

City of Vancouver Archives - InterPARES 3 Case Study Proposal 02

Requirements Analysis for a Digital Archives System

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Summary

This case study will apply the findings of previous InterPARES research to the development of requirements documentation for the development of an OAIS compliant Digital Archives system for the City of Vancouver Archives.

Context

The City of Vancouver Archives (the Archives) is an administrative unit within the civic government of the City of Vancouver, Canada. Its mandate is to acquire and preserve the records of the City government and its various boards and agencies, and to acquire and preserve private records that document the City's history. Organizationally, the Archives is part of the City Manager's Office - City Clerk's Department - Records and Archives Division.

In May 2007 a report was submitted to and approved by Council recommending that the City procure and install an electronic records and document management system (ERDMS). Included in the report was a recommendation to create the Digital Archives as a repository for preserving and providing access to the City's permanently valuable electronic records. In August 2008 the City began configuring and installing the selected ERDMS software - HP/Tower Trim Context. It will be installed on approximately 5000 City desktops over the next three years.

Records managed by the ERDMS will be classified according to VanRIMS, the City's integrated classification scheme and retention schedule. Records scheduled as "Archival" by VanRIMS will be exported from the ERDMS and preserved in the Digital Archives.

In November 2008, the Archives began work on the Digital Archives Project. This project, scheduled to take place from November 2008 to October 2009, seeks to develop a prototype OAIS¹ compliant digital preservation environment and an accompanying policy and procedural framework that will enable the Archives to preserve authentic and reliable electronic records created by the City of Vancouver, its boards and agencies, as well as records acquired from private donors. This project is envisioned as the first in a series of projects that will iteratively and incrementally increase the capacity and sophistication of the Digital Archives.

The project is now in its requirements analysis phase.² The initial requirements analysis activity involves translating the reference model description present in the OAIS reference model into use case scenarios. The goal of the use case scenarios is to create plain language descriptions of all activities that must occur within the Digital Archives that can be used by system developers and archivists to design a system architecture, evaluate and select system components, and integrate selected components within the system architecture. Once the transformation of the OAIS reference model into use case scenarios is complete, subsequent iterations of the

¹ Open Archival Information System Reference Model - ISO 14721:2003

² A complete project methodology can be found at:

http://artefactual.com/wiki/index.php?title=Vancouver_Digital_Archives

requirements analysis task will examine other standards and best practices documentation within the context of the Digital Archives Project and OAIS framework and incorporate relevant components of the standards documentation into the Digital Archives use case scenarios and/or more detailed requirement specifications.

Case Study Rationale

The goal of the case study is to incorporate the findings of InterPARES research into the second iteration of the requirements analysis activity, by identifying relevant InterPARES findings³, translating them into use case scenarios and/or requirement specifications, and attaching them to the requirements framework produced by the first iteration of OAIS analysis.

The case study presents an opportunity to incorporate InterPARES findings into the design and development of a digital preservation environment. It is likely there will be opportunities for complementary case studies during the course of the project. In particular - as pointed out at the TEAM Canada November 2008 plenary - the analysis of Digital Archives metadata requirements.

Goals and Timeline

- Identify relevant InterPARES findings - mid April 2009.
- Incorporate InterPARES findings as use case scenarios and/or requirement specifications - end of May 2009.

This timeline is subject to change based on the progress of other components of the project and the availability of supervisory time for the investigation.

³ Presently, the Chain of Preservation model developed by InterPARES 2 has been identified as being the primary documentation for this activity. See part five of: Luciana Duranti and Randy Preston, eds., *International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2: Experiential, Interactive and Dynamic Records* (Padova, Italy: Associazione Nazionale Archivistica Italiana, 2008), electronic version.

<http://www.interpares.org/display_file.cfm?doc=ip2_book_complete.pdf>