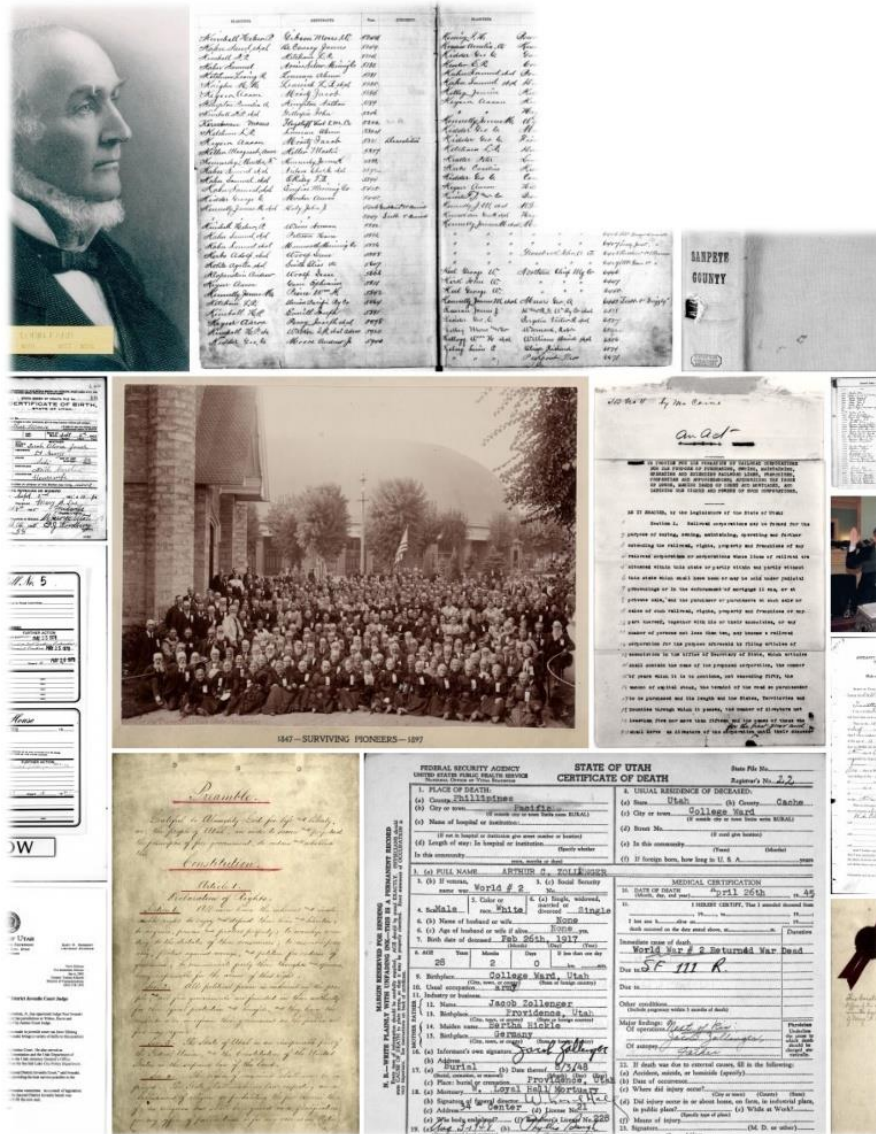


# Project Management for Digitization

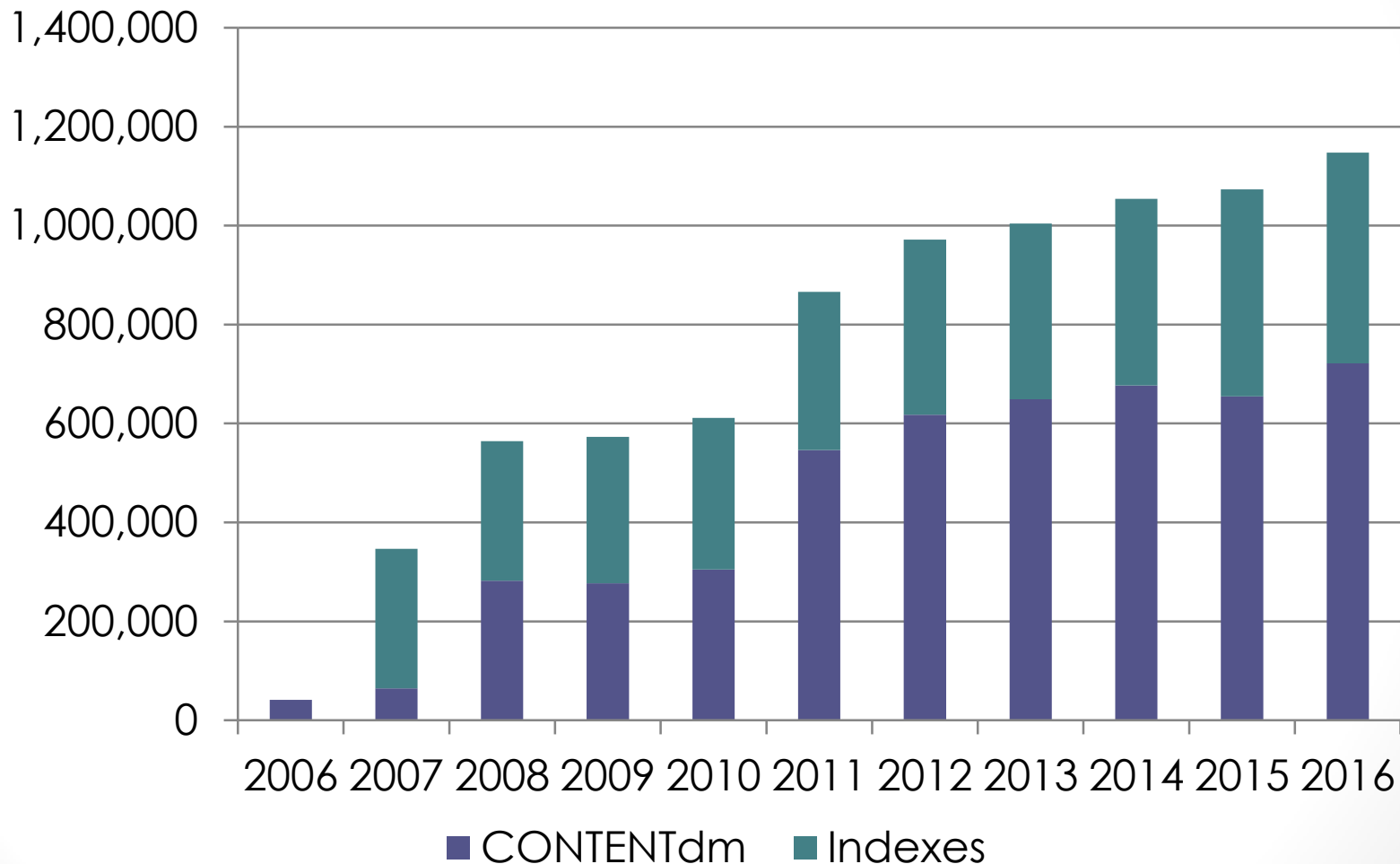


Gina Strack • Utah State Archives  
Regional Repository Meeting • April 27, 2016

# Digital Archives



# Growth 2006-2016



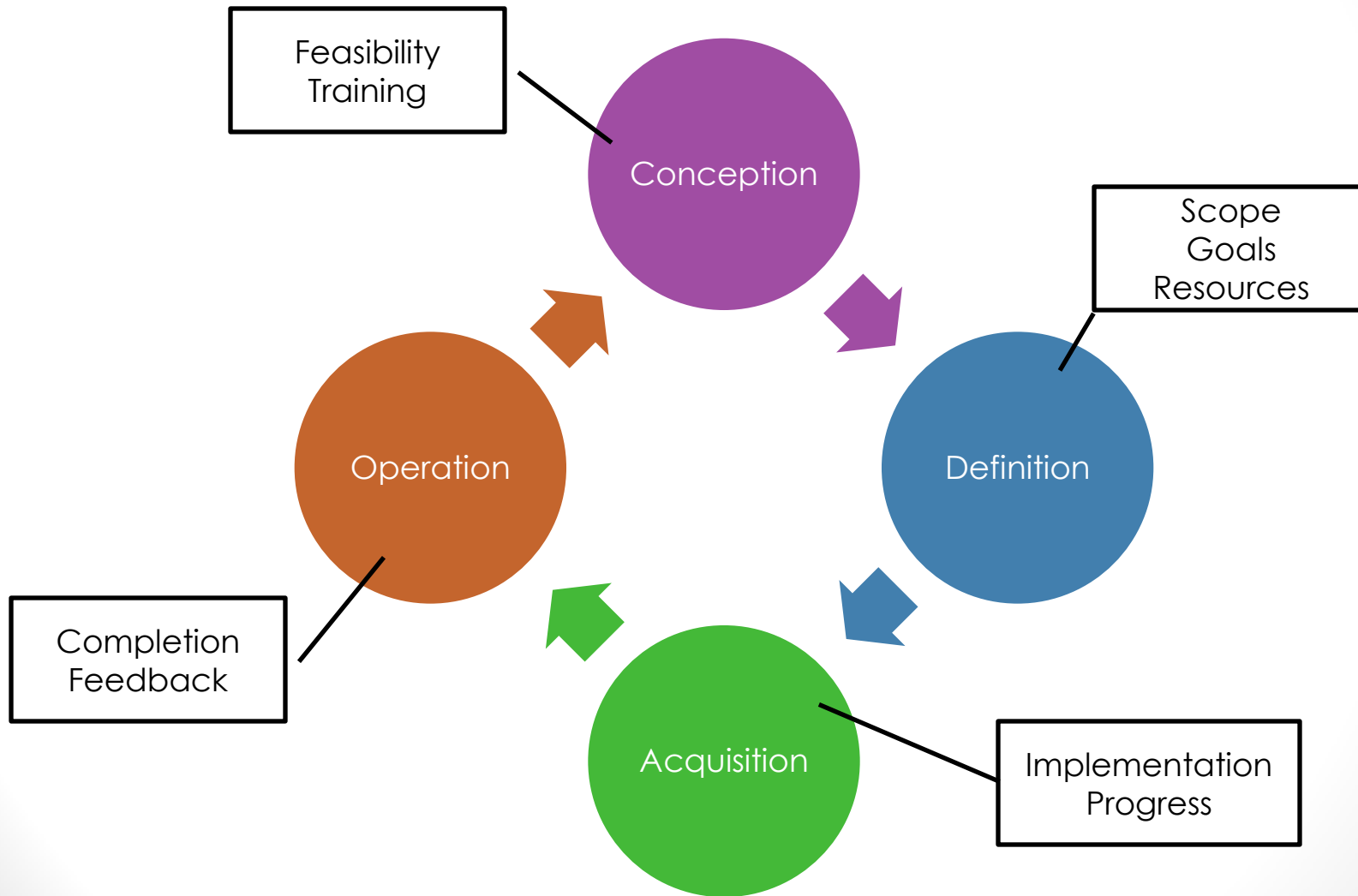


One  
Million  
Items

General

# PROJECT MANAGEMENT

# Project Lifecycle



# Factors of Success

1. Mandate
