Indian Lake Watershed Association: Modernizing Archival Management

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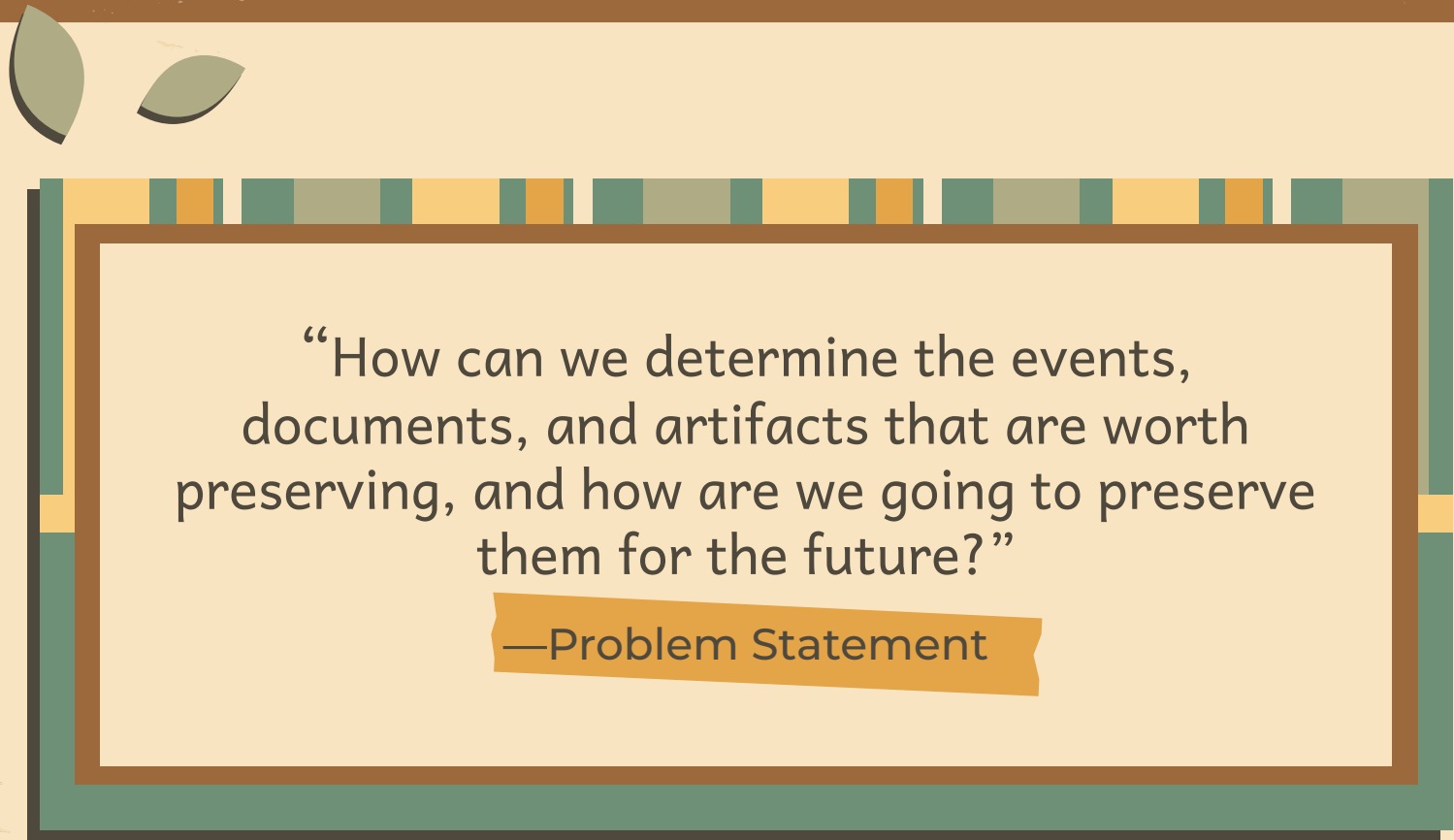
Advisors: Aaron Sakulich, Ruth McKeogh
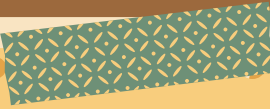
Introduction

Where is Indian Lake?

What is the ILWA?

"How can we determine the events, documents, and artifacts that are worth preserving, and how are we going to preserve them for the future?"

