2024 SPONSOR SOLUTION SERIES

NAGARA · NATIONAL ASSOCIATION OF GOVERNMENT · ARCHIVES & RECORDS ADMINISTRATORS

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

"Meeting the NARA M-23-07 Mandate"

Meghan O'Brien

Senior Business Development Manager of Imaging Services

The Crowley Company

Mike Davis

Senior Solutions Architect

Preservica

Megan O'Hern

Director

HAI

NAGARA

NATIONAL ASSOCIATION OF GOVERNMENT ARCHIVES & RECORDS ADMINISTRATORS

OUR PRESENTERS

Meghan O'Brien
Senior Business Development Manager of Imaging Services

Mike Davis
Senior Solutions Architect

Megan O'Hern
Director of Archives & Information Management

TODAY'S SCHEDULE

- NARA M-23-07 Compliance Deadline

- Digitization Challenges

- Collection Discovery

- Digitization Solutions

- Digital Preservation

- Crowley ONE Solution

MEET THE NARA M-23-07 MANDATE

In partnership with

NARA M-23-07

The National Archives and Records Administration (NARA) M-23-07 compliance deadline is **July 2024**. NARA will only accept electronic format records and will no longer accept temporary or permanent analog formats. The mandate will require ALL:

Permanent Electronic Records in Electronic Format

Permanent Records in Electronic Format & with Appropriate Metadata
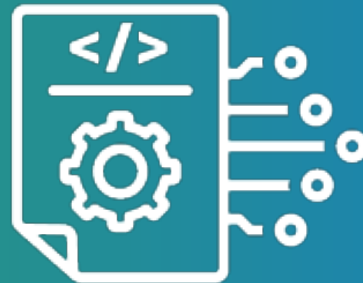
Temporary Records in an Electronic Format or Stored in Commercial Records Storage Facilities

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

NDSA* LEVELS OF DIGITAL PRESERVATION

Functional Area	Level			
	Level 1 (Know your content)	Level 2 (Protect your content)	Level 3 (Monitor your content)	Level 4 (Sustain your content)
Storage	Have two complete copies in separate locations Document all storage media where content is stored Put content into stable storage	Have three complete copies with at least one copy in a separate geographic location Document storage and storage media indicating the resources and dependencies they require to function	Have at least one copy in a geographic location with a different disaster threat than the other copies Have at least one copy on a different storage media type Track the obsolescence of storage and media	Have at least three copies in geographic locations, each with a different disaster threat Maximize storage diversification to avoid single points of failure Have a plan and execute actions to address obsolescence of storage hardware, software, and media
Integrity	Verify integrity information if it has been provided with the content Generate integrity information if not provided with the content Virus check all content; isolate content for quarantine as needed	Verify integrity information when moving or copying content Use write-blockers when working with original media Back up integrity information and store copy in a separate location from the content	Verify integrity information of content at fixed intervals Document integrity information verification processes and outcomes Perform audit of integrity information on demand	Verify integrity information in response to specific events or activities Replace or repair corrupted content as necessary
Control	Determine the human and software agents that should be authorized to read, write, move, and delete content	Document the human and software agents authorized to read, write, move, and delete content and apply these	Maintain logs and identify the human and software agents that performed actions on content	Perform periodic review of actions/access logs
Metadata	Create inventory of content, also documenting current storage locations Backup inventory and store at least one copy separately from content	Store enough metadata to know what the content is (this might include some combination of administrative, technical, descriptive, preservation, and structural)	Determine what metadata standards to apply Find and fill gaps in your metadata to meet those standards	Record preservation actions associated with content and when those actions occur Implement metadata standards chosen
Content	Document file formats and other essential content characteristics including how and when these were identified	Verify file formats and other essential content characteristics Build relationships with content creators to encourage sustainable file choices	Monitor for obsolescence, and changes in technologies on which content is dependent	Perform migrations, normalizations, emulation, and similar activities that ensure content can be accessed

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

www.thecrowleycompany.com

COLLECTION LIFECYCLE MANAGEMENT CHALLENGES

BUDGET
Limits or restraints on budget

NARA COMPLIANCE
Achieve NARA Compliance quickly to meet the deadline

RESOURCING
Staff, office space, budget, training and time

KNOWLEDGE
Core knowledge to manage digitization at full scale

STORAGE FACILITIES
Locating storage facilities for secure physical storage

PRESERVATION
Digitally preserving files that can be read and trusted over decades

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

COLLECTION DISCOVERY

Megan O'Hern
Director of Archives & Information Management

COLLECTION DISCOVERY

Goal: The Collection Discovery phase provides an opportunity to take stock of your collection and plan for a smooth digitization initiative.

