



NORTH CAROLINA  
DEPARTMENT OF  
CULTURAL  
RESOURCES  
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# Supporting Digitization within State Agencies

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# North Carolina State Archives

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- **Mission is to identify, collect, and preserve permanently valuable government documents in any format**
  - **Government Records Branch**
    - Identifies
    - Records Retention and Disposition
    - Collects
    - Processes
  - **Collections Management Branch**
    - Imaging Unit
      - Microfilms
      - Converts digital to microfilm
      - Stores security copies of microfilm
    - Conservation Unit
      - Repairs
      - Encapsulates

# North Carolina State Archives

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- **Information Technology Branch**
  - **Works with Government Records to**
    - Identify permanently valuable digital records
    - Develop workflows and strategies for collection, accessioning and retaining digital records
    - Draft policies for all aspects of digital records
  - **Responsible for creation of digital surrogates**
    - Special exhibits
    - Collections being “loved to death”
    - Patron orders
    - Mass digitization projects

# State Library of North Carolina

- Library Services to State Government

- Traditional

- Reference
- Cataloging
- Documents

- Digital

- Born Digital
- Digitized

- Government Documents Branch

- N.C. State Publications Clearinghouse

- Digital Information Management Program (DIMP)



# Information Gathering

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- State Agency Survey (2003)
  - State Agency Survey Results (2008)
  - Depository Library Survey (2005)
- Overall Findings:
    - More outreach, education & training required
    - Serve as a liaison between agencies & libraries
    - Digital is the preferred format of state government information (by both agencies and libraries)

# Services from State Archives

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- <http://www.ah.dcr.state.nc.us/records/imaging.htm>
- **Guidelines for identifying which records should have microfilm surrogates regardless of original format**
  - “Public Records Requiring Human-Readable Preservation Duplicates”
- **Conversion of digital records to microfilm service**
  - Technical limitations
  - Recommendations for suitable records
  - Requirements for submission



# Training

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## State Library

- *Managing the Digital Information Life Cycle: A Hands-On Workshop for State Agencies (Fall 2008)*



## State Archives

- *Scanning Public Records: Laying the Groundwork*
- *Scanning and Microfilming*
- *Microfilming as a Preservation Tool: Digital Imaging and Microfilm*
- *3 electronic records workshops*



# Standards

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- **Metadata**

- [NC ECHO Dublin Core Metadata Standards](#)
  - [Online Tool](#)
- [NC ECHO PMDO Metadata Standards](#)
  - [Metadata Database](#)
- [EAD](#)
  - [Online Tool](#)

- **Digitization**

- [NC ECHO Digitization Guidelines](#)

- **Preservation**

- [The Conversion of Electronic Records to Microfilm](#)
- [Preparing Records for Imaging \(microfilm or digitization\)](#)
- [Recommended Digital File Formats](#)
- [Best Practices for Digital Preservation](#)



- Standards
  - [Digital Imaging Systems Guidelines](#)

- ENCompass
  - Overview
  - [Demo](#)

- CONTENTdm
  - Overview
  - [Demo](#)

<input type="checkbox"/> 125. 	Superior court FY05 study : statewide private attorney fee application average hours and frequency distributions per case by charge type	Lawyers--Fees--North Carolina.
<input type="checkbox"/> 126. 	Sworn sheriffs' personnel	Sheriffs--Recruiting--North Carolina.; Sheriffs--North Carolina--Personnel management.; Employee retention--North Carolina.
<input type="checkbox"/> 127. 	Telecommunications c	Colonial Records Group: Land Papers - Wills [View Documents]; 1665-1746
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<input type="checkbox"/> 130. 	Tobacco use among p predictors of smoking results from the North Assessment Monitorin	<input type="checkbox"/> Copies of Deeds, Wills, and Bills of Sale pertaining to the Island of Roanoke
<input type="checkbox"/> 131. 	Tool kit	<input type="checkbox"/> Cornelius Tully's Will
		<input type="checkbox"/> Deeds and Bills of Sale
		<input type="checkbox"/> Headrights
		<input type="checkbox"/> Inventory and receipts of Brompton, Gabriel Johnston's Plantation
		<input type="checkbox"/> John Simons' Will
		<input type="checkbox"/> Land Grants, Entrys, Patents and Petitions for same
		<input type="checkbox"/> Land Papers, Petitions, Proving Title and Misc.
		<input type="checkbox"/> Lease of Land
		<input type="checkbox"/> Lists of Acreage
		<input type="checkbox"/> Mathew Rowan vs Henry McCulloh
		<input type="checkbox"/> Robert West's Will
		<input type="checkbox"/> Suit over Land Rights: Peyton vs Campain
		<input type="checkbox"/> Thomas Harris' Will
		<input type="checkbox"/> Thomas Hassold's Will

# Partnerships

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- **Internal**
  - ArcLib since 2004
  - Digitization Discussion Group
  - Digitization Projects
- **External**
  - State Data Center
    - Digitization
  - Dept. of Commerce (Policy, Research, and Strategic Planning Division)
    - Digital File Management
    - Digitization
  - Center for Geographic Information and Analysis
  - Centralized IT departments

# Discussion Points

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## How are you supporting state agencies in digitizing their materials?

- Training, Education, Outreach
  - Standards, Best Practices
  - Liaising/Advice
  - Providing Resources (funding, staffing, systems, etc.)
- Examples encouraged!!



# Discussion Points

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**What challenges/opportunities do you foresee with State Archives, State Libraries, and/or State Data Centers supporting digitization within government agencies?**



# Discussion Points

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**How does the state's IT fit in?**

# Discussion Points

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Closing thoughts? Questions? Comments?

