

Case Study:

Digital Records Preservation at British Columbia Institute of Technology

Or

How do you preserve digital records in a million-dollar organization when everyone has a million other things to worry about?

Corinne Rogers & Elizabeth Shaffer
SAA Research Forum, Washington, D.C.
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InterPARES Project
Corinne Rogers and Elizabeth Shaffer
Graduate Research Assistants

Background: The InterPARES Project

- The International Research on Permanent Authentic Records in Electronic Systems (InterPARES)
- developing knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form
- providing the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity



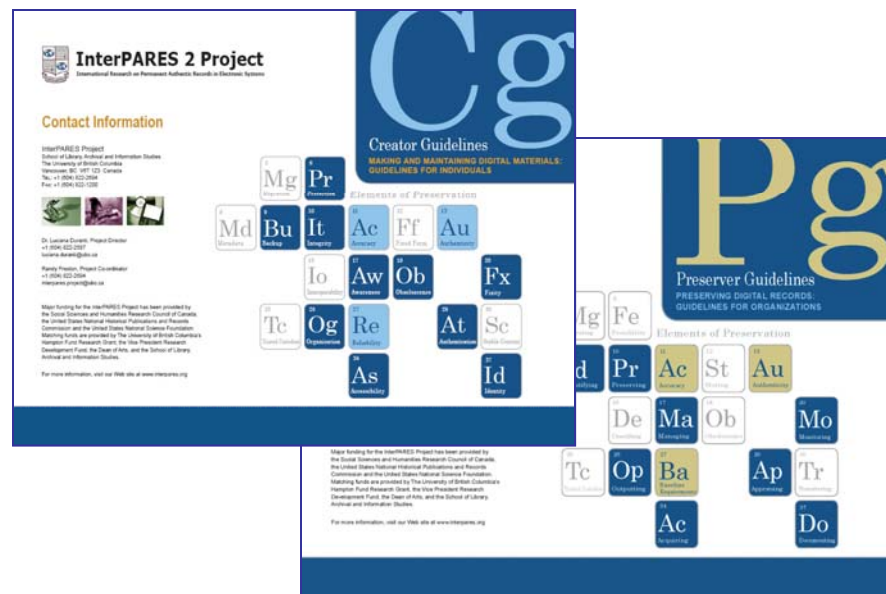
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Key Findings from IP1 & IP2

- Concept of original in digital environment
- Ability to preserve begins at creation
- Articulated in the Creator and Preserver Guidelines



Context: British Columbia Institute of Technology

- BC's largest post-secondary institution
- 16,000 FT & 32,000 PT students
- Certificate, diploma and applied bachelor's degrees
- Over 2,000 FT & PT faculty and staff
- Five campuses & six schools (faculties)
- One Associate Director,
Privacy & Records Management



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InterPARES 3 & British Columbia Institute of Technology

- British Columbia Institute of Technology was accepted as the first case study in InterPARES 3
- *Over 100,000,000 digital records*
- Purpose: to develop policy & procedures for preservation of digital records
- *Applying retention to paper but only to a fraction of digital records*



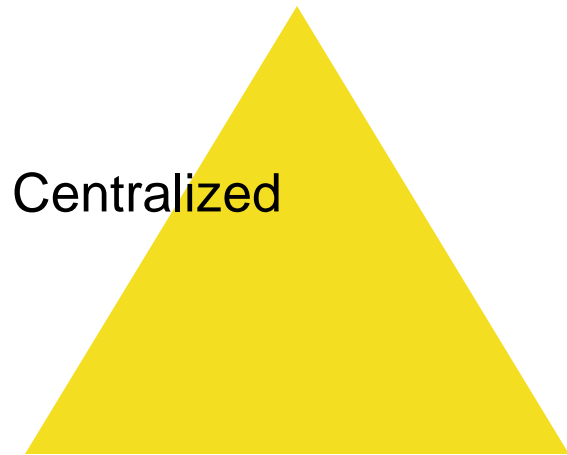
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Transformation of BCIT's Culture: from paper to digital

