**Born-Digital Processing Checklist**

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| Collection Name: |  | Repository: |  |
| Accession Number(s): |  | Archivist and processor(s): |  |
| A&M Number: |  | Date Assigned: |  |

The following tasks should be completed for the born-digital materials in each collection. Enter the date of completion to check the task off the list, or enter *n/a* if the task doesn’t apply to a particular collection. Save the checklist in the Administration folder within the collection’s directory structure on Z:/.

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| **Date of Completion and Person Completing Task** | **Task** | **Relevant Section in Policies and Procedures** |
|  | Identify and locate all born-digital collection items for the collection—this includes both physical media and digital file transfers. | Accession |
|  | Create a directory structure for the collection as outlined in the Accessioning Media section of [Born-Digital, Audiovisual, and Digitized Materials Manual](https://westvirginiauniversity.sharepoint.com/:w:/s/DigitalArchivesWork/ETljOmkUl2VGoHNqB1Ot9GgBhdrrmogHlk6Tzr8b5FhzwA?e=J0n3CQ) by copying the template structure from Z:\Working Files\ Resources\_For\_Born\_Digital\_Processing \TemplateAccessioningFileStructure to Z:\Working Files\Backlog. Rename the TemplateAccessioningFileStructure folder to the accession number, formatted as Accession-YYYY-CollNum. | Accession |
|  | Open the [Digital Media Inventory Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EWTHYUay8ilPlMI7ZWEJ8qIBMCPPG1leYacEoj0PqSSSQQ?e=kwDyel) within the Administration folder in the collection directory structure and inventory each unit of born-digital media (concurrent with following task). Units might be physical media or digital transfers. Be sure to save the file back to the same location within the collection folder. | Accession |
|  | Open the [PREMIS Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EeceAK3mBV1MvLJM3pqQjKcBd8YHKnUtzjnKUPspT2-hog?e=LlhHqg) within the Administration folder in the collection directory structure and fill in Transfer and Accession event data for the collection and any collection accretions (concurrent with prior task). Be sure to save the file back to the same location. | Accession |
|  | Once the inventory is complete, using the [Digital Media Inventory Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EWTHYUay8ilPlMI7ZWEJ8qIBMCPPG1leYacEoj0PqSSSQQ?e=kwDyel) for the collection, create a folder for each media item within the Born-Digital Content Folder for the collection with each folder named with the identifier of each item or transfer. | Accession |
|  | Follow the [Imaging and Content Acquisition Procedures](https://westvirginiauniversity.sharepoint.com/:w:/s/DigitalArchivesWork/EbUoVQjIKX5KpbG8G3fu5wEB8flpBuSxZtq54VwRY2bLbA?e=2E3DOE) for the relevant media type for each piece of media or digital transfer (concurrent with following task). | Accession |
|  | Fill in Brunnhilde report, Imaging, Replication, and/or Quarantine events if necessary for the item in the [PREMIS Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EeceAK3mBV1MvLJM3pqQjKcBd8YHKnUtzjnKUPspT2-hog?e=LlhHqg) (concurrent with prior task). | Accession |
|  | Verify that the content for each item outlined in the [Digital Media Inventory Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EWTHYUay8ilPlMI7ZWEJ8qIBMCPPG1leYacEoj0PqSSSQQ?e=kwDyel) and is present in the appropriate folder within the collection folder. If content is unretrievable or significantly corrupted, verify that the Digital Archivist has been sent the identifier for the unretrievable item. If there are duplicate items, flag them for the Digital Archivist as well. | Accession |
|  | Record Appraisal event information at the collection, item grouping, or item level as necessary in the [PREMIS Spreadsheet.](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EeceAK3mBV1MvLJM3pqQjKcBd8YHKnUtzjnKUPspT2-hog?e=LlhHqg) | Appraisal |
|  | Move the accession folder containing the materials from the Z:\Backlog folder to the Z:\A&M folder. Rename the folders based on the guidelines in the Processing Overview section. | Processing |
|  | Make a working copy of the collection materials in a location outside of the Z: drive. Do the following based on the Processing instructions in the [Policies and Procedures](https://westvirginiauniversity.sharepoint.com/:w:/s/DigitalArchivesWork/ETljOmkUl2VGoHNqB1Ot9GgBhdrrmogHlk6Tzr8b5FhzwA?e=WpjVhq):   1. For materials requiring Enhanced and Intensive processing: determine whether the intellectual arrangement of materials warrants moving electronic files into new arrangements for preservation and access 2. Create access copies of files for disk images (if disk images are present) 3. Check for and address zipped files 4. Identify and redact or restrict materials   Record applicable events in the [PREMIS Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EeceAK3mBV1MvLJM3pqQjKcBd8YHKnUtzjnKUPspT2-hog?e=LlhHqg) and create \_DIP and \_restrictedfiles folders as needed. | Processing |
|  | Generate the AIP for the whole collection and any modified media items. | Processing |
|  | If you have not already as part of the processing step, make a working copy of the collection materials in a location outside of the Z: drive. | Description |
|  | Input the following information into the [Born Digital Processing Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EdNZUe2q4u1Il-NwGg7C1NQB32pAG_rl0xxBli-LLJS5kQ?e=3W99sn) for each media item:   * All levels of processing and description (Minimal, Enhanced, Intensive):   + Mandatory collection and series level elements as applicable (see: the ArchivesSpace Metadata section of Procedures doc)   + File level description of the media item (see: the ArchivesSpace Metadata section of Procedures doc) * Minimal   + No additional actions. * Enhanced   + Create additional File level description of the higher-level folders on the media item (see: the ArchivesSpace Metadata section of Procedures doc). * Intensive   + In addition to the Enhanced description of folders, create item level description of the contents of the media item (see: the ArchivesSpace Metadata section of Procedures doc) | Description |
|  | Upload or input archival object description into ArchivesSpace. Create and link a digital object to each archival object resource created for a media item where the original content was retrievable (may be done separately or in same spreadsheet as archival object upload). Do not create digital objects for content that could not be retrieved. For information about metadata and the digital object creation process, see: the ArchivesSpace Metadata section of Procedures doc. | Description |
|  | For fully digital collections, upload or input description into ArchivesSpace and send the ArchivesSpace link for the draft, unpublished finding aid to the Accessioning Archivist and/or Head of Archives and Manuscripts pending availability. For hybrid collections, send a copy of the [Born Digital Processing Spreadsheet](https://westvirginiauniversity.sharepoint.com/:x:/s/DigitalArchivesWork/EdNZUe2q4u1Il-NwGg7C1NQB32pAG_rl0xxBli-LLJS5kQ?e=3W99sn) for the collection. | Description |
|  | Revise finding aid in response to Accessioning Archivist and/or Head of Archives and Manuscripts feedback. Repeat submission and revision process until finding aid is approved. | Description |
|  | Publish the finding aid once the finding aid has been approved by the Accessioning Archivist and/or Head of Archives and Manuscripts. | Description |
|  | Contact the donor or complete a press release if relevant for the collection based on donor wishes and department priorities. | N/A |

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| **Notes (optional)** |
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