TO DETERMINE WHAT COLLECTION DISCOVERY APPROACH IS BEST FOR YOU, ASK:

- Do you have effective physical control over your collection?
- Do you know the retention requirements for the records in your collection?
- Do you know the formats contained within your collection?
- Do you know the extent of your collection?
- Do you know the condition of your collection?
- Do you have a clear vision for what digitization outomes you want?

IF NO: CONDUCT & ASSESSMENT FIRST

An assessment is a high-level examination of your collection. It includes both review of your assets and well as discussions and visioning sessions with stakeholders to help define your needs and goals.

IF YES: CONDUCT & INVENTORY

Creating an inventory prior to undertaking digitization allows you to use descriptive metadata in the digitization process, making digitized content immediately accessible.

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

HAI

DIGITIZATION SOLUTIONS

Meghan O'Brien
Senior Business Development
Manager of Imaging Services

THE CROWLEY COMPANY

We Make It. We Use It. We Support it. You Benefit.

- Only firm in the industry that manufactures *and* distributes scanners, uses them in-house and supports them

- This allows Crowley to understand, accept, adapt to, foresee and react to *any* digitization challenge throughout the full life cycle of digitization

How Customers Benefit:

DIGITIZATION PRODUCTS

- Direct and immediate access to the leading hardware brands

DIGITIZATION SERVICES

- Immediate access to Crowley's tenured imaging specialists and project managers

SUPPORT SERVICES

- Crowley's tech team supports all manufactured and distributed scanner brands, enhancing maximum performance and investment longevity

DIGITIZATION SOLUTIONS

Crowley provides high-volume and production-level conversion solutions for all media/services including:

Document & Paper Scanning

Microfilm, Microfiche & Aperture Cards

Cultural Heritage Scanning

Bound & Large-format Scanning
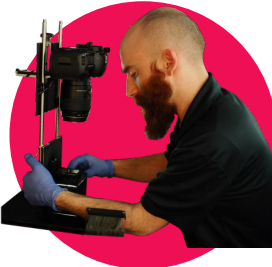
Graphic Arts Scanning

Newspaper Scanning

Digital Microform Hosting

Full-cycle Solutions

Unique services include calibration consultation and training, off-site project management and FADGI capture.

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

FADGI EXPERTISE

Crowley is uniquely capable of meeting or exceeding nearly any quality standard parameters, including FADGI (up to 3- to 4-star).

Equipment

A well-equipped facility with state-of-the-art FADGI-compliant scanning and software technology

Experience

An expert staff of project managers, imaging and quality control specialists and technology professionals

Expertise

A trusted partner in digitization solutions and records management process

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

ON-SITE SCANNING

Crowley offers comprehensive specialized on-site scanning services for highly-sensitive or frequently-accessed material that cannot travel off-site.

Crowley will provide specific scanner(s) and expert staff needed to safely capture your collections.
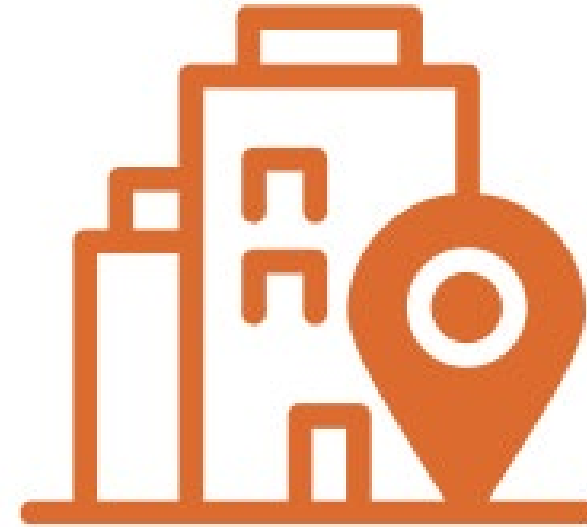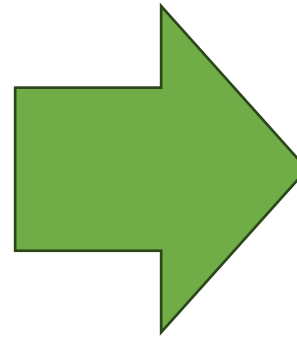
Crowley takes into consideration your material safety and security needs.

