
DIGITIZATION WORKFLOWS

Presentation for the Digitization Preservation Coalition

February 3, 2025

AGENDA

- Who We Are
- Project Goals
- Technical Infrastructure
- Our Workflow
- LDF Recollection
- Costs

WHO WE ARE

OUR MISSION

Using the power of law,
narrative, research and people...

*we defend and advance the full
dignity and citizenship of Black
people in America.*

Led by visionary young lawyers,
LDF has been a pioneer in the
racial justice movement since its
founding.



PROJECT GOALS

SAVE TIME

SUSTAINABLE, LONG-TERM SOLUTION FOR DIGITAL RECORDS PROCESSING AND PROJECT MANAGEMENT

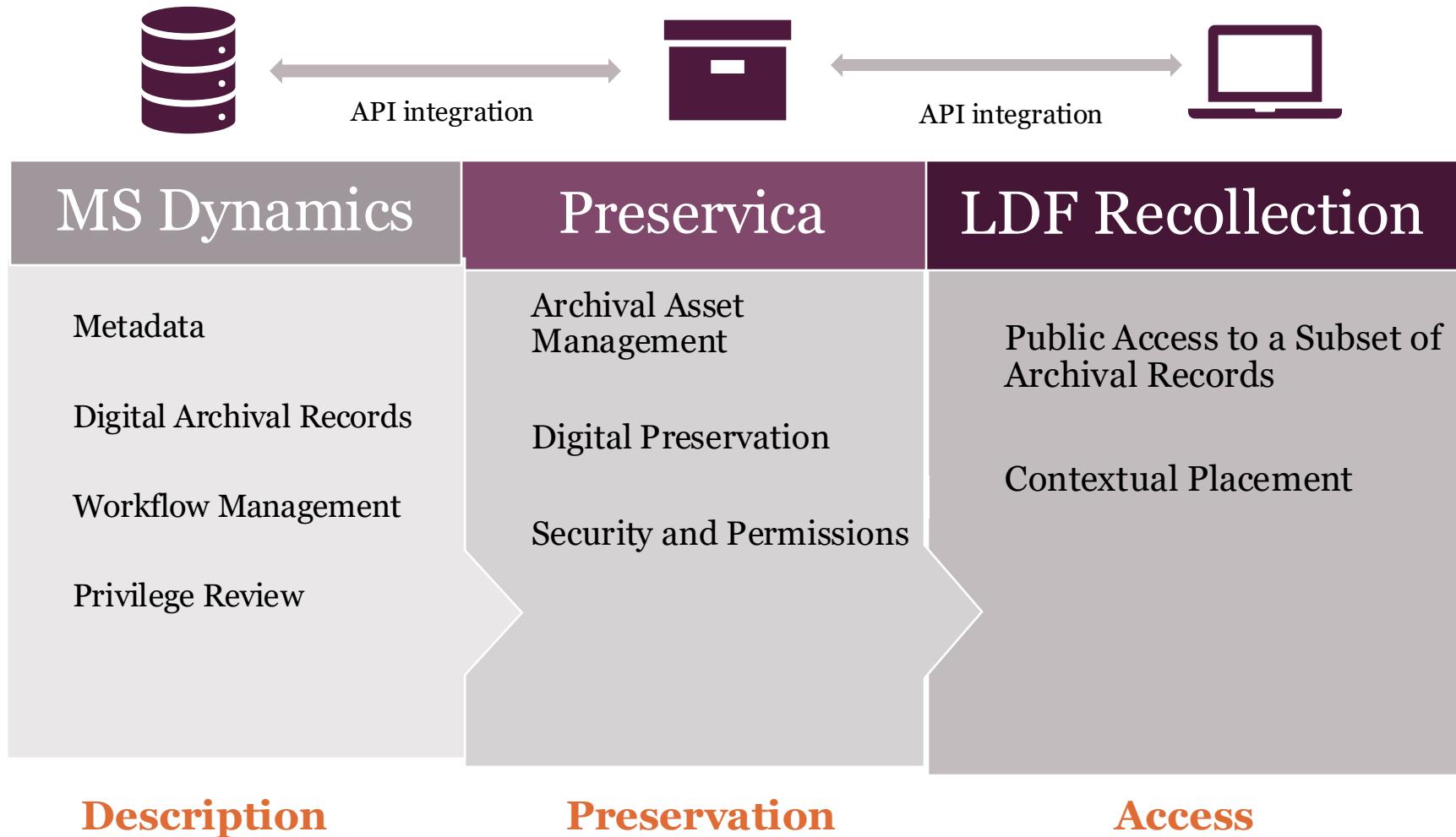
CONSOLIDATE GOOD DATA

BRING TOGETHER VARIOUS AND DISPIRATE INFORMATION SOURCES/STORES INTO A SINGLE SOURCE OF TRUTH FOR LDF ARCHIVAL INFORMATION

