Georgia Tech | Library

DONOR SURVEY

Archivists should select and customize survey questions as needed to fit each donation or transfer use case.

Minimal Question Set
- Do the materials being donated include physical records, digital records, or both?
- Who created, stored, and used the materials being donated?
- Provide a brief overview of the topics and activities documented in the materials being donated.
- During what year(s) were the materials being donated created, stored, and accessed?
- What record types (e.g. correspondence, photos) and file formats (e.g. DOCX, JPEG) do the materials being donated include?

- Where are the materials being donated currently stored (e.g. in your office or home, on your computer, on website, in cloud storage, etc.)?
- Provide the approximate number of files/items and total size of the materials being donated.
- Do the materials being donated include sensitive information that may need to be removed or closed to researchers for a period of time? (if so, this must be described in detail in the Deed of Gift/Transfer Agreement)

Background Questions
Background for Physical or Digital Materials
- Where and how have the materials being donated been stored over the years?
- Do you intend to delete or reorganize any of the materials to be donated before they are transferred?
- Are there materials you would like to transfer to us later? When?

Background for Digital Materials
- Describe how you've used computers and devices to create, store, and access the materials being donated (e.g. use different devices for different kinds of work, etc.). [text box]
- If you create files in both digital and paper formats, do certain files exist in both formats? (e.g. drafts of writings, email, etc.)
- Do you use more than one computer or device (e.g. work desktop, work laptop, home laptop, smartphone, tablet, digital camera, wearable device, etc.)? If yes: Do you store files on all of the devices? How and with what frequency do you synchronize or transfer files between different computers/devices?
- Do you have a backup routine for your files? If so, what backup strategies have you used? (e.g. backup to external hard drive, optical disk, file server, cloud service, etc.)
- Do you transfer files from old computers/devices to your new devices? If yes, what types of files are transferred? Have you ever encountered any problems in transferring the files?
- Do you keep your old computers and devices? If so, which computers and devices have you kept (brands, models, operating systems)? Roughly when did you use the computers and devices you've kept?
- Have you ever experienced a serious hardware failure (e.g. hard drive crash)? If yes, were you able to recover the files? Could the materials being donated be impacted by the failure?
- Are any of the materials being donated stored on unusual media? (e.g. punch cards, 8-inch floppy disks, etc.)

Detailed Questions for Digital Materials (repeat as needed)

1) Entire Computer or Other Hardware Device with Microprocessor
Complete this set of questions for each computer/hardware device with microprocessor being donated, e.g. laptop computer, phone, etc.

Hardware and Software
- Hardware item name:
- Manufacturer:
- Date manufactured:
- Components (e.g. monitor, keyboard, etc.):
- Hardware configurations:
    - Form factor (e.g. tower with monitor, laptop, etc.):
    - Model number(s):

- CPU (type and speed, including data path 32- or 64-bit, and any cache info):
  - Memory:
  - Hard drive capacity:
  - Video card:
  - Ports:
  - Peripherals and drives (read/write):
- Software configurations:
  - Operating system and version number:
  - Other system software:
  - Other applications/software installed on device (including version numbers):
- Does a user manual exist?

Provenance and History
- When and where was the computer/device acquired, and from whom?
- Any known technical issues or history (e.g. equipment or software failures, viruses, etc.):
- Any known changes or upgrades to the computer/device (e.g. were hard drives wiped or replaced at any point, etc.):
- During what years was the computer/device used?
- How was the computer/device used? (e.g. types of projects, why acquired, known potential use cases):
- Was the donated computer/device used by multiple people? If yes, how were files created by different people separated?

Digital Files/Data on Computer/Device (files, folders, contents, materials created with, stored on, and used on the computer/device)
- Questions about Digital Files in General:
  - What types of digital files are saved on the computer/device (e.g. spreadsheets, drafts, notes, emails, images, videos, databases, etc.)
  - Who created the files?
  - During what time period were those files created? (What are the earliest and latest creation dates of the files?)
  - When were the files last modified?
  - For what purpose(s) were the files created or stored? What purpose did they serve?
  - What subjects do the files document?
  - Do the files include sensitive information that may need to be removed or closed to researchers for a period of time?
  - What file formats are included? (e.g. .pdf, .docx, .xlsx, .jpg, etc.)
  - Approximately how much data (size) and how many files (quantity) are stored on the computer/device?
  - What software was used to create and use the files (including version numbers)?
  - Were files deleted at regular intervals?
  - Were significant quantities of files deleted at any point? If so, when, and what materials were deleted?
  - Does the computer/device contain both work and personal files? Are work files separated from personal files?
  - How are the files named? Is there a naming convention or pattern used?
  - Is there a naming convention or pattern used to note different versions of a file or project created over time? (e.g. draft1, draft2, draft_date, etc.)
  - How are the files currently organized? (e.g. saved in folders named by project, topic, date, etc.)
  - Have the files always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?

