



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Areas That Should Be Covered Validated

Case Study 25: Legacoop of Bologna Web Site

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Creator of the Fonds		
TOPIC	SPECIFICS	SOURCE
Name	Legacoop Bologna, a provincial body of the national Legacoop.	FR, pg. 3
Location	Bologna, Italy	FR, pg. 2
Origins	Legacoop Bologna arises from a long tradition of Mutual Aid Societies. The first such society was founded in Bologna in 1860. Legacoop was actively representing cooperatives by 1921, and was legally recognized in 1947.	Web site FR, pg. 4
Legal Status	Private company (cooperative).	FR, pg. 2, 4
Legislation	Italian legislation (civil code) specific to private administration, including rules regarding the preservation of a limited number of records.	FR, pg. 4
Norms	<ul style="list-style-type: none"> • <i>Legacoop Bologna's Statute</i> • <i>ACI (International Co-operative Alliance) (1995)</i> • <i>Lega Nazionale delle Cooperative e Mutue - 1995 Cooperative Values Paper</i> 	FR, pg. 4 FR, pg. 5
Funding	Information not available in Final Report.	
Resources	Information not available in Final Report.	
Governance	Legacoop Bologna has a Statute, which sets out its governance: an assembly of the chairs of the various member cooperatives elect every four years a Board of Directors, a Chair, a Board of Auditors, and a Committee of Guaranteers. The Board of Directors elects a Management Committee. Specific duties are available in the Final Report, pg. 4.	FR, pg. 4
Mandate	Information not available in Final Report.	
Philosophy	Spreading and strengthening the values of the cooperation ideal.	FR, pg. 3
Mission	Legacoop Bologna: 1) acts as a representative for the Bologna cooperative sphere, particularly with public institutions and other major economic and social agents in the province. 2) offers high quality services to associate companies, ranging from tax assistance to employment legislation. 3) promotes new cooperatives in different sectors.	Web site; differ from FR, pg. 3

	4) promotes cooperative values and identity 5) develops economic integration between cooperatives and the economic conditions of their development in the territory 6) inspects associate cooperatives at a legal level.	
Functions	<ul style="list-style-type: none"> • Administration • Consulting Services • Job Searching • Promotion • Development • Auditing 	Inferred
Recognitions	Information not available in Final Report.	
Activities Resulting in Document Creation		
<i>Administrative & Managerial Framework</i>		
TOPIC	SPECIFICS	SOURCE
General Description	Approximately 30 people work in the Legacoop Bologna offices, organized in several departments, including: financial and tax advisor, labour legislation advisor, social politics, logistics, facility management and transportation enterprises, communication and external relations, culture and training.	FR, pg. 4
Type of activities	Submitting reports, creating promotional publications, updating circulars and regulations...	Inferred
Documents resulting from activities	<ul style="list-style-type: none"> • Circulars, regulations, final reports • Newsletter, e-mail • Paper correspondence, contracts 	FR, pg. 7 FR, pg. 2, 7 Inferred
Existence of a RM and/or archives program	Legacoop Bologna has a recordkeeping and an archives program. In addition, Legacoop Bologna supports the Italian Cooperation and Social Economy Archive Centre (in Bologna).	FR, pg. 2
Individuals responsible for preservation	The general secretariat performs registration and the preservation of incoming and outgoing records. The general secretary and secretary for the fiscal and labour consultancy services are involved with the task. No strict rules are in place regarding registration, but in general all paper records are registered. E-mail is not registered unless considered important, and is often printed. Special rules exist for some types of records.	FR, pg. 5-6
Existence of Preservation Strategies	The paper records are actively registered, while no policies or strategies exist for the electronic records. An electronic recordkeeping system is used, but is not considered, "part of the records system." The electronic records are not considered of the same value as the paper records.	FR, pg. 5-6 FR, pg. 9
Legal Requirements and Constraints	Italian legislation (civil code) specific to private administration, including rules regarding the preservation of a limited number of records.	FR, pg. 4
Normative Requirements and Constraints	As specifically related to the administrative activities and records, this information is not available in the Final Report.	

Technological Requirements and Constraints	As specifically related to the administrative activities and records, this information is not available in the Final Report.	
<i>Digital entity being studied</i>		
General Description	The digital entity is the Legacoop Bologna Web site, created in 2002. The site contains information related to the Services of Legacoop Bologna, in addition to "Who We Are," "News," "Projects," "The Network," and "Newsletter." The site is vital to the maintenance of the cooperative network of Legacoop Bologna's members, and presents service to the general public and its members (restricted area). Legacoop Bologna's Communication Manager (overall site), supported by IT specialists (restricted area), is responsible for the Web site's organization and functionality. In addition, the Industrial Relations Office is responsible for the job section, and the general secretary for updating sections of the Intranet. An external agency runs the Web site on a day-to-day basis.	FR, pg. 7 FR, pg. 1-2 FR, pg. 1 FR, pg. 2 FR, pg. 5
Type of activities	The Web site provides four types of services: <ul style="list-style-type: none"> • subscription to a newsletter (Italian or English) • publishing of [consulting services] explanatory documents (restricted) • job advertisements • online job application (restricted) 	FR, pg. 1
Documents resulting from activities	The digital records, such as circulars, regulations, final reports, etc., are transformed into Web pages prior to their upload to the Web site. An increasing number of records are born digital.	FR, pg. 6-7
Existence of Preservation Strategies	There are no policies or strategies for the preservation of electronic records.	FR, pg. 6
Legal Requirements and Constraints	As specifically related to the digital entity under study, this information is not available in the Final Report.	
Normative Requirements and Constraints	The Web site has been conceived of as an entity separate from the regular business procedures of the creator. Procedures are not documented. The creator is ethically obliged to ensure the information on the Web site is correct.	FR, pg. 5 FR, pg. 9 FR, pg. 11
Technological Requirements and Constraints	The system (an editorial system built ad hoc) resides on a Web server (works on Unix and Windows). The system for the Newsletter is called "BIGFILE." The Web site is based on standard languages. Files are assigned names automatically through the editorial system based on precise rules. An access privilege system is in place, based on passwords. An SQL database of CVs (research system) was added in 2003. Web site includes html (including e-mail and text files converted to html), JavaScript, database system, images. CVs are composed and posted by their authors (external).	FR, pg. 8 FR, pg. 7 FR, pg. 9 FR, pg. 7, 11 FR, pg. 8