**Recommendations from the Archives Committee of the Mary McLeod Bethune Council House National Historic Site (MAMC) Federal Advisory Committee**

**Name of the subcommittee:** Archives Committee

**Function of the subcommittee:**

To provide recommendations for best practices related to archival preservation, digitization, and the digital preservation of the National Archives of Black Women’s History.

**List of Members of the Subcommittee:** Lopez Matthews Jr.,Kenvi Phillips, Ida Jones

**Recommendation #1:** Research the viability of utilizing Amazon’s Azure Cloud for long-term digital preservation and public access. Based on your findings, review outside vendors for public access.

**Rationale:** The NPS's long-term goal is to migrate digital master files to its Amazon Azure Cloud instance. This would bring the park in line with its goals. Additionally, using one system to manage preservation and access would alleviate pressure on the staff to maintain two systems. However, based on circumstances, it might be more useful for the park to use an outside vendor to manage public access.

**Recommendation #2:** Research and develop a robust metadata schema and digitization standard.

**Rationale:** As MAMC develops its digital program, it is imperative that the park develop a set standard for data collection and the scanning process. The metadata standard will ensure that all relevant data related to the records are maintained. A great metadata standard for beginning organizations is Dublin Core. It provides for the most general information to be gathered. The digitization standards will provide a guide for scanning projects. They will also create a baseline for evaluating previously scanned records to determine their viability as master files. One example is the Federal Agency Digitization Guidelines Initiative Standards. These are clear scanning standards developed by the Library of Congress and the National Archives and Records Administration. Many organizations around the country and internationally have adopted these standards.

**Recommendation #3:** Connect with local organizations with similar collections and digitization capabilities. This would allow MAMC to explore partnerships with local institutions such as Howard University, community organizations, and local government organizations. We would also recommend following up with other Park Service sites that focus on Black and Women’s history, like the Maggie Lena Walker site, as possible collaborators.

**Rationale:** The digitization process can be complex and cumbersome. Partnering with local institutions with similar collections and goals will create lasting, mutually beneficial relationships. These relationships will help staff at each respective institution share knowledge and develop skills. It will allow those organizations to seek funding collectively to accomplish those goals. They can also develop joint internship programs to provide students and other practitioners with the opportunity to gain knowledge and skills.