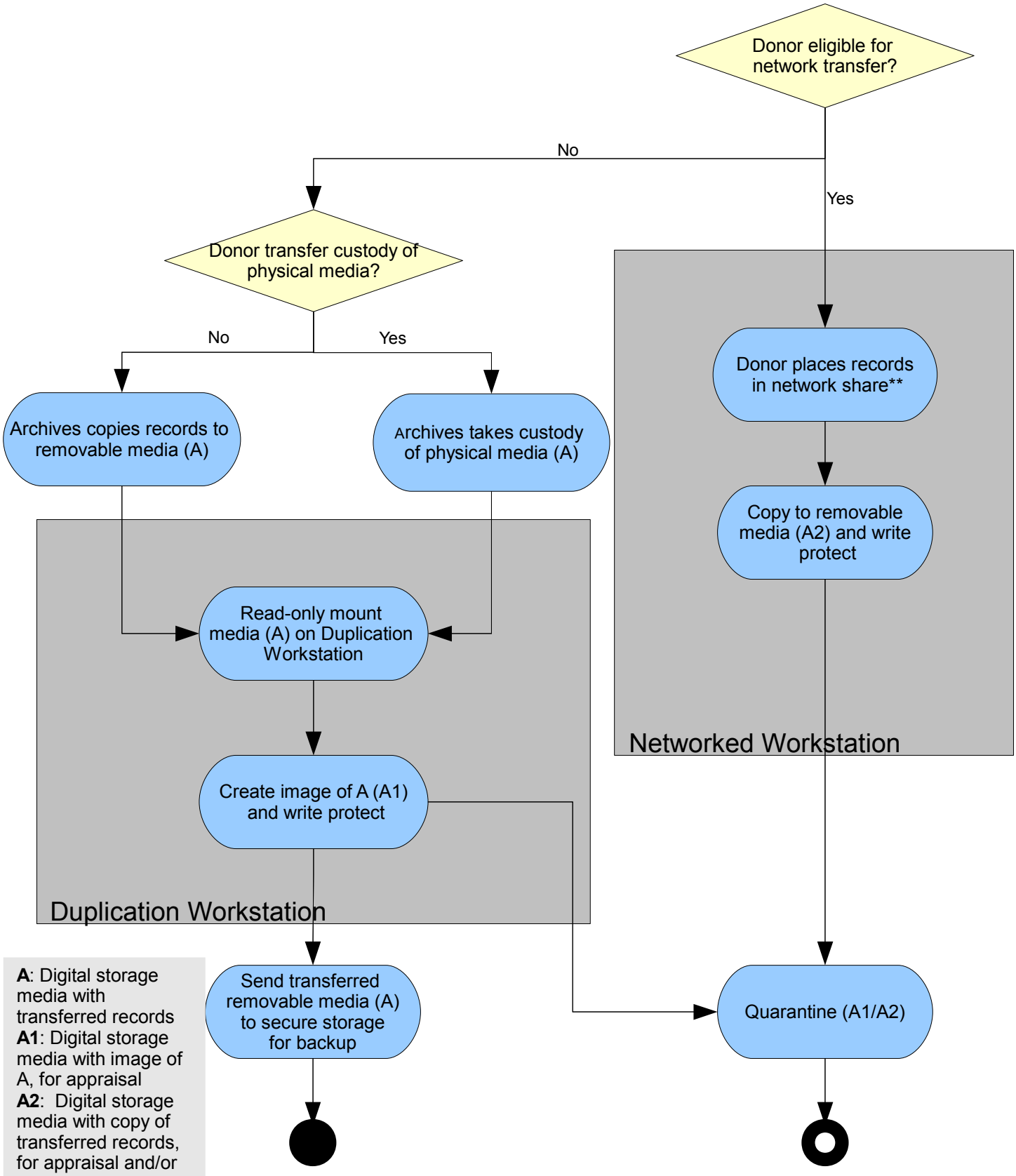
City of Vancouver Digital Archives System Workflow v.1 (Fall 2010)

