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"Rummaging in the government's attic"

Description of document:	National Archives and Records Administration (NARA) Digitization Governance Board meeting minutes, 2014-2016
Requested date:	19-February-2016
Release date:	12-April-2016
Posted date:	20-May-2019
Source of document:	FOIA Request FOIA Officer National Archives and Records Administration 8601 Adelphi Road, Room 3110 College Park, MD 20740 By Fax: (301) 837-0293 By E-mail: foia@nara.gov Online: FOIAonline or www.foia.gov

8601 Adelphi Road
Room 3110
College Park, MD 20740-6001

April 12, 2016

Re: Freedom of Information Act Request: NGC16-237

This letter is in response to your Freedom of Information Act (FOIA) request dated February 19, 2016, and received in our office February 19, 2016 via FOIA@nara.gov. Your request has been assigned the above internal tracking number, as well as the FOIAonline tracking number NARA-NGC-2016-000386. Please use both numbers when corresponding further with regard to this request.

In your request, you stated: "I hereby request a digital/electronic copy of meeting minutes of the Digital Governance Board at NARA during calendar years 2015 and 2016 to date."

In response to your request, we identified 16 documents from fiscal years 2015 and 2016 to date totaling 23 pages, which have been reviewed and released in full.

This completes the processing of your request. If you are not satisfied with our action on this request, you have the right to file an administrative appeal in writing via regular U.S. mail or email. Please address it to the Deputy Archivist of the United States (ND), National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland 20740. Both the letter and the envelope should be clearly marked "Freedom of Information Act Appeal." You may also submit your appeal to FOIA@nara.gov, also addressed to the Deputy Archivist. If you submitted your initial request through FOIAonline, you may file your appeal through that web portal. Please follow the instructions provided on the FOIAonline website to appeal any decisions. Your appeal should be received within sixty (60) calendar days from the date of this letter and it should explain why you believe this response does not meet the requirements of the Freedom of Information Act. All correspondence should reference your internal case tracking number, NGC16-237, as well as FOIAonline tracking number NARA-NGC-2016-000386.

Sincerely,
Steven D. Booth
Archivist
Office of General Counsel
National Archives and Records Administration
FOIA Hotline: (301) 837-3642
Email: FOIA@nara.gov

Given the nature of this request, some records are only being released to you as the requester. If you have an account in FOIAonline, you may access those records by logging into FOIAonline. Otherwise, those responsive records will be sent via the method agreed upon with the FOIA processor.

Digitization Governance Board – Meeting Number 7

October 22, 2014 – 11:00 a.m.-12:30 p.m., Room 1902

In Attendance: Markus Most (VI, Chair), Katherine Nowak (RD, Coordinator), Daniel Rooney (RD), Jeffrey Landou (NGC), Leslie Johnston (IX), Stephanie Greenhut (LE), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE)

NHPRC and Digitization Presentation – (Kathleen Williams and Nancy Melley)

- Presentation of slides and discussion (see included slides).
- NHPRC has focus of making historical documents accessible (those outside of NARA)
- NHPRC doesn't dictate standards or what qualifies as of "national historical significance," but applicants must provide justification regarding collection's significance.
- Publishing side can sometimes include digitization of federal records (ex. Founders Online)
  - There is a need to improve the sharing of metadata between NARA and NHPRC in order to link from catalog to the digital images online.
- DGB and NHPRC will look for ways to better share information regarding grants during each cycle. DGB can benefit by seeing records of interest to public that are being digitized outside of NARA.
- Nancy will send spreadsheet with completed projects and their access links.

Update on Digitization Strategy Draft and Timeline (Markus)

- Official public comment period ends on November 17, 2014 (according to Federal Register Notice).
- Comments will be adjudicated, strategy revised, and DGB will review before executive approval on final version.
- Final strategy to be posted by end of calendar year 2014.

