InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

GRADUATE RESEARCH ASSISTANTS HANDBOOK

Version 2.0

Document Control

Version history			
Version	Date	By	Version notes
1.0	2010-01-23	J. Borland, A. van Dijk	Discussion draft.
1.1	2010-02-08	R. Preston	Content and copy edits, incorporation of edits received from L. Duranti and others.
2.0	2011-03-24	R. Preston	Content edits; major revision of payroll section.

Table of Contents

Table of Figures

InterPARES: Project History and Goals, Components and Expected Products

Project History and Goals

The International Research on Permanent Authentic Records in Electronic Systems (InterPARES) is an international, multidisciplinary research project that aims to develop the knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form and providing the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity.

The Project began in 1999, and developed into three phases: InterPARES 1 (1999-2001), InterPARES 2 (2001-2007), and now InterPARES 3 (2007-2012).

Goals of InterPARES 1 and 2 (1999-2007)

To develop the body of theory and methods necessary to ensure that digital records produced in databases and office systems as well as in dynamic, experiential and interactive systems in the course of artistic, scientific and e-government activities can be created in accurate and reliable form and maintained and preserved in authentic form, both in the long and the short term, for the use of those who created them and of society at large, regardless of technology obsolescence and media fragility.

Why InterPARES 3?

A study of the effectiveness of workshop and seminar experiences for increasing archivists' skills in digital preservation and their ability to implement these skills in their repositories has shown that very few participants were able to implement these skills once they returned to their work environments. In addition, several commentators have questioned the downward scalability of the recommendations of InterPARES 1 and 2 and their applicability to low resources environments.

Goal of InterPARES 3 (2007-2012)

To enable small and medium sized, and low resources public and private archival organizations and programs (units within records creating organizations), which are responsible for the digital records resulting from government, business, research, art and entertainment, social and/or community activities, to preserve over the long term authentic records that satisfy the requirements of their stakeholders and society's needs for an adequate record of its past.

InterPARES 3: Project Components

1. **Research:** development of new knowledge through short-term and long-term projects, including general studies and case studies related to policy, records or systems;

2. **Education and training:** in the context of research projects, students apprenticeships,

activities credited as part of coursework, etc.; and, with regard to the new knowledge developed, the production of curricula, syllabi, course modules and teaching materials; and

3. **Knowledge-mobilization:** conference presentations, workshops, seminars, colloquia, policy manuals and other publications, public lectures, etc., that meet the needs of both academic and community partners.

InterPARES 3: Expected Products

Research Components:

- **Policies, strategies and procedures** for archival organizations or programs, and **guidelines** for the records creators whose records fall under their responsibility;

- **Action plans** for the specific case studies carried out in the course of the project;

- **Analysis of the validity, applicability or adaptability of action plans** developed in the specific cases studied to different organizations, contexts or countries;

- **Comparison among the action plans** developed for the preservation of records at different stages in their lifecycle (i.e., planning, creation, use, maintenance, modification, preservation);

- **Criteria to determine "most-at-risk" materials** - like a checklist of age (e.g., date created, date last accessed), physical carrier, operating system, software used, equipment required and its availability, etc.;

- **Guidelines for addressing digital preservation requirements** that apply to specific types of records, but not to other materials;

- **Evaluation models for assessing the degree of success**, if any, of the chosen preservation action;

- **Cost-benefit models** for various types of archival organizations or programs and for various kinds of records and/or systems; and

- **Ethical models** that identify and make explicit the consequences for individuals and society of types of preservation measures or lack thereof.

Education and Training Components:

- A refined body of **theoretical and methodological knowledge** on digital preservation, communicated in conference papers, symposia and refereed publications; and

- **Training and education modules** for archival organizations or programs (e.g., in-housetraining kits), professional associations (e.g., workshop programs) and university programs (e.g., course syllabi or specialized curriculum); and **awareness and education**

modules for non archivists, such as IT professionals, vendors and service providers; human resources and financial managers; doctors, communities of practice, members of the general public, etc.; and **a strategy for delivering them**.

Knowledge-Mobilization Components:

1. Individually published studies on organizational culture, e-mail preservation, Web 2.0 records, open source software and other major issues that affect all archival organizations and programs;

2. Conference presentations and workshops; articles in scholarly and professional journals;

3. A dedicated **Web site** providing small and medium sized and low resources archival organizations worldwide with good practical knowledge, internationally developed and shared, concrete examples of successful implementation, models of preservation costs, of programs evaluation, of ethical preservation behaviours, etc., bibliographic and terminological databases;

4. **Position papers** directed to key regulating, auditing and policy-making bodies, advocating the vital need of embedding planned digital preservation in the requirements they issue for the activities they regulate, audit or control; and

5. **Manuals of procedure** for test-bed organizations, which can be adapted for use by other similar organizations.

InterPARES 3 Research Methodology: Action Research

Action Research requires the researchers to place themselves within an archival environment to gain the cultural perspective of those responsible for records. The creators of records, their users, and archivists form a community of practice—the archival environment—for which social interaction creates meaning and defines values (an expert on organizational culture should be part of the research team).

This research methodology involves collaborative dialogue, participatory decision-making, inclusive democratic deliberation and maximal participation and representation of all relevant parties. By doing so, the research becomes practical, reflective, pragmatic action directed toward solving real-world problems. The research subjects become co-participants and stakeholders in the process of inquiry, and, together, stakeholders and action researchers pool their knowledge and skills to jointly define the research objectives and goals, and the strategies for achieving them.

InterPARES 3: Project Organization and Responsibilities

Project Organization – The TEAM Canada Context[1]

Within TEAM Canada, there are three basic categories of participants: researchers, institutional partners, and governance units. For a more complete overview of TEAM Canada, please see the TEAM Canada Web page on the restricted InterPARES Web site at: http://www.interpares.org/ip3/ip3_index.cfm?team=1.

Researchers

Key Academic Researchers/Academic Advisors (listed in alphabetical order)

- Sandie Bradley, IBLC 489 / (604) 925-2573 / harwoodinfo@telus.net
  - Responsible for the case studies that focus on records management.

- Ron Cenfetelli, Assistant Professor, UBC Sauder School of Business / (604) 822-9552 / ron.cenfetelli@sauder.ubc.ca
  - With Vicki Lemieux, responsible for the Organizational Culture General Study and the case studies that present such issue.

- Luciana Duranti, IBLC 481 / (604) 822-2587 / luciana@interchange.ubc.ca
  - Responsible for all studies, together with the other academic advisors, except for those which are individually assigned to a specific advisor as his or her direct responsibility. She is also the person who provides the final approval for every text produced by the GRAs.

- Patricia Franks, Associate Professor, School of Library & Information Science, San Jose State University / (408) 924-2490 / pfranks@slis.sjsu.edu
  - Responsible for advising on the Web 2.0 General Study.

- Vicki Lemieux, IBLC 488 / (604) 822-9199 / vlemieux@interchange.ubc.ca
  - With Ron Cenfetelli, responsible for the Organizational Culture General Study and the case studies that present such issue.

- Evelyn McLellan, Systems Archivist, Artefactual Systems / (604) 527-2056 / evelyn@artefactual.com
  - Responsible for the Open Source Records Management Software General Study and the City of Vancouver Case Study.

- Stuart Rennie, Barrister and Solicitor & Records Management Consultant / (604) 949-1490 / stuart_rennie@telus.net
  - Responsible for the legal component of every case study.

[1] Note: The Categories of Membership presents the TEAM Canada context only. For an overview of the greater organizational context, see the InterPARES Organizational Policy, available on the restricted Web site at http://www.interpares.org/rws/rws_proj_org.cfm.

- Joe Tennis, Assistant Professor, The Information School of the University of Washington / (206) 616-2542 / jtennis@u.washington.edu
    - Responsible for the metadata component of every case study.

- Helen Tibbo, Professor, School of Information and Library Science, UNC at Chapel Hill / (919) 962-8063 / tibbo@unc.edu
    - Responsible for advising on the education modules.

The Academic Researchers/Academic Advisors are those faculty or adjunct faculty who are knowledgeable about and make a significant contribution to the intellectual direction of the research, and thus play a significant role in the conduct of the research. In their capacity as Academic Advisors, these individuals are the primary contact for the GRAs for any questions about the research (and the research methodology) in relation to the work that they are doing for the project, particularly with respect to the content of project reports and supporting instruments that they are responsible for drafting (contextual analysis, research questions, diplomatic analysis, modeling, interview questions and questionnaires, etc.).

Professional/Community Researchers
The Professional/Community Researchers (a.k.a., test-bed representatives or liaisons) are those individuals within each test-bed organization with some level of responsibility for digital preservation in their respective organization and who, therefore, are in a position to facilitate development of the intellectual direction, content, methodology and products of their respective case study research.

The test-bed representatives are the primary contact for GRAs for questions regarding all test-bed-related needs and requirements. They also are the individuals who the GRAs should contact to arrange and schedule meetings between the GRAs, the test-bed representative and/or other members of the test-bed organization (e.g., other employees with whom interviews may be required during the course of the case study research).

The test-bed representatives may also, as necessary, assist the GRAs with drafting the various case study reports. They are, in all cases, responsible for reviewing and 'signing off' on all draft case study reports produced by the GRAs, prior to the GRAs submitting the reports to the Project Coordinator for review by the Academic Advisors. This is to ensure that the test-bed representative has read all of the reports generated for a case study and is satisfied that the content of each is accurate, pertinent and complete and that it does not contain any 'sensitive' information that the test-bed does not wish to be released to the other researchers in the project (eventually, all case study reports are made available to, and are reviewed by, all TEAM Canada researchers during the bi-annual Plenary Workshops).

In many instances, test-bed representatives also are willing and able to provide the GRAs with intellectual guidance, in addition to the more 'administrative' duties outlined above. However, given the inherent variability in the organizational and operational factors that are associated with each test-bed environment, the actual level of involvement of each test-bed representative will vary from one case study to another, which is something that GRAs will need to factor in when scheduling and carrying out their case study tasks.

For an up-to-date list of the names of the Professional/Community Researchers, their test-bed affiliations and their contact information, please refer to the "TEAM Canada Membership" document.[2]

Graduate Research Assistants (GRAs)
GRAs are integral members of TEAM Canada and of the project as a whole and are responsible for carrying out research activities under the guidance of the Academic Advisors, the Professional/Community Researchers and the Project Coordinator.

Because InterPARES is a large, complex research project with a steep learning curve, it is expected that GRAs will commit for a period of at least two full academic semesters.

Collaborators

- Patricia Franks, San Jose State University / pfranks@slis.sjsu.edu
- Yvette Hackett, Library and Archives Canada / yhackett@lac-bac.gc.ca
- Richard Marciano, University of North Carolina at Chapel Hill / marciano@email.unc.edu
- John McDonald, consultant / john.mcdonald@rogers.com
- Evelyn McLellan, Artefactual Systems / evelyn@artefactual.com
- Helen Tibbo, University of North Carolina at Chapel Hill / tibbo@email.unc.edu

Collaborators are individuals who have a special expertise in some parts of the research and who are called upon to contribute to the project as needed.

Institutional Partners

Test-bed Partners
The Test-bed Partners are the organizations that are the locus and subject of the research and for whom the outcomes of the research are produced. Through their nominated representative(s), they contribute to the intellectual direction, content, methodology and products of the research, and write a letter of commitment to that effect. With respect to the research itself, each Test-bed Partner is responsible for identifying either: (1) an existing body of digital material within the holdings of the organization for which a preservation plan will be developed, or (2) a body of digital material that the organization anticipates acquiring in the near future for which a preservation plan will be developed. Analysis of the identified materials and/or records management needs and requirements constitute a case study. To the degree possible, test-beds are encouraged to identify and engage in more than one case study during the duration of the 5-year project.

For an up-to-date list of Test-bed partners and the names and contact information of their nominated representatives, please refer to the "TEAM Canada Membership" document.[3]

Resource Partners
Resource Partners are non-test-bed organizations that have an expertise in part or all of the research areas of the project, or in specific case studies or general studies. Resource Partners are

[2] Available on the restricted Web site at http://www.interpares.org/rws/rw3_teams_info.cfm?TEAM=1. Click on the "Complete list of TEAM Canada members and their affiliations" link.
[3] Ibid.

committed to sharing their expertise, and provide regular input and feedback through the Web site working spaces, and at the face-to-face research workshops.

