NEH – Congressional Portal Project

2023-2024 Student Project Guide

Project Overview

The American Congress Digital Archives Portal is a collaborative, non-partisan project that makes congressional archives available online, bringing the history of the People's Branch to the people.

We will provide open access to archival materials and the descriptive information (metadata) about those materials.

Portal website - https://congressarchives.lib.wvu.edu/

Project Overview – Our Goal (CAC)

Our task at the Carl Albert Center Archives is to:

- Scan curated collection materials

- Collect metadata

- Provide this information to our partners are West Virginia University

Project Overview – Locations of Files

- The main folder for the project is located on OneDrive: NEH-Congressional Portal

- The folder Staff and Students Folders will be inside of the above link. Each student working on the project will be assigned a working folder.

- Inside of your assigned folder will be:
    - **Collection Scans** – this will be where you will upload all scans in preservation standard (lossless).
    - **Excel worksheets** – This will be standardized worksheets that you will record all metadata and information regarding the scanned materials.

Project Overview – Locations of Files

Example:

Digitization Guidelines - Portal

Digitization Guidelines

- [Federal Agencies Digitization Guidelines Initiative](#) (FADGI)

- [Library of Congress Recommended Formats Statement](#).

Material Type	Resolution	Color	File Format	Min. Bit Depth
Textual	Minimum 400 dpi; 600 preferred	Color preferred to grayscale	Uncompressed TIFF	24
Visual (e.g., photographic, artwork, maps, cartoons, posters)	Minimum 600 dpi	Color preferred to grayscale	Uncompressed TIFF	24
Audio	44.1 kHz/16 bit or higher MP3@192 kbps	n/a	Uncompressed WAV or MP3 (access copy)	n/a
Video	10 bit	n/a	Uncompressed MOV Or MPEG-4 OR MP4 (access copy)	n/a

Metadata Model - Portal

The Portal Model aligns with the public facing side of the website.

We will transform our metadata to fit this model.

Portal Label	Element	Is Required	Notes
Contributing institution	dcterms:provenance	Required	
Title	dcterms:title	Required	
Date	dcterms:date	Required	
-	dcterms:created	Required	computer readable date EDTF for faceting
Creator	dcterms:creator	Required	
Rights	dcterms:rights	Required	
Language	dcterms:language	Required	
Congress	dcterms:temporal	Required	
Collection title	dcterms:relation	Required	collection name
Physical Location	dcterms:isPartOf	Required	collection number, box number, folder number
Collection finding aid	dcterms:source	Required	
Identifier	dcterms:identifier	Required	
Preview	edm:preview	Required	link to object location
Available at	edm:isShownAt	Required	link to location of object and metadata
Record type	dcterms:http://purl.org/dc/terms/type	Required	
-	dcterms:type	Required	for display purposes
Policy Area	dcterms:subject	Recommended	
Topic	dcterms:http://purl.org/dc/terms/subject	Recommended	
Names	dcterms:contributor	Recommended	
Location represented	dcterms:spatial	Recommended	
Extent	dcterms:format	Optional	
Publisher	dcterms:publisher	Optional	
Description	dcterms:description	Optional	

Metadata Model - CAC

The CAC metadata model conforms to ArchivesSpace ingest mechanisms.

We have added NEH project specific elements to the CAC model for ease of migration.

