

# Digital Records Processing Workflow



D-Team

Create a case  
One collection =  
one case

Add evidence:  
images grouped  
by accession



Processor

Review Files in  
FTK

Identify and  
label restricted  
files

Filter out  
duplicates,  
temp files,  
etc.

Identify PII

Arrange  
files into  
hierachy with  
bookmarks

Describe  
bookmarks

Notify  
D-Team of  
completion



D-Team

Export  
descriptive data  
into AT

Export files, ingest  
into Archivematica

Connect files +  
description via  
UUIDs