2. Support and Resources
3. Leadership
4. Communication
5. Clear Goals



Digital

# PROJECT WORKFLOW



# It Feels Like

“The natural condition is one of **insurmountable obstacles on the road to imminent disaster.**”

“So what do we do?”

“Nothing. Strangely enough, it all turns out well.”

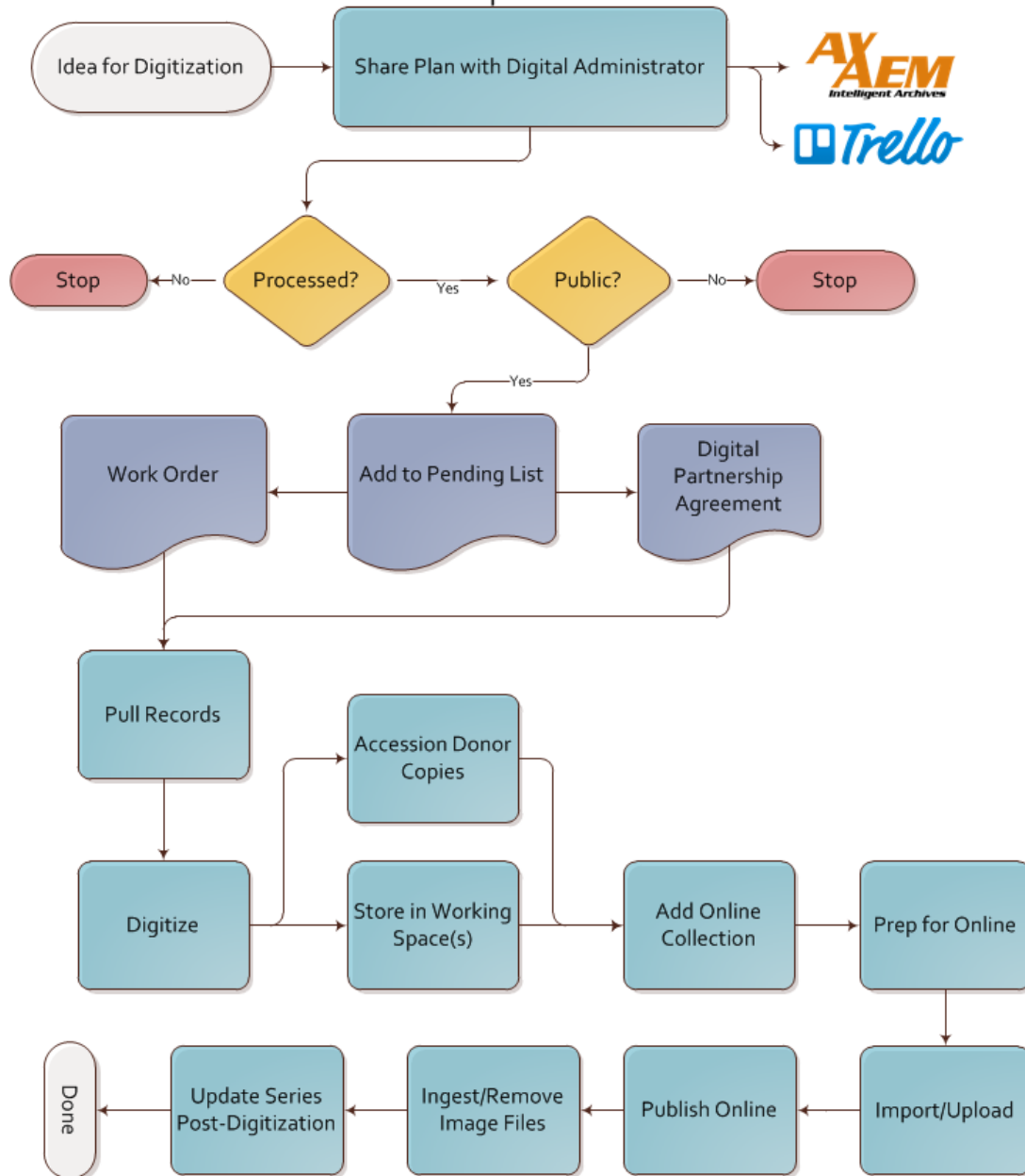
“How?”

