

# Fedora and the Preservation of University Records

**ECURE**

Arizona State University

*March 2, 2005*

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Digital Collections and Archives

Tufts University

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## Project Overview

Fedora's ability to serve as preservation system for university electronic records with archival value

Fedora (Flexible Extensible Digital Object Repository Architecture)

Yale University and Tufts University

National Historical Publications and Records Commission

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## Project Overview

1. Functional Requirements for Active Recordkeeping Systems
2. Functional Requirements for Archival Repository Preservation Systems
3. Ingest Electronic Records Process
4. Maintain Electronic Records Process
5. Report Findings
6. Future Work and Implement Findings

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## Project Overview

1. **Functional Requirements for Active Recordkeeping Systems**
2. **Functional Requirements for Archival Repository Preservation Systems**
3. Ingest Electronic Records Process
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## Recordkeeping System Requirements

### Surveyed 10 Requirements for Recordkeeping Systems

1. Indiana University, *Requirements for Electronic Records Management Systems*
2. University of Pittsburgh, *Functional Requirements for Evidence in Recordkeeping*
3. Center for Technology in Government, *Functional Requirements to Ensure the Creation, Maintenance, and Preservation of Electronic Records*
4. IDA Programme of the European Commission, *Model Requirements for the Management of Electronic Records*
5. Public Record Office, *Functional Requirements for Electronic Records Management Systems*
6. InterPARES Project, *Benchmark Requirements for Assessing and Maintaining the Authenticity of Electronic Records*
7. U.S. Department of Defense, *Design Criteria Standard for Electronic Records Management Software Applications (DoD 5015.2-STD)*
8. International Organization for Standardization, *ISO 15489-1: Information and documentation—Records management*
9. San Diego Super Computer Center, *Preserving the Electronic Records Stored in a Records Management Application (PERM Project)*
10. United States 45 Code of Federal Regulations 162 & 164: *Health Information Privacy Protection Act (HIPPA)*

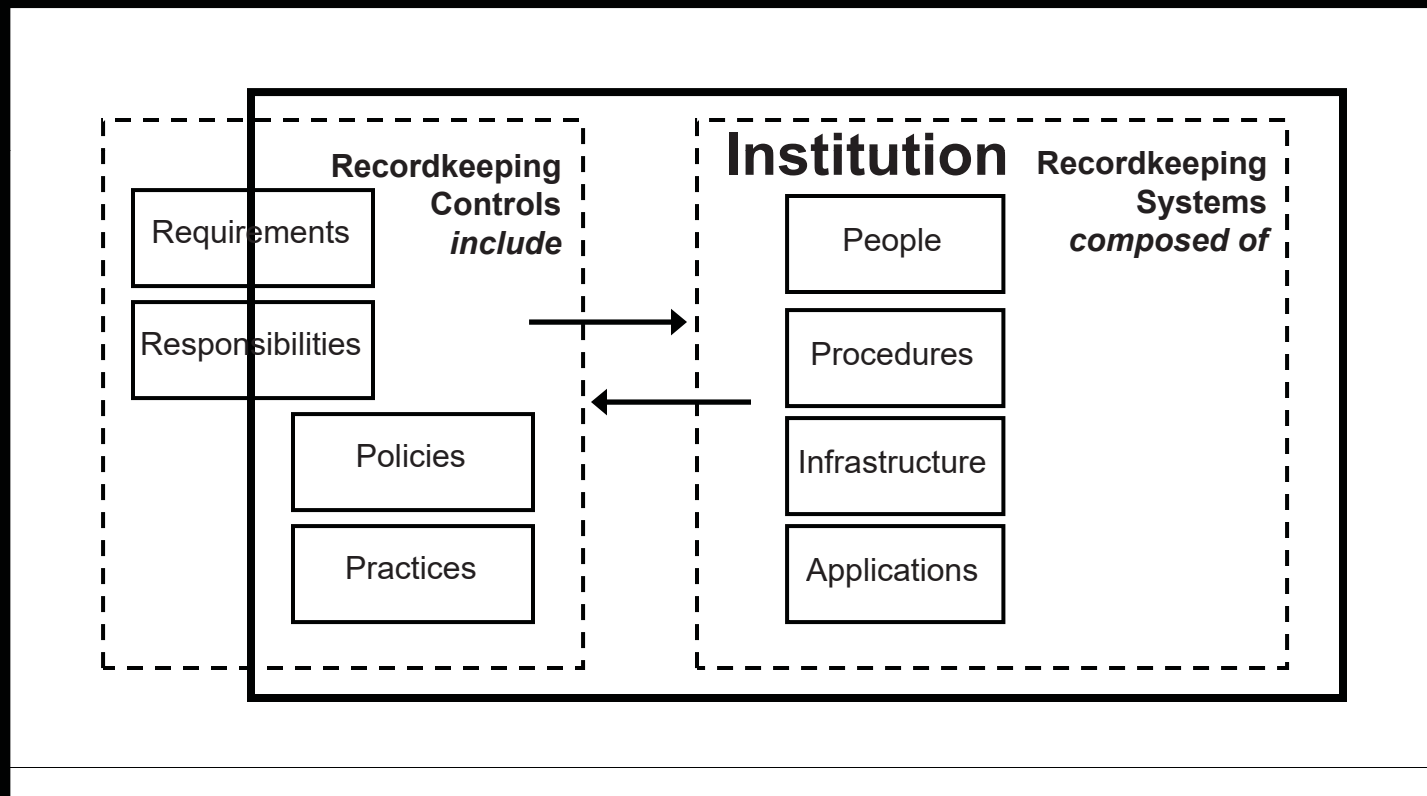
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## Recordkeeping System Requirements



