



DIGITIZATION WORKFLOWS

Presentation for the Digitization Preservation Coalition

February 3, 2025

AGENDA

- Who We Are
- Project Goals
- Technical Infrastructure
- Our Workflow
- LDF Recollection
- Costs

WHO WE ARE

OUR MISSION

Using the power of law,
narrative, research and people...
*we defend and advance the full
dignity and citizenship of Black
people in America.*

Led by visionary young lawyers,
LDF has been a pioneer in the
racial justice movement since its
founding.



PROJECT GOALS

SAVE TIME

SUSTAINABLE, LONG-TERM SOLUTION FOR DIGITAL RECORDS PROCESSING AND PROJECT MANAGEMENT

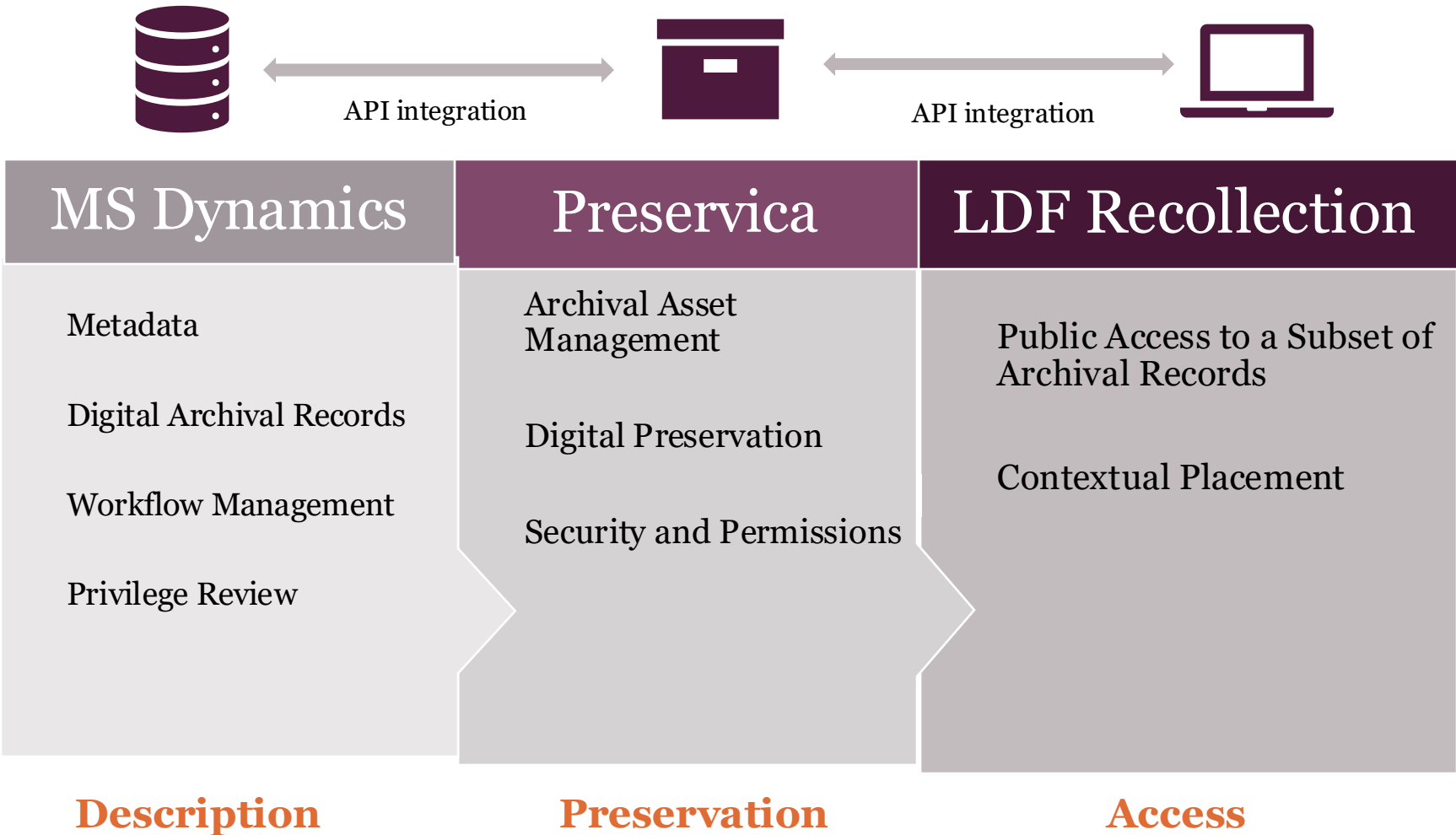
CONSOLIDATE GOOD DATA

BRING TOGETHER VARIOUS AND DISPIRATE INFORMATION SOURCES/STORES INTO A SINGLE SOURCE OF TRUTH FOR LDF ARCHIVAL INFORMATION

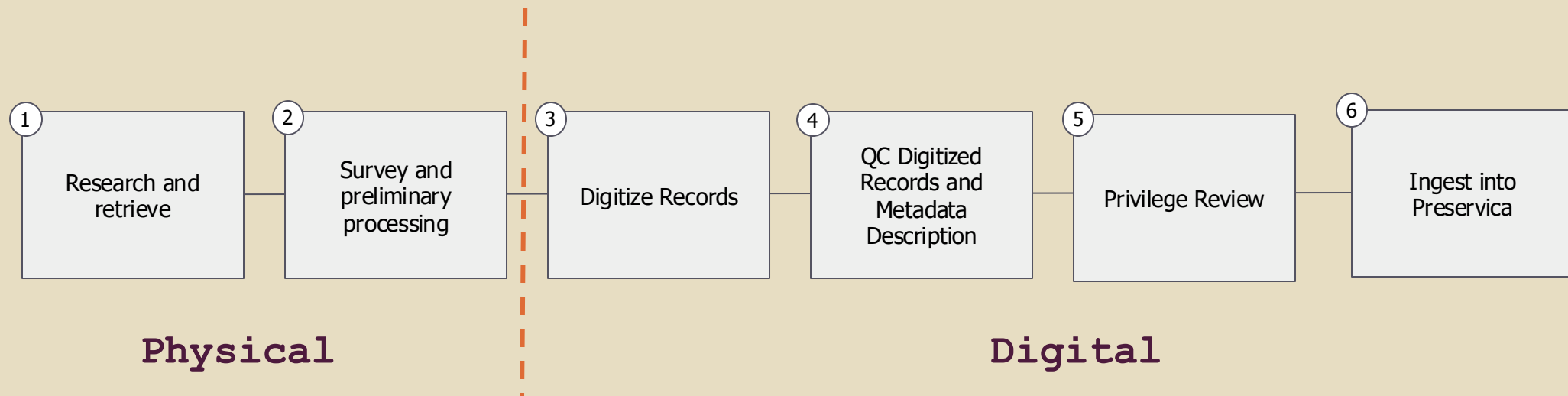
PROVIDE SECURE ACCESS

SEAMLESS INTEGRATION WITH EXISTING DIGITAL REPOSITORY AND FORTH COMING WEBSITE

DESCRIPTION, PRESERVATION, AND ACCESS MODEL



DIGITIZATION WORKFLOW OVERVIEW



MICROSOFT DYNAMICS – PROJECT TRACKING, METADATA, AND PRIVILEGE REVIEW

Screenshots of the Project view for Mobile v. Bolden on Microsoft Dynamics

Power AppsArchives

Search

SaveSave & CloseNewDeactivateRefreshCheck AccessSet Root FolderDiscover BoxesShare

The digitized content must now go through the Privilege Review process. Any items marked 'Requires Privilege Review' will appear in the table on the Items to Privilege Review tab. The Archives Attorney should update the Privilege Review status to 'In Progress' once they have begun the review process.

Mobile v. Bolden Hardbacks - SavedArchiving Project

Privilege review

Archives Digitization Pro...Active for 10 monthsResearch And RetrieveSurvey And Preliminary ProcessingDigitize ContentQC & Content Category

GeneralDigitizer PackTeamPrivilege ReviewItems to Privilege ReviewContent Category ReviewMovement OrdersValid Items

Name * Mobile v. Bolden HardbacksProject Number * 1034

Root Folder NameCase Files

Root Folder Path/Case Files

DescriptionPreviously part of project no. 100. Processed by Kayla Jenkins Dec. 2023.

