



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Italy

TEAM Italy – Case Study Abstract/Summary (2009)

TEAM Italy – Case Study 01

Test-bed name: ICCROM Archives

Test-bed type: Archives of an intergovernmental organization

Topic/Title: Design and Implementation of a records management system at ICCROM

Case study type: Records, Systems, Policy

Starting Date: February 2008

Current working phase: August 2009

ICCROM (International Centre for the Study of the Preservation and Restoration of Cultural Property) is an intergovernmental (IGO), scientific and autonomous organization, with a worldwide mandate to promote the conservation of all types of cultural heritage, both movable and immovable. It was founded by UNESCO in 1956 and established in Rome in 1959.

ICCROM Archives task is to arrange, describe and preserve records produced and used by ICCROM in the course of its functions and activities. The Archives also provides reference assistance to users. Since 2002, ICCROM has a dedicated Archivist in charge of this service.

The case study, which will last four years (2008-2012), focuses on developing an electronic system for managing ICCROM's active and semi-active records, regardless of medium and form. The following project phases are foreseen to accomplish this aim:

1. Creation of a records classification scheme for the whole institution.
2. Creation of a records retention and disposal schedule for all the records generated by the institution. This schedule needs to be integrated to the records classification scheme.
3. Identification and adoption of a records management software that allows registering mail and e-mail, classification and filing, records flow management, and records retention and disposal timetable management.
4. Elaboration of a records management procedures manual, which contains:
 - 4.1 Procedures for the creation, maintenance and long-term preservation of records.
 - 4.2 Procedures and functional components of the electronic records management system.
 - 4.3 Records classification scheme, and records retention and disposal schedule
 - 4.4 Technical documentation of the electronic records management system.

The procedures for the creation, maintenance and preservation of records should take into consideration international policies and standards, in particular the methodologies and recommendations on the long-term preservation of authentic records in electronic systems produced by InterPARES 2.

The working group, which was created for this case-study within the InterPARES 3 Team Italy, is composed of the following people:

- ICCROM staff:
 - o María Mata Caravaca (Archivist).
 - o Roberto Nahum (Manager, Information Systems).
- Resource people:
 - o Vincenzo De Meo (Archivist, free-lance).
 - o Prisca Giordani (Archivist, Historical Archives of the European Union).
 - o Giovanni Michetti (Researcher, Università degli Studi di Roma "La Sapienza").
 - o Lucio Rocchetti (Computer consultant).

Current working phase

After gathering data related to ICCROM's foundation, mandate, structure and functions, administrative rules and policies, procedures and practices for records management, and current electronic systems, a description of the case study context was made. The description reflects the five contexts identified by InterPARES in the "Case Study Final Report Template": provenancial, juridical-administrative, procedural, documentary and technological.

The case study is currently undertaking the first two project phases: creation of a records classification scheme and a records retention and disposal schedule for the whole institution. With the help of a consultant, analysis of the documentary typologies and archival units produced by ICCROM, and also interviews to staff (managers and administrative assistants) are being carried out. A draft of the records classification scheme will be finished by the end of October 2009, and will include information about the retention period of the record series.

The draft will be discussed within the case study working group, as it happened with the production of the "Case Study Contextual Analysis" and "Case Study Final Report". These two reports were produced by ICCROM and discussed with the case study resource people, who made comments, recommendations and corrections before their final publication in the InterPARES website.

A final proposal of the records classification scheme and records retention and disposal schedule will be presented to ICCROM's Director-General by the Archivist. A test of the records classification scheme will be carried out in ICCROM's offices to verify its applicability.