



# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

## Preservation Begins at Creation

A New Perspective on Digital Preservation Education

PV2013 Ensuring the Long-Term Preservation and Value Adding to  
Scientific and Technical Data

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InterPARES Project

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# The InterPARES Project

Focus on preserving authentic digital records:

- InterPARES 1 (1999-2001)
  - Permanent preservation of authentic, digital records
- InterPARES 2 (2002-2007)
  - Experiential, interactive and dynamic information systems
- InterPARES 3 (2007-2012)
  - *Enable organizations to preserve authentic records*

The fourth phase is focusing on the Cloud:

- InterPARES Trust (2013- )
  - Trust and Digital Records in an Increasingly Networked Society



InterPARES Project

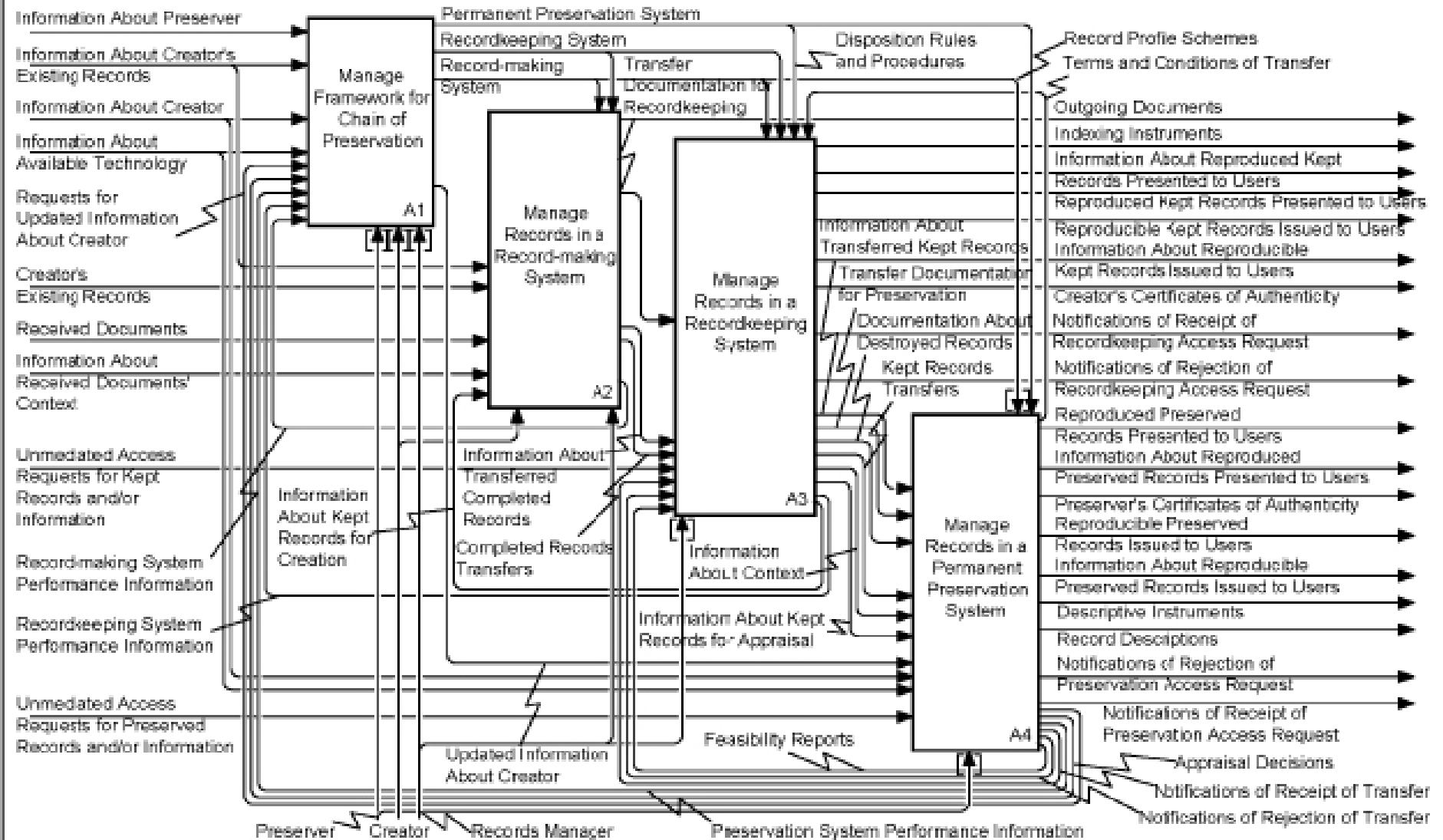
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# CoP MODEL



USED AT:	AUTHOR: UBC	DATE: 19-Jan-2004	WORKING	READER	DATE	CONTEXT: 
	PROJECT: Manage the Chain of Preservation	REV: 06-Apr-2008	DRAFT			
			RECOMMENDED			
	NOTES: 1 2 3 4 5 6 7 8 9 10		PUBLICATION			



NODE: <b>A0</b>	TITLE: <b>Manage Chain of Preservation</b>	NUMBER:
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# EDUCATIONAL MODULES



