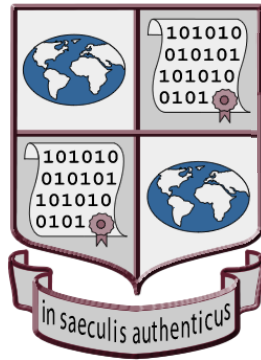


InterPARES Project

International Research on Permanent Authentic Records in Electronic Systems



Continuity and Transformation in the Role of the Archivist

Luciana Duranti

Beijing, 16 April 2010



The Goal of InterPARES 1 & 2


To develop the body of theory and methods necessary to ensure that digital records produced in databases and office systems as well as in **dynamic, experiential and interactive systems** in the course of artistic, scientific and e-government activities can be created in **accurate** and **reliable** form and maintained and preserved in **authentic form**, both in the long and the short term, for the use of those who created them and of society at large, regardless of technology obsolescence and media fragility.



Key IP 1 & 2 Final Products

Policy Framework

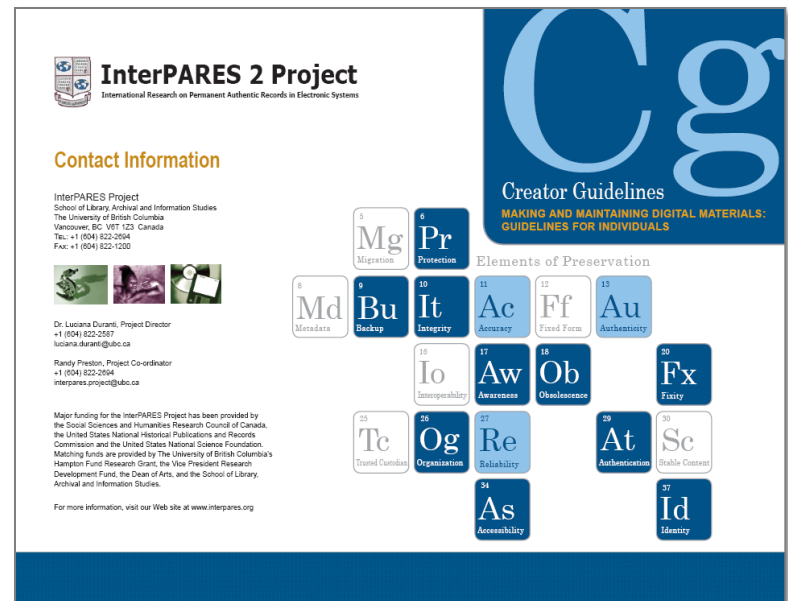
A framework of principles guiding the development of policies for records creating and preserving organizations

