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

# APPENDIX 8

## InterPARES 2 Reporting Framework

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# InterPARES 2 Reporting Framework
# December 2003

Case study reports should contain the following sections:

A.  Overview
B.  Statement of Methodology
C.  Description of Context
D.  Narrative answers to the core research questions
E.  Narrative answers to applicable domain and cross-domain research questions
F.  Bibliography of relevant material, including articles about the methods and works of the subject(s)
G.  Glossary of terms
H.  Preliminary model

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A.  Give a brief overview of the subject and the nature of the case study.

B.  Briefly describe the data gathering and analysis methodology employed to achieve the research objective of answering the core twenty-three questions posed to researchers, and any applicable domain and cross-domain questions.

   For most or all artistic focus case studies the primary information-gathering tool will be an interview or interviews that draws upon the lay restating and amplification of these questions (ip2_possible%20cs_interview_questions.pdf). Note that while recording and creating transcripts of interviews is highly recommended, transcripts should not be included in the case study report.

   Other research methods might include document review, ethnographic analysis or participant observation, diplomatic analysis, Bayesian analysis, content analysis (of interview transcripts), etc.

C.  Describe the context of record or digital entity creation and management. InterPARES 1 defined five contexts.

   a.  Provenancial: the creating body, its mandate, structure, and functions (indicators include organizational charts, annual reports, the classification scheme, etc.).

   b.  Juridical-administrative: the legal and organizational system in which the creating body (indicated by laws, regulations, etc.) belongs.

   c.  Procedural: the business procedure in the course of which the digital entity is created (indicators include workflow rules, codes of administrative procedure, classification schemes, etc.).

    d.  Documentary: the fonds to which the digital entity belongs and its internal structure (indicators include classification schemes, record inventories, indexes, registers, etc.) *Note: In some organizations, business procedures are integrated with documentary procedures.*

    e.  Technological: the characteristics of the digital environment in which the record is created and maintained.

These specifications assume a legal and bureaucratic structure that might not be appropriate to all case studies. However, each of these contexts should be addressed at least to the extent that their inapplicability is documented, and the environment in which digital entities are created and managed, or the framework of action in which they participate, should be described.

D.  Narrative answers to the twenty-three core questions to researchers listed in ip2_23_questions.pdf.

E.  Narrative answers to any relevant domain and cross-domain research questions.

F.  The bibliography should draw from those bibliographies already created where appropriate, and additionally list any articles or monographs that are of particular relevance to the specific case study.

G.  The glossary should list and define the key terms used in the case study, both for purposes of possible inclusion in the IP2 glossary, and to allow definitions to be compared with those that already exist within the IP2 glossary.

H.  A preliminary case study model should be made following the guidelines provided by the modeling cross-domain group.