InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

Title: Case Study 05 – City of Victoria - Policies and Procedures for Scheduling Digital Legacy Files: LAN "Legacy File" Workflow Diagram
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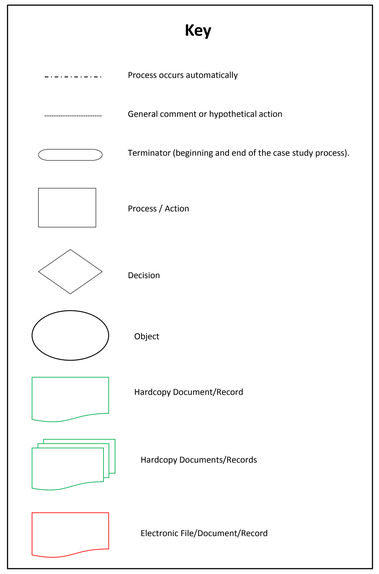
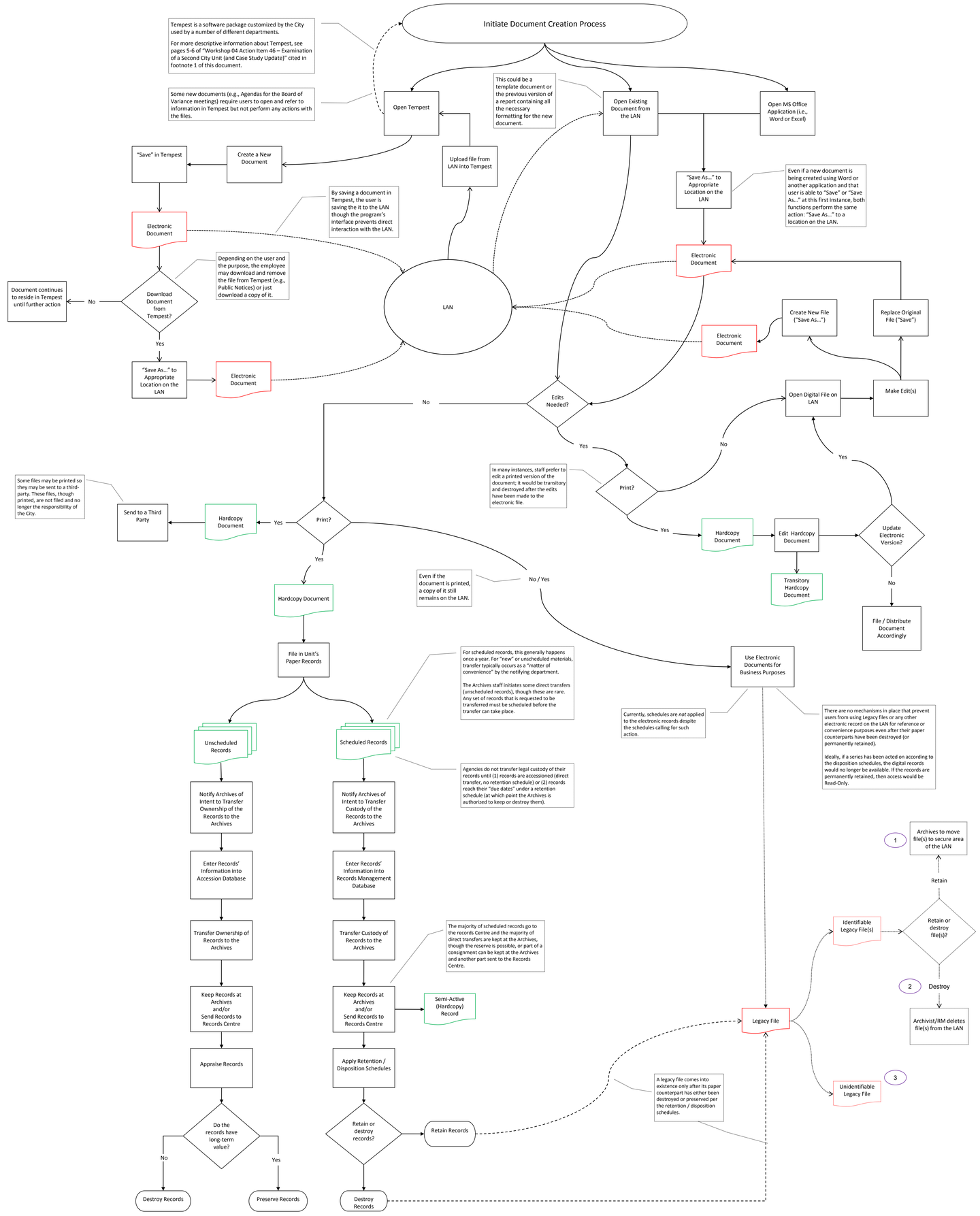
URL: http://www.interpares.org/ip3/display_file.cfm?doc=ip3_canada_cs05_lan_legacy_file_workflow_diagram_v9-2.pdf

Introduction
Following the May 2009, TEAM Canada workshop, the CS05 Graduate Research Assistant (with the consent of T. Livelton) thought it would be a good exercise to create a workflow diagram depicting how City Victoria employees use the local area network (LAN). The diagram is based on interviews conducted with staff in the Legislative Services Division and the Planning, and Finance departments and does not representative of all the City's different operational units. This visual representation serves to provide better insight and understanding of where "Legacy Files" fall into the general workflow processes of City staff and contribute to the ongoing development of policies and procedures for the management of corporate records.

Source: Donald C. Force, "Case Study 05 – City of Victoria - Policies and Procedures for Scheduling Digital Legacy Files: Workshop 04 Action Item 46 – Examination of a Second City Unit (and Case Study Update)," InterPARES 3 Project, TEAM Canada (v2.0, January 2010).

Version history

Version	Date	By	Version notes
1.0	2009-06-08	D. Force	Discussion draft prepared following e-mail correspondence with T. Livelton post-TEAM Canada Plenary Workshop 04.
2.0	2009-07-23	D. Force	Revisions based on feedback from T. Livelton and V. Stefani.
2.1	2009-08-8	D. Force	Revisions based on responses to questions sent to LSD staff.
2.2	2009-08-19	D. Force	Revisions based on feedback from T. Livelton.
2.3	2009-10-01	D. Force	Revisions based on feedback from J. Suderman.
3.0	2009-12-10	D. Force	Revisions made following interviews with City staff.
4.0	2010-01-04	D. Force	Revisions based on feedback from T. Livelton.
5.0	2010-01-10	D. Force	Revisions based on feedback from T. Livelton.
5.1	2010-03-29	D. Force	Minor revisions and copy edits.
5.2	2010-04-09	R. Preston	Minor content and copy edits.
5.3	2010-06-28	D. Force	Revisions based on feedback from J. Suderman and T. Livelton.
6.0	2010-07-30	D. Force	Revisions based on feedback from T. Livelton.
7.0	2010-08-05	D. Force	Reformatted in PowerPoint; minor revisions.
8.0	2010-09-15	D. Force	Revisions based on feedback from T. Livelton.
8.1	2010-09-16	D. Force	Revisions based on feedback from T. Livelton.
9.0	2010-09-30	D. Force	Revisions based on feedback from T. Livelton.
9.1	2010-11-05	D. Force	Revisions based on discussion with T. Livelton.
9.2	2013-05-20	R. Preston	Minor content edits for public version.