 InterPARES 2 Project International Research on Permanent Authentic Records in Electronic Systems	Policy Framework, v1.2 (March 2008) L. Duranti, J. Suderman and M. Todd
Title: A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records	Table of Contents
Status: Final (public)	INTRODUCTION 1
Version: 1.2	STRUCTURE OF THE PRINCIPLES 3
Submission Date: June 2005	PRINCIPLES FOR RECORDS CREATORS 4
Release Date: March 2008	(C1) Digital objects must have a stable content and a fixed documentary form to be considered records and to be capable of being preserved over time. (P1) 4
Author: The InterPARES 2 Project	(C2) Record creation procedures should ensure that digital components of records can be separately maintained and reassembled over time. (P4) 5
Writer(s): Luciana Duranti, Jim Suderman and Malcolm Todd	(C3) Record creation and maintenance requirements should be formulated in terms of the purposes the records are to fulfil, rather than in terms of the available or chosen record-making or recordkeeping technologies. (P6) 5
Project Unit: Policy Cross-domain	(C4) Record creation and maintenance policies, strategies and standards should address the issues of record reliability, accuracy and authenticity expressly and separately. (P2) 5
URL: http://www.interpares.org/display_file.cfm?doc=ip2/policy_framework_document.pdf	(C5) A trusted record-making system should be used to generate records that can be presumed reliable. (C6) A trusted recordkeeping system should be used to maintain records that can be presumed accurate and authentic. (P11, P12) 6
	(C7) Preservation considerations should be embedded in all activities involved in record creation and maintenance if a creator seeks to maintain and preserve accurate and authentic records beyond its operational business needs. (P7) 6
	(C8) A trusted custodian should be designated as the preserver of the creator's records. (P1) 6
	(C9) All business processes that contribute to the creation and/or use of the same records should be explicitly documented. (P10) 6
	(C10) Third-party intellectual property rights attached to the creator's records should be explicitly identified and managed in the record-making and recordkeeping systems. (P8) 11
	(C11) Privacy rights and obligations attached to the creator's records should be explicitly identified and protected in the record-making and recordkeeping systems. (P9) 11
	(C12) Procedures for sharing records across different jurisdictions should be established on the basis of the legal requirements under which the records are created. (P13) 12
	(C13) Reproductions of a record made by the creator in its usual and ordinary course of business and for its purposes and use, as part of its recordkeeping activities, have the same effects as the first manifestation, and each is to be considered as any given time the record of the creator. (P3) 12
	PRINCIPLES FOR RECORDS PRESERVERS 13
	(P1) A designated records preserver fulfils the role of trusted custodian. (C8) 13
	(P2) Records preservation policies, strategies and standards should address the issues of record accuracy and authenticity expressly and separately. (C4) 14
	(P3) Reproductions of a creator's records made for purposes of preservation by their trusted custodian are to be considered authentic copies of the creator's records. (C13) 14
	(P4) Record creation procedures should ensure that the digital components of records can be separately preserved and reassembled over time. (C2) 15
	(P5) Authentic copies should be made for preservation purposes apart from the creator's records, that is, from digital objects that have a stable content and a fixed documentary form. (C1) 15
	(P6) Preservation requirements should be articulated in terms of the purpose or desired outcome of preservation, rather than in terms of the specific technologies available. (C3) 17
	(P7) Preservation considerations should be embedded in all activities involved in each phase of the records lifecycle if their continuing authentic existence over the long term is to be assured. (C7) 17
	(P8) Third-party intellectual property rights attached to the creator's records should be explicitly identified and managed in the preservation system. (C10) 19
	(P9) Privacy rights and obligations attached to the creator's records should be explicitly identified and protected in the preservation system. (C11) 19
	(P10) Archival appraisal should identify and manage all the business processes that contribute to the creation and/or use of the same records. (C9) 20
	(P11) Archival appraisal should assess the authenticity of the records. (C4) 20
	(P12) Archival description should be used as a collective authentication of the records in an archival context. (C5) 22
	(P13) Procedures for providing access to records created in one jurisdiction to users in other jurisdictions should be established on the basis of the legal environment in which the records were created. (C13) 21
	InterPARES 2 Project, Policy Cross-domain 1

IP 1 & 2 Final Products

Creator Guidelines

Recommendations for making and maintaining digital materials for individuals and small communities of practice



The image shows the cover of the 'InterPARES 2 Project Creator Guidelines'. The top left features the project logo and name. Below it is the contact information for the project director and co-ordinator. The right side has a large 'Cg' logo and the title 'Creator Guidelines'. The bottom right features a periodic table of elements, where each element is represented by a box containing a chemical symbol and a preservation concept. The elements are arranged in a grid, with some boxes missing, creating a pattern that resembles a periodic table.

InterPARES 2 Project
International Research on Permanent Authentic Records in Electronic Systems

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Major funding for the InterPARES Project has been provided by the Social Sciences and Humanities Research Council of Canada, the United States National Historical Publications and Records Commission and the United States National Science Foundation. Matching funds are provided by The University of British Columbia's Hargrave Fund Research Grant, the Vice President Research Development Fund, the Dean of Arts, and the School of Library, Archival and Information Studies.

For more information, visit our Web site at www.interpares.org

Creator Guidelines
MAKING AND MAINTAINING DIGITAL MATERIALS:
GUIDELINES FOR INDIVIDUALS

Elements of Preservation

5 Mg Migration	6 Pr Protection			
8 Md Metadata	9 Bu Backup	10 It Integrity	11 Ac Accuracy	12 Ff Fixed Form
		13 Io Interpretability	14 Aw Awareness	15 Ob Obsolescence
		16 Tc Trusted Computed	17 Og Organisation	18 Re Reliability
			19 As Accessibility	
				20 Fx Fidelity
				21 At Authentication
				22 Sc Stable Context
				23 Id Identity

