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# DIGITIZATION WORKFLOWS

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**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**

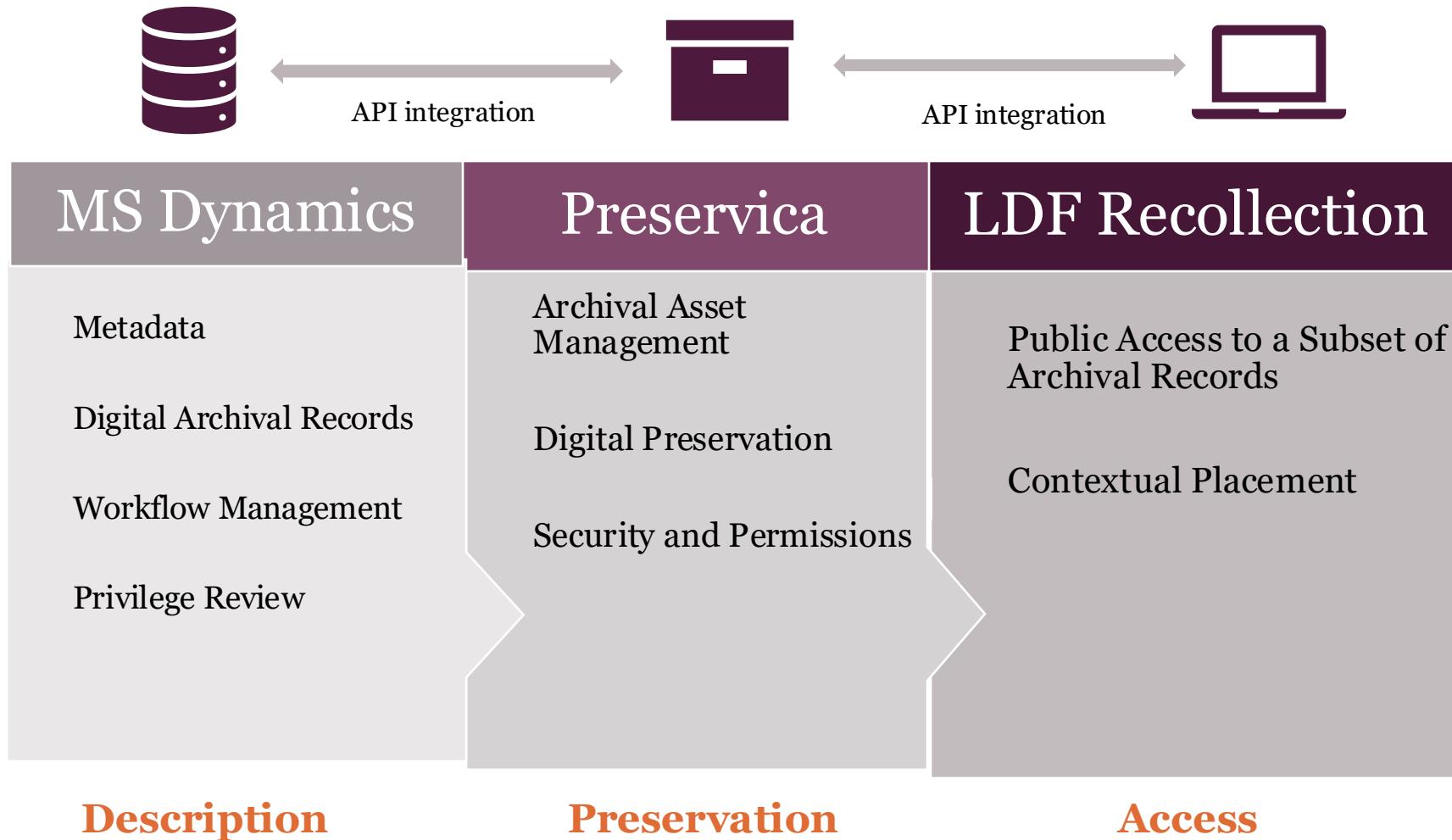
## CONSOLIDATE GOOD DATA

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

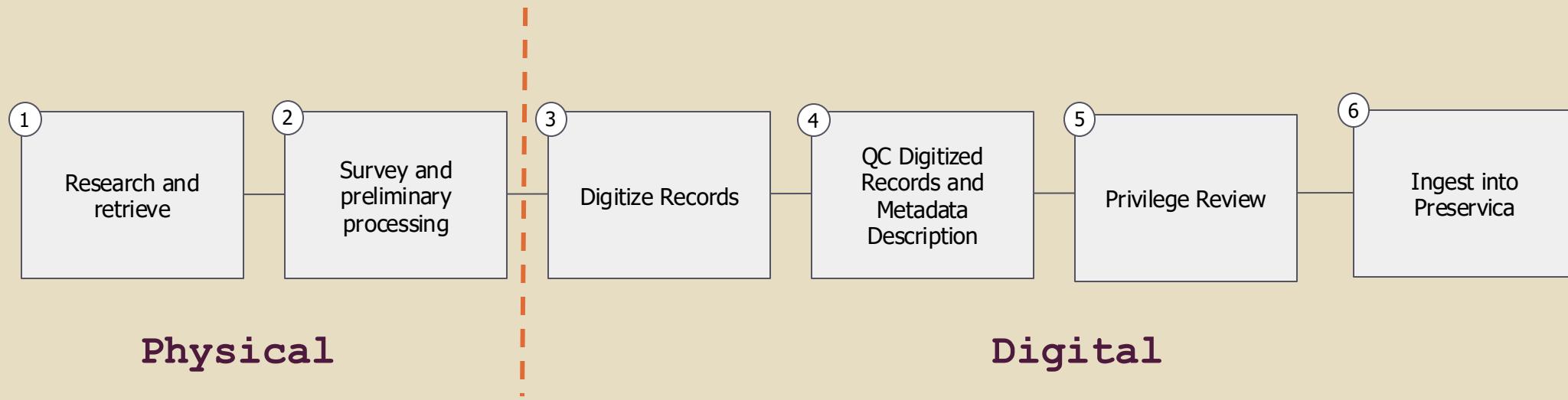
## PROVIDE SECURE ACCESS

**SEAMLESS INTEGRATION WITH EXISTING DIGITAL REPOSITORY AND FORTH COMING WEBSITE**

# DESCRIPTION, PRESERVATION, AND ACCESS MODEL



# DIGITIZATION WORKFLOW OVERVIEW



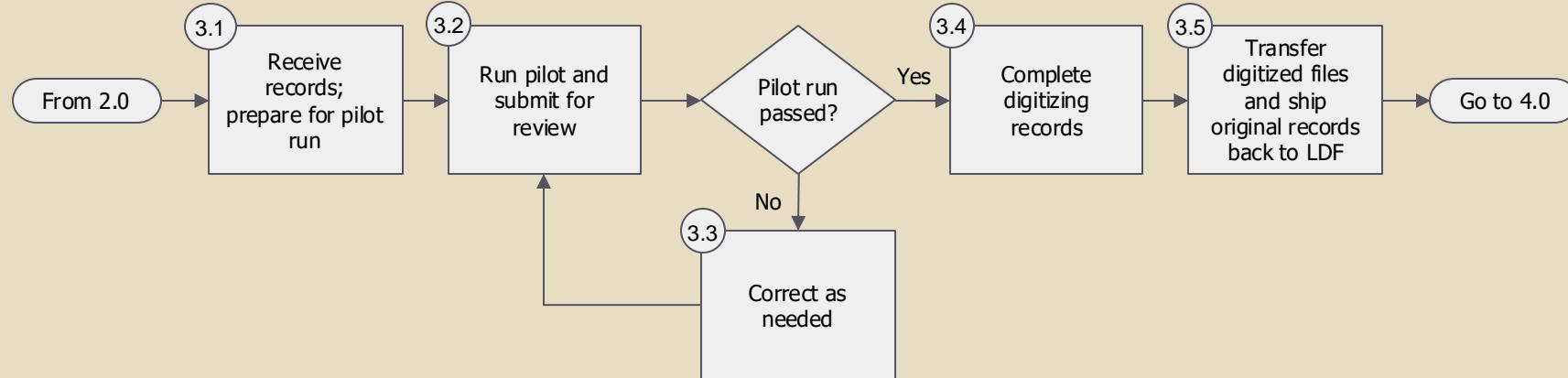
# MICROSOFT DYNAMICS – PROJECT TRACKING, METADATA, AND PRIVILEGE REVIEW

The screenshot shows the Microsoft Dynamics interface for a project titled "Mobile v. Bolden Hardbacks". The top navigation bar includes "Power Apps" and "Archives" with a search bar and various action buttons. A yellow warning message states: "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." The main content area displays the project's general information: Name (Mobile v. Bolden Hardbacks), Project Number (1034), Root Folder Name (Case Files), Root Folder Path (/Case Files), and Description (Previously part of project no. 100. Processed by Kayla Jenkins Dec. 2023.). Below this, a timeline shows the project's progress: "Archives Digitization Pro..." (Active for 10 months), "Research And Retrieve" (Completed), "Survey And Preliminary Processing" (Completed), "Digitize Content" (Completed), and "QC & Content Category" (Completed). A "Privilege review" button is also present. The bottom of the screen shows a "Legal Defense Fund" navigation bar.

