

# **The Archive of Modern American Warfare Collection Development and Preservation Policy**

## **PURPOSE OF THE POLICY**

The purpose of this policy is to provide guidelines for which materials will be acquired, collected, and preserved by the Archive of Modern American Warfare (AMAW). It will also serve as a blueprint for the future direction of collection acquisition and preservation, in a manner which is consistent with the mission of the repository. This policy will allow present and future archivists to consistently select records based upon stated criteria and to provide access to a substantial array of historical resources while avoiding unnecessary duplication.

## **POLICY REVIEW**

This policy is an expression of the current needs of the AMAW. This policy may be revised and updated periodically in order to reflect technological, infrastructural, and operational developments in the AMAW's digital preservation program. In this way, the AMAW will be able to continue to meet the needs of its designated user community.

## **GENERAL PURPOSE OF THE COLLECTION**

With a strong focus on the experiences of men and women involved in America's various military conflicts, interventions, and wars occurring since 1975, the AMAW strives to develop collections which will attract a variety of researchers. As such, it will follow the Vietnam Center and Archive's precedent of giving equal attention to all points of view on all relevant issues. The AMAW also seeks to collect materials chronicling the experiences of individuals on the various home fronts of countries involved in these conflicts; information pertaining to the global war against terrorism; information detailing international relations and reconciliation; and information regarding related American governmental policies, operations, and officials. As the AMAW is forming during the onset of the use of digital media, a special emphasis and consideration will be placed upon the collection and preservation of digital records to assist in the thorough capturing and documentation of the experiences of those involved in these conflicts.

## **GUIDING VALUES AND COMMITMENTS**

1. The AMAW strives to follow Open Archival Information System (OAIS) standards.
2. The AMAW uses hardware, software, and storage media that comply with industry-standard best practices and procedures.
3. The AMAW utilizes and adheres to the standards set forth by the archival community concerning the appraisal, arrangement, description, preservation, and access of all materials in its repository.

4. The AMAW clearly documents its policies, procedures, and practices.
5. The AMAW strives to maintain accurate records concerning the authenticity, provenance, chain of custody, and integrity of all records it collects.
6. The AMAW complies with ownership, copyright, and intellectual property rights as they affect content in its repository.
7. The AMAW is committed to preserving the bits of the digital files in its custody, as well as access to selected formats that have been deemed supportable (see Format of Digital Records). The exact level of preservation services that the AMAW provides for a particular record set depends on the technical quality and completeness of the data as it is received. The AMAW reserves the right to augment such data for preservation purposes.
8. The AMAW is committed to serving its designated user community. This includes academic researchers, military historians, documentary filmmakers, secondary school and college students, veterans and their families, veterans' organizations, and the general public.

## **ROLES AND RESPONSIBILITIES**

There are several individuals responsible for the digital content in the custody of the AMAW throughout the content's lifecycle. Main roles and responsibilities are divided between AMAW management, AMAW staff, and donors.

### **AMAW management**

- Provide adequate managerial and financial commitment for the preservation of digital and physical holdings in the custody of the AMAW

### **AMAW staff**

- Carry out all digital preservation processes according to the formal agreement between the donor and the AMAW, as well as AMAW policies and procedures
- Validate each package of digital objects and related metadata that is submitted
- Perform periodic fixity checks to ensure the usability of digital objects over time
- Maintain current documentation of all digital preservation actions performed
- Provide digital preservation treatments that are as lossless as possible given AMAW resources and current knowledge

### **Donors**

- Ensure all proper permissions associated with the deposited content are fully established for the AMAW, including those regarding the content's subsequent preservation treatment (e.g. copying, migration)
- Submit appropriate descriptive, structural, technical, and preservation metadata as required by AMAW policies and procedures

- Sign and maintain a formal agreement with the AMAW specifying current materials being deposited and any reasonable restrictions attached to such material, as well as certifying acceptance of AMAW policies and procedures. The materials will not be accepted into the permanent collection until after this paperwork has been completed.

## **SCOPE OF COVERAGE**

The AMAW collects all materials of enduring cultural, historical, informational, and/or evidentiary value that relate to the various American military involvements and experiences since 1975. Some events that represent major concentrations include Operations Desert Shield, Desert Storm, and Iraqi Freedom; the September 11 terrorist attacks and the Global War on Terror; Operation Enduring Freedom; Operations Provide Relief, Restore Hope, Continued Hope and United Shield; and Operations Determined Effort, Joint Endeavor, Joint Guard and Joint Forge.

