

## Resources for Archiving and Digitizing Your Records

Prepared March 2026 by the SAA Archive Committee

The SAA Archive Committee has compiled a set of resources to guide members in preserving and digitizing their professional records. While not an exhaustive list, we have curated a selection of updated guidance on topics related to digitizing, preserving, and providing electronic access to cultural content records.

[Technical Guidelines for Digitizing Cultural Heritage Materials](#), Third Edition (updated 2023)

This resource was prepared by the Federal Agencies Digital Guidelines Initiative (FADGI). Established in 2007 FADGI is a collaborative effort across federal agencies that was established to create best practices for digitizing and preserving historical, archival, and born-digital cultural content.

[Metamorfoze Preservation Imaging Guidelines](#): Image Quality, version 2.0, April 2025

Metamorfoze is a set of specifications for digitizing collections in the Netherlands (a joint project between the National Library and National Archive of the Netherlands). It is a similar set of standards to FADGI.

DT Heritage: [Overview of FADGI and Metamorfoze Guidelines](#)

This is a short summary comparison of FADGI and Metamorfoze.

[Digitization Quality Management Guide](#), October 2023

This guide was developed by the [National Archives and Records Administration](#) to help agencies understand Quality Management (QM) in the digitization process, with an emphasis on ensuring that digital derivatives are accurate and contain the appropriate metadata for long-term care and management.

[Digitizing Collections](#), Smithsonian Institution Archives

The Smithsonian Institution maintains an excellent online resource with standards and best practices for digitizing collections, digital preservation, and more. See also their [Recommended Preservation Formats](#).

Wisconsin Historical Society, [Digitization Guidance](#)

This is a useful resource that provides an excellent overview of the entire digitization process from considerations before digitizing to metadata standards, quality control and storage and maintenance of digital data.

Society of American Archivists, [Standards and Best Practices Resource Guide for Museum Archives](#)

The Society of American Archivists has collated a set of resources for museum archives.

[Digitization Basics Webinar](#), Plano Public Library, August 2025

This is a very simple but useful webinar on the basics of digitization and considerations before, during and after completing a digitization project.

Northeast Document Conservation Center (NDCC), [Preservation and Selection for Digitization](#)

The NDCC is an excellent portal for resources related to digitization.

Getty Institute, [Introduction to Metadata](#) (updated in 2016)

This website provides an overview of metadata as well as protocols for publishing and disseminating digital collections.

Archaeology Data Service, [Data Management Guidelines](#)

This is a useful set of guidelines for everything from data management to file format guidance, long-term preservation and data reuse.

[Metadata Standards](#), Canada

These guidelines for creating data structure standards were developed to help repositories manage and share useful information about their collections.

[Digital Project Toolkit, Recollections Wisconsin](#) (updated June 2022)

The Digital Project Toolkit “introduces the basic elements of cultural heritage digitization projects. In each section, you’ll find practical tools, guidelines and examples as well as resources for more in-depth learning.”