For an up-to-date list of Resources Partners and the names and contact information of their nominated representatives, please refer to the "TEAM Canada Membership" document.[4]

Governance Units

Special Advisory Committees

<u>*Steering Committee*</u>

- *Luciana Duranti*
  Affiliations: InterPARES Project Director / Professor, School of Library, Archival & Information Studies, The University of British Columbia
  Responsibilities: Committee Chair / University Representative

- *Alexandra Bradley*
  Affiliations: Consultant, Harwood Associates / Adjunct Faculty, School of Library, Archival & Information Studies, The University of British Columbia
  Responsibilities: Professional/Community Representative / University Representative

- *Ian Forsyth*
  Affiliations: University Archivist and Information and Privacy Coordinator, Simon Fraser University; Past President, Canadian Council of Archives
  Responsibilities: Professional/Community Representative / Resource Partner Representative

- *Krisztina Laszlo*
  Affiliations: Archivist, Museum of Anthropology / Morris & Helen Belkin Art Gallery
  Responsibilities: Professional/Community Representative

- *Evelyn McLellan*
  Affiliation: Systems Archivist, Artefactual Systems
  Responsibilities: Professional/Community Representative

- *Alexandra Allen*
  Affiliation: InterPARES Project Coordinator
  Responsibilities: Ex-officio member

The Steering Committee meets four times each year to provide the intellectual and administrative direction of the research; to set the agendas for the bi-annual Plenary Workshops; to formally recruit or accept new partners or collaborators; to assess partial results; to respond to external requests (e.g., comment on papers, standards, legislation, etc.); to identify the TEAM Canada issues that need to be presented to the International Alliance for discussion by all TEAM Directors at the bi-annual International Summits; and to make any other decisions having an impact on the project as a whole.

[4] Ibid.

Dissemination Committee
The current membership of the Dissemination Committee is the same as listed above for the Steering Committee, plus:

- *Jean-Pascal Morghese*
  Affiliation: InterPARES Technical Coordinator
  Responsibilities: Ex-officio member

The Dissemination Committee meets four times each year to oversee all knowledge-mobilization-related activities of TEAM Canada. The Committee's primary responsibilities are to provide the intellectual and administrative direction for dissemination of the Project's findings and products; to develop the Project's overall dissemination strategy; to oversee development of the Project's written dissemination products (manuals, guidelines, etc.); to identify the most relevant and effective dissemination venues and opportunities for oral dissemination activities (conferences, symposia, workshops, etc.); to formally recruit Project members and, as appropriate, professionals external to the Project, for dissemination activities; and to make any other decisions having an impact on the Project's dissemination activities as a whole.

In general, dissemination opportunities and activities are discussed at every TEAM workshop and International Summit. For TEAM Canada, this results in a recommended dissemination plan being developed and revised every six months. These recommended dissemination plans are then reviewed and acted upon by the Dissemination Committee.

Terminology Committee

- Corinne Rogers (Chair)
- Luciana Duranti
- John McDonald, private consultant
- Jane Morrison, Archivist, University of Victoria
- Alexandra Allen (Ex-officio member)
- Jean-Pascal Morghese (Ex-officio member)

The Terminology Committee oversees all terminology-related activities of TEAM Canada. The Committee's primary responsibility is to provide the intellectual and administrative direction for the Project's Terminology Database and to review submitted candidate terms and definitions to determine if they warrant inclusion in the Terminology Database. At present, the Terminology Database contains three terminological instruments: a Dictionary, a Glossary and a Register.

The Dictionary is a tool used to facilitate interdisciplinary communication. It contains multiple definitions for terms from multiple disciplines. By using this tool, researchers can see how Archival Science deploys terminology compared to Computer Science, Library and Information Science, the Arts, etc. All entries in the Dictionary follow a standard format: term, part of speech (e.g., noun, verb, etc.), definition, disciplinary classification and citation.

The Glossary is the authoritative list of the key terms, and their definitions, that are used in the project. The Glossary is smaller than the Dictionary because it includes only the meaning in which each term is used *within the context of the InterPARES 3 research*. When used together, the Dictionary and Glossary allow the findings of InterPARES 3, which are cast in InterPARES-specific terminology, to be understood and/or recast in the language of each of the various disciplines involved in the Project.

The Register serves as a holding place for all submitted terms, regardless of whether they are approved for inclusion in the Glossary and/or Dictionary.

Although any member of the Project can identify a new "candidate" term that s/he believes requires a definition, it is the Graduate Research Assistants and the Professional/Community Researchers who are primarily tasked with reviewing all project reports for which they are responsible to identify candidate terms that they think should be included in the Terminology Database, especially the Glossary, or existing terms that they think require new, modified or supplementary definitions. Candidate terms are submitted via the online submission form available on the Terminology Database page of the restricted Web site.[5]

The actual process for submitting candidate terms is outlined in the IP3 TEAM Canada document entitled "Procedure for the Identification, Submission, Review and Approval of Terms and Definitions for the InterPARES Terminology Database."[6]

Project Administration and Staff

Project Director

- Luciana Duranti, IBLC 481 / (604) 822-2587 / luciana@interchange.ubc.ca

The Project Director is the formal international representative of the InterPARES 3 Project, and of TEAM Canada. The Director is responsible for the overall intellectual and administrative direction of the InterPARES 3 Project research, the setting of agendas for and chairing the Plenary workshops and supervising the Project Coordinator (Alexandra Allen) and the Technical Coordinator (Jean-Pascal Morghese). The Project Director is also an Academic Advisor.

Project Coordinator

- Alexandra Allen, IBLC 482 / (604) 822-2694 / alexandra@interpares.org

The Project Coordinator supervises the InterPARES Project Assistant and the activities of the GRAs, coordinates and facilitates the research activities of the project and manages the budget, schedules and records of the project. The Project Coordinator is also responsible for:

- recruiting, training and the logistic supervision of the GRAs;
- organizing project meetings and workshops;
- compiling the official record of the proceedings of project meetings and workshops;
- directing communication and information exchange between TEAM Canada members and members of the InterPARES 3 International Alliance;
- overseeing the activities of all TEAM Canada test-beds, resource partners and International Alliance members to ensure that their research and knowledge-mobilization activities are coordinated; and
- administering and coordinating the ongoing recruitment of new TEAM Canada test-beds, resource partners and International Alliance members.

[5] See http://www.interpares.org/rws/rws_terminology.cfm.
[6] Available on the restricted Web site at http://www.interpares.org/rws/rws_terminology.cfm.

The Project Coordinator is the primary contact for the GRAs for:

- questions regarding project policies;
- internal records management issues;
- document formatting;
- project Web site content;
- project dissemination activities and publicity;
- the online ethics tutorial;
- information about TEAM Canada Plenary Workshops and GRA meetings and workshops; and
- contact with members of the International Alliance, etc.

Technical Coordinator

- Jean-Pascal Morghese, IBLC 482 / (604) 822-3774 / jp@interpares.org

The Technical Coordinator manages the technical infrastructure required to administer the InterPARES Project and to carry out its research activities by:

- developing customized information systems to store and process research data;
- training GRAs in the use of the IDEF0 modeling software, facilitating modeling sessions for research teams, and maintaining information models;
- managing business productivity systems and tools, providing graphic design services (including providing access to project-related identity resources, such as the project logo, TEAM banners, PowerPoint templates, etc.);
- acting as Webmaster for the project Web site; and
- providing local systems support.

The Technical Coordinator also provides presentation support to project participants; this may include formatting presentations and publications, making documents available to project participants, or assisting with any technology-related activities or problems.

The Technical Coordinator is the primary contact for GRAs for questions regarding:

- project Web site access, use and functionality (including data entry for the various online project databases);
- access to project listservs;[7]
- use of project equipment (digital voice recorder, GRA laptop);[8]
- use of project software (e.g., the IDEF0 modeling software);
- conversion of documents; and
- production of graphics-related resources and any other technology-related issues.

Project Assistant

- Sandy Orr, IBLC 482 / (604) 822-1458 / sandy@interpares.org

The Project Assistant is responsible for providing administrative and accounting support to the project by:

- processing financial forms;

[7] Please refer to the sub-sections entitled "**Listserv**" and "**Listserv Messages**" for general information about the project listservs and for instructions on joining them.
[8] Please refer to the sub-section entitled "**InterPARES Equipment**" for general information about using project equipment.

- monitoring grant accounts;
- assisting with budget planning;
- making arrangements for project events;
- maintaining current project information and lists; and
- performing other administrative and clerical duties as required.

The Project Assistant is the primary contact for GRAs for questions regarding:

- payroll and time sheets;
- expense claims;
- conference travel and accommodation arrangements; and
- appointment and termination forms, etc.

InterPARES Project Contact Information

Mailing Address

InterPARES 3 Project
Suite 470 - 1961 East Mall
Vancouver, BC V6T 1Z1
CANADA

Web site

http://www.interpares.org

Telephone/fax numbers

604.822.2694 / 604.822.6006

GRA Hiring Paperwork

Once your application has been reviewed and your appointment as a GRA has been accepted, your first task is to complete the administrative paperwork that is required to officially establish your appointment as a GRA and to ensure that you are setup with payroll through Financial Services. As outlined below, the actual paperwork required will vary depending on whether you are a Canadian citizen/landed immigrant/permanent resident or an international student:

Canadian Citizens/Landed Immigrants/Permanent Residents

- Complete the *GAA Appointment Information* form (see Appendix 1)[9] and submit the completed form to the InterPARES Project Assistant; and

- Complete the *UBC Payroll Direct Deposit* form (see Appendix 2)[10] and submit the completed form, together with a void cheque, to the InterPARES Project Assistant.

  Note: It may take Financial Services several weeks to process the direct deposit form; thus, depending on when the form is submitted, there may be some delay receiving your first pay deposit.

  Note: If you already are registered with UBC Payroll (e.g., due to a previous UBC work study appointment), you do not need to resubmit a UBC Payroll Direct Deposit form (unless you have changed banks or wish to have your paycheque deposited into a different account than the one you indicated on your original UBC Payroll Direct Deposit form). Instead, simply inform the Project Assistant that you already are registered with UBC Payroll and let her know your UBC Employee ID number.

International Students

The paperwork process for international students is slightly more extensive. International students must first acquire a Canadian Social Insurance Number (SIN) from the Government of Canada before they can be officially hired by InterPARES. To obtain a SIN and complete the hiring paperwork, international student GRAs must first submit the following information to the InterPARES Project Coordinator:

- local address;
- date of birth;
- Study Permit number;[11]
- the date that Study Permit was signed; and
- the date that Student Permit is valid until.

In addition, international student GRAs must submit a photocopy of their Study Permit to the InterPARES Project Assistant.

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[9] A fillable PDF version of this form is available on the restricted TEAM Canada Web site at http://www.interpares.org/rws/rws_gra_information.cfm?idocs=1.
[10] Ibid.
[11] Note: This is the 8-digit number identified as "Client ID." on your Study Permit form.

After the Project Coordinator receives this information, s/he will issue two copies of a Letter of Appointment. Please sign and date both copies and submit one signed copy to the InterPARES Project Assistant. The other signed copy should be taken, along with a valid passport and Study Permit, to the local Service Canada Centre to apply for a SIN. The application is free and the process is simple and straight forward; typically, applicants will receive their SIN on the spot at the Service Canada Centre.

For more information on the SIN application process, and for the location of the Service Canada Centre nearest you, please see the Service Canada Web site at:
http://www.servicecanada.gc.ca/eng/sc/sin/index.shtml

Once a SIN has been issued, international student GRAs must then:

- Complete the *GAA Appointment Information* form (see Appendix 1)[12] and submit the completed form to the InterPARES Project Assistant; and

- Complete the *UBC Payroll Direct Deposit* form (see Appendix 2)[13] and submit the completed form, together with a void cheque, to the InterPARES Project Assistant.

  Note: It may take Financial Services several weeks to process the direct deposit form; thus, depending on when the form is submitted, there may be some delay receiving your first pay deposit.