The AMAW collects materials primarily in English; however, materials in other languages such as Arabic, Spanish, French, and selected Eastern European and African languages will also be collected. Other languages may be collected on a selective basis for their inherent research or historical value.

The AMAW will not collect any materials pertaining to conflicts or events prior to 1975 unless the subject of said material had a profound effect on the development of conflicts within the collection scope. For example, the AMAW will collect material on Middle East conflicts prior to 1975, as many of these had a direct effect on the development of later conflicts in the region.

## **TYPES OF MATERIALS**

**Collected:** The AMAW collects and houses monographs, periodicals, maps and atlases, government publications, serials, audio and video recordings, oral histories, proceedings, rare books, personal papers and correspondence, photographs, artifacts, dissertations and theses, diaries, and artistic expressions pertaining to American military involvements after the year 1975. A special focus will be placed upon the collection of digital records such as digital photographs, digital video files, digital audio files, digital documents, blogs and other personal websites, SMS text messages, and emails.

**Not collected:** In general, the AMAW does not collect short, poor quality videos (such as Vine videos or other smartphone app videos), small-sized or altered photographs that use filters or other editing features (such as Instagram photos or other smartphone app photos), and records that have been altered by someone other than their original creator. The AMAW also does not collect copies of mass produced materials such as commemorative items (e.g. shirts, hats, mugs) or calendars. Exceptions will be made on a case-by-case basis depending on the research value of the material. The AMAW aims to collect original, unaltered records or the most authentic copy possible.

## **TRANSFERRING DIGITAL RECORDS**

The AMAW will accept, but not limit itself to, the following storage media/formats for the delivery of digital records:

- DVD/CD
- External hard drive
- Hard drive
- Laptop/personal computer
- Flash drive/memory stick
- SD card
- Floppy disks (standard use 3.5 inch and 5.25 inch only; the AMAW will not commit to preserving material stored on the reverse side of floppy disks)
- Shared webspace
- Aid4Mail, Mailstore Home, Offline IMAP, and ePADD for email
- Heritrix archival web crawler for websites

Upon the successful completion of transferring the digital records to storage, the physical storage media will be destroyed in a secure manner.

Digital materials will be transferred to AMAW custody under the terms of an authorized deed of gift. The deed of gift will serve as the basis for the generation of archival management information and will list conditions and commitments pertinent to the deposit that it covers. The AMAW will permanently maintain the deed of gift, will link it to records received under its authority, and will provide a copy to the donor.

## **METADATA FOR DIGITAL RECORDS**

Ideally, the minimum amount of metadata desired for each digital record is the following:

- MAC dates (modified, accessed, created)
- Creator
- Description
- Format (including File type and File size)

While AMAW staff can collect technical and structural metadata for digital records using available software, descriptive metadata is largely the responsibility of the donor (see AMAW FAQ for details).

For emails, the following documentation is required:

- Recipient
- Sender
- Subject
- Date sent
- Time sent
- Text

## **CONSERVATION ASSESSMENT**

Materials transferred to the AMAW will be examined for any conservation issues (e.g. data corruption, bit rot, viruses). All incoming digital files will be scanned for viruses on point of transfer to the archive using ClamAV in Bitcurator. Validation tools such as DROID or JHOVE will be used to verify the authenticity of the records upon transfer to the archive. Validation through the use of checksums will also be performed upon transfer, as well as on a weekly basis using Fixity as part of ongoing collection maintenance.

## **FORMAT OF DIGITAL MATERIALS**

The AMAW will collect materials in all formats that are widely adopted and therefore most likely to continue to be readable and accessible into the foreseeable future. If the information contained in digital records is irretrievable, then the AMAW will not accept them into the collection and they may be discarded. The AMAW will maintain a list of accepted formats and will only commit to preserving digital material created in an accepted format. The AMAW will monitor developments affecting format sustainability and will make necessary adjustments to its list of accepted formats on an ongoing basis.

## **MIGRATION**

The AMAW may migrate a file's original format to an alternative format if the original format is not widely adopted, if it is proprietary, or if it is in some way at risk of becoming obsolete. In the case of records migrated to another format for preservation and access purposes, the AMAW will maintain a copy of all records in their original formats. The AMAW will maintain documentation concerning migration actions. The AMAW will monitor developments affecting migration best practices and will make necessary adjustments to its migration policy on an ongoing basis.