“I don't know.  
**It's a mystery.**”



# Utah State Archives Digital Project Workflow

April 2016



# Project Planning

## Propose Digital Project Plan

- “Building Good Collections” [!\[\]\(746d018fdf6ab02bf5fb7681133e8b29\_img.jpg\)](#)

## Discuss in Planning Meeting

- Processed?
- Public?
- Partner or vendor?

State Government																
Series #	Agency	Series Title	Volume of Original Materials	Dates	Project Number	Workorder	Prepare Collection	Imaging Begin	Quality Control	Imaging Finish	Prep for Online	Upload	Website	Status	Summary	
14107	Semi-Centennial Commission Convention to Ratify the 21st Amendment (1933)	Book of the Pioneers†	1 book	1897			<input checked="" type="checkbox"/>	8/16/2010	<input checked="" type="checkbox"/>	9/12/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/12/2013	DONE		
6300		Administrative Records	1 reel	1933		486	<input checked="" type="checkbox"/>	9/6/2012	<input checked="" type="checkbox"/>	9/6/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	9/13/2012	DONE		
3212	Statehood Constitutional Convention	Records	2 folders	1895		482	<input checked="" type="checkbox"/>	7/23/2012	<input checked="" type="checkbox"/>	7/23/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/27/2012	DONE		
3212	Statehood Constitutional Convention	Records	5 reels	1895		441	<input checked="" type="checkbox"/>	2/29/2012	<input checked="" type="checkbox"/>	2/29/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/27/2012	DONE		
27847	Department of Public Safety	Graduating class photos	0.5 cu. ft.	1958-2011	23	419	<input type="checkbox"/>	1/10/2012	<input type="checkbox"/>	1/30/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		4/1 - Index testing		
25122	Department of Transportation	Official photographs index	1 reel	1965-1998		418	<input checked="" type="checkbox"/>	1/6/2012	<input checked="" type="checkbox"/>	1/6/2012	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/12/2012	DONE		
81448	Office of Vital Records and Statistics	Death certificates	11 reels	1961		405	<input checked="" type="checkbox"/>	11/18/2011	<input checked="" type="checkbox"/>	11/21/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/1/2013	DONE		
15274	State Records Committee	Minutes	0.35	1992-2009		370	<input checked="" type="checkbox"/>	7/11/2011	<input checked="" type="checkbox"/>	7/12/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/13/2011	DONE		
4532	Governor Matheson	State agency correspondence	0.35 cu. Ft.	1977-1983		363	<input checked="" type="checkbox"/>	6/7/2011	<input checked="" type="checkbox"/>	6/16/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/22/2011	DONE		
3298	Legislature	Little Hoover Commission	.35 cu. ft.	1965-66			<input checked="" type="checkbox"/>	6/6/2011	<input checked="" type="checkbox"/>	6/6/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/19/2011	DONE		
3179	Reorgnization of Executive Branch	Report	2 folders	1966			<input checked="" type="checkbox"/>	5/31/2011	<input checked="" type="checkbox"/>	6/1/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	6/1/2011	DONE		
81448	Office of Vital Records and Statistics	Death certificates	23 reels	1959-60		336	<input checked="" type="checkbox"/>	3/9/2011	<input checked="" type="checkbox"/>	4/6/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/2/2012	DONE		
81443	Office of Vital Records and Statistics	Birth certificates	26 reels	1912	3	323	<input checked="" type="checkbox"/>	2/3/2011	<input checked="" type="checkbox"/>	2/7/2011	<input type="checkbox"/>	<input type="checkbox"/>		Creating browsable		
17170	Division Archives and Records Service	Oaths of Office	2 docs	2011			<input checked="" type="checkbox"/>	1/24/2011	<input checked="" type="checkbox"/>	1/24/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/24/2011	DONE		
3214	Statehood Constitutional Convention	State constitution	1 cu. ft.	1895			<input checked="" type="checkbox"/>	7/12/2010	<input checked="" type="checkbox"/>	8/16/2010	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/4/2011	DONE		
17170	Division Archives and Records Service	Oaths of Office	2 docs	2009			<input checked="" type="checkbox"/>	9/12/2009	<input checked="" type="checkbox"/>	9/12/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3/8/2010	DONE		
17170	Division Archives and Records Service	Oaths of Office	5 docs	2009			<input checked="" type="checkbox"/>	5/12/2009	<input checked="" type="checkbox"/>	5/12/2009	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/12/2009	DONE		
17170	Division Archives and Records Service	Oaths of Office	5 docs	2005			<input checked="" type="checkbox"/>	3/27/2006	<input checked="" type="checkbox"/>	3/27/2006	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4/5/2006	DONE		
81443	Office of Vital Records and Statistics	Birth certificates	27 reels	1913	3											
17170	Division Archives and Records Service	Oaths of Office	3 cu. ft.	2001-2013	24									Meeting 8/12/2013		

Track

Digital Archives Projects | Trello

https://trello.com/b/NEUyUNBP/digital-archives-projects

Boards

New stuff!

Trello

+ Gina Strack

Digital Archives Projects Digital Curators Private

Calendar Show Menu

### Pending

- World War I Photographs  
1 0/8 Mar 31, 2017
- Weber County Civil Index  
1
- 1965 Jet Crash
- Birth Certificates 1916-1917  
0/7
- Death Certificates 1966-1967  
0/7
- State Capitol  
0/14 KI
- Delayed Birth certificates online  
1

Add a card...

