the following form (this will typically be script-generated and already provided for you in your processing spreadsheet):  "x digital files (y KB/MB/GB/TB)"  e.g. "350 digital files (2.3 GB)" |
| Name of creator(s)  (ISAD(G) 3.2.1)  REQUIRED | Personnes et institutions/  Constituent | Enter the fonds creator as an Object Related constituent with the role Archive creator.  E.g. “archive creator: Abalos & Herreros” |
| Scope and content note  (ISAD(G) 3.3.1)  REQUIRED FOR DIGITAL ONLY | Description du contenu | For files of born-digital records, the scope and content note field in your processing spreadsheet will be pre-populated with information such as original directory names, common file formats, and tools used in processing the files. This information is auto-generated by the CCA Disk Image Processor and CCA Folder Processor tools. Verify and edit these lines as needed, and if you add to the Scope and content note, keep the auto-generated information at the end of the note.  *Detail and contextualize files which were migrated: list file paths of original file and indicate any specificity to new file versions if they do not appear in the processing spreadsheet. Refer to the original’s file description identification number. Add information about the migration process, if known: who, how, when and why.*  *e.g: Files were migrated by a CCA collaborator in 2014 as part of the preparation for the Archeology of the Digital Complexity and Convention exhibit.* |
| Additional descriptive tag:  Stage and Purpose  REQUIRED FOR SPECIFIC OBJECT TYPES | Attribute | Where a file contains computer-aided design files with a clearly identifiable Stage and Purpose, you may enter this using the Stage and Purpose attribute. |
| Name access point  OPTIONAL | Personnes et institutions/  Constituents | See File Level standard. |
| Conditions governing access (ISAD(G) 3.4.1)  OPTIONAL | 1.8B16a-restrictions à la consultation | See File Level standard. |
| Conditions governing reproduction (ISAD(G) 3.4.2)  OPTIONAL | 1.8B16d-restrictions à l’utilis. et repro. | See File Level standard. |
| Language of material (ISAD(G) 3.4.3)  OPTIONAL | 1.8B14-langue | See File Level standard. |
| Physical characteristics and technical requirements  (ISAD(G) 3.4.4)  **REQUIRED** | Physical Description field | *Indicate designated software for file access.*  *e.g.:* “Files may be accessed using form\*Z version 6 to 8.” |
| Finding aids  (ISAD(G) 3.4.5)  OPTIONAL | 1.8B17-instruments de recherche | See File Level standard. |
| Related units of description  (ISAD(G) 3.5.3)  OPTIONAL | 1.8B20a-docs reliés même fonds | See File Level standard. |
| Note (ISAD(G) 3.6.1) OPTIONAL | 1.8B21-générale | See File Level standard. |

1. October 2017: these guidelines were transferred to the “Arrangement” section in GItHub. [↑](#footnote-ref-1)
2. In GitHub, greyed fields will be listed instead. [↑](#footnote-ref-2)