InterPARES Project

International Research on Permanent Authentic Records in Electronic Systems

---

Template Element
Data Gathering
Instrument (TEDGI)

Version 4.0

23 February 2001

Document Version History

Version: 4.0
Version Date: February 23, 2001
Version Filename: TEDGI_v4_0.doc

Previous Version: 1.1
Version Date: November 12, 1999
Version Filename: TEDGI_v1.doc

Document Revision History

Version #	Revision #	Revision Description	Made	Made By
1	1	Revised the Introduction statement: ■ for grammar ■ added reference to the *Procedures* document ■ noted that all the latest versions of case study & ATF documents will be posted in the DOCUMENTS sub-folder in the ATF forum ■ referred registration to the ATF forum ■ requested that the non-response categories of information be used ■ updated TEDGI usage/format instructions	01/05/00	PeterV
1	2	Added "*Appendix D:* Non-response Categories." These categories were copied from the document attached to posting #13 in the ATF forum.. Please note that these categories are now maintained as part of the TEDGI document, not as a separate document.	01/05/00	PeterV
1	3	Section 4 - Annotations (as per posting #16) ■ revised title wording for 4.1, 4.2. 4.3 ■ added "Other" element for 4.1, 4.2.,4.3	01/05/00	PeterV
1	4	Added element: 5.5.A.i.d. Storage for Security Purposes (p.73) as per posting #16. *Please Note* that this element does not yet appear in the current version of the *Template for Analysis*. It will be included in the proposed revisions to the Template which are to be ratified at International Team Research Workshop #5 (June 2000). The working definition for this element is "short-term storage, intended as a protective measure against the possibility of catastrophic loss." (source ATF forum posting #16.1)	01/05/00	PeterV
1	5	NECESSARY REVISION: there are a number of elements in the TEDGI which serve solely as title elements or parent nodes for sub-node, child elements. The ATF will have to determine which elements are intended for data-entry and which are simply section titles and revise the TEDGI accordingly.	01/05/00	PeterV

Table of Contents

Introduction

The purpose of this *Template Element Data Gathering Instrument (TEDGI)* is to collect the data that will populate the *Template for Analysis* elements for each Authenticity Task Force case study carried out in the InterPARES Project. The Authenticity Task Force will use the Template Element data from all completed TEDGIs to carry out the diplomatic analysis of electronic systems. The end result of this analysis is expected to be a typology of electronic records. Consult the Authenticity Task Force's *Methodology Statement* document for a more detailed description of this research process. Consult the *Case Study Procedures* document for a listing of responsibilities for each procedure. The latest version of all case study and Authenticity Task Force documents will be posted to the DOCUMENTS sub-folder in the Authenticity Task Force forum on the InterPARES website.

The primary source of the Template Element data will be the case study interviews. The primary instrument to gather interview data is the *Case Study Interview Protocol (CSIP)*. Template Element data may also be gathered using additional interview products (see *Appendix B*) and supporting documentation (see *Appendix C*). Case study researchers should consult the *Template For Analysis* document for definitions and explanations of the individual Template Elements found in the TEDGI.

All CSIPs, additional interview products and supporting documents that are made or received in the course of carrying out a case study must be registered in the *Appendices* of this TEDGI document. To do so, each case study must first be registered to receive a unique case study number. This will ensure that all case study documentation generated in the InterPARES Project can be identified using a unique identifier code. It will also facilitate the entry of case study data into a central database. Case study registration is handled through a posting in the Authenticity Task Force discussion forum on the InterPARES website.

To validate the resulting diplomatic analysis and to establish the traceability of research findings, these documents must be cross-referenced at each Template Element in the TEDGI where the document was a contributing source for deriving the Template Element data. If there is no data to provide for any one of the Template Elements in the TEDGI, please indicate the reason for the lack of data by selecting one of the categories of non-response provided in *Appendix D*.

All case study products (completed CSIPs, completed TEDGIs, copies of additional interview products, copies of supporting documentation) must be sent to both the InterPARES office at the University of British Columbia and the Authenticity Task force members at the University of California at Los Angeles. The mailing addresses are posted in the Authenticity Task Force discussion forum on the InterPARES website.

When submitting the case study documentation, this TEDGI document may either be printed out and submitted in hand-written form or, preferably, case study researchers will use the MS-WORD97 version of this document as a template for entering Template

Element data. This can be done by clicking on the areas where data is required (the Template Element Data sections, the source and source anchor sections, and the Appendices), typing in the responses and saving the WORD file. This will allow research assistants to cut-and-paste data from this document directly into the central case study database.

However, *please note*, that for those researchers who do not have access to MS-WORD or who would prefer not to use this admittedly "bulky" word processing document, that the TEDGI information may be provided in a simpler, "stripped-down" text file. As long as the appropriate Case Study Identifying Information (see next page), Template Element information (element number & name, element data, source anchor), and Source information (see *Appendices A-C*) are provided, the case study research assistants will still be able to cut-and-paste the information into the case study database.