### In Progress

- Salt Lake City Tax assessment books  
4 2 0/13
- Ogden Arrest Jail Record Books  
0/14
- Territorial Militia records indexes  
2 1 3/4

Add a card...

### Done

- Fireman Photographs  
2 11/11
- Wheeler Farm Photographs  
1 1 3/3

Add a card...

Add a list...





## Fireman Photographs



in list [Done](#)

Members



Description [Edit](#)

This series contains photographs from the Salt Lake City Fire Department that document the history of the agency.



### Attachments

PDF

Series 23526 Project Proposal Form.pdf

Added Dec 7, 2015 at 11:35 AM

[Open in New Tab](#) [Delete](#)

LINK

<http://archives.utah.gov/research/inventories/23526.html>

Added Dec 7, 2015 at 11:34 AM

[Open in New Tab](#) [Remove](#)

[Add an attachment...](#)

### Add

[Members](#)

[Labels](#)

[Checklist](#)

[Due Date](#)

[Attachment](#)

### Actions

[Move](#)

[Copy](#)

[Subscribe](#)

[Archive](#)



### Checklist

[Hide completed items](#) [Delete...](#)

[Share and more...](#)

100%

- ☒ ~~Receive digital images~~
- ☒ ~~Convert TIFF to JPEG (Photoshop)~~
- ☒ ~~Add collection~~
- ☒ ~~Set metadata content~~
- ☒ ~~Set metadata fields~~
- ☒ ~~Create metadata text file~~
- ☒ ~~Create Project in client~~
- ☒ ~~Import and upload objects~~
- ☒ ~~Approve objects~~
- ☒ ~~Create landing page~~
- ☒ ~~Draft blog post and press release~~



# Best Practices

[archives.utah.gov/digital/best-practices.html](http://archives.utah.gov/digital/best-practices.html)



Digital  
Imaging



Dublin Core  
Metadata



Building Collections

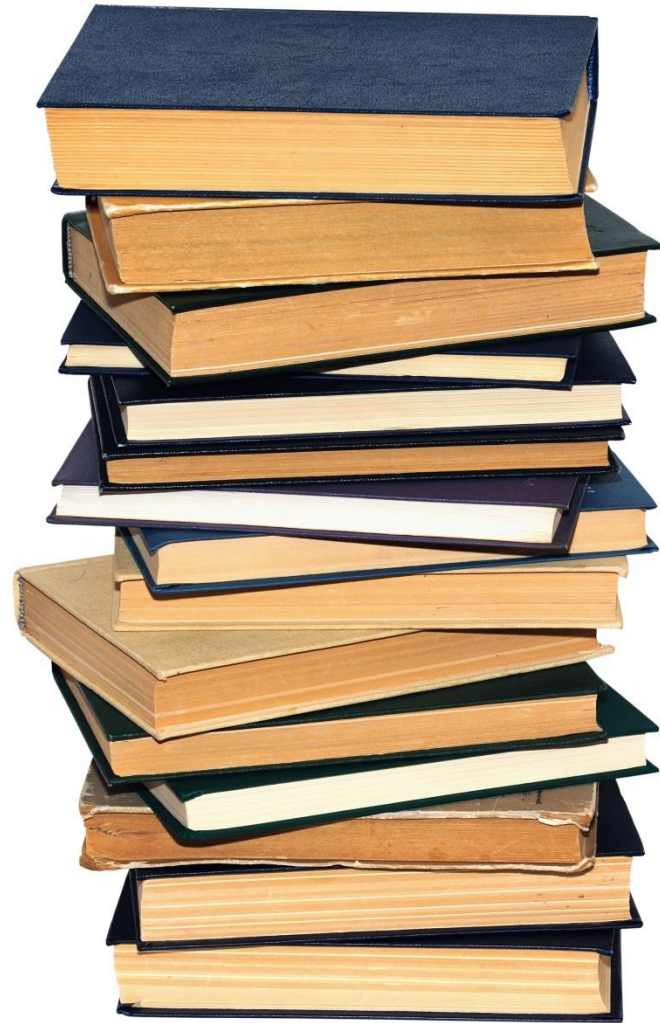




USING CONTENTDM

# Presenting Context

- Government records, like many archival materials, must retain context to be both useful and retain meaning
- Almost all digital objects = compound objects



A. D. Ray

1908  
62  
47

STATE OF UTAH,  
County of Utah

Joseph Adams, being first duly sworn, upon his oath, says:  
I am a resident of San Juan Utah County, Utah  
and have been such resident for 57 years last past, and am 62 years of age.  
That on the 13<sup>th</sup> day of June, 1866, I was enrolled in  
Company Co. 2, commanded by Captain William H. Quinn; that at said  
time I was a resident of San Juan Utah County, Utah, and  
of the age of 19 years; that I was a member of said organization  
for 62 days, and was transferred from said organization to Company  
Co. 2, commanded by Captain William H. Quinn, and served with said last name  
organization for a period of 62 days, and was transferred from said organization  
to Company Co. 2, commanded by Captain William H. Quinn, and served in  
said organization for a period of 62 days, and was honorably released from  
service with said Co. 2 Command on the 13<sup>th</sup> day of  
August, 1866.

That during said service in Company CW, under Captain William A. Neim  
participated in the following engagements and duties:

Was in constant service with said company for 62 days - Made an expedition against the Indians into Sanpete and Sevier counties

That during said service in Company \_\_\_\_\_, under Captain \_\_\_\_\_ participated in the following engagements and duties:

participated in the following engagements and duties:

ADAMS, JOSEPH

[illegible]

in Company Cot, under Captain William H. Kinn;  
Benjamin G. Greenwood Robert E. King

and \_\_\_\_\_; in Company \_\_\_\_\_ under Captain \_\_\_\_\_;

and \_\_\_\_\_; in Company \_\_\_\_\_ under Captain \_\_\_\_\_:

