InterPARES 3 Case Study Abstract

TEAM Catalonia – Case Study 03

Test-bed name: Terrassa City Council
Test-bed type: Municipal / Public Archives
Topic/Title: Preservation of the Protocol Register Terrassa City Council
Case study type: Systems, records, policies
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The *Protocol Register* is a document of long-term preservation and has the value of a public deed. Informatic applications, actually, have merged two different traditional series. It records the determination of the citizens to initiate the administrative procedure; it establishes the moment in which it begins and, in some cases, also the moment in which its resolution is notified to the citizen (Law 30/1992, art. 38, in Spain). Thus, these administrative and juridical records must be preserved in the short, medium and long-term.

Some of the key issue and questions this study sought to address were: (1) defining, diplomatically, the formal components of the *Register's* profile as a record, (2) defining the context and technical metadata of its application, (3) due to the obligations arising from the law of 11/2007 about the acceptance of digital records: what kind of management must receive this documentation? Should it be considered part of the preservation of digital objects of the *Protocol Register*, or should it be linked to the files that later will use it to initiate administrative procedures?, (4) deciding whether the *Protocol Register* should be preserved as an authentic copy (pdf/a) or as an application itself (through migration, emulation, etc.)

The main objective of this study was to identify possible solutions for preserving the *Protocol Register* for the short, medium and long-term. The goals were: (1) audit the present informatic applications for the *Protocol Register* following the InterPARES 2 Chain of Preservation Model, (2) to define the functions and characteristics of the record, (3) to define the different existing profiles, (4) to propose possible solutions for the short, medium and long-term and (5) to define the context and technical descriptive metadata, according to the chosen proposed solutions.