

Collection Number

Born-Digital Processing Checklist

Processor Name: _____ Date: _____

Collection Name: _____

Media ID Number: _____

Accession Number: _____ Acc. Date: _____

<input type="checkbox"/>	At least 30 days have passed since the date of acquisition before processing.
<input type="checkbox"/>	Folder was created on desktop named CollectionNumber (i.e. MSS9404) with a subfolder inside named after the Media ID Number (i.e. Item 1)
<input type="checkbox"/>	Four subfolders were created in this folder, named: <i>bulk_extractor_output</i> <i>reporting_output</i> <i>exported_files</i> <i>documentation</i>
<input type="checkbox"/>	Disk image was created using Guymager or file directories copied using Bagger.
<input type="checkbox"/>	Files were run through Bulk Extractor for PII information. Results:
<input type="checkbox"/>	Virus check performed by ClamTK in BitCurator. Results:
<input type="checkbox"/>	Picture was taken of the physical media and saved to the “documentation” folder.
<input type="checkbox"/>	Submission Information Packet (SIP) has been created on Q: drive.
<input type="checkbox"/>	Donor agreement, correspondence, and other documentation that was stored in the Acquisition folder on the Q: drive has been placed in the “documentation” folder.
<input type="checkbox"/>	Once everything is in the SIP, the UPB folder on the BC workstation’s desktop should be deleted.