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

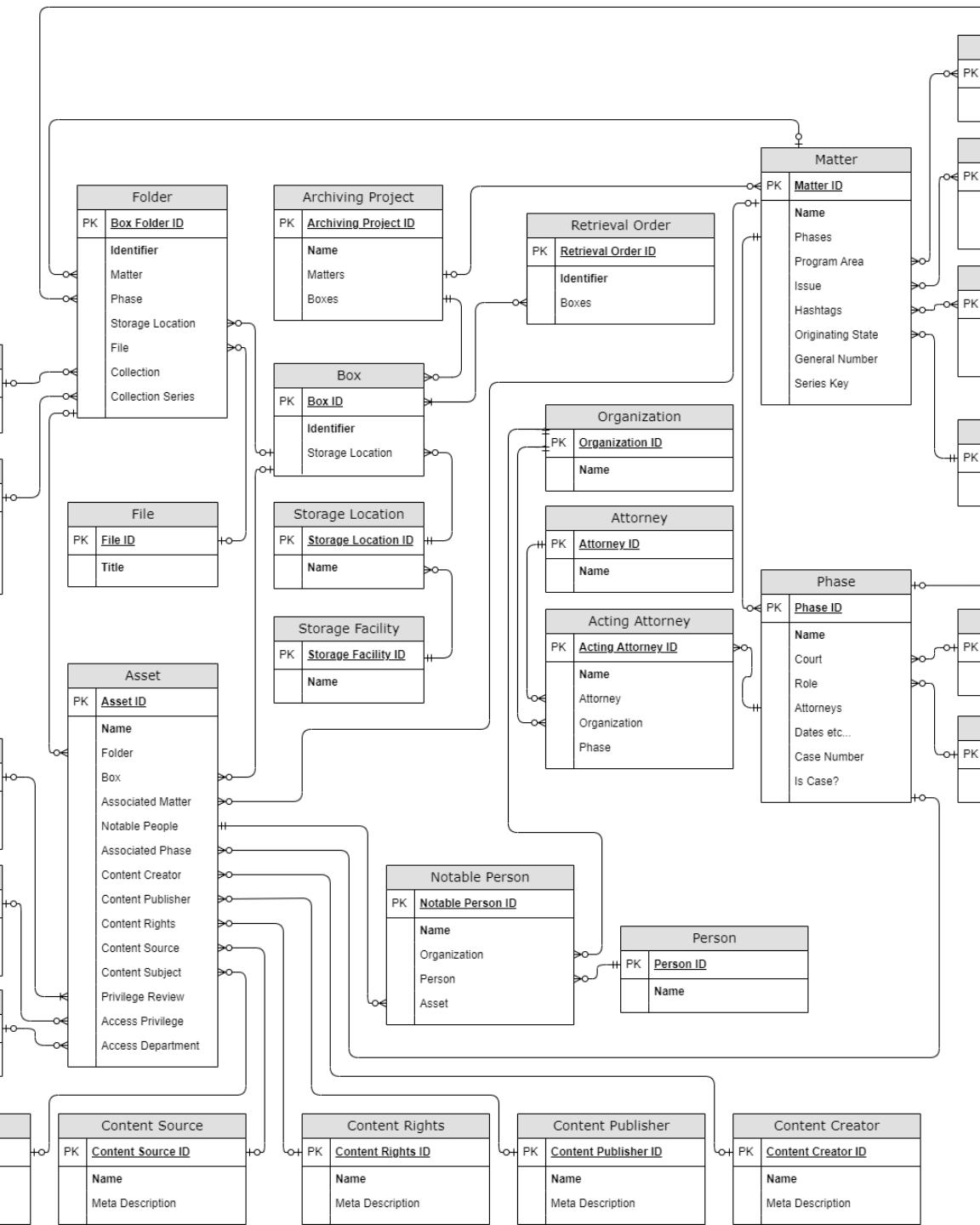
The screenshot shows the Microsoft Dynamics interface for the same project, "Mobile v. Bolden Hardbacks". The top navigation bar and warning message are identical. The main content area displays the project's general information: Name (Mobile v. Bolden Hardbacks), Project Number (1034), Root Folder Name (Case Files), Root Folder Path (/Case Files), and Description (Previously part of project no. 100. Processed by Kayla Jenkins Dec. 2023.). Below this, a timeline shows the project's progress: "Archives Digitization Pro..." (Active for 10 months), "Privilege Review (27 Hrs)" (In Progress), and "Ingest Into Preservica" (Not Started). A "Privilege review" button is also present. The bottom of the screen shows a "Legal Defense Fund" navigation bar.

