Title: Case Study ## - Title of Case Study:¹
Records Research Questions

Status: Final (Public)
Version: 1.0
Submission Date: April 2008
Release Date:

Author: The InterPARES 3 Project
Writer(s): Your name
School of Library, Archival and Information Studies,
The University of British Columbia
Your name
School of Library, Archival and Information Studies,
The University of British Columbia

Project Unit: Research
URL: http://www.interpares.org/display_file.cfm?doc=ip3_cs##_systems_questions.pdf

¹ Note: For consistency, please use the title that appears in the “Accepted Case Studies” section on the restricted site.
Research Questions

1. Which activities generate these digital records?

   Your answer here...

2. For what purpose(s) are these digital records created?

   Your answer here...

3. Who are the intended users of these digital records?

   Your answer here...

4. What are the key formal elements, attributes, and behavior (if any) of these digital records?

   Your answer here...

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?

   Your answer here...

6. In what formats do the digital records exist (e.g., Word or Excel files, .TIFF images, .wav files, etc.)?

   Your answer here...

7. What are the digital components of these digital records?

   Your answer here...

8. How are these digital records identified (e.g., is there a [persistent] unique identifier)?

   Your answer here...

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.)?

Your answer here...

11. How are changes to these digital records made and recorded?

Your answer here...

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?

Your answer here...

13. If the archives has the records in custody, when and how were they acquired? How were they processed? How are they preserved?

Your answer here...

14. If the archives does not have the records in custody, when does it expect to receive them?

Your answer here...
Appendix 1: Diplomatic Analysis

2 Note: Only include those appendices that are applicable to your case study.
Appendix 2: Activity Model
Appendix 3: Interview Instrument(s)
Appendix 4: Other