



# **InterPARES 2 Project**

**International Research on Permanent Authentic Records in Electronic Systems**

## **Characterization of Case Study Validated**

### **Case Study 09(4): Digital Moving Images – WGBH Boston**

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#### **Relevance of the Case Study to InterPARES 2**

The purpose of this case study is to examine workflow involved in making a WGBH television documentary program. There are an enormous amount of production elements and documents generated during the course of program creation. The documents generated are in both digital and analog form and include image, audio, graphic and textual formats. The relevance of this case study is to enable InterPARES to reach its goals with respect to the study of artistic activities that are conducted using experiential, interactive and dynamic computer technology.

#### **Information about the Creator**

The Creator is WGBH Boston, a public broadcasting company located in Boston, Massachusetts and with branch offices in New York and Los Angeles. The company offers a variety of television and radio channels as well as a range of multimedia productions. The creator's mandate is deliver radio, television and multimedia programming to the public in order to help people make connections to the world they live in. The company aims to provide programs and services that educate, inspire, and entertain the public as well as foster citizenship, culture and acceptance of diverse perspectives.

The functions of the creator are to produce and broadcast television, radio and Web productions, produce teaching tools for schools and for home schooling, produce IMAX films and produce services for those with hearing and vision impairments.

WGBH Boston is governed by a President and Chairperson. The company has over one thousand employees.

### **Information about the Administrative/Management Function**

WGBH Boston produces documentary television programs (focus for this case study). The process of production involves a number of stages of work such as research, pre-production work, production work, post-production work, Web promotion and reuse and repackaging work.

WGBH Boston operates in a mixed digital and analog environment, but will soon be converting to a digital asset management system (DAM). Physical footage is preserved by the WGBH archives and a footage log catalogs the footage in a FileMaker Pro 7 database. Each production unit is required to send particular items to the archives and there is a WGBH-wide retention schedule. The implementation of the DAM system will be for current production work and for the archives. It is WGBH policy to create and save original footage and footage logs.

### **Information about the Digital Entity Being Studied**

The digital entities being studied are the original footage generated during the production process. This includes videotape and film shot by and for a specific production. Original footage logs are also examined. These logs list every film shot and describe the subject of the shot, who is in the footage, the location of the footage, the environment, context and record time. The original footage is shot on a variety of analog and digital tape and film formats. These include: MiniDV, BetaSP, Digital Beta, DVCPro, DVCam, HDCam, VHS, 16mm film and Super 16mm film. The footage log consists of data entered into a FileMaker Pro 7 database. There are standardized data entry criteria for the database and a unique identifier links the catalog record in the footage log with the original footage. Once the DAM system is implemented, it will ingest the footage log create in the FileMaker Pro 7 database.

The WGBH Boston archives is responsible for preservation of these entities. Strategies for dealing with obsolete or deteriorating digital and analog tapes include copying footage to new digital formats and once the DAM system is in place, footage will likely be converted to digital files.

The staff at WGBH Boston currently has access to original footage held in the archives since it is available for circulation. The footage logs may also be searched and are read-only files. Within the DAM system the files will be read-only. External users are also provided with access to digital files if, giving advance notice, they visit the archives.