InterPARES 3 Project
International Research on Permanent Authentic Records in Electronic Systems

Case Study Report Template
Version 1.1
(Revised January 2009)

Case study reports should contain the following sections, keeping in mind that strategies and plans of actions will be developed on the basis of the information herein provided:

A. **Overview**
B. **Statement of Methodology**
C. **Description of Context**
D. **Narrative answers to the applicable set of questions for researchers**
E. **Narrative answers to the project's applicable research questions**
F. **Bibliography of relevant material, including articles about the methods and works of the subject(s)**
G. **Glossary of terms**
H. **Activity model, if applicable**
I. **Diplomatic analysis of records, if applicable**
J. **Findings, Recommendations and Products, if applicable**

A. Give a brief overview of the subject and the nature of the case study.

B. Briefly describe the data gathering and analysis methodology employed to achieve the research objective of answering the applicable project's questions and set of questions for researchers. If you have recorded and transcribed an interview, do not include the transcript in the report.

C. Describe the relevant context of the case study on the basis of the information gathered using the "Template for Case Study Contextual Analysis." Structure the information according to the five contexts identified by InterPARES:

1. <u>Provenancial</u>: the creating body, its mandate, structure, and functions (indicators include organizational charts, annual reports, the classification scheme, etc.).
2. <u>Juridical-administrative</u>: the legal and organizational system in which the creating body (indicated by laws, regulations, etc.).
3. <u>Procedural</u>: the business procedure in the course of which the digital entity is created (indicators include workflow rules, codes of administrative procedure, classification schemes, etc.).
4. <u>Documentary</u>: the fonds to which the digital entity belongs and its internal structure (indicators include classification schemes, record inventories, indexes, registers, etc.) *Note: In some organizations, business procedures are integrated with documentary procedures.*

5. <u>Technological</u>: the characteristics of the digital environment in which the record is created and maintained.

These specifications assume a legal and bureaucratic structure that might not be appropriate to all case studies. However, each of these contexts should be addressed at least to the extent that their inapplicability is documented, and the environment in which digital entities are created and managed, or the framework of action in which they participate, should be described.

D. Narrative answers to the applicable set of case studies questions for researchers listed at http://www.interpares.org/rws/rws_research_studies.cfm.

E. Narrative answers to the applicable Project research questions listed at http://www.interpares.org/ip3/ip3_questions.cfm.

F. The bibliography should draw from those bibliographies already created where appropriate, and additionally list any articles or monographs that are of particular relevance to the specific case study.

G. The glossary should list and define the key terms used in the case study, both for purposes of possible inclusion in the IP3 Terminology Database, and to allow definitions to be compared with those that already exist in such Database.

H. An IDEF0 model will be made, if relevant and needed, following the guidelines provided by the InterPARES 3 Technical Coordinator.

I. A diplomatic analysis of records will be conducted, if relevant and needed, following the template at http://www.interpares.org/rws/display_file.cfm?doc=ip3_template_for_diplomatic_analysis_v1-0.doc. Only its conclusions should be included in this report.

J. The conclusions of the TEAM should be summarized in terms of findings and recommendations, and the products developed (e.g., a policy, a plan of action, functional requirements) should be attached.