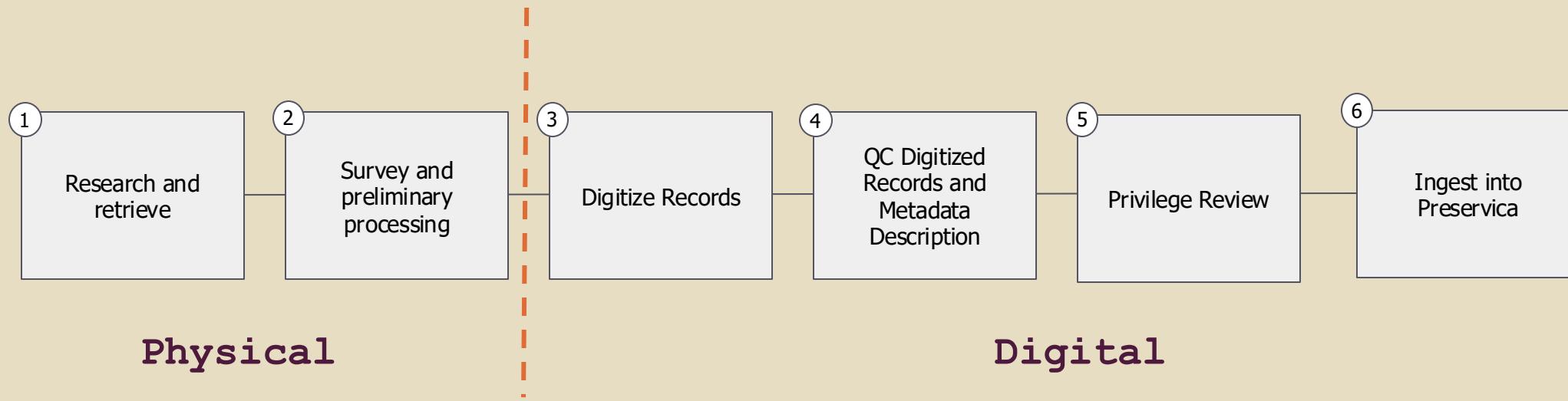
PROVIDE SECURE ACCESS

SEAMLESS INTEGRATION WITH EXISTING DIGITAL REPOSITORY AND FORTH COMING WEBSITE

DESCRIPTION, PRESERVATION, AND ACCESS MODEL



DIGITIZATION WORKFLOW OVERVIEW



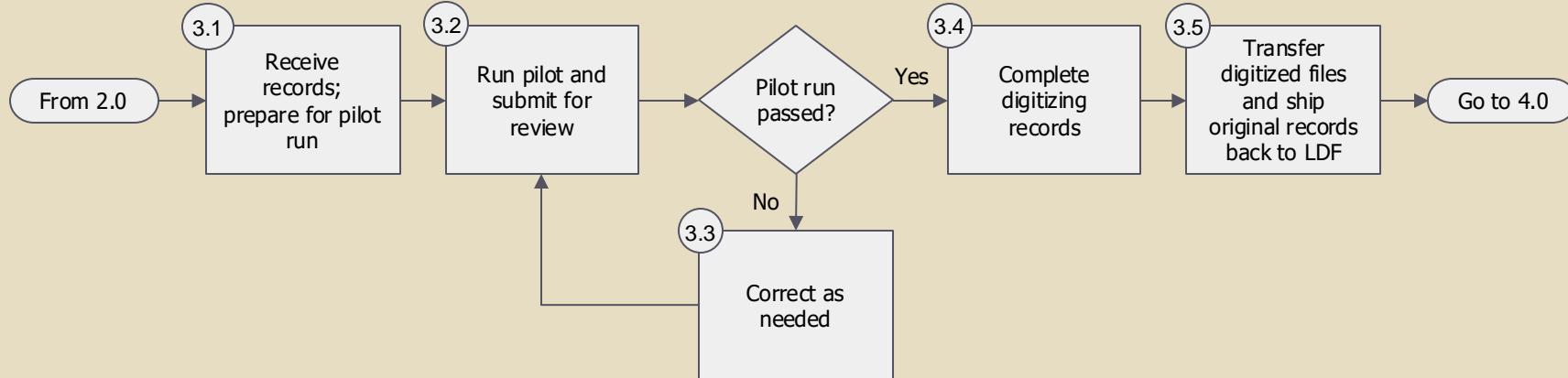
MICROSOFT DYNAMICS – PROJECT TRACKING, METADATA, AND PRIVILEGE REVIEW

The screenshot shows the Microsoft Dynamics interface for a project titled "Mobile v. Bolden Hardbacks". The top navigation bar includes "Power Apps" and "Archives" tabs, a search bar, and various action buttons like Save, New, and Refresh. A yellow warning message at the top states: "The digitized content must now go through the Privilege Review process. Any items marked 'Requires Privilege Review' will appear in the table on the Items to Privilege Review tab. The Archives Attorney should update the Privilege Review status to 'In Progress' once they have begun the review process." Below the message, the project name is displayed as "Mobile v. Bolden Hardbacks - Saved" and the status is "Archiving Project". A progress bar at the top indicates the project's status across four stages: "Archives Digitization Pro..." (Active for 10 months), "Research And Retrieve", "Survey And Preliminary Processing", "Digitize Content" (which is currently active, shown in red), and "QC & Content Category". The main content area displays project metadata: Name (Mobile v. Bolden Hardbacks), Project Number (1034), Root Folder Name (Case Files), Root Folder Path (/Case Files), and Description (Previously part of project no. 100. Processed by Kayla Jenkins Dec. 2023.). The bottom of the screen shows a navigation bar with tabs: General, Digitizer Pack, Team, Privilege Review, Items to Privilege Review, Content Category Review, Movement Orders, Valid Items, and more. A footer bar at the bottom left reads "Legal Defense Fund".