Note: If you already are registered with UBC Payroll (e.g., due to a previous UBC work study appointment), you do not need to resubmit a UBC Payroll Direct Deposit form (unless you have changed banks or wish to have your paycheque deposited into a different account than the one you indicated on your original UBC Payroll Direct Deposit form). Instead, simply inform the Project Assistant that you already are registered with UBC Payroll and let her know your UBC Employee ID number.

TCPS Research Ethics Tutorial

Prior to commencing work for InterPARES, all GRAs are required to complete the *Tri-Council Policy Statement (TCPS): Ethical Conduct for Research Involving Humans* Tutorial. The TCPS describes the principles, standards and procedures governing research involving human subjects and applies to all research involving humans that is conducted within or by members of research institutions administering funds awarded by SSHRC (among other granting bodies). The primary objective of the Tutorial is to educate the research community about the TCPS. The Tutorial is administered online (http://www.pre.ethics.gc.ca/english/tutorial/) and takes approximately two hours to complete. You may take the entire Tutorial in one session, or you may complete it in a number of sessions. When you have completed all sections of the Tutorial, please be sure to print out a "Certificate of Completion" (you will be asked to submit your name to be printed on the certificate) and drop it off with the Project Assistant in the InterPARES office.

Note: The time spent taking the tutorial is billable, so be sure to keep track of your hours so that you can submit them with your first time sheet.

[12] A fillable PDF version of this form is available on the restricted TEAM Canada Web site at http://www.interpares.org/rws/rws_gra_information.cfm?idocs=1.
[13] Ibid.

GRA Assignments

Introduction

When first hired, all GRAs are required to attend an orientation meeting. At this meeting, new GRAs are briefed on all of the project's current and near-future research studies and on which of those studies currently are in need of one or more GRAs. At this point, new GRAs are given an opportunity to request to be assigned to one or more of the available studies. Every effort will be made to try to accommodate specific requests; however, if this is not possible, the Project Coordinator will, in consultation with the Academic Advisors, assign new GRAs to whichever available study they feel best suits a GRA's interests, knowledge and past work experiences. At any time, should a position become available on another study to which you would like to assigned, you are welcome to submit a request to the Project Coordinator to be assigned to that study. Likewise, whenever a new position becomes available, the Project Coordinator will send out a request for 'volunteers' to the GRA listserv. The Project Coordinator may also contact you directly should s/he feel that you are uniquely qualified for an available position.

Case Studies

Within the context of InterPARES, a case study is an investigation that focuses on the records and/or records management activities of a *specific records creator* (i.e., a text-bed, or an administrative unit within a test-bed). The primary purpose of a case study is to gather as comprehensive an understanding as possible of the *creator-specific* activities creating the records, their purpose, their phases and the component actions, their by-products and their structure, their context, their technological environment and their use, so that a creator-specific *preservation action plan* can be developed. Ultimately, it is hoped that each creator-specific preservation action plan can be adapted for use by other organizations that have similar contexts.

There are three types of InterPARES case studies:

1. Those dealing with specific groups or types of records;
2. Those dealing with record/information systems; and
3. Those dealing with policies.

The case studies are carried out by teams of researchers purposely constituted for each case study. Each case study involves collaboration with an InterPARES test-bed research partner. A typical case study research team includes multiple GRAs, one Professional/Community Researcher (a.k.a., test-bed representative), one Academic Advisor, and, if needed, a Resource Partner representative. In most situations, the GRAs assigned to a case study work most directly with each other and with the test-bed representative, carrying out specific tasks (primarily data collection and report writing) assigned to them. In most cases, these tasks, and the specific methodologies used to fulfill them, are established by the Academic Advisor assigned to the case study and/or by group consensus of all TEAM Canada researchers at the bi-annual Plenary Workshops. Please note that, although each case study's test-bed representative is free (and indeed encouraged) to make recommendations regarding research methodologies and the tasksassigned to the GRAs, if proposed outside of the bi-annual Plenary Workshops, these recommendations must first be reviewed and approved by the Academic Advisor assigned to the case study. Always remember that you are employed by the InterPARES Project and not by the test-bed organization on whose case study you have been assigned to work.

GRAs support the research of the co-investigators in that they collect data following the directions provided either by their supervisor or by Randy, who always consults with the supervisor and me anyway. Also, if the GRAs disagree in their understanding of the directions they have been given, they go to their supervisor

For research-related questions or concerns regarding any aspect of a case study task assigned to you, including research methodology and the intellectual content of the report(s) or other research products generated by that task, you should contact the Academic Advisor assigned to the case study. For administrative-related questions or concerns, such as case study research policies, report formatting, billable vs. non-billable activities, travel and expense reimbursements, or acquisition of equipment and supplies, you should contact the Project Coordinator. For questions regarding technology support issues, such as the use of the GRA laptop and project software, or the creation and use of Web support tools (e.g., case study Wikis), you should contact the Project Technical Coordinator.

General Studies

In contrast to a case study, a *general study* is an investigation of a records management or preservation issue that is not directly related to a specific records creator. The primary purpose of a general study is to gather as comprehensive an understanding as possible of a more-or-less universally-relevant records management and records preservation issue that can be used to inform the preservation action plans that are developed for the case studies. In some cases, general studies are undertaken to help the InterPARES researchers fill particular gaps in their understanding of certain records management and records preservation issues, especially constantly evolving or newly-emerging issues (e.g., national/international standards; open source records management software; Web 2.0). In other cases, the goal of a general study is to establish a common baseline of understanding to which all project researchers can refer (e.g., the Terminology Database).

There are three types of general studies:

1. Studies carried out by **one TEAM or a group of TEAMs for the benefit of all TEAMS** (e.g., Review of Digital Preservation Projects, Annotated Bibliography of International Standards, E-mail Preservation);

2. Studies in which **all TEAMs** take part (e.g., Terminology Database); and

3. Studies conducted by **one TEAM** that will prove **useful for that TEAM only** (e.g., Annotated Canadian Standards).

A typical general study research team includes a couple of GRAs, one Academic Advisor, and, if needed, a Resource Partner representative. GRAs working on a general study are assigned specific tasks to carry out (again, primarily data collection and report writing). In most cases, these tasks, and the specific methodologies used to fulfill them, are established by the Academic Advisor assigned to the general study and/or by group consensus of all TEAM Canada researchers at the bi-annual Plenary Workshops.

For research-related questions or concerns regarding any aspect of a general study task assigned to you, including research methodology and the intellectual content of the report(s) or other research products generated by that task, you should contact the Academic Advisor assigned to the general study. For administrative-related questions or concerns, such as general study research policies, report formatting, billable vs. non-billable activities, travel and expense reimbursements, or acquisition of equipment, software and supplies, you should contact the Project Coordinator. For questions regarding technology support issues, such as the use of the GRA laptop and project software, or the creation and use of Web support tools (e.g., general study Wikis, online surveys), you should contact the Project Technical Coordinator.

GRA Responsibilities

Research Duties and Activities

The InterPARES 3 GRAs are integral and vital members of the various studies to which they are assigned, and to the project as a whole. They are responsible for providing support in a range of research activities under the guidance of the Academic and Professional/Community researchers. The primary activities of the GRAs involve collecting research data through various means—including, for example, examination of test-bed documents and records, in-house interviews of test-bed employees, surveys and literature reviews—conducting preliminary data analyses and presenting those analyses in various research reports (contextual analyses, research questions reports, diplomatic analyses, activity models, action item reports, annotated bibliographies, etc.). GRAs are also responsible for presenting synopses of their research activities and findings to the other TEAM Canada researchers at the bi-annual Plenary Workshops. In some cases, GRAs are also called upon to present the research that they have contributed to at other local, national and international workshops or conferences.

Examples of common research duties and activities include:

- reviewing the key products and publications from InterPARES 1 & 2 as the fundamental reference for any report to be written (for more information, see the section entitled **GRA Training Activities and Resources**);
- collecting case study contextual data on the assigned case study/test-bed;
- reading relevant information/documents about the assigned general study or case study/test-bed;
- meeting with case study test-bed representatives to discuss data, requirements and objectives;
- drafting assigned documents and reports;
- submitting assigned documents and reports for review to the test-bed representatives, Project Coordinator, and Academic Advisors;
- participating in, and presenting findings at, the bi-annual Plenary Workshops (for more information, see the section entitled **Plenary Workshops**);
- participating at weekly Brown Bag Seminars (this is an optional activity; for more information, see the section entitled **Brown Bag Seminars**);
- attending and presenting at external conferences; and
- authoring or co-authoring articles with other project researchers.

Professional Conduct

InterPARES 3 GRAs are expected, at all times, to represent the project in a positive and professional manner to the staff and faculty of the School of Library, Archival and Information Studies, the research community, the community at large and to other InterPARES staff members and co-investigators. To this end, GRAs are expected to models skills and behaviours expected of all members of the project: excellent communications skills, integrity, initiative, attention to detail, flexibility and respect for and tolerance of the professional and/or academic ideas and opinions expressed by other members of the project. It is important to understand that the project's research, like all research, proceeds by trial and error and that making errors is an inevitable and important part of the research process. Accordingly, it is important that, as fellow researchers in this project, GRAs are able and willing to welcome constructive criticism and to reflect positively on any remark or suggestion.

Human Subjects and Data Protection

All InterPARES 3 Project members, including GRAs, must comply with the Human Subjects and Data Protection policies and regulations of their employer, legal jurisdiction and funding agency. Links to Institutional Human Subjects and Data Protection policies for some of the academic institutional partners of the InterPARES 3 Project are provided below.

Links to Institutional Human Subjects and Data Protection Policies
University of British Columbia

- www.universitycounsel.ubc.ca/policies/policy87.htm
- www.universitycounsel.ubc.ca/policies/policy89.htm

University of Victoria

- http://web.uvic.ca/uvic-policies/pol-1000/1250RSIH.html

Simon Fraser University

- www.sfu.ca/policies/research/r20-01.htm

If at any time you are unclear about any aspect of a task to which you have been assigned, or disagree with some aspect of the task, you should seek clarification from your Academic Advisor and follow up with the Project Coordinator.

InterPARES 3 Research Workshops and Seminars

Plenary Workshops
Twice each year, all TEAM Canada researchers (including GRAs), resource partners and collaborators, gather together for a 3-day-long, face-to-face research workshop (TEAM Canada Plenary Workshop) to discuss, debate and reflect on the research from each case and general study to date, to receive feedback and input, to develop plans of action, to review tests and to plan the research direction and activities for the next six months. GRAs are strongly encouraged to participate in these research workshops, which are held in Vancouver in late November and late May.

GRA Responsibilities for the Plenary Workshops
To prepare for the Plenary Workshops, GRAs are expected to have all the assigned action items (data gathering and, as applicable, reports) drafted and ready to be posted to the restricted side of the InterPARES Web site 30 days prior to the start of each Plenary. This means that GRAs must begin the research process as soon as possible if the 30-day target period is to be met. For more information on the research process, see the section entitled **Step-by-Step Guide to the Case Study Research Phases**.

You are expected to present a summary of your research findings (action items) to the entire TEAM for each case/general study to which you are assigned. This involves preparing, together with any other GRAs assigned to the same study, a short PowerPoint presentation using IP3's

PowerPoint Template (the PPT template is on the GRA Web page). In general, the presentations should be between 5 and 10 minutes in length. However, some case studies will have more action items than others and may require more time to summarize. The presentation should be concise and cover the salient points of the research to date and emphasize the issues to be discussed following the presentation. For examples of Plenary Workshop GRA presentations, see the presentations from past Plenary Workshop. These are available on the restricted TEAM Canada Web site at www.interpares.org/rws/rws_wksp_document.cfm.

The Plenary Workshops are also an opportunity for GRAs to engage in discussion and debate with the other researchers resource partners and collaborators, especially those who reside in the United States or in other parts of Canada and who are not always readily accessible.

Brown Bag Seminars

Brown Bag Seminars are one-hour sessions planned for the purpose of encouraging GRAs to:

- share the knowledge acquired in the course of their research and discuss ideas;
- inform each other of their InterPARES activities; and
- ask questions of each other, the InterPARES Director and Academic Advisors and the Project Coordinator.

The Brown Bag Seminars are informal sessions held to facilitate an engaging research environment. All GRAs are strongly encouraged to attend; however, participation is entirely voluntary and GRAs will not be paid for attending these seminars. Information about the time and location of the Brown Bag Seminars is announced on the InterPARES 3 GRA listserv.

