

# SESSION BS - Building on Common Ground

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**Kelly**

Research Center  
Survey Group hired to do data archiving/records management

20-30 studies per year  
~140 employees

## Records Management

Assess the situation  
- regulatory / compliance issues

Records Survey

Research / Business Task Analysis

Strengths and Challenges

Retention Schedule

- granular
- accessible
- annually reviewed
- actionable

engage researchers upstream in data lifecycle



**Targeted Guidelines**

- \* Email
- \* File naming / digitization
- \* Archive checklist
- \* Project closure

Training

**OUTREACH**

Records Day

"From The Archives" articles



encouraging good behavior  
improve documentation  
and more positive changes!

# (SESSION BS)

it started with a thesis...



that had a dataset...



this was a mess

Lizzy R.

Intersection of



Archives (Wendy)



Data (Lizzy)

ARCHIVES would maintain in current form  
would want to fix in DATA SERVICES



how do we handle records?  
how is it different b/c different services?

limited technical resources

Borrow processing from ARCHIVES  
learn about digital sustainability from RDS

Can we build

**1**

System for Archives & Data?

**THEORY**

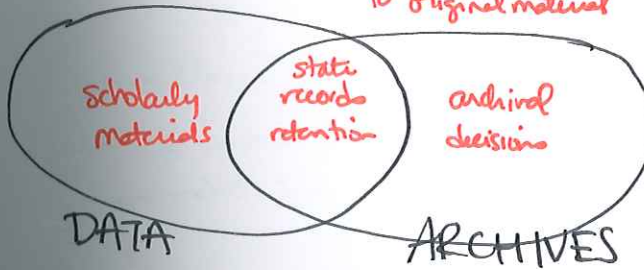
**DATA**

+ prioritize use over preservation  
+ context valuable w/ respect to original material

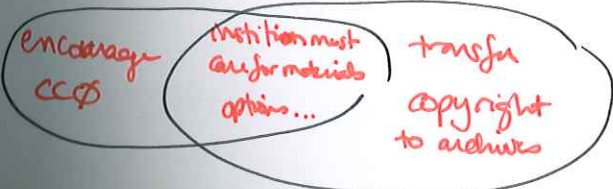
+ prioritize preservation over use

+ context valuable on its own

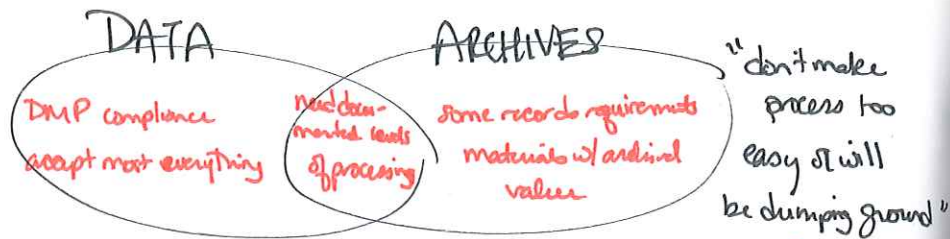
< different priorities >



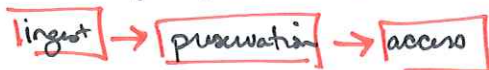
need to determine retention and deaccessioning



messy stuff here...



Borrow workflows from archives



Trying to share tools as well...



<Betmany> Appraising and Preserving Data in Context

<Appraisal means identifying and selecting>  
Many reasons to appraise



How to appraise

- mission alignment
- institutional compliance
- scientific/historical value
- uniqueness
- potential for redistribution
- non-repudiability
- economic factors
- contextual documentation and metadata



expensive to keep

maintain everything

Storage is going to be a problem w/out careful selection

Haas, Samuels, Trippel, Simmons  
Appraising the Records of Modern Science and Technology  
1985



[What context is needed for data?]  
methods, how data was acquired, etc.

PRESERVE  
MEMORY

better than data