- Questions/Info about Specific Types of Digital Files
  - Email
    - Does the material saved on the computer/device include email? If so, does it include email from multiple email accounts?
    - Which email software/services were used in conjunction with the email saved on the computer/device? (e.g. Outlook, Gmail, etc.)
    - How is the email organized? (e.g. in self-created email folders, using tags, etc.)
    - Has the email always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?
    - How long have different types of emails been saved? (e.g. were certain categories of emails maintained permanently and some categories deleted right away or at regular intervals, were large amounts of email deleted at any point due to storage restrictions, etc.)
    - How has the email been saved? (e.g. in Gmail, downloaded to the hard drive, etc.)
    - Does the material saved on the computer/device include contact/address books?
  - Calendars
    - Was calendar software used on the computer/device, and if so, which software (Outlook, Google Calendar, etc.)?
    - What types of events and activities was the calendar used to record?
    - Were any issues experienced when syncing calendars across computers/devices?
  - Websites and Blogs
    - Have you created websites or blogs? If so, what are they?
    - How often have the websites/blogs been updated?
    - What software has been used to update them?
    - Have copies of previous versions of the sites/blogs been kept?
    - Do you want the Georgia Tech Archives to capture and preserve any websites/blogs you have created that currently exist on the web?
  - Social Media Accounts (e.g. Facebook, LinkedIn, Twitter, etc.)
    - What social media accounts have you had?
    - How often have you used the accounts and/or updated information in them (e.g. profiles, photos, etc.)?
    - Have copies of previous versions of the accounts been kept?
    - Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your social media accounts?
  - Photo / Video Sharing Services (e.g. Flickr, Instagram,YouTube, etc.)
    - Do you use these services? If yes, which ones?
    - What kind of materials do you post or share using these services?
    - How often do you use the services?
    - Do you delete the materials you've posted or shared using these services? If yes, do you keep copies of the deleted postings?
    - Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your photo/video sharing service accounts?
  - Productivity, Sharing, and Storage and Backup Services (e.g. SlideShare, DropBox, Google Drive, Box, GitHub, etc.)
    - Do you use these services? If yes, which ones?
    - What kind of materials do you create, share, or store using these services?
    - How often do you use the services?

- Do you delete the materials you've created, shared, or stored using these services? If yes, do you keep copies of the deleted data?
- Do you want the Georgia Tech Archives to capture and preserve the data from any of these accounts?

Storage/Transfer/Backup
- Have any backup strategies been used to store/transfer/back up data and systems associated with this computer/device?

2) External Storage Media

Complete this set of questions for each piece of external storage media being donated, e.g. external hard drive, USB drive, CD/DVD, floppy disk, etc.

Hardware and Software
- Hardware item name:
- Manufacturer:
- Date manufactured:
- Components (e.g. cables, etc.):
- Hardware configurations:
  - Model number(s):
  - Capacity:
  - Ports:
  - Density (if applicable):
  - Encoding (if applicable):
- Software configurations (if applicable):
  - Operating system and version number:
  - Other system software:
  - Other applications/software (including version numbers):
- Does a user manual exist?

Provenance and History
- When and where was the external storage medium acquired, and from whom?
- Any known technical issues or history (e.g. equipment or software failures, viruses, etc.):
- Any known changes or upgrades to the external storage medium (e.g. were hard drives wiped or replaced at any point, etc.):
- During what years was the external storage medium used?
- How was the external storage medium used? (e.g. types of projects, why acquired, known potential use cases):
- Was the external storage medium used by multiple people? If yes, how were files created by different people separated?