Screenshots of the Project view for Mobile v. Bolden on Microsoft Dynamics

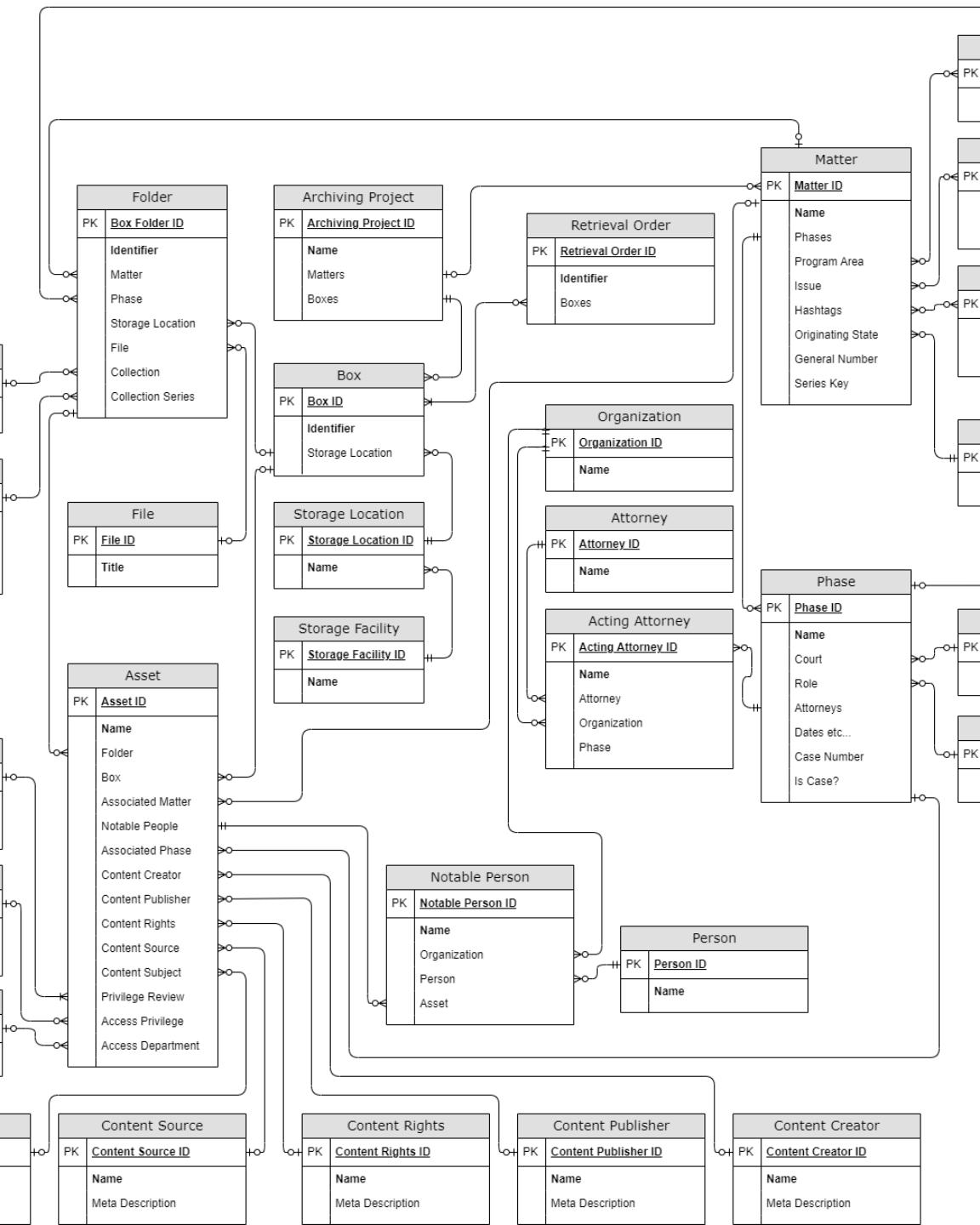
This screenshot shows the "Privilege Review" tab for the same project. The top navigation bar and warning message are identical. The project status is still "Archiving Project". The progress bar now highlights the "Privilege Review (27 Hrs)" stage, which is the current focus. The main content area displays the status of the initial content survey: "Initial Content Survey Status" is listed as "Approved" with a note to "see timeline". Below this, another status item says "Has content been surveyed, arranged and combined" with the value "Yes". The bottom navigation bar includes tabs for General, Digitizer Pack, Team, Privilege Review, Items to Privilege Review, Content Category Review, Movement Orders, Valid Items, and more. A footer bar at the bottom right shows buttons for "New Matter", "Boxes", "New Box", and "Storage Location".