ELEMENT NAME	NOTES	EXAMPLE		ELEMENT NAME	NOTES	EXAMPLE
Title	title given to the digital object	"Typewritten letter from Bob Eubanks to Ja		Agent(1) header string	creator of the object	Bob Eubanks
Component Unique Identifier	unique identifier of the digital object	CAC_CC_109_4_3_0001		Agent(1) Role	person agent role (Default: Creator)	Creator
Description Level	series, item, file, etc. (CONTROLLED LIST)			Agent(2) header string	additional creators	
Publish?	TRUE			Agent(2) Role	person agent role (Default: Creator)	Creator
Processing Note	add your name and role	The James R. Jones Collection Series "Gene		Agent(3) header string	additional creators	
Language	language of the object (CONROLLED LIST)	eng-English		Agent(3) Role	person agent role (Default: Creator)	Creator
Publish?	TRUE			Subject (1) Term	subjects related to the object (combine genral subjects with ; separating
Date(1) Label	dates label (default: Creation)			Subject (1) Type	subject type (Default: 'topical')	topical
Date(1) Begin	begin date	1986-07-04		Subject (1) Source	where did you get these subjects?	
Date(1) end	end date			Subject (2) Term	Use representatives term in congress (CONTROLLED)	
Date(1) Type	dates Type: bulk, single, inclusive (default inclusive) (CONTROLLED LIST)			Subject (2) Type	subject type (Default: 'uniform titlel')	uniform title
Date(1) expression	date expression	July 4, 1986		Subject (2) Source	subject source : default 'local sources'	Local Sources
Extent portion	extent portion default: "whole"			General=Policy Area	add the Policy Area (CONTROLLED)	Water Resources Development
Extent number	how many pages, photographs, cds, cassettes	12		Publish General?	TRUE	
Extent type: cubic feet, cds, etc.	what type of extent pages, photographs, cds, cassette	pages		Label General=Policy Area	label fo the general note will be "Policy Area" by default for this project
Container Summary	what type of media is the object on (CONTROLLED LIS	Ink on paper		Physical Location	add physical location of the materials (Default "The --------- Collection is
Physical Details	standard physical details	standard white sheet of paper		Publish Physical Location?	TRUE	
Dimensions	standard size of the materials	8.5"x11" (standard white sheet of paper) 8":	Label Physical Location	always "Physical Description"	
Container Instance Type	instance type: text, photogrpah, audio, pamphlet, etc	text		Related Materials	are there any related materials in the archives or anywhere else that we
Top Container type	container type: box	box		Publish Related materials?	TRUE	
Top Container [indicator]	container indicator what box is it	1		Label Related Materials	Related Materials	
Child type	container type: folder	3		Scope and Contents	detailed summary of the digital object (	Typerwitten letter from Bob Eub
Child indicator	container indicator what folder is it	1		Publish Scope and contents?	TRUE	
Grandchild type	the digital object container	.pdf		Label Scope and Contents	Scope and Contents	
Grandchild indicator	item number	1				
Publish Digital Object Record	publish digital object (FALSE/TRUE)	TRUE				

Download the bulk metadata template -
https://github.com/archivesspace/archivesspace/tree/master/templates

Metadata Template – AS Bulk Import

The AS Bulk Import template is created in a way that works well with ArchivesSpace. Each element in the 'red' font will be a required field.

Explanations for each field are found above each entry. This is also described in previous slides.

Preparing documents before scanning

1. Remove all staples, paperclips, plastic clips or any metal from the documents

2. Keep the original order of the documents and DO NOT move the placement (keep order)

3. Make sure the folder is in good condition. If it is not, then start a new folder and copy the information on the old folder to the new folder.

4. It there are too many documents in one folder alert an archivist to assist in dividing the folder

5. Dust of the pages if there are debris or other deposits

6. Double check the pages for printing on one or both sides (document two-sided in the notes)
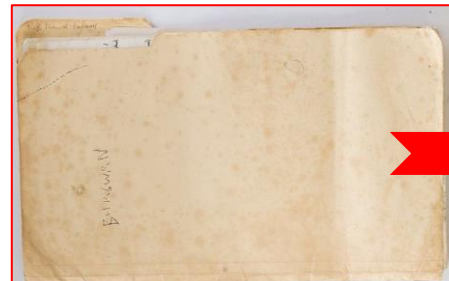
Scanning Guide

1. Turn on the scanner
2. Click the Epson Scan 2 icon on your desktop or in the start menu
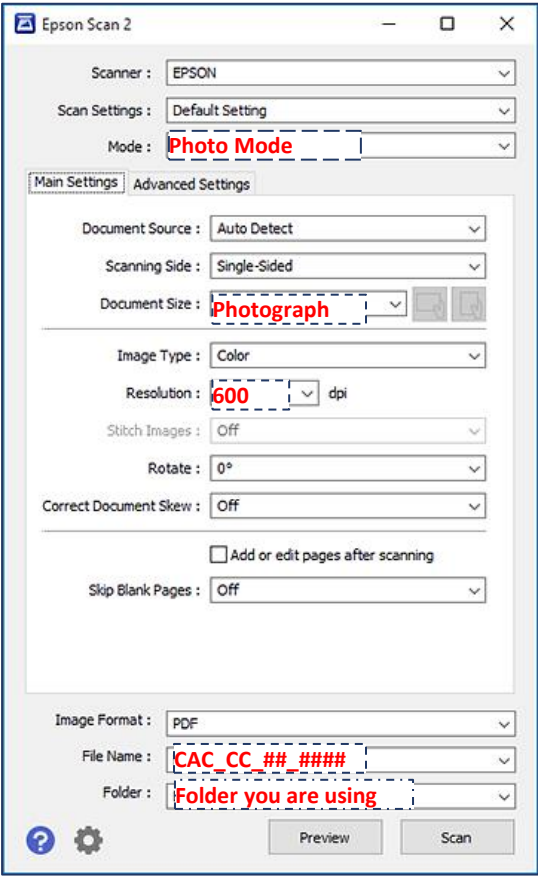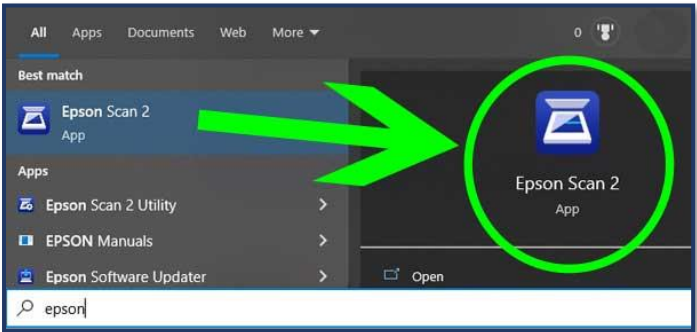
3. Make sure the settings are correct with format, dpi, saving options

