

# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

## Implementing Digital Records Preservation in Small and Medium-sized Archives

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# Goal of InterPARES 3

To **enable small and medium-sized** public and private **archival organizations and programs** (units within records creating organizations)—which are responsible for the digital records resulting from government, business, research, art and entertainment, social and/or community activities—**to preserve** over the long term **authentic records** that satisfy the requirements of their stakeholders and society's needs for an adequate record of its past.



# Expected Products

- **Policies, strategies and procedures** for small archival organizations or programs, and **guidelines** for the records creators whose records fall under their responsibility.
- **Action plans** for the specific case studies carried out in the course of the Project.
- **Criteria to determine “most-at-risk” materials** e.g., checklist of age (date created, date last accessed), physical carrier, operating system, software used, equipment required and its availability, etc.



# Expected Products (cont.)

- **Evaluation models for assessing the degree of success**, if any, of the chosen preservation action.
- **Cost-benefit/Risk Management models** for various types of archival organizations or programs and for various kinds of records and/or systems.
- **Ethical models** that identify and make explicit the consequences for individuals and society of types of preservation measures or lack thereof.



# Expected Products (cont.)

- **Training and education modules** for preservers, professional associations and university programs; and **awareness and education modules for non-archivists**, and **a strategy for delivering them.**
- **Position papers** directed to key regulating, auditing and policy-making bodies, advocating the vital need of embedding planned digital preservation in the requirements they issue for the activities they regulate, audit or control.



# Methodology (general)

## Action Research

- Practical, collaborative, pragmatic research directed toward producing solutions that are **directly useful** to a group of people
- Research **subjects are co-participants** and stakeholders in the process
- We **jointly** define research objectives and goals, co-construct research questions, pool knowledge and **develop solutions** and performance tests that implement specific strategies



# Methodology (general - cont.)

## Action Research

Two distinct methods of research:

- 1. Prototype development research**
- 2. Ethnographic research**



# Methodology (general - cont.)

## Prototype development research

- **User-centered, collaborative** prototyping approach that explores the interplay between theory and practice
- **Proof-by-demonstration**
- Comprises three major **iterative** stages:
  1. concept building (which we have done)
  2. system building
  3. system evaluation





# Methodology (general - cont.)

## Ethnographic research

- Creators of records, their users and archivists form a community of practice—**the archival environment**—for which social interaction creates meaning and defines values
- Researchers place themselves within an archival environment to **gain the cultural perspective** of those responsible for records
- **Observation** of the environment with detailed description, extensive **interviewing and analysis** of the documents



# Case and General Studies

- **Case studies** (3 types):
  1. Dealing with specific groups or types of **records**.
  2. Dealing with record/information **systems**.
  3. Dealing with **policies**.
- **General studies** (3 types):
  1. Studies carried out by **one TEAM or a group of TEAMS for the benefit of all** TEAMS (e.g., Annotated Bibliography of International Standards, E-mail Preservation)
  2. Studies in which **all TEAMS** take part (e.g., Terminology Database).
  3. Studies conducted by a TEAM that will prove **useful for that TEAM only** (e.g., Annotated Canadian Standards)
  4. Studies conducted by **a group of TEAMS for its own benefit** (e.g. Protocol Register)



# TEAM Canada Test-Bed Partners and Case Studies

- BC Institute of Technology
- Belkin Art Gallery Archives
- Canadian Tourism Commission
- City of Surrey
- City of Vancouver Archives
- City of Victoria Archives
- North Vancouver Museum and Archives
- Simon Fraser University Archives (Human Rights Office)
- UBC Alma Mater Society Archives
- UBC Archives
- UBC cIRcle Institutional Repository
- UBC Graduate School of Journalism
- University of Victoria Archives (Office of the University Secretary)
- Vancouver Police Department (Investigative Division)
- Vancouver School of Theology



# General Studies

- Canadian Standards Relevant to IP3 (Canada)
- Organizational Culture (Alliance)
- Open Source Records Management Software (Canada)
- Metadata Applications Profiles (Canada+US)
- Community Archives e-Records Assessment (Canada+US)
- University IR/IRK Survey (Canada+US)
- Records Management Policies and Procedures Template (Canada)
- Cost-benefit Models (Alliance)
- Education Modules (Canada+US)



