**City of Vancouver Digital Archives System Workflow v.1 (Fall 2010)**

**TRANSFER from DONOR to ARCHIVES**

*1.1*

Donor eligible for network transfer?

- **No**
  - Donor transfer custody of physical media?
    - **No**
      - Archives copies records to removable media (A)
    - **Yes**
      - Archives takes custody of physical media (A)

- **Yes**
  - Donor places records in network share**
    - Copy to removable media (A2) and write protect

**Networked Workstation**

**Donation Collection Area**

- Read-only mount media (A) on Duplication Workstation
- Create image of A (A1) and write protect
- Send transferred removable media (A) to secure storage for backup

**Duplication Workstation**

- Quarantine (A1/A2)

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**A**: Digital storage media with transferred records
**A1**: Digital storage media with image of A, for appraisal
**A2**: Digital storage media with copy of transferred records, for appraisal and/or processing

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*This workflow begins after Appraisal: Selection for Acquisition has occurred based on the CVA’s Acquisition Policy.*

**Network share and/or VanDocs is backup**
APPRAISAL/SELECTION for SUBMISSION (SIP Creation) 1.2

Do the records require further appraisal?

Yes

Examine image using forensic tools

Select records for submission

Document selection and appraisal decisions (appraisal metadata)

Extract selected records, logs and appraisal metadata

No

Identify and document private and confidential data (rights metadata)

Prepare Submission Agreement (TAPER schema(s)?)

Package selected records & metadata on SIP Transfer Drive [STD] (BagIt)

Write protect STD

Mac/Windows Workstation or Processing Workstation?

Mount STD to Processing Workstation

Processing Workstation
INGEST SIP – UPLOAD AIP and DIP – ACCESSION 1.3

Process SIP (Archivematica)*
Includes Appraisal/Selection for Preservation

Output AIP(s) to transfer drive and write protect
Output DIP(s) to transfer drive

Networked Workstation

Read-only mount transfer drive to Networked Workstation
Read-only mount transfer drive to Networked Workstation

Upload AIP from Networked Workstation to Network Archival Storage
Upload DIP from Networked Workstation to ICA-AtoM

Networked Workstation? Networked PC?

Describe AIP

*See Archivematica 0.6 Workflow Documentation
DELETE SIP AND TRANSFER DRIVE COPIES AND IMAGES 1.4

Is AIP in network storage and backed up?

Yes

Is backup on network drive?

No

Upload AIP from Networked Workstation to Network Archival Storage

Yes

Wipe either the image (A1) or the copy (A2) of transferred digital materials

No

Delete backup from network storage

Yes

Delete SIP from STD