

# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

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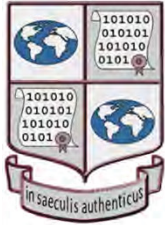
## AN ELECTRONIC RECORDS MANAGEMENT SYSTEM AT ICCROM

### Case study 01

InterPARES International Symposium

Oslo, Norway, 17 September 2010

María Mata Caravaca: [mmc@iccrom.org](mailto:mmc@iccrom.org)



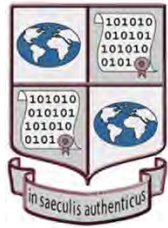
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## Objectives

- To manage active records in a reliable electronic system and following archival principles
- To plan digital preservation from records creation
- To apply InterPARES research outcomes: methodologies, metadata, etc.



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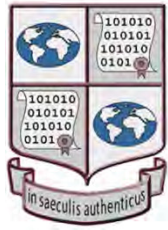
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## ICCROM

International Centre for the Study of the  
Preservation and Restoration of Cultural Property



San Michele Complex, Rome, Italy



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## ICCROM

- Founded by **UNESCO** in **1956**
- Intergovernmental organization:  
**129** Member States
- Functions: **Training, Information, Research, Technical advice, Advocacy**









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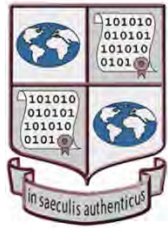
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**ICCROM**

**ARCHIVES**





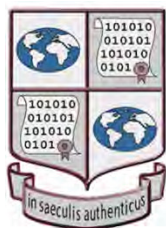
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## Previous Situation

- **Registration of mail**
- Classification of records
- Filing
- Retention / Disposal
- Preservation
- Retrieval / Access



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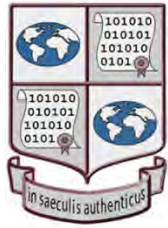
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## Mail Register Database

```
C:\WINDOWS\system32\cmd.exe

Mail-In Register ----- ICCROM Data System
<View> Help: | F1=General | F2=Datadict. | F3=Fieldtype | F4=Spec.keys |
1 ----- Index: Ref. No.
Sent by...: IARANTOLA F. Ref. No...: 54656 - G
Function...: NAU
Institute...: RAI
City.....: ROMA Country...: ITA
Type.....: F Date sent.: 11/05/07 Received...: 11/05/07
Seen by...: AIE
Action....: IDB
CC for inf:
Subject...: PAPERS REGARDING SOIMA07 COURSE
Detail....:

50434
|<<|<|>|>>|>| Find | Index | Report/Print | Tag | Browse |
```



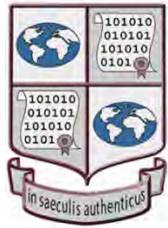
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## File System

### Network Drives



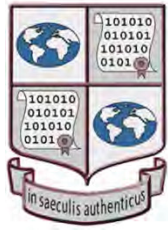
### Common on 'Plenderleith\Dat2' (T:)

File Edit View Favorites Tools Help



Address T:\





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## Previous Situation

- Registration of mail
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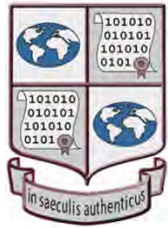
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## Project Methodology

- Working group
- Contextual analysis template
- Final report template



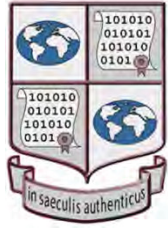
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## Action Plan

1. Classification scheme
2. Retention schedule
3. ERMS Software
4. Staff training
5. Manual



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## Achievements (2009)

1. Classification scheme
2. Retention & disposal schedule



Cod.	I level	II level	III level	Files	Sub-files	Content / Notes	Retention/ Disposal	Confid. records
1	<b>Governance</b>							
1.1		<b>General Assembly</b>						
				No. of Assembly				
					Preparatory work	Correspondence, Forms, ICCROM Award, Inauguration, Exhibition, Open house, Visits, Lists, Services...	4	
					Credentials Committee		4	
					Candidature Committee		4	
					Final documents		P	

Cod	I level	II level	III level	Files	Sub-files	Content / Notes	Retent./ Disposal	Confidential records
1.2		<b>Council</b>						
1.2.1			<b>Appointment of DG</b>				P	Confidential
1.2.2			<b>Council meeting</b>					
				No. of meeting				
					Preparatory work		4	
					Final documents		P	



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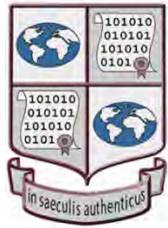
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## Achievements (2010)

### 3. Software for ERMS:

- **Functional requirements**

- Market survey: selection of SW



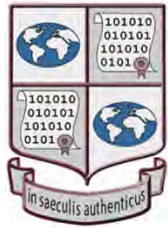
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## Functional Requirements

- **Archival:**
  - Registration
  - Classification and filing
  - Retention and disposal
  - Security controls
  - Search and retrieve
  - Elaboration of reports and statistics



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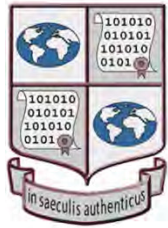
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## Functional Requirements

- **Technological:**

- Application platforms
- Management of e-mails
- Formats
- Records authenticity
- Others (records transfer and export, off-line / remote work, single sign on)



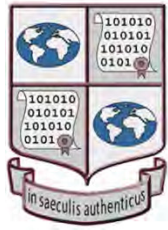
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## References

- InterPARES
- ISO 15489:2001
- **Cheklist - AIPA** (Autorità per l'Informatica nella Pubblica Amministrazione), 2003
- **MoReq2** (2008)



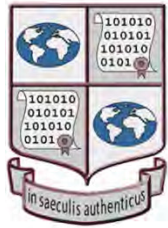
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## Market Survey

- Evaluation of ERMS / EDMS
- Three critical parameters:
  - Open source
  - ERMS
  - International standards
- Selection of software: Alfresco



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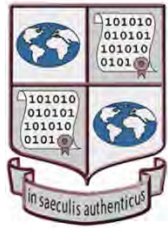
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## Next Steps (2010-2012)

3. Software for ERMS:
  - Development / Implementation
  
4. Staff training
  
5. Manual





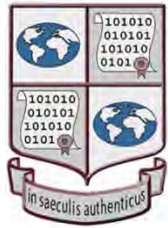
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## InterPARES Theory

- **Trusted record-making system**
  - Documentary procedures
  - Metadata schemes
  - Records forms
  - Access privileges
  - Technological requirements



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## InterPARES Theory

- **Trusted recordkeeping system**
  - Classification scheme
  - Retention schedule
  - Registration system
  - Metadata
  - Retrieval system
  - Access privileges, etc.



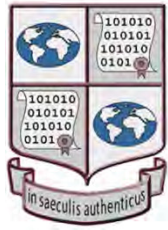
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## InterPARES Theory

- Preservation considerations should be integrated in all activities involved in record creation and maintenance



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## Issues

- Formats
- Records Authentication