Directory of Records

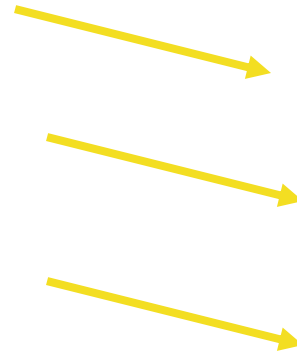


Centralized

Policy, procedures,
retention applied

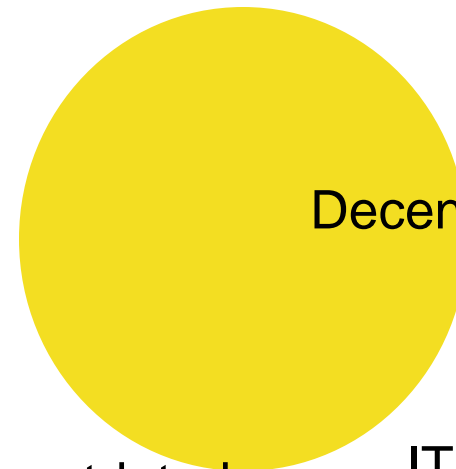
Archives for
Preservation

The Paper-based Office



The Digital Office

Director of Records



Decentralized

Policy, procedures outdated;
retention not applied

IT for
storage



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Specific issues

- Record-keeping culture
- Relationship between RM & IT
- Privacy & security
- FOI
- E-discovery
- Role of the archives and the archivist



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Development of Policy & Procedures - Methodology

- Analysis of recordkeeping environment
- Analysis of existing policy and procedure
- Draft policy for long-term digital preservation
- Semi-structured interviews
- Crosswalk between IP2 guidelines for creation of authentic, reliable digital records
- Develop template for analysis of interview data
- Draft procedures to complement policy



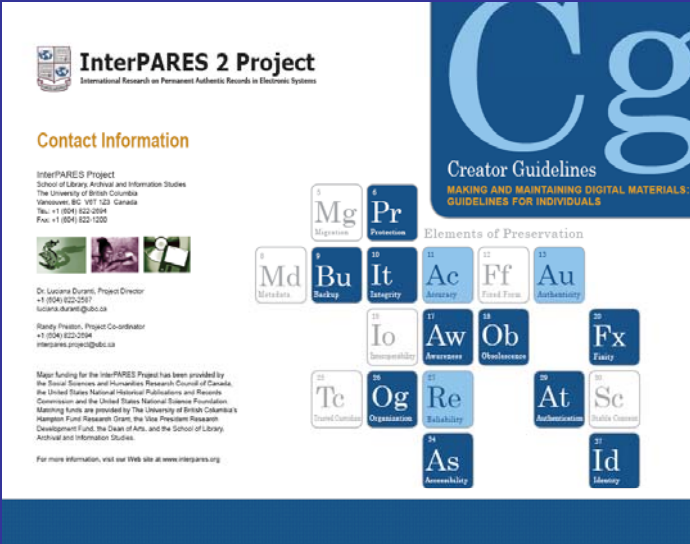
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Creator Guidelines

- Accessibility
- Fixity
- Identity
- Integrity
- Organization
- Authentication
- Protection
- Backup
- Obsolescence
- Awareness



InterPARES 2 Project
International Research on Permanent Authenticity in Electronic Systems

Contact Information

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For more information, visit our Web site at www.interpares.org

