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

Questions that the researchers should be able to answer with respect to POLICY CASE STUDIES

1. How are policies generally developed, and what is the context within which they are being developed (e.g. accountability)?
2. What collaborative efforts (either internal, among units of the organization, or external, in collaboration with other organizations or teams of experts) are made to design and establish a policy?
3. Who is responsible for issuing a records/archives policy?
4. Who is responsible for implementing a records/archives policy?
5. What are the procedures for ensuring that all the concerned parties are aware of, comprehend and apply the records/archives policy?
6. Who is responsible for auditing the implementation of the records/archives policy?
7. What is the relationship between the archives and the records creator(s)? (e.g., are they collaborating in records creation and management? If not, does the archives issue a retention and disposition schedule?)
8. What is the relationship between units that are involved with records/archives creation and management (e.g., archival and IT personnel, records creating departments and IT)? Do they collaborate? If so, by what means? How frequently?
9. To what extent do existing policies, procedures, and standards currently control or influence records creation, maintenance, preservation or use? Do they need to be modified or augmented?
10. What legal, moral (e.g. control over artistic expression) or ethical obligations, concerns or issues exist regarding the creation, maintenance, preservation or use of the records?
11. Does the archives have a record/archives policy for traditional records? If yes, when was it issued and how often is it revisited? If yes, is it fully implemented? If yes, does it fulfill the archives needs and purposes?
12. If the archives does not have a records/archives policy, what procedures or informal processes does it carry out to handle transfers of records, to process and preserve them?
13. How many staff members does the archives have? What are their qualifications and competences?
14. Who are the primary or exclusive users of the archives?
15. How many records does the archives receive each year?
16. Does the archives already hold digital material? If yes, what type of material, and how has it been processed and preserved? If not, what digital material does the archives expect to receive and when?
17. If the archives currently preserves digital material, what is its primary method for this preservation (e.g., copying, migration, emulation, etc.)? How frequently does the archives attend to these digital materials?
18. What are the knowledge and financial resources of the archives? What are its technological capabilities, if any? What are the future expectations for resources and technical capabilities?