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Textual	Minimum 400 dpi; 600 preferred	Color	Uncompressed TIFF	24
Visual (e.g., photographic, artwork, maps, cartoons, posters)	Minimum 600 dpi; 1200 preferred	Color	Uncompressed TIFF	24

Scanning Guide

4. Click 'Preview' to preview the document or photograph

5. If the preview looks good, click 'Scan'
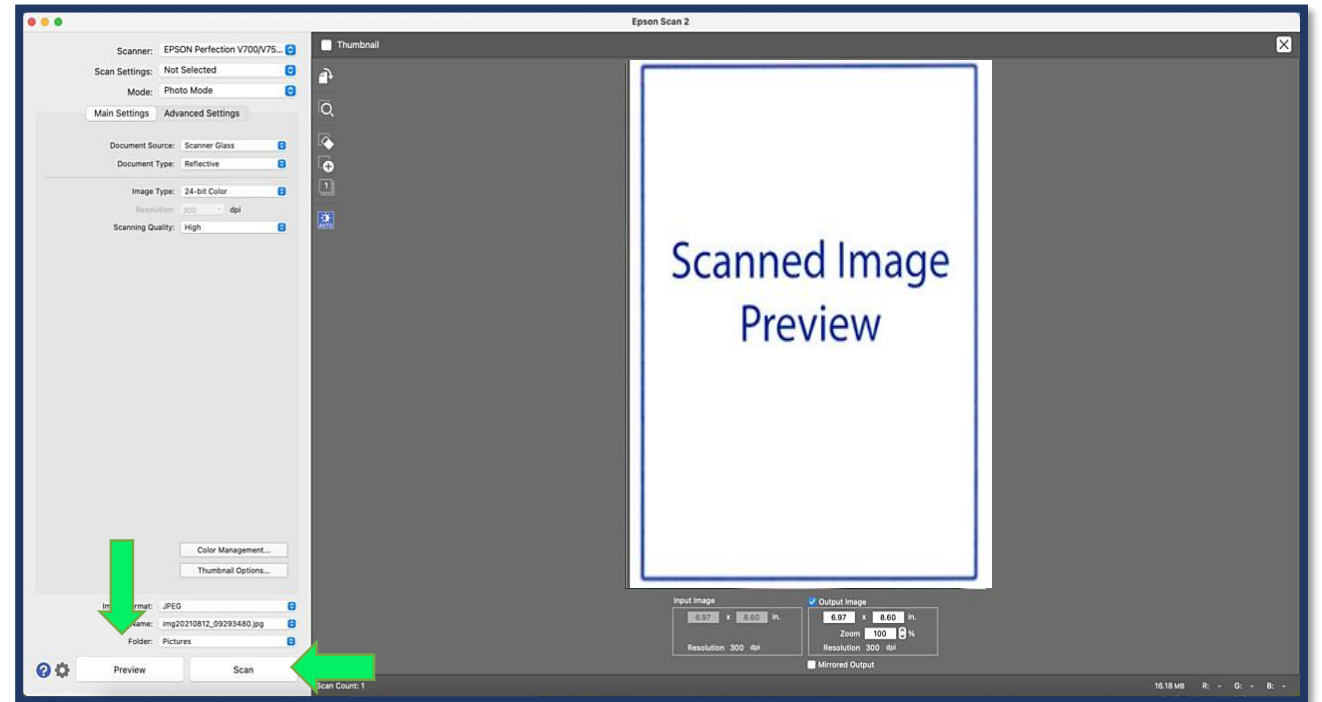
DOUBLE CHECK format settings

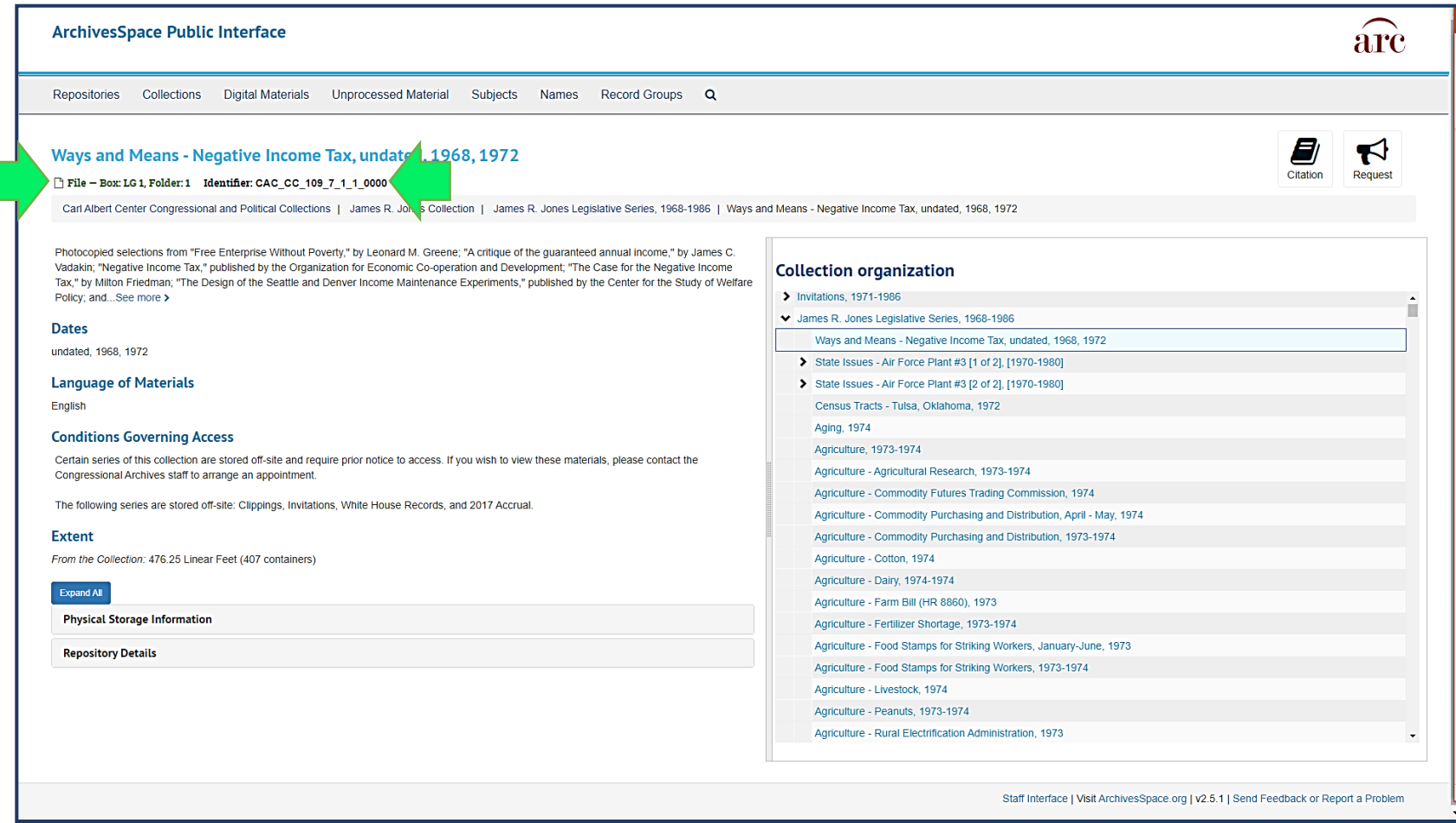** If the page is too big to fit on the scanner tell the Archivist**

Scanning Guide

4. Navigate to the ArchivesSpace - https://arc.ou.edu/

5. Search for the Collection

6. Navigate to the box and folder you are working

7. This number will be the identifier for your scans.

example:

CAC_CC_109_7_1_1_0001

- Box LG 1 Folder 1 Item 1

A note about Recording Metadata

➢ The primary purposes of description in archival, manuscript, and environments are to **identify, authenticate, contextualize, preserve, and make the items discoverable.**

➢ The focus is on **context and content.**

➢ Not all materials need to be **described to the same degree in every circumstance**.

