

**DIGITAL ARCHIVIST
(Time-Based)**

APPENDIX A

O*NET CODE 25-4011.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

Approximate Hours

A. Workplace Knowledge

100

1. Understand the organization's structure, values, and personnel policies; follow appropriate workplace ethics, interpersonal communications, and related procedures.
2. Adhere to workplace safety, procedures, rules, and protocols.
3. Demonstrate proper use and care of equipment and workplace resources.
4. Adhere to the goals, mission, and vision of the organization/company.
5. Understand the administrative, production, and postproduction communications and workflow, and follow best practices for client interactions and social media.

B. Asset Preservation and Foundations of Digital Archiving

450

1. Understand the principles of digital preservation, including file formats, metadata standards, migration strategies, and authentication methods.
2. Apply information management techniques to the digital archival process, such as organizing and categorizing both digital and physical assets.
3. Utilize required software and digital asset management (DAM) systems for cataloging and managing digital assets efficiently.
4. Arrange, access, transcribe, and process physical and born-digital assets.
5. Identify storage technologies and their impact on digital preservation, including cloud storage, tape storage, and digital repositories.

6. Learn and apply digitization techniques, including scanning and image editing for work with physical materials.
7. Identify current technological trends, data migration to new formats, and storage solutions, as technology evolves.
8. Adhere to archival standards and best practices to prevent data loss due to hardware or software obsolescence, degradation, or accidental deletion.
9. Knowledge of digital forensics to recover and analyze data from old or damaged digital media.

C. Archival Techniques

500

1. Learn to care and handle digital and physical assets:
 - a. Understand methods of analog technology for data exchange.
 - b. Perform risk-assessment and evaluation of the condition of audio/video materials.
 - c. Separate, rehouse, and store physical media items and artifacts, including print material, garments, and equipment.
2. Understand digital rights management concepts and copyright issues related to archiving digital materials.
3. Knowledge of cultural sensitivity training and collaboration methods to honor the archival structure and intentions created by the original content holders, and their wishes and desires for the material; develop processes to share this knowledge with the archival community to collectively create best practices for managing and processing materials.
4. Create and manage metadata for archived digital objects to facilitate search, retrieval, and contextual understanding.
5. Conduct research to identify, authenticate, and contextualize digital materials for the archive, including suppressed or hidden information, within their historical framework.
6. Learn data security principles to protect archives from unauthorized access and data breaches.

D. Digital Asset Management

400

1. Follow project management approaches to plan and execute digitization projects, prioritize tasks, and meet deadlines.
2. Demonstrate strong attention to detail to ensure accurate and consistent metadata and data entry.
3. Adapt to evolving technology and standards in the field.
4. Identify issues and solve problems related to digital asset management and preservation.
5. Communicate and interact effectively to collaborate with colleagues, researchers, donors, curators, creative teams, and the communities that the open archive is meant to serve/collaborate with.
6. Develop knowledge of audio and video industry-standard formats, and media and assets.
7. Assist curators and creative teams with planning for archival content usage (audio, footage, etc.) and workflow.

E. Curation and Access of Digital Archival Material

400

1. Develop and implement strategies to maintain the integrity and authenticity of digital records over time:
 - a. Develop knowledge of multimedia format output, and collaborate with editorial and technical staff to help lead a multimedia production team to create and package archival material.
 - b. Understand and adhere to industry standard technologies and best practices, and apply those practices in the creation of high-quality content.
 - c. Manage professional-level media content for specific issues and campaigns with key audiences and key performance indicators in mind on behalf of archival creators, communities, and the public.
 - d. Record and maintain records of DAM processes.
2. Understand and adhere to legal and ethical considerations related to access, privacy, and copyright in the digital archiving domain, and the legal structure on clearances, licensing, and cost documentation of third-party material.
3. Develop ability to discern both the narrative and the aesthetic in researching, sourcing, and obtaining well-curated and compelling archival content.
4. Work collaboratively with other archivists, librarians, information technology professionals, and community

leaders within an organization to ensure equitable access to resources and representation.

5. Ensure that access protocols respect dignity, privacy, and cultural heritage while fostering equitable representation.
6. Manage multiple creatives, donors, clients, and stakeholders while fostering strong connections with minority and underrepresented communities.
7. Participate in marketing, advocacy and outreach activities to facilitate access to digital archival materials.
8. Prioritize inclusive practices that center the needs, voices, and histories of historically underrepresented groups, ensuring that archival projects reflect and honor their cultural heritage.
9. Demonstrate cultural awareness and ongoing learning, and stay updated on emerging trends and technologies in digital preservation as well as the subject records, which may contain oppressive, outdated, or harmful language.
10. Understand sensitivity to cultural and ethical considerations when managing and providing access to digital materials of historical or cultural significance, particularly those related to Black and Brown communities, Indigenous peoples, formerly incarcerated individuals, and other historically underrepresented or marginalized groups.

F. Interpersonal Relationships and General Practices

150

1. Demonstrate respect for clients, co-workers, and supervisors.
2. Communicate with supervisors, co-workers, and clients in a professional and courteous manner.
3. Work effectively under supervision; adhere to instructions and directions, and exhibit receptiveness to constructive feedback and criticism.
4. Learn to compromise, and resolve conflicts, in a respectful manner.
5. Request and perform work assignments without prompting, and complete assigned tasks in a timely manner.
6. Learn to work both independently, and in a group setting.
7. Demonstrate effective presentation and communication skills.
8. Navigate projects and situations by employing inquiry, problem-solving, and critical thinking skills.

9. Demonstrate openness to new ideas and adaptability to change, and recognize challenges caused by implicit bias.
10. Participate in training sessions, team discussions, and meetings.

Approximate Total Hours 2000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

DIGITAL ARCHIVIST
APPENDIX B
RELATED INSTRUCTION

Workplace Knowledge and Safety

1. General Workplace Safety
2. Overview of Workplace and Industry
3. Workplace Organization and Structure
4. All Applicable Local, State, and Federal Standards and Regulations
5. Occupational Safety and Health Administration (OSHA) training (as applicable to trade)
6. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law
7. First Aid/CPR

Trade Skills and Theory

1. Archiving Basics
2. Public History
3. Applied History
4. Archives and Archival Administration
5. Physical Preservation Techniques
6. Community-Centered Curation and Storytelling
7. Principles, Systems, Processes, and Procedures of Library and Archive Operations
8. Information Management
9. Information Resource Management
10. Discovery and Retrieval of Requested Materials
11. Privacy and Confidentiality

Trade Technology

1. Computer and Information Sciences
2. Digital Preservation Techniques
3. Data Management and Metadata for Digital Archives
4. Emerging Technologies in Archiving
5. Management Information Systems and Services

Job Skills

1. Computer Skills
2. Verbal and Written Communication Skills
3. Presentation Skills
4. Time Management Skills
5. Critical Thinking and Problem Solving
6. Interpersonal Relationships
7. Public Speaking Skills
8. Project Management
9. Independent and Collaborative Working
10. Employer Specific Skills

Additional Topics as Required

A minimum of 144 hours of Related Instruction is required for each Apprentice, each year.

Appendix B topics are approved by New York State Education Department.