IP 1 & 2 Final Products

Preserver Guidelines

Recommendations for digital preservation for
archival institutions

The image shows the front cover of the 'InterPARES 2 Project Preserver Guidelines' report. The cover has a white background with a blue header and footer. The title 'InterPARES 2 Project' is in a bold, black font, with the subtitle 'International Research on Permanent Authentic Records in Electronic Systems' below it. To the right, there is a large, stylized 'Pg' logo in blue and yellow. Below the title, the 'Contact Information' section lists the project director, Dr. Luciana Duranti, and the co-ordinator, Randy Preston, along with their contact details. A central graphic titled 'Elements of Preservation' features a periodic table of elements where each element's symbol is replaced by a preservation-related term, such as 'Mg' for 'Migrating', 'Fe' for 'Feasibility', 'Be' for 'Benchmark Requirements', 'Id' for 'Identifying', 'Pr' for 'Preserving', 'Ac' for 'Accuracy', 'St' for 'Storing', 'Au' for 'Authenticity', 'De' for 'Describing', 'Ma' for 'Managing', 'Ob' for 'Obsolescence', 'Mo' for 'Monitoring', 'Tc' for 'Transfer Candidates', 'Op' for 'Outputting', 'Ba' for 'Baseline Requirements', 'Ap' for 'Assessing', 'Tr' for 'Transferring', and 'Do' for 'Documenting'. The footer contains a paragraph about the project's funding and a website link.

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For more information, visit our Web site at www.interpares.org

Elements of Preservation

Preserver Guidelines
PRESERVING DIGITAL RECORDS:
GUIDELINES FOR ORGANIZATIONS



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Benchmark and Baseline Requirements

Authenticity requirements for assessing and maintaining the authenticity of digital records

<< REQUIREMENT SET A >>

To support a presumption of authenticity the preserver must obtain evidence that:

REQUIREMENT A.1: Expression of Record Attributes and Linkage to Record

The value of the following attributes are explicitly expressed and inextricably linked to every record. These attributes can be distinguished into categories, the first concerning the identity of records, and the second concerning the integrity of records.

A.1.a Identity of the record:

- A.1.a.i Names of the persons concurring in the formation of
 - name of author^a
 - name of writer^b (if different from the author)
 - name of originator^c (if different from name of author)
 - name of addressee^d

A.1.a.ii Name of action or matter

A.1.a.iii Date(s) of creation and transmission, that is:

- chronological date^e
- received date^f
- archival date^g
- transmission date(s)^h

A.1.a.iv Expression of archival bondⁱ (e.g., classification code)

A.1.a.v Indication of attachments

A.1.b Integrity of the record:

A.1.b.i Name of handling office^j

A.1.b.ii Name of office of primary responsibility^k (if different from the handling office)

A.1.b.iii Indication of types of annotations added to the record

A.1.b.iv Indication of technical modifications^l

REQUIREMENT A.2: Access Privileges

The creator has defined and effectively implemented access privilege modification, annotation, relocation, and destruction of records.

<< REQUIREMENT SET A (cont) >>

REQUIREMENT A.3: Protective Procedures: Loss and Corruption of Records

The creator has established and effectively implemented procedures to prevent, detect, correct loss or corruption of records.

REQUIREMENT A.4: Protective Procedures: Media and Technology

The creator has established and effectively implemented procedures to guarantee the identity and integrity of records against media deterioration and across technological change.

REQUIREMENT A.5: Establishment of Documentary Forms

The creator has established the documentary forms of records associated with each type of record according to the requirements of the juridical system or those of the creator.

REQUIREMENT A.6: Authentication of Records

If authentication is required by the juridical system or the needs of the organization, the creator has established specific rules regarding which records must be authenticated, by what means, and by whom.

REQUIREMENT A.7: Identification of Authoritative Record

If multiple copies of the same record exist, the creator has established procedures to identify which record is authoritative.

REQUIREMENT A.8: Removal and Transfer of Relevant Documentation

If there is a transition of records from active status to semi-active and inactive status, the creator has established and effectively implemented procedures determining what documentation has to be removed and transferred to the preserver along with the records.

<< REQUIREMENT SET B >>

The preserver should be able to demonstrate that:

REQUIREMENT B.1: Controls over Records Transfer, Maintenance, and Reproduction
The procedures and system(s) used to transfer records to the archival institution or program; maintain them; and reproduce them embody adequate and effective controls to guarantee the records' identity and integrity, and specifically that:

B.1.a Unbroken custody of the records is maintained;

B.1.b Security and control procedures are implemented and monitored; and

B.1.c The content of the record and any required annotations and elements of documentary form remain unchanged after reproduction.

REQUIREMENT B.2: Documentation of Reproduction Process and its Effects

The activity of reproduction has been documented, and this documentation includes:

B.2.a The date of the records' reproduction and the name of the responsible person;

B.2.b The relationship between the records acquired from the creator and the copies produced by the preserver;

B.2.c The impact of the reproduction process on their form, content, accessibility and use; and

B.2.d In those cases where a copy of a record is known not to fully and faithfully reproduce the elements expressing its identity and integrity, such information has been documented by the preserver, and this documentation is readily accessible to the user.