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# History

- InterPARES Grant proposal included training and education modules for archival organizations...and university programs; and awareness and education modules for non archivists...and a strategy for delivering them
- In 2011, Educational initiative developed jointly by ICA and InterPARES
  - Provide education and training to Archivists, Records Managers based on the findings of the InterPARES project
- Developed as a series of eight independent modules, support by the ICA online Multilingual Archival Terminology (MAT) resource, IP resources



# Objectives for Educational Modules

- Provide educational resources based on latest research to archivists and records managers
- Provide necessary theoretical knowledge, procedural and strategic skills to develop, implement, monitor record keeping/preservation systems
- Provide case study examples in administrative and technological context
- Provide universities with content and structure to develop courses on digital records management and preservation

Designed to be expanded and adapted to reflect context of audience, updated regularly



# Overview of Module Design

## Uniform Component Design:

- Introduction
  - Scope
  - Objectives
  - Learning Outcomes
- Specialized Subject Knowledge
- Review
  - Exercises
  - Questions
- Additional Resources
  - Topic Specific
  
- May also contain one or more of the following:
  - Case Studies
  - Templates
  - Implementation Methodologies





# Resources

1. Framework for Preservation
2. Developing Policy

Fundamental

- 3 Org Culture
- 4 Metadata
5. Ad hoc to Governed

General

6. Email
7. Websites
8. Cloud

Specific



# MODULE TOPICS



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# Module 1: Framework for Digital Preservation

- Introduction to all the modules
  - How to use them
  - Summary of contents of each module
- Institutional self-assessment and readiness tools
- Highlights two complimentary models
  - Chain of Preservation
  - OAIS
- Bibliography of useful resources



# Module 2: Developing Policies and Procedures

- Purpose and benefit of digital preservation policy
- Provide knowledge and tools to write preservation policy
  - Methodology for development
  - Practical tools
  - Examples of existing policies
  - Additional resources for policy and procedure development



# Module 3: Organizational Culture

- Organizational culture is either an enabling or constraining factor in proper recordkeeping
- Outlines different types of Org Culture
- Provides tools for stakeholders to assess types of culture in unit, organization
  - Checklist
  - List of indicators
- Strategies to promote Records Management based on cultural type



# Module 4: Metadata

- Overview of the role of metadata in records management and preservation
- Different types of metadata
  - Descriptive
  - Administrative
  - Structural
- Primer to better understand the more common metadata standards
- InterPARES Application Profile for authenticity metadata



# Module 5: Appraisal Strategy

## Network Drives

- Appraisal as four distinct activities
  - Compiling information
  - Assessing value
  - Determining feasibility of preservation
  - Making decision
- Assessment of authenticity integral part
  - Benchmark Requirements
  - Appraisal guidelines for legacy records
- Action plan for moving from unstructured to controlled record keeping



# Module 6: E-mail Management

- Designed to gain better control over e-mail
- Implementation of new policies, procedures
- E-mail Management and Preservation model
- Factors that influence email management and preservation
- Methods for managing e-mail
  - Applying retention and disposal
  - Preservation
  - Design of supporting policies, procedures





# Module 7: Preservation of Web Records

- Management and preservation of records in the web
- Identify records from non-records on websites
- Analyze management and preservation needs
- Workflow management process for managing creation and movement to and from web
- Policy framework for organization



# Module 8: Cloud Computing

- Primer on Cloud Computing
- Records Management issues to consider before moving to the Cloud
- Defines what a Cloud is
  - Three service models
  - Four deployment models
- Tools for analyzing risk when migrating
- Foundation for developing Cloud computing strategy
  - Educating users
  - Business requirements, rules, compliance



# Conclusion

- Educational Modules derived from InterPARES findings
- Geared toward Custodians and Archival Educators
- Three Tiered: Fundamental, General, Specific
- Based on current research and theory, supported by case studies
- Supported by InterPARES, ICA resources
- Intended to updated regularly, adapted to specific contexts



# Made possible due to the efforts of a dedicated group of individuals:

- Elizabeth Shaffer, Corinne Rogers, Donald Force, and Elaine Goh
- Director Luciana Duranti
- John McDonald, Jim Suderman, Evelyn McLellan and Paul Hebbard
- MANY Graduate Research Assistants on InterPARES conducting case studies



# Questions?

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# Resources

## Creator Guidelines

[http://www.interpares.org/ip2/creator\\_guidelines/creator\\_guidelines.html](http://www.interpares.org/ip2/creator_guidelines/creator_guidelines.html)

## Preserver Guidelines

[http://www.interpares.org/ip2/preserver\\_guidelines/preserver\\_guidelines.html](http://www.interpares.org/ip2/preserver_guidelines/preserver_guidelines.html)

## Terminology Database

<http://www.ica-sae.org/> [http://interpares.org/ip2/ip2\\_terminology\\_db.cfm](http://interpares.org/ip2/ip2_terminology_db.cfm)

## Educational Modules

<http://www.ica-sae.org/>

## InterPARES

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

<http://www.interparestrust.org>