Case Study Identifying Information

Case Study Number (refer to the ATF forum on the InterPARES website to register the case study and to receive a Case Study Number)	

Case Study Title (i.e. title of electronic system)	

Case Study Organization (i.e. owner of electronic system)	

Case Study Type (i.e. Student Information System)	

Case Study Duration (start date- end date)	

Case Study Researchers (names of all InterPARES researchers and research assistants who assisted in carrying out the case study)	

Case Study Notes (additional case study information)	

Template For Analysis Section 1: Medium
Template for Analysis Section 2: Extrinsic
Elements of Documentary Form

Template Element Parents:	2. Extrinsic Elements of Documentary Form

Template Element:	**2.2. Presentation Features (a.k.a. Script)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

- 5 -

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features

Template Element:	**2.2.A. Overall Presentation**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features 2.2.A. Overall Presentation

Template Element:	**2.2.A.i. Text**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features 2.2.A. Overall Presentation

Template Element:	**2.2.A.ii. Graphic**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features 2.2.A. Overall Presentation

Template Element:	**2.2.A.iii. Image**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*		Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form
	2.2. Presentation Features
	2.2.A. Overall Presentation

Template Element:	**2.2.A.iv. Sound**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features 2.2.A. Overall Presentation

Template Element:	**2.2.A.v. Combination of More Than One of the Above**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.2. Presentation Features

Template Element:	**2.2.B. Specific Presentation Features**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form

Template Element:	**2.3 Special Signs**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form

Template Element:	**2.4 Seals**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form 2.4. Seals

Template Element:	**2.4.A. Authentication Certificate of Trusted Third Party (T.T.P.)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form

Template Element:	**2.5 Digital Time Stamp Issued by a Trusted Third Party (T.T.P.)**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	2. Extrinsic Elements of Documentary Form

Template Element:	**2.6 Electronic Signature**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template for Analysis Section 3: Intrinsic Elements of Documentary Form

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.1. Name of Author**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.2. Name of Originator**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.3. Chronological Date**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.4. Name of Place of Origin of Record**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.5. Name of Addressee(s)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.6 Name of Receiver(s)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.7. Indication of Action (Matter)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.8 Description of Action (Matter)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.9 Name of Writer**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.10. Corroboration**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.11. Attestation**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	3. Intrinsic Elements of Documentary Form

Template Element:	**3.12. Qualification of Signature**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template for Analysis Section 4: Annotations

Template Element Parents:	

Template Element:	**4. Annotations**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations

Template Element:	**4.1. Annotations added in the formal execution phase of an administrative procedure (category 1)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.1 Annotations added in the formal execution phase of an administrative procedure (category 1)

Template Element:	**4.1.A. Priority of Transmission**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.1 Annotations added in the formal execution phase of an administrative procedure (category 1)

Template Element:	**4.1.B. Transmission Date, Time and/or Place**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.1 Annotations added in the formal execution phase of an administrative procedure (category 1)

Template Element:	**4.1.C. Indication of Attachments**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.1 Annotations added in the formal execution phase of an administrative procedure (category 1)

Template Element:	**4.1.D. Other**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations

Template Element:	**4.2 Annotations added in the course of handling the activity or matter in which the record participates (category 2)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.2 Annotations added in the course of handling the activity or matter in which the record participates (category 2)

Template Element:	**4.2.A. Received Date and Time**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.2 Annotations added in the course of handling the activity or matter in which the record participates (category 2)

Template Element:	**4.2.B. Name of Handling Office**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.2 Annotations added in the course of handling the activity or matter in which the record participates (category 2)

Template Element:	**4.2.C. Dates and Times of Further Action or Transmission**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.2 Annotations added in the course of handling the activity or matter in which the record participates (category 2)

Template Element:	**4.2.D. Other**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations

Template Element:	**4.3 Annotations added in the course of handling the records for records management purposes (category 3)**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.A. Archival Date**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.B. Draft/Version Number**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.C. Record Item Identifier**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.D. Dossier Identifier**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.E. Class Code**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations
	4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.F. Registration Number**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.G. Name of Creator**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	4. Annotations 4.3 Annotations added in the course of handling the records for records management purposes (category 3)

Template Element:	**4.3.H. Other**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #,* *page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #,* *page #, etc.)*

Template for Analysis Section 5: Context

Template Element Parents:	5. Context

Template Element:	**5.1. Juridical-Administrative Context**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context

Template Element:	**5.2. Provenancial Context**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context

Template Element:	**5.3. Procedural Context**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context

Template Element:	**5.4. Documentary Context**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context

Template Element:	**5.5. Technological Context**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element:	5.5.A.i.d. Storage for Security Purposes

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context
	5.5. Technological Context
	5.5.C. Data

Template Element:	**5.5.C.i. File Structure**

Template Element Data

Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*	Source Code *(see Appendices)*	Source Anchor *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context
	5.5. Technological Context
	5.5.C. Data

Template Element:	**5.5.C.ii. Data Format/File Format**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context
	5.5. Technological Context

Template Element:	**5.5.D. System Models**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #, page #, etc.)*

Template Element Parents:	5. Context
	5.5. Technological Context

Template Element:	**5.5.E. System Administration**

Template Element Data

Source Code *(see Appendices)*	**Source Anchor** *(i.e. question #,* *page #, etc.)*	**Source Code** *(see Appendices)*	**Source Anchor** *(i.e. question #,* *page #, etc.)*

Annex A: Case Study Interview Protocols

Please list all completed Case Study Interview Protocol (CSIP) documents that were created in the course of this case study.