REQUIREMENT B.3: Archival Description

The archival description of the fonds containing the electronic records includes—in addition to information about the records' juridical-administrative, provenancial, procedural, and documentary contexts—information about changes the electronic records of the creator have undergone since they were first created.

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File Format Selection Guidelines

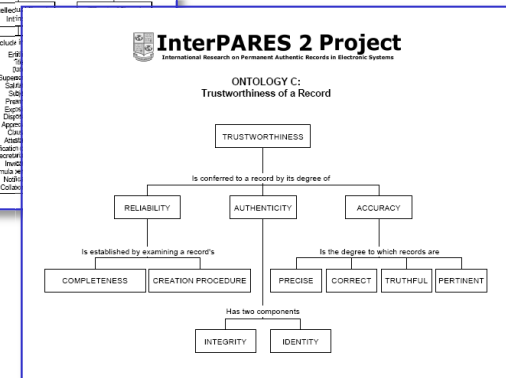
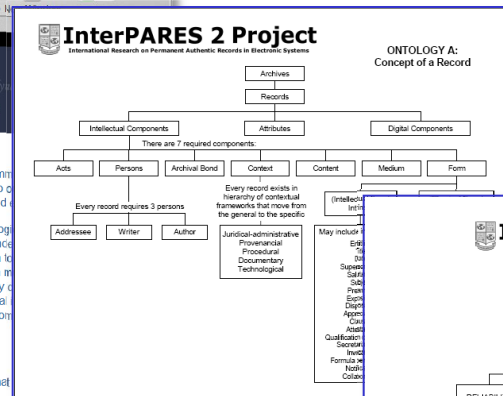
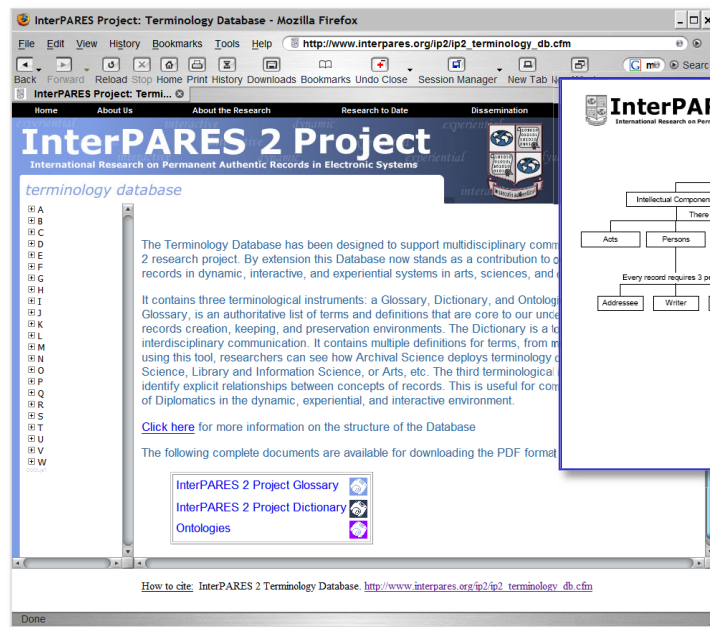
Principles and criteria for adoption of file formats, wrappers and encoding schemes

 InterPARES 2 Project <small>International Research on Permanent Authentic Records in Electronic Systems</small>	<small>Selecting Digital File Formats for Long-Term Preservation</small> <small>B. Luciani</small>
Title: General Study 11 Final Report: Selecting Digital File Formats for Long-Term Preservation	Table of Contents
Status: Final (public)	Introduction 1
Version: 1.1	1. Terminology 1
Release: March 2007	1.1 What is a file format? 1
Author: The InterPARES 2 Project	1.2 "Open" file formats 3
Writer(s): Evelyn Peters McLeish	1.3 "Standard" file formats 4
Project Unit: Domain 3 (Methods of Appraisal & Preservation)	1.4 "Stable" file formats 5
URL: http://www.interpares.org/display_file.cfm?doc=ip2_file_formats(complete).pdf [English]	1.5 Standardizing terms 5
http://www.interpares.org/display_file.cfm?doc=ip2_file_formats_tchiers_numeriques.pdf [French]	2. Selection criteria 6
	2.1 Widespread use 6
	2.2 Non-proprietary origin 7
	2.3 Availability of specifications 8
	2.4 Platform independence (interoperability) 9
	2.5 Compression 10
	2.6 Discussion of criteria 11
	3. Policy implications 13
	4. Recommendations for developing and implementing policies 16
	Appendix A: list of repositories reviewed 18
	Appendix B: URLs of documents reviewed 19
	Bibliography 21
	<small>InterPARES 2 Project Domain 3 v1.1 (March 2007) 1</small>