WORKFLOW 3: DIGITIZE CONTENT



WORKFLOW 4

Quality Control and Metadata Description



Item: Information: LDFA-003_2j3-X

https://archives.crm.dynamics.com/main.aspx?appid=820f54ed-5e38-ee11-bdf5-002248275d67&pagetype=entityrecord&etn=dd_asset&... A ⚡ ⚡ ...

Power Apps | Archives Search + ⚙️ ? SW

Save Save & Close New Set Preservica Folder Download Ingest to Preservica Clone Upload File Share

LDFA-003_2j3-gbp_021 - Saved Item Private Access Privilege

General Metadata Privilege Review Source Files Associated Items People Related

Name * LDFA-003_2j3-gbp_021

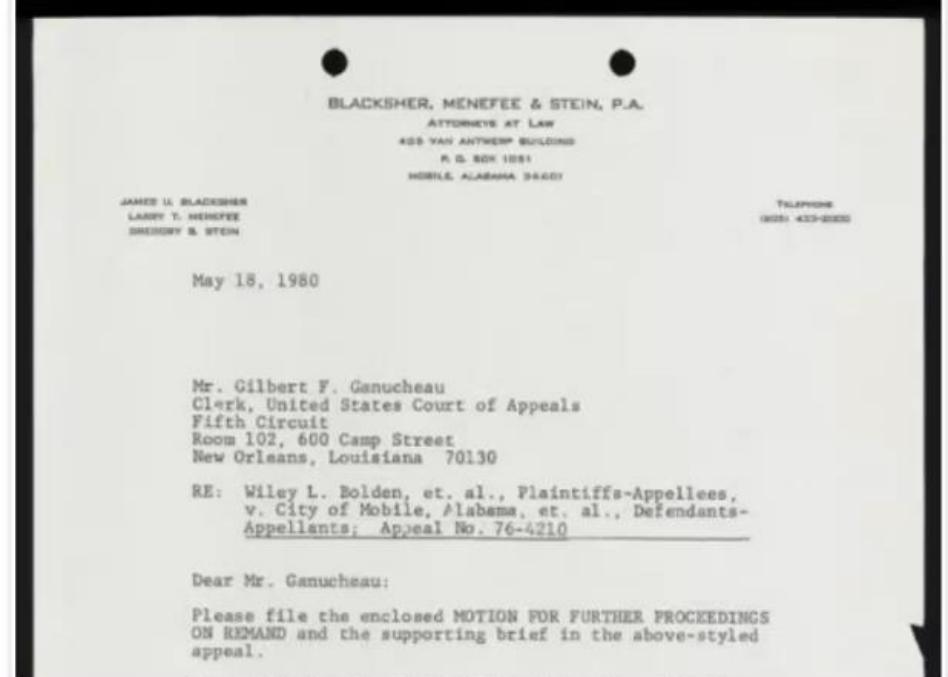
Item Type ---

Owner * S SYSTEM

Folder Hardback 6

Folder Item Number 148

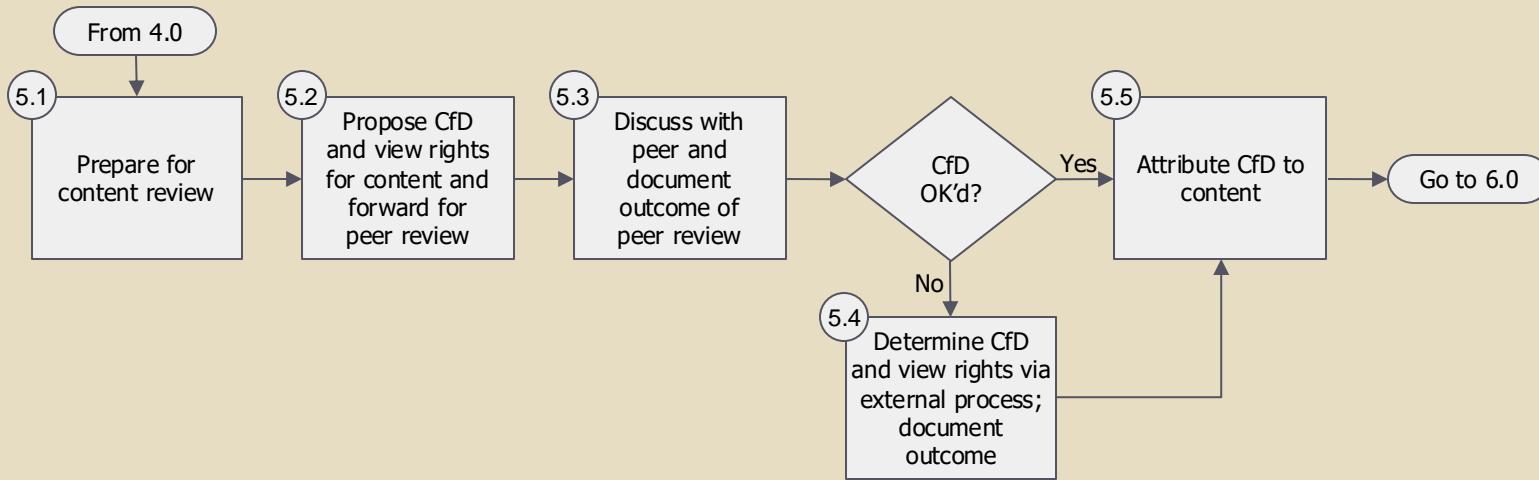
Associated Matter Mobile v. Bolden