Preliminary Evaluation Criteria for Prioritization of Records – Discussion

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* **Future meeting dates: November 19 and December 17**

Digitization Governance Board – Meeting Number 8

November 19, 2014 – 9:30 a.m.-11:00 a.m., Room 1902

In Attendance: Markus Most (VI, Chair), Katherine Nowak (RD, Coordinator), Jeffrey Landou (NGC), Stephanie Greenhut (LE), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE), Sam McClure (LP)

Status update on Digitization Strategy (Markus)

- Official public comment period ended on November 17, 2014. Office of Strategy and Communications granted extension for comments to Friday, November 21, 2014.
- Comments to be adjudicated end of November, DGB will review any edits, and final version presented for executive approval mid-December 2014.
- Final strategy on target for posting end of calendar year 2014.

Prioritization of Digitization

- ➤ Comments regarding Preliminary Evaluation Criteria document:
  - o (Research Services): It is a lot of work to do mass assessments of holdings. Instead, suggest soliciting proposals to create the initial pool.
    - There were lists created in the past (in NW, calls for proposals, etc.). Many of these lists can be used again and updated.
    - Could we ask the public "What records are important to digitize?" This would support open government and help really learn what the public wants.
    - DGB could establish a threshold of criteria to be met for this pool and invite specific number of proposals (could be done annually).
  - There is not currently a way to identify the level of use at the series level – that data is not collected with NARA's current pull tracking system.
    - We need a pull system that can track at the series/box level what records are pulled. DGB affirms the importance of this in determining the level of requests of specific series for digitization.
    - Also, we should only consider processed records in first assessment (there are now lots of unprocessed, minimally described records in OPA).

- There are connections across the field among particular records (like court records), and some records might not seem significant by itself, but is in view of other holdings across the country. It's necessary to have a system-wide view of our holdings.
  - o (Presidential Libraries): There are different issues in the presidential libraries, as well as different drivers for the current digitization activity taking place (primarily digitization in response to FOIA requests). Any prioritization discussion needs to consider:
    - Concern over existing projects already going on with current infrastructure – would these be told to stop because something else is important?
    - Issue of A/V digitization and storage space.
  - o (Education and Public Programs): It is important to include non-custodial-unit staff into the prioritization process. These staff members work with online customers and the general public and are aware of subject areas and themes that the public is interested in.
    - There should also be consideration that there might be records that the public would be very interested in but aren't "requesting" them because they don't know we have them or don't even know they exist.
    - Could NARA's education, exhibits, and other non-custodial unit staff, etc. be included in the prioritization process early on? Perhaps to identify records relating to commemorative anniversaries, subjects and themes of interest to the public, etc?

- ➢ General Discussion regarding prioritization process:
  - There seems to be a need for a group that is objective (outside of or including reps from R, L, V) to establish criteria and determine threshold guidelines.
  - Need to development vision document with goal statement and high-level explanation of prioritization process, as well as a guidelines document that provides specific criteria.
    - Draft documents to be developed and discussed at next DGB meeting.

* Future meeting dates: December 17 (2014)
January 21, February 18, March 18, April 15, May 20, June 17 (2015)

Digitization Governance Board – Meeting Minutes

January 21, 2015 – 10:30 a.m.-12:00 p.m., Room 1902

In Attendance: Markus Most (VI, Chair), Katherine Nowak (RD, Coordinator), Jeffrey Landou (NGC), Stephanie Greenhut (LE), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE), Sam McClure (LP), Daniel Rooney (RD)

Discussion: Charging Digitization Partners for NARA Services (Markus)

- NARA is working on new agreements with its digitization partners based on an OIG investigation – NARA is formalizing its decision making process around charging partners for services, including the conservation treatment of records prior to digitization.
- There is a need to develop a decision matrix around when and how much partners are charged for services so that there is consistency around what is charged to partners and why such costs may be waived.
- Proposal for DGB to charter subgroup with members: Markus, Doris, Jeff, Dan, and a representative from the Trust Fund.
  - Additional questions/issues to consider:
    1. What about other digitization partners NARA has (non-profits, agencies, etc.)? Will they be subject to the same decision matrix as NARA's "embargo partners?"
    2. Is there a relationship between if it's on our prioritization list and if/how much we will charge for certain services, such as conservation treatment?