The Brown Bag Seminars are traditionally organized by a GRA who has volunteered for that task. This GRA coordinates with the Project Coordinator and with the Project Director as to a suitable date and time. S/he books a meeting room and sends out a reminder e-mail about the upcoming meeting to the GRA listserv (ip3-gaa@interchange.ubc.ca) approximately three days in advance.

GRA Training Activities and Resources

Training Activities

GRAs receive active training in the form of InterPARES-sponsored workshops and tutorials. These include the GRA recruitment, the new GRA orientation, IDEF0 modeling tutorials, diplomatic analyses tutorials, etc.

Additionally, GRAs receive passive training through reviewing the previous research and findings of InterPARES 1 and InterPARES 2, reviewing the current research documents of InterPARES 3, doing the ethics tutorial, and by attending and presenting at the Plenary Workshops. An overview of the key InterPARES 1 and 2 products and publications is provided below. All of these resources can be found on the public side of the InterPARES 1 and 2 Web sites.

Training Resources

InterPARES 1 & 2 Key Products and Publications

Template for Analysis

- Provides a decomposition of a digital record into its four necessary constituent parts (i.e., documentary form, annotations, contexts and medium)

Benchmark and Baseline Requirements

- Requirements for assessing and maintaining the authenticity of digital records

Policy Framework

- A framework of principles guiding development of policies for records creating and preserving organizations

File Format Selection Guidelines

- Principles and criteria for adoption of file formats, wrappers and encoding schemes

Creator Guidelines

- Recommendations for making and maintaining digital materials for individuals and small communities of practice

Preserver Guidelines

- Recommendations for digital preservation for archival institutions

Terminology Database

- Including a glossary, a dictionary and ontologies for interrelated terms

Two Records Management Models

- Chain of Preservation (COP) Model (records lifecycle)
- Business-driven Recordkeeping (BDR) Model (records continuum)

InterPARES Books

InterPARES has published two books. Both books are available freely in digital format on the public InterPARES 1 and 2 Web sites; however, printed copies also are available and can be purchased from the Project Assistant at a special GRA discount.

- Duranti, Luciana, ed. (2005), *The Long-Term Preservation of Authentic Electronic Records: The Findings of the InterPARES Project* (San Miniato: Archilab). PDF version at http://www.interpares.org/book/index.cfm

  Cost with GRA discount: $40.00

- Duranti, Luciana and Alexandra Allen, eds. (2008), *International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2: Experiential, Interactive and Dynamic Records* (Padova, Italy: Associazione Nazionale Archivistica Italiana, 2008). PDF version at http://www.interpares.org/ip2/book.cfm

  Cost with GRA discount:
  For correct cover version: $60.00
  For incorrect (i.e., Archivi) cover version: $30.00

InterPARES Library

The InterPARES office maintains a small library of books, journals, national and international standards, guidelines, etc., all of which are available for use by GRAs. Please inform one of the InterPARES office staff when borrowing a library resource.

InterPARES Equipment

Please inform one of the InterPARES office staff when borrowing any InterPARES equipment.

GRA Laptop

If you: (a) have any questions about using the laptop or any of the software installed on it (e.g., BPWin, the IDEF0 modeling application), (b) wish to have another software application installed, or (c) encounter any hardware or software problems while using the laptop, please see the Project Technical Coordinator.

Note: The login password for the GRA laptop user account is "ip3gra" (without the quotes).

Digital Voice Recorder (DVR)

If you have any questions about using the DVR or encounter any problems while using it, please see the Project Technical Coordinator.

InterPARES 3 Web Site, Project Listservs and Document Templates

InterPARES 3 Project Web Site

The InterPARES 3 Project Web site is the Web site and publication of record for the InterPARES 3 Project. The InterPARES 3 Project Web site is located at the publically-accessible Internet domain www.interpares.org.

'InterPARES 3 Project Web site' is the collective name for the entire set of static, digital files (not limited to html documents, image files, PDF documents, PPT presentation files, text files) that have been made available to InterPARES 3 Project members only at the user-restricted, password-protected Internet domain www.interpares.org/rws/, and to InterPARES 3 Project members and the public (i.e., published) at the publically-accessible Internet domain.

Note: All information and documents on the *public area* of the InterPARES 3 Project Web site (i.e., the publicly-accessible, non-password-protected area of the Internet domain) are intended to be *freely available* for widespread public access, distribution and use. Both the public and the InterPARES 3 Project members are free to quote and distribute materials found on the public area of the InterPARES 3 Project Web site.

Important Note: All information and documents on the *restricted area* of the InterPARES 3 Project Web site (i.e., the password-protected area of the Internet domain) are intended *for internal distribution among InterPARES 3 Project members only*. Public access to information and documents on the restricted area of the InterPARES 3 Project Web site can only be granted by the Project Director (for information and documents on the "common" restricted area of the InterPARES 3 Web Site) or International Alliance TEAM Directors (for information and documents on the restricted areas of individual TEAM Web sites).

Below is a simplified sitemap for the restricted TEAM Canada Web site together with brief page descriptions (see Figure 1):

Project Organization
This page provides access to "administrative" Project documents and information.

- *TEAMs Overview*
  This pages provides quick access to the basic information about the membership, research activities and workshops for each International Alliance TEAM, including TEAM Canada.

- *Organizational Policy Document*
  This page provides access to the most current version of the project's *Organizational Policy* document. This is one of the most important project documents, as it summarizes the project's organizational structure, provides clear operational guidelines for project activities, and outlines the responsibilities of every project participant.

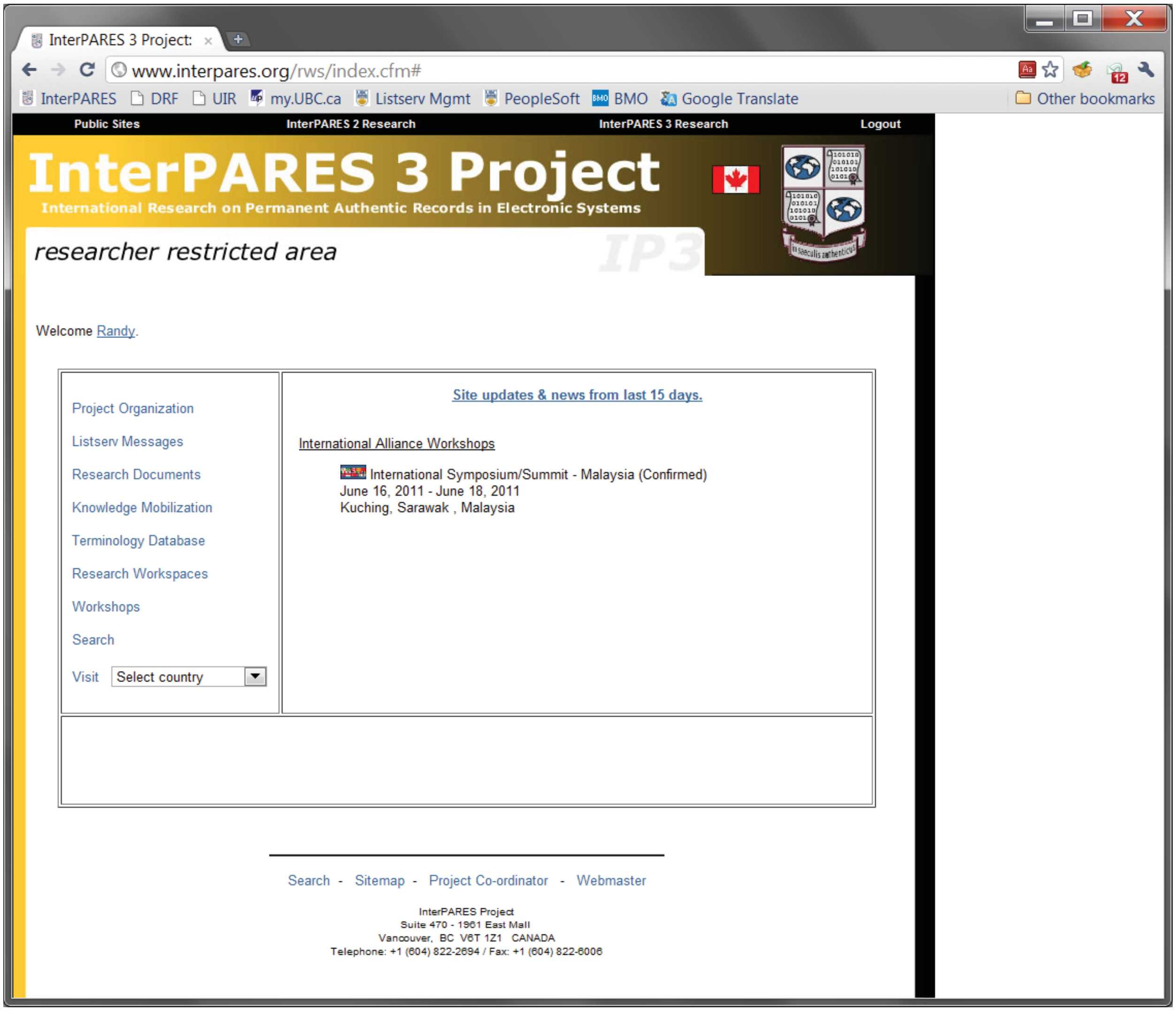

Figure 1. Home page of the IP3 restricted Web site

- *Detailed Proposal Document*
  This page provides access to a copy of the project's original grant proposal description.

- *Researcher Contact Information*
  This page provides an alphabetized listing of the names and contact information for (almost) all InterPARES 3 participants. Clicking on a TEAM flag filters the listing so that only the members of that TEAM are displayed. Clicking on the envelope icon associated with a name will bring up more detailed contact information for that individual. Clicking on the vCard icon next to the envelope icon will automatically create a vCard entry for that individual and his/her contact information in Microsoft Outlook.

  Note: Clicking on the envelope associated with your name will provide you with access to your "profile" page where you can update your contact information and your password (You can access this same form from the Home page by clicking on your name and then on the "Contact Information" link in the window that pops up).

Important Note: GRAs should always consult the Research Contact Information first when looking for the contact information for any project participant. If, however, the name and/or contact information for the individual in question is not included in the list, please request the contact information from the Project Coordinator.

- *Workshop Proceedings*
  This page provides access to the agendas, pre-workshop documents, presentations and proceedings for all past TEAM Canada and International Alliance Plenary Workshops.

- *Visual Identity Resources*
  This page provides access to downloadable PNG copies of the TEAM Canada logo and banner, in colour, mono-chrome and grey-scale formats, for use in reports and in dissemination and public relations materials.

- *Graduate Research Assistants*
  This is a special 'GRA-only' page that provides access to project information, listserv messages and documents relevant to GRAs. For more information about this page, see the **GRA Web Page** section, below.

Listserv Messages
This page provides centralized access to past messages posted to all of the InterPARES Project listservs, except for the GRA listserv (available via the dedicated GRA Web page—see the **GRA Web Page** section, below). Listserv message threads are consolidated into the original message in the thread. Thus, when clicking on the top (i.e., the first or originating) message in the thread, all the messages in that thread will be displayed in chronological order.

Note: Although it is possible to *view* messages posted to the International Alliance listserv and to the other TEAMs' listservs, GRAs can only *post* messages to the three listservs to which they are members: InterPARES listserv (ip3-researchers@interchange.ubc.ca), TEAM Canada listserv (ca-researchers@interchange.ubc.ca) and GRA listserv (ip3-gaa@interchange.ubc.ca). For more information regarding the dedicated GRA listserv, see the **Listserv** sub-section of the *GRA Web Page* section, below.

Research Documents
This page provides access to all project documents, including the documents posted by all other International Alliance TEAMs.

- *Research Units*
  InterPARES Documents
  TEAM Africa
  TEAM Brazil
  TEAM Canada (Click here to access all posted TEAM Canada documents.)
  TEAM Catalonia
  TEAM China TEAM Colombia TEAM Italy International Alliance
  TEAM Korea
  TEAM Malaysia

TEAM Mexico
TEAM Norway
TEAM Turkey

- *Document Types*
  Bibliographies
  This page provides access to the project's searchable Bibliography Database.