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

DIGITAL PRESERVATION

Preservica
Active digital preservation

Mike Davis
Senior Solutions
Architect

GSA
CERTIFIED

PRESERVICA CAPABILITIES

TRUSTED DIGITAL RECORDS PRESERVATION FOR US GOVERNMENT

26 State archives
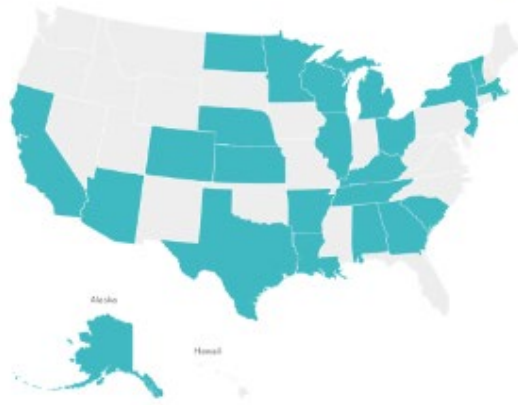
County customers

City & town customers
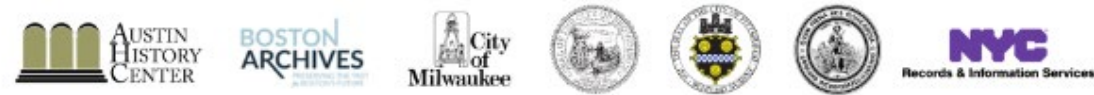
NARA DEFAULT FORMAT PROFILE

NARA RULESET PROFILE

NARA RULESET RULES

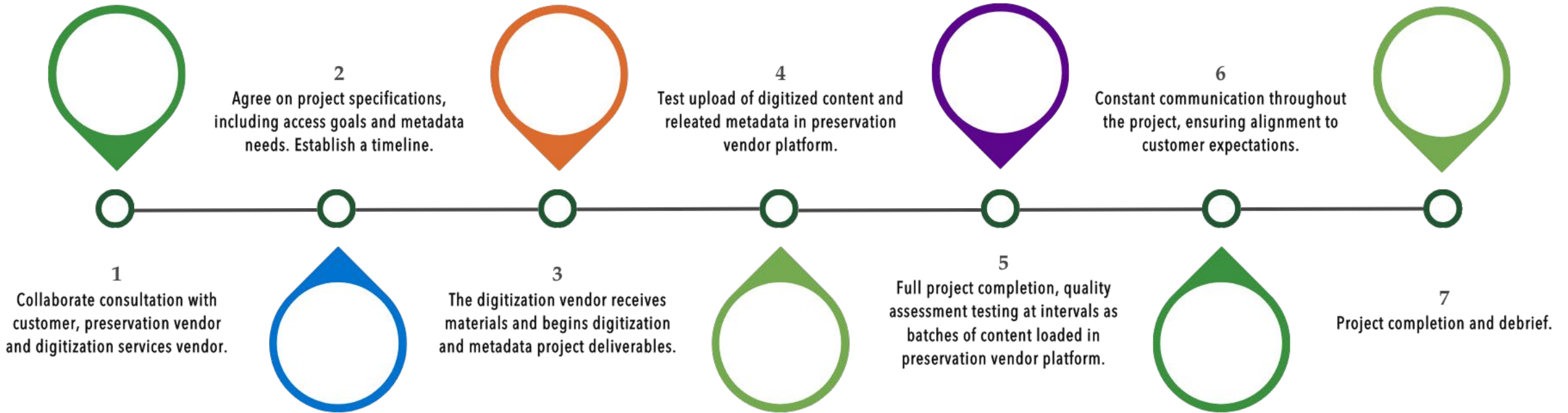# COMMITMENT TO SUPPORTING NEEDS OF GOVERNMENT AGENCIES

CROWLEY ONE SOLUTION

Meghan O'Brien
Senior Business Development
Manager of Imaging Services

DIGITIZATION WORKFLOW

1 Collaborate consultation with customer, preservation vendor and digitization services vendor.

2 Agree on project specifications, including access goals and metadata needs. Establish a timeline.

3 The digitization vendor receives materials and begins digitization and metadata project deliverables.

4 Test upload of digitized content and releated metadata in preservation vendor platform.

5 Full project completion, quality assessment testing at intervals as batches of content loaded in preservation vendor platform.

