



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Characterization of Case Study Validated

Case Study 25: Legacoop of Bologna Web Site

Heather Daly, UBC

Version 1, July 2005

Relevance of the Case Study to InterPARES 2

The purpose of this case study is to provide, “explore the policy issues that arise when a Web site containing interactive private records is preserved over the long term.”¹ The relevance of the case study is therefore to enable InterPARES to meet its goals in relation to the study of government activities that are conducted using experiential, interactive and dynamic computer technology.

Information about the Creator

The creator in this case is a private company (cooperative) which was legally recognized in 1947. The creator is the provincial body of a national organization. The creator is located in Bologna, Italy, and is subject to the laws of Italy and the European Union.

The creator’s mandate is to provide services to its members. In particular, the creator: “acts as a representative for the Bologna cooperative sphere, particularly with public institutions and other major economic and social agents in the province; offers high quality services to associate companies, ranging from tax assistance to employment legislation; promotes new cooperatives in different sectors; promotes cooperative values and identity; develops economic integration between cooperatives and the economic conditions of their development in the territory, and inspects associate cooperatives at a legal level.”²

Functions of the creator include administration, consulting services, job searching, promotion, development, and auditing. The creator has a Statute that outlines its governance. An assembly of the chairs of the various member cooperatives every four years elects a Board of Directors, a Chair, a Board of Auditors, and a Committee of Guarantees. The Board of Directors elects a Management Committee. Relevant legislation includes the portions of the Italian civil code specific to private administration, including rules regarding the preservation of a limited number of records. In addition, the creator adheres to normative written value statements, specifically those dealing with cooperatives.

¹ Case Study 25 Final Report, p. 1.

² Legacoop Bologna Web site [English]. Available at <http://www.legacoop.bologna.it/valori/facciamoEng.asp>.

Information about the Administration / Management Function

Approximately thirty people work in the office of the creator, organized into several departments. Records such as circulars, regulations, reports, and correspondence are created. The creator has a recordkeeping and archives program. Registration of nearly all of the incoming and outgoing paper records is performed. Electronic records are not considered of the same value as paper records, and the electronic recordkeeping system is not part of the formal recordkeeping process. Legal and normal requirements and constraints are similar for the administrative function as for the entire work of the creator.

Information about the Digital Entity Being Studied

The digital entity for the purpose of the study is the Legacoop Bologna Web site, which was produced in 2002 to increase and maintain the cooperative network of the creator's members. The Web site provides two types of services to the public: subscription to a newsletter (Italian or English) and job advertisements. In addition to the public service, explanatory documents (consulting services) and online job applications are available only to members. Management of the Web site is distributed; the creator's Communications Manager is responsible for the overall site, while IT specialists maintain the restricted area, and are responsible for the Web site's organization and functionality. The creator's Industrial Relations Office is responsible for the job section of the Web site, while the general secretary updates sections of the Web site's Intranet. An external agency is involved in running the Web site on a day-to-day basis. The documents included on the Web site are transformed into Web pages prior to upload. An increasing number of records are born digital. No preservation strategies are currently being employed.

The Web site resides on a Web server, and is based on standard languages. Files are assigned names through the editorial system based on precise rules. A separate system, "BIGFILE", is used for the creation of the newsletter. Access to the system is password-based. The Web site includes html (including email and text converted to html), JavaScript, images, and an SQL database. The SQL database, which was added in 2003, contains resumes (CVs) that are composed and posted by external authors.