Consolidated College Digital Archives

Issue: "Balkanization" of core college digital records:

- Governing Board: http://www.boarddocs.com/ca/cabrillo/Board.nsf/Public
- Faculty Senate: http://cabrillo.edu/associations/facultysenate/minutes.html
- Sabbatical Reports: https://sites.google.com/a/cabrillo.edu/sabbatical-leave...
- CPC: http://www.cabrillo.edu/services/president/Governance/CPC/documents/...

This is not a good long-term practice, for ensuring the retention and ongoing access to primary campus digital records: no guarantee that commercial products being used will last, no easy or consistent access to information for staff needing to research, no assurance that the body in question will continue to keep all their digital records. College history at risk...

In the old paper-based world:

- Library designated as central archive repository for primary campus records, e.g. Board agendas/minutes, Faculty Senate minutes, sabbatical proposals & reports, etc.
- Library responsible for ensuring items were contributed to archive, pursuing as needed.
- Library responsible for addressing storage and preservation issues

We need a centralized digital archive for primary college shared governance records. The Library would be the right department to oversee the organization and management of such a collection, just as we were tasked with maintaining the campus paper-based archives.

Actions needed:

- Confirm that the college (IE? CPC?) agrees that this is important and desirable
- Create small task force to investigate implementation: Library, IT, IE, others?
- Determine scope of collection – which committees?
- One central location only, or in addition to records placed in current digital locations?
- Get buy-in from impacted committees on their participation, identifying technical/other issues
- Secure funding, as needed
- Draft process for committees to feed documents into archive
- Roll out to impacted committees, and campus
- Hand off to library, for ongoing management of collection; status report in one year (to IE Committee?)

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