InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2: Experiential, Interactive and Dynamic Records

APPENDIX 4

Genesis of the Case Study
Research Questions

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Original Questions From Workshop #2 (21 June 2002, Wash., D.C.)	Re-worded Questions Distributed by Project Director (26 June 2002)	Additional Questions Added During Workshop #3 (17-21 Sept 2002, Los Angeles)
	1. What activities of the creator are you investigating?	
	2. Which of these activities generate the digital entities that are the objects of your case study?	
1. What are the purposes of the information you record or create?	4. For what purpose(s) are the digital entities you are examining created?	
2. What information do you create to meet these purposes?		
3. What methods and paradigms inform your work?		
4. What forms do your information take?	3. What form do these digital entities take? (E.g. e-mail, CAD, database)	
5. What processes do you follow in creating information?	5. How are those digital entities generated?	
6. What are the key processes in creating the information?	6. From what precise process(es) or procedure(s), or part thereof, do the digital entities emerge?	
	7. To what other digital or non-digital entities are they connected? Is such connection documented or captured?	
7. How do you record and identify the information, the methods and the technologies you have followed?	8. What are the documentary and technological processes or procedures that the creator follows to identify, retrieve, and access the digital entities?	

8. How do you document the processes and procedures you use?	9. Are those processes and procedures documented? How? In what form?	
9. What are the key elements of the information you create?	10. What are the key elements, attributes, and digital components of the entities under examination? Should be asked of the interviewee (opinion question, subject to later analysis).	
10. What measures do you take to ensure the quality and reliability of the information you create or information sources that you use?	11. What measures does the creator take to ensure the quality, reliability and authenticity of the digital entities and their documentation? If no specific measure is taken, does the creator think that those qualities are to be assumed for its digital entities? *(Note overlap with question 16.)*	
12. How are the changes made to your information and how are these recorded?	12. How are changes to the digital entities made and recorded?	
11. How do you use the information you create?	13. How does the creator use the digital entities under examination?	
13. How do others use the information you create?	14. Do external users have access to the digital entities in question? If so, how, and what kind of uses are made of the entities?	
14. Do others add to your information to create new information?		
15. What do you conceive of as a record?	15. Among its digital entities, which ones does the creator consider to be records and why?	

16. What do you conceive of as an authentic record?	16. Does the creator think that the authenticity of his digital records is assured, and if so, why?	
17. How do you preserve this authentic record?	17. Does the creator keep the digital entities that are currently being examined? That is, are these digital entities part of a record keeping system? If so, what are its features?	
18. How do you preserve this through technological change?	18. How does the creator maintain its digital entities through technological change?	
		19. Have you had to make rules, or adopt standards to help you in your work? Do you find you have to update them regularly?
		20. Do any legal or ethical issues arise from your electronic work?
		21. Did you create or adopt a standard list of information which you try to record about each file, or work?
		22. Where did you get it? Do you know if others use the same one?