Review and Discussion of Draft Prioritization Framework

- Three documents will form a complete prioritization structure for NARA:
  - High-level framework document
  - Process document
  - Prioritization Implementation Guide
- It is important to somehow indicate that there is no objective data available to generate use statistics on series. The DGB recognizes that there is a need to rely on the experience of the custodial units.
- Issue of significance – need to clarify what this means and explain how it is different than "high reference" series.

- Presidential Libraries
  - The libraries have different business processes than R.
    - This includes separating out high significance/high value records and prioritizing these. There are inventory and audit procedures in place for this.
    - This also includes FOIA requests, which drive digitization in the libraries.
    - Business needs and also security/access needs could tie in as criteria for prioritization.
- Different process documents (one for R, one for L, etc) should be created that recognize distinctions in records and work processes and therefore, differences in prioritization.
- Also looking at the idea of different geographic areas or units coming up with own prioritization list, which could then be compiled into aggregate NARA list (for knowledge of prioritization across the agency, for supplying partners with potential series of interest, for prioritizing NARA resources, etc.)
- There is a need to determine best way to solicit feedback from public and non-custodial units (exhibits, education staff, etc.) on prioritization.

Development of Metrics around Digitization Strategy Approaches

- DGB has goal for this FY to develop metrics for the Digitization Strategy and to come up with a measurement and metrics package that can be implemented in 2016.
- We will discuss ways to look at the agency's overall progress toward our digitization goals, as well as the ways in which each individual approach contributes to our overall goal.

<h1 style="text-align:center">Digitization Governance Board – Meeting Minutes</h1>

<h2 style="text-align:center">February 18, 2015 – 10:30 a.m.-12:00 p.m., Room 1902</h2>

In Attendance: Markus Most (VI, Chair), Katherine Nowak (RD, Coordinator), Jeffrey Landou (NGC), Stephanie Greenhut (LE), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE), Sam McClure (LP), Daniel Rooney (RD)

Development of Metrics around Digitization Strategy Approaches

- DGB review of slides provided by Steve Beste that provide tips for well-formed performance measures.
    - NARA's current performance measurement is a problem because it combines "objects digitized" and "put online" (inherently a problem because it's measuring two different things)
- What is the goal of these metrics?
    - The DGB will use the metrics created to evaluate each approach and how it's working for NARA.
    - The goal is not to compare one approach to each other because they're inherently unequal. Instead, the DGB will determine how to meaningfully measure each one to evaluate each approach's effectiveness and aid NARA in making decisions about resources.
- Issue #1 – How do we measure how much is being digitized?
    - Physical holdings (cu. ft.), number of images created, number of series, some other way?
    - NARA has traditionally measured in cubic footage. For consistency, cubic footage should be measured in some way.
- Issue #2 – How do we account for different media types in measurement?
    - Textual records currently count pages/images.
    - Motion picture/sound currently count "items" digitized. Recordings of different lengths still count as one item.
    - Electronic records also measured differently.
- Issue #3 – There are problems with using "percentages" in digitization.
    - Relying on a "percent of holdings digitized" is problematic. New accessions every year will affect the percentage and can cause misunderstanding.
        - However, people will always want to have a percentage, so this is likely essential (Clearer explanations of how number is calculated is necessary.)