Digital Files/Data on External Storage Media (files, folders, contents, materials created with, stored on, and used on the computer/device)
- Questions about Digital Files in General:
  - What types of digital files are saved on the external storage medium (e.g. spreadsheets, drafts, notes, emails, images, videos, databases, etc.)
  - Who created the files?
  - During what time period were those files created? (What are the earliest and latest creation dates of the files?)
  - When were the files last modified?
  - For what purpose(s) were the files created or stored? What purpose did they serve?

- ○ What subjects do the files document?
- ○ Do the files include sensitive information that may need to be removed or closed to researchers for a period of time?
- ○ What file formats are included? (e.g. .pdf, .docx, .xlsx, .jpg, etc.)
- ○ Approximately how much data (size) and how many files (quantity) are stored on the computer/device?
- ○ What software was used to create and use the files (including version numbers)?
- ○ Were files deleted at regular intervals?
- ○ Were significant quantities of files deleted at any point? If so, when, and what materials were deleted?
- ○ Does the computer/device contain both work and personal files? Are work files separated from personal files?
- ○ How are the files named? Is there a naming convention or pattern used?
- ○ Is there a naming convention or pattern used to note different versions of a file or project created over time? (e.g. draft1, draft2, draft_date, etc.)
- ○ How are the files currently organized? (e.g. saved in folders named by project, topic, date, etc.)
- ○ Have the files always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?
- Questions/Info about Specific Types of Digital Files
  - ○ Email
    - ■ Does the material saved on the external storage medium include email? If so, does it include email from multiple email accounts?
    - ■ Which email software/services were used in conjunction with the email saved on the external storage medium? (e.g. Outlook, Gmail, etc.)
    - ■ How is the email organized? (e.g. in self-created email folders, using tags, etc.)
    - ■ Has the email always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?
    - ■ How long have different types of emails been saved? (e.g. were certain categories of emails maintained permanently and some categories deleted right away or at regular intervals, were large amounts of email deleted at any point due to storage restrictions, etc.)
    - ■ How has the email been saved? (e.g. in Gmail, downloaded to the hard drive, etc.)
    - ■ Does the material saved on the external storage medium include contact/address books?
  - ○ Calendars
    - ■ Was calendar software used in conjunction with the external storage medium, and if so, which software (Outlook, Google Calendar, etc.)?
    - ■ What types of events and activities was the calendar used to record?
    - ■ Were any issues experienced when syncing calendars across computers/devices?
  - ○ Websites and Blogs
    - ■ Have you created websites or blogs? If so, what are they?
    - ■ How often have the websites/blogs been updated?
    - ■ What software has been used to update them?
    - ■ Have copies of previous versions of the sites/blogs been kept?
    - ■ Do you want the Georgia Tech Archives to capture and preserve any websites/blogs you have created that currently exist on the web?
  - ○ Social Media Accounts (e.g. Facebook, LinkedIn, Twitter, etc.)
    - ■ What social media accounts have you had?

- How often have you used the accounts and/or updated information in them (e.g. profiles, photos, etc.)?
- Have copies of previous versions of the accounts been kept?
- Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your social media accounts?
      - Photo / Video Sharing Services (e.g. Flickr, Instagram,YouTube, etc.)
- Do you use these services? If yes, which ones?
- What kind of materials do you post or share using these services?
- How often do you use the services?
- Do you delete the materials you've posted or shared using these services? If yes, do you keep copies of the deleted postings?
- Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your photo/video sharing service accounts?
      - Productivity, Sharing, and Storage and Backup Services (e.g. SlideShare, DropBox, Google Drive, Box, GitHub, etc.)
- Do you use these services? If yes, which ones?
- What kind of materials do you create, share, or store using these services?
- How often do you use the services?
- Do you delete the materials you've created, shared, or stored using these services? If yes, do you keep copies of the deleted data?
- Do you want the Georgia Tech Archives to capture and preserve the data from any of these accounts?

Storage/Transfer/Backup
- Have any backup strategies been used to store/transfer/back up data and systems associated with this external storage medium?

3) Data (including social media data/accounts)
Complete this set of questions for a donation of directories, files, and/or accounts transmitted via loaned storage or via network (no donation of hardware or storage device, just of data).

Provenance and History
- Any known technical issues or history associated with the data (e.g. equipment or software failures, viruses, etc.)?
- Any known changes or upgrades to the data?
- During what years were the data created and used?
- How were the data used? (e.g. types of projects, known potential use cases):
- Were the donated data created and/or used by multiple people? If yes, how were files created and/or used by different people separated?