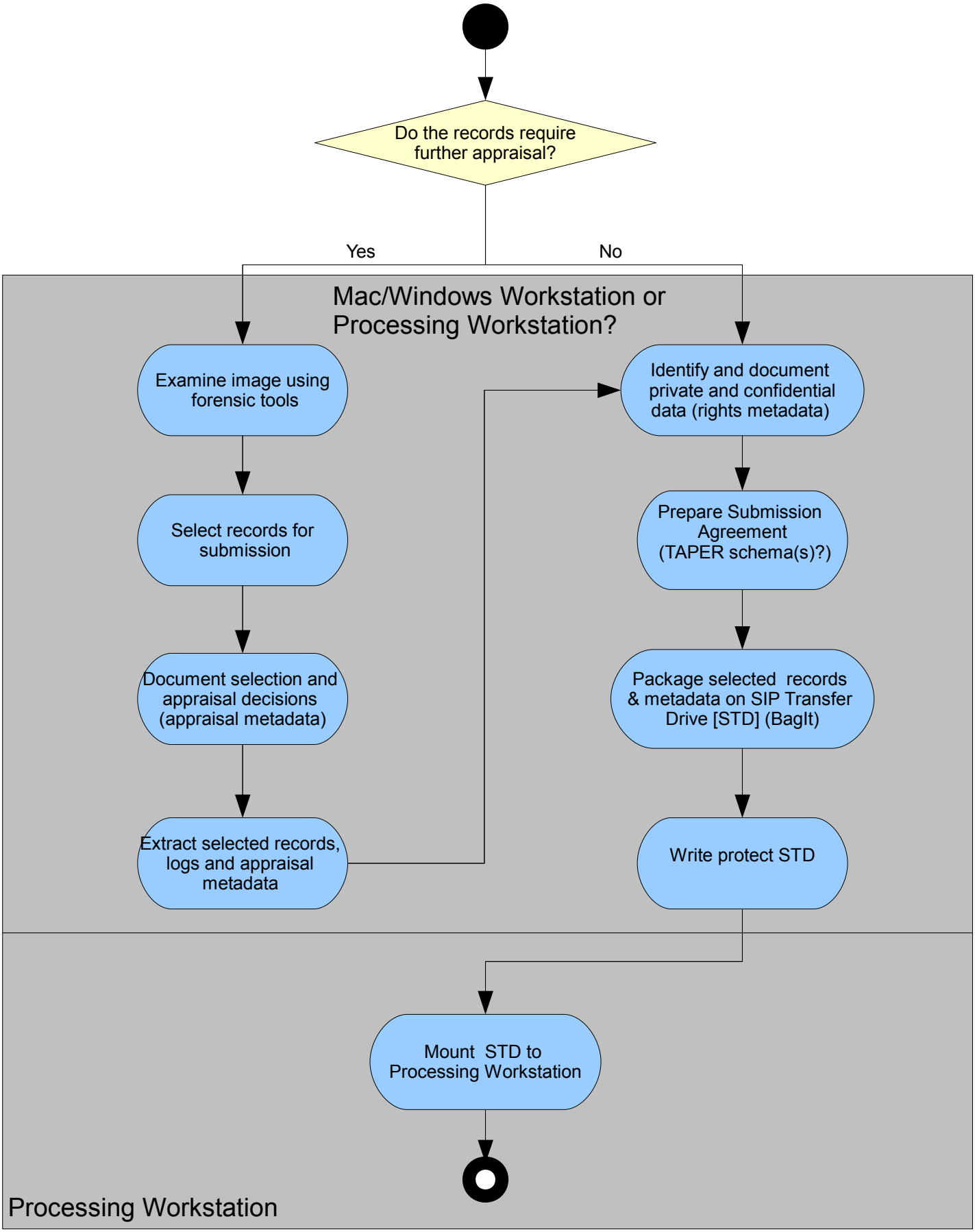
TRANSFER from DONOR to ARCHIVES* 1.1



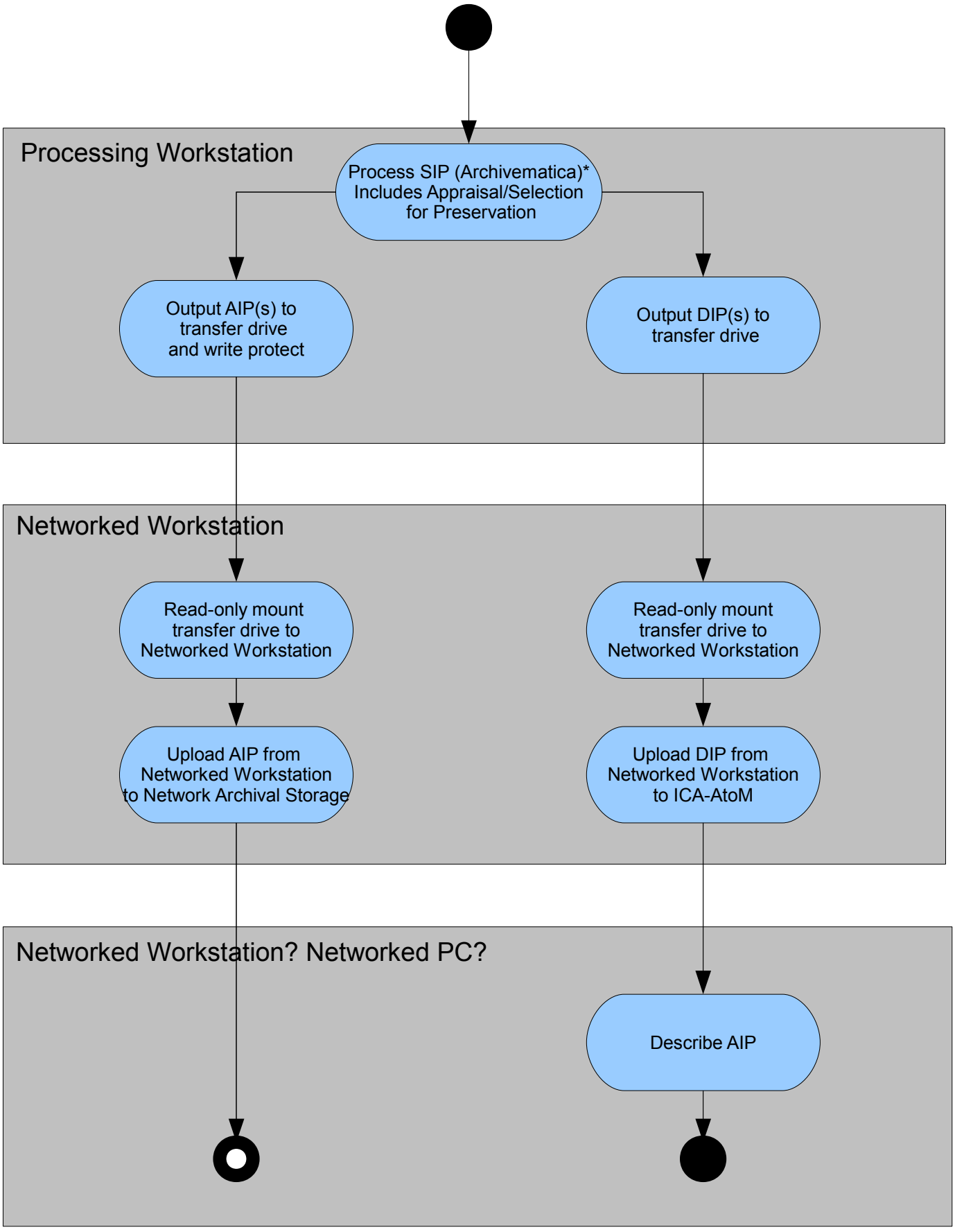
A: Digital storage media with transferred records
A1: Digital storage media with image of A, for appraisal
A2: Digital storage media with copy of transferred records, for appraisal and/or processing

