



The 3rd Aisa and Pacific Conference on Archival Education Innovation and Engagement in Archival Education

Conference Proceeding



SAE·ica
section for archival education and training
international council on archives



中国人民大学信息资源管理学院
School of Information Resource Manegement

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Digital Records Pathways: Preservation Begins at Creation

Adam Jansen

 <p>InterPARES Project International Research on Permanent Authentic Records in Electronic Systems</p> <p>Digital Records Pathways: Preservation Begins at Creation</p> <p>3rd Asia and Pacific Conference on Archival Education</p> <p>Adam Jansen University of British Columbia 24 October 2013</p> <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>	<h2>Agenda</h2> <ul style="list-style-type: none">• History of Modules• Objectives and Intended Audience of Modules• Background Resources Supporting Modules• Overview of Module Design• Highlights From Modules <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>
<h2>History</h2> <ul style="list-style-type: none">• InterPARES Grant proposal included training and education modules for archival organizations...and university programs; and awareness and education modules for non archivists...and a strategy for delivering them• In 2011, Educational initiative developed jointly by ICA and InterPARES<ul style="list-style-type: none">– Provide education and training to Archivists, Records Managers based on the findings of the InterPARES project• Developed as a series of eight independent modules, support by the ICA online Multilingual Archival Terminology (MAT) resource <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>	<h2>The InterPARES Project</h2> <p>Modules based on the findings of:</p> <ul style="list-style-type: none">• InterPARES 1 (1999-2001)<ul style="list-style-type: none">– Permanent preservation of authentic, digital records• InterPARES 2(2002-2007)<ul style="list-style-type: none">– Experiential, interactive and dynamic information systems• InterPARES 3(2007-2012)<ul style="list-style-type: none">– <i>Enable organizations to preserve authentic records</i> <p>The fourth phase in focusing on the Cloud:</p> <ul style="list-style-type: none">• InterPARES Trust (2013-)<ul style="list-style-type: none">– Trust and Digital Records in an Increasingly Networked Society <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>
<h2>OBJECTIVES</h2> <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>	<h2>Objectives for Educational Modules</h2> <ul style="list-style-type: none">• Provide educational resources based on latest research to archivists and records managers• Provide necessary theoretical knowledge, procedural and strategic skills to develop, implement, monitor record keeping/preservation systems• Provide case study examples in administrative and technological context• Provide universities with content and structure to develop courses on digital records management and preservation <p>Designed to be expanded and adapted to reflect context of audience, updated regularly</p> <p><small>InterPARES Project Adam Jansen Graduate Research Assistant</small></p> <p><small>International Council on Archives</small></p>

RESOURCES

Resources Supporting Modules

- Modules were built upon 'core' InterPARES knowledge
 - Creator Guidelines
 - Preserver Guidelines
 - Chain of Preservation Model
 - Terminology Database
 - InterPARES Website
 - InterPARES Trust
 - ICA-SAE website

Creator Guidelines

- Targeted toward those who create records in the course of the business
- Provide guidance on making and maintaining digital materials in ways that will allow for long term preservation of authentic records
- Intended toward individuals, but useful for small organizations
- Goal to keep digital records in trustworthy state for eventual transfer into care of trusted custodian

Preserver Guidelines

- Designed to focus on the preservation needs of organizations with responsibility for long term custody of digital records
- Focus on the 'preservation link' in the Chain of Preservation (CoP) model
- Recommendations on how to appraise, acquire, preserve and output digital records
- Understanding of limited technical expertise, human and financial constraints

Terminology Database

- Inactive online resource in sixteen languages
- Joint project of ICA and InterPARES
- Draws heavily from InterPARES terminology database, expanded and localized for other languages.
 - I.E. Digital Record

Related Terms:

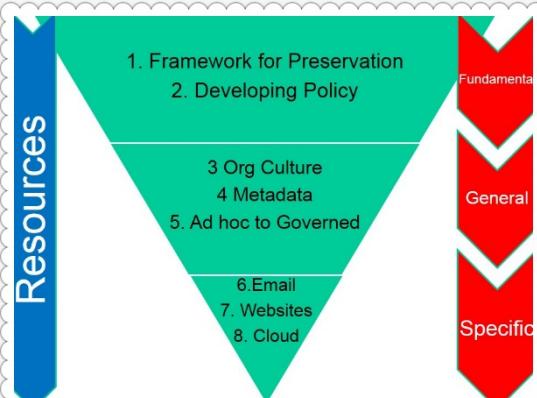
- Chinese: 数字文件(zh), 模拟文件(zh),
- Dutch: analog archiefstuk(nl),
- English: analogue record(en), electronic record(en),
- French: document engageant analogique(fr),
- German: Analoges Akt(de),
- Greek: Αναλογικό αρχείο(el), Ψηφιακό αρχείο(el),
- Italian: documento archivistico analogico(it), documento archivistico digitale(it), documento archivistico elettronico(it),
- Japanese: アナログ記録(ja),
- Portuguese: documento analógico(pt), documento digital(pt), documento eletrônico(pt),
- Punjabi: ਗੈਰਦਿਜੀਤਲ ਦਸਤਾਵੇਜ਼ (pa),
- Spanish: documento de archivo analógico(es), documento de archivo digital(es),