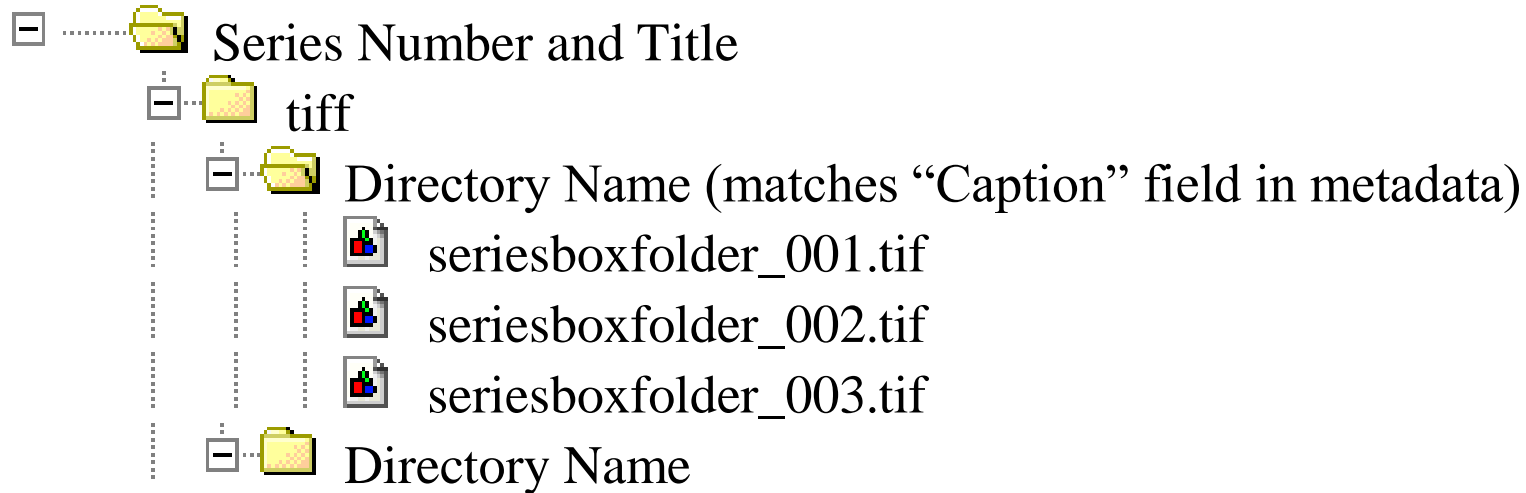
and \_\_\_\_\_

And I further state that said service was continuous between the dates mentioned, and that I was constantly with said command unless temporarily absent on proper leave, and that the dates of service above given are correctly given, and that the dates of the engagements and duties above are true and correct to the best of my recollection and belief.

and belief, Joseph Colaneri  
12th day of June, 1909  
Joseph Colaneri  
 Commissioner.

## Commissioners

# Directory Structure



81443004015



81443004016



81443004017



81443004018



81443004019



81443004020



81443004021



81443004022



81443004023



81443004024



81443004025



81443004026



81443004027



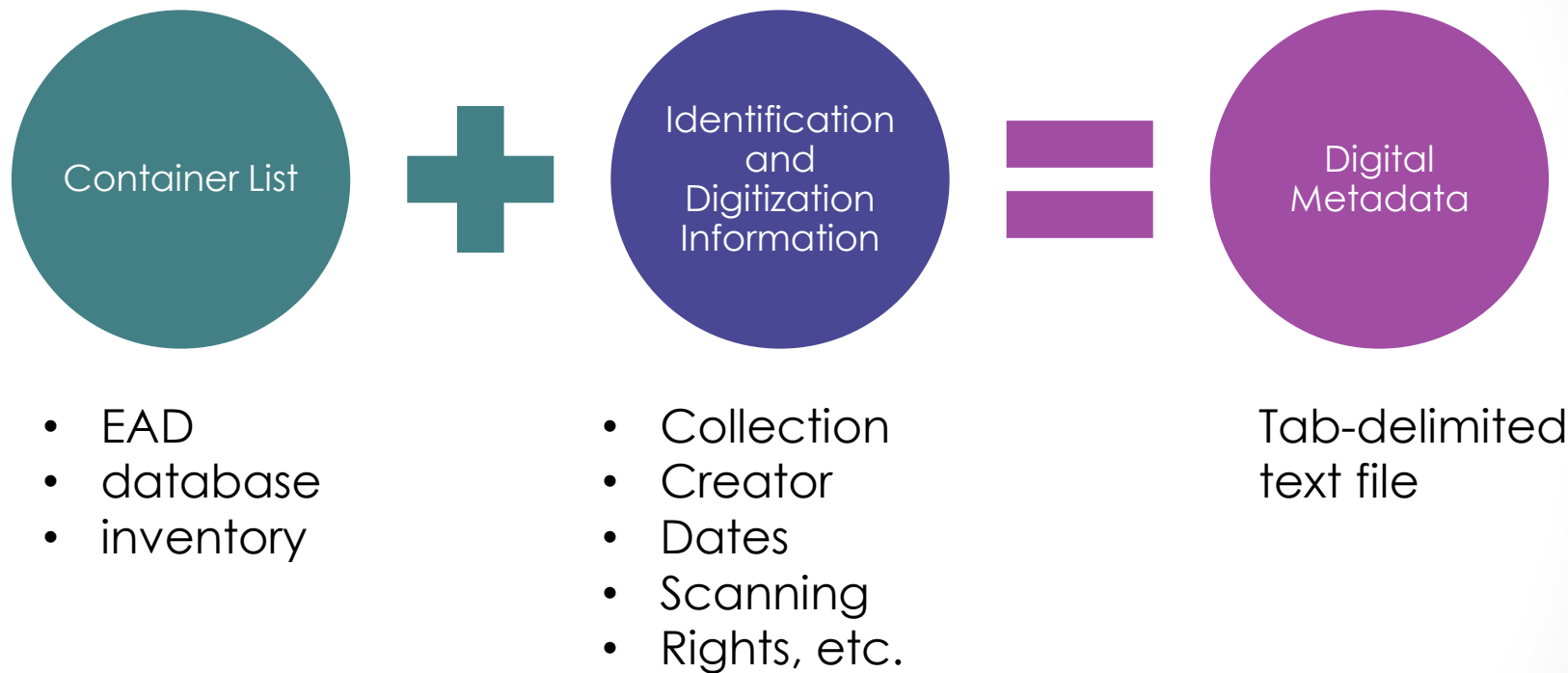
81443004028





**Especially with “More Product Less Process”**

# Metadata



Microsoft Access

File Home Create External Data Database Tools Design

View Run Select Make Table Append Update Crosstab Delete Union Pass-Through Data Definition Show Table Insert Rows Delete Rows Insert Columns Delete Columns Return: All Totals Parameters Table Names Property Sheet

Results Query Type Query Setup Show/Hide

Custom Groups

- 432 Joblist Query
- 432\_metadata Query
- 432\_reel\_list Query
- 432\_reel\_range Query
- 432 Batch Form
- 432 Select Reel Form
- 432 Batch List report Report
- 432 Reel List Proce... Report
- 432 Reel List report Report
- 432 Reel List Uploa... Report
- 432 JobTxt Macro
- 432 MetaTxt Macro
- Series 328
- Series 81448
- 81448 Container Table
- 81448\_metadata Query

81448\_metadata

Digitization ...

