KLS Priorities Pyramid
FY15-FY17

Game Changer: strategic shift or disruption

Enhancement: improvements or extensions to core services, processes, tools, systems, and platforms KLS relies on to deliver its external and internal-facing services

Core: foundation services and products KLS provides to its priority customers

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Game Changers

Baker 3.0 Ecosystem
Baker for Business (B4B)

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Enhancements

Documenting the Corporation
Faculty Research Innovation

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Core

Archives and records management
Business and strategy management
Collection development

Information management
Information services and products
Research and curriculum services
Enables us to continue building and making accessible constantly evolving collections

Ensures the contemporary history of HBS is documented and legal requirements for Harvard University are met

Reveals unique assets for teaching and research
Create the infrastructure and procedures needed to capture, manage, preserve, and deliver:

- Reformatted time-based media
- HBS websites
- Born-digital records
“Most [time-based media] are carried on formats that are either obsolete or will be within the next decade. Many archivists believe that there is a 15-20 year window of opportunity to digitize existing analog audio and video materials before degradation and obsolescence make these efforts impossible or too expensive.”

- Indiana University Bloomington Media Preservation Survey
BORN-DIGITAL RECORDS
DIGITAL PROCESSING ROOM
WORKFLOWS

Ingest ➔ Processing ➔ Access

Preservation ➔ Access ➔ Ingest
INGEST

• Capture
  – Image or bag content

• Catalog
  – Record physical characteristics and context

• Create technical metadata
  – BitCurator and DROID
• FC5025
• Kryoflux
• USB write-blocker
• External drives
• FRED (Forensic Recovery of Evidence Device)
INGEST—SOFTWARE

- FTK Imager
- Disk Image and Browse (FC5025)
- Kryoflux
- Exactly (BagIt)

BitCurator
  - ClamAV
  - FSlint
  - Bulk Extractor
  - BitCurator Reporting Tool (fiwalk)

DROID
INGEST—OUTPUT

Raw disk image or bag (one master, one use copy)
Log files
Media Log
Photograph
Virus scan log
Bulk Extractor logs
Fiwalk and PREMIS XML
Bulk Extractor and Fiwalk annotated spreadsheet
BitCurator reports
### INGEST—OUTPUT

**Fiwalk**

```xml
<fileobject>
  <parent_object>
    <inode>2</inode>
  </parent_object>
  <filename>STAT1B-A.CAS</filename>
  <partition>1</partition>
  <id>1</id>
  <name_type>r</name_type>
  <filesize>26175</filesize>
  <alloc>1</alloc>
  <inode>3</inode>
  <meta_type>1</meta_type>
  <mode>511</mode>
  <nlink>1</nlink>
  <uid>0</uid>
  <gid>0</gid>
  <mtime prec="2">1993-10-22T19:02:12</mtime>
</fileobject>
```

**PREMIS**

```xml
<event>
  <eventIdentifier>
    <eventIdentifierType>UUID</eventIdentifierType>
    <eventIdentifierValue>7c874726-cab4-11e5-8935-080027695257</eventIdentifierValue>
  </eventIdentifier>
  <eventType>File System Analysis</eventType>
  <eventDetail>fiwalk -f -x /media/sf_Shared_Folder/C Roland Christensen papers/BitCurator Reports/001347577_FD_0001/fiwalk-output.xml /media/sf_Shared_Folder/C Roland Christensen papers/Use Disk Images/001347577_FD_0001.img</eventDetail>
  <eventDateTime>2016-02-03T20:27:03Z</eventDateTime>
  <eventOutcomeInformation>
    <eventOutcome>Completed</eventOutcome>
    <eventOutcomeDetail>Produced DFXML file: /media/sf_Shared_Folder/C Roland Christensen papers/BitCurator Reports/001347577_FD_0001/fiwalk-output.xml</eventOutcomeDetail>
  </eventOutcomeInformation>
</event>
```

### Table: Transcription

<table>
<thead>
<tr>
<th>Transcription</th>
<th>Media Type</th>
<th>Manufacturer</th>
<th>Formatting</th>
<th>Imaging Status</th>
<th>Imaging Completion Date</th>
<th>Imaged By</th>
<th>Imaging Hardware</th>
<th>Imaging Software</th>
<th>Imaging Notes</th>
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<tbody>
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<td>Inmac</td>
<td>MS-DOS 1200k</td>
<td>Completed</td>
<td>7/30/2015; 8/4/2015</td>
<td>Keith Pendergrass</td>
<td>FC5025; Kryoflux</td>
<td>Disk Image and Browse (FC5025); Kryoflux</td>
<td>Multiple read errors</td>
</tr>
</tbody>
</table>
Explore content