—Problem Statement

Introduction

- Worked alongside the Indian Lake Watershed Association (ILWA)
- Help preserve their institutional memory and Indian Lake's neighborhood history
- Establish an archiving structure

Why Preservation of Heritage and Institutional Memory?

01

Cultural Value

Intrinsic value of cultural heritage

02

Resource

Serves as tool for urban development and planning.

03

Higher Needs

Contributes to the satisfaction of higher human needs beyond basic needs

04

Efficient business

Accountability, transparency, good governance and for reference purposes

Methodology

Objectives

1

Gather information on the best archiving practices

2

Decide on the historical relevance of the documents

3

Create an archiving manual to document our archiving processes & naming conventions

Objective

01

How do we organize decades of documents that belong to an institution or organization?

- Interviewed Amy Smid at the WPI Gordon Library Archives & Special Collections

- Used "Archiving & Describing" by Kathleen D. Roe to learn about archiving practices and standards

Arranging & Describing
Archives & Manuscripts

KATHLEEN D. ROE
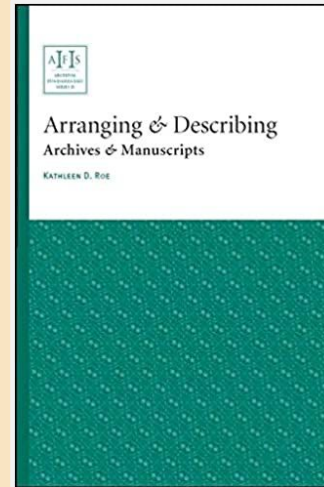
Objective

02

**How do we know what documents are important that should be included in the Archive?**

- Explored and semi-organized the boxes

- Interviewed Aaron Sakulich

- Fully organized the boxes into categories, series and subseries

Objective
03

How do we present the archiving process that we created and used for future additions to the Archive?

- Used the information we learned from Amy Smid as well as our own experiences on this project