➢ Be sure to gather all **names, events, or related information** to help discoverability.

➢ **THINK** – How can I make this item discoverable to a **13-year-old middle schooler living in New York City AND an 85-year-old man living in Oklahoma**?

➢ Record **ALL highlighted red font** in the metadata template.

➢ If there are questions, **ask the Archivist.**

Recording Metadata

1. Go to your folder in NEH-Congressional Portal and open your excel template file.

2. Using the example item record 'Component Unique Identifier' as CAC_CC_109_7_1_1_0001

Recording Metadata

Title	Letter from James R. Jones to Herbert K. Schmitz
Component Unique Identifier	CAC_CC_109_7_1_1_0001
Language	en-english
Date(1) Begin	1985-09-03
Date(1) Type	single
Date(1) expression	1985-09-03
Extent number	1
Extent type: cubic feet, cds, etc.	page
Container Summary	Ink on Paper
Physical Details	Standard White Paper
Dimensions	8.5"x11"
Container Instance Type	Text
Top Container type	Box
Top Container [indicator]	1
Child type	Folder
Child indicator	1
Grandchild type	.pdf
Grandchild indicator	1
Agent(1) header string	James R. Jones
Agent(1) Role	Creator
Subject (1) Term	Office Correspondence
Subject (1) Type	Topical
Subject (1) Source	Local Sources
Subject (2) Term	91st Congress - 100th Congress
Subject (2) Type	Uniform Title
Subject (2) Source	Local Sources
General=Policy Area	(this letter is not policy related—leave blank)
Related Materials	(conduct quick search for related)
Scope and Contents	Typewritten correspondence from Congressman James R. Jones to Mr. Herbert k. Schmitz apologizing for the delay and recent job search

5. From the scan record the elements highlighted in red font on the metadata template

Recording Metadata

➡️ ** use the Controlled Vocabs_Lists.xlsx in the project folder** ⬅️

ELEMENT NAME	NOTES	EXAMPLE
Title	title given to the digital object	"Typewritten letter from Bob Euba
Component Unique Identifier	unique identifier of the digital object	CAC_CC_109_4_3_0001
Description Level	series, item, file, etc. (CONTROLLED LIST)	
Publish?	TRUE	
Processing Note	add your name and role	The James R. Jones Collection Seri
Language	language of the object (CONROLLED LIST)	eng-English
Publish?	TRUE	
Date(1) Label	dates label (default: Creation)	
Date(1) Begin	begin date	1986-07-04
Date(1) end	end date	
Date(1) Type	dates Type: bulk, single, inclusive (default inclusive) (CONTROLLED LIST)	
Date(1) expression	date expression	July 4, 1986
Extent portion	extent portion default: "whole"	
Extent number	how many pages, photographs, cds, cassettes	12
Extent type: cubic feet, cds, etc.	what type of extent pages, photographs, cds, cassettes	pages
Container Summary	what type of media is the object on (CONTROLLED LIST)	Ink on paper
Physical Details	standard physical details	standard white sheet of paper
Dimensions	standard size of the materials	8.5"x11" (standard white sheet of
Container Instance Type	instance type: text, photogrpah, audio, pamphlet, etc.	text
Top Container type	container type: box	box
Top Container [indicator]	container indicator what box is it	1
Child type	container type: folder	3
Child indicator	container indicator what folder is it	1
Grandchild type	the digital object container	.pdf
Grandchild indicator	item number	1
Publish Digital Object Record	publish digital object (FALSE/TRUE)	TRUE
Agent(1) header string	creator of the object	Bob Eubanks
Agent(1) Role	person agent role (Default: Creator)	Creator
Agent(2) header string	additional creators	
Agent(2) Role	person agent role (Default: Creator)	Creator
Agent(3) header string	additional creators	
Agent(3) Role	person agent role (Default: Creator)	Creator

Agent(3) Role	person agent role (Default: Creator)	Creator
Subject (1) Term	subjects related to the object (combine genral subjects with ; separating)	
Subject (1) Type	subject type (Default: 'topical')	topical
Subject (1) Source	where did you get these subjects?	
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Subject (2) Type	subject type (Default: 'uniform titlel')	uniform title
Subject (2) Source	subject source : default 'local sources'	Local Sources
General=Policy Area	add the Policy Area (CONTROLLED)	Water Resources Development
Publish General?	TRUE	
Label General=Policy Area	label fo the general note will be "Policy Area" by default for this project	
Physical Location	add physical location of the materials (Default "The --------- Collection is located at the University of Oklahoma, Monne
Publish Physical Location?	TRUE	
Label Physical Location	always "Physical Description"	
Related Materials	are there any related materials in the archives or anywhere else that we need to link
Publish Related materials?	TRUE	
Label Related Materials	Related Materials	
Scope and Contents	detailed summary of the digital object (for Kanter Collections we have a separate ter	Typerwitten letter from Bob Eubar
Publish Scope and contents?	TRUE	
Label Scope and Contents	Scope and Contents	

