TAPER
TUFTS ACCESSIONING PROGRAM FOR ELECTRONIC RECORDS

Fifth Interim Narrative Report
Project Activities January 1, 2010 – June 30, 2010

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INTRODUCTION

The Digital Collections and Archives (DCA) at Tufts University is undertaking a National Historical Publications and Records Commission (NHPRC) Program Expansion Grant project to design, develop, and implement machine-readable submission agreements and records creator records. Work for this project started on January 1, 2008 and is scheduled to end on December 31, 2010.

SUBMISSION AGREEMENT SCHEMA

There are two different types of submission agreements, regular submission agreements and standing submission agreements. The DCA has developed three schemas: separate schemas for the regular and standing agreements, and one schema that governs the elements shared by the two types. A standing submission agreement covers a recurring accession (typically the same office transferring the same type of records to an archives year after year) while a regular submission agreement covers a single accession instance of that recurring accession. A standing submission agreement would cover an agreement between a producer and an archives to transfer records on a recurring basis. Normally, records covered by a standing agreement are going to be relatively homogeneous records that the producer creates on a regular basis. For example, a standing submission agreement would cover the Office of the Trustees transferring trustee meeting working papers to the archive three times every year after their full board meetings in February, May, and November. A regular submission agreement is created for each individual accession so there would be three separate regular submission agreements for the Board of Trustees in a given year. In the tool, a regular submission agreement would inherent applicable elements, like the name of the office and the type of records being transferred, from the standing submission agreement. An archives then adds specific details of the individual transfer, like the date of the transfer, to create the regular submission agreement. All three of the schemas are located at http://dca.lib.tufts.edu/schema/er/.

Based on an element list the DCA developed, Appleseed Software Consulting finalized the submission agreement schemas in March 2010. The DCA and Appleseed have tested the schemas in the submission agreement builder tool (SABT), which will serve as the operational environment for the schemas.

SUBMISSION AGREEMENT BUILDER TOOL

The SABT became a production service for the DCA in April 2010. The DCA considers the tool's code to be in version 0.9. The DCA plans to run this version of SABT in production through the Summer and Fall 2010. By the end of 2010, the DCA expects to address all bugs and feature requests and stabilize the code to a 1.0 version. The SABT will serve as the online environment for records creators and DCA staff to complete submission agreements. Since the initial development of the tool in September 2009, project staff have tested various components of the tool that has resulted in iterative refinements of the tool. The

DCA's prime criteria for the SABT have been ease of use and sustainability. The project staff's goal is to create a tool that can provide the DCA with enough information to fully document accessions and forecast the arrangement and description challenges that any set of accessioned archival records may present to the DCA. The SABT code is currently available at http://tutaper.svn.sourceforge.net/viewvc/tutaper/. The user interface of the SABT is at https://dca.lib.tufts.edu/taper/auth/login. One cannot use this interface without a Tufts UTLN account. The DCA plans to develop a presentation that will allow people outside of Tufts to see the features of the interface.

During this early production implementation of the SABT, the DCA continues work on finding the most effective way to implement the tool. The DCA's early use of the SABT has indicated that the tool works best for regular accessions from Tufts offices. The SABT does not work as well for one-off accessions, such as an alumni giving the DCA assorted Tufts memorabilia, because the overhead of creating a standing and regular submission agreement outweighs the benefit of carefully documenting a non-recurring accession.

The SABT has turned out an adaptable set of code. The DCA used the SABT code as the basis for developing a submission form for faculty and student scholarly work. The form is in production use at https://dca.lib.tufts.edu/submissions/auth/login/. The DCA has also been talking with another institution about adopting the SABT code for managing manuscript accessions.

MANAGING RECORDS CREATOR RECORDS
The DCA is currently migrating records creator records data from a spreadsheet—a temporary environment project staff used to formulate the first batch of these records—to a separate table within Re:discovery, the department's collection management system. The DCA is creating links between record creator records and collection records in Re:discovery. Part of this work includes migrating data out of the bio/hist notes in collection records and into the records creator records. To date the DCA has migrated 80 out 210 biog/hist notes to records creator records. The DCA has 701 records creator records in Re:discovery, most of them placeholding stub records. This work has been crucial for integrating the records creator records into the DCA's broader archival description workflow.

RECORDS CREATOR RECORDS SCHEMA
In order to develop and implement records creator records that will store information about records creators, the project staff has investigated standards such as ISAAR (CFP) and EAC-CFP along with institutional strategies for their implementation. After careful evaluation, the DCA has decided to use the EAC-CFP schema for its records creator records. The DCA is currently developing the workflow to

export records creator records data out of Re:discovery through a EAC-CFP template to generate EAC-CFP records that the DCA will then in turn ingest into its Fedora Commons-based digital library for user access. This work also includes developing a Fedora Commons content model for EAC-CFP records.

SAA SESSION

Krista Ferrante, Project Archivist, organized an accepted panel for the 2010 Society of American Archivists annual conference in Washington D.C. The session is entitled "Tools and Processes for Trustworthy and Scalable Electronic Accessioning." The session speakers are Mark Myers, Kentucky Department for Libraries and Archives; Leslie Johnston, Library of Congress; and Krista Ferrante.

WEBSITE

The DCA posted the following items to the TAPER Project website, which is at

http://dca.tufts.edu/?pid=49:

- Project Documentation http://dca.tufts.edu/?pid=136
  This includes project application material, interim reports to the NHPRC, and some working documents.

- Deliverables http://dca.tufts.edu/?pid=137
  Project deliverables are on this page.

- Announcements, Presentations, Articles http://dca.tufts.edu/?pid=138
  Project announcements, presentations, and articles are on this page.

- Project Personnel http://dca.tufts.edu/?pid=135.