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Terminology Database

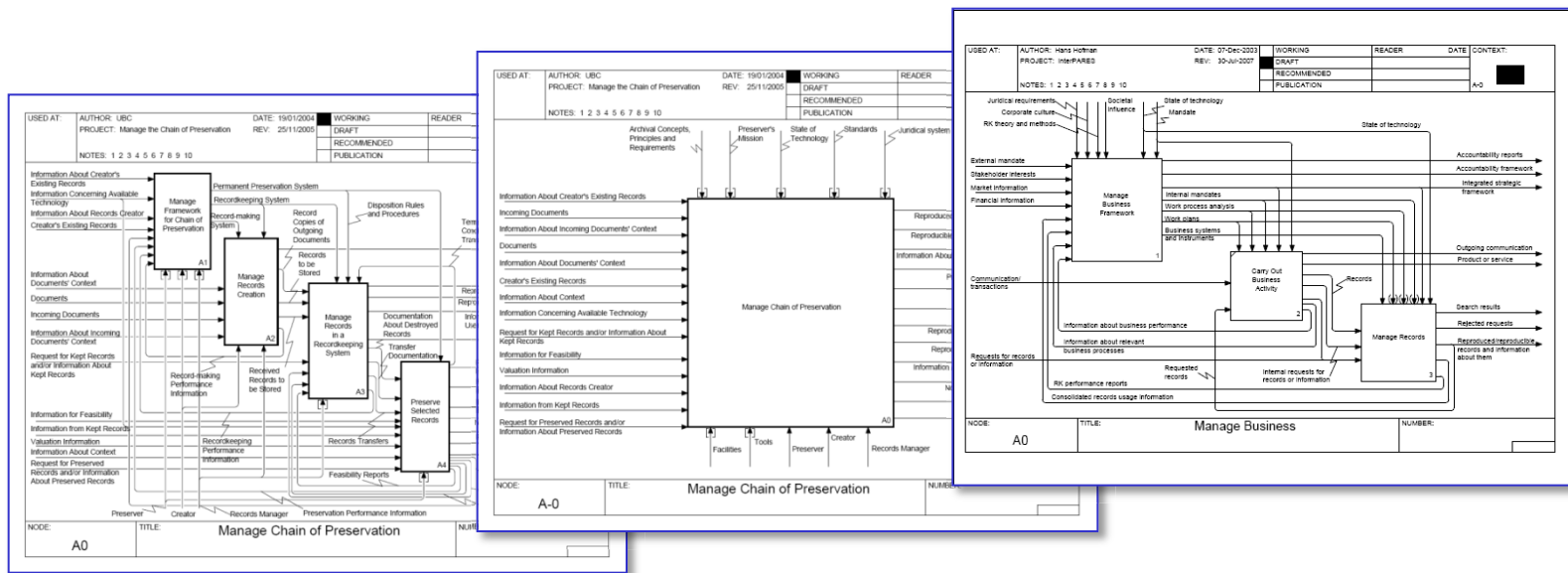
Including a glossary, a dictionary and ontologies



IP 1 & 2 Final Products

Two Records Management Models

Chain of Preservation (COP) Model (lifecycle)
Business-driven Recordkeeping (BDR) Model(continuum)



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Two books:

Luciana Duranti, ed. *The Long-term Preservation of Authentic Electronic Records: Findings of the InterPARES Project* (San Miniato: Archilab, 2005). Available on line at

<http://www.interpares.org/book/index.cfm>

Luciana Duranti and Randy Preston, eds. *InterPARES 2: Interactive, Dynamic and Experiential Records* (Roma: ANAI, 2008). Available on line at

<http://www.interpares.org/ip2/book.cfm>



Most Important Findings

- **Conceptual**
 - The Concept of Record
 - The Concept of Trustworthiness
 - The Concept of Life Cycle
- **Methodological**
 - Appraisal
 - Preservation Concept and Procedure
- **Strategic**
 - Relationship Creator-Preserver
 - The Role of the Archivist

