

ICA GLOBAL ARCHIVES WEBSITE COLLABORATIVE FRAMEWORK



VISION: Building a digital habitat for our corporateness and connection to the world.

INTENT

1. *Plan collaborative activities for the year.*
2. *Harvest work done in the past.*
3. *Determine how we unify work.*
4. *Move from invention to a unified system.*

CONTRADICTIONS

1. *Losing information because the record keeping system is not linked in an integrated way. Actual practice can still create gaps especially with regard to ownership rights, privacy and release.*
2. *Most of our capacity is offsite, fragmented and person based rather than institutional.*
3. *There is a large backlog of unrecorded material that cannot be processed with only part-time volunteer work.*
4. *Digital archives are scattered and fragmented.*

PROPOSALS

1. *Design an integrated database structure.*
2. *Migrate File-Maker-Pro (FMP) data to true Relational Database Management System (RDMS) that works with Wordpress.*
3. *Identify and secure resources for full time Archivist.*
4. *Institute a team structure for coordinated volunteer work on building a unified digital habitat.*
 - a. *Video storage on Youtube <https://www.youtube.com/user/icaresearchaccess>*
 - b. *Photo storage on Google photos: <https://photos.google.com/b/105008809293880137954/>*
 - c. *“MySQL” for RDMS implementation*
 - d. *“Amazon S2” for PDF content*
 - e. *“Siteground” site for Wordpress and other web content using URL <https://icaglobalarchives.org>*
 - f. *“Google-suite for Non-profits” (collection of apps) as team support and collaboration. <https://www.google.com/nonprofits/products/apps-for-nonprofits.html>*

GOALS & DELIVERABLES

GOAL 1	DELIVERABLES
Clarify Architecture Infrastructure (implementation) • Website moving on to one server • Database/Server ○ Standards ○ Cleaning ○ Tagging/Keywords ○ 2,250 documents digitized ○ 20,000 Documents accessioned • Storage ○ PDF ○ Golden Pathways ○ Audio ○ Photos ○ Videos	➤ Website 1.0 Release: fully drafted, beta tested. browser and platform friendly. ➤ Clearly identified and implemented cloud storage infrastructure for all current digitized content Secure and stable ➤ Database Migrated from FMP to WordPress. Friendly relational database management system - MySQL plus GUI (graphic user interface) cloud management system.

GOAL 2	DELIVERABLES
DEFINE USER ROLES • Administration • Editorial - Style Guide/Structure • Authors: Content authors, Web authors • Archivist • Digitizing • User Testers • Subscribers • Everyone	➤ Defined responsibilities, tasks & permissions for each role ➤ Working teams with champion for each user role.

TEAM SUPPORT

1. Google Apps for Non-Profits
2. Working out G-Drive Folder Structure for Documents, etc.

ARCHIVES ADVISORY COUNCIL MEMBERS

Linda Cock, Doug Druckenmiller, Steve Ediger, Jack Gilles, Beret Griffith, Mary Laura Jones, Frank Knutson, Jean Long, Jo Nelson, Paul Noah, Marge Philbrook, Wendell Refior, OliveAnn Slotta, Tim Wegner, James Wiegel