The *CSIP Code* should be generated using the following formula:

"CSIP - " + "## - " + "##"

"CSIP" is the acronym for "Case Study Interview Protocol." The first set of two-digits represents the InterPARES Case Study number which is assigned to each case study by the Project Coordinator. The second set of two digits represents the number sequentially assigned to all items in this table (i.e. "01," "02," "03," etc.).

For example, if you had completed the first Case Study Interview Protocol for InterPARES Case Study # 04, the CSIP Code would be "CSIP-04-01," the second completed CSIP would be assigned the code "CSIP-04-02," and so on.

Enter the CSIP code in the "Source Code" column for all Template Elements in the TEDGI where the CSIP responses assisted in populating the Template Element Data. Indicate the number of the actual CSIP question where this information was provided in the corresponding "Source Anchor" column..

CSIP Code	Interview Date	Interviewee(s)

Annex B: Additional Interview Products

Additional Interview Products may include audio or video cassettes, additional written comments (i.e. in an email) from interviewees, or interviewer notes. If any of these materials are used to compile Template Element data, they should be listed in the table below, assigned an Interview Product Code and cross-referenced at each Template Element in the TEDGI where this product acted as a source of information (using the "Source Code" and "Source Anchor" columns).

The *Interview Product Code* should be generated using the following formula:

"IP - " + "## - ## - " + "##"

"IP" is the acronym for "Interview Product." The first set of four-digits represents the Case Study Interview Protocol number to which this additional interview product is related (refer to Appendix A for this number). The last set of digits represents the number sequentially assigned to all items in this table (i.e. "01," "02," "03," etc.).

For example, assuming this additional interview product was generated in the course of carrying out Case Study Interview CISP-04-02 and it was the fifth product listed in the table, then it would be assigned the Interview Product Code, IP-04-02-05.

Interview Product Code	Brief Title	Description

Annex C: Supporting Documentation

During the entire course of a particular case study, researchers will collect supporting documents that will assist them in compiling the Template Element data for each case study. Supporting documentation may include system and software requirements documents, system and software design documents, internal reports or memos from the case study organization, public reports, information posted to the organization's website, etc..

If any such supporting documents are used to compile Template Element data, they should be listed in the table below, assigned a Supporting Documentation Code and cross-referenced at each Template Element in the TEDGI where this supporting document acted as a source of information (using the "Source Code" and "Source Anchor" columns).

The *Supporting Document Code* should be generated using the following formula:

"SD - " + "## - " + "##"

"SD" is the acronym for "Supporting Documentation." The first set of two-digits represents the InterPARES Case Study code which is assigned to each case study by the Project Coordinator. The second set of two digits represents the number sequentially assigned to all items in this table (i.e. "01," "02," "03," etc.).

For example, the first supporting document from InterPARES Case Study #11 that is entered on this list would have the Supporting Document Code, "SD-11-01," the second item on the list would be assigned the code "SD-11-02," and so on.

Supporting Document Code	Document Title	Description

Supporting Document Code	Document Title	Description

Annex D: Template Element Non-Response Categories

In order to standardize the case study methodology, tools and analysis, please select and provide one of the following categories in the event that a TEDGI element is blank, incomplete, or non-responsive.

1. No, the element is not visible in the record, but it is implicit in the documentary, procedural, provenancial, juridical-administrative, or technological context. The context that supplies the missing information should be specified.

2. No, the element is not visible in the record, nor is it implicit in the documentary, procedural, provenancial, juridical-administrative, or technological context.

3. Respondent did not know, and no source documentation could supply responses.

4. We did not find out. This would need to be accompanied by an explanation. For example:

    (a) We received contradictory answers to this question from interviewee, and repeated requests for clarification failed.

    (b) We have requested an answer to this question and are still waiting for the agency to provide us with the necessary information. The information will be submitted as soon as we obtain it.

    (c) The answer to this question is not knowable due to characteristics of the system.

    (d) Other reasons. (Please explain)

5. No data entry because

    (a) The element is the same as the element directly preceding (e.g., Medium of Storage should only be indicated if it is different than Medium of Creation; Originator should only be indicated if it is different from Author; etc.). The place where the answer can be found should be indicated with a "see" reference.

    (b) The element is not applicable because the answer has been provided elsewhere in the TEDGI. The place where the answer can be found should be indicated with a "see" reference.

6. Element not applicable in this system. This would have to be accompanied by an explanation why a certain element is not applicable.