



Archiving a C.A. Digital World

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Challenges and Standards for Preservation of Information and Collections

Purpose of Archives: Conservation, Preservation and **Access**

- Standards are **essential** to properly ensure the conservation and preservation of C.A.'s Archives, which can then be accessed and retrieved for future use
- This doesn't mean it has to be access for the "C.A." general public, but that is something that can be assessed/discussed in the future
- A standardized cataloguing approach for C.A.'s Archives (for both digital and analog items) will meet all 3 C.P.A criteria in order to ensure our history is accurately documented

Challenges for Digital Archiving

- What information or material is deemed “relevant” and by what/whose standards?
- Preserving items and providing access to records for items
- Maintaining a consistent set of standards to ensure access to items/records is not limited or undermined
- Concerning the use of backups and external hard drives: which is more beneficial and for what purpose

Social Media Archiving

- There is an ever growing amount of social media content being produced on a daily basis on our Area/District pages associated with the Fellowship (i.e. F.O.S.O.C.A.: Friends of Southern Ontario Cocaine Anonymous)
- With constant updates, posts, announcements, events and birthdays the content is overwhelming and most times can be difficult to discern what we should keep and what should be discarded
- Based on current research, with our limited scope of focus (C.A. Archives) and our limited resources (members of Archiving committees within C.A.) it can be deduced that there is too much social media content to be accurately reflected in a virtual archival setting



Social Media Archiving cont'd

- The importance of group members to post announcements to the official C.A. website for their Area/District allows for an official record of that announcement/event/celebration so it be accurately represented in the history of the fellowship
- **This cannot be stressed enough:** all C.A. Archives members have a duty to their Area/District to ensure that members of their Area/District understand that all official C.A. related announcements be posted on their official site to ensure the record is not lost within the unofficial Social Media channels and therefore will not be archived and documented for future retrieval
- Access to information is one of the foundational principles of archiving

Digital Flyers

- One important aspect of C.A. members/groups/areas/districts and their Social Media content is the creation and distribution of digital flyers
- An option for C.A. Archives committee members is to do what is referred to as “data mining” for these flyers
 - This would entail individual C.A. Archives members “mining” their Social Media sites for their Areas/Districts to find these flyers
 - Flyers can be for medallions, group announcements, events etc.
 - Once the flyers are retrieved they can then be saved (using .png format) and placed within the Archives database for the Area/District
 - “Data mining” ensures that the flyers created uniquely for our Fellowship will not be lost in the annals of our various Social Media channels

ZOOM INTO C.A.'s PAST
C.A. World Archive Committee Virtual Summit

Sunday, August 23rd, 2020

Starts: 9 am (PST) 12 noon (EST) 5 pm (BST)
Ends: 3 pm (PST) 6 pm (EST) 11 pm (BST)

Zoom Meeting ID: 826 2257 1203

Archiving a C.A. Digital World
Digital Archivist Kayla S., Toronto, ON

Tour of the C.A. Virtual Museum
Tour of the C.A. Documents Library

"SHOW & TELL"
AREA ARCHIVE PRESENTATIONS
Southern Ontario Area | Alberta Area
UK Area | Washington Area | Oklahoma Area

Displaying your Area Archives at Conventions
Liz T., Archive Chair, South Central Texas

ARCHIVES
OF CANADA

**Protecting C.A.'s Future by
Preserving C.A.'s Legacy**

Relevant Materials for Archiving

- Anything C.A. related which could come from conventions, fundraisers, and other Area/District events
- Physical objects: t-shirts, sweaters, key tags, mugs
- Documents: meeting minutes, group documents, flyers, posters
- Sound recordings: speakers, workshops, events
- These items have always been archived and the standard for determining what to keep has already been evaluated and decided on