Power AppsArchives

Search

SaveSave & CloseNewDeactivateRefreshCheck AccessSet Root FolderDiscover BoxesShare

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Mobile v. Bolden Hardbacks - SavedArchiving Project

Privilege review

Archives Digitization Pro...Active for 10 monthsPrivilege Review (27 Hrs)Ingest Into Preservica

GeneralDigitizer PackTeamPrivilege ReviewItems to Privilege ReviewContent Category ReviewMovement OrdersValid Items

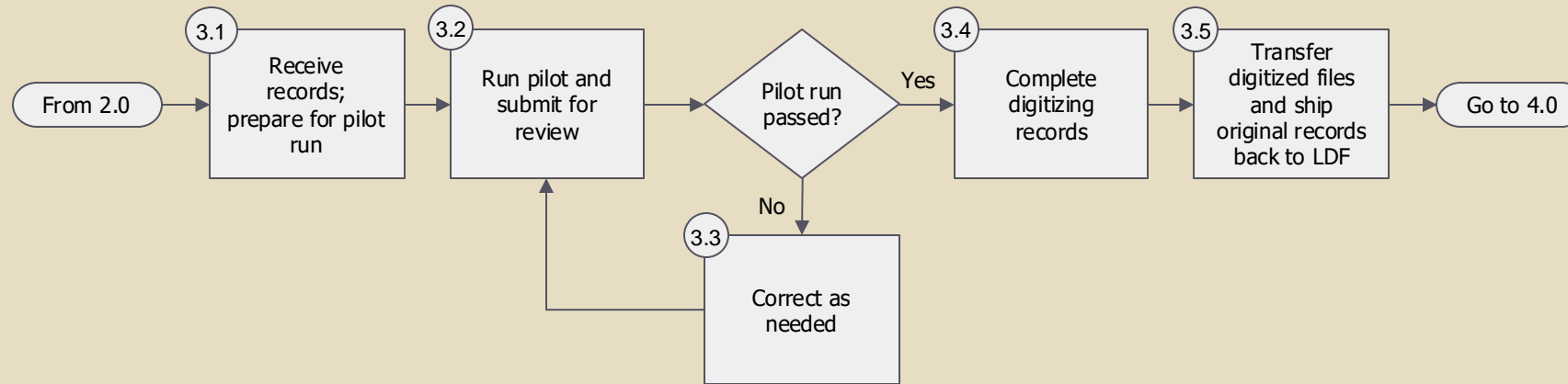
Initial Content Survey * ApprovedInitial Content Survey Notessee timeline

