**Born digital materials on physical media**

**DIRECTION OF ARCHIVES**

- Conduct negotiations with donor/creator
- Develop donor agreement
- Seek access, review digital media?
- Separate digital media items
- Inventory digital media items
- Is digital media fiber-optical disk / optical disk?
- Scrape fiber-optical disk / optical disk?
- Krytox hardware, USB 3.0 floppy disk drive, FC/SC USB floppy Controller, 5.25" floppy disk drive, 8" floppy disk drive, CDROM drive
- Krytox software, Microsoft Excel
- Create disk image
- Mount disk image
- Extract ecosystem metadata
- Scan for personally identifiable information
- Package disk images and metadata
- Write AIP to storage

**DIGITAL ARCHivist**

- Microsoft Excel
- BitCurator
- BitCurator finds
- BitCurator bulk extractor
- Bagger
- Package disk images and metadata
- Write AIP to storage

**STUDENT WORKER**

- Krytox hardware, USB 3.0 floppy disk drive, FC/SC USB floppy Controller, 5.25" floppy disk drive, 8" floppy disk drive, CDROM drive
- Krytox software, Microsoft Excel
- Create disk image
- Mount disk image
- Extract ecosystem metadata
- Scan for personally identifiable information
- Package disk images and metadata
- Write AIP to storage

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