6 Constant communication throughout the project, ensuring alignment to customer expectations.

7 Project completion and debrief.

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

www.thecrowleycompany.com

7

CROWLEY ONE SOLUTION

The Crowley Company is offering a one-stop full-cycle solution to meet the NARA M-23-07 compliance deadline in July 2024.

With ONE Solution and ONE point of contact for every step of the digitization process, Crowley can manage and capture digital collections to offer secure physical storage and digitally preserve images for all collection volumes or media types.
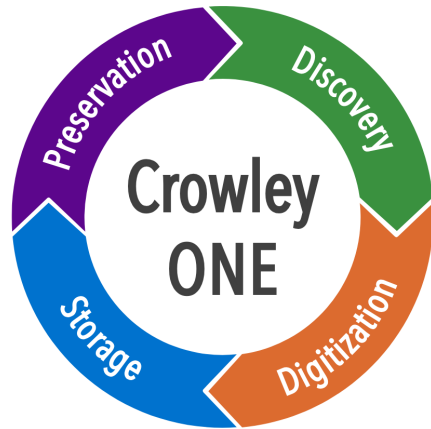
*A collaborative offering and solution
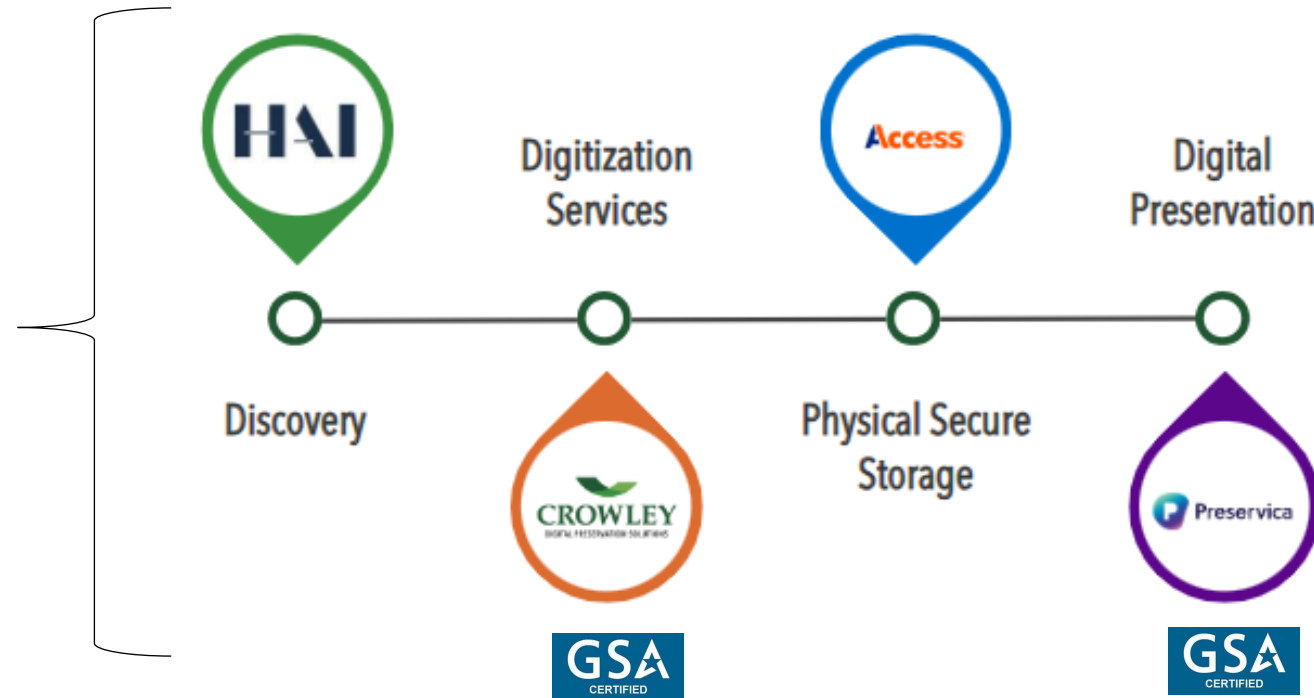
Thank You for Joining Us!

FOR MORE INFORMATION

CROWLEY
DIGITAL PRESERVATION SOLUTIONS

5111 Pegasus Crt., Ste. M
Frederick, MD 21704
(240) 215-0224
www.thecrowleycompany.com

HAI

7361 Calhoun Pl
Rockville, MD 20855
(301) 279-9697
www.historyassociates.com

Preservica

50 Milk Street, 16th
Floor
Boston, MA 02109
(671) 294-6676
www.preservica.com