

COMPLETE DOCUMENT DIGITIZATION PROCESS

To provide an estimate based on actual work, as requested on December 6, 2014 by representatives of the Stevens Foundation, one box of documents was processed **at the folder level**. Then all materials were scanned to determine number of pages in a box and the length of time needed to scan them. A test of the process for identifying potential materials for Stevens family review was carried out. It was determined that a reasonable estimated rate of digitization by staff would be two boxes per week, comprising 2,200 pages, for a total of 100 boxes per year. For one archivist and one assistant archivist, it would take approximately 40 years to completely digitize the Stevens Collection. This is a long time, but the volume of material is tremendous. If two people are processing 2,200 pages per week, that means that processing each page, with all of the steps specified in the definition of **item level processing** plus the actual scanning of the documents, takes just 2.2 minutes on average.

Digitization Process for DOCUMENTS and PHOTOGRAPHS

SCANNING OF DOCUMENTS

Box selected.

Folder level processing completed.

Folders scanned in order.

A folder on a secure server is created using the corresponding file name given to the folder during processing.

All documents in the physical folder are duplicated in corresponding digital folder.

A Word document with the Review notes for flagged handwritten notes and sensitive information will be included in the box's digital server folder. (Process for external review TBD)

Quality control (readability, scan quality, etc.) is done at time of scanning.

Note is made in database and on the outside of the box indicating digitization complete.

SCANNING OF PHOTOGRAPHS

Box selected.

File names are assigned as scanning is done.

Folders scanned in order.

A folder on a secure server is created using the corresponding file name given to the folder during processing.

All photographs in the physical folder are duplicated in corresponding digital folder.