Series Details

81448 Container

Field:	Series: seriesNum	Agency: agency	Caption: description	Title: title	Source Container: "81448 Container"	Source Relation: "Series Details"	Date-Original: Date	Date Digitization
Table:	Digitization Details	Series Details	81448 Container	Series Details				
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	81448							
or:								

# Access Query

## Text File



## Add Multiple Compound Objects

Import Objects **Map Fields**

Add using   [Help me choose...](#)

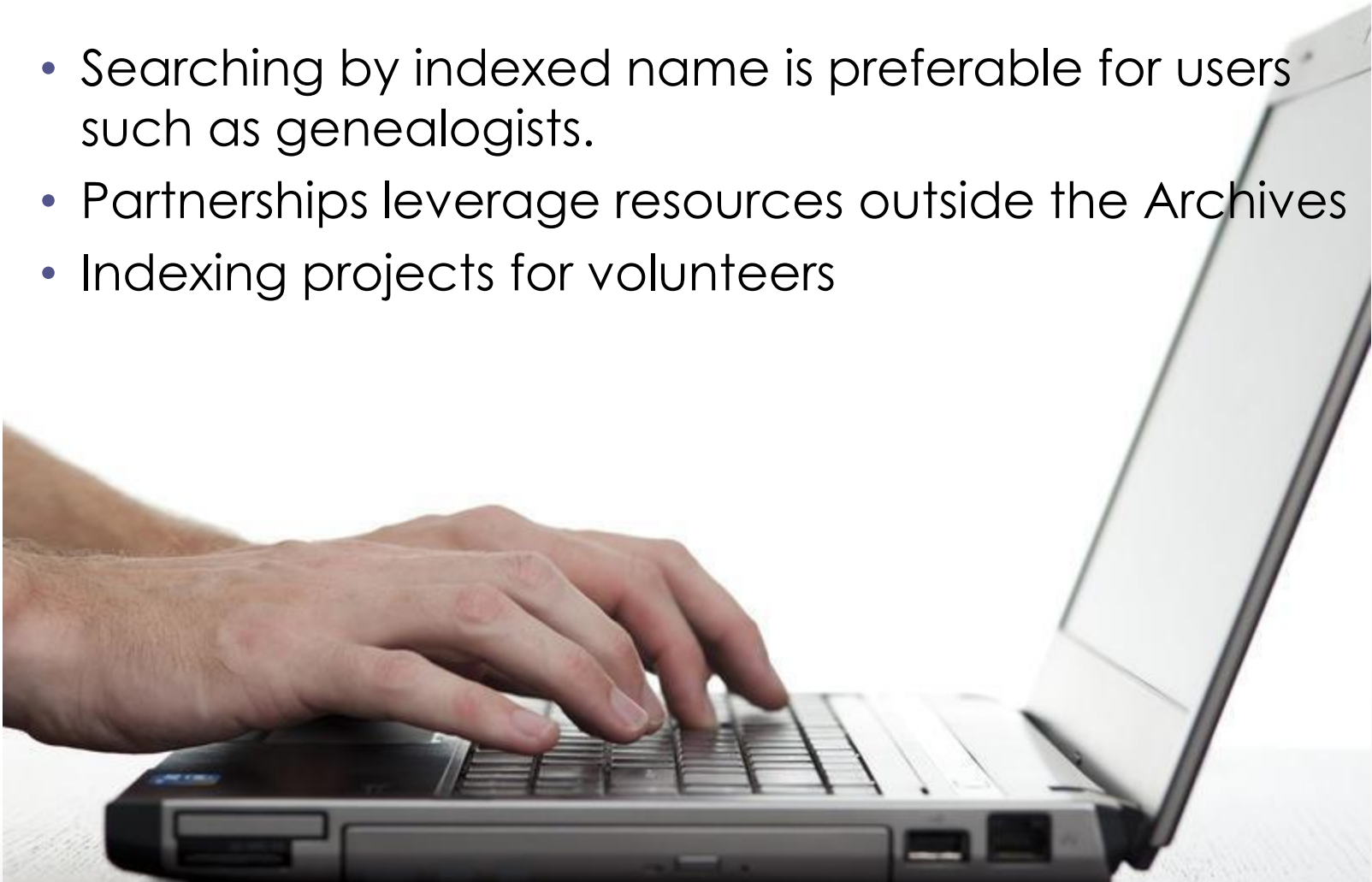
	Title	Compound Object Type	Directory Structure	Scan Directory	Compound Object Metadata	Page Metadata	Compound Object Record	Item Type	Full Resolution	Full Resolution Auto-Generate
▶	1912; Salt Lake, Sep 1-4	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		1	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Sep 5-9	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		2	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 1-4	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		3	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 5-7	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		4	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 8-10	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		5	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 11-13	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		6	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 14-18	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		7	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 19-23	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		8	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 24-27	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		9	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Mar 28-31	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		10	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Apr 1-5	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		11	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Apr 6-8	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		12	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Apr 8-11	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		13	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>
	1912; Salt Lake, Apr 11-14	Document ▼	<input checked="" type="checkbox"/>	M:\Images\Birth ...	\\acwfp01\Archi...		14	Object ▼	<input type="checkbox"/>	<input type="checkbox"/>

Add Compound Objects > Object List

# NAME INDEXES

# Indexes

- Searching by indexed name is preferable for users such as genealogists.
- Partnerships leverage resources outside the Archives
- Indexing projects for volunteers