- Issue #4 – What does the phrase "number of images online" really mean?
  - Does this refer to only those images in NARA's own catalog? (those images uploaded to the catalog after the required embargo period with partners)
    - Or does it refer to all images available online to researchers (on partner websites, freely available in NARA research rooms, etc)? There is a need to measure both of these numbers, as both are valuable and convey different information.
- Issue #5 – What question(s) are we answering with these metrics?
  - DGB will focus initially on answering the questions "What are our results?" and "How well are we doing?" to meet our digitization goals.
  - Different approaches will have different measurements, and that's ok, as these five approaches provide a comprehensive approach to NARA's digitizing activities.
    - DGB can use the information gathered from these measurements to make recommendations regarding resources or further measurements needed.
- Importance of benchmarking against other organizations regarding the development of measurements and how they are measuring digitization (ex. The National Archives, Canada, LOC)

Digitization Governance Board – Meeting Minutes

March 18, 2015 – 10:30 a.m.-12:00 p.m., Room 1902

In Attendance: Markus Most (VI, Chair), Katherine Nowak (RD, Coordinator), Stephanie Greenhut (LE), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE), Sam McClure (LP), Leslie Johnston (IX)

Development of Practical Guidance ("Prioritization Process Document") for R and L

- How far out to forecast prioritization (1, 5, 10 years?)
  - Existing priorities and digitization progress probably won't be enough to warrant annual review.
  - Goal to be 3 years, with an annual check/revisit to see if there are any updates.
  - Also, R and L can let DGB know if there has been a significant change (don't have to wait for official review).
- Within R, it is logical that the Access Coordinators should be the access point to gather information from their locations. They can look at the broader picture for their locations and work together as well.
  - R will provide valuable information, but the DGB will do the actual prioritization (with weights applied). The DGB focus is agency-wide, and it can direct resources within overall agency priorities.
- Presidential Libraries and Legislative have different processes and situations:
  - More recent libraries are doing digitization as part of processing and FOIA requests.
  - Older libraries have a higher percentage processed and should have a better idea of what is being requested.
  - Some legislative records fall outside of this, but some are within NARA's regular scope.
  - Different factors will need to be considered based on the type of records and the location.
- End product:
  - A word document with steps to follow to determine list of highest priority series for digitization (to provide to various custodial units).
  - A spreadsheet with the required fields to fill out (like RG, series, cu. ft., etc.) – to submit to DGB for final prioritization.
    - It would be helpful to have a field that asks for justification/reason for listing as a high priority.

- To make sure to include Exhibits, Education, and other public facing offices – we will ask for input at the subject/theme level (as opposed to the series level like R and L.)
  - We need to clearly state that there will be a thematic view involved, so even if staff don't know the exact series, they still have an opportunity to provide input.
- The lists from R and L should include projects currently being digitized, so we know how resources are currently being used. This should include all digitization going on (including preservation).
- There is a need to set the boundaries of what we are calling for, as there could be too many that come back.
  - A fair way could be a set ratio of series provided based on the volume of material at each location.
  - Goal for next meeting is to have the practical guidance document and spreadsheet developed to be approved by DGB prior to sending out.

* Future meeting dates:
April 15, May 20, June 17 (2015)

Digitization Governance Board – Meeting Number ??

April 15, 2015 – 10:30 a.m. – 12:00 p.m., Room 1902

In Attendance: Markus Most (VI, Chair), Denise Henderson (VI, Coordinator), Daniel Rooney (RD), Jeffrey Landou (NGC), Leslie Johnston (IX), Stephanie Greenhut (LE), Sam McClure (LP), Susan Cummings (A), Doris Hamburg (RX), Michael Moore (RE)

Introduction of Denise Henderson as Internal Digitization Coordinator

- Explanation of Denise's role as Internal Digitization Coordinator

Discussion about Updated Prioritization Framework

- Board members review by May 5th

Discussion about Draft Prioritization Guidance for R and L

- Draft guidance provided to DGB by May 8th prior to presentation at May meeting

Discussion about Digitization Prioritization Activities

- VI to create a Prioritization Spreadsheet for Digitization Projects for R and L
- Prioritization Spreadsheet from R and L units due by mid-August 2015
- Finalized Prioritization List by September 30, 2015
- Solicit public feedback about digitization priorities. Provide high level themes to the public
- Prioritization Team – R Access Coordinators, Sam McClure, Stephanie Greenhut
- Digitization prioritization efforts should also align with LE National Outreach Initiative