Digital Item Archiving and Preservation

- Each physical item can have a digital counterpart within the archival system
- This can be accomplished, for example, through the creation of a photo of the physical object with a short description saved under an appropriate file name
 - Standards for archival documentation and description will be addressed
- It is suggested that sound recordings should always have a digital copy saved in order to prevent loss
- Digital archives can be saved on a hard drive with a backup to ensure the prevention of loss of information and the digital archive

Digital Preservation Advantages/ Strategies

- It can be deduced that when appropriate and if the technology is available to the archivist, all preservation attempts should be made in a digital format
- File formats should be used as follows:
 - Still Image: .png (vs. .jpeg which degrades over time)
 - Documents: .pdf (vs. doc or docx which can be altered)
 - Audio: .wav or .mp3
- These formats create the least amount of degradation to original files

Standards 101

- The most basic implementation of a standard would be the way that one enters the date associated with an item
 - YYYY/MM/DD
 - DD/MM/YY
 - MM/DD/YYYY
- See how variations can skew data retrieval?
- For now -if it is not already been implemented this way- the format from today (if it is to follow standardization) can be **YYYY/MM/DD**
 - If your Area/District already has a date standard used and explained in your guidelines, don't fret; continue using your guidelines standard

File Naming Standards

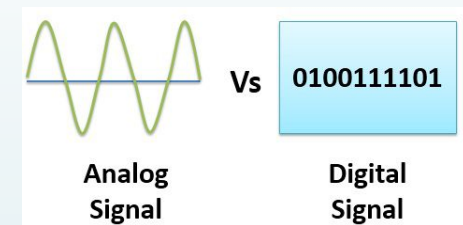
- To date, there are various ways to name files but some required components can be suggested for retrieval and access
- The following examples of suggested components are:
 - 1. Date in the following format: YYYY/MM/DD
 - 2. Where it belongs: Name of fellowship that the item/file belongs to (S.O.C.A., C.A.W.S., etc.)
 - 3. What the item actually is:
 - A brief description of item (mug, t-shirt, 2020/04/10 S.O.C.A. Area minutes, etc.)
 - Version/status of a document: revised, draft, 2nd draft etc.

File Naming Standards Example

- For minutes created for the S.O.C.A. Area Committee for the April 10, 2020 meeting would be file named as follows:
- 2020/04/10 S.O.C.A. Area Meeting Minutes.pdf
- Date
 - Where it belongs
 - Item description
 - File format

Item Preservation: Analog vs. Digital

- What's the difference?
- Analog: "A wave is recorded or used in its original form."¹
 - i.e. when a sound recording is recorded on a tape or a CD there is a physical medium on which the sound waves are stored which can degrade over time or be lost/destroyed
- Digital: "The analog wave is **sampled** at some interval, and then turned into **numbers** that are stored in the digital device."²
 - i.e. a CD recording is transferred to a .mp3 recording to be stored on a computer hard drive
- Digital Advantages: "The recording **does not degrade** over time. As long as the numbers can be read, you will always get exactly the same wave."³



Sources 1, 2 & 3 retrieved from:

InfoSpace Holdings LLC. (2020). HowStuffWorks. Retrieved May 13, 2020, from <https://electronics.howstuffworks.com/question7.htm>

Backup vs. External Hard Drives

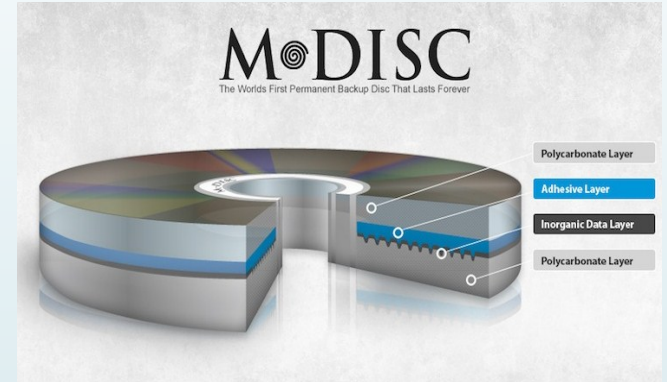
- Backup: "The primary purpose of a backup is to provide you with a copy of files in the event of a total system failure."¹
- External Hard Drive: "You can manually or automatically relocate data to it."²
 - An external hard drive is a physical hard drive which can be portable and removable
- The difference? A backup (like the cloud) is a software copy of information, while an external hard drive is a physical device used to house the content being saved.
- Therefore: "External hard drives should be used in conjunction with other methods of backup."³