# Creating Indexes

Define Fields



Assign Work



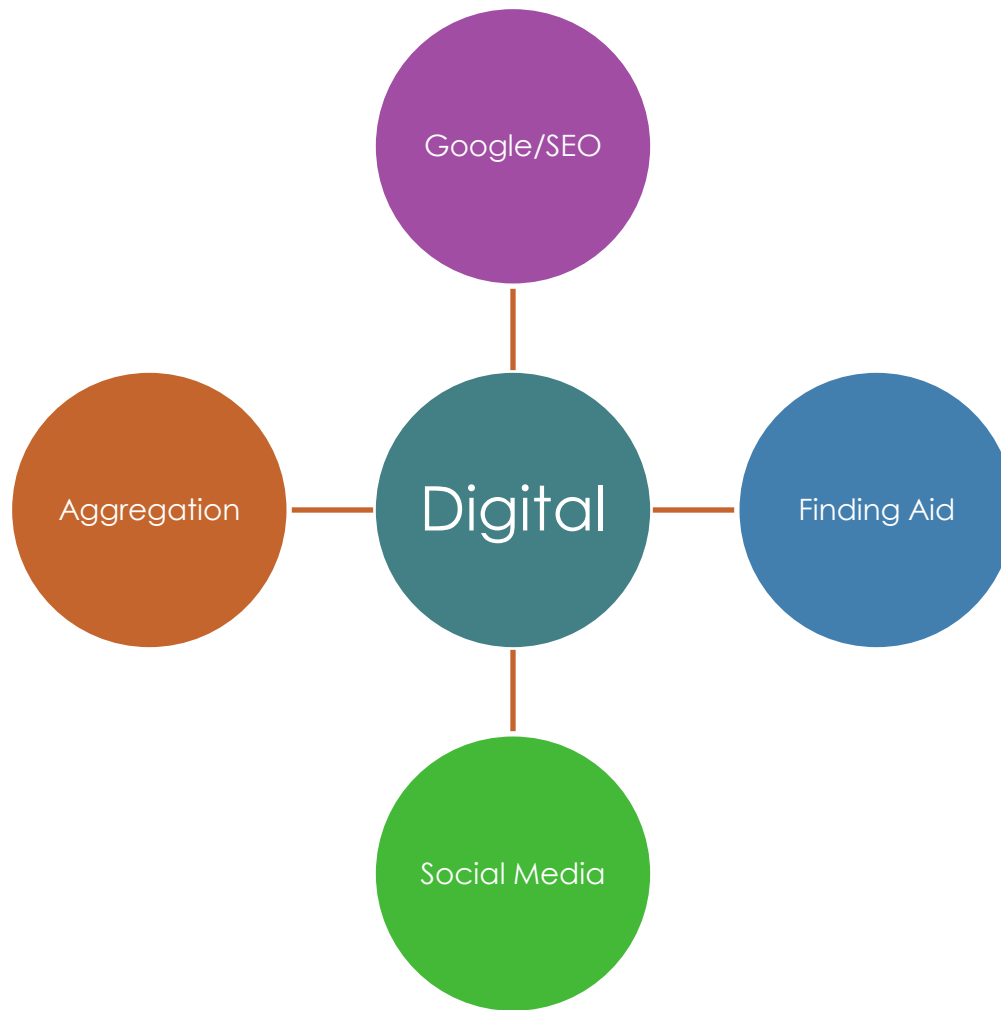
Proof



Publish

LINKING TO DIGITAL

# Bring Them In



Current collection: Office of Vital Records and Statistics Birth Certificates

change

## Export metadata

Choose the method used to export metadata.

☐ **Tab-delimited.** Exports data as a tab-delimited text file.

☐ Return field names in first record

☒ **XML.** Exports data as XML.

☐ Standard Dublin Core XML

☐ CONTENTdm Standard XML

☒ Include only the full text field from page-level metadata

☐ Include all page-level metadata

☒ Custom XML

☐ Include all page-level metadata

☐ **OCLC SiteSearch.** Exports data that can then be loaded to an OCLC SiteSearch database.

☒ Dublin Core. Produces the SGML and DTD files that can be used to load a defined Dublin Core database.

☐ Custom. Define tags used in the exported SGML file, which will then be used with the DTD file to load a custom SiteSearch database.

next

## XML export — Custom

Enter XML tags for the fields you want to export. Use the tag format specified by the third-party software to which you are exporting. Fields without XML tags will not be exported.

Field name	XML tag name
Series	<input type="text"/>
Agency	<input type="text"/>
Caption	<input type="text" value="Caption"/> ←
Title	<input type="text"/>
Source Container	<input type="text"/>
Source Relation	<input type="text"/>
Date-Original	<input type="text"/>
Date-Digital	<input type="text"/>
Type	<input type="text"/>
Format	<input type="text"/>
Conversion Specifications	<input type="text"/>
Language	<input type="text"/>
Rights Management	<input type="text"/>
Holding.Institution	<input type="text"/>
Finding Aid	<input type="text"/>
Directory	<input type="text" value="Directory"/> ←
Subject	<input type="text"/>
Abstract	<input type="text"/>
Item URL	<input type="text" value="URL"/> ←
OCLC number	<input type="text"/>
Date created	<input type="text"/>



Book1 - Microsoft Excel

Table Tools  
Design

File Home Insert Page Layout Formulas Data Review View Add-Ins

Table Name: Table1

Summarize with PivotTable  
Remove Duplicates  
Convert to Range

Export Refresh Unlink

Properties  
Open in Browser

Header Row  
Total Row  
Banded Rows

First Column  
Last Column  
Banded Columns

Table Style Options

A1 fx Caption

	A	B	C
1	Caption	Directory	URL
2	1907; Beaver, Oct-Dec	81443009025	<a href="http://images.archives.utah.gov:90/u?/81443,35">http://images.archives.utah.gov:90/u?/81443,35</a>
3	1907; Beaver, Jan-Apr	81443009023	<a href="http://images.archives.utah.gov:90/u?/81443,94">http://images.archives.utah.gov:90/u?/81443,94</a>
4	1907; Beaver, May-Sep	81443009024	<a href="http://images.archives.utah.gov:90/u?/81443,162">http://images.archives.utah.gov:90/u?/81443,162</a>
5	Birth certificates indexed by name	81443001001	<a href="http://archives.utah.gov/digital/81443.htm">http://archives.utah.gov/digital/81443.htm</a>
6	1906; Kane, Jan-Jun	81443005040	<a href="http://images.archives.utah.gov:90/u?/81443,192">http://images.archives.utah.gov:90/u?/81443,192</a>
7	1906; Davis, Apr-May	81443005004	<a href="http://images.archives.utah.gov:90/u?/81443,237">http://images.archives.utah.gov:90/u?/81443,237</a>
8	1906; Emery, Jul-Aug	81443005016	<a href="http://images.archives.utah.gov:90/u?/81443,273">http://images.archives.utah.gov:90/u?/81443,273</a>
9	1906; Box Elder, Feb	81443004020	<a href="http://images.archives.utah.gov:90/u?/81443,304">http://images.archives.utah.gov:90/u?/81443,304</a>
10	1906; Salt Lake, Jan 25-31	81443005054	<a href="http://images.archives.utah.gov:90/u?/81443,352">http://images.archives.utah.gov:90/u?/81443,352</a>
11	1906; Garfield, Jan-Feb	81443005019	<a href="http://images.archives.utah.gov:90/u?/81443,392">http://images.archives.utah.gov:90/u?/81443,392</a>
12	1906; Davis, Feb	81443005002	<a href="http://images.archives.utah.gov:90/u?/81443,426">http://images.archives.utah.gov:90/u?/81443,426</a>
13	1906; Carbon, Sep-Oct	81443004044	<a href="http://images.archives.utah.gov:90/u?/81443,468">http://images.archives.utah.gov:90/u?/81443,468</a>

Open “export.xml” in Excel as XML Table

Microsoft Excel - 13373master.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

