

**Case Study Proposal for InterPARES 3  
Insurance Corporation of British Columbia**

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ICBC is currently planning to implement a phased rollout of EDRMS software across the Corporation. The rollout will start with one or two business areas as pilot projects; successful implementation in these areas is to be followed by a more comprehensive rollout to other business areas.

ICBC proposes an InterPARES 3 case study examining the electronic recordkeeping environment that would be established during the pilot project described above, the purpose of such study being to determine whether the system produces records capable of being preserved authentically over time. This is important to the Corporation because some of the records produced in the system will be records of enduring value that the Corporation will ultimately need to transfer to its digital archives.

The case study would involve two phases:

Phase 1: an analysis of the configuration of EDRMS software and related policies and procedures in the pilot business area to determine whether the system is capable of supporting the creation and maintenance of authentic and reliable records.

Phase 2: if feasible, implementation of InterPARES 3 recommendations for revising software configuration, policies and procedures in accordance with the findings of phase 1.

Projected timeline:

Phase 1 data collection: January to June 2008

Analysis and reporting of phase 1 results: July to September 2008

Phase 2 implementation: October 2008 to March 2009

Analysis and reporting of phase 2 results: April to June 2009