CENTER FOR JEWISH HISTORY

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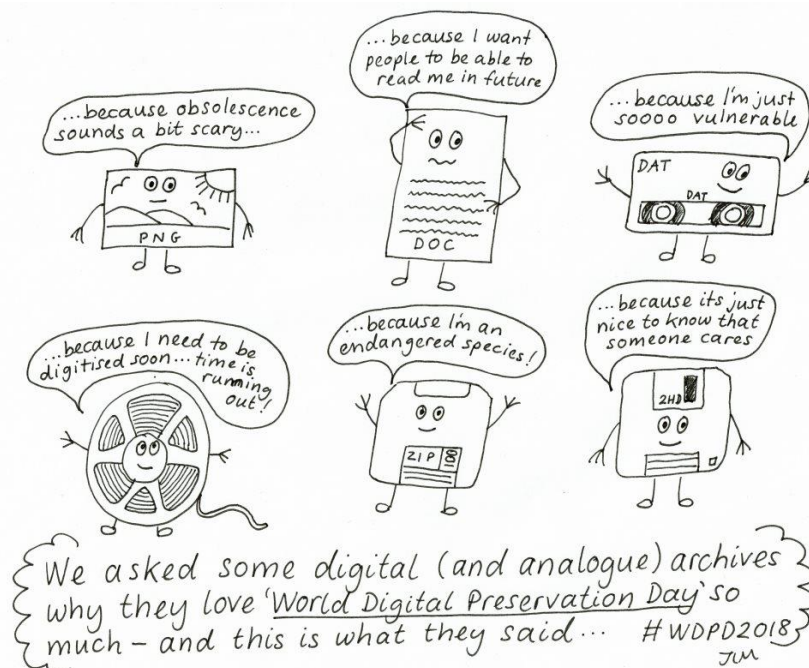PHONE 212.294.8301
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Preservation Newsletter--January 2020
From the Shelby White & Leon Levy Archival Processing Lab, Kat Fanning kfanning@cjh.org

We're Writing Our Own Story Every Day!

What materials should CJH and Partner organizations be preserving?

Types of digital files that should be preserved include: text documents, spreadsheets, emails, databases, images, websites, audio, video, exhibition information, event details, and social media posts. Material that is important to the documentation of the function of an institution should be transferred to the Institutional Archive. The Institutional Archive documents the administrative history of an organization.

Who is responsible for Digital Preservation activities at CJH?

IT – A component of general company-wide computer systems upgrades is hardware and software obsolescence. IT works diligently to make sure that old files are compatible with upgraded software. For example: Microsoft Word 97-2003 documents (.doc file extension) are still computer readable to the upgraded Word software (.docx file extension). Warranties are often only available to the most upgraded version available of software.

Metadata and Discovery - They work to make sure records are reconciled across our multiple systems to keep everything up to date and described. They also oversee the flow of digital content into our DAMPS, Rosetta, which will ensure digital assets within are kept safe.

Grus Lipper Digital Lab – Files containing digital surrogates are backed up regularly in Amazon Glacier.

Shelby White and Leon Levy Archival Processing Lab - Home to the CJH Institutional
Archivist, who maintains institutional knowledge in both digital and physical formats. The
Digital Archivist processes digital collections for partners and the IA and verifies files'
integrity and longevity. The Processing Lab also works to increase knowledge about Digital
Preservation activities.

Everyone!
CJH provides essential Digital Preservation central services to benefit ourselves and each
Partner. But everyone in the building is a stakeholder in this
effort. Some Partners' departments have come up with their own internal retention schedule,
in order to maintain and preserve old files no longer in use. Some, like finance, have legally
mandated retention schedules. These kinds of schedules can help you decide what to keep
and what to discard. Even making sure that files are deduplicated or are named properly, as
we discussed in the October 2019 newsletter.

Here are some more fun videos to help learn more about Digital Preservation:
[Team Digital Preservation and the Aeroplane Disaster](#) - Information about Obsolescence and
Migration
[Team Digital Preservation and the Metafor Common Information Model](#) - How a DAM and
Common Information Model support Digital Preservation
[Team Digital Preservation and the Deadly Cryptic Conundrum](#) - Deals with Representation
Information (documentation)

**Stay tuned for more Digital Preservation news on World Digital Preservation Day, which
is held on the first Thursday of every November!**