  General & Case Studies
  This page provides access to any proposed research studies as well as to the dedicated pages and documents for each of the case and general studies. Also included on this page are links to all of the key project report template documents.

  Research Projects
  This page provides access to annotated information about related research projects.

Knowledge Mobilization

- *InterPARES 1*
- *InterPARES 2*
- *InterPARES 3*
- *Future Dissemination Opportunities*

This page provides access to all past InterPARES 1, 2 and 3 Project dissemination activities, as well as future dissemination opportunities. For GRAs who have participated in an InterPARES dissemination activity, there is a link on this page that can be used to add the dissemination activity to the Knowledge Mobilization Database. Previously entered dissemination activities can also be edited via a link on this page.

When entering a past dissemination activity, please note the following:

- Please use the Chicago Manual of Style for citations.
- If the publication date is only year-specific, enter the date as January 1 of the year in question. If the publication date is only month and year-specific, enter the date as the first of the month for the year in question. For example, if the publication date is 2009 or March 2009, enter the date as January 1, 2009 or March 1, 2009, respectively.
- Enter the title of the dissemination in the "Description" area of the online form.
- If you gave a conference presentation that was later published in a conference's proceedings, add two separate entries: one for a conference presentation and one for a publication.
- If you later need to change an "in press" entry to a published entry, use the "update" function that is available as a link at the top of the dissemination activity data entry form.

Important Note: Posting a dissemination activity involves a two step process: (1) a project participant submits the citation information for a dissemination activity using the online form and (2) the Project Coordinator and/or Technical Coordinator then review the submission to verify that all required information is included and that it is in the correct format. Only after a dissemination activity submission has been verified by the Project Coordinator or Technical Coordinator will it appear on the public and restricted Web sites. This means that there will often be a delay of a day or two before your submission appears on the Web sites.

Important Note: The knowledge mobilization (a.k.a., dissemination) information is very important. All researchers, including GRAs, must keep this as up-to-date and comprehensive as possible, both for the benefit of the other researchers and for our granting agencies.

Terminology Database
This page provides access to the InterPARES 3 Terminology Database: that is, to the Register, Glossary and Dictionary.

As a reminder, the *Register* contains a list of all accepted terms and all proposed terms still awaiting final approval by the Terminology Committee. The *Glossary* contains the authoritative list of accepted terms and definitions as they are to be used for working purposes within the Project, to provide for consistency. The *Dictionary* contains all the terms from the Glossary but, unlike the Glossary, the Dictionary provides multiple definitions for a single term gleaned from multiple disciplines.

Research Workspaces
This page provides access to workspaces (Wikis) for facilitating the sharing of documents between all of the researchers working on a particular research activity or study. The research workspaces are very easy to use and the instructions are included at the bottom of each editing page. From here, any researcher, including GRAs, can post documents and create a Web discussion about a particular research activity or study. GRAs are encouraged to use these workspaces to share and develop their case and general study reports and other related documents. Anybody with access to the restricted TEAM Canada Web site can use the research workspaces; however, only the Project Coordinator and the Technical Coordinator can add or remove workspaces. Requests to add or remove workspaces should be sent to the Project Technical Coordinator.

Important note: It is strictly forbidden to use any non-InterPARES public document sharing application or social networking site (Google docs, Face Book, etc.) to provide access to, discuss or comment on any restricted InterPARES material or any of the content therein.

Workshops
This page provides access to a chronological listing of upcoming TEAM Canada and International Alliance Plenary Workshops.

- TEAM Canada
- International Alliance Workshops

Search
This link provides access to the search engine for the entire restricted InterPARES 3 Web site.

Site updates & news from last 15 days
This is the scrolling marquee on the Home page that displays: the latest news, listserv messages, documents posted in the past 20 or so days, knowledge mobilization entries added in the last 20 or so days and workshops coming up in the next year.

Note: To freeze the scrolling text, simply hover the cursor over the marquee area. To generate a static listing of all the information listed in the marquee, simply click on the “Site updates & news from last 15 days” link at the top of the marquee.

Welcome <name>

By clicking on the <name> link on the Home page, you can access and/or update the following (see Figure 2):

- *Contact Information*
  - By clicking on this link, and then on the UPDATE link in the pop-up window, you can update your contact information and password.
  - **Important Note:** When logging into the restricted site for the first time, you should change the temporary password that was issued to you by the Project Technical Coordinator. Please note, also, that the ‘username’ field cannot be edited using this online form. If you wish to change your ‘username,’ you must send a request to do so the Project Technical Coordinator.
  - **Note:** By default, the contact information for GRAs is the InterPARES office contact information. In the interest of protecting your privacy, you should not replace this default information with your local contact information.
  - **Note:** By default, the ‘Site Update Email (Weekly)’ check box is selected. The Weekly Site Update is sent out every Friday at 12am. When checked, you will receive weekly update about all new project news items, listserv messages, documents knowledge mobilization opportunities and workshops that have been posted to the restricted Web site in the past week. If you do not wish to receive these weekly updates, simply uncheck the ‘Site Update Email (Weekly)’ box.
- *Knowledge Mobilization*
  - This link provides access to a form for adding, updating and deleting your list of past dissemination activities.
  - **Note:** Once approved, all dissemination information is made available on the public InterPARES Web site.

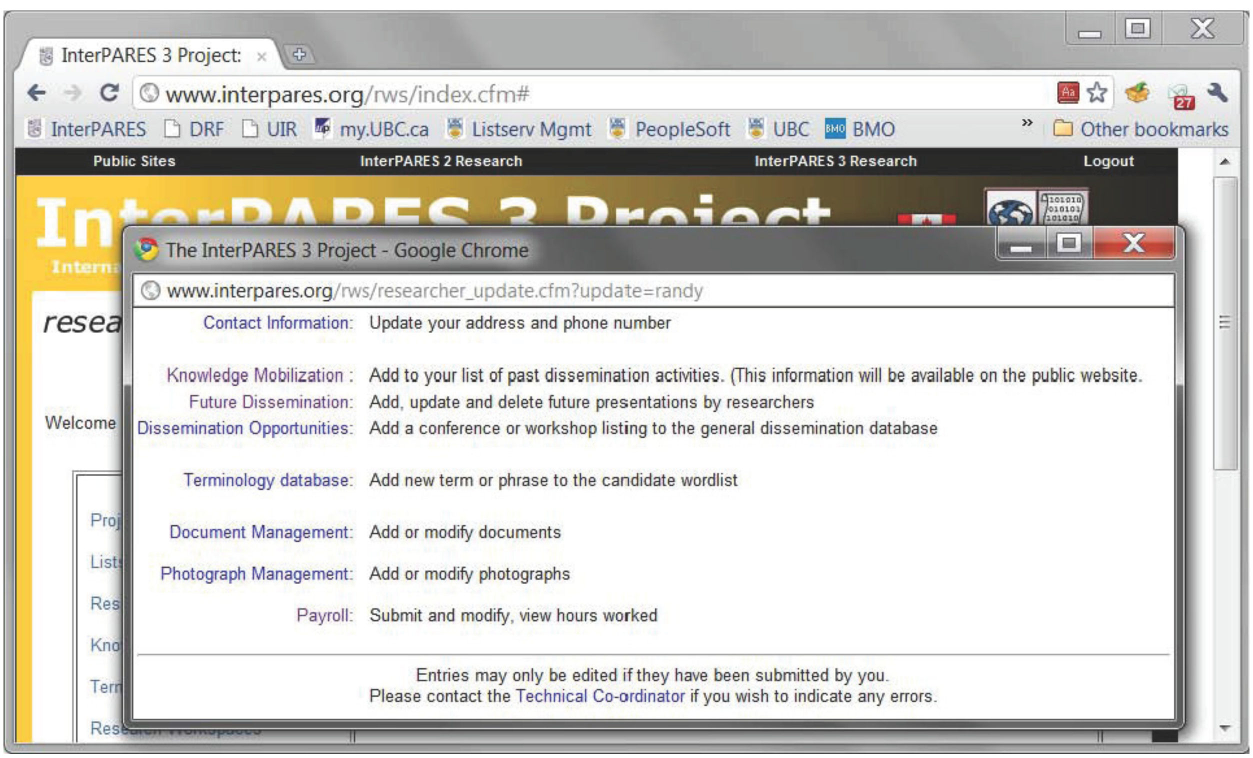

Figure 2. Web site management window

- *Future Dissemination*
  - This link provides access to a form for adding, updating and deleting information about your future dissemination activities. Future dissemination opportunities are broken down by category (e.g., arts, e-government, etc.).
  - When you have been invited to present a paper or poster at a conference, symposium or other dissemination event, this is where this information should be posted so that other members of the project know who is presenting what, when and where.
- *Dissemination Opportunities*
  - This link provides access to a form for add upcoming conferences and other dissemination opportunities, deemed relevant to the project, to the dissemination opportunities database.
- *Terminology Database*
  - This link provides access to a form for adding new candidate terms (and definitions) to the Terminology Database Register.
- *Document Management*
  - This link provides access to a form for adding, modifying or deleting documents on the restricted TEAM Canada Web site.
  - **Note:** Aside from documents posted to the Researcher Workspaces, you should refrain from posting documents to the restricted Web site. Instead, requests to post documents to the restricted TEAM Canada Web site should be sent to the Project Coordinator.
  - **Note:** You can only update or delete documents that you have posted. To post, update or delete a document on the public InterPARES Web site, please send a request to the Project Coordinator.
  - **Warning!** When deleting a document, the actual document is deleted from the InterPARES server, not just the link to the document, so this function should be used with caution.
- *Photograph Management*
  - This link provides access a form for adding, modifying or deleting Plenary Workshop photographs on the restricted TEAM Canada Web Site. The system will automatically resize the photographs and generate thumbnails, so there is no need to resize the photographs prior to uploading them.
  - **Note:** You can only update or delete photographs that you have posted.
  - **Warning!** When deleting a photograph, the actual photograph file is deleted from the InterPARES server, not just the link to the file, so this function should be used with caution.
- *Payroll*
  - This link provides access to the project's online payroll system. This is where you go to enter your work hours on a bi-monthly basis. Please see the section entitled **Online Payroll System** for more information about using the online payroll system and submitting your payroll hours.

GRA Web Page

GRAs have a dedicated Web page on the restricted TEAM Canada Web site. This page is available at http://www.interpares.org/rws/rws_gra_information.cfm, and is accessible, after logging in to the restricted site, from the Home page via Project Organization > Graduate Research Assistants. This page is only visible and available to GRAs, the Project Director, the Project Coordinator and the Project Technical Coordinator; no other project researchers have access to this page. The GRA page provides convenient access to GRA listserv messages, all documents of immediate relevance to GRA (project report templates, study-related documents, etc.) and minutes and documents from select previous GRA meetings and workshops.

Below is a simplified sitemap for the GRA Web Page:

Updates
This page provides links to newly posted project documents that are relevant to GRAs.

Documents
This page provides access to all report templates and other documents of immediate relevance to GRAs.

Case Study Documents

- *Case Study Workflow Chart*
  This document outlines the typical process by which a case study is initiated and conducted.

- *Diplomatic Analysis Template*
  This document outlines the questions to address, and the reporting format to use, for all case study diplomatic analyses.

- *Diplomatic Analysis Workshop*
  This document provides the lecture notes for the GRA diplomatic analysis workshop.

- *Template for Case Study Contextual Analysis*
  This document outlines the questions to address, and the report format to use, for all case study contextual analyses.

- *InterPARES 3 Case Study Report Template*
  This document outlines the questions to address for all case study final reports.

- *Records Research Questions Report Template*
  This document outlines the report format to use for all case study Records Research Questions reports.

- *Recordkeeping Systems Research Questions Report Template*
  This document outlines the report format to use for all case study Recordkeeping Systems Research Questions reports.

- *Policy Research Questions Report Template*
  This document outlines the report format to use for all case study Policy Research Questions reports.

- *Case Study Abstract Template*
  This document outlines the format to use for all case study abstracts. Case study abstracts are posted to the public TEAM Canada Web site.

  - *Abstract template example*
    This document provides an example of a case study abstract.

Questions that the researchers should be able to answer with respect to:

- *Policy case studies*
  This document outlines the research questions that must be addressed in all case study Policy Research Questions reports.

- *Records case studies*
  This document outlines the research questions that must be addressed in all case study Records Research Questions reports.