# General Studies (cont.)

- Public Sector Audit Reports on Digital Recordkeeping (Canada)
- E-mail Preservation (Italy)
- Web Site Preservation (Singapore)
- ECM (Turkey)
- XML (Korea)
- Web 2.0/Social Media (Canada and Turkey)
- Protocol Registry (Catalonia, Italy, Brazil)
- Terminology (Alliance)
- Digital Preservation Projects (Alliance)
- International Standards Relevant to IP3 (Alliance)
- Bibliographic Database



# 3 Primary Components

## 1. **Research component**

(short-term and long-term projects, including case studies and general studies)

## 2. **Education and training component**

(in the context of research projects, apprenticeships, activities credited as part of coursework, etc.)

## 3. **Knowledge-mobilization component**

(workshops, seminars, colloquia, policy manuals and other publications, public lectures, etc., that meet the needs of both academic and community partners)



# InterPARES 3 International Alliance

- **Teams:** TEAM (Theoretical Elaboration into Archival Management) Canada (including US); Africa; Brazil; Catalonia; China; Colombia; Italy; Korea; Netherlands /Belgium; Malaysia; Mexico; Norway; Singapore; Turkey; and UK/Ireland.
- **Director:** Luciana Duranti
- **Headquarters:** UBC - SLAIS (facilities provided by UBC)
- **Staff:** Project Director, Project Coordinator, Technological Coordinator, Administrative Assistant.
- **TEAM's Plenaries:** Twice a year each team meets.
- **Summits and Symposia:** Twice a year, each time hosted by a different country.
- **Networking:** One common Web site+individual TEAMS' sites



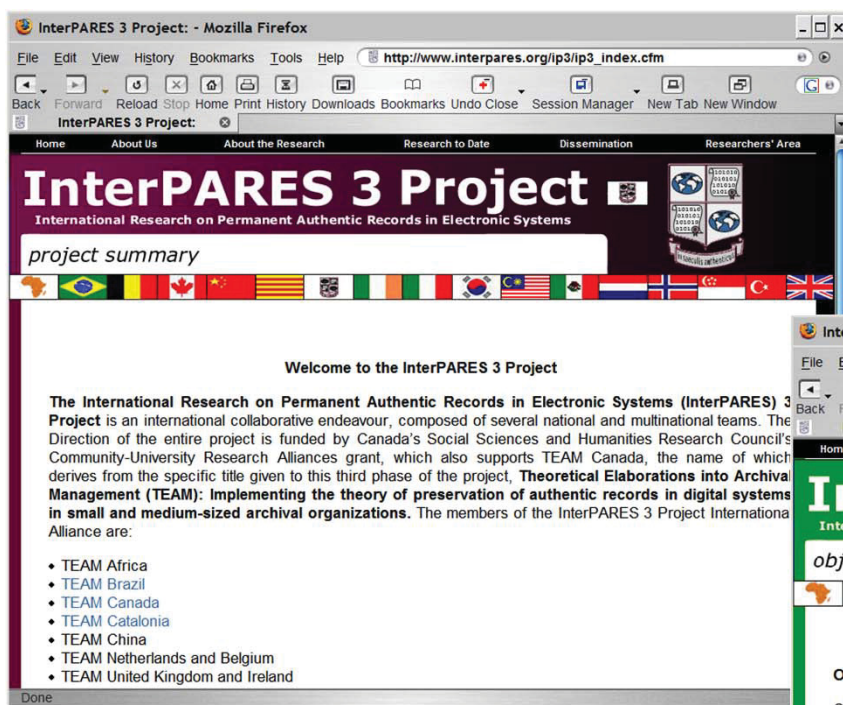
# Composition of Each TEAM

- **Director**, principal investigator
- **Co-investigators** (individual academic and professional researchers)
- **Test-bed partners** (organizations that are the locus and subject of the research—the primary stakeholders)
- **Resource partners** (organizations that have an expertise in some part of the research content and share it providing regular input and feedback—they can be from the TEAM's country or foreign)
- **Collaborators** (individuals who have a special expertise in some parts of the research and will be called upon to contribute to the Project as needed)
- **Graduate Research Assistants** (students)





# InterPARES 3 Web Site



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



**InterPARES Project**

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