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## Recordkeeping System Requirements

### Recordkeeping System Components

- Application
- Infrastructure
- Institution
- People
- Procedures

### Requirement Levels

- Must
- Must Not
- Should
- Should Not
- May

### Goal

- Authentic Records
- Trustworthy Systems

### Concerns

- Audit
- Authorization
- Bulk Operations
- Documentation
- Error Reporting
- Hybrid Records
- Metadata
- Training

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## Recordkeeping System Requirements

### Compliance

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Creation and Capture

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Maintenance

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Classification

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Retention and Disposition

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Protective

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Use Rights

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Discovery and Delivery

Administrative Records Creators

Research Records Creators

Records Custodians

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## Recordkeeping System Requirements

### Design Performance

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Surveyed 7 Requirements for Preservation Systems

1. National Archives and Records Administration Electronic Records Archives Program Management Office, *Electronic Records Archives Requirements Document (RD)*
2. InterPARES Project, *Baseline Requirements for Assessing and Maintaining the Authenticity of Electronic Records*
3. Open Archival Information System Model (OAIS)
4. San Diego Super Computer Center, *Preserving the Electronic Records Stored in a Records Management Application (PERM Project)*
5. Research Libraries Group, *Trusted Digital Repositories: Attributes and Responsibilities*
6. IBM and Koninklijke Bibliotheek, *Preservation Requirements in a Deposit System: IBM/KB Long Term Preservation Study*
7. Yale University Library, *Requirements Document for the Rescue Repository*

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## Preservation System Requirements

### Preservation System Components

- Application
- Infrastructure
- Institution
- People
- Procedures

### Requirement Levels

- Must
- Must Not
- Should
- Should Not
- May

### Goals

Authentic Copies of Records

Evaluating Repository  
Software Solutions

Identifying What is Needed  
for Preservation

Designing Trustworthy  
Preservation Systems

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## Preservation System Requirements

### Ingest

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Archival Storage

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Data Management

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Administration

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Preservation Planning

Administrative Records Creators

Research Records Creators

Records Custodians

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## Preservation System Requirements

### Access

Administrative Records Creators

Research Records Creators

Records Custodians

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## Next Steps

### Develop Metrics for System Evaluation

**RLG/NARA Digital Repository Certification TF**  
<[www.rlg.org/en/page.php?Page\\_ID=367](http://www.rlg.org/en/page.php?Page_ID=367)>

### Processes & Procedures for Fulfilling Requirements

**Metadata & Archival Description**

**Terms and Conditions of Transfer**

**Submission Agreement**

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## Further Information

### Fedora and the Preservation of University Records

[dca.tufts.edu/features/nhprc/index.html](http://dca.tufts.edu/features/nhprc/index.html)

### Fedora

[www.fedora.info](http://www.fedora.info)

### Manuscripts & Archives

Yale University

[www.library.yale.edu/mssa/](http://www.library.yale.edu/mssa/)

### Digital Collections and Archives

Tufts University

[dca.tufts.edu](http://dca.tufts.edu)

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