Has content been surveyed, arranged and combinedYes

Matters/Common NameNew MatterBoxesNew Box

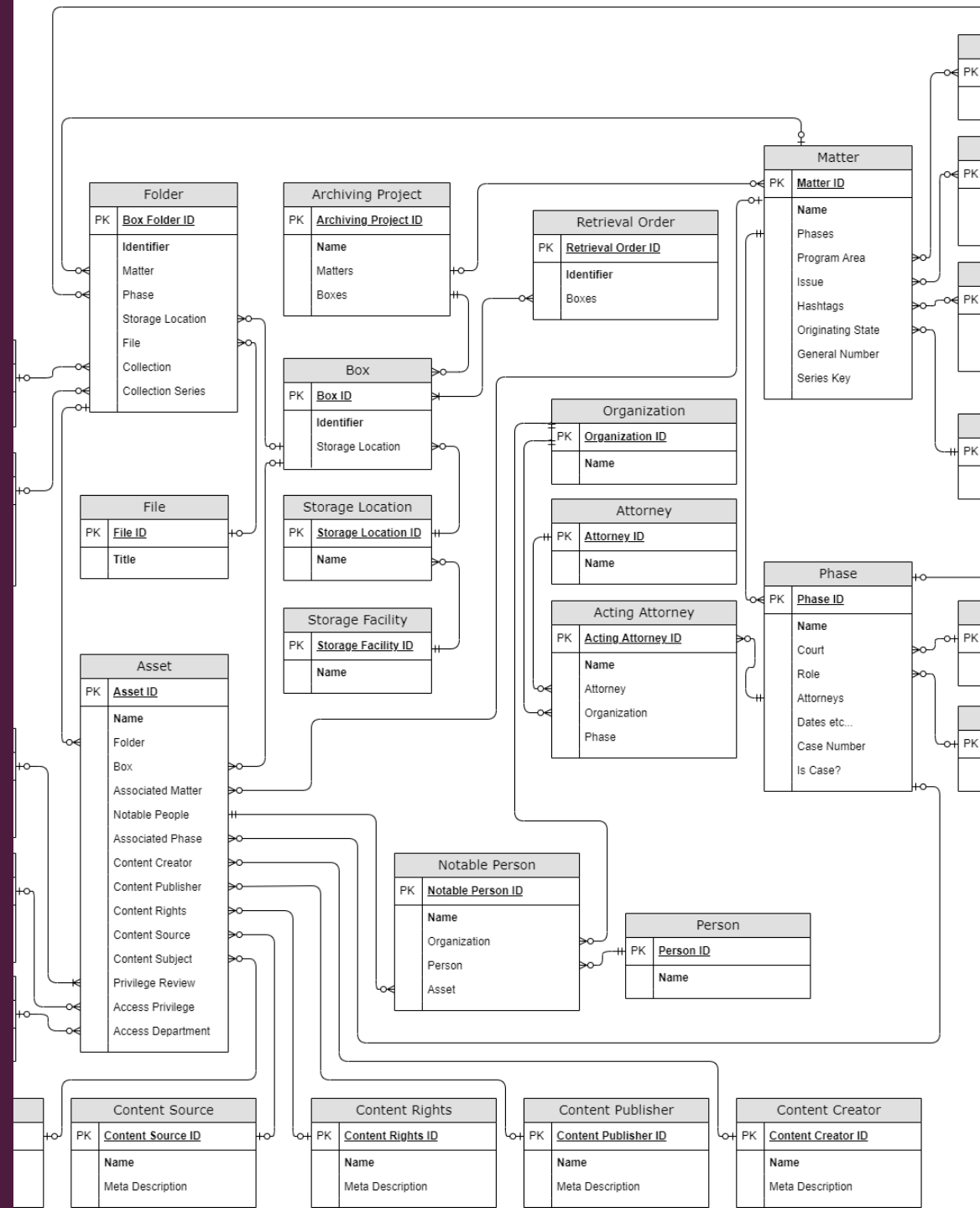
Name ↑Created OnIdentifier ↑Storage Location

WORKFLOW 3: DIGITZE CONTENT



WORKFLOW 4

Quality Control and Metadata Description



Item: Information: LDFA-003_2j3- x

https://archives.crm.dynamics.com/main.aspx?appid=820f54ed-5e38-ee11-bdf5-002248275d67&pagetype=entityrecord&etn=dd_asset&...

Power Apps | Archives

Search

+ ⚙️ ? SW

Save Save & Close New Set Preservica Folder Download Ingest to Preservica Clone Upload File Share

