InterPARES 3 Project
International Research on Permanent Authentic Records in Electronic Systems
TEAM Canada

Facing the Digital "Wild West": The InterPARES 3 City of Victoria Archives Case Study

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City of Victoria

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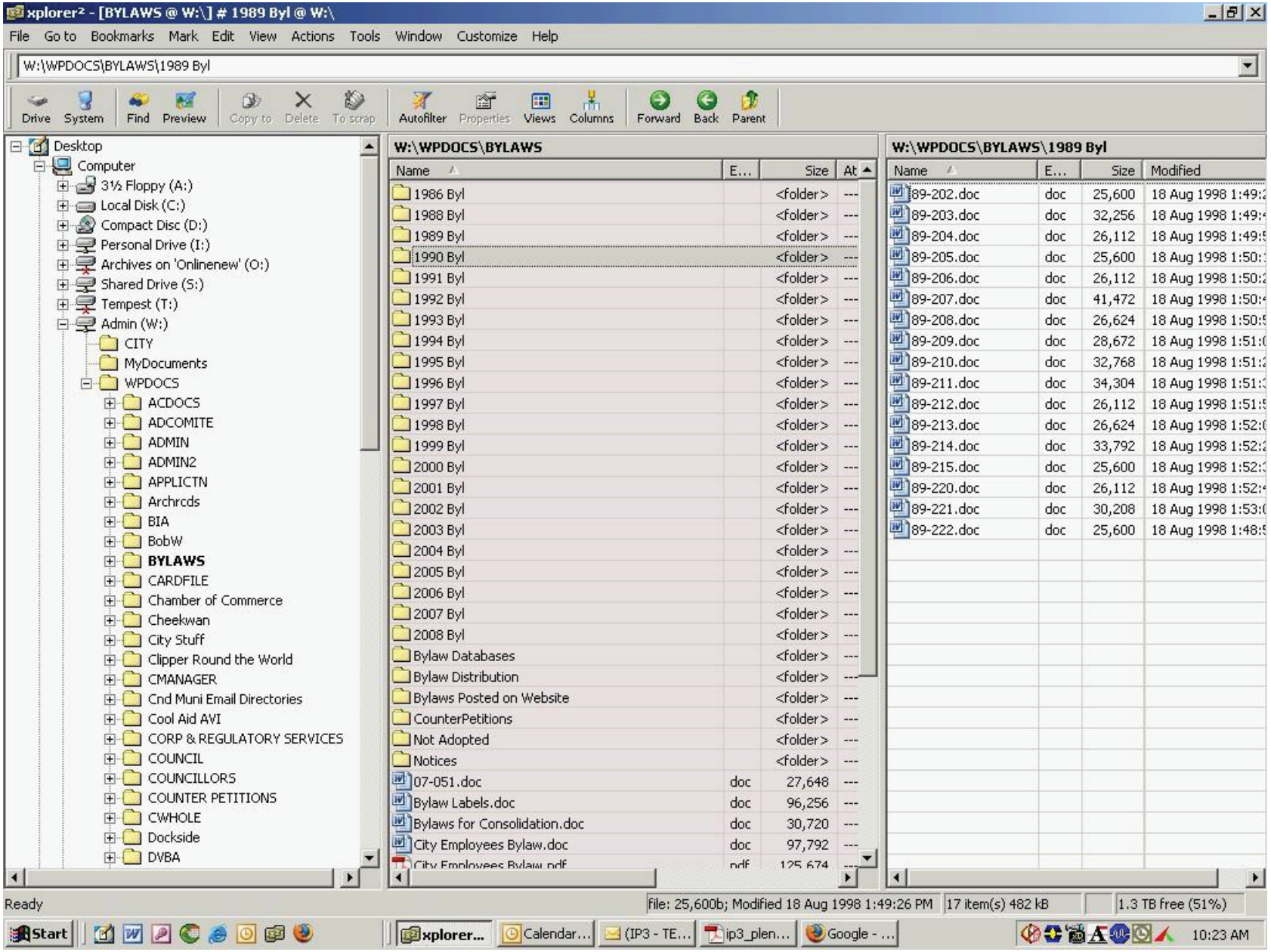
Problem

