

ii) Activity Definitions

A0, Select Electronic Records:

To appraise and carry out disposition of electronic records according to the continuing needs of the creator and society, using the principles of archival science.

A1, Manage Selection Function

To establish, implement, and maintain a framework for the selection function.

A2, Appraise Electronic Records

To evaluate electronic records for the purposes of continuing preservation.

A21, Compile Information about Electronic Records

To collect, organize, and record relevant information from the electronic records and about their juridical-administrative, provenancial, procedural, documentary, and technological contexts.

A22, Assess Value of Electronic Records

To analyze and judge (1) the capacity of electronic records to serve the continuing interests of their creator and society and (2) the grounds for presuming the records to be authentic.

A221, Assess Continuing Value of Electronic Records

To analyze and judge the capacity of electronic records to serve the continuing interests of their creator and society.

A222, Assess Authenticity of Electronic Records

To analyze and judge the grounds for presuming electronic records to be authentic.

A2221, Compile Evidence Supporting the Presumption of Authenticity

To collect, organize, and record evidence of the identity and integrity of electronic records and about the procedural controls applied to them, to support the presumption of authenticity of electronic records.

This is the compiling of information according the benchmark requirements. Definition should mention identity, integrity, and procedural control.

A2222, Measure Evidence against Benchmark Requirements:

To compare the evidence compiled about the identity, integrity, and procedural controls of the records with the benchmark requirements for authenticity.

Benchmark Requirements 1–8. Definition should mention identity, integrity, and procedural control.

A2223, Verify Authenticity

To establish grounds for presuming the authenticity of electronic records, in cases where there is insufficient evidence to meet the benchmark requirements, by methods of verification such as comparing the records with copies or back-up tapes, performing textual analysis, or examining audit trails.

See footnote 8 of Draft Requirements for Ensuring the Authenticity of Electronic Records Over Time. (April 2001).

A223, Determine Value of Electronic Records

To establish the value of electronic records based on an assessment of their continuing value and their authenticity.

A23, Determine Feasibility of Preserving Authentic Electronic Records

To decide whether the record elements conferring authenticity and embodying value can be preserved given the preserver's current and anticipated preservation capabilities.

A231, Determine the Record Elements to Be Preserved

To identify the extrinsic and intrinsic elements of form and the content of electronic records that need to be preserved.

A232, Identify the Digital Components to Be Preserved

Identify the digital components that manifest the record elements that need to be preserved.

A233, Reconcile Preservation Req's. with Preservation Capabilities

To decide whether the digital components manifesting the record elements that need to be preserved can in fact be preserved given the preserver's current and anticipated preservation capabilities.

A24, Make Appraisal Decision

To decide the disposition of electronic records and agree on the terms and conditions of implementation.

A3, Monitor Appraised Electronic Records

To keep track of changes to appraised electronic records or their context that make it necessary to adjust or redo an appraisal, initiate a transfer, or take some other action.

A4, Carry out Disposition of Electronic Records

To effect destruction and/or transfer of custody of electronic records according to the appraisal decision.

A41, Prepare Electronic Records for Disposition

To format and copy records selected for preservation so as to prepare them physically for transfer, or prepare records not selected for preservation for destruction, alienation to another entity, or such other disposition as has been determined in the appraisal decision.

Prepare electronic records for destruction and/or transfer of custody. The latter could include copying, extracting, reformatting, etc ...

A42, Prepare Electronic Records for Transfer

To package records selected for preservation with the necessary information for their continuing preservation, including the terms and conditions of transfer, identification of digital components to be preserved, and associated archival and technical documentation.

A43, Transmit Electronic Records

To send electronic records prepared for transfer, with the accompanying information necessary for continuing preservation, to the office responsible for the preservation function.

Sending transfer packaged with information to those responsible for the continuing preservation.