



# InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

## Areas That Should Be Covered Validated

### Case Study 05: Archives of Ontario Web Exhibits

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Creator of the Fonds		
TOPIC	SPECIFICS	SOURCE
<b>Name</b>	Archives of Ontario	FR, pg. 8
<b>Location</b>	Toronto, Ontario, Canada	Web site
<b>Origins</b>	The Archives of Ontario was established in 1903 in response to public demands for a "historical repository". The Archives was formally established by its enabling legislation, <i>The Archives Act</i> , in 1923.	Web site, FR, pg. 8
<b>Legal Status</b>	The Archives of Ontario is a provincial public body within the provincial government's Management Board Secretariat.	FR, pg. 8
<b>Legislation</b>	<ul style="list-style-type: none"> <li>• <i>The Copyright Act</i></li> <li>• <i>The Archives Act</i> (1923, amended 1999)</li> <li>• <i>Freedom of Information and Protection of Privacy Act</i> (1990)</li> <li>• <i>French Language Services Act</i> (1990)</li> <li>• <i>Ontarians with Disabilities Act</i> (2001)</li> <li>• <i>Human Rights Code</i> (1990)</li> <li>• <i>The Management of Recorded Information Directive</i> (1992)</li> </ul>	FR, pg. 8      FR, pg. 9
<b>Norms</b>	<ul style="list-style-type: none"> <li>• <i>The Rules for Archival Description</i></li> </ul>	FR, pg. 48
<b>Funding</b>	The Archives of Ontario is funded as a body of the provincial government.	Inferred
<b>Resources</b>	The Archives has one location in Toronto; is moving in 2005.	Web site
<b>Governance</b>	The Archives falls within the Management Board Secretariat, which in turn supports the Management Board [Committee] of Cabinet. The head of the Archives is the Archivist of Ontario.	FR, pg. 8 Web site
<b>Mandate</b>	Archives of Ontario: " <i>The Archives Act</i> ...authorizes the Archives to take custody of government records and undertake the following activities: <ul style="list-style-type: none"> <li>• the classification, safekeeping, indexing and cataloguing of all matters transferred to the Archives under section 3;</li> <li>• the discovery, collection and preservation of material having any bearing upon the history of Ontario;</li> <li>• the copying and printing of important public documents relating to the legislative or general history of Ontario;"</li> </ul>	FR, pg. 8

	<ul style="list-style-type: none"> <li>to collect various types of records or records from various sources;</li> <li>“the conducting of research with a view to preserving the memory of pioneer settlers in Ontario and of their early exploits and the part taken by them in opening up and developing the Province.”</li> </ul>	
<b>Philosophy</b>	“To preserve Ontario’s rich documentary heritage and make it available for the benefit of all.”	Web site
<b>Mission</b>	<p>The Archives will meet its mandate by:</p> <ul style="list-style-type: none"> <li>working with government bodies and other donors to ensure the discovery and transfer of materials to the Archives</li> <li>acquiring, arranging, describing, and preserving materials transferred to the Archives and made incorporated into the repository</li> <li>promoting the use of archival material</li> <li>enabling users to effectively use archival material</li> <li>conducting research into Ontario’s past</li> </ul>	Inferred
<b>Functions</b>	<ul style="list-style-type: none"> <li>Research</li> <li>Administration</li> <li>Preservation</li> <li>Acquisition</li> <li>Processing</li> <li>Public Services</li> </ul>	FR, pg. 24-26, Inferred
<b>Recognitions</b>	Information not available.	

## Activities Resulting in Document Creation

### *Administrative and Managerial Framework*

<b>TOPIC</b>	<b>SPECIFICS</b>	<b>SOURCE</b>
<b>General Description</b>	The case study investigated activities contributing to the creation and maintenance of Web exhibits; these include the promotion, publicizing and management of archival outreach activities through the maintenance of an institutional Web site, the curating of Web exhibits, and the provision of specialized access to records. See also listings of activities in provenancial context and juridical-administrative context sections.	FR, pg. 13  FR, pg. 8-9
<b>Type of activities</b>	The activities of the Archives of Ontario are those that would be applicable to a large public archival repository.	
<b>Documents resulting from activities</b>	Described in detail in procedural context and documentary context sections.	FR, pg. 10-12
<b>Existence of a RM and/or archives program</b>	Both programs exist in the province of Ontario. The Archives’ records are included in the records management plan of the province of Ontario, and are dealt with according to <i>The Management of Recorded Information Directive</i> .	FR, pg. 13
<b>Individuals responsible for preservation</b>	It is assumed that the Archives’ records are cared for by an archivist.	Inferred
<b>Existence of preservatio</b>	It is assumed that the Archives’ paper records are kept at the Archives throughout their life-cycle. The Archives does not adhere to the directive	Inferred FR, pg. 41