- “Legacy Files”
  - Electronic documents that reside in an organization’s structured or unstructured record keeping system after their paper counterparts have adhered to retention and disposition schedules

Situation

- Local Area Network (LAN)
  - 22 years of accumulation
  - 1.5 terabytes
  - 2 million files and growing
- No formal controls on the creating, naming, managing documents or folders
- Individual/office organizational methods are “logical” and “intuitive”


xplorer² - [BYLAWS @ W:\] # 1989 Byl @ W:\
File Go to Bookmarks Mark Edit View Actions Tools Window Customize Help
W:\WPDOCS\BYLAWS\1989 Byl
Drive System Find Preview Copy to Delete To scrap Autofilter Properties Views Columns Forward Back Parent
Desktop
Computer
3½ Floppy (A:)
Local Disk (C:)
Compact Disc (D:)
Personal Drive (I:)
Archives on 'Onlinenew' (O:)
Shared Drive (S:)
Tempest (T:)
Admin (W:)
CITY
MyDocuments
WPDOCS
ACDOCS
ADCOMITE
ADMIN
ADMIN2
APPLICTN
Archrcds
BIA
BobW
BYLAWS
CARDFILE
Chamber of Commerce
Cheekwan
City Stuff
Clipper Round the World
CMANAGER
Cnd Muni Email Directories
Cool Aid AVI
CORP & REGULATORY SERVICES
COUNCIL
COUNCILLORS
COUNTER PETITIONS
CWHOLE
Dockside
DVBA
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2007 Byl <folder>
2008 Byl <folder>
Bylaw Databases <folder>
Bylaw Distribution <folder>
Bylaws Posted on Website <folder>
CounterPetitions <folder>
Not Adopted <folder>
Notices <folder>
07-051.doc doc 27,648
Bylaw Labels.doc doc 96,256
Bylaws for Consolidation.doc doc 30,720
City Employees Bylaw.doc doc 97,792
W:\WPDOCS\BYLAWS\1989 Byl
Name E... Size Modified
89-202.doc doc 25,600 18 Aug 1998 1:49:
89-203.doc doc 32,256 18 Aug 1998 1:49:
89-204.doc doc 26,112 18 Aug 1998 1:49:
89-205.doc doc 25,600 18 Aug 1998 1:50:
89-206.doc doc 26,112 18 Aug 1998 1:50:
89-207.doc doc 41,472 18 Aug 1998 1:50:
89-208.doc doc 26,624 18 Aug 1998 1:50:
89-209.doc doc 28,672 18 Aug 1998 1:51:
89-210.doc doc 32,768 18 Aug 1998 1:51:
89-211.doc doc 34,304 18 Aug 1998 1:51:
89-212.doc doc 26,112 18 Aug 1998 1:51:
89-213.doc doc 26,624 18 Aug 1998 1:52:
89-214.doc doc 33,792 18 Aug 1998 1:52:
89-215.doc doc 25,600 18 Aug 1998 1:52:
89-220.doc doc 26,112 18 Aug 1998 1:52:
89-221.doc doc 30,208 18 Aug 1998 1:53:
89-222.doc doc 25,600 18 Aug 1998 1:48:
Ready
file: 25,600b; Modified 18 Aug 1998 1:49:26 PM
17 item(s) 482 kB
1.3 TB free (51%)
Start
xplorer...
Calendar...
(IP3 - TE...
ip3_plen...
Google - ...
10:23 AM

Questions

- How to identify the most valuable records, or those that may be destroyed, without examining the records file-by-file?

- How to apply retention schedules to both paper *and* electronic records?

Bottom-up LAN Analysis

- Interviews
  - Legislative Services Division
  - Finance Department
  - Department of Planning
- Preliminary Survey
- Open-ended questions

Findings

- The LAN is complicated web of active, semi-active, in-active, and legacy files
  - LAN Workflow Diagram

- Something needs to be done about the LAN

Progress

- Overcoming corporate culture resistance for policy/directive implementation
- In-roads with other City units
- Increased support from senior management

Taming the Digital "Wild West"?

- Policy – Preventing legacy files from becoming legacy files
- Procedures – For consistent application of the policy
- Directive – How best to manage legacy files

Thank You