

The online preservation and retrieval of essential records: The *digitization* of the minutes of the main managing bodies of the University of Vic (UVIC)

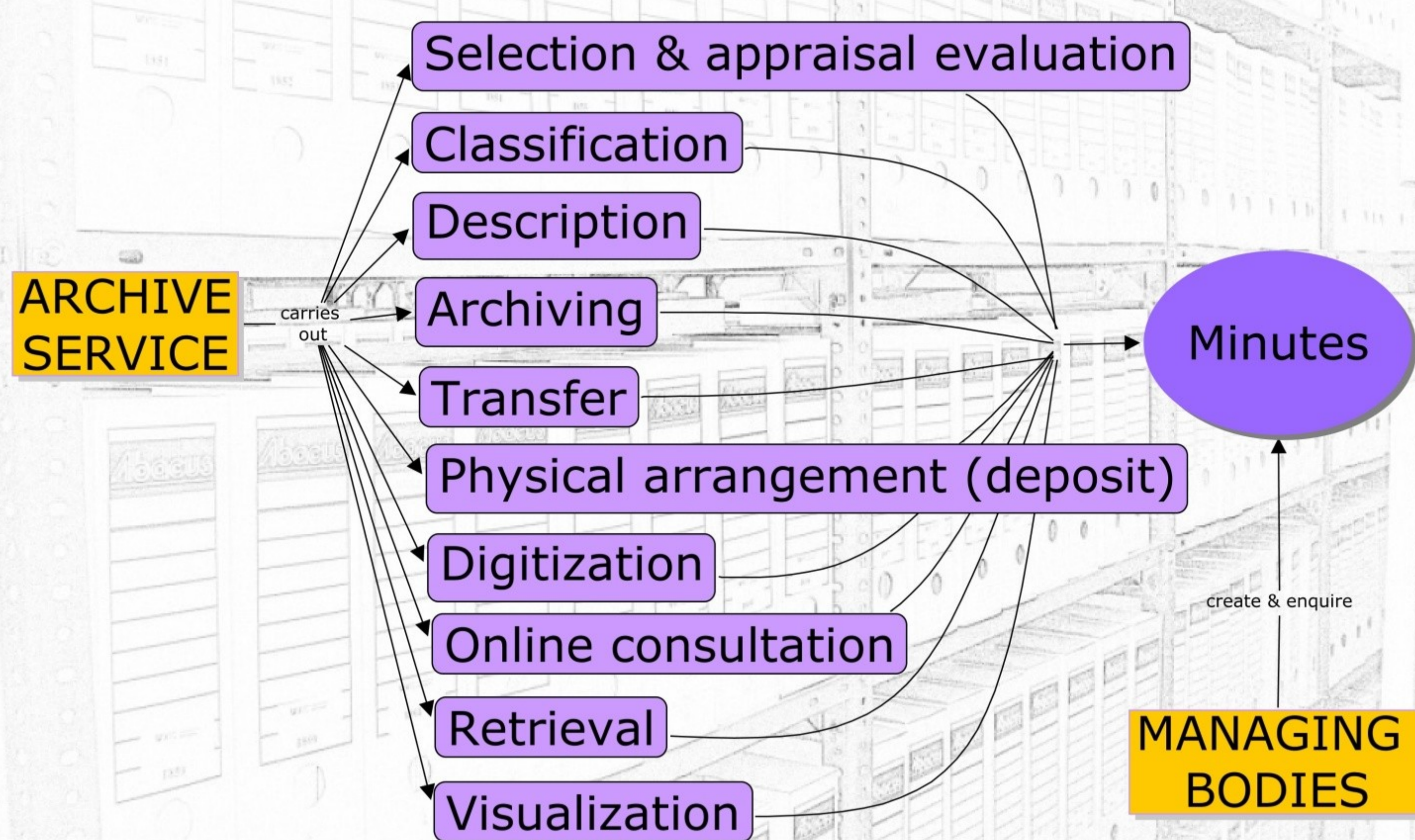
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WHAT IS THE TROUBLE?

An increasing amount of documentation	Lack of space in offices
Slow information retrieval	Lack of documentary guidelines, non-standardized processes
High risk of documentation loss	Accessibility troubles

HELP

THE ACTIONS OF THE ARCHIVE



CASE STUDY

The minutes of the main managing bodies of the University of Vic (UVIC)

Implementation of the *Programme for the protection and preservation of the Documentary Heritage* [PATRIDOC in Catalan] in the University of Vic (UVIC)

1 Identification of essential records

- 1.1 Legal value and historical value
- 1.2 A single medium (paper)
- 1.3 Antiquity (as of 1977)
- 1.4 Volume: 1.8 linear meters
- 1.5 Manuscripts: risk of ink degradation
- 1.6 Periodical consultations

2 Implementation of security measures

2.1 Digitization of the minutes



2.2 Inclusion of the digital minutes in the records management system

Physical characteristics of the minutes

Bound in minute books
Handwriting
Multi-page
Folio size > A4

Minimum requirements of the scanner

Flat scanner
Possibility of automatic feeder
Document size: A3
Fast digitization speed (ppm)
200 dpi (minimum recommended resolution for OCR)

SOLUTIONS AND ADVANTAGES

Minutes duplication in multiple mediums (paper and digital)

Placement of the minutes in different spaces (deposit and server)

Original minutes preservation (increase in the usage of the digital copy and reduction of the consultation of originals, thus avoiding its destruction)

Easy localization of the minutes by means of the automation of the information research process

Accessibility of the minutes (available online from any computer)

WHO digitizes?

The staff of the archive service. **No externalization. WHY?**

WHAT is digitized?

261 minutes
= 1.8 linear meters
= 404 MB

HOW is it captured?

200 dpi (grey scale)
1 minute = 1 multi-page PDF file
Metadata: digitization date, classification code of the record, key words

What about *Optical Character Recognition (OCR)*?

Pending action!
High difficulty levels in the recognition of handwritten characters



Externalization

Risk of original loss
Lack of knowledge about the kind of documentation
Lack of standardization protocols regarding the name of the digital files
It doesn't consider the inclusion of the digital files in the software (the staff of the archive is in charge of it)
Impossibility of automation of the digitization (bound documentation) → Cost increase



Externalization

Specialized scanners. The University saves itself the cost of the purchase of a scanner
Experienced technical staff in digitization projects

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