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# Submission Form for Campus Case Study

Please include all of the information requested. Your completed case study should be sent as a Word doc to Campus-CaseStudies@archivists.org.

**I. Institutional Identity**

University/College Name:

Archives Name and Mailing Address:

Archives Website:

**II. Authorship**

Principal Contact:

Email:

Phone:

Co-authors/Contributors (if applicable):

**III. Summary**

Title of Case Study:

Date of Submission of Case Study:

Issues Statement:

Implementation Status (ongoing or complete):

**IV. Campus Case Study**

Suggested elements for the Campus Case Study include institutional context and background; nature of the records; key challenges anticipated; appraisal, processing, and preservation accomplished prior to Case Study; resources; analysis; and future plans.

Description may be organized into:

* **Background**Information regarding institutional context, reason for the case, key challenges, and project participants.
* **Case Methodology**Information regarding:

 ***the nature of the records*** (e.g., creators, authority, policy and regulatory constraints on the records, purpose of the records, content of records, retention scheduling and lifecycle, operational workflow, restrictions on use, and custodianship of records);

***preservation environment*** (e.g., storage needs, location, and specification, data formats and longevity, and data integrity);

***appraisal process;***

***transfer and ingest process;***

***metadata creation and content;***

***access mechanisms;***

***partners in forming a digital solution*** (e.g., office of origin, authenticating unit, technical advisors);

***resources required*** (e.g., staffing, technical, and funding).

* **Analysis**
Information regarding lessons learned, implications, unresolved issues, unsuccessful strategies, next steps, and future plans.

**V. Keywords (optional)**

The following keywords are suggested, in part for ease of searching as Campus Case Studies accumulate. Select all that apply.

Access interface

Administrative information systems

Administrative records

Appraisal issues

Authority/Mandate

Blogs

Content management systems

Course management systems

Custodial issues

Data format issues

Data integrity issues

Data longevity issues

Disaster planning

Digital photographs

Digital moving images

Document imaging systems

Email

Faculty papers

Faculty research data

File format issues

Implementation planning

Institutional repository

Legacy systems and media

Metadata

Podcasts

Policy documents

Publications (catalogs, magazines, reports, etc.)

Recordkeeping systems

Resource issues (monetary, etc.)

Social networking systems

Standards

Student-created records

Student records

Vital records

Websites

Other (enter keywords) \_\_\_\_\_\_\_\_\_\_\_\_\_

Thank You!