

# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

**Title:** Case Study 09 – University of British Columbia  
Alma Mater Society: Policies and Procedures  
for Web Site Preservation

Workshop 02 Action Item 23 – Procedures for  
Updating Web Site Content

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**Author:** The InterPARES 3 Project, TEAM Canada

**Writer(s):** Helen Callow  
School of Library, Archival and Information Studies,  
The University of British Columbia

**Project Unit:** Research

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## Document Control

Version history			
<u>Version</u>	<u>Date</u>	<u>By</u>	<u>Version notes</u>
1.0	2008-09-30	H. Callow	Discussion draft prepared following identification of action items for CS09 at TEAM Canada Plenary Workshop 02.
1.1	2008-11-05	R. Preston	Addition of Action Item text; minor content and copy edits.
1.2	2013-05-24	R. Preston	Minor content and copy edits for public version.

**Action 23:** S. Goldfarb, with assistance from the Graduate Research Assistants assigned to case study 09, to create a procedural document for how the AMS Web site is created and maintained. Ultimately, this document is to be voted on by the organization and then implemented (L. Duranti)<sup>1</sup>

Updates and maintenance are performed in an informal, ad-hoc basis on The University of British Columbia Alma Mater Society (AMS) Web site. Current practice includes verbal requests for changes made in passing to the Web Editor, who then performs the changes without review. Other changes come in the form of e-mail requests sent to the Communications Manager, who reviews the requested changes for grammatical type errors and, once satisfied, forwards the requests to the Web Editor, who then uploads the changes to the Web site using the Whitematter templates.<sup>2</sup> The process at the AMS holds that the Communications Manager should vet all changes, but this practice does not always occur. The only section of the Web site in which this process does not transpire is the pages that contain content from the Student Administration Council (SAC) who are empowered to update content on their own, using the same formula as the AMS Web Editor.

Best practice suggests that any updates / maintenance to a Web page should go through several review processes before the content is made live for the public to view. Appendix 1 (Web Site Update Process) addresses these ideals in the formal process. However, as it is difficult as an outsider to mandate work procedures to others, it is more important for the InterPARES researchers to address the archival procedures that need to take place at the mid-point in the process, and make sure that these are followed. Appendix 2 (Archival Process) lays out the steps for this process.

The Web site update process has a number of inputs throughout the process. These are explained as follows:

- A. Documents and or requests that define a Web site update.
- B. Archival Criteria. Internal standards that identify items that need to be added to the Web archive.
- C. Archival Development Processes. The document that describes the Web site archiving process.
- D. Internal and Customer requirements. Global (generally internal) and update-specific (generally customer) standards for Web site updates in general and the specific update.
- E. Archival Requirements. Web site archival standards.

The actual processes to be followed are:

1. Web site owner receives an update candidate.
2. Candidate is reviewed for suitability for inclusion into the Web site.
3. Candidate is placed in the development queue.

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<sup>1</sup> InterPARES 3 Project, "TEAM Canada Plenary Workshop #02: Action Items and Decisions," 4.

<sup>2</sup> InterPARES 3 Project, TEAM Canada, "Case Study 09 – UBC Alma Mater Society: Records Research Questions," (April 2008), question 4.

4. Development team checks that candidates include everything needed for production (i.e., suitable complete content).
5. Update is built out or converted to Web format.
6. Update is checked to see if it needs to be included into the Web site archive.
7. Update is placed on the Development (staging area) Web site.
8. Quality assurance tests are run on the Development Web site.
9. Development site changes are move to the Production (public site) Web site.
10. Quality assurance tests are run on the Production Web site.

Again, currently a staging area is not used and content is added to the live site on an ad-hoc basis. The criterion that needs to be emphasized for the archiving of the Web site to be achieved is set forth in the Archival Process document (Appendix 2).

Inputs for this section are:

- A. Archival Criteria. Internal standards that identify items that need to be added to the Web archive.