LDFA-003_2j3-gbp_021 - Saved Item

Private Access Privilege

LDFA-003_2j3-gbp_021

General Metadata Privilege Review Source Files Associated Items People Related

Name

LDFA-003_2j3-gbp_021

Item Type

Owner

SYSTEM

Folder

Hardback 6

Folder Item Number

148

Associated Matter

Mobile v. Bolden

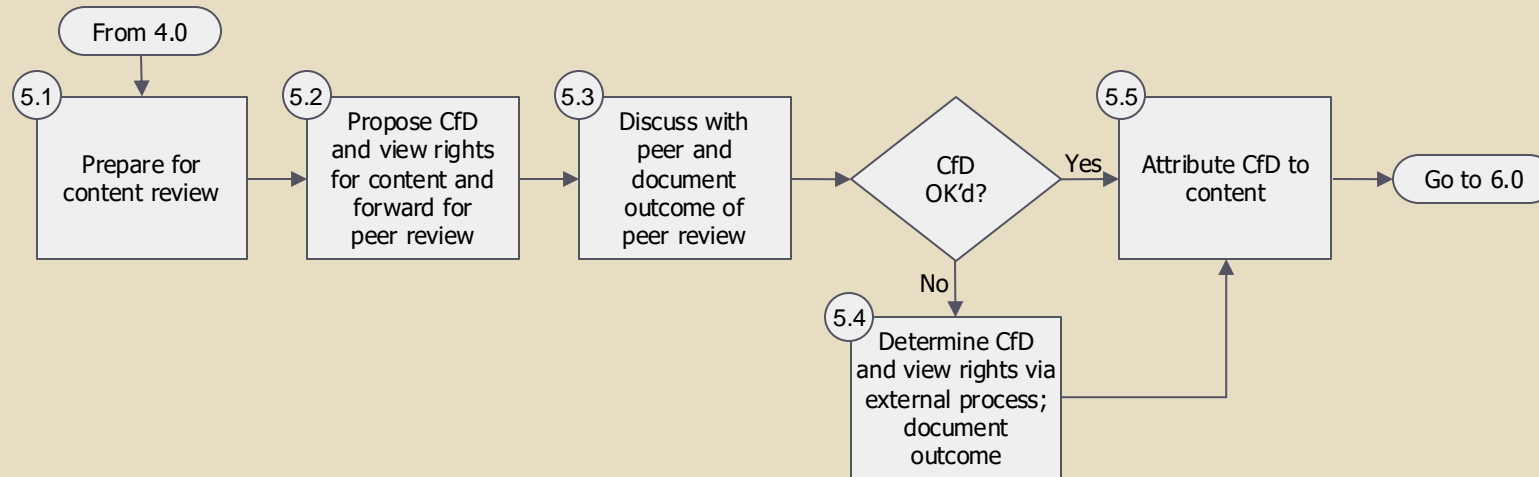
BLACKSHER, MENEFEE & STEIN, P.A.
ATTORNEYS AT LAW
400 VAN ANTWERP BUILDING
P. O. BOX 1051
MOBILE, ALABAMA 36601
JAMES H. BLACKSHER
LARRY T. MENEFEE
DOROTHY S. STEIN
TELEPHONE
(904) 433-0300
May 18, 1980
Mr. Gilbert F. Ganucheau
Clerk, United States Court of Appeals
Fifth Circuit
Room 102, 600 Camp Street
New Orleans, Louisiana 70130
RE: Wiley L. Bolden, et. al., Plaintiffs-Appellees,
v. City of Mobile, Alabama, et. al., Defendants-
Appellants; Appeal No. 76-4210
Dear Mr. Ganucheau:
Please file the enclosed MOTION FOR FURTHER PROCEEDINGS
ON REMAND and the supporting brief in the above-styled
appeal.

Type here to search

LDF

4:12 PM 1/21/2025

WORKFLOW 5: PRIVILEGE REVIEW



PRESERVICA – STORAGE, MANAGEMENT, SECURITY

Preservica

Shelby Wong

English

Dashboard

Ingest

Access

Preservation

Data Management

Administration

Help

Root

Case Files

McCleskey v....

McCleskey Ba...

Clemency Req...

Attorney's W...

Properties

Advanced

History

XML

Actions


View

Preservation Download

Title	Attorney's Working Files Vol. 1 of 5		
Description	Date is approximate. Primarily consists of Court Documents from Georgia v. Wright dated 1989-1990.		
Type	Asset	Security Tag	Private
Ref	b9b00d36-6e19-45cc-af3c-547e2f2c2205		