# WORKFLOW 3: DIGITIZE CONTENT



# WORKFLOW 4

Quality Control and Metadata Description



Item: Information: LDFA-003\_2j3-...

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

General Metadata Privilege Review Source Files Associated Items People Related

Name \* LDFA-003\_2j3-gbp\_021

Item Type ---

Owner \* S SYSTEM

Folder Hardback 6

Folder Item Number 148

Associated Matter Mobile v. Bolden

LDFA-003\_2j3-gbp\_021

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May 18, 1980

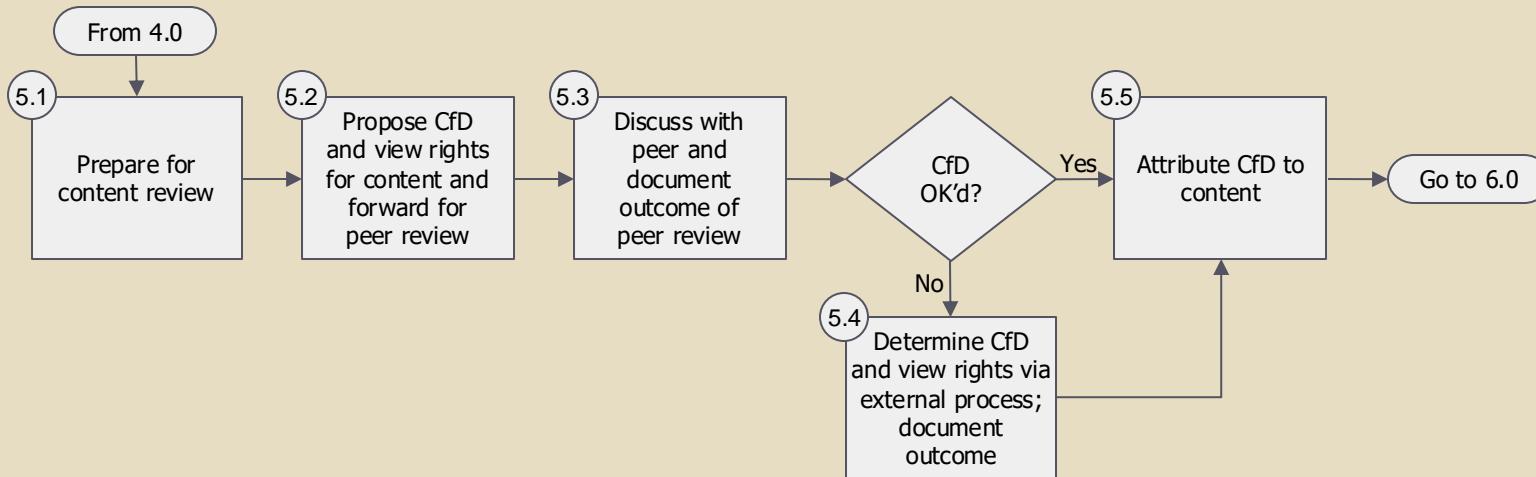
Mr. Gilbert F. Ganuchau  
Clerk, United States Court of Appeals  
Fifth Circuit  
Room 102, 600 Camp Street  
New Orleans, Louisiana 70130

RE: Wiley L. Bolden, et. al., Plaintiffs-Appellees,  
v. City of Mobile, Alabama, et. al., Defendants-  
Appellants; Appeal No. 76-4210

Dear Mr. Ganuchau:  
Please file the enclosed MOTION FOR FURTHER PROCEEDINGS  
ON REMAND and the supporting brief in the above-styled  
appeal.