## **MANAGEMENT OF DIGITAL MATERIALS**

The AMAW will manage digital records so that all materials in its repository are identifiable, viable, renderable, understandable, and authentic. All digital records that are received by the AMAW will include an information packet comprised of:

- The Digital Content Object that is the focus of preservation, along with information necessary to render and understand the object.
- Preservation Description Information, which supports preservation and access to the object. This includes:
  - Reference Information, which uniquely identifies the records and associates them with other resources
  - Descriptive Information, which describes the intellectual content of the records at the aggregate level

- Provenance Information, which describes the context under which the records were created and used, as well as their subsequent chain of custody
- Structural Information, which describes the organization of individual files within the record set
- Fixity Information, which includes information necessary to verify the integrity and authenticity of records (such as checksums)

The Digital Content Object and the Preservation Description Information will remain bound together into a single logical unit.

The AMAW will fully document any preservation actions taken to extend the period in which digital records can be used. For each preservation action undertaken, AMAW staff will record pertinent information in the Preservation Description Information that is part of the information packet for the object. AMAW staff will perform periodic audits of the preservation system and the integrity and completeness of objects and preservation description information for each record set.

## **ACCESS TO THE COLLECTION**

The AMAW collection will be accessed via an online portal. Exceptions include those materials for which the AMAW does not possess copyright or whose copyright status is unknown. These materials will be restricted to onsite access only via AMAW approved computers. Fragile materials will be available for reading room access only with special permission from the archivist. The AMAW cannot guarantee the availability of hardware or software to view files that are not included in the list of supported formats. Those who wish to view such records may be required to find their own hardware and/or software. The AMAW cannot guarantee the permanent accessibility of in-house access tools and therefore reserves the right to remove file formats from the list of supported formats. If a file is removed from the list of supported formats, attempts will be made to migrate such files to new formats for preservation and access. The AMAW cannot guarantee the success of this migration.

## **GIFT POLICY**

The AMAW openly accepts materials and collections from organizations and individuals. Gifts are vital sources of rare and historically significant primary sources and will form the bulk of many collections held by the AMAW. Potential gifts will be evaluated against the stipulations set forth above. The AMAW reserves the right to refuse an offer of material that is inappropriate or is already held in the collection. In the case of a donation of large numbers of items, the AMAW may request, prior to acceptance, an inventory of gift materials. AMAW staff will determine the processing, classification, labeling, location, housing, storage, and levels of access of all gift items. The AMAW is willing to make special arrangements with donors if necessary, so long as the AMAW is fully able to accommodate these requests. Special preference will be placed on the acquisition of collections with no restrictions. The AMAW will provide a letter of receipt,

acknowledging the gift, and a deed of gift to the donor. As a rule, no evaluation of gifts for tax purposes or overall value will be provided by the AMAW, thus it is the responsibility of the donor to seek valuation prior to donation; however, the AMAW will sign any required IRS paperwork acknowledging receipt of materials.

**Special Note:** Gifts which are received that contain some materials from the period before 1975 will still be accepted, so long as the majority of the collection materials date from 1975 on. Any collections which are primarily composed of Vietnam War era materials should be offered to the Vietnam Archive.

## **DEACCESSIONING POLICY**

Every attempt is made to avoid the deaccessioning of materials collected and maintained by the AMAW. In order to accomplish this, close scrutiny will be used when acquiring new collections and materials in an attempt to avoid the acquisition of materials outside the AMAW's scope of collection. Deaccessioning will only take place to aid in the acquisition of new collections, if storage space becomes limited. Before deaccessioning can occur, the accessioning and deed of gift documents and any conditions of ownership will first be carefully reviewed, after which the appropriate action will be taken. Items potentially considered for deaccessioning might include duplicate copies of materials, irrelevant materials or highly deteriorated materials. The deaccessioning of any materials may be considered a method by which existing collections can be improved, the maximum and optimal use of storage space is attained and the best service is provided to patrons. No more than two copies of books (or one copy of each edition) will be retained by the AMAW. Superfluous copies of books will be donated to another appropriate repository or library. The AMAW reserves the right to deaccession material in its collection without notifying respective donors.