- *Recordkeeping systems case studies*
  This document outlines the research questions that must be addressed in all case study Recordkeeping Systems Research Questions reports.

Case Study Action Item Report Template

- This document outlines the report format to use for all case study Recordkeeping Systems Research Questions reports.

General Documents

- *General Information*
  - *GRA Handbook* (i.e., this document)

- *Templates*
  - *IP3 PowerPoint Template*
    This is the PowerPoint template that should be used for all InterPARES 3 disseminations.

- *Payroll*
  - *Payroll System*
    This provides an alternative link to the online payroll system that GRAs use to submit their hours on a bi-monthly basis. For detailed instructions regarding submitting payroll hours, see the section entitled **Online Payroll System**, below.

  - *Payroll Schedule*
    This document lists the cut-off dates for submitting your bi-monthly payroll hours.

    Note: If you do not submit your hours by the specified cut-off date for each pay period, there is no guarantee that you will be paid on time for that time period. In most cases, payroll hours that are submitted after the cut-off date will not be processed until the following pay period.

- *Travel Expense Forms*
  - *Expense Form*
    This is the Excel Spreadsheet that should be used for submitting all travel expense claims (e.g., for parking and lunch expenses incurred when attending the bi- annual Plenary Workshops). Once processed, reimbursements are made via direct deposit.

    Note: Once submitted to Financial Services, a travel expense reimbursement can sometimes take two weeks or more to process.

    Note: Unless instructed otherwise, all travel expense forms, along with original receipts, should be submitted to the Project Assistant.

    Note: In some circumstances, you may obtain a travel advance for your trip. This may be done by completing the travel expense form, estimating your expenses, and submitting it *two weeks* prior to your trip. Typically, travel advances will be made via direct deposit, although depending on when the request was processed, you may have to pick up a cheque from the Financial Services office. Upon returning from your travels, you will be required to complete another travel expense form indicating your actual expenses and supplying the original receipts. If you overestimated your expenses, you will be required to pay back the extra money. For example, if you estimated your trip will cost $300 but it was only $280, you will need to write a cheque for $20, payable to "The University of British Columbia." Likewise, if you underestimated your expenses, you will be reimbursed for these charges. If you have any questions or concerns about being reimbursed for travel expenses, contact the Project Assistant.

- *Emploàyment Forms*
  - *GAA Appointment Form* (see Appendix 1)
    This document must be completed by all new GRAs and submitted to the Project Assistant.

  - *UBC Payroll Direct Deposit Form* (see Appendix 2)
    This document must be completed by all new GRAs and submitted to the Project Assistant.

    Note: For GRAs who already are enrolled with UBC Payroll, submission of this document is <u>not</u> required.

Listserv

This link provides access to InterPARES 3 listserv messages targeted specifically to GRAs that are disseminated via a dedicated TEAM Canada GRA listserv.[14] All past messages posted to the GRA listserv are accessible via this area of the restricted Web site. Information of a more general nature that is applicable to TEAM Canada participants is disseminated via a dedicated TEAM

[14] ip3-gaa@interchange.ubc.ca

Canada listserv.[15] Information that is applicable to all project participants is disseminated via a dedicated InterPARES 3 Project listserv.[16] All GRAs should be registered for all three of these listservs.

InterPARES Project listservs are "closed" listservs, which means (a) that listserv participants cannot register themselves and (2) that, to post messages, listserv participants must use the e-mail address(es) that was used to register them for the listserv. Once hired, GRAs will be instructed to register with the three InterPARES listservs that are relevant to them. This registration process involves contacting the Project Technical Coordinator, requesting access to the three GRA-relevant listservs noted above.

Note: To post a message to an InterPARES listserv, you must be a member of the listserv and you must post the message using the same e-mail address that is registered with that listserv.[17] Access to all previously posted messages to either the InterPARES or TEAM Canada listservs is available on the restricted Web site at http://www.interpares.org/rws/rws_listserv.cfm. Access to all previously posted messages to the TEAM Canada GRA listserv is available on the restricted Web site at http://www.interpares.org/rws/rws_gra_information.cfm?listserv=1.

Web Site Errors

If you encounter an error while using any of the public or restricted InterPARES Web sites, a summary of the error will, in most cases, automatically be forwarded to Project Technical Coordinator. However, because these error messages do not always include all of the contextual information required by the Technical Coordinator to trouble-shoot the error, it is important to also send him a follow-up e-mail with information about what browser and version was used at the time that the error occurred, along with information about the precise navigation path used to access the part of the site where the error occurred, and, if possible, a general description of the error that occurred.

[15] ca-researchers@interchange.ubc.ca
[16] ip3-researchers@interchange.ubc.ca
[17] Note: If you wish to register a different e-mail address than the one that you used when sending your listserv request to the Technical Coordinator, please ensure that you provide him with that alternate e-mail address, otherwise he will register you with the e-mail address that was used to transmit your message.

InterPARES 3: Research Phases

The Action Research methodology of InterPARES 3 requires collaborative dialogue, participatory decision-making, inclusive democratic deliberation and maximal participation and representation of all relevant parties. A summary of the step-by-step breakdown of the research activities involved in a case study is provided below. For a more comprehensive flow chart of the case study activities see the *Case Study Workflow Chart*.[18] The aim of this breakdown is to simplify the phases of the research process, starting with the research and analysis phases of a typical case study, collaborating with the test-bed, through to writing the final report and having it approved by TEAM Canada. The steps also demonstrate the relationship that GRAs have with their Academic Advisors, Professional/Community Researchers (i.e., test-bed representatives) and, if relevant, resource partner representatives, all of whom can help GRAs with their assigned research duties.

Step-by-Step Guide to the Case Study Research Phases

Step 1: Begin research

Step 2: Identify and contact possible test-bed partners

Step 3: Request case study proposals

Step 4: Disseminate proposal to TEAM Canada

Step 5: At Plenary Workshop, review case study proposals

Step 6: Accept or reject case study proposals

Step 7: IP3 Academic Advisors and Project Coordinator to recruit and assign GRAs and to assign Academic Advisors

Step 8: GRAs meet with Test-bed Representatives

Step 9: GRAs collect case study data

Step 10: GRAs draft case study document(s), which can include:

- Case Study Abstract
- Contextual Analysis
- Diplomatic Analysis
- IDEF0 Model
- Records Research Questions
- Recordkeeping Systems Questions
- Policy Research Questions
- Action Item(s)

Step 11: GRAs submit drafted document(s) to Test-bed Representative(s) for review and approval

Step 12: GRAs submit approved document(s) to Project Coordinator for distribution to relevant Academic Advisor(s) for review and approval

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[18] Available on the restricted TEAM Canada Web site at: http://www.interpares.org/rws/rws_gra_information.cfm?idocs=1.

Step 13: Academic Advisors, via the Project Coordinator, provide feedback on documents to GRAs

Step 14: GRAs revise case study document(s) *(as needed)*

Step 15: GRAs re-submit revised case study document(s) to Test-bed Representative(s) for review and approval

Step 16: If approved by test-bed, GRAs re-submit document(s) to Project Coordinator for distribution to relevant Academic Advisor(s) for review and approval

Step 17: All case study documents posted to the restricted InterPARES Web site at least 30 days prior to the next Plenary Workshop for review by all TEAM Canada participants (Note: All pre-workshop documents are posted by the Project Coordinator)

Step 18: All case study documents discussed by TEAM Canada at next Plenary Workshop

Step 19: At next Plenary Workshop, TEAM Canada reviews all documents, and, if necessary, assigns GRAs to gather more case study data and to draft requested case study/action item(s) documents.

Step 20: After Plenary Workshop, GRAs collect more data and draft assigned case study/action item document(s)

Step 21: GRAs submit case study/action item document(s) to Test-bed Representative(s) for review and approval

Step 22: After receiving approval of Test-bed Representative(s), GRAs submit approved case study/action item document(s) to Project Coordinator to disseminate to Project Coordinator for distribution to relevant Academic Advisor(s) for review and approval

Step 23: Academic Advisor(s), via Project Coordinator, provide feedback on case study/action item document(s) to GRAs

Step 24: GRAs revise case study document(s) *(as needed)*

Step 25: GRAs submit revised case study/action item document(s) to Test-bed Representative(s) for review and approval *(as needed)*

Step 26: GRAs submit revised, approved case study/action item document(s) to Academic Advisor(s) via Project Coordinator

Step 27: Academic Advisor(s), via Project Coordinator, provide feedback on revised case study/action item document(s) to GRAs

Step 28: GRAs revise case study/action item document(s) *(as needed)*

Step 29: GRAs re-submit revised case study/action item document(s) to Test-bed Representative(s) for review and approval *(as needed)*

Step 30: If approved by Test-bed Representative(s), GRAs re-submit revised case study/action item document(s) to Project Coordinator to disseminate to relevant Academic Advisor(s) for review and approval (*process returns to step 24, as needed*)

Step 31: Project Coordinator posts final approved case study/action item document(s) to relevant case study Web page and to relevant pre-workshop documents pages on restricted TEAM Canada Web site at least30 days prior for the next Plenary Workshop

Step 32: Case study/action item document(s) discussed by TEAM Canada at next Plenary Workshop

Step 33: At Plenary Workshop, TEAM Canada reviews documents and, if necessary, assigns GRAs to gather more case study data on test-bed and to draft new or revised action items

Note: The cycle of TEAM Canada assigning the GRAs with action items, initiating a new or revised data gathering process, the drafting of new or revised action item document(s) and the iterative review process can be repeated several times throughout the duration of a case study. Furthermore, the data gathering process is not always carried out in the exact order listed here.

Step 34: When enough research is conducted and sufficient data are collected, the GRAs, together with the rest of the members of TEAM Canada, will develop products and instruments, such as preservation action plans (products and instruments are the purposes of the research for the test-beds)

Step 35: Continue with drafting and submission cycle—TEAM Canada reviews products and instruments

Step 36: If approved, GRAs and TEAM Canada move to implementation phase for products and instruments

Step 37: Implementation reviewed by TEAM Canada at next Plenary Workshop

Step 38: If implementation phase is successful, skip to step 40. If implementation phase is unsuccessful, continue to step 39

Step 39: If implementation phase is unsuccessful and additional research is needed, implementation is revised and iterative Test-bed Representative(s) and Academic Advisor(s) implementation and review cycle is repeated as many times as necessary

Step 40: If implementation phase is successful and no additional research is needed, GRAs draft and submit draft final report to Test-bed Representative(s) for review and approval, then to Project Coordinator for distribution to relevant Academic Advisor(s) for review and approval, and, ultimately, to TEAM Canada for review and approval at next Plenary Workshop

Step 41: End of case study research

Step 42: Knowledge Mobilization of case study findings is initiated

Pay vs. Academic Credit, Submitting Hours and Checking Pay History

Working for Pay

If not working for academic credit (see next sub-section), GRAs are paid an hourly wage for all time spent working on billable activities (see **Billable vs. Non-Billable Activities and Expenses** section, below). Master's-level GRAs are paid $17.00 per hour (+4% vacation pay included in base pay), and Doctoral level GRAs are paid $24.00 per hour (+4% vacation pay included in base pay).

Working for Academic Credit

You also have the option of working for academic credit. With approval of both your Graduate Advisor and your InterPARES Academic Advisor, you may conduct InterPARES research for academic credit as a Directed Study, or as part of a course requirement (e.g., a course term paper). GRAs who have completed the research methods course are also eligible to conduct InterPARES research for a Directed Research course. Should you wish to pursue any of these academic credit options, please consult with your Graduate Advisor and InterPARES Academic Advisor and consult the SLAIS Web site for the more information and enrolment requirements.

Note: GRAs who conduct research for academic credit cannot be paid for the hours directed toward their studies.

Maximum Work Hours

In general, during the winter and spring semesters, full time registered GRAs can work a *maximum average of 12 hours a week*. During the summer sessions, GRAs who have completed the spring semester and who are not registered for any summer session courses (or are registered for no more than one course per summer session) are eligible to work up to a maximum average of 40 hours per week (i.e., full-time).

Working after Graduation

In some circumstances, GRAs may continue to work for InterPARES for a short period after they graduate. In particular, GRAs who graduate in May may continue to work for the project on a full-time basis until August 31 of that same year. However, GRAs who graduate in November may only continue to work for the project on a full-time basis until December 31 of that same year.