Type here to search LDF

4:12 PM 1/21/2025

WORKFLOW 5: PRIVILEGE REVIEW



PRESERVICA - STORAGE, MANAGEMENT, SECURITY

Preservica

Shelby Wong English

Dashboard Ingest Access Preservation Data Management Administration Help

Search Archive

Root Case Files McCleskey v.... McCleskey Ba... Clemency Req... Attorney's W...

Properties Advanced History XML Actions View Preservation Download

Title	Attorney's Working Files Vol. 1 of 5		
Description	Date is approximate. Primarily consists of Court Documents from Georgia v. Wright dated 1989-1990.		
Type	Asset	Security Tag	Private
Ref	b9b00d36-6e19-45cc-af3c-547e2f2c2205		

Identifiers

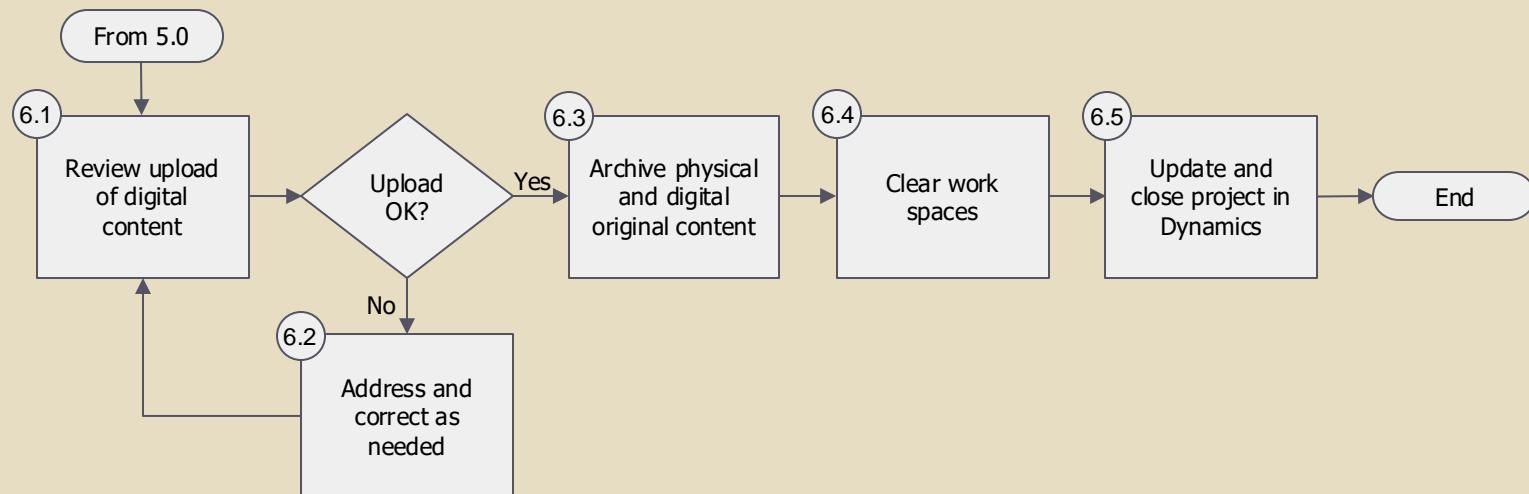
Type	Value
ItemId	0b405bdc-62a7-ef11-8a69-7c1e5266b018