New Concept of Records Life-Cycle

We cannot maintain or preserve digital records, but only the ability to re-produce or re-create them, therefore

- re-productions of digital records, if made by the creator in the course of and for the purposes of its business, are **records of the creator**, while
- if made by the preserver in the course and for the purposes of archival functions, are **authentic copies of the records of the creator**

Digital Records Life-Cycle

It comprises **two phases** related to who reproduces the record: whether the creator's or the preserver's

Phase 1: Records of the creator: the re-productions made by the creator in the usual and ordinary course of its activities behave and have to be treated as **originals** every time they are used and acted upon

Phase 2: Authentic copies of the records of the creator: the re-productions made by the preserver cannot be treated as originals because the creator has never used or acted upon them after re-production, which is made for preservation purposes rather than for the purposes of the creator's activities.

As a Consequence...

- The **creator** can decide at any time to stabilize its own fluid entities and to give them the most useful, accessible, interoperable form, or the form that best serves its present and projected needs
- The **preserver** can only preserve what it receives from the creator by making an authentic copy of it
- Whether the stabilized record of the creator and its authentic copy made by the preserver are to be considered trustworthy depends on the context in which they are created and used

Preservation

Involves the creation by the preserver of authentic copies of the records of the creator. Their authenticity is guaranteed by:

- a controlled process of **migration** of the acquired records to the archives technological environment (always keeping the records also in the format in which they were acquired)
- the accurate **documentation** of any change that the records undergo during such process and every time that the archives technological environment is upgraded
- the implementation and **monitoring** of privileges concerning the access, use and reproduction of the records within the archives

Preservation (cont.)

- the establishment of **procedures** to prevent, discover, and correct loss or corruption of records, as well as
- procedures to guarantee the continuing identity and integrity (i.e. **authenticity**) of the records against media deterioration and across technological changes; and
- if **authentication** of individual records is required, by the existence of rules determining responsibility for and means of authentication.

Archival Description

Archival description acquires a primary **authentication function**

- The authentication function of archival description is a **collective attestation of the authenticity of the records of a *fonds* and of all their interrelationships** as made explicit by their administrative, custodial and technological history, the illustration of their scope and content, and the hierarchical representation of the records aggregates
- The unique function of archival description is to provide an **historical view of the records and of their transformations** while presenting them as a universe in which each part is subject to the bond of a common provenance and destination

Archivist as Trusted Custodian

The trusted custodian is a person who

- acts as a **neutral third party**, i.e., demonstrates that he/she has no stake in the content of the records and no reason to alter records under his/her custody, and that he/she will not allow anybody to alter the records either accidentally or on purpose,
- is equipped with the **knowledge and skills** necessary to fulfil its responsibilities, which should be acquired through formal education, and
- establishes a **trusted preservation system** that is capable of ensuring that accurate and authentic copies of the creator's records are acquired and preserved;
- But, mostly...

The Archivist's New Role

1. Positions him/herself at the **beginning of the record life-cycle**, taking the role of “designated” trusted custodian
2. Assesses the **authenticity of the records** and **monitors it** throughout their existence
3. Identifies the records to be preserved at the moment of their creation and **monitors their transformation through time**
4. Determines the **feasibility of preservation** on the basis of the archives technological capacity

The Archivist's New Role (cont.)

5. Determines a **preservation strategy** independently of technological trends (tries to influence the industry through the adoption of standards, but not vice versa) and maintains a focus on interoperability
6. Controls the **accuracy of the records** after each conversion or migration
7. Develops **procedures** that address issues of **intellectual rights and privacy**
8. Recognizes to **archival description a primary authentication function**

The Archivist's New Functions (cont.)

9. Is constantly **involved in research and development projects** similar to those carried out by the industry, addressing questions like the following:
- What entity constitutes the record in each information system
 - What manifestation of such entity can be regarded as the record
 - How to keep such entities accurate and authentic through time
 - How to enable users to verify such authenticity over time

We must abandon the old ways!