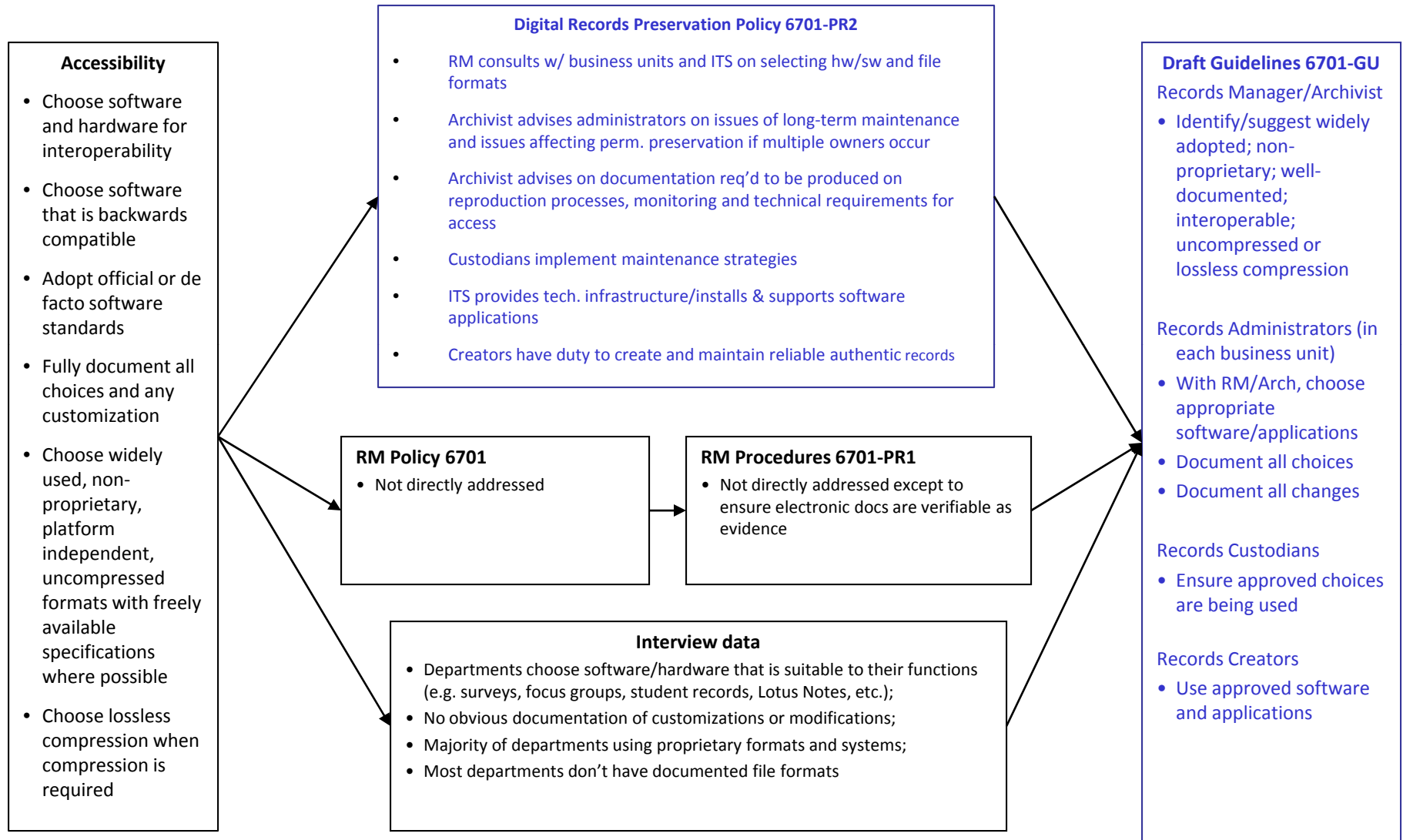
Creator Guidelines
MAKING AND MAINTAINING DIGITAL MATERIALS:
GUIDELINES FOR INDIVIDUALS