preservica.com Copyright © 2025 Pres



View of a restricted item on Preservica

WORKFLOW 6: INGEST INTO PRESERVICA



LDF RECOLLECTION: A CIVIL RIGHTS ARCHIVE

The image shows three devices displaying the LDF Recollection website. The monitor screen on the right features a large historical photograph of the Edmund Pettus Bridge in Selma, Alabama, during the Civil Rights Movement. A callout box highlights a specific area of the photo with the text: "SMITH V. ALLWRIGHT: THE LDF VOTING RIGHTS CASE THAT 'CHANGED THE WHOLE COMPLEXION OF THE SOUTH'". The tablet and smartphone screens show a different historical photograph of a group of people, likely from the same event. Both screens include the LDF Recollection logo and navigation links for "Learn", "Stories", "Oral Histories", and "Archives". The bottom right corner of the monitor screen contains the text: "SHARING OUR HISTORY, INFORMING OUR PRESENT, ENVISIONING OUR FUTURE". The bottom left corner of the monitor screen contains the text: "The new online archive collection on Recollection: A Civil Rights Legal Archive consists of over 100,000 historical documents, photographs, and correspondence related to more than 6,000 years LDF has inspired since its founding. We hope these primary source materials inform the current efforts of litigators, historians, and activists to advance civil rights. Now more than ever, it is critical that we all have access to reliable information about our nation's fight for equality and justice."

LDFRECOLLECTION.ORG

COSTS

- Achieved through a four year grant funded archives modernization project supported by the Mellon Foundation
- Consultants
 - Durable Digital
- Software/Storage
 - MS Dynamics
 - MS Azure
 - Preservica
- Staffing

WHAT'S NEXT

- Continuing to archive new cases and collections
- Dashboards, reporting and other project management integrations
- Iterate on evaluation and assessment against standards
- Introducing new types of items into the archive:
 - Videos (from discs, VHS, film)
 - 3D objects
 - Born digital objects

CONTACT US

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RECOLLECTION
A CIVIL RIGHTS LEGAL ARCHIVE

QUESTIONS?