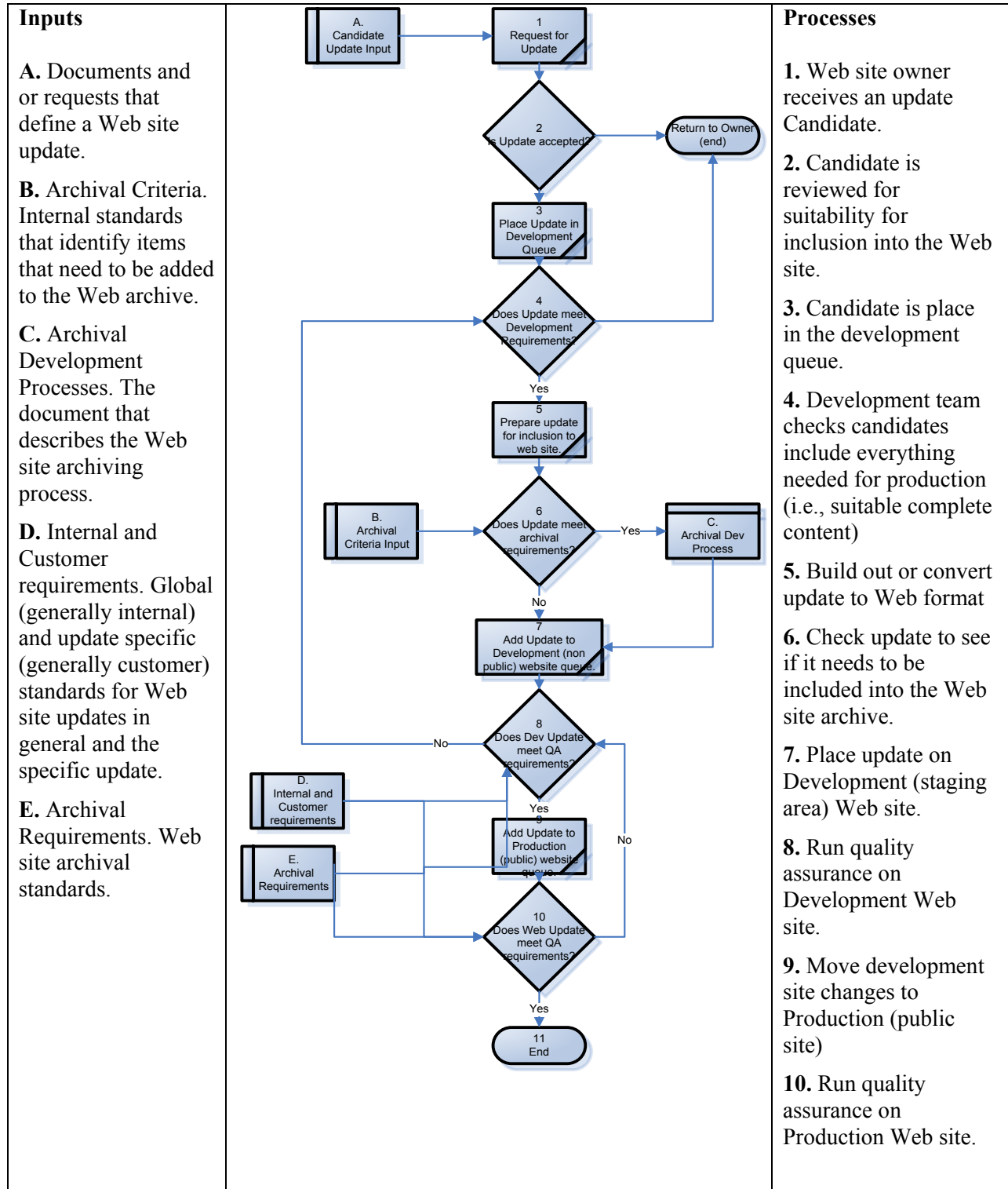
The processes for achieving this goal are as follows:

1. Archival Process owners receive update for Web site archive.
2. Update is checked to determine that all archive content requirements are met.
3. Metadata are added to update.
4. Update metadata are checked to determine that their format meets archive requirements.
5. Update is returned to the Development Queue.

The archival criteria are:

1. If remote harvester is used for capture, ensure that the settings on the Content Management System, (AFAIR for Expression Engine) are set to allow crawls.
2. If direct transfer is used for collection, ensure: (1) that the hyperlinks within the archived site are adjusted from absolute links to relative links and (2) that the appropriate search engine (the one used in the original environment) is installed in the new environment to ensure that search functionality is preserved.

## Appendix 1: Web Site Update Process



## Appendix 2: Archival Process

