

# Spartan Archive: Building a Permanent Home for Electronic Institutional Records

## Michigan State University, University Archives & Historical Collections

### The Project

- Three-year grant from the National Historical Publications and Records Commission (NHPRC), April 2010-March 2013
- Develop electronic records archive for university's born-digital records
- Proof-of-concept approach to test sustainability of archival solution for long-term access and preservation of three electronic records series (71,200 logical data records) produced by Office of Registrar:
  - Catalog of Academic Programs
  - Description of Courses
  - Annual Student Directory

### Deliverables & Expected Outcomes

- Policies and procedures to appraise, ingest, process, describe, and preserve institutional electronic records, including:
  - An electronic records processing manual
  - An administrative, technical, and descriptive metadata guide for staff and student assistants
- Demonstration of the accessibility of records in the “permanent archive” using the integrated Rule-Oriented Data System (iRODS)
- Ongoing reports to NHPRC and the Committee on Institutional Cooperation-University Archives Group (CIC-UAG) and regular updates to project website
- Presentations and publications
- New preservation environment that will be extended to include other records of enduring value to MSU

#### Phase 1: Analysis

- Form advisory committee
- Create project website, [www.archives.msu.edu/about/spartan\\_archive.php](http://www.archives.msu.edu/about/spartan_archive.php)
- Hire Project Information Technologist
- Survey needs/expectations of designated community:
  - Key administrative units
  - Faculty, student, alumni representatives
- Migrate collection data to Archivists' Toolkit and create accessioning processing workflows
- Build public interface to Archivists' Toolkit system, for later use with Spartan Archive

#### Phase 2: Appraisal, Accession, and Metadata

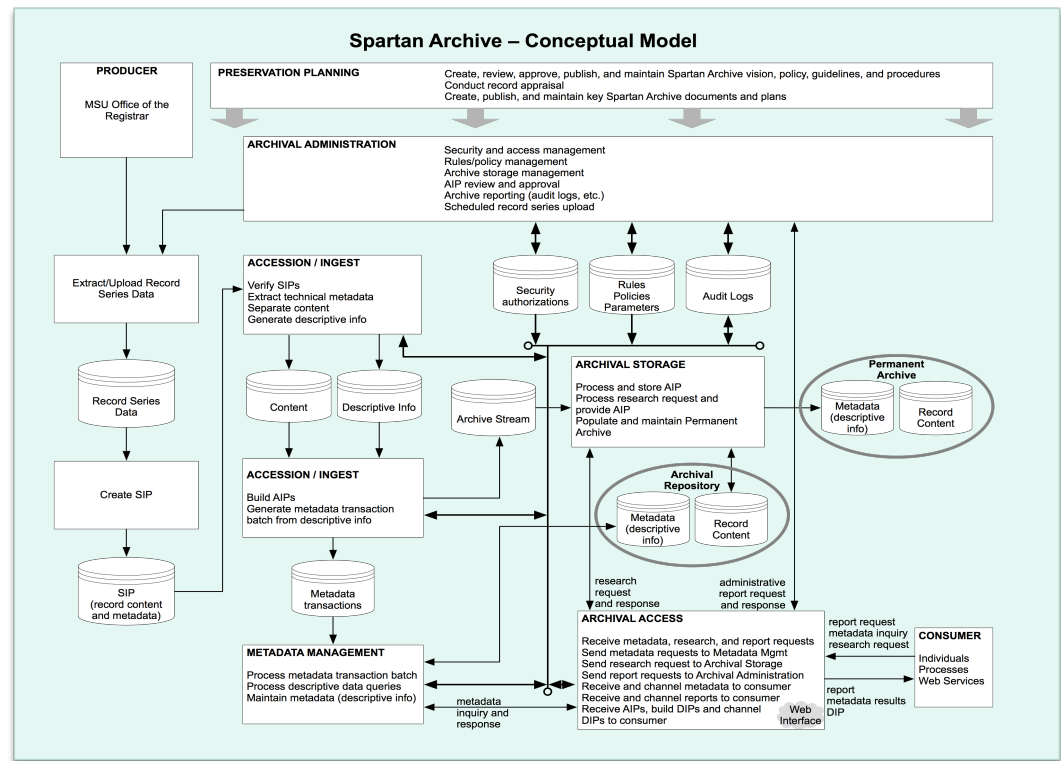
- Develop appraisal criteria, influenced by user needs assessment and FERPA regulations
- Define metadata to be used for records description
  - Based on Dublin Core
  - Extended to meet needs of designated community
  - Will help shape MSU's institutional metadata standards

#### Phase 3: Ingest and iRODS Installation

- Perform and document procedures for XML extraction of data fields
- Write scripts to ingest records
- Build end-user queries
- Develop role-based access controls
- Integrate Archivists' Toolkit system with Spartan Archive framework
- Develop and document Submission Information Package (SIP) and Archival Information Package (AIP)
- Create archival administration reports
- Host iRODS workshop
- Install iRODS sandbox and iRODS management policies and workflow

#### Phase 4: Public Access and User Testing

- Develop and document Dissemination Information Package (DIP)
- Test interface internally and with user community
- Test and monitor integration of Archivists' Toolkit with Spartan Archive
- Create archival administration reports, including audit trails and finding aids
- Host intensive iRODS training
- Install and program iRODS
- Test iRODS micro-services



#### Phase 5: iRODS Programming and Testing

- Contract additional iRODS training
- Resolve outstanding issues with iRODS implementation
- Test iRODS environment, including restoration of access copy from preservation copy
- Perform checksum analysis to ensure file integrity
- Document checksum analysis procedure
- Conclude programming and testing
- Complete project documentation
- Perform self-audit using the *Trustworthy Repositories Audit & Certification (TRAC): Criteria and Checklist*

#### Phase 6: Documentation and Conclusions

- Monitor and survey of Spartan Archive users
- Create and deliver final project reports to NHPRC
- Create and distribute final documentation to CIC and other interested institutions

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