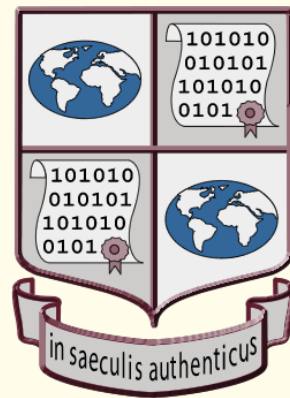# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Making & Maintaining Digital Materials

Guidelines for Individuals

Scope & Structure of the Guidelines

- Introduction: State of the Problem

- Definitions of terms

- Ten Recommendations

- Conclusions

Choosing Software & Hardware

- Choose software & hardware that allow you to share materials easily

- Use software that adheres to standards.

- Maintain specifications of software

- Choose software that presents materials as they originally appeared

- Document changes when software is customized

- Document the construction of your system

Ensure Stability of Digital Materials

- Stability most important for records

- Importance of fixed content

- Importance of fixed form

- Establish the documentary form of records associated with each activity

Properly Identify Digital Materials

- Understand the importance of metadata

- Create and record essential information about the record so that it may be uniquely identified

- Distinguish different versions of the record and identify the official version

Create Metadata to Help Verify Integrity

- Create and record information that demonstrates that the contents of the record is the same as when created

- Record information about maintenance, migrations and transfers of records

- Attributes that permit a presumption of integrity

Organize Digital Materials into Logical Groupings

- Separate records from other materials
- Create a classification scheme or filing plan to provide a logical place for each record
- Provide each new record with metadata about its proper place in the scheme
- Identify how long records need to be kept
- Make decisions at the group level, not the individual item

Take Care in Using Authentication Techniques

- Nature of authentication techniques

- Obsolescence and authentication

- Managing documents with digital signatures

Protect Your Records from Unauthorized Action

- Demonstrate that it is impossible to tamper with files without being identified

- Restrict physical access to computers

- Create access permissions for all users of the system

- Maintain an audit trail of access to the records

Protect Records from Accidental Loss & Corruption

- Develop policies that ensure systems are backed up at least once a day

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- Choose and implement the best backup technique for your situation

- Backup system should include an audit trail

Protect Against Hardware & Software Obsolescence

- Eliminate dependence on specific hardware

- Transfer hardware functionality to software

- Plan for regular technology upgrades

- Consider off-line storage for infrequently used records

Plan for Long-Term Preservation

- Identify records that need to be preserved for the long term

- Identify a trusted custodian for the records

- Establish a preservation strategy early

- Follow this set of recommendations

Conclusion

- Be aware of the risks of neglecting to manage materials properly

- Adopt measures that work best in your situation

- Consult with professional archivists

- Review other InterPARES documents