Elements of Preservation

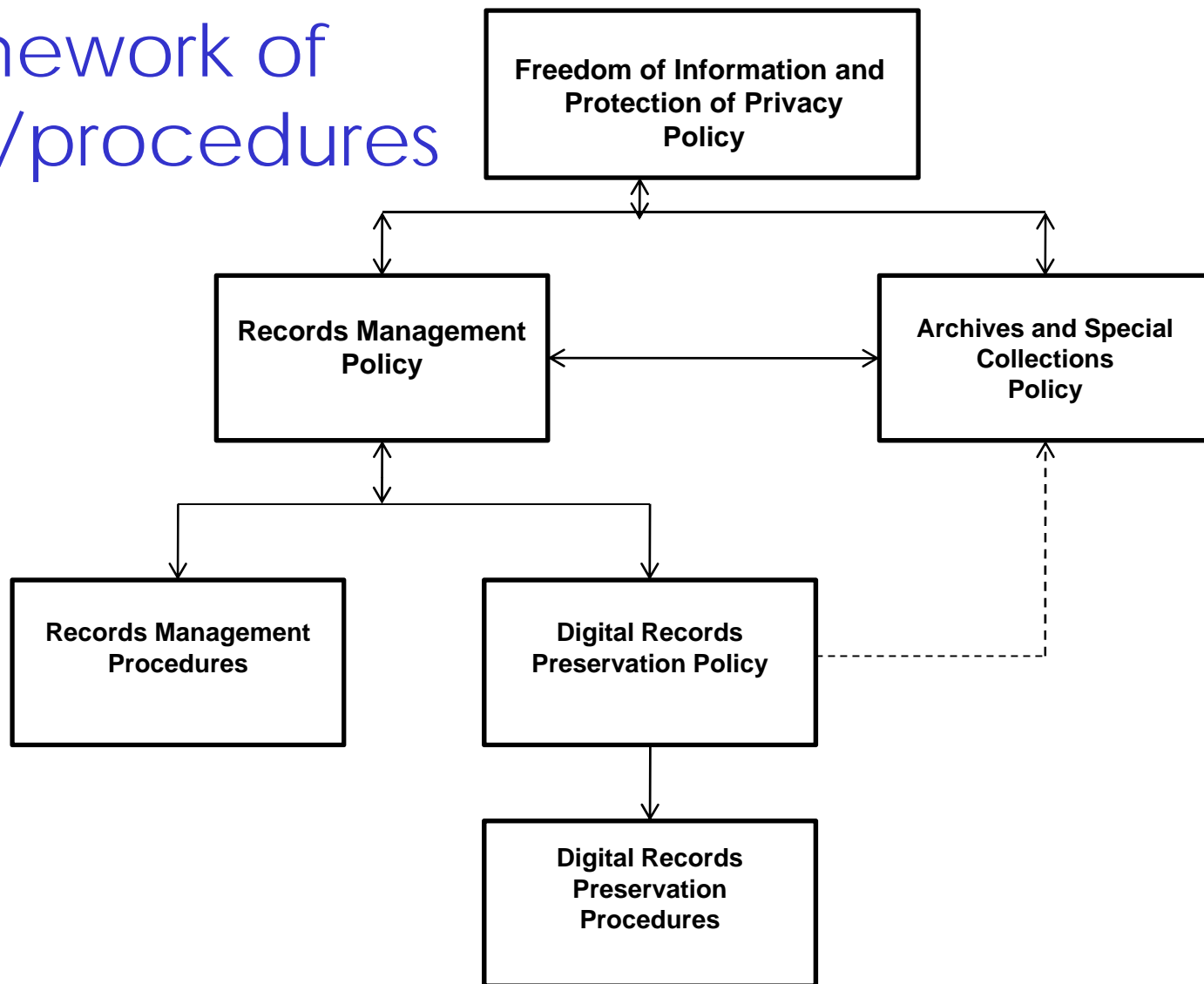
1 Mg Migration	2 Pr Preservation				
3 Md Metadata	4 Bu Backup	5 It Integrity	6 Ac Authenticity	7 Ff Fixed Form	8 Au Accessibility
9 Io Interoperability	10 Aw Awareness	11 Ob Obsolescence	12 Fx Fixity		
13 Te Trustworthy	14 Og Organization	15 Re Reliability	16 At Authenticity	17 Sc Sustainable Content	
18 As Accessibility	19 Id Identity				



Accessibility



Framework of policies/procedures





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