

# Digital POWRR

## Preserving digital Objects With Restricted Resources

### *MEETING MINUTES*

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**Date:** Wednesday, June 19, 2013

**Time:** 10am – 11am

**Place of Meeting:** Founders Library 409

**Attendees:** Aaisha, Martin, Meg, Patrice, Lynne, Drew, Stacey, Jaime, Sarah, Nathan, Matt (MetaArchive)

#### MetaArchive Call Minutes

- MetaArchive at the NDSA meeting? Katherine may be there.
- “Agenda”
  - Getting bags transferred over
  - Cover use of bagger, make sure instructions are clear
  - Talk about what the process looks like after processing into network
  - Also the recovery process...
- We prefer to transfer our stuff to the MetaArchive server, with one account that all the partners could use via the Amazon server.
- Using the MetaArchive Amazon server as a rally point. The material would be completely restricted to our account.
- If this wasn't a pilot could we still be using an Amazon server? Very soon, yes.
  - They cannot setup accounts for people outside of their institution for access.
- They will need to know IP address of the partners to restrict access.\*\*
  - What if we have a range of IP addresses?? We should be able to restrict it to that range. You can find your public IP by googling “what is my IP address?”
  - It will be good to test these different situations.
  - Send your IP addresses/Ranges to NIU.
  - Matt will touch base with the MetaArchive IT person to double check.
- One option is transferring material on external hard drives; this is not an option we're using. Data could also be web crawled.
- Our decision – Put materials onto SSH POWRR account?
- The Amazon server may take more time than consolidating our material onto a single server for retrieval. We can switch methods if that becomes necessary.
- Instructions for Using Bagger

- Everyone was able to get Bagger installed? Yes
  - Has anyone played with it yet?? Meg thought it was straight forward to use, but maybe a little redundant with data entry. Difference between creating a new bag and creating a “bag in place”
  - CSU was also having some problems with data redundancy. No known way to save a certain profile with the data. Or import specific fields with things that don’t change very often.
  - Matt – There are way to set profiles. They will circle around and update the documentation so that information can be available.
  - MetaArchive will also send over a list of problem system files because when creating a bag of content for a collection that includes a small number system related files, those files will also be given a checksum etc, but when you move the bag the system files may change and then the bag may show up as invalid. So they’ve put together a list of the files that may cause this problem, then those can be excluded from the bag. They can/will send us this “watch list”. They hope to add a warning to the program in the future when those files are present.
- Suggestion for instructions...”Batch files” instead of listing the file extension.
  - When will we start to bag things?? (Good question)
    - We will need to have some discussions about IP addresses and the staging servers options, identifying which digital objects we want to use. So we are probably at least a month out from actually sending things to the MetaArchive server.
  - We are still capping things at 1 TB.
  - How will it work once we have our bags ready to go?
    - Once MetaArchive has verified that the content has transferred successfully will be the first step. Then that content will come from the Amazon server to the Member server, then perform another validation of the bags. Then the material will need to conform to an “Archival Unit” (bound to 1-30GB?). Put into place a “manifest page”, and a plug in file to make sense of how the bags fit together. In “real world” these materials would be duplicated and placed on addition servers and continually checked/validated etc. Will take place on a test server (equal to other running servers)
  - Then requesting that data back out. Set up a secure connection directly to the test server. There is a script that could then recreate the original bag to get the data back out from the program. (Put us in touch with institution that helped to create/test this.) Hopefully putting this out there in July.

- Utility that could crawl the servers...(taking some of the TRAC guidelines and putting programming policies in place)
- Safe Archives Tool – Ottoman(sp?) Institution
- LOCKSS – Cash Manager (Similar tool)
- You can “par up” the bag content...before sending it...it will be more clear in the next set of instructions.
- Next Meeting - Aug 13<sup>th</sup> 11am Eastern/10am Central.