The Old Ways

Academics conduct research which very few read and even less try to implement, usually unsuccessfully (as demonstrated by research)

Archival associations establish committees which **issue guidelines**, usually expressing the minimum common denominator shared by the experiences of the members, rather than research findings

ISO issues standards under the pressure of groups who need basic guidance and either develop their own (see OAIS) or are ready to adopt the ways of the most involved parties (see RM standard)

Legislators issue laws too often based on the expertise of IT professionals and without serious consultation with archivists (see the European Directive on digital signatures)

Governments make technological choices without consulting with archivists

Archives have to **respect** often unreasonable laws, **implement** far too generic standards, and **preserve** unidentifiable and non preservable material

Why It Does Not Work

Technology changes very rapidly while national and international consensus of any kind is very slow

General standards and laws need much adaptation to specific contexts to be implemented

Research results must be translated in concrete terms to be understood by professionals

Research has demonstrated that **solutions to digital records preservation are dynamic and specific**

The financial, technological, and knowledge **resources of archives are very different**

A Better Way

Each **archives becomes a locus of research** by establishing a partnership with academics involved in international research, professionals involved in standards development, experts in law and information technology and, most importantly, with the creators of the records that fall under their jurisdiction.

Each **archival association promotes an environment supportive** of the archives goal by demonstrating to regulatory and auditing bodies, and policy makers that they ought to embed digital records preservation requirements (not rules) in any activity that they regulate, audit or control.

This results in 1) the generation of **new knowledge**, 2) the achievement of **action-oriented outcomes**, 3) the **education** of all participants, 4) results that are **relevant to the local setting**, 5) a **sound** and appropriate research and development **methodology**, and 6) and the **empowerment of the archives**.

The Power of Archives

Each archives will then be able to establish a **policy** for the institution, **strategies** for implementing it, **plans of action** for specific aggregations or types of records, and **detailed procedures**, and to **update** all of the above continuously according to changes in available technologies, records produced, and resource availability

This is what we are doing in **InterPARES 3 (2007-2012)** in an effort **to place the archives at the center of society** as **a point of reference for** any institution, organization, community or person who needs 1) **guidance in the creation, maintenance and preservation of its records**, 2) **a neutral third party to take care of the digital evidence of its activities**, or 3) **an expert witness who attests the authenticity of digital records presented as evidence in legal proceedings**.

Other Reasons for a Third Phase of InterPARES

A study of the effectiveness of workshop and seminar experiences for increasing archivists' skills in digital preservation and their ability to implement these skills in their repositories has shown that **very few participants were able to implement the skills** once they returned to their work environments

Wendy M. Duff, M., Amy Marshall, Carrie Limkilde and Marlene van Ballegooie (2006)
“Digital Preservation Education: Educating or Networking?” *The American Archivist*
69(1): 188-212. In the context of ERPANET.

Feedback on the outcomes of the two phases of InterPARES from archivists working in institutions smaller than national archives has consistently shown **concern about** their **downward-scalability and** their **relevance** to small and medium sized organizations



Goal of InterPARES 3

To **enable small and medium-sized** public and private **archival organizations and programs** (units within records creating organizations)— which are responsible for the digital records resulting from government, business, research, art and entertainment, social and/or community activities—**to preserve** over the long term **authentic records** that satisfy the requirements of their stakeholders and society's needs for an adequate record of its past.



Expected Products

1. **Policies, strategies and procedures** for small archival organizations or programs, and **guidelines** for the records creators whose records fall under their responsibility.
2. **Action plans** for the specific case studies carried out in the course of the Project.
3. **Criteria to determine “most-at-risk” materials**
e.g., checklist of age (date created, date last accessed), physical carrier, operating system, software used, equipment required and its availability, etc.

Expected Products (cont.)

4. **Guidelines for addressing digital preservation requirements** that apply to specific types of records, but not to other materials.
5. **Evaluation models for assessing the degree of success**, if any, of the chosen preservation action.
6. **Cost-benefit models** for various types of archival organizations or programs and for various kinds of records and/or systems.
7. **Ethical models** that identify and make explicit the consequences for individuals and society of types of preservation measures or lack thereof.



Expected Products (cont.)

8. **Training and education modules** for preservers, professional associations and university programs; and **awareness and education modules for non-archivists**, such as IT professionals, vendors and service providers; human resources and financial managers; doctors, communities of practice, members of the general public, etc.; and **a strategy for delivering them**.
9. **Position papers** directed to key regulating, auditing and policy-making bodies, advocating the vital need of embedding planned digital preservation in the requirements they issue for the activities they regulate, audit or control.

3 Primary Components

1. **Research component**

(short-term and long-term projects, including case studies related to policy, records or systems, and general studies)

2. **Education and training component**

(in the context of research projects, apprenticeships, activities credited as part of coursework, etc.)