100% Arial

	A	B	C	D	H
	reel	box	folder	description	link
1					
2		1	1	Transition Index for No. 1-7, Nov 1992-Dec 1992	<a href="http://images.archives.utah.gov/u?/13373,986">http://images.archives.utah.gov/u?/13373,986</a>
3		1	1	Transition No. 1-7, Nov 12, 1992-Dec 7, 1992	<a href="http://images.archives.utah.gov/u?/13373,1007">http://images.archives.utah.gov/u?/13373,1007</a>
4		1	1	Index for 1-168, Dec 1992-Oct 1994	<a href="http://images.archives.utah.gov/u?/13373,1125">http://images.archives.utah.gov/u?/13373,1125</a>
5		1	1	No. 1-22, Dec 17, 1992-Feb 8, 1993	<a href="http://images.archives.utah.gov/u?/13373,1216">http://images.archives.utah.gov/u?/13373,1216</a>
6		1	1	No. 23-37, Feb 5, 1993-Mar 18, 1993	<a href="http://images.archives.utah.gov/u?/13373,854">http://images.archives.utah.gov/u?/13373,854</a>
7		1	1	No. 38-43, Mar 22, 1993-Apr 23, 1993	<a href="http://images.archives.utah.gov/u?/13373,1095">http://images.archives.utah.gov/u?/13373,1095</a>
8		1	1	No. 44-57, Apr 28, 1993-Jun 15, 1993	<a href="http://images.archives.utah.gov/u?/13373,1641">http://images.archives.utah.gov/u?/13373,1641</a>
9		1	1	No. 58-65, Jun 16, 1993-Jul 14, 1993	<a href="http://images.archives.utah.gov/u?/13373,984">http://images.archives.utah.gov/u?/13373,984</a>
10		1	1	No. 66-78, Jul 16, 1993-Sep 29, 1993	<a href="http://images.archives.utah.gov/u?/13373,1548">http://images.archives.utah.gov/u?/13373,1548</a>
11		1	1	No. 79-87, Sep 30, 1993-Nov 4, 1993	<a href="http://images.archives.utah.gov/u?/13373,918">http://images.archives.utah.gov/u?/13373,918</a>
12		1	1	No. 88-105, Nov 15, 1993-Apr 15, 1994	<a href="http://images.archives.utah.gov/u?/13373,1665">http://images.archives.utah.gov/u?/13373,1665</a>
13		1	1	No. 106-113, Apr 15, 1994-May 11, 1994	<a href="http://images.archives.utah.gov/u?/13373,1309">http://images.archives.utah.gov/u?/13373,1309</a>
14		1	1	No. 114-123, May 12, 1994-May 20, 1994	<a href="http://images.archives.utah.gov/u?/13373,1609">http://images.archives.utah.gov/u?/13373,1609</a>
15		1	1	No. 124-136, May 20, 1994-Jun 16, 1994	<a href="http://images.archives.utah.gov/u?/13373,956">http://images.archives.utah.gov/u?/13373,956</a>
16		1	1	No. 137-150, Jun 17, 1994-May 22, 1994	<a href="http://images.archives.utah.gov/u?/13373,1476">http://images.archives.utah.gov/u?/13373,1476</a>
17		1	1	No. 151-157, Aug 4, 1994-Sep 6, 1994	<a href="http://images.archives.utah.gov/u?/13373,1588">http://images.archives.utah.gov/u?/13373,1588</a>
18		1	1	No. 158-168, Sep 8, 1994-Oct 24, 1994	<a href="http://images.archives.utah.gov/u?/13373,886">http://images.archives.utah.gov/u?/13373,886</a>

## Resulting Container List in Excel



## PROCESSING NOTE

Additional supplemental material attached to the original handwritten register were removed to ensure preservation. These items were foldered and labeled according to the register page from which they were removed. A name index was created by Archives volunteers in December 2009 based upon the typewritten register with names from supplements completed in March 2011. The Genealogical Society of Utah created digital images February 2010. A microfilm copy was created from those digital images in April 2011. Archival processing was completed by Gina Strack in May 2011.

## FINDING AIDS

Indexes: A name index is available online. [View index](#). Research guide for Birth Records is available. [View guide](#).

## INDEXING TERMS

- Registers of births, etc.--Ogden (Utah)
- Ogden (Utah)--Statistics, Vital

## CONTAINER LIST

Reel	Box	Folder	Description
1	1	none	<u>1890-1905; Birth register (original)</u>
2	2		1885-1905; Supplements removed from register
2	2	1	Supplements from Page A
2	2	2	Supplements from Page C
2	2	3	Supplements from Page 1
2	2	4	Supplements from Page 2
2	2	5	Supplements from Page 3
2	2	6	Supplements from Page 5
2	2	7	Supplements from Page 6
2	2	8	Supplements from Page 8



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## Register

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City Register of Births

for Ogden City, Utah.

Date of Birth	NAME OF PARENTS	RESIDENCE		Date of Birth	Name of Attending Physician	REMARKS
		Street	No.			
Aug 1	Mr. J. Welch	Lincoln	2116	7/24/90	W. C. Hadley	The only son of his father but not of his mother
2	Mrs. M. L. Bradley	23rd	219	7/19/90	L. W. Reed	Present may be Castor
3	G. A. Madney	North Ave. cor. 4th	Bridge	7/17/90	do	
4	W. A. B. Thormont	23rd	521	7/17/90	do	Miscarriage at 7 mos. from a fall.
5	John C. & Alice R. Miller	Lincoln	2202	7/11/90	G. W. Perkins	Early Margaret Miller (born 1/1/1852)
6	Mathew & Rosa Helen	Adams	2257	7/27/90	do	
7	Mrs. A. M. Light	Partridge	119	7/27/90	John D. Carnahan	Margaret Ann Light (named after)
8	Philip Green	Cornwall	119	7/27/90	do	William Francis Green (born 1/1/1852)
9	Walter P. Dwyer	Adams	621	7/27/90	do	
10	M. E. Jones	26th	629	7/27/90	J. M. Armstrong	
11	J. S. Courtney	Brewster	26	7/27/90	do	
12	Flaviana	273	Madison	7/27/90	J. A. Allen	
13	W. L. Morgan	Partridge	119	7/27/90	do	
14	John Salt	273	Madison	7/27/90	do	
15	Frank Thomas	273	Madison	7/27/90	do	
16	Sept. Joseph & Sophia Reed	25th	Washington	Aug 1	John D. Carnahan	MABLE MAY POWERS 3-20-1852
17	Wm. L. Phillips	Lincoln	2202	7/27/90	Paul Knapp Williams	
18	Mrs. Mrs. Joseph J. Rayles	Adams	621	7/27/90		
19	Joseph Butler	Jefferson	621	7/27/90		
20	Arthur Hobbs	Washington	621	7/27/90		
21	William Marsh	Washington	621	7/27/90		Mabel Delia Marsh
22	W. J. Garvey	Jefferson	621	7/27/90		
23	W. W. M. Dwyer	24th	Madison	7/27/90		
24	John J. & Nellie Reave	27th	Madison	7/27/90		
25	H. J. & Rella Sears	17th		7/27/90		
26	Mrs. Wm. P. O. Carter	25th	Adams	7/27/90		Presented. Said to be hours.

Stillborn

Name of Attending Physician

REMARKS

7/25

W. C. Hadley

The only son of his father but not of his mother

L. W. Reed

Present may be Castor

do

Miscarriage at 7 mos. from a fall.

do

Early Margaret Miller (born 1/1/1852)

G. W. Perkins

John D. Carnahan

Margaret Ann Light (named after)

do

William Francis Green (born 1/1/1852)

do

J. M. Armstrong

do

J. A. Allen

do

do

MABLE MAY POWERS 3-20-1852

John D. Carnahan

Paul Knapp Williams

do

do

do

do

do

do

do


do

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# Review of Tools

- [Trello.com](https://trello.com)
  - Project Tracking
- Microsoft Excel
  - Project tracking
  - Collection inventories
  - Links to inventories
- Microsoft Access
  - Add digitization for metadata
- Quick File Rename 
- Text 2 Folders  Folder Maker 

**DATA WRANGLING**

# Questions?



[archives.utah.gov/  
digital/](https://archives.utah.gov/digital/)

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