



## Electronic Media Found in Analog Materials workflow

This workflow illustrates what is to happen when a carrier media for electronic records is found interspersed with analog materials in a collection that is being processed. For the purposes of this illustration, carrier media is any physical thing which holds electronic records. Analog materials is anything that does not require a computing device to interpret and render the content of the material.

Content is the electronic files originally on the carrier media, regardless of whether the files are still on the carrier media.

Examples of carrier media are: CDs, DVDs, Flash Drive, ZIP Disks, 3.5" floppy disks, LTO tape, Hard disk drives.

The location to be used is the *Box Identifier*, not an actual stacks location. Use of an archival management system will let TSLAC staff know the current location of that box.

**Green** indicates archivist activity, **blue** indicates TDA staff activity