3. **Knowledge-mobilization component**

(workshops, seminars, colloquia, policy manuals and other publications, public lectures, etc., that meet the needs of both academic and community partners)



General Methodology

- **Action research**: a set of disciplined, material practices that involve collaborative dialogue, participatory decision making, and the maximal participation and representation of all relevant parties
- Research becomes practical, reflective, pragmatic action-directed toward solving problems in the world
- Research subjects become co-participants and stakeholders in the process of inquiry
- Example: Ethnography

General Methodology (cont.)

- **Ethnography**: a form of inquiry characterized by the position of the researcher vis-à-vis the phenomena being studied
- The researchers place themselves within an archival environment to gain the cultural perspective of those responsible for records. The creators of records, their users, and archivists form a community of practice - the archival environment - for which social interaction creates meaning and defines values (an expert on organizational culture should be part of the research team)
- The process of ethnographic research includes observation of the environment with detailed description, extensive interviewing, and analysis of the documents produced or accumulated in the first two activities

Research Activities To Date

- **General Studies:** Studies of general issues affecting a multiplicity of organizations and supporting the research of many case studies, such as literature reviews, review of other research projects websites, etc. Each TEAM can take the initiative for a general study considered important only in its context or can propose a study useful to everybody but not needing everybody's contribution, such as the e-mail general study conducted by TEAM Italy and the organizational cultures study conducted by TEAM Canada. The Director or the International TEAM can propose a general study to be carried by several or all TEAMS and relevant to several or all, such as terminology, web 2.0, cloud computing, open source softwares, or the registry system.
- **Case Studies:** Studies of specific cases in the context of each TEAM. They can be of three types: policy, records, systems.



Case Study Methodology

- **Identifying the Problem** – Initially, each test-bed will identify a body of digital material for which a preservation plan has to be developed, be it already in its custody or not. Alternatively, the test-bed identifies a policy need, or a system to be designed and implemented.
- **Data Collection** – Using archival methods, data are collected about the context and limitations of each test-bed. Subsequently, using also interviews, diplomatics, modelling, and text analyses, data are collected either about the specific body of material, its documentary forms, technological constraints, functional or cultural meaning, etc., or about a system requirement or policy needs and constraints. In order to be consistent across the TEAMS, **a case study workflow** has been jointly prepared, **templates** have been created for contextual analysis and diplomatic analysis, and **three sets of questions** related to records, policy, and systems have been developed to guide the interviews.
- **Development of Solutions** -- In the course of plenary workshops
- **Testing solutions and adjusting them according to feedback**

InterPARES 3 Composition

International Alliance

15 regional, national & multinational TEAMs:

TEAM (Theoretical Elaboration into Archival Management)
Canada (including US); Africa; Brazil; Catalonia; China;
Colombia; Italy; Korea; Malaysia; Mexico; Netherlands &
Belgium; Norway; Singapore; Turkey; and UK & Ireland

Director: Luciana Duranti

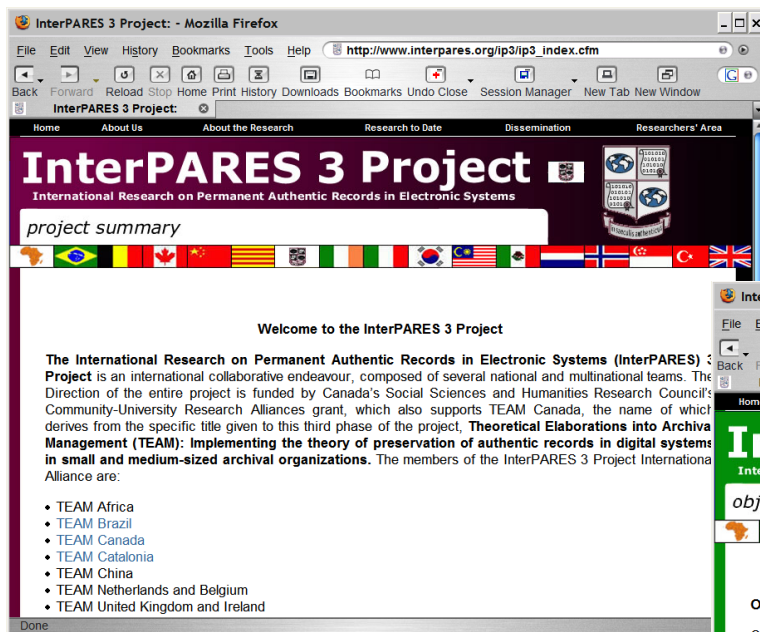
Headquarters: UBC - SLAIS (facilities provided by UBC)

Summits: Twice a year, each time hosted by a different country

Symposia: Once a year, each time hosted by a different country



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