InterPARES Framework for the Development of Policies, Strategies and Standards

in saeculis authenticus
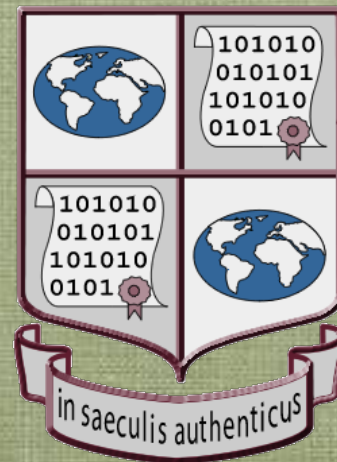
Dr. Luciana Duranti
InterPARES Project Director
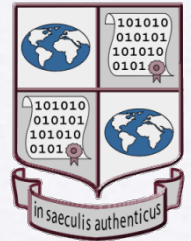
InterPARES (1999-2007):
Goal
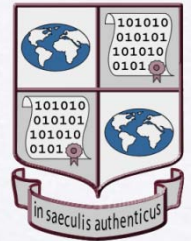
To develop the theoretical and methodological knowledge essential to the permanent preservation of authentic records generated and/or maintained electronically, and, on the basis of this knowledge, to formulate model policies, strategies and standards capable of ensuring that preservation.

Purpose

- To establish a flexible, consistent and solid basis for the development of policies, strategies and standards

- To provide a core of concepts capable of balancing different cultural, social and juridical perspectives on a variety of issues, such records trustworthiness, access to information, data privacy, and intellectual property

- To demonstrate the need for a strong continuing relationship between records creators and records preservers throughout the lifecycle of the records

- To show the nature of such relationship and the ways in which it should play out

Il documento archivistico: forma fissa e contenuto stabile

[C1] Digital entities must have fixed documentary form and a stable content to be considered records and to be capable of being preserved over time

[P5] Authentic copies should be made for preservation purposes only from the creator's records, that is from digital entities that have a fixed documentary form and a stable content

Digital Components

[C2] Records creation procedures should ensure that the digital components of records can be separately maintained and reassembled over time

[P4] Records preservation procedures should ensure that digital components of records can be separately preserved and reassembled over time.

Creation, Maintenance, and Preservation Requirements
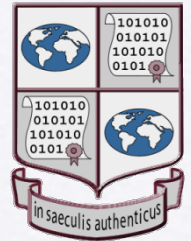
[C3] Record creation and maintenance requirements should be formulated in terms of the purposes the records are to fulfill, rather than in terms of the available or chosen record-making and record–keeping technologies available

[P6] Preservation requirements should be formulated in terms of the purpose or desired outcome of preservation, rather than in terms of the available or chosen technologies available
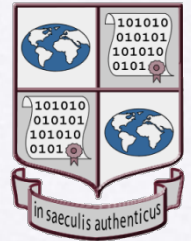
Records Trustworthiness
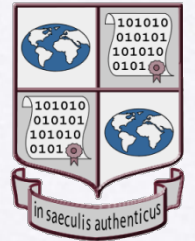
[C4] Records creation and maintenance policies, strategies and standards should address the issues of record reliability, accuracy, and authenticity expressly and separately

[P2] Records preservation policies, strategies and standards should address the issues of record accuracy and authenticity expressly and separately
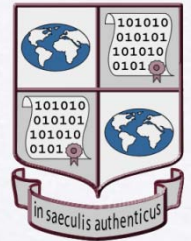
Trusted Record-making System

[C5] A trusted record making system should be used
to generate records that can be presumed reliable
and accurate

No corresponding requirement for the Preserver
other than as a Record Creator itself

# Trusted Recordkeeping and Record Preservation Systems

[C6] A trusted recordkeeping system should be used to maintain records that can be presumed accurate and authentic

[P11] Archival appraisal should assess the authenticity of the records.

[P12] Archival description should be used as a collective authentication of the records in a fonds

Preservation Begins at Creation
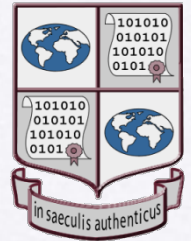
[C7] Preservation considerations should be embedded in all activities involved in record creation and maintenance if a creator wishes to maintain and preserve authentic records beyond its operational business need

[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 ensured
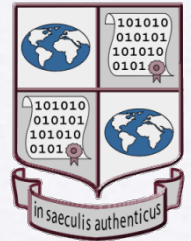
Trusted Custodian
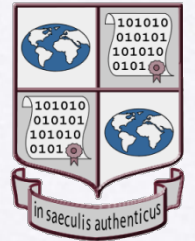
[C8] A trusted custodian should be designated as the preserver of the creator's records

[P1] A designated record preserver fulfills the role of trusted custodian

Business Processes

[C9] All business processes that contribute to the creation and/or use of the same records should be explicitly documented

[P10] Archival appraisal should identify and analyze all the business processes that contribute to the creation and/or use of the same records

Intellectual Property Rights
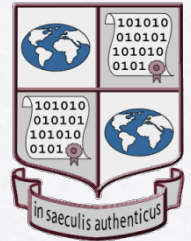
[C10] Third-party intellectual property rights attached to the creator's records should be explicitly identified and managed in the record-making and recordkeeping systems

[P8] Third-party property rights attached to the creator's records should be explicitly identified and managed in the preservation system

Privacy Rights

[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] Privacy rights and obligations attached to the creator's records should be explicitly identified and protected in the preservation system
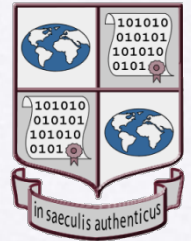
Records Sharing Across Jurisdictions
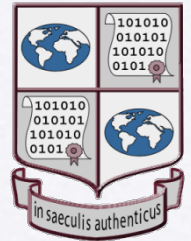
[C12] Procedures for sharing records across different jurisdictions should be established on the basis of the legal requirements under which the records are created

[P13] 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
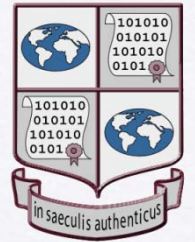
Reproduction of Records

[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 of its first created manifestation and each is to be considered at any given time the record of the creator

[P3] Reproductions of a creators' records made for purposes of preservation by their trusted custodian are authentic copies of the creator's records

InterPARES Web Site

www.interpares.org