Finished recording metadata – check list

✓ **SAVE** the worksheet

✓ Make sure you have **not used acronyms only** (spell out the word then add acronym = National Park Service (NPS)

✓ Conduct a **spelling check** and correct all issues

✓ Make sure the **scans match the worksheet IDs**

Moving from one folder to the next

1. When all the pages have been scanned in one folder navigate back to the **finding aid and collect the Component Unique Identifier** for the next folder.

   example:

   The next folder is:

   State-Issues –Air Force Plant #3

   CAC_CC_109_7_1_2_0000

   - Box LG 1 Folder 2_item numbers will be here

Finishing a box – check list

➢ Make sure you have saved ALL scans in your OneDrive folder

➢ Make sure you have saved your worksheet

➢ Copy the worksheet into the QC folder

➢ Notify your supervisor that you have finished a box

NEXT - QC-QA Training Guide

NEH – Congressional Portal Project

QC-QA Training Guide

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Project Overview – Locations of Files

Example:

Digitization Guidelines - Portal

Digitization Guidelines

- [Federal Agencies Digitization Guidelines Initiative](#) (FADGI)

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Metadata Model - Portal

The Portal Model aligns with the public facing side of the website.

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Contributing institution	dcterms:provenance	Required	
Title	dcterms:title	Required	
Date	dcterms:date	Required	
-	dcterms:created	Required	computer readable date EDTF for faceting
Creator	dcterms:creator	Required	
Rights	dcterms:rights	Required	
Language	dcterms:language	Required	
Congress	dcterms:temporal	Required	
Collection title	dcterms:relation	Required	collection name
Physical Location	dcterms:isPartOf	Required	collection number, box number, folder number
Collection finding aid	dcterms:source	Required	
Identifier	dcterms:identifier	Required	
Preview	edm:preview	Required	link to object location
Available at	edm:isShownAt	Required	link to location of object and metadata
Record type	dcterms:http://purl.org/dc/terms/type	Required	
-	dcterms:type	Required	for display purposes
Policy Area	dcterms:subject	Recommended	
Topic	dcterms:http://purl.org/dc/terms/subject	Recommended	
Names	dcterms:contributor	Recommended	
Location represented	dcterms:spatial	Recommended	
Extent	dcterms:format	Optional	
Publisher	dcterms:publisher	Optional	
Description	dcterms:description	Optional	

Metadata Model - CAC

The CAC metadata model conforms to ArchivesSpace ingest mechanisms.

We have added NEH project specific elements to the CAC model for ease of migration.

ELEMENT NAME	NOTES	EXAMPLE		ELEMENT NAME	NOTES	EXAMPLE
Title	title given to the digital object	"Typewritten letter from Bob Eubanks to Ja		Agent(1) header string	creator of the object	Bob Eubanks
Component Unique Identifier	unique identifier of the digital object	CAC_CC_109_4_3_0001		Agent(1) Role	person agent role (Default: Creator)	Creator
Description Level	series, item, file, etc. (CONTROLLED LIST)			Agent(2) header string	additional creators	
Publish?	TRUE			Agent(2) Role	person agent role (Default: Creator)	Creator
Processing Note	add your name and role	The James R. Jones Collection Series "Gene		Agent(3) header string	additional creators	
Language	language of the object (CONROLLED LIST)	eng-English		Agent(3) Role	person agent role (Default: Creator)	Creator
Publish?	TRUE			Subject (1) Term	subjects related to the object (combine genral subjects with ; separating
Date(1) Label	dates label (default: Creation)			Subject (1) Type	subject type (Default: 'topical')	topical
Date(1) Begin	begin date	1986-07-04		Subject (1) Source	where did you get these subjects?	
Date(1) end	end date			Subject (2) Term	Use representatives term in congress (CONTROLLED)	
Date(1) Type	dates Type: bulk, single, inclusive (default inclusive) (CONTROLLED LIST)			Subject (2) Type	subject type (Default: 'uniform titlel')	uniform title
Date(1) expression	date expression	July 4, 1986		Subject (2) Source	subject source : default 'local sources'	Local Sources
Extent portion	extent portion default: "whole"			General=Policy Area	add the Policy Area (CONTROLLED)	Water Resources Development
Extent number	how many pages, photographs, cds, cassettes	12		Publish General?	TRUE	
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Container Summary	what type of media is the object on (CONTROLLED LIS	Ink on paper		Physical Location	add physical location of the materials (Default "The --------- Collection is
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Container Instance Type	instance type: text, photogrpah, audio, pamphlet, etc	text		Related Materials	are there any related materials in the archives or anywhere else that we
Top Container type	container type: box	box		Publish Related materials?	TRUE	
Top Container [indicator]	container indicator what box is it	1		Label Related Materials	Related Materials	
Child type	container type: folder	3		Scope and Contents	detailed summary of the digital object (	Typerwritten letter from Bob Eub
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Download the bulk metadata template -
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Metadata Template – AS Bulk Import