Identifiers

Type	Value
ItemId	0b405bdc-62a7-ef11-8a69-7c1e5266b018

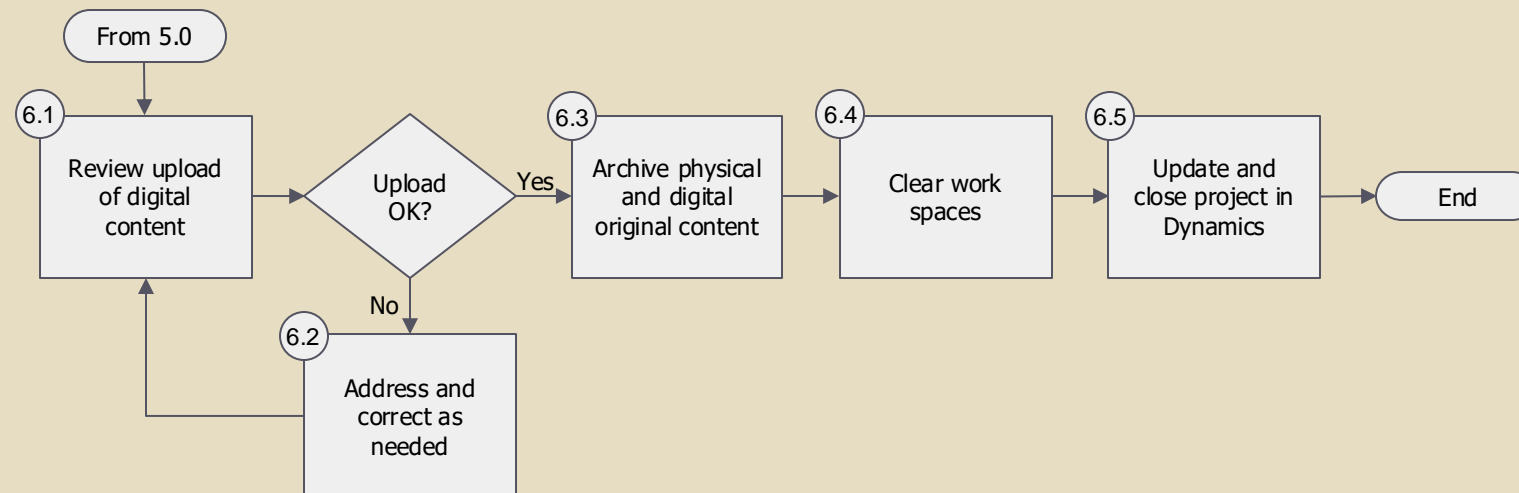


preservica.com

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View of a restricted item on Preservica

WORKFLOW 6: INGEST INTO PRESERVICA



LDF RECOLLECTION: A CIVIL RIGHTS ARCHIVE



LDFRECOLLECTION.ORG

COSTS

- Achieved through a four year grant funded archives modernization project supported by the Mellon Foundation
- Consultants
 - Durable Digital
- Software/Storage
 - MS Dynamics
 - MS Azure
 - Preservica
- Staffing

WHAT'S NEXT

- Continuing to archive new cases and collections
- Dashboards, reporting and other project management integrations
- Iterate on evaluation and assessment against standards
- Introducing new types of items into the archive:
 - Videos (from discs, VHS, film)
 - 3D objects
 - Born digital objects

CONTACT US

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Shelby Wong

Assistant Digital Archivist

swong@naacpldf.org

General Questions

archives@naacpldf.org



RECOLLECTION
A CIVIL RIGHTS LEGAL ARCHIVE

QUESTIONS?