MODULE DESIGN

Overview of Module Design

Uniform Component Design:

- Introduction
 - Scope
 - Objectives
 - Learning Outcomes
- Specialized Subject Knowledge
- Review
 - Exercises
 - Questions
- Additional Resources
 - Topic Specific
- May also contain one or more of the following:
 - Case Studies
 - Templates
 - Implementation Methodologies



MODULE TOPICS

Module 1: Framework for Digital Preservation

- Introduction to all the modules
 - How to use them
 - Summary of contents of each module
- Institutional self-assessment and readiness tools
- Highlights two complimentary models
 - Chain of Preservation
 - OAIS
- Bibliography of useful resources

Module 2: Developing Policies and Procedures

- Purpose and benefit of digital preservation policy
- Provide knowledge and tools to write preservation policy
 - Methodology for development
 - Practical tools
 - Examples of existing policies
 - Additional resources for policy and procedure development

Module 3: Organizational Culture

- Organizational culture is either an enabling or constraining factor in proper recordkeeping
- Outlines different types of Org Culture
- Provides tools for stakeholders to assess types of culture in unit, organization
 - Checklist
 - List of indicators
- Strategies to promote Records Management based on cultural type

Module 4: Metadata

- Overview of the role of metadata in records management and preservation
- Different types of metadata
 - Descriptive
 - Administrative
 - Structural
- Primer to better understand the more common metadata standards
- InterPARES Application Profile for authenticity metadata

Module 5: Appraisal Strategy Network Drives

- Appraisal as four distinct activities
 - Compiling information
 - Assessing value
 - Determining feasibility of preservation
 - Making decision
- Assessment of authenticity integral part
 - Benchmark Requirements
 - Appraisal guidelines for legacy records
- Action plan for moving from unstructured to controlled record keeping

Module 6: Email Management

- Designed to gain better control over email
- Implementation of new policies, procedures
- Email Management and Preservation model
- Factors that influence email management and preservation
- Methods for managing email
 - Applying retention and disposal
 - Preservation
 - Design of supporting policies, procedures

Module 7: Preservation of Web Records

- Management and preservation of records in the web
- Identify records from non-records on websites
- Analyze management and preservation needs
- Workflow management process for managing creation and movement to and from web
- Policy framework for organization

Module 8: Cloud Computing

- Primer on Cloud Computing
- Records Management issues to consider before moving to the Cloud
- Defines what a Cloud is
 - Three service models
 - Four deployment models
- Tools for analyzing risk when migrating
- Foundation for developing Cloud computing strategy
 - Educating users
 - Business requirements, rules, compliance

Conclusion

- Educational Modules derived from InterPARES findings
- Geared toward Archivists and Archival Educators
- Three Tiered: Fundamental, General, Specific
- Based on current research and theory, supported by case studies
- Supported by InterPARES, ICA resources
- Intended to updated regularly, adapted to specific contexts

Made possible due to the efforts of a dedicated group of individuals:

- Elizabeth Shaffer, Corinne Rogers, Donald Force, and Elaine Goh
- Director Luciana Duranti
- John McDonald, Jim Suderman, Evelyn McLellan and Paul Hebbard
- MANY Graduate Research Assistants on InterPARES conducting case studies

QUESTIONS?

ADAMJ@MAIL.UBC.CA

Resources

Creator Guidelines

http://www.inter pares.org/ip2/creator_guidelines/creator_guidelines.html

Preserver Guidelines

http://www.inter pares.org/ip2/preserver_guidelines/preserver_guidelines.htm

Terminology Database

<http://www.ica-sae.org/> http://inter pares.org/ip2/ip2_terminology_db.cfm

Educational Modules

<http://www.ica-sae.org/>

InterPARES

<http://www.inter pares.org> <http://www.inter pares.org/ip2/book.cfm>
<http://www.interparestrust.org>