Billable vs. Non-billable Activities and Expenses

Billable Activities and Expenses

In general, you may, within reasonable limits, bill for all time spent carrying out any InterPARES-related tasks that you are instructed to perform by your Academic Advisor(s), by your Test-bed Representative(s) (but only with prior approval of the Academic Advisor(s)), or by the Project Coordinator.

In general, this includes:

- Researching and drafting assigned case study reports and action items;

- Meeting with Test-bed Representatives, test-bed employees (e.g., for interviews), Resource Partner Representatives and Academic Advisors;
- Communicating via e-mail or telephone with Test-bed Representatives, test-bed employees (e.g., for interviews), Resource Partner Representatives, Academic Advisors or InterPARES staff that are directly related to assigned research activities;
- Travel time for meetings held outside the City of Vancouver (e.g., for visits to test-beds on Vancouver Island, or in North Vancouver, Burnaby, and Surrey); and
- Presenting at the bi-annual Plenary Workshops (including the preparation time for the workshop presentations).
    - **Important Policy Change:** Beginning with the May 2011 TEAM Canada Plenary Workshop, GRAs can only bill for the plenary workshop session(s) (3 billable hours per session) in which they give a presentation related to their case/general study work. In other words, GRAs should bill 3 hours for each morning and/or afternoon session in which they give (or help to give) one or more presentations. Simple attendance at the bi-annual Plenary Workshops is no longer a billable expense.

Billable Travel Expenses
When participating in InterPARES-related activities, the following travel expenses are, in most cases, reimbursable:

- Meals[19]
- Parking (with original receipt)
- Other travel expenses (e.g., taxi, accommodation, airfare, conference registration).

For clarification of which travel expenses are and are not reimbursable, please consult the Project Assistant. To claim travel expenses, you must submit a completed Travel Expense Form to the Project Assistant (for more information, see section entitled **Travel Expense Forms**, above).

Important Note: If ever in doubt about *what is* or *is not* a billable project activity, GRAs should contact the Project Coordinator.

Non-billable Activities and Expenses
There are at least four notable activities for which GRAs cannot bill the project:

1. The first exception involves InterPARES-related workshops/seminars that, supported by a GRA's particular expertise in an area, a GRA agrees to conduct. Examples of GRA-led workshops include diplomatic analysis and soft-systems analysis. Although these workshops help enable the project's research, they are not directly related to producing any specific research; therefore, under restrictions imposed by the project's granting agency (SSHRC), these activities are not eligible for *hourly billing*. In lieu of claiming preparation or presentation hours for these types of indirect, research-related activities, GRAs are compensated with a standard, fixed-fee remuneration (typically $50-75, depending on the length of the workshop/seminar).

[19] Regarding meal per diems, InterPARES is bound by the UBC Travel Policy, which is available at http://www.bridge.ubc.ca/pdf/Forms/UBCTravelPolicy.doc. Currently, the breakfast, lunch and dinner per diems are $10.70, $10.45 and $29.35, respectively. **Note:** Alcohol is not a billable meal expense.

2. The second exception involves InterPARES-related papers that you author/coauthor for publication and/or for presentation at a conference (this also includes the time spent for the presentation of such papers at conferences). As per SSHRC guidelines, you may not, in most cases, claim hours for these types of activities since the end product remains the your intellectual property rather than the property of the InterPARES Project. Instead, “payment” in these situations comes in the form of having all travel (airfare, hotel, taxi, etc.), conference registration and meal expenses paid for, and most importantly, being able to list the published paper and/or presentation on your CV. Another non-tangible benefit is the opportunity to network with professionals who attend the conferences and to meet potential employers (in this respect, your are treated exactly like every other InterPARES 3 researcher, none of whom are paid for the papers that they present at conferences on behalf of the project).
3. The third exception involves participation in the Brown Bag Seminars; as noted earlier (see the section entitled **Brown Bag Seminars**), participation in these seminars is purely voluntary and unpaid.
4. The fourth exception, as noted above, involves attendance at the bi-annual TEAM Canada Plenary Workshops. You can only bill for the plenary workshop session(s) (3 billable hours per session) in which you gave a presentation related to your case/general study(ies) work.

Online Payroll System

General Information

The *Payroll Schedule*, which is available on the GRA Web page on the restricted InterPARES 3 TEAM Canada Web site,[20] lists the hourly pay periods and pay dates and, most importantly, the date and time by which you must submit your bi-monthly hours via the online payroll system. The deadline for the submission of payroll hours is always *noon* on the due date. Pay checks are electronically deposited to your bank account. For more information on checking your pay history, see the section entitled **Checking Your Pay History**, below.

Note: You are responsible for keeping track of your hours and submitting your payroll hours on time. In most cases, payroll hours submitted after a bi-monthly deadline will result in the hours being rolled over to the next pay period.

InterPARES works on an honour system, which means that you are responsible for keeping track of your billable hours (for further clarification of what constitutes billable hours, see the section entitled **Billable vs. Non-billable Activities and Expenses**, above). Note, however, that all payroll submissions are subject to review and approval by the Project Coordinator prior to final submission to Financial Services.

How to Use the Online Payroll System

To access the online payroll system, log into the restricted IP3 Web site and click on your name on the Home page. In the Web site Management Window that pops up (see Figure 3), click on the Payroll link. To add new hours, click on the ADD link (see Figure 4). This will open a blank form for adding a new payroll entry (see Figure 5).

[20] See http://www.interpares.org/rws/rws_gra_information.cfm?idocs=1.

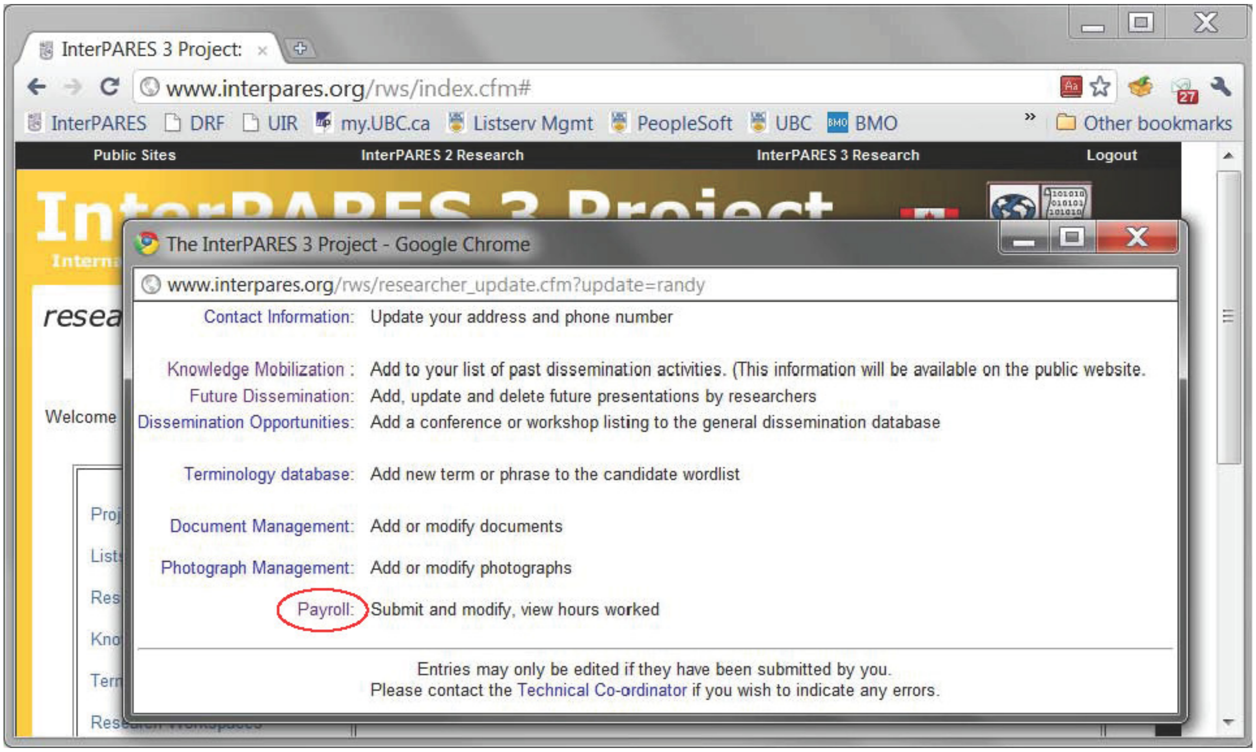

Figure 3. Online payroll system link

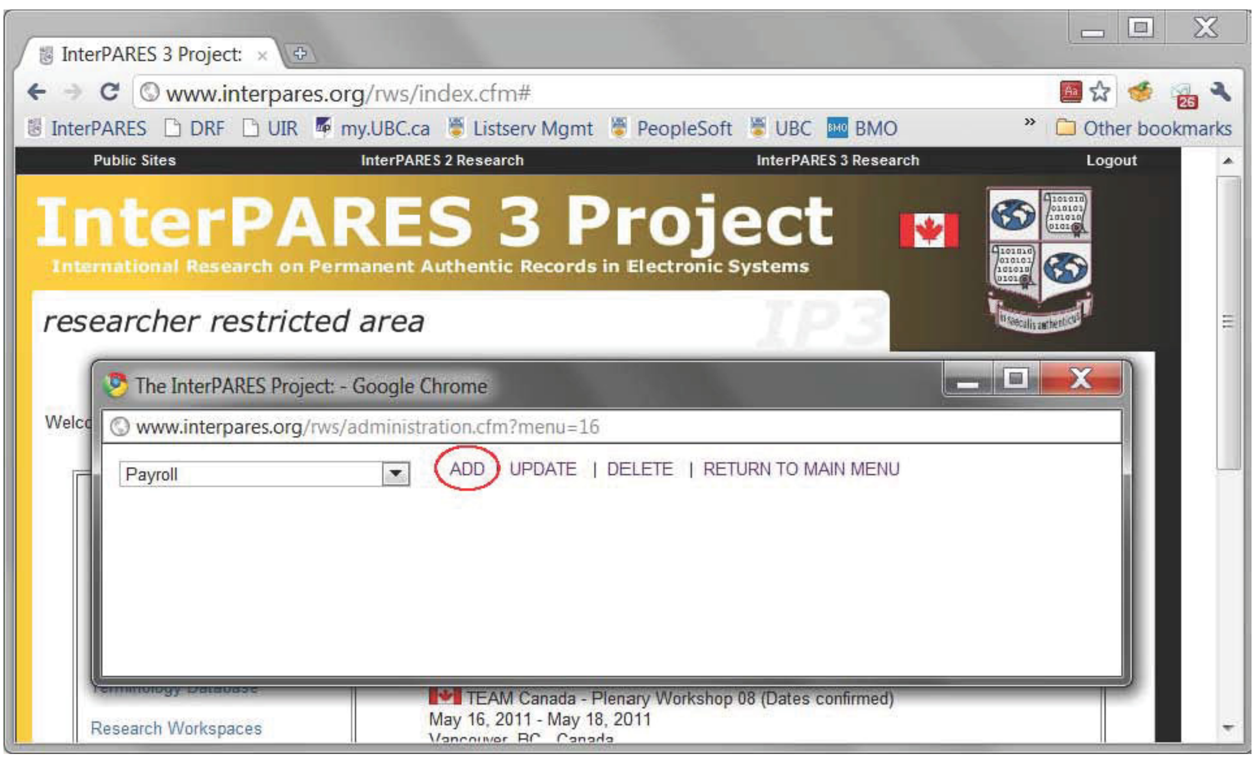

Figure 4. Link for accessing new payroll entry form

Note: Each field in the payroll submission form is mandatory.

Please round all hours to the nearest quarter hour (e.g., 2.25, 2.5, 2.75, etc.). Figure 6 provides an example of a properly filled out payroll submission form. To update an existing entry for the current pay period, click the UPDATE link (see Figure 7)

Note: you can only update entries for the current pay period and only until noon of the current payroll submission due date.

If you worked on two or more unrelated tasks in a single day (e.g., work for two different case studies), each major task, and its related hours, should be submitted separately; do not lump all the tasks and hours together under one submission for that day.

