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

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

1. Does the creating body have a recordkeeping system in place for its traditional records? If yes, what are its components (e.g., classification system, retention and disposition schedule)? If not, does it have specific control instruments, such as indexes?

2. Does the creating body want to establish an integrated and centralized digital recordkeeping system, controlling all records of the organization in all media and form? If yes, what are the separate records creating units that would share the system? If not, does the creator want separate records systems for digital and traditional records, or does it want separate recordkeeping systems for each unit?

3. What are the system(s) within which the records are presently created (e.g., functionality, software, hardware, peripherals etc.)?

4. From what applications would the recordkeeping system(s) inherit or capture the digital records and the related metadata (e.g., email, tracking systems, workflow systems, office systems, databases, etc.)?

5. Are the digital records that will be captured in the recordkeeping system already organized in a way that reflects the creation processes? What is the framework (e.g., functional classification), if any, for organising them?

6. Who needs to have access to the records controlled by the recordkeeping system and their metadata?

7. Has the creating body, with or without the archives, already defined the intellectual and technological components and/or functional requirements for the recordkeeping system? If yes, what are they? If not, what are the fundamental requirements and the necessary components that would have to be implemented in such a system?

8. What descriptive or other metadata schema or standards are currently being used in the creation, maintenance, use of the digital records?

9. What are the financial resources and technical capabilities of the creating body?

10. What are the issues specific to the records of this creating body in relation to accessibility, security, data privacy, and FOIA?

11. With respect to the recordkeeping system represented in the InterPARES 2 Chain of Preservation model, what level of complexity is needed by the creating body?