CORPORATE RECORDS & ARCHIVES
Digital Archives Vault (DAV)

The Digital Archives Vault (DAV) is Carleton University's official repository for permanent electronic records that need to be preserved by Carleton University Corporate Records and Archives (CUCRA). It is comprised of a suite of three primary applications maintained by the Ontario Council of University Libraries.

These applications consist of:

1. An archival description and preservation piece (Archivematica),
2. A secure network of repositories (Ontario Library Research Cloud),
3. A catalogue of all archived items and their descriptive information (AtoM database).

This interconnected system ensures that any digital records stored within it are not altered in any way, or subjected to digital degradation (yes, digital items can degrade/deteriorate). It also links any descriptive information to the items for searching purposes (again, without altering them) and can provide accessible copies in more common/modern formats.

What goes into DAV?

- The DAV was set up for the preservation of digital records that are to be retained **permanently** by CUCRA in accordance with Carleton University's Retention Schedule (CURS). Also, any digital items not covered in the CURS that contain historical value (as determined by CUCRA) will also be kept here.
- The CURS highlights **permanent records** in the "Final Disposition" fields for record types, indicated with a "P" (for *Permanent*). Once the record has surpassed its active and inactive periods (as outlined in the CURS) it can then be sent to CUCRA for archiving.
- You'll see in the CURS that some record types have "AR" in their final disposition field (for ***Archival Review Required***), which means that some of these items might warrant archiving, pending a review by CUCRA. If you are in position of any records with this disposition assignment, reach out to CUCRA at Corporate.Archives@Cunet.Carleton.ca to determine if they should be sent to the DAV.
- If your department is in possession of digital items that are not covered in the CURS and you believe that they are unique and/or might be **records of historical value**, reach out to CUCRA for a quick and painless assessment.
- Network drives, Outlook, MS Teams, and OneDrive are not permanent digital archival preservation repositories. For electronic records to be preserved and kept accessible permanently, they must be appraised and treated within DAV. DAV is the equivalent of sending hard copy records to CUCRA for preservation using acid-free, temperature and humidity controlled archival treatment.

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What does <u>not</u> go into DAV?

- If a CURS record type does not have "P" or "AR" in its final disposition field, it is unlikely that it warrants permanent storage in the DAV. If your office is in possession of records that you believe are an exception to these retention rules, please reach out to CUCRA.
- Records that are still being regularly used or accessed should not be sent for archiving. Each CURS record type outlines active and inactive retention periods, which is when these items should remain in the possession of the office of primary responsibility.
- CUCRA reserves the right to weed out any records sent for permanent storage that may be deemed redundant or lacking in archival value.

Submitting records for transfer and archiving

Before submitting any items for archiving in the DAV, please contact CUCRA for guidance on the process of submitting digital records. These meetings generally cover:

- Assessing archival value, including weeding out any duplicate items, transitory records, etc.
- Populating an accompanying spreadsheet with descriptive information (this can include people, places, events, dates, etc.)

If the records that are being sent to DAV are regularly produced within your department, these transfers will ideally be performed on an annual basis, so these initial meetings provide a great foundation for an ongoing relationship with CUCRA.

Retrieval of archived records

If your department requires copies of any records that have been archived in the DAV, submit a request to Corporate.Archives@Cunet.Carleton.ca with a clear description of the items that need to be retrieved. CUCRA will typically send a response within 24 hours (weekdays only). If your request is an urgent one, please indicate this and we will do our best to accommodate.

Archival records that contain confidential or personal information can only be requested by the department from which they originated or other authorized personnel.

Cost

There are no associated costs with archiving materials in the DAV, nor is there one for retrieval of items. The only possible expenses for digital archiving would be if the items being processed are contained in a legacy format that CUCRA does not have the means to access. In this case, either an outside service would be commissioned, or the required hardware/software would be acquired, and in either instance, the responsible department would be contacted prior to any expenditures.

Contact

Carleton University Corporate Records and Archives
corporate.archives@carleton.ca
613 520 2600 ext. 5097

carleton.ca/records

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