Metadata	Reviews	MARC Record
001:	on1274172133	
003:	OCoLC	
005:	20220810164650.9	
008:	211006t20222022nyua e b 001 0beng dcam i	
010:	(a) 2021022495	
015:	(a) GBCIK0252 (2) bnb	
016:	(a) 020408240 (2) Uk	
020:	(a) 9781524747183 : (c) \$30.00	
020:	(a) 1524747181 : (c) \$30.00	
035:	(a) (OCoLC)1274172133 (z) (OCoLC)1248689803 (z) (OCoLC)1266268435 (z) (OCoLC)1273636466 (z) (OCoLC)1290978616 (z) (OCoLC)1291441999 (z) (OCoLC)1291460844 (z) (OCoLC)1292595058 (z) (OCoLC)1296027389 (z) (OCoLC)1296926519 (z) (OCoLC)1296981617	
037:	(b) Random House Inc, Attn Order Entry 400 Hahn rd, Westminster, MD, USA, 21157 (n) SAN 201-3975	
040:	(a) CNEDM (b) eng (e) rda (c) CNEDM (d) YXF (d) YDX (d) BDX (d) UKMGB (d) OCLCF (d) JBU (d) OJ4 (d) RNL (d) WIE (d) OCLCO (d) JBL (d) SO\$ (d) TCH (d) XND (d) OCO (d) ILC (d) IMD (d) VP@ (d) IVV (d) YDX (d) YU6 (d) Z#6 (d) UAP (d) OCLCO (d) NGU (d) JUA (d) TUL (d) HQD (d) OCLCO (d) NMW (d) GWL (d) OCLCO (d) CLU (d) FAU (d) JNA (d) PUL (d) CGN (d) UtoRBLW	
043:	(a) n-us-ny (a) n-us---	
049:	(a) BKLA	
050:	(a) KF373.M68 (b) B76 2022	
050:	(a) KF373.M64 (b) B76 2022	
082:	(a) 323.092 (2) 23	
099:	(a) B (a) MOTLEY (a) B	
100:	(a) Brown-Nagin, Tomiko, (d) 1970- (e) author.	
245:	(a) Civil rights queen : (b) Constance Baker Motley and the struggle for equality / (c) Tomiko Brown-Nagin.	
246:	(a) Constance Baker Motley and the struggle for equality	
250:	(a) First edition.	
264:	(a) New York : (b) Pantheon Books, (c) [2022]	
264:	(c) ©2022	
300:	(a) x, 497 pages, 16 unnumbered pages of plates : (b) illustrations ; (c) 24 cm	
336:	(a) text (b) txt (2) rdacontent	
336:	(a) still image (b) sti (2) rdacontent	
337:	(a) unmediated (b) n (2) rdamedia	
338:	(a) volume (b) nc (2) rdacarrier	
504:	(a) Includes bibliographical references (pages 445-468) and index.	
505:	(a) Part I. Beginnings. "The base of this great ambition" : Nevis and New Haven ; "I discovered myself" : the Great Depression, the New Deal, and the dawn of a political conscience ; "Like a fairy tale" : Black exceptionalism, philanthropy, and a path to higher education ; A fortuitous meeting with "Mr. Civil Rights" : Thurgood Marshall and an offer not to be refused ; "They hovered over and cared for each other" : the uncommon union of Constance Baker and Joel Motley Jr. -- Part II. Becoming the civil rights queen. "A professional woman" : Breaking barriers at work and in the courtroom ; "We all felt the excruciating pressure" : making history in Brown v. Board of Education ; "The fight has just begun" : the decade-long slog to desegregate the University of Florida College of Law ; "We made a mistake" : "poor character," "loose morals," and untold sacrifices in pursuit of higher education at the University of Alabama -- Part III. The heights and depths of life as a symbol and agent of change. The "best plaintiffs ever" : desegregating the University of Georgia ; A "difficulty with the idea of a woman" : the setback of 1961 ; "That's your case" : James Meredith and the battle to desegregate the University of Mississippi ; "I am human after all" : trauma and hardship in the long battle at Ole Miss ; An "eye-opening experience" : the Birmingham civil rights campaign -- Part IV. A season in politics. "An ideal candidate" : the making of a political progressive ; "Crisis of leadership" : a clash between radical and reform politics ; "Not a feminist" : the Manhattan Borough presidency -- Part V. On the bench. "First" : the judicial confirmation ; "A tough old bird" : Judge Motley's court ; "The weeping and the wailing" : the Black Panther Party, the FBI, and the Huggins Family ; "Pawns in a very dangerous game" : crime, punishment, and prisoners' rights ; A "woman lawyer" and a "woman judge" : making opportunity for women in law ; "For a girl, you know a lot about sports" : the New York Yankees strike out in Judge Motley's courtroom ; No "protecting angel" : Blacks, Latinos, and ordinary people in Judge Motley's courtroom -- Epilogue: legacies.	
520:	(a) "Born to an aspirational blue-collar family during the Great Depression, Constance Baker Motley was expected to find herself a good career as a hair dresser. Instead, she became the first Black woman to argue a case in front of the Supreme Court, the first of ten she would eventually argue. The only Black woman member in the legal team at the NAACP's Inc. Fund at the time, she defended Martin Luther King in Birmingham, helped to argue in Brown vs. The Board of Education, and played a critical role in vanquishing Jim Crow laws throughout the South. She was the first Black woman elected to the state Senate in New York, the first woman elected	

MARC Record for *Civil Rights Queen* by Tomiko Brown Nagin, from the [Brooklyn Public Library's online catalogue](#)