



# InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Italy

## TEAM Italy – Case Study Abstract/Summary (2010)

### 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, Preservation

**Starting Date:** February 2008

**Current working phase:** April 2010

The case study has concluded the first two project phases: creation of a records classification scheme, and a records retention and disposal schedule for the whole institution. Analysis of the documentary typologies and archival units produced by ICCROM, and also interviews to staff were carried out to produce these two archival tools. Both the scheme and the schedule have been approved by ICCROM's Management.

At present, project phase 3 is being carried out. This phase consists of identifying and adopting a records management software. A document has been produced, describing the software requirements, both archival and technological. Among other aspects, this document identifies different formats to support the digital preservation processes [For this particular topic, the document consulted the *InterPARES 2 General Study 11 Final Report: Selecting Digital File Formats for Long-Term Preservation*, Evelyn Peters McLellan, 2007]. A software market survey has been initiated, based on the established requirements.