<b>n strategies</b>	in relation to electronic records.	
<b>Legal Requirements and Constraints</b>	Specific Impact of the legislation on the administrative activities and records is not available in the Final Report. The Archives must comply with Copyright, Privacy, Freedom of Information, Human Rights, French Language, and Accessibility requirements in all activities.	Inferred
<b>Normative Requirements and Constraints</b>	Specific Impact of normative administrative activities and records is not available in the Final Report. Normative requirements, such as RAD, inform the descriptive practices of the archivists.	Inferred
<b>Technological Requirements and Constraints</b>	As specifically related to the administrative activities and records, this information is not available in the Final Report. The Archives uses software such as Word, Outlook, and PowerPoint.	FR, pg. 26
<b><i>Digital entity being studied</i></b>		
<b>General Description</b>	<p>Three Web exhibits, created to promote of archival materials, were studied:</p> <ul style="list-style-type: none"> <li>• The Government of Ontario Art Collection</li> <li>• Toys of Our Childhood</li> <li>• The War of 1812</li> </ul> <p>These exhibits include scanned images, recorded sound, recorded video, and text, in addition to the Web “container.” The exhibits meet the mandate of the Archives to preserve the memory of the province, and the mission of the Archives to promote the use of archival materials.</p>	FR, pg. 1  FR, pg. 26-27
<b>Type of activities</b>	Three processes (detailed on pg. 27-28) lead to the creation of a Web exhibit: Research, Administrative, Technological.	FR, pg. 27-28
<b>Documents resulting from activities</b>	The documents that are created in the course of developing Web-based exhibits are described in detail in the Final Report, pg. 27-28.	FR, pg. 27-28
<b>Existence of preservation strategies</b>	The paper-based records are included in the records management plan. The Web material on the development server are captured on removable media (CD-R, DVD-R) once a month. The completed Web exhibits are kept in one drive on the production server, and are not regularly captured or included in the records management plan. Older exhibits are sometimes reformatted/updated to ensure continual use.	FR, pg. 41, FR, pg. 41 FR, pg. 44
<b>Legal Requirements and Constraints</b>	<p>Provincial regulations:</p> <ul style="list-style-type: none"> <li>• <i>Government of Ontario Internet Style Guide</i></li> <li>• <i>Internet Public Access Product Design</i></li> <li>• <i>WWW Content Standard</i></li> <li>• <i>Visual Identity</i></li> <li>• <i>Internet Web Application Interface</i></li> </ul> <p>The Archives must use a centrally defined template for their Web exhibits. Several provincial regulations state how the exhibits must be designed.</p>	FR, pg. 45  FR, pg. 12
<b>Normative Requirements and Constraints</b>	ISO 10918 is presented as the jpeg specification. That specification is not represented in the report as a “best practice for the digitization of archival material” but rather as the specification being used. RAD informs the organization of data within the descriptions of the material in the Web exhibits. Other constraints include the browsing and display	FR, pg. 19  FR, pg. 48

	<p>needs of users. Users may be using either a PC or a Mac, therefore the Archives must provide for both. Ethical considerations: self-censorship in topic selection; accuracy of information; exclusion of users due to the use of technology as delivery method.</p>	<p>FR. Pg. 14 and Pg. 49</p>
<p><b>Technological Requirements and Constraints</b></p>	<p>The Archives' use of technology is prescribed by the provincial government's central IT services. Requirement to use a Web page template and hosting is centrally defined. The exhibits are development on the development server, and moved to the production server when completed. Software used to create the exhibits includes DreamWeaver and Page Maker. Analogue software is used to track statistics. Word, Outlook, and PowerPoint are also used in the development of the exhibits.</p> <p>There are three technological layers to the exhibits:</p> <ol style="list-style-type: none"> <li>1. The digital components, including the text and video</li> <li>2. The html pages which contain the components</li> <li>3. The exhibits</li> </ol> <p>Digital components:</p> <ol style="list-style-type: none"> <li>1. html, including the CSS template</li> <li>2. text, which can include html, doc, pdf and ASCII</li> <li>3. images of 'full, small, and thumbnail' size. Exhibit images are in jpg, with some gif decorations;</li> <li>4. sound, in wav (PC) and aif (Mac)</li> <li>5. video, in wmv (PC) and mov (Mac).</li> </ol>	<p>FR, pg. 16</p> <p>FR, pg. 45</p> <p>FR, pg. 14</p> <p>FR, pg. 19-21</p>