



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Domain 3 Research Questions

Case Study 09(4): Digital Moving Images – WGBH Boston

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

Diplomatic analysis identifies both original footage and accompanying original footage logs as records.

- 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?**

Not applicable.

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

Based on the limited information available in the final report, the entities may be considered reliable. Their creation is restricted to specially-trained persons, and the Archives requires that specific entities are created by each production unit.

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

The entities maintained by the Archives can be considered accurate, as footage is compared against the data found in the accompanying footage log prior to their transfer from the production unit.

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

The creator believes that the authenticity of the original footage logs is guaranteed, as they are available to users only as read-only files. The original footage tapes, however, cannot be assured for authenticity over time because they are circulated, and no protections are in place to prevent their tampering or corruption. Within the digital assets management (DAM) system, logs will remain read-only, and footage will be accessible as either a high or low-resolution clone.

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

1. **Capture of identity and integrity metadata**

The identity of the entities is assured by the presence of the following attributes:

- **Names of persons concurring in the formation of the record:**
 - **Author:** WGBH Boston
 - **Writer:** Professional camera persons shoot the original footage, and trained production assistants complete the original footage logs
 - **Originator:** WGBH Boston (presumed)
 - **Addressee:** WGBH Boston
- **Name of the action or matter:**
 - The entities are created as part of WGBH's production of documentary television programs.
- **Date(s) of creation and transmission:**
 - **Date of creation:** Captured in the original footage log.
 - **Archival date:** Presumably captured when entities are sent to the WGBH Archives.
- **Expression of an archival bond:**
 - All entities are linked to each other by a unique identifier prescribed by in-house naming standards, and all or a portion of them are linked to a production as source material.
- **The indication of attachments**
 - Not noted in the final report.

The integrity of the entities is assured by the presence of the following attributes:

- **Name of handling office:**
 - The name of the production unit that created the entities is presumably indicated.
- **Name of Office of Primary Responsibility:**
 - The WGBH Archives are responsible for the creator's authoritative record once production is complete.
- **Indication of types of annotations added to the record:**
 - Not noted in the final report.
- **Indication of technological modification:**
 - When the DAM system is implemented, those entities entered into the DAM will have evidence of all modifications and versioning noted.

2. **Enforcement of access privileges**
There are no access privileges noted. Internal users are able to search for entities via standardized entry fields in the FileMaker 7 database in which entities are stored. With the implementation of the DAM system, users will require a login code to access the digital library, so that the Archives can track and restrict access to certain entities. No job competencies are linked to access, with the exception of the ability to perform searches. External users are granted access by visiting the Archives.
3. **Protection against loss and corruption**
Modification of descriptive metadata can only be undertaken by or with approval from the Archives; the DAM system's administrators will track these modifications as well. Changes to digital files will also be monitored in the DAM, and the system will be capable of identifying any changes made.
4. **Protection against media and technology obsolescence**
Obsolete and/or disintegrating entities, both analogue and digital, are currently being copied to new digital formats. While specific procedures are not noted, the Archives is responsible for maintaining the entities through technological change.
5. **Established documentary forms**
Original footage logs are comprised of structured data forms, and naming conventions linking original footage and footage logs to each other, and to the final production in which they participate, are required.
6. **Ability to authenticate records**
All records maintained by the WGBH Archives are considered authentic records of the creator.
7. **Procedures in place to identify the authoritative record**
No specific procedures are noted in the final report, except that the Archives must approve an entity's entry to the Archives.
8. **Procedures in place to properly document removal and transfer of records from the creator's originating system**
The original footage logs assure that the information required for the entities' continued identity, demonstration of integrity, and context are carried forward when they are transferred to the Archives. The Archives also compares original footage against the data in the original footage logs prior to the transfer or circulation of the entities.

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

The final report does not present adequate information to fully assess the entities' satisfaction of the Baseline Requirements.

1. **Controls over Records Transfer, Maintenance, and Reproduction:**
No such procedures or systems are noted in the final report. Note, however, that while original footage logs are available to users in read-only form, original footage is circulated to users, and thus do not possess an unbroken chain of custody.
2. **Documentation of Reproduction Process and its Effects:**
The procedures associated with entity reproduction are not described.
3. **Archival Description:**
The final report fails to note how changes made to entities are noted. Currently, entities are described through both in-house standards and Library of Congress Subject Headings. The DAM system will also incorporate Dublin Core and Public Broadcasting Core metadata.

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

Entities are to be preserved to provide evidence of WGBH's creation of documentary television programs. Specifically, footage is preserved to maintain the original material used in productions, and footage logs are preserved to provide detailed descriptive information about accompanying footage.

6. Has the feasibility of preservation been explored?

Preservation is currently the responsibility of the WGBH Archives. They now copy obsolete or deteriorating digital and analogue tapes to new digital formats, based on technological obsolescence, re-use potential and user demand. Within the DAM system, digital files will likely be converted, based on file integrity, and hardware and software obsolescence.

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

Both original footage and accompanying logs must be preserved, along with the attached metadata.

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

As the amount of material to be preserved is not known, the estimation of costs and technical difficulty is not possible.

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

The following maintenance strategies are not noted in the final report:

- A5. Adherence to appropriate conditions for storage media
- A6. Redundancy and geographic location
- A7. System security
- A8. Disaster planning

Alternative preservation strategies that may be applied include:

B1.4. Conversion

WGBH could standardize conversion/migration procedures to include all of its entities.

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

The preserver should be aware of the functionality of the DAM system, and the built-in features affecting record content, modification, and accessibility. The preserver also needs to be aware of the in-house naming standards, and general business procedures.

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

Not applicable. The above information should be readily available from WGBH employees.

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

No such policies are noted in the final report.

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

Not applicable.

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

Appraisal and preservation would be aided by standardized preservation strategies, enforced access privileges, and procedures to authenticate entities as the creator's official records.