Discussion about Metrics

- Establish metrics for five digitization approaches by September 30, 2015

Partnership Activities

- Partnership Coordinator will begin drafting a decision matrix for charging digitization partners
- Presentation to DGB in July, post draft on ICN, finalized by September 30, 2015

* Future meeting dates: May 20 and June 17

Digitization Governance Board – Meeting Minutes

May 20, 2015 – 10:30 a.m. – 12:00 p.m., Room 1902

In Attendance: Markus Most (VI, Chair), Denise Henderson (VI, Coordinator), Daniel Rooney (RD), Stephanie Greenhut (LE), Sam McClure (LP), Susan Cummings (A), Doris Hamburg (RX), Onaona Guay (VI)

Overview of Draft Digitization Prioritization Spreadsheet and Guidance

- Edits suggested by Board members
- Once finalized, spreadsheet issued to R Access Coordinators and LP Liaison for distribution to custodial units – by May 29th
- Custodial units to enter priorities and return to VI by end of June
- List of prioritizations by the end of September

Discussion about Cost Matrix for Charging Digitization Partners

- Early stages of developing cost matrix for charging digitization partners
- Draft of when to charge issued by end of July; final version due by the end of September
- Draft of how much to charge issued by end of August; final version due by the end of October

Discussion about Short-Term Digitization Projects in Room 6050, West Research Room, and Innovation Hub

- VI and R are working closely to develop procedures for "short-term" digitization projects undertaken by public contributors to work in Room 6050 (A2) and the West Research Room (A1)
- Update on potential digitization activities in the Innovation Hub
- Discussion about issues regarding physical space and quality control / quality assurance

* Future meeting dates: June 17, July 15, August 19

Digitization Governance Board – Meeting Minutes

June 17, 2015 – 10:30 a.m. – 12:00 p.m., Room 3208

In Attendance: Markus Most (VI, Chair), Denise Henderson (VI, Coordinator), Daniel Rooney (RD), Leslie Johnston (I), Michael Moore (RE), Stephanie Greenhut (LE), Sam McClure (LP), Susan Cummings (A), Madeline Proctor (A), Doris Hamburg (RX), Onaona Guay (VI)

Introduction of Madeline Proctor (A), New DGB Member

- Madeline will succeed Susan Cummings as the Agency Services representative on the DGB

Digitization Priorities Spreadsheet Update

- Digitization priorities spreadsheet was issued to R Access Coordinators and L Liaison on June 2 for distribution to archival units
- Completed spreadsheets are due back by 6/30/2015
- A call will be put out to non-custodial unit staff and the public for suggestions – working with Social Media staff to facilitate public poll
- A final list of priorities will be completed by 9/30/2015

Discussion about Digital Preservation Framework

- Leslie Johnston gave a presentation about the digital preservation framework
- Advocated for the formation of a subgroup to examine and discuss major digital preservation issues

* Future meeting dates: July 15, August 19, September 16

Digitization Governance Board – Meeting Minutes

June 17, 2015 – 10:30 a.m. – 12:00 p.m., Room 3208

In Attendance: Markus Most (VI, Chair), Denise Henderson (VI, Coordinator), Leslie Johnston (I), Michael Moore (RE), Stephanie Greenhut (LE), Sam McClure (LP), Madeline Proctor (A),, Jeff Landau (NGC), Onaona Guay (VI)

Update on Digitization Priorities Solicitation

- 29 of 31 custodial units submitted priority lists
- Posted a priority suggestion form for NARA staff on the ICN
- Posted a NARAtions blog post and launched Crowd Hall online town hall to solicit public feedback about NARA digitization priorities
- VI will be working with Martha Murphy on digitization and privacy issues

Update on Digitization Metrics

- Internal discussions about establishing digitization metrics
- VI set up a meeting with Steve Beste week of 7/27 to discuss building metrics
- Draft of digitization metrics and estimate of the amount of digitization that can be accomplished by 2018 will be presented at the August DGB meeting