Sources 1, 2, & 3 retrieved from:

Cloudwards.net. (2020). Cloudwards. Retrieved May 13, 2020, from <https://www.cloudwards.net/should-i-use-an-external-hard-drive-for-backup/>

Four Redundant Systems

- The idea of having four redundant systems for saving the Archive of your Area/District can be illustrated as follows:
 1. The computer on which the Archive is saved
 2. The cloud backup in which the Archive information is saved
 3. The external hard drive on which the Archive information is saved
 4. An “M-DISC” which is a disc much like a CD that has more storage and will last 1000 years
- With 4 redundant systems, the chance of losing the majority of the Archive through corruption or total system failure is significantly decreased



In Conclusion

- Digital archiving is here to stay. As the digital world ever expands we want to be prepared to meet the demands of archiving the materials created within it appropriately when it is feasible
- Conservation, preservation and access are three key principles when deciding what to archive and how to do it
 - Always remember that access and retrieval are integral components to archiving materials
- Standards are essential pieces to a well documented and maintained archive, so remember to implement them as soon as possible in every instance!

Thank you!

Enjoy the rest of the
summit

- Photo sources:
- Social media photo:

[https://www.google.com/url?
sa=i&url=https%3A%2F%2Fwww.pinterest.com%2Fpin%2F391039180143374844%2F&p
sig=AOvVaw2MeK5CO02TupUXYEedCN7I&ust=1597861755568000&source=images&
cd=vfe&ved=0CAIQjRxqFwoTCODb34expesCFQAAAAAdAAAAABAD](https://www.google.com/url?sa=i&url=https%3A%2F%2Fwww.pinterest.com%2Fpin%2F391039180143374844%2F&psig=AOvVaw2MeK5CO02TupUXYEedCN7I&ust=1597861755568000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCODb34expesCFQAAAAAdAAAAABAD)

- Analog vs Digital photo:

[https://www.google.com/url?
sa=i&url=https%3A%2F%2Ftechdifferences.com%2Fdifference-between-analog-
and-digital-
signal.html&psig=AOvVaw00xiqCvFtV8PnoInrMAuB3&ust=1597861899913000&sourc
e=images&cd=vfe&ved=0CAIQjRxqFwoTCNiy4cyxpesCFQAAAAAdAAAAABAD](https://www.google.com/url?sa=i&url=https%3A%2F%2Ftechdifferences.com%2Fdifference-between-analog-and-digital-signal.html&psig=AOvVaw00xiqCvFtV8PnoInrMAuB3&ust=1597861899913000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCNiy4cyxpesCFQAAAAAdAAAAABAD)

- M DISK photo:

[https://www.google.ca/url?
sa=i&url=https%3A%2F%2Fwww.techpowerup.com%2F150639%2Fnew-m-disc-to-
provide-up-to-1-000-years-of-permanent-data-
storage&psig=AOvVaw0U5sPNTMHV0kZReR_KYnRA&ust=1597861525342000&source
=images&cd=vfe&ved=0CAIQjRxqFwoTCJiWyJywpesCFQAAAAAdAAAAABAD](https://www.google.ca/url?sa=i&url=https%3A%2F%2Fwww.techpowerup.com%2F150639%2Fnew-m-disc-to-provide-up-to-1-000-years-of-permanent-data-storage&psig=AOvVaw0U5sPNTMHV0kZReR_KYnRA&ust=1597861525342000&source=images&cd=vfe&ved=0CAIQjRxqFwoTCJiWyJywpesCFQAAAAAdAAAAABAD)