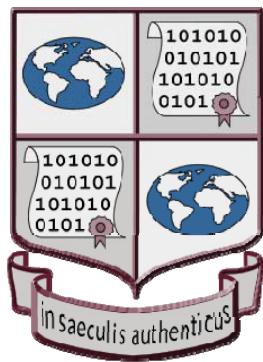


# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems



## Preserving Digital Records: Guidelines for Preservers

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# Overview of the Presentation

- Target Audience
  - preserving organizations or programs
- Organization of the Guidelines
- Draft Guidelines



# Organization of the Guidelines

1. Manage Framework for Chain of Preservation
2. Appraise Records for Permanent Preservation
3. Acquire Selected Records
4. Preserve Accessioned Records
5. Output Records



# Draft Guidelines

- 27 Guidelines
- 4 Appendices
- 8 Drafts



# Draft Guidelines

## 1. Manage Framework for Chain of Preservation

1.1 Scope

1.2 Resources

1.3 Digital vs. digitized

1.4 Advice



# Draft Guidelines

## 1. Manage Framework for Chain of Preservation (continued)

1.5 Set a good example

1.6 Develop Procedures

1.7 Maintenance requirements



# Draft Guidelines

## 2. Appraise Records for Permanent Preservation

- 2.1 Appraise early
- 2.2 Locate multiple owners
- 2.3 Assess authenticity
- 2.4 Document 2.3



# Draft Guidelines

## 2. Appraise Records for Permanent Preservation (cont)

2.5 Monitor records

2.6 Update appraisal

2.7 Digital components

2.8 Feasibility





# Draft Guidelines

## 3. Acquire Selected Records

- 3.1 Transfer plan
- 3.2 Enforce procedures
- 3.3 Earliest logical format
- 3.4 Duplicates
- 3.5 Document processing



# Draft Guidelines

## 4. Preserve Accessioned Records

- 4.1 Describe the records
- 4.2 Legal issues
- 4.3 Preservation strategies
- 4.4 Storage



# Draft Guidelines

## 5. Output Records

5.1 Inform the user

5.2 Reference copies

5.3 Access requirements



# Appendices

A – Benchmark Requirements (IP1)

B – Baseline Requirements (IP1)

C – Maintenance and Preservation Strategies

D – Comparison Chart to OAIS





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



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