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

Search Archive

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**

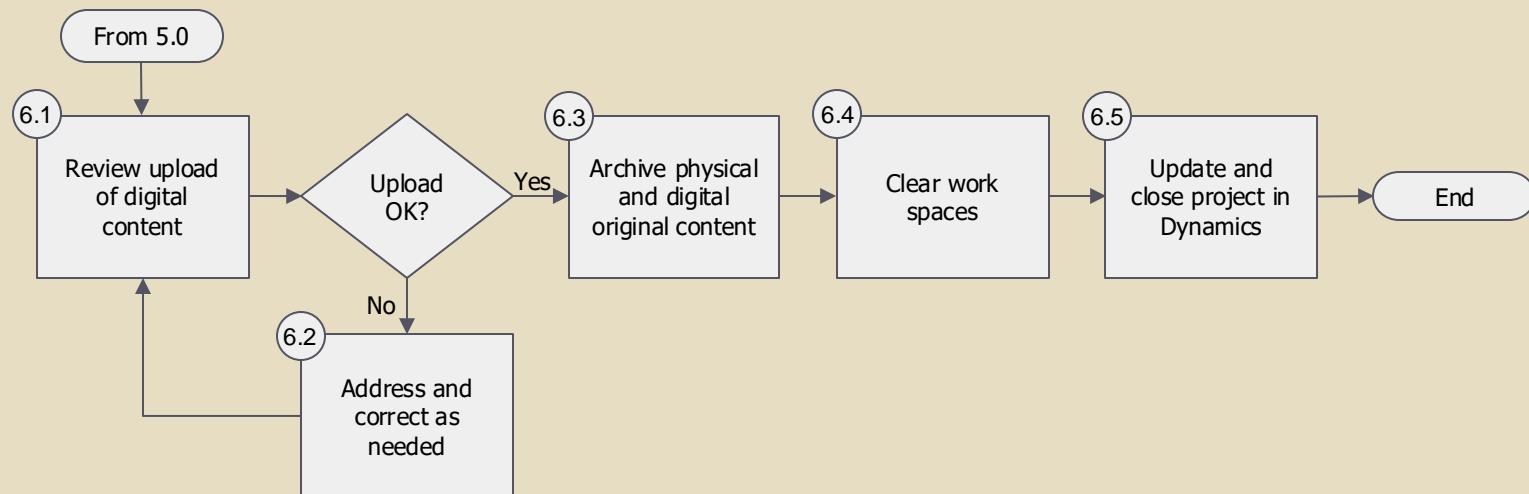
Type	Value
ItemId	0b405bdc-62a7-ef11-8a69-7c1e5266b018

preservica.com Copyright © 2025 Pres



View of a restricted item on Preservica

# WORKFLOW 6: INGEST INTO PRESERVICA



# LDF RECOLLECTION: A CIVIL RIGHTS ARCHIVE



The image shows three devices displaying the LDF Recollection website. The top device is a desktop computer monitor, the middle is a smartphone, and the bottom is a tablet. All three devices show the same website content, which includes a large historical photograph of a bridge, a title card for 'SMITH V. ALLWRIGHT: THE LDF VOTING RIGHTS CASE THAT "CHANGED THE WHOLE COMPLEXION OF THE SOUTH"', and a footer with text about the LDF's mission and history.

**SMITH V. ALLWRIGHT: THE LDF VOTING RIGHTS CASE THAT "CHANGED THE WHOLE COMPLEXION OF THE SOUTH"**

SHARING OUR HISTORY, INFORMING OUR PRESENT, ENVISIONING OUR FUTURE

Recollection: A Civil Rights Legal Archive

**SMITH V. ALLWRIGHT: THE LDF VOTING RIGHTS CASE THAT "CHANGED THE WHOLE COMPLEXION OF THE SOUTH"**

SHARING OUR HISTORY, INFORMING OUR PRESENT, ENVISIONING OUR FUTURE

Recollection: A Civil Rights Legal Archive

**SMITH V. ALLWRIGHT: THE LDF VOTING RIGHTS CASE THAT "CHANGED THE WHOLE COMPLEXION OF THE SOUTH"**

SHARING OUR HISTORY, INFORMING OUR PRESENT, ENVISIONING OUR FUTURE

Recollection: A Civil Rights Legal Archive

The new website is a digital collection on Recollection: A Civil Rights Legal Archive, supported by the Andrew W. Mellon Foundation. Recollection is the nation's first online archive of civil rights in the United States by sharing powerful stories and historical documents from the Legal Defense Fund (LDF) Archives. Founded by Thurgood Marshall on March 20, 1940, LDF has played a pivotal role in advancing education equity, political participation, criminal justice, and economic justice for people of color.

As one of the country's oldest and foremost civil rights legal organizations, LDF is uniquely positioned to preserve and share the important stories of legendary thought leaders and legal activists in advancing civil rights. Now more than ever, it is critical that we all have access to reliable information about our nation's fight for equality and justice.

**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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General Questions

[archives@naacpldf.org](mailto:archives@naacpldf.org)



**RECOLLECTION**  
A CIVIL RIGHTS LEGAL ARCHIVE

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# QUESTIONS?

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 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  
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 099: (a) B (e) 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](#)