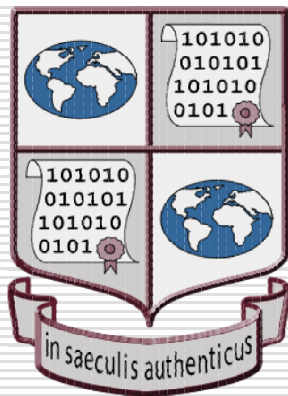


# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

---



## Guidelines for Records Preservation

Kevin L. Glick  
ARCHIVEXPO  
December 2006

# Guidelines for Records Preservation

---

- Target audience
- Categories
- Draft Guidelines

# Guidelines for Records Preservation

---

- 3 target groups
  - individual creators
  - organizations or programs
  - archives

# Guidelines for Records Preservation

---

- 7 categories
  - establishing a digital preservation program
  - appraising digital records
  - transferring digital records to the preserver's custody

# Guidelines for Records Preservation

---

- 7 categories (continued)
  - processing digital records
  - archival description
  - preserving digital records
  - providing access to digital records

# Guidelines for Records Preservation

---

- 20 Guidelines in all
- Establishing a preservation program
  - 1.1 scope
  - 1.2 resources
  - 1.3 digital records vs. digitized copies
  - 1.4 advice

# Guidelines for Records Preservation

---

## □ Establishing a digital preservation program (continued)

1.5 in-house records management

1.6 procedures and controls

1.7 maintenance requirements

# Guidelines for Records Preservation

---

- Appraising digital records

  - 2.1 timing of appraisal

  - 2.2 identifying multiple owners

  - 2.3 assessing authenticity



# Guidelines for Records Preservation

---

□ Transferring digital records to the preserver's custody

3.1 original format

3.2 ease of replication

3.3 verifying transfer

# Guidelines for Records Preservation

---

## Processing digital records

### 4.1 documenting preservation processes

# Guidelines for Records Preservation

---

## □ Archival description

5.1 carrying information forward

5.2 contexts of creation (juridical  
administrative, provenancial,  
procedural, documentary,  
technological)

5.3 collective attestation of authenticity

# Guidelines for Records Preservation

---

## □ Preserving digital records

### 6.1 legal implications

# Guidelines for Records Preservation

---

## □ Providing access to digital records

7.1 documenting reproduction processes

7.2 relationship among copies

---

[www.interpares.org](http://www.interpares.org)