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Explanations for each field are found above each entry. This is also described in previous slides.

Getting started

1. Download the QC ready excel worksheet in your folder.

2. Navigate to the scans folder where the digital items are located.

3. Run QC-1.py and review highlighted errors or notations in report – save the report

   (CAC_CC_##_###_QC-1)

4. Review errors/suggestions report and address issues

5. Save the final worksheet - #1-Preservation copy #2-Access copy #3-NEH transform copy by running

   transform-2-neh.py

6. Run QC-4.py to OCR, compress, and watermark files for Preservica

7. We will now have optimized, watermarked files

Getting started - results

- We have **reduced and watermarked files ready for Preservica**

- We have **error free worksheet to upload to ArchivesSpace**

- We have an **error free worksheet to upload to the NEH project page**

NEXT - AS-Preservica Training Guide

NEH – Congressional Portal Project

AS-Preservica Training Guide

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Language	dcterms:language	Required	
Congress	dcterms:temporal	Required	
Collection title	dcterms:relation	Required	collection name
Physical Location	dcterms:isPartOf	Required	collection number, box number, folder number
Collection finding aid	dcterms:source	Required	
Identifier	dcterms:identifier	Required	
Preview	edm:preview	Required	link to object location
Available at	edm:isShownAt	Required	link to location of object and metadata
Record type	dcterms:http://purl.org/dc/terms/type	Required	
-	dcterms:type	Required	for display purposes
Policy Area	dcterms:subject	Recommended	
Topic	dcterms:http://purl.org/dc/terms/subject	Recommended	
Names	dcterms:contributor	Recommended	
Location represented	dcterms:spatial	Recommended	
Extent	dcterms:format	Optional	
Publisher	dcterms:publisher	Optional	
Description	dcterms:description	Optional	

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Date(1) expression	date expression	July 4, 1986	Subject (2) Source	subject source : default 'local sources'	Local Sources
Extent portion	extent portion default: "whole"		General=Policy Area	add the Policy Area (CONTROLLED)	Water Resources Development
Extent number	how many pages, photographs, cds, cassettes	12	Publish General?	TRUE	
Extent type: cubic feet, cds, etc.	what type of extent pages, photographs, cds, cassette	pages	Label General=Policy Area	label fo the general note will be "Policy Area" by default for this project	
Container Summary	what type of media is the object on (CONTROLLED LIS	Ink on paper	Physical Location	add physical location of the materials (Default "The --------- Collection is
Physical Details	standard physical details	standard white sheet of paper	Publish Physical Location?	TRUE	
Dimensions	standard size of the materials	8.5"x11" (standard white sheet of paper) 8":	Label Physical Location	always "Physical Description"	
Container Instance Type	instance type: text, photogrpah, audio, pamphlet, etc	text	Related Materials	are there any related materials in the archives or anywhere else that we
Top Container type	container type: box	box	Publish Related materials?	TRUE	
Top Container [indicator]	container indicator what box is it	1	Label Related Materials	Related Materials	
Child type	container type: folder	3	Scope and Contents	detailed summary of the digital object (	Typerwritten letter from Bob Eu
Child indicator	container indicator what folder is it	1	Publish Scope and contents?	TRUE	
Grandchild type	the digital object container	.pdf	Label Scope and Contents	Scope and Contents	
Grandchild indicator	item number	1			
Publish Digital Object Record	publish digital object (FALSE/TRUE)	TRUE			

Download the bulk metadata template -
https://github.com/archivesspace/archivesspace/tree/master/templates

Metadata Template – AS Bulk Import

The AS Bulk Import template is created in a way that works well with ArchivesSpace. Each element in the 'red' font will be a required field.