Presentation about the Partner Cost Matrix

- Onaona Guay presented on the draft partner cost matrix
- Discussion about establishing a baseline definition for "standard operations" since digitization is currently not a standard operations across NARA

* **Future meeting dates: August 19, September 16**

In Attendance: Markus Most (VI, Chair), Denise Henderson (VI, Coordinator), Michael Moore (RE), Doris Hamburg (RX), Stephanie Greenhut (LE), Sam McClure (LP), Jeff Landau (NGC), Onaona Guay (VI)

Update on Digitization Priorities Solicitation

- Denise Henderson and Markus Most met with Michael Moore and Sam McClure to go over draft of priorities based on solicitation of staff and public suggestions
- Denise Henderson met with Ann Cummings (RD) and Michael Moore re prioritizing microfilm digitization within the larger digitization prioritization. Also had follow-up meeting with Ann Cummings, Chris Naylor (RDP), and Katie Nowak (RDPT2) to discuss microfilm prioritization
- Final list will be posted in September along with communications via ICN and blog posts.

Presentation about Digitization Metrics and Projected Accomplishments for 2016-2018

- Denise Henderson presented on digitization metrics, building goal, and projected digitization accomplishments for 2016-2018
- Follow-on discussion – important to report image count along with cubic footage
- Presentation geared towards textual/photographs – we need to keep in mind A/V counts and conversion of digital files to cubic foot construct could be a difficult situation

Presentation about Partner Criteria for Digitizing Records of Mutual Interest

- Onaona Guay presented on the assessment criteria for digitization partner projects
- As pool of genie records declines, there are situations in which partners are interested in digitizing the same records or digitizing in same location but the location can only accommodate one camera
- Developing criteria will provide NARA a systematic way to make a decision
- Any type of scoring should be defined and structured
- We should keep in mind – is there a point in which working with a partner is not worth NARA's while?
-

- Discussion about establishing a baseline definition for "standard operations" since digitization is currently not a standard operations across NARA

Discussion about Digitization Summit Proposal

- Staff brought up the idea of a digitization summit on an ICN discussion thread/poll
- A summit that focused on a finite topic could be beneficial and have a positive impact
- A working group made up of front-line staff would probably be beneficial and productive
- VI to form working groups

Future meeting dates: September 15

Digitization Governance Board – Meeting Minutes

September 15, 2015 – 10:30 a.m. – 12:00 p.m., Room 1902

In Attendance: Denise Henderson (VI, Coordinator), Dan Rooney (RD), Michael Moore (RE), Stephanie Greenhut (LE), Sam McClure (LP)

Update on Digitization Priorities

- Denise Henderson and Markus Most met with Michael Moore and Sam McClure to go over draft of priorities based on solicitation of staff and public suggestions
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Future meeting dates: October 21

Digitization Governance Board – Meeting Minutes

October 28, 2015 – MEETING CANCELED

Digitization Governance Board – Meeting Minutes

November 18, 2015 – 10:30 a.m. – 12:00 p.m., Room 1902

In Attendance: Markus Most (Chair, VI), Denise Henderson (VI, Coordinator), Doris Hamburg (RX), Madeline Proctor (ANDC), Jeff Landau (NGC), Stephanie Greenhut (LE), Onaona Guay (VI), Laura McCarthy (SP)

Briefing Regarding Plans for Developing Digitization Lab Space

- Markus Most provided a briefing about the possibility of developing a sizable space at Archives 2 committed to digitization.