- The manual sets archive standards so that it can be kept organized in the future
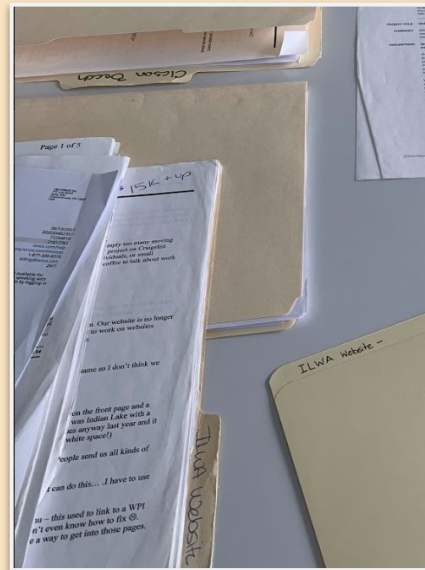
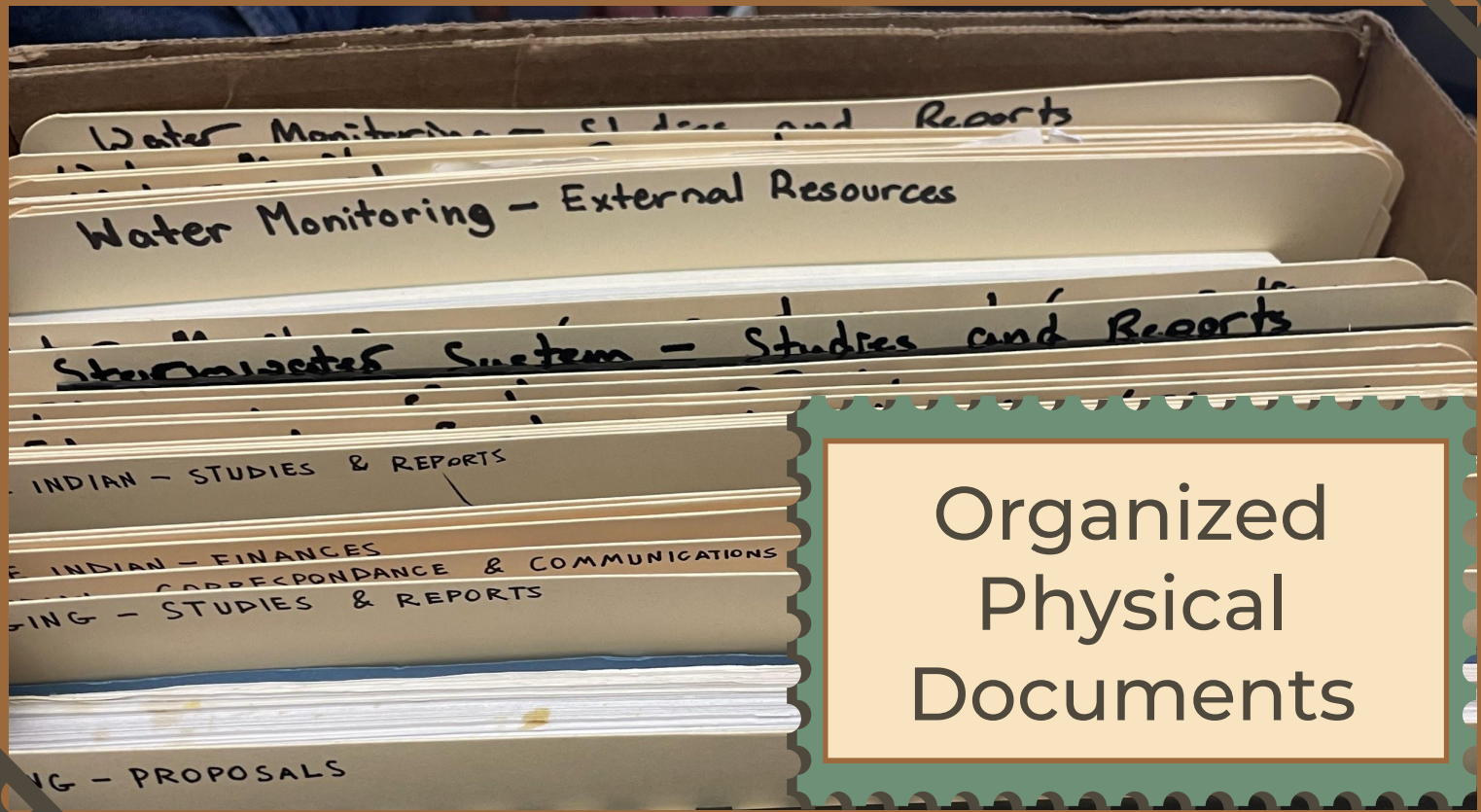# Results

Donor's agreement

Transfer Ownership

Ensure Legal Possession

Conditions for Administering

DEED OF GIFT

Indian Lake Watershed Association

Name: Date:
Address:
City: State: Zip:
Phone: Fax:

I own the personal property described below and desire to give said personal property to the Indian Lake Watershed Association. I do hereby give and transfer to the Indian Lake Watershed Association all right, title, and interest, including all copyright, trademark, and related interests, in and to the following described property.

Description of gift:

By my signature below I accept the foregoing conditions and acknowledge reading any attached information.

Donor/Agent _____   Date _____

Date Received:_____   Received by:_____

THE GIFT DESCRIBED ABOVE IS ACCEPTED FOR THE INDIAN LAKE WATERSHED ASSOCIATION ARCHIVES

Name:_____
Title:_____   Date:_____

13

Organized Physical Documents

571

documents were scanned

Spreadsheet

Series	Subseries	Sub-subseries	File/Document Name	Done
Projects	149 W. Boylston	Contracts		Yes
Projects	149 W. Boylston	Correspondence and Communications		Yes
Projects	149 W. Boylston	Forms		Yes
Projects	149 W. Boylston	Maps		Yes
Projects	319 Grant	Correspondence and Communications		Yes
Projects	319 Grant	Proposals		Yes
Projects	American Rescue Funds	Correspondence and Communications		Yes
Projects	Boat Wash	Correspondence and Communications		Yes
Projects	Clason Beach	Correspondence and Communications		Yes
Projects	Clason Beach	External Resources		Yes
Projects	Clason Beach	Layouts/Plans/Blueprints		Yes
Projects	Clason Beach	Proposals		Yes
Projects	Cleanups	Flyers		Yes
Projects	Cleanups	Forms		Yes
Projects	Cleanups	Photos		Yes
Projects	Cyano Bloom 2014	Articles		Yes
Projects	Cyano Bloom 2014	Correspondence and Communications		Yes
Projects	Cyano Bloom 2014	External Resources		Yes
Projects	Cyano Bloom 2014	Flyers		Yes
Projects	Cyano Bloom 2014	Photos		Yes

