



InterPARES 2 Project

International Research on Permanent Authentic Records in Electronic Systems

Domain 3 Research Questions

Case Study 25: Legacoop of Bologna Web Site

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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 case study examines those entities on Legacoop Bologna's Web site, and specifically those related to the publication of Legacoop's newsletter, and the material posted to the restricted area of the Web site. The diplomatic analysis, however, does not identify these entities are records.

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

Yes, records should exist, as these entities serve as evidence of the association's activities. Many of the documents posted to Legacoop's Web site do not exist elsewhere, and yet are not part of the recordkeeping system in place. Records should also exist to ensure Legacoop complies with legislative requirements concerning record preservation.

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

To satisfy the creator's needs, the entities as they currently exist must be accorded the characteristics of a record; this could be accomplished through the inclusion of electronic entities in Legacoop's existent recordkeeping system.

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

The characteristics missing from these entities include a stable content, a strong archival bond, and a developed procedural context. Currently, the procedural context, as documented, fails to note the process of electronic entity creation or maintenance.

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

The entities cannot be considered reliable, as the controls over the process of creation are weak. Currently, they consist only of professional standards, ethical behaviour and informal standards. Furthermore, as content is not stable over time, it is difficult to assess the entities' completeness.

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

Again, the accuracy of the Web site's records cannot be guaranteed, as there are insufficient measures in place to ensure that entities are not unknowingly modified, altered or corrupted.

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

While the creator does not believe that the authenticity of the entities is assured, the final report notes that it has become common practice to assume that all entities on the Web site are official, and therefore authentic.

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: Legacoop Bologna
 - Writer: Legacoop Bologna sector editors
 - Originator: Legacoop Bologna (presumed)
 - Addressee: Legacoop itself, the association's registered users, and the general public
- **Name of the action or matter:**
 - The entities participate in the generation of information about Legacoop's services and activities.
- **Expression of an archival bond:**
 - Only through the identification of the chronological order in which entities are posted to the Web site.
- **Dates of creation and transmission:**
 - Not noted in the final report.
- **Indication of attachments:**
 - Not noted in the final report.

The elements required to assess the integrity of the entities are not discussed in the final report.

2. Enforcement of access privileges

Access is based on a password system. An external database, controlled by the company running the Web site, administers each password, which are assigned to the person in each sector recognized as responsible for uploading documents.

3. **Protection against loss and corruption**
No controls are in place to protect the Web site entities against loss or corruption, or to track performed actions. Each sector is free to create, change and transform the entities for which it is responsible, and there are no specific rules as of yet to ensure control.
4. **Protection against media and technology obsolescence**
There are no formal strategies in place as of yet.
5. **Established documentary forms**
No established documentary forms are noted beyond html page configuration.
6. **Ability to authenticate records**
No procedures through which to authenticate records are noted in the final report.
7. **Procedures in place to identify the authoritative record**
The entities can only be considered authoritative by virtue of their posting to the Legacoop Bologna Web site, as no formal procedures through which to identify the authoritative record exist.
8. **Procedures in place to properly document removal and transfer of records from the creator's originating system**
No such procedures are noted in the final report.

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

As no formal recordkeeping system exists for Legacoop Bologna's electronic entities, their satisfaction of the Baseline Requirements cannot be determined.

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

Entities are to be preserved to capture documentary evidence of Legacoop Bologna's activities.

6. Has the feasibility of preservation been explored?

The feasibility of preservation has been explored only in the traditional record environment, and no formal strategies exist for electronic entities.

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

Not applicable.

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

Due to the amount of material to be preserved, it is difficult to estimate associate costs and the degree of technical difficulty.

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

Based on the information found in the final report, the following Maintenance Strategies are not currently undertaken:

A4. Transfer of data to new storage media on a regular basis

A5. Adherence to appropriate conditions for storage media

A6. Redundancy and geographic location

A8. Disaster planning

Alternative preservation strategies that may be implemented include:

B1.4. Conversion

Legacoop would benefit from the conversion/migration of its entities to ensure their continued accessibility. This would be especially useful for the Web site's database entities.

B3. Non-digital approaches

Legacoop could also use a "print-to-file" system to incorporate electronic entities into the existing paper-based recordkeeping system for textual entities.

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

The preserver should possess a good understanding of the preservation policies currently applied to the creator's traditional records, including the recordkeeping system.

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

Not applicable.

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

The policies of the current recordkeeping system for traditional records should be taken into account in the preservation of electronic entities in order for standardization across all business practices.

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

No such policies are noted in the final report.

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

Again, the extension of the recordkeeping system to include the digital entities would assist in the appraisal and preservation functions.