Explanations for each field are found above each entry. This is also described in previous slides.

Getting started – ArchivesSpace Upload

1. Navigate to the 'As-Preservica ready' folder in your assigned file

2. Navigate to the assigned collection folder and open the worksheet ready to be uploaded to ArchiveSpace

3. Navigate to the [staff side of ArchivesSpace and sign-in](#) using your assigned username and password

4. Type in the collection you are working and search

5. Click on the 'Resource' instance and click view

6. Make sure the items you are entering are not in the collection

7. Click Edit and then 'Load via Spreadsheet'

8. Click +Select File and pick your worksheet – Click Import from Spreadsheet

9. Move the series, sub-series, or items into the correct spot in the collection by clicking 'Enable Reorder Mode'

10. Drag the new files into the correct hierarchy and click 'Disable Reorder Mode' to lock into place

Getting started – Preservica Upload

1. The archival objects are now ready in ArchivesSpace to add Digital files via Preservica

2. Navigate to the assigned collection folder and download the files to the Oklahoma folder on your PC

3. Create the appropriate folders that contain the items to upload:
   - Example – James R. Jones Collection *[Folder]*
     - Campaign, 1970-1986 *[Folder]*
       - Campaign '76 – Constituent Letters *[Folder]*
         - Item
         - Item
         - Item
       - Congratulations 1979 *[Folder]*
         - Item
         - Item
         - Item

4. Open the 'credentials.properties' file

5. Copy the path to the new files to upload (example-"C:\Oklahoma\James R. JonesCollection") into the **## Network drive where data lives**
   - data.folder= C:\Oklahoma\James R. JonesCollection

6. Click save

7. Double click 'main.py'

8. The script will run and upload the digital files to the ArchivesSpace archival objects and create digital files in ArchivesSpace

9. Once this process is complete, check both platforms for errors

Getting started – Migration Check/Edits

In **ArchivesSpace** we have **newly created Archival Objects along with newly created**

Digital File records!

In **Preservica** we have **Folders and Digital Objects!**

We need to **unite the two** and standardize the naming and metadata information

> ➤ *(this is a Preservica limitation that has a solution in progress but until it is delivered, we must go through this lengthy process)*

Getting started – Migration Check/Edits

1. Open your worksheet used to upload to ArchivesSpace

2. Navigate to the [staff side of ArchivesSpace and sign-in](#) using your assigned username and password

3. Click 'Browse' → 'Digital Objects'

4. Filter the text by either sorting by created or by searching the collection number of the materials

5. The filtered list will be all of the Digital Objects created by Preservica we will edit the information

6. Click the 'Edit' on the file to edit and find that line on your worksheet

7. Change the following entries to match the worksheet:
   - **Title** = Title
   - **VRA Core Level** = Item
   - **Digital Object Type** = Text (or image or whatever it is)
   - **Language** = Language
   - **Date Label** = Creation
     - **Expression** = Expression
     - **Begin** = Begin and **End** = End

Getting started – Migration Check/Edits

- **Extents** – Add extent
  - Portion = Whole
  - Number = number of pages
  - Type = Items

- **Subjects** – Add subject (add for both **Subject1 and Subject2-[Congress]** elements)

  - Search for the matching subjects

- **Notes** – Add note
  - **Note Type** = Summary (this is Scope and Contents on worksheet)
    - **Note Label** = **Scope and Contents**
    - Copy and Paste the entire contents and click publish on both sections

- **Notes** – Add note
  - **Note Type** = General
    - **Note Label** = **Policy Area**
    - Copy and Paste the information (be sure to click publish)

8. Scroll back to the **File Versions** section – **Add File Version**
   - **File Uri for Digital Preservation Staff System** – *uncheck publish*

   - **File Uri for Electronic Record Access System**– *check publish AND click **Make Representative***
     - http://oucac.access.preservica.com/archive/sdb%3AdeliverableUnit| 27a8f262-d62a-4267-931f-4cbf71e66b69

   - **File for blank URI by adding the text in red and then copying the digital object ID from the Access System File =**
     - http://oucac.access.preservica.com/download/thumbnail/deliverableUnit_ 27a8f262-d62a-4267-931f-4cbf71e66b69/

9. **Save Digital Object – all information will be pushed and synced with Preservica**

Finished AS-Preservica – check list

✓ All worksheets and files have been **saved**

✓ Verify the AS entries link to the correct Preservica entries and record findings

✓ Notify the Archivist that the assignment is complete