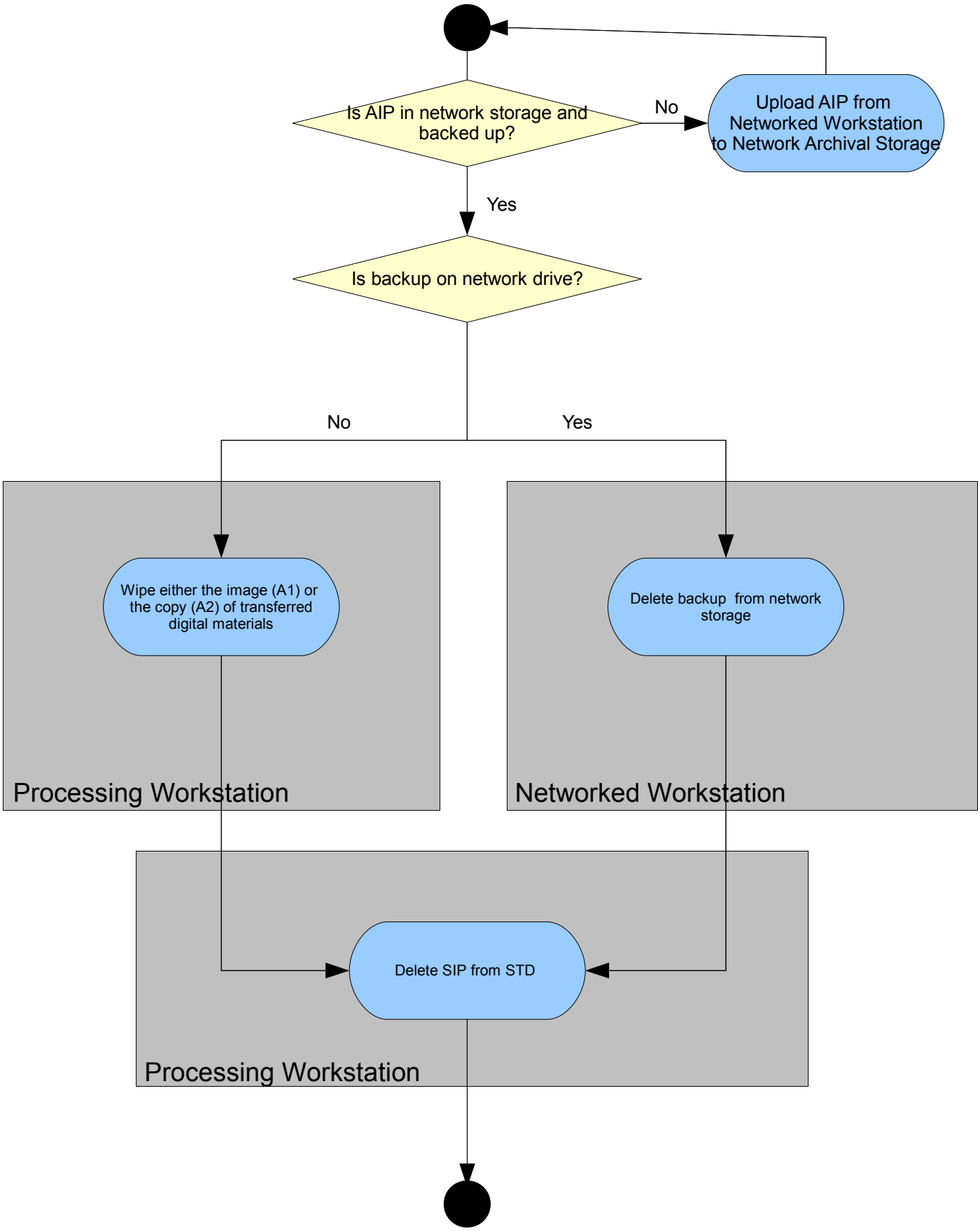
*This workflow begins after Appraisal: Selection for Acquisition has occurred based on the CVA's Acquisition Policy.
**Network share and/or VanDocs is backup

APPRAISAL/SELECTION for SUBMISSION (SIP Creation) 1.2



INGEST SIP – UPLOAD AIP and DIP – ACCESSION 1.3



*See Archivematica 0.6 Workflow Documentation

DELETE SIP AND TRANSFER DRIVE COPIES AND IMAGES 1.4