

# KentuckyHistoricalSociety

Kentucky Oral History Commission  
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## Kentucky Oral History Commission Archival Accreditation Application FY2014

The KOHC is an agency of the Kentucky Historical Society which promotes, coordinates, and assists in the development of oral history documentation across the state as well as implement programs which result in the accumulation of recordings and other supporting data which preserve the history of Kentucky as observed by its people.

In order for KOHC to ensure these state-supported projects remain accessible by the people for whom they were created, the KOHC has implemented a series of standards for archives wishing to be a permanent repository for oral history collections sponsored by the KOHC through grant awarded funds and resources.

This Oral History Archival Accreditation process allows the KOHC to be responsible stewards of the state resources for oral history documentation, as well as to maintain support for repositories throughout the state of Kentucky which continue to grow and manage their oral history collections in a responsible manner.

<b>Institution:</b>	
<b>Head of Archive/Library:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Est. Size of Oral History Collection:</b>	
<b>Additional Information:</b>	

### Signature:

<b>Archives/Library Director:</b>	
<b>Date:</b>	

Qualifying institutions must be able to address the following archival standards. Please indicate your current status for these requirements:

Requirement:	Yes	No	N/A
1. Ability to care for the data of a minimum digital preservation audio file of 44,100 khz and 16 bit, whether born digital or digitally migrated from analog			
2. Does your institution has a digital preservation strategy (or digital preservation procedures within a collections management policy)			
3. Do you have archival staff assigned and trained for oral history collection management (including managing the data for digital audio/video)			
4. Public access to the oral history collection, defined as either dedicated physical space to access interviews in person, clearly articulated reference policy which includes requesting access to oral history collections, or maintained online access of interviews (or a combination) as well as maintain online catalogue of oral history collections available to the public.			
5. Does your preservation workflow involve verification of data integrity or "fixity?" (check sums, etc....)			
6. Are your oral history collections utilized and maintained on a regularly maintained, redundant and secure server?			
5. Video oral history care optional – clear statement on what type, if any, digital video oral history is accepted and managed by archive. (ie: Standard Definition vs. Hi Definition video – if you do not wish to be accredited for video OH collections through KOHC granting programs, please indicate N/A			

**Please address the following issues below in a separate document.** (for examples of digital preservation best practices and standards, see the referred resources list at the bottom of this document.)

- 1) Describe your institution’s digital preservation strategy – focus on audio and/or video files (may attach supplemental files)
  - a. Include analog to digital file conversion standards as well as born (originally formatted) digital file standards
  - b. Standards and care for digital video (if applicable)
  - c. Long-term collections care plan for collection care and standard maintenance (is there a process for assessing digital content and potential need for data migration, etc... )
  - d. Include collections management system information (what system do you use ie: pastperfect, archivists toolkit, etc....)
  - e. describe the extent of digital materials currently in your collection.
  
- 2) Describe staffing situation and the relationship to the oral history collection.
  - a. is there a staff member with primary responsibility for oral history collection care
  - b. what percentage of this duty is dedicated to this responsibility
  
- 3) Describe the continued care for oral history collections
  - a. include information on fixity checks system and scheduled evaluation of digital file integrity
  - b. describe digital preservation file storage. If stored on a remote server, who manages this system, where it is located and how is it backed up and with what scheduled frequency.

- c. discuss the process for recovering lost digital data once discovered.
- d. how many copies are being made of the original audio or video file and where are those copies being stored? (this could be answered in the redundancy of your storage system, whether locally or cloud based. Minimum: 2 locations, Best Practices: 6 locations.)

4) Describe access for your oral history collections, including physical space to access oral history collections, and archival reference policies, including virtual or long distance access to collections and/or online accessibility to collections.

For technical assistance or project-related questions, applicants are encouraged to contact the program coordinator at the Kentucky Oral History Commission: Sarah Milligan at [sarah.milligan@ky.gov](mailto:sarah.milligan@ky.gov) or 502-564-1792 ext 4434

### **Resources:**

#### Digital Preservation in OH overview:

- The Digital Mortgage (OHDA) <http://ohda.matrix.msu.edu/2012/06/the-digital-mortgage/>

#### Digital Preservation Management Tutorial:

- [http://dpworkshop.org/dpm-eng/eng\\_index.html](http://dpworkshop.org/dpm-eng/eng_index.html)

#### Examples of digital preservation policies and guidelines:

- National Archives: what is a digital preservation policy?  
<http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>
- North Carolina Dept. of Cultural Resources <http://digitalpreservation.ncdcr.gov/policies.html>
- Inter-university Consortium for Political and Social Research  
<http://www.icpsr.umich.edu/icpsrweb/content/datamanagement/preservation/policies/dpp-framework.html>
- Columbia University Libraries <http://library.columbia.edu/services/preservation/dlpolicy.html>
- Purdue University Research Repository <https://purr.purdue.edu/legal/digitalpreservation>
- MetaArchive Coop Digital Preservation Policy Template  
[http://metaarchive.org/public/resources/pres\\_comm/policy\\_planning/Digital\\_Preservation\\_Policy\\_Template.pdf](http://metaarchive.org/public/resources/pres_comm/policy_planning/Digital_Preservation_Policy_Template.pdf)

#### Integrity Check:

- Oral History in the Digital Age (OHDA) tutorial for integrity checks  
<http://ohda.matrix.msu.edu/2012/06/resource-tutorial-on-checksum-for-digital-preservation-of-oral-history/>
- Example of a checksum tool – Fixity <http://www.avpreserve.com/avpsresources/tools/>
- Minnesota Historical Society checksum review  
[http://www.mnhs.org/preserve/records/legislativerecords/carol/docs\\_pdfs/ChecksumWhitePaper.pdf](http://www.mnhs.org/preserve/records/legislativerecords/carol/docs_pdfs/ChecksumWhitePaper.pdf)
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#### Digital Video Preservation and Oral History:

- OHDA article addressing issues of oral history and digital video preservation  
<https://purr.purdue.edu/legal/digitalpreservation>
- Practical guide for digital video preservation. <http://blogs.loc.gov/digitalpreservation/2013/08/a-new-guide-for-archiving-digital-video/>

#### Digital Preservation Storage:

- LOCKSS <http://www.lockss.org/about/how-it-works/>
- UofK Case Study: <http://ohda.matrix.msu.edu/2012/06/is-perfect-the-enemy-of-good-enough/>