

# Standard Operating Procedure for SCOTUS Audio Records Born Digital Transcode, AUD-P3

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## **Digitization Services Branch**

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## 1 Scope and Applicability

This SOP defines the in house workflows for transcoding the SCOTUS (Supreme Court of the United States) audio records from MP3s to Broadcast Wave files using the AUD-P3 workflow.

Since 2007 this process has only been completed 3 times.

## 2 Definitions

**SCOTUS:** Supreme Court of the United States

## 3 Health & Safety Warnings/Cautions

None

## 4 Equipment and Supplies/Computer Hardware & Software

Wavelab and/or Dobbins depending on workload.

## 5 Details Procedures (in chronological order)

### 5.1 Order origination

After the court term is over, RD-DC receives 1GB Compact Flash Media Cards containing one MP3 audio file for each Supreme Court day.

RD-DC notifies IDS when work is needed via email or phone.

RD-DC delivers/sends Compact Flash Media Cards to IDS.

#### 5.1.1 Source file details:

There is no standard for arrangement of files on media cards.

Files labeled with SCOTUS item number and date. (1546 - October 7.mp3)

Source file specifications:

- MPEG Audio Version 1 Layer 3 (MP3)
- 128 Kbps Constant bit rate
- Mono
- 48.0 kHz Sampling Rate

## 5.2 Transcoding

1. Copy MP3 files within current directory structure from flash drive to local drive.
  - a. Retain copy of MP3 files on compact flash cards
  - b. Retain copy of MP3 on local storage
2. Using either Wavelab on a DAW or Dobbin, transcode MP3 files to AUD-P3 product guidelines (BWF v. 1) to these specifications:
  - a. 48 kHz 16 bit
  - b. Mono

## 5.3 File Naming

Rename files to standard naming convention developed by external contractor Jerry Goldman. The naming convention represents case numbers and dates for all items in the file. Naming scheme devolved to describe one item per file rule.

Example: 1546 - October 7.wav ---> 267.1546.07-513.07-636.20081007.wav

Cases 07-513 and 07-636 argued on October 7, 2008

RD-DC provides information on cases argued and on which dates for the term. If not provided, information can be looked up on [www.oyez.org](http://www.oyez.org).

Files are saved to the NAS and later moved to the eSAN according to the eSAN file structure (LTH and STH).

## 5.4 Metadata

If descriptive metadata is embedded in the MP3 files, it is not harvested and carried over to the BWF files.

## 5.5 Quality Control

1. Files are opened with BWF Metaedit to validate BWF standard and NARA P&S specification for AUD-P3 and to QC Technical Metadata.
2. Files are run through Dobbin to check for audio quality errors or anomalies within each file.
3. Dobbin checks for drop outs, file corruption, average audio level, digital clicks, peaks, technical specifications.
4. Dobbin produces QC results via xml files. One xml file per audio file.

## 5.6 Order completion

Once complete RD-DC is informed of completion via email/phone and original compact flash cards are returned with the MP3 files.

## 6 References

N/A.

## Summary Procedures

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