Active Vs. Inactive

Google Drive

Any documentation more recent than two years or in active use

Preservica

Any records older than two years or not in active use

Mirror identical Archive Structure

Features of Preservica

Versatile

Updates File Formats

Scans for Corruption

Low Cost

The Manual

Indian Lake Watershed Association Archiving Manual

1. **Have a file to put into the Archive**
   Once you have your file, if it is in a physical format, scan it to your computer. If your file is already digitized, make sure it is in PDF format.
   Digital documents should not be printed out since they are being put into a digital library.

2. **Decide if your file belongs in the active or inactive Archive**
   If the file is 2 years old and no longer being actively used, then it should be placed in the inactive Archive on Preservica, otherwise it belongs in the Google Drive.

3. **Determine the category**
   In the Archive, the top level of the organization is a category. Determine which category your file belongs in. These categories are outlined in the Digital Archive Structure below.
   Categories are denoted by the square bullets.

4. **Determine the series**
   In each category, the series is the next level of organization. These series are outlined in the Digital Archive Structure below.
   Series are denoted by the circle bullets
   If your file belongs to a series that is not yet created. Create a series folder with the name of the series so that you have a place to put your file or subseries folder.

5. **Determine the subseries**
   This is the final level of organization for the archive. Each series will have different subseries which you can choose from to place your document in. These subseries are outlined in the Digital Archive Structure below.
   Subseries are denoted by the diamond bullets
   If the subseries you need to place your file in is not yet created in the series folder, then add that subseries folder to the series folder.

6. **Place the file into the subseries**
   In the folder, drag and drop your file into the folder to place it into the Archive. Another option is to click the "Add" button on the screen and select your file from your computer's library.

7. **Renaming the file**
   In the Naming Convention below, find which file type you have and use the naming convention to rename the file.
   To rename the file, right-click on it and click "edit". Enter the new name and then save the name.
   Naming conventions are denoted by the arrows.

Digital Archive Structure & Naming Convention

➤ ILWA Admin
- Correspondence and Communications
  - Newsletters
    - ➤ [ILWA Newsletter]_[YEAR]-[MONTH]-[DAY]
  - Press Releases
    - ➤ [Press Release Subject] - [Date Released]
- Neighborhood Correspondence
  - ◆ Brochures
    - ➤ [Brochure Title] - [Date/Date Received if applicable]
  - ◆ Letters and Email
    - ➤ [Subject] - [Date Sent/Received]
  - ◆ Presentations
    - ➤ [Presentation Title] - [Date/Date Received if applicable]
  - ◆ Photos
    - ➤ [Photo's Subject] - [Date Received/Date taken if applicable]
- Government Correspondence
  - ◆ Forms
    - ➤ [Form Subject] - [Date Filed]
- Projects
  - [Project Name] -[Years Active(ex. 2015-2018)]
    - ◆ Articles
      - ➤ [Article Title/Subject] - [Date Published]
    - ◆ Contracts
      - ➤ [Contract signed W/] - [Date Signed]
    - ◆ Correspondence and Communications
      - ➤ [Subject] - [Date Sent/Received]
    - ◆ External Resources
      - ➤ [Resource Origin] - [Resource Subject] - [Date Published]
    - ◆ Finances
      - ➤ [Grant Name] - [Letter of Support] - [Item name]
      - ➤ [Grant Name]- [Check/Deposit/...] - [Organization/Individual] - [Date]
      - ➤ [Invoice sender] - [Date Issued]

Recommendations and Conclusions

Recommendations

1

Archiving Manual

Use the archiving manual to organize future files

2

Donor Agreements

Require file donations to be documented

3

Mirror Archives

Ensure that both the digital and physical Archives are kept to the same standards

4

Physical Files

Do not print files that are electronically generated

5

Link to Public

Add a link to the Public Preservica to the Website

Thanks

Do you have any questions?

We would like to thank our Advisors:
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Zoey Eddy

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complete this project:
Amy Smid
Beth Proko

Thanks