Determine restrictions

Export for preservation and access

Describe in finding aid
Access Data Forensic Toolkit (FTK)

In January 1983, Dick Mayer leaned back in his chair and gazed absent-mindedly at the Norman Rockwell portrait of Colonel Sanders on his office wall. Mayer, a veteran Kentucky Fried Chicken (KFC) executive, had recently been promoted from vice chairman and head of the company’s U.S. operations to chairman and chief executive officer, and for the past few weeks had been focusing his attention on the challenges facing him in Kentucky Fried Chicken International (KFCI). As he talked to KFCI managers about their problems, opportunities, and challenges, he was exposed to a wide range of opinion on what was needed to continue KFC’s growth and profitability overseas.

At one end of the spectrum was Loy Weston, president of KFC’s highly successful joint venture in Japan. Weston’s view was that in recent years headquarters staff interference in local national operations was increasingly compromising the spirit of entrepreneurship that had built the overseas business. In Louisville, however, Mayer heard a different story. For example, Cary Fuchau, vice president of strategic planning, felt that the lack of effective planning and control in the early years of KFCI had led to suboptimal financial performance, inconsistent strategies, and stalled expansion into new markets. He emphasized that the recent efforts by headquarters staff were aimed at supporting the overseas subsidiaries and bringing to them the very considerable resources and experience of the parent company.

The Beginnings

Herland Sanders was born in Henryville, Indiana, in 1890, the son of a farmhand. A sixth-grade dropout, he occasionally worked as a cook. In his late forties, he developed a recipe for chicken based on a pressure cooking method and a secret seasonings mix of 11 herbs and spices. When Sanders’ gas station, restaurant, and motel were by-passed by the new interstate highway system in 1956, he decided to try to franchise his chicken recipes. With his white suit, goatee, string tie, and beige charm, he sold some 700 franchises in less than nine years. By allocating franchising rights for KFC, Sanders was generous to his friends and relatives. His management style was to rely on the basic goodness of the people around him and trust his franchisees to play fair. There were no management systems or strategic controls.

Industry Growth and Development

Colonel Sanders became a pioneer in one of the fastest-growing industries of the postwar era. Many of the practices he initiated were quickly imitated by others, and within a few years, several “rules of the game” came to be accepted in the U.S. fast-food industry.

One of the first norms to be established was expansion through franchising. The high capital cost of opening new stores, together with the need to expand rapidly to stake out the territory, quickly forced companies toward this option. Franchising also allowed companies to capture operating economics, particularly in advertising and raw materials purchasing. As franchises matured, chain management often became involved in buying them back or opening their own stores. This not only gave them better understanding and control of operations, it also allowed franchising fees to be supplemented by profits.

At the store level, the importance of scale economies was also quickly recognized. Because each restaurant outlet had high fixed costs and small returns on unit sales, traffic volume was crucial. This made location a key success factor, and decisions on which region, town, neighborhood or even side of the street could mean the difference between success and failure.
• Preservation file set
• Access file set
• Processing decisions spreadsheet

• Finding aid in OASIS
• MARC record in HOLLIS

012203207_FD_0013 Photos, 2002

Processing Information: Digital content has been extracted and a digital use copy is available.

Access Restrictions: Digital use copies in this collection can be accessed only on-site in the de Gaspé Beaubien Reading Room. To request access please contact histcollref@hbs.edu prior to visiting the library.
Workflow in progress

DRS deposit using Batch Builder and Opaque Object content model

Policy decision: retain disk image or not?
• Reading room laptop
• Quickview Plus and VLC Media Player for viewing files
• Locked down
TWO-YEAR GOALS

Implement workflows for new acquisitions, digital transfer (evaluating emerging tools), preservation (DRS deposit), and additional formats (email, WARC)

Refine existing workflowsSCALE up

Increased collaboration/sharing of information across Harvard repositories

Integration/automation of tools (e.g., BitCurator scripting, ArchivesSpace digital objects, and HBS Discovery Platform) for improved ingest, description, and access

Complete a media survey (born-digital and AV)