

A Workflow for Accessioning Non-permanent College Archives Records

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The Role of Smith College Archives

- Responsible for overseeing the disposition of college records according to the Records Management Policy (RMP)
- Retains permanent records
- Provides temporary storage for inactive, non-permanent records
- Does **not** have authority to dispose of records according to the RMP without permission of the originating office
- Fundamental problem with accessioning practice: treating permanent and non-permanent records identically

Timeline

- Summer 2017: Special Collections moves to temporary quarters during library renovation
- Summer 2018: Access to Collections (A2C) Project begins
- Fall 2018: Roughly 500 linear feet of non-permanent records destroyed
- Winter 2018-2019: Collection number system introduced in College Archives
- August 2019: Accessioning Archivist retires
- December 2019: College Archives Collection Control Project begins
- July 2020: Althea hired as new Accessioning Archivist

Unique Challenges to Accessioning College Records

- Document **record type** according to the Smith College Records Management Policy
- Document **retention rule** according to the Smith College Records Management Policy
- Document **unique access policies** dependant on the **record type**
- **Physically and intellectually separate** permanent records from non-permanent records
- Document **scheduled destruction date** for non permanent records
- Maintain **container control**, flexible to future destruction
- Add **file level description in finding aid** (for both permanent and non-permanent records), flexible to future edits after destruction

Internal Needs

Responsible Stewardship

- Maintain physical control
- Destroy records in a timely manner
- Provide file level discovery for archives staff and transferring offices

Consistent Metadata

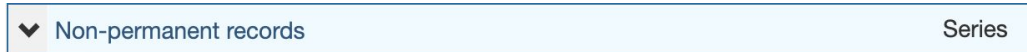
- Run reports and SQL queries
- Easily locate destruction dates
- Easily update finding aids

Workflow: Accession Record Metadata

ArchivesSpace Field	Description
Retention Rule	General record type (according to the College RMP)
Retention Rule	Retention period (according to the College RMP)
Access Restrictions Note	Restrictions (according to SC CAAR)

Workflow: Resource Record Metadata

- Include one “Non-permanent records” series (archival object record) with a CUI of “Non-permanent records”



- Nest non-permanent records description under “Non-permanent” series.
 - Accessions should be nested as sub-series with file level description and
 - A CUI with the Accession number
 - An Appraisal note with added label “**Scheduled Destruction Date**”
 - *As directed in the Smith College Records Management Policy (2018), College Archives will retain [general record type] from [transferring office] for [retention period]. These records should be destroyed after [date].*

Workflow: Container Control

Objectives

1. Clearly distinguish permanent and non-permanent records when using the ArchivesSpace “Manage Top Containers” view
2. Avoid need to renumber the more than 800 boxes of non-permanent records from prior accessions
3. Create top containers in bulk for prior accessions ([link to Python script](#))

[Demo](#)

Discussion

- Smith College Special Collections wiki documentation:
<https://github.com/smith-special-collections/sc-documentation/wiki/Workflow-for-Accessioning-Non-permanent-CA-Records>
- How are other institutions managing college and university records with special needs in ArchivesSpace?
- Are there features that could be added to ArchivesSpace to help promote records management processes?

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