



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Domain 3 Research Questions

Case Study 03: *HorizonZero/ZeroHorizon:* Online Magazine and Media Database

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1. **What types of entities does the diplomatic analysis identify in this case study? (i.e., records, publications, data, etc.)**

The diplomatic analysis identified that the database, ZeroHorizon, on the live site contains all publications and thus not fulfill the definition of a record. However, the 'internal records' that are stored on the development server for reference purposes are considered records. These records relate to the various stages in the process of creating online magazine issues.

- 1a. **If there are no records, should there be records? If not, why not?**

Not applicable.

- 1b. **If there should be records, what kinds of records should be created to satisfy the creator's needs (as defined by an archivist)?**

Not applicable

- 1c. **What characteristics of records (as defined by an archivist) are missing yet necessary to preserve these entities?**

For the database to be considered a record the following issues must be addressed:

- It is not set aside with other records within a filing system.
- Does not have an archival bond with other records.

2. Are the entities reliable? If not, why not?

The report states that the creator assumes that the documents are reliable due to the strict naming conventions that they must adhere to; as well as the controlled access that is given to each creator to prevent others from tampering with the documents.

3. Are the entities accurate? If not, why not?

The report does not address the issue of accuracy; however, the creators agree that integrity of the document is vital, but there are no formal procedures beyond access controls to ensure that the records are accurate.

4. To what degree can the entities be presumed to be authentic, and why?

The creator believes the entities to be authentic by virtue of his position at the centre of the record-creation process, and by the nature of his work. While no recordkeeping system exists, it is possible to address the following Benchmark Requirements, in part.

Benchmark Requirements Supporting the Production of Authentic Copies of Electronic Records (these apply to the creator):

1. Capture of identity and integrity metadata

All documents on the shared drive are identified by their context within the overall filing system. However, media assets are described using the CanCore metadata standard along with additional *HorizonZero* tags.

2. Enforcement of access privileges

Each creator is given access rights to the production server; however, sensitive documents are stored on personal employee hard drives.

3. Protection against loss and corruption

All documents stored on the development server are backed up on CD-ROM, whereas, documents stored on employee's personal computers are occasionally backed up onto the CD-ROM.

4. Protection against media and technology obsolescence

Since this project has been closed, all files are currently stored on a personal computer.

5. Established documentary forms

The final report does not address documentary forms; however, all creators must adhere to the technical specifications stated in the "Production Bible" for accepted file formats.

6. **Ability to authenticate records**

The Editor-in-Chief and the Director of Creative Development have the ability to authenticate the records by signing off on them. This process only includes the following types of records: issue synopsis, treatment, submission proposals, final text, final translated text, and final artwork.

7. **Procedures in place to identify the authoritative record**

The final report does discuss how authoritative records are identified.

8. **Procedures in place to properly document removal and transfer of records from the creator's originating system**

There are no formal procedures for the removal and transfer of records.

Baseline Requirements Supporting the Production of Authentic Copies of Electronic Records (these apply to the preserver):

Due to the lack of formal recordkeeping procedures, the Baseline Requirements cannot be discussed.

5. **For what purpose(s) are the entities to be preserved?**

The final report does not address the reasons why the online issues should be preserved.

6. **Has the feasibility of preservation been explored?**

At the time of the final report, no preservation strategies had been explored as the online magazine issues had not existed for a long period of time to become technologically obsolete and/or migrated onto a new platform. However, the project was closed in 2004, and it was decided that 'some' files pertaining to the project be stored on a single personal computer, while the Web site be maintained for ten years by an unnamed, outside contractor.

6a. **If yes, what elements and components need to be preserved?**

Not applicable, as all files are currently stored and maintained on a personal computer.

7. **Which preservation strategies might most usefully be applied, and what are their strengths and weaknesses, including costs and degree of technical difficulty?**

At the time of the final report, the producer of *HorizonZero* was not interested in preservation strategies. Now that the project has been closed, all files pertaining to the project are currently stored on a personal hard drive. This said it is difficult to assert the cost involved in maintaining one hard drive and whether or not the producer plans to continue with this preservation method.

- 7a. Which alternative preservation strategies might be applied? What are their strengths and weaknesses, including costs and degree of technical difficulty?**

Alternative preservation strategies that could be applied to *HorizonZero* include:

B1.4. Conversion

- 8. What additional information does the preserver need to know to facilitate appraisal and preservation?**

The preserver should understand how the entities were created through a complete understanding of the recordkeeping procedures and policies. At the time of the final report, the ‘production bible’ was incomplete and procedures were documented only when the need arose.

- 8a. If required information is missing, where should it come from and how should it be made manifest?**

There are no formal recordkeeping procedures that exist for the creation and production of online issues. The ‘production bible’ was maintained on an ad hoc basis; therefore, all procedures should have been documented. Now that the project is closed, procedures should be recorded to the best of the producer’s recollection in order to facilitate preservation and appraisal.

- 9. Are there any policies in place that affect preservation?**

All creators must adhere to the Technical Specifications sheet that limits the number of file types that can be managed. For a listing of file types, see the answer to core research question 4 of the final report.

- 9a. Are there any policies in place that present obstacles to preservation?**

Again, there are no policies currently in place that present obstacles to the preservation of *HorizonZero*.

- 9b. Are there any policies that would need to be put in place to facilitate appraisal and preservation?**

The project has been closed since 2004; thus, it is difficult to determine whether the producer is interested in facilitating policies that would govern both the appraisal and preservation of *HorizonZero*.