



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

By Donald C. Force

**SLAIS Research Day
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InterPARES Project

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Source: <http://www.panoramio.com/photo/9134707>



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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”



W:\WPDOCS\BYLAWS\1989 Byl

File Go to Bookmarks Mark Edit View Actions Tools Window Customize Help

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

W:\WPDOCS\BYLAWS

Name	E...	Size	At
1986 Byl		<folder>	---
1988 Byl		<folder>	---
1989 Byl		<folder>	---
1990 Byl		<folder>	---
1991 Byl		<folder>	---
1992 Byl		<folder>	---
1993 Byl		<folder>	---
1994 Byl		<folder>	---
1995 Byl		<folder>	---
1996 Byl		<folder>	---
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2000 Byl		<folder>	---
2001 Byl		<folder>	---
2002 Byl		<folder>	---
2003 Byl		<folder>	---
2004 Byl		<folder>	---
2005 Byl		<folder>	---
2006 Byl		<folder>	---
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	---
City Employees Bylaw.pdf	pdf	125,674	---

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Name	E...	Size	Modified
89-202.doc	doc	25,600	18 Aug 1998 1:49:2
89-203.doc	doc	32,256	18 Aug 1998 1:49:4
89-204.doc	doc	26,112	18 Aug 1998 1:49:5
89-205.doc	doc	25,600	18 Aug 1998 1:50:1
89-206.doc	doc	26,112	18 Aug 1998 1:50:2
89-207.doc	doc	41,472	18 Aug 1998 1:50:4
89-208.doc	doc	26,624	18 Aug 1998 1:50:5
89-209.doc	doc	28,672	18 Aug 1998 1:51:0
89-210.doc	doc	32,768	18 Aug 1998 1:51:2
89-211.doc	doc	34,304	18 Aug 1998 1:51:3
89-212.doc	doc	26,112	18 Aug 1998 1:51:5
89-213.doc	doc	26,624	18 Aug 1998 1:52:0
89-214.doc	doc	33,792	18 Aug 1998 1:52:2
89-215.doc	doc	25,600	18 Aug 1998 1:52:3
89-220.doc	doc	26,112	18 Aug 1998 1:52:4
89-221.doc	doc	30,208	18 Aug 1998 1:53:0
89-222.doc	doc	25,600	18 Aug 1998 1:48:5

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 a 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 coming into existence
- Procedures – For consistent application of the policy
- Directive – How best to manage current “legacy files”



Thank You