Review of Draft of Revised Digitization Policy

- Denise Henderson and Markus Most provided a review and asked for feedback about the draft revision of the digitization policy (revision of current NARA 816).
- Denise Henderson has been working with Laura McCarthy (SP) who provided the initial framework for the policy document.
- At this point, the draft policy is a digitization for access policy.
- This document remains a working draft that needs to be updated with stakeholder feedback.
- Draft will be posted on the ICN for comments the first week of December.
- Discussion about necessary clarifications and the importance of making it clear who is responsible for what (e.g., who has responsibility for risk management).
- A handbook will also be developed that will go along with the policy.
- Doris Hamburg recommended that that the policy also address quality issue and include minimum standards/requirements for what is acceptable for access.
- Markus Most would like January DGB to focus on standards.
- Denise Henderson stated that Michael Horsley (VEO) compiled and posted digital file specifications for the online catalog last year but explained that this reflected informal, internal guidance and was not agency policy at this point. [Sent to DGB members after meeting: http://www.nara-at-work.gov/das/digital-file-specifications.html].
- December meeting is canceled. DGB will reconvene in January.

Future meeting dates: January 20

Digitization Governance Board – Meeting Minutes

January 20, 2016 – 10:30 a.m. – 12:00 p.m., Room 1902

In Attendance: Markus Most (Chair, VI), Denise Henderson (VI, Coordinator), Doris Hamburg (RX), Madeline Proctor (ANDC), Jeff Landau (NGC), Stephanie Greenhut (LE), Leslie Johnston (IX)

Update Regarding Development of Metrics

- Markus Most and Denise Henderson provided an update on the development of two Met Specs in order to count digitization (production) and the volume of holdings digitized and made available online (publication).
- Publication metrics based on image counts is difficult to pin down because of the types of digital objects in the catalog (e.g., a jpeg equals a single image while a pdf can contain multiple images; there is duplication in many cases;

Review of Draft of Revised Digitization Policy

- Denise Henderson and Markus Most provided a review and asked for feedback about the draft revision of the digitization policy (revision of current NARA 816).
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- December meeting is canceled. DGB will reconvene in January.

Future meeting dates: February 17, March 16, April 20

Digitization Governance Board – Meeting Minutes

March 16, 2016 – 11:00 a.m. – 12:00 p.m., Room 3204

In Attendance: Markus Most (Chair, VI), Denise Henderson (VI, Coordinator), Doris Hamburg (RX), Madeline Proctor (ANDC), Jeff Landau (NGC), Stephanie Greenhut (LE), Leslie Johnston (IX), Dan Rooney (RDSM)

Background Regarding Preservation Governance Board (PGB)

- Doris Hamburg provided an overview of the new Preservation Governance Board. The Board will discuss agency-wide preservation strategy, policy, and metrics. It will be made up of representatives throughout NARA.

Update Regarding Clinton and Seattle Pilots

- Markus Most provided an update on the Clinton and Seattle/Anchorage digitization pilot projects. The Clinton model used autofeed scanners to digitize over 1 million pages of textual records. The Seattle model used traditional scanners to digitize Alaska records.
- Potential exists to develop these models for use throughout archival units.
- Madeline Proctor asked about the use of autofeed scanners because it seems that there has always been a blanket prohibition of use of autofeed scanners. Doris Hamburg clarified and explained that it is dependent on the records and is based on type, condition, and age of the records and that that the appropriate equipment should be used for appropriate records. This can be ascertained by conservation assessments of the records.
- Discussion around long-term storage, costs, maintenance of equipment, training, quality assurance.
- Staff at both the Clinton Library and Seattle facilities developed SOPs that can guide training.
- Stephanie Greenhut suggested that when training program is developed a community-building approach be fostered so that staff carrying out these projects can support and learn from each other.
- Dan Rooney discussed the new Archives Technician Development Training Program that Research Services recently developed, including the standardized position descriptions that were developed for the archives technician job series in Research Services.

Update Regarding Digitization Standards / Products and Services Webpage

- Dan Rooney and Doris Hamburg provided an update regarding Products and Services webpage (tasked to Dan and Doris during February's meeting).
- Consensus is that people use the Products and Services webpage although it does need to be updated. It should reflect both preservation and access guidance

- Suggested a working group with representation across NARA to update and maintain the webpage.
- Doris proposed that this be a joint project between DGB and PGB.

Future meeting dates: April 20, May 18, June 15