Digital Files/Data (files, folders, contents, materials created with, stored on, and used on the computer/device)
- Questions about Digital Files in General:
   - What types of digital files are contained in the data (e.g. spreadsheets, drafts, notes, emails, images, videos, databases, etc.)?
   - Who created the files?
   - During what time period were those files created? (What are the earliest and latest creation dates of the files?)
   - When were the files last modified?
   - For what purpose(s) were the files created or stored? What purpose did they serve?

- ○ What subjects do the files document?
- ○ Do the files include sensitive information that may need to be removed or closed to researchers for a period of time?
- ○ What file formats are included? (e.g. .pdf, .docx, .xlsx, .jpg, etc.)
- ○ Approximately how much data (size) and how many files (quantity) are stored on the computer/device?
- ○ What software was used to create and use the files (including version numbers)?
- ○ Were files deleted at regular intervals?
- ○ Were significant quantities of files deleted at any point? If so, when, and what materials were deleted?
- ○ Do the data contain both work and personal files? Are work files separated from personal files?
- ○ How are the files named? Is there a naming convention or pattern used?
- ○ Is there a naming convention or pattern used to note different versions of a file or project created over time? (e.g. draft1, draft2, draft_date, etc.)
- ○ How are the files currently organized? (e.g. saved in folders named by project, topic, date, etc.)
- ○ Have the files always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?

Questions/Info about Specific Types of Digital Files
- ● Email
  - ○ Do the data include email? If so, do they include email from multiple email accounts?
  - ○ Which email software/services were used in conjunction with any email included in the data? (e.g. Outlook, Gmail, etc.)
  - ○ How is the email organized? (e.g. in self-created email folders, using tags, etc.)
  - ○ Has the email always been organized this way? If not, can you summarize previous organization method(s), and roughly when and why the method(s) were changed?
  - ○ How long have different types of emails been saved? (e.g. were certain categories of emails maintained permanently and some categories deleted right away or at regular intervals, were large amounts of email deleted at any point due to storage restrictions, etc.)
  - ○ How has the email been saved? (e.g. in Gmail, downloaded to the hard drive, etc.)
  - ○ Do the data include contact/address books?
- ● Calendars
  - ○ Do the data include calendar information, and if so, what software was used to create the calendar information (Outlook, Google Calendar, etc.)?
  - ○ What types of events and activities was the calendar used to record?
  - ○ Were any issues experienced when syncing calendars across computers/devices?
- ● Websites and Blogs
  - ○ Have you created websites or blogs? If so, what are they?
  - ○ How often have the websites/blogs been updated?
  - ○ What software has been used to update them?
  - ○ Have copies of previous versions of the sites/blogs been kept?
  - ○ Do you want the Georgia Tech Archives to capture and preserve any websites/blogs you have created that currently exist on the web?
- ● Social Media Accounts (e.g. Facebook, LinkedIn, Twitter, etc.)
  - ○ What social media accounts have you had?
  - ○ How often have you used the accounts and/or updated information in them (e.g. profiles, photos, etc.)?
  - ○ Have copies of previous versions of the accounts been kept?

- - Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your social media accounts?
- ● Photo / Video Sharing Services (e.g. Flickr, Instagram,YouTube, etc.)
  - ○ Do you use these services? If yes, which ones?
  - ○ What kind of materials do you post or share using these services?
  - ○ How often do you use the services?
  - ○ Do you delete the materials you've posted or shared using these services? If yes, do you keep copies of the deleted postings?
  - ○ Do you want the Georgia Tech Archives to capture and preserve the data stored in any of your photo/video sharing service accounts?
- ● Productivity, Sharing, and Storage and Backup Services (e.g. SlideShare, DropBox, Google Drive, Box, GitHub, etc.)
  - ○ Do you use these services? If yes, which ones?
  - ○ What kind of materials do you create, share, or store using these services?
  - ○ How often do you use the services?
  - ○ Do you delete the materials you've created, shared, or stored using these services? If yes, do you keep copies of the deleted data?
  - ○ Do you want the Georgia Tech Archives to capture and preserve the data from any of these accounts?

Storage/Transfer/Backup
- ● Have any backup strategies been used to store/transfer/back up data and systems associated with the data?