



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

Questions that the researchers should be able to answer with respect to RECORDS CASE STUDIES¹

1. Which activities generate these digital records?²
2. For what purpose(s) are these digital records created?
3. Who are the intended users of these digital records?
4. What are the key formal elements, attributes, and behavior (if any) of these digital records?
5. What metadata is manually added to the records by their author and their creator? What metadata is automatically generated and attached to the record?
6. In what formats do the digital records exist (e.g., Word or Excel files, .TIFF images, .wav files, etc.)?
7. What are the digital components of these digital records?
8. How are these digital records identified (e.g., is there a [persistent] unique identifier)?
9. What measures does the creator take to ensure the accuracy, reliability and authenticity of the digital records and their documentation?
10. Once a digital record is created, how is it handled? That is, where is the record stored (e.g., the creator's desktop, sent to an information system, printed, etc.)?
11. How are changes to these digital records made and recorded?
12. Are these digital records linked by an archival bond to records on other media? If yes, what records? How is their relationships made explicit?
13. If the archives has the records in custody, when and how were they acquired? How were they processed? How are they preserved?
14. If the archives does not have the records in custody, when does it expect to receive them?

¹ Note that these questions will be answered after a full diplomatic analysis will have been conducted on the digital entities constituting the case study. If such analysis resulted in an identification of the digital entities as either data, publications or potential records, the term record in the text of these questions will be substituted by the relevant term.

² It might be necessary to model such activities to gain a clear understanding of records creation in relation to the records in question. In such a case, modelling will occur at the same time as the diplomatic analysis.