

# Historical Archiving for a National Medical Military Museum



## Preserving and Tagging Medical History

A national military museum of the U.S. Army, dedicated to the preservation of our nation's medical history, was looking for assistance converting historical documents to a digital format. The awarded contract would span five years and encompass a variety of paper documents and other media totaling over 1,350,000 pages.

In addition to digital conversion, detailed metadata was required for every document. The total scope of work included complexities that the museum, as a government entity, did not have enough resources or funding to complete in-house. A formal RFP was issued and ARDEM became the selected vendor of choice.

### Handle with Care

Founded in 1862, the museum documents ranged in date from the late 1800's through the 1950's. The documents' age and delicate condition required specialized conversion equipment and techniques to ensure the documents were not damaged or otherwise altered.

The types of documents processed included accession files, card catalogs, correspondence, film, microfiche and ledger books. Documents ranged in size and shape from small identification tags (a couple of inches) through larger A2 sized (16.5 x 23.4 in) documents.

### Key Benefits

- 100% on time delivery track
- Skilled team versed in analytical and technical skills
- Extensive quality assurance procedures

### GSA Contract

⇒ GS-03F-0146V

### Quality

⇒ With multiple quality assurance measures in place, ARDEM has ensured the highest quality of data.

### Security

⇒ With previous work in the Government sector, our security policies meet the standards for the US Army, Department of State, and more!

Traditional production scanners with pass-through feeders were not sufficient for a project of this scope. ARDEM's varied selection of scanners included multiple overhead scanners and book scanners which would capture a digital image without any rollers or other apparatus touching the documents.

This enabled the documents to remain in the exact condition as received during the entire process. The museum was also able to benefit from ARDEM's unique skillsets within the team assigned to the museum project. ARDEM's past experience with museum quality and historic documents assured the documents would always be handled with expert care.

## Conversion

The actual conversion process was purely a manual effort due to the delicate nature of the documents.

Digital images were created at a minimum of 600 dpi resolution but often at 1200dpi. File format was as uncompressed Tiff, JPEG and PDF. All PDF images are OCR'd. All OCR'D PDFs are further converted to PDF/A format. The film negatives and microfiche included in the documents is separately converted to the required digital formats and placed in the correct location/sequence in the digital files.

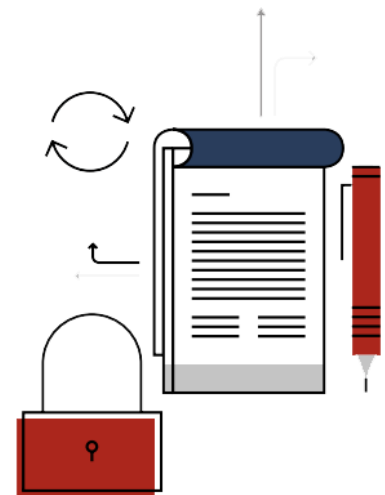
## Metadata

Document conversion comprised of half of the overall requirements for. Once the documents were converted and renamed based on specific naming conventions, detailed electronic tagging (metadata) was also needed. The parameters for metadata were different for each type of document processed.

On average, 15 fields or more of data needed to be sourced from each document. Depending on the document type, this information could include names, places, organizations, item names, descriptions, identification numbers and more. Often, this would be hard to find and ARDEM analysts were trained how to decipher certain information.



**Each item was scanned one at a time; every page of each book was turned one at a time; double-sided pages were digitized one side at a time.**



**The benefits of a GSA contract holder entitles that the company has proven levels of high confidentiality, security, and compliance**

## Results

ARDEM's dedication and commitment to excellence enabled for the successful completion of the museum conversion project. Every time the scope or document materials would change, ARDEM provided samples for the museum to approve as the customer's satisfaction is always the utmost priority.





ARDEM adapted to the museum's needs as they changed over the course of five years. The museum now has access to over 1.35 million pages of vital and important documents that previously had only been seen or accessed by very few people. This new digital access allows the museum to conduct further research with ease and provide access to irreplaceable documents for future generations.

### About ARDEM Incorporated

ARDEM Incorporated delivers success companies looking to efficiently streamline their processes and improve ROI. We implement the world's most sophisticated Technology platform combining human interaction with advance technologies to automate business processes and lower operational costs.

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