001: on1274172133
 003: OCoLC
 005: 20220810164650.9
 008: 211006t20222022nyua e b 001 Obeng dcam i
 010: (a) 2021022495
 015: (a) GBC1K0252 (2) bnb
 016: (a) 020408240 (2) Uk
 020: (a) 9781524747183 : (c) \$30.00
 020: (a) 1524747181 : (c) \$30.00
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 037: (b) Random House Inc, Attn Order Entry 400 Hahn rd, Westminster, MD, USA, 21157 (n) SAN 201-3975
 040: (a) CNEDM (b) eng (e) rda (c) CNEDM (d) YXF (d) YDX (d) BDX (d) UKMGB (d) OCLCF (d) JBU (d) OJ4 (d) RNL (d) WIE (d) OCLCO (d) JBL (d) SO\$ (d) TCH (d) XND (d) OCO (d) ILC (d) IMD (d) VP@ (d) IVV (d) YDX (d) YU6 (d) Z#6 (d) UAP (d) OCLCO (d) NGU (d) JUA (d) TUL (d) HQD (d) OCLCO (d) NMW (d) GWL (d) OCLCO (d) CLU (d) FAU (d) JNA (d) PUL (d) CGN (d) UtOrBLW
 043: (a) n-us-ny (a) n-us--
 049: (a) BKLA
 050: (a) KF373.M68 (b) B76 2022
 050: (a) KF373.M64 (b) B76 2022
 082: (a) 323.092 (2) 23
 099: (a) B (e) MOTLEY (a) B
 100: (a) Brown-Nagin, Tomiko, (d) 1970- (e) author.
 245: (a) Civil rights queen : (b) Constance Baker Motley and the struggle for equality / (c) Tomiko Brown-Nagin.
 246: (a) Constance Baker Motley and the struggle for equality
 250: (a) First edition.
 264: (a) New York : (b) Pantheon Books, (c) [2022]
 264: (c) ©2022
 300: (a) x, 497 pages, 16 unnumbered pages of plates : (b) illustrations ; (c) 24 cm
 336: (a) text (b) txt (2) rdacontent
 336: (a) still image (b) sti (2) rdacontent
 337: (a) unmediated (b) n (2) rdamedia
 338: (a) volume (b) nc (2) rdacarrier
 504: (a) Includes bibliographical references (pages 445-468) and index.
 505: (a) Part I. Beginnings. "The base of this great ambition": Nevis and New Haven; "I discovered myself": the Great Depression, the New Deal, and the dawn of a political conscience; "Like a fairy tale": Black exceptionalism, philanthropy, and a path to higher education; A fortuitous meeting with "Mr. Civil Rights": Thurgood Marshall and an offer not to be refused; "They hovered over and cared for each other": the uncommon union of Constance Baker and Joel Motley Jr. -- Part II. Becoming the civil rights queen. "A professional woman": Breaking barriers at work and in the courtroom; "We all felt the excruciating pressure": making history in Brown v. Board of Education; "The fight has just begun": the decade-long slog to desegregate the University of Florida College of Law; "We made a mistake"; "poor character," "loose morals," and untold sacrifices in pursuit of higher education at the University of Alabama -- Part III. The heights and depths of life as a symbol and agent of change. The "best plaintiffs ever": desegregating the University of Georgia; A "difficulty with the idea of a woman": the setback of 1961; "That's your case": James Meredith and the battle to desegregate the University of Mississippi; "I am human after all": trauma and hardship in the long battle at Ole Miss; An "eye-opening experience": the Birmingham civil rights campaign -- Part IV. A season in politics. "An ideal candidate": the making of a political progressive; "Crisis of leadership": a clash between radical and reform politics; "Not a feminist": the Manhattan Borough presidency -- Part V. On the bench. "First": the judicial confirmation; "A tough old bird": Judge Motley's court; "The weeping and the wailing": the Black Panther Party, the FBI, and the Huggins Family; "Pawns in a very dangerous game": crime, punishment, and prisoners' rights; A "woman lawyer" and a "woman judge": making opportunity for women in law; "For a girl, you know a lot about sports": the New York Yankees strike out in Judge Motley's courtroom; No "protecting angel": Blacks, Latinos, and ordinary people in Judge Motley's courtroom -- Epilogue: legacies.
 520: (a) Born to an aspirational blue-collar family during the Great Depression, Constance Baker Motley was expected to find herself a good career as a hair dresser. Instead, she became the first Black woman to argue a case in front of the Supreme Court, the first of ten she would eventually argue. She was the first Black woman elected to the state Senate in New York, the first woman elected

MARC Record for *Civil Rights Queen* by Tomiko Brown Nagin, from the [Brooklyn Public Library's online catalogue](#)