

**Template for InterPARES 3 Case Study Summaries
(version 2.2)**

TEAM <Name> – Case Study <##>

Test-bed name: <*name of test-bed*>

Test-bed type: <i.e., municipal/public archives, university archives or private/thematic archives>

Topic/Title: <topic or title of the case study>

Case study type: <i.e., policy, records, and/or systems>

Relationship to other case studies: <If applicable; e.g., reference to other joint case studies>

Start Date: <Month and Year>

<Test-bed Description> (One-paragraph description of what the test-bed is and what it does, including the year in which its activities started)

<Topic Description> (One paragraph description of what the topic is and why it is relevant to the test-bed's functioning)

<Case Study's Main Objectives and Expected Outcomes> (One paragraph description of the main objectives and expected outcomes)

Example of InterPARES 3 Case Study Summary (version 2.2)

Case Study: 01

Test-bed name: British Columbia Institute of Technology Archives (BCIT)

Test-bed type: University archives

Topic/Title: Policies and Procedures for Preservation of Digital Records

Case study type: Policy, Systems

Start Date: September 2007

The British Columbia Institute of Technology (BCIT) was established in 1961 and merged with the British Columbia Vocational School in 1968. BCIT is a degree-granting, post-secondary educational institution that confers technical and vocational baccalaureate degrees and diplomas. The Institute has five campuses in the Vancouver area, comprising more than 1,600 full-time faculty, 600 part-time faculty and approximately 16,000 students.

The case study considers the more than 100 million digital records created and used by BCIT's departments and administrative offices. Although these records are subject to the same retention and disposition schedules that apply to BCIT's paper records, only a small percentage of BCIT's departments and administrative offices actually apply the schedules to digital records. The digital records are not only essential for the daily activities and procedures of the Institute, they also contribute to its growing history.

The main objective of the case study is: to devise a policy and set of procedures that better ensure the long-term preservation of BCIT's digital records.