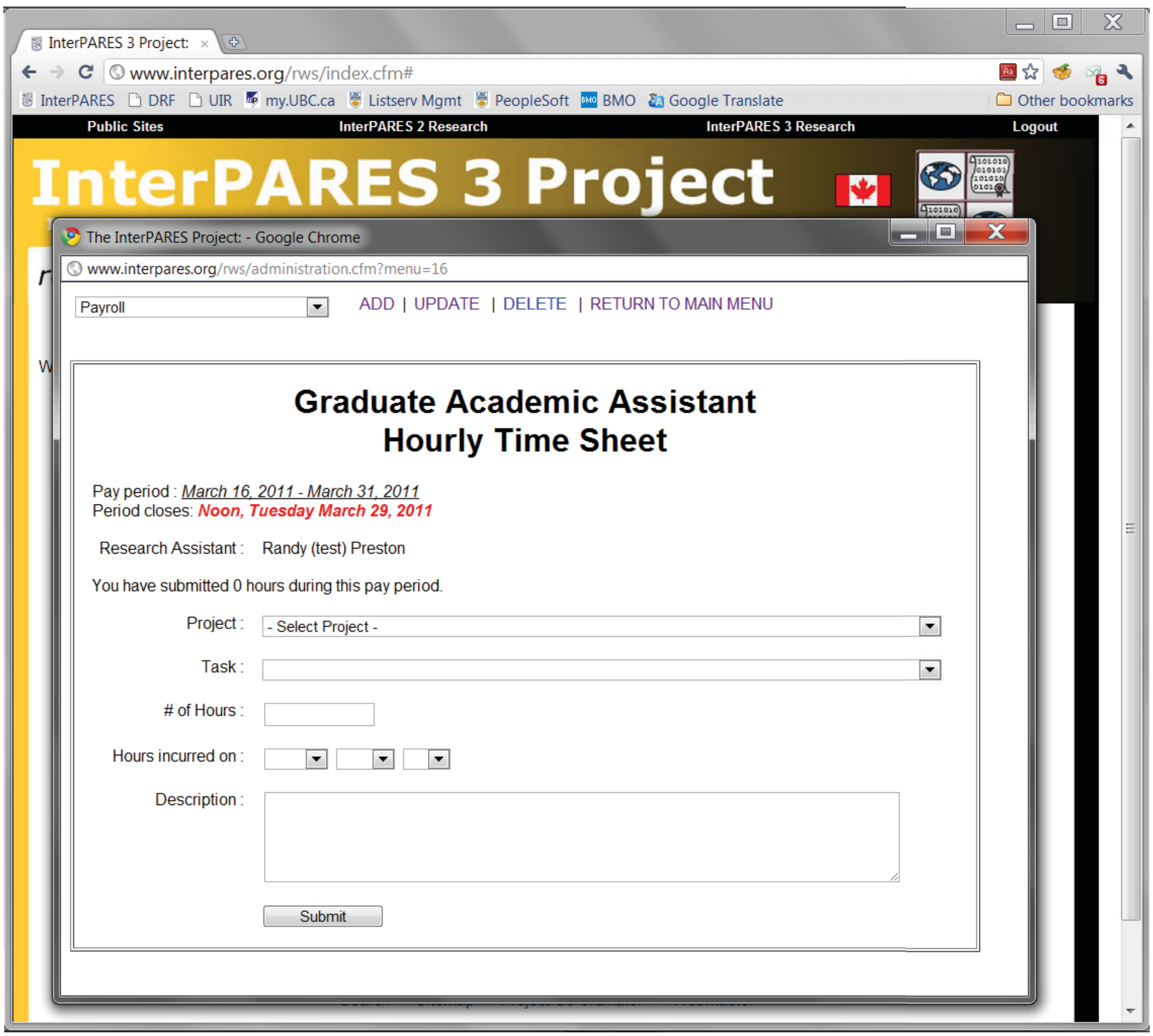

Figure 5. Payroll submission form for adding a new payroll entry

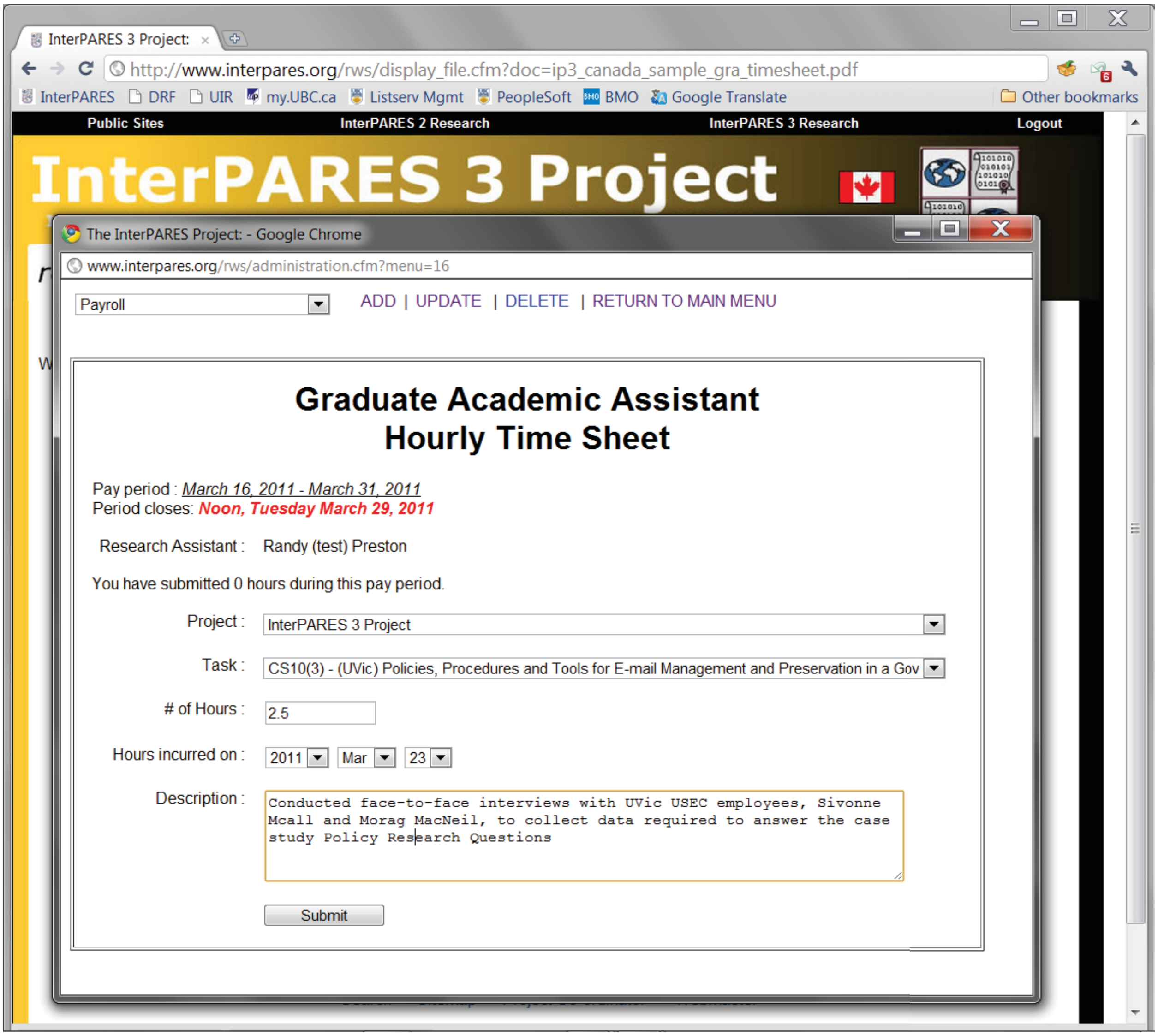

Figure 6. Example of a completed payroll submission form

In the Description field, be sure to include enough detail about the task so that:

1. the nature of the activity undertaken and how it relates to the project's specific research activities are readily apparent; and

2. SSHRC can readily understand the nature of the activities undertaken and how they relate to the Project's specific research activities, in the event that the project is audited.

The more specific the description is about the actual activity, the better. So, for example, rather than simply saying "planning" or even "planning for CS02 interview," clarify what is meant in this case by "planning" by briefly describing the actual activities involved (e.g., review of test-bed documentation and reports, drafting of interview questions, etc.). For meetings (other than regularly scheduled GRA meetings), you should describe the nature/purpose of the meeting, with

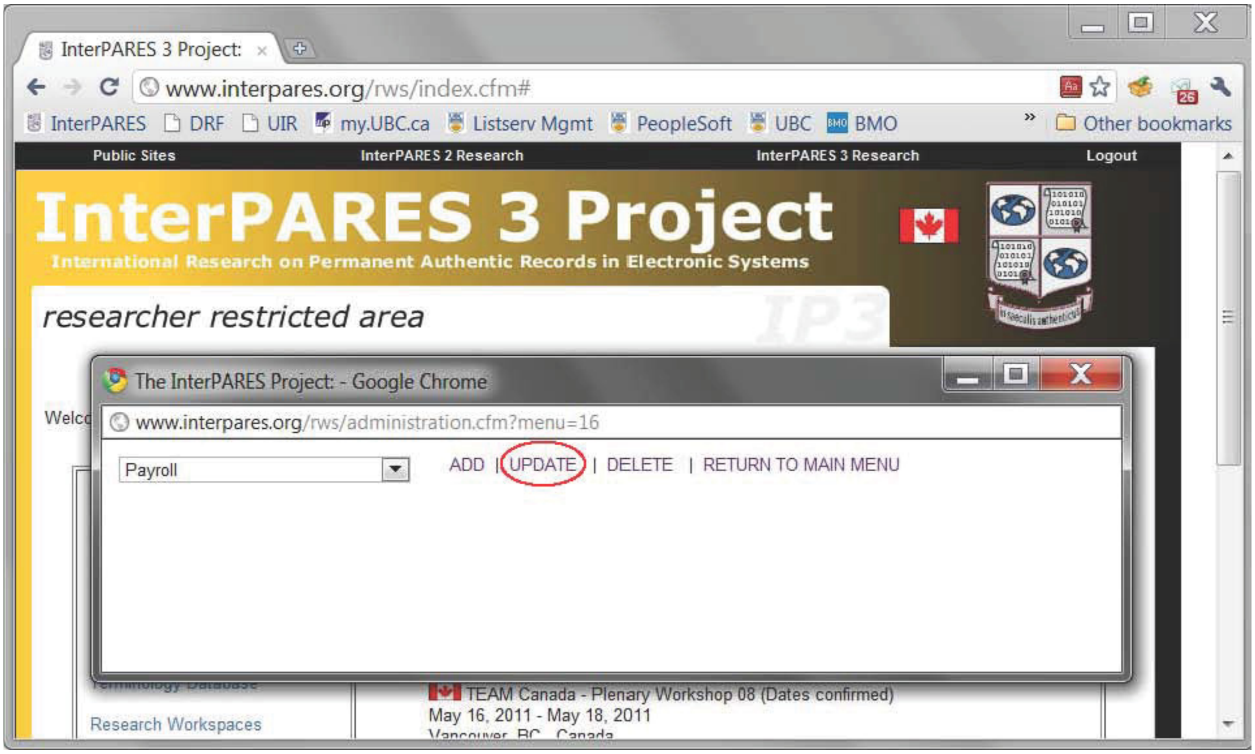

Figure 7. Link for updating existing payroll entries

whom you met and where. For example, "Meeting with UVic Archivist, Jane Morrison, at UVic to collect data for CS02 research questions." For communications, please describe the nature/purpose of the communication and with whom the communication took place. For example, "e-mail follow-up with UVic Archivist, Jane Morrison, regarding 3 March interview." In short, the more descriptive the activities listed in a time sheet are, *the better*.

Checking the Status of Your Payroll Submissions

As noted earlier, all payroll submissions are subject to review and approval by the Project Coordinator prior to submission to Financial Services. The review status of each payroll submission is indicated in the "Activity Status" field on the completed submission forms (see Figure 8) using one of the following three icons:

 = Payroll submission that is either pending review or has been reviewed and approved.

 = Payroll submission 'flagged' by the Project Coordinator for clarification.

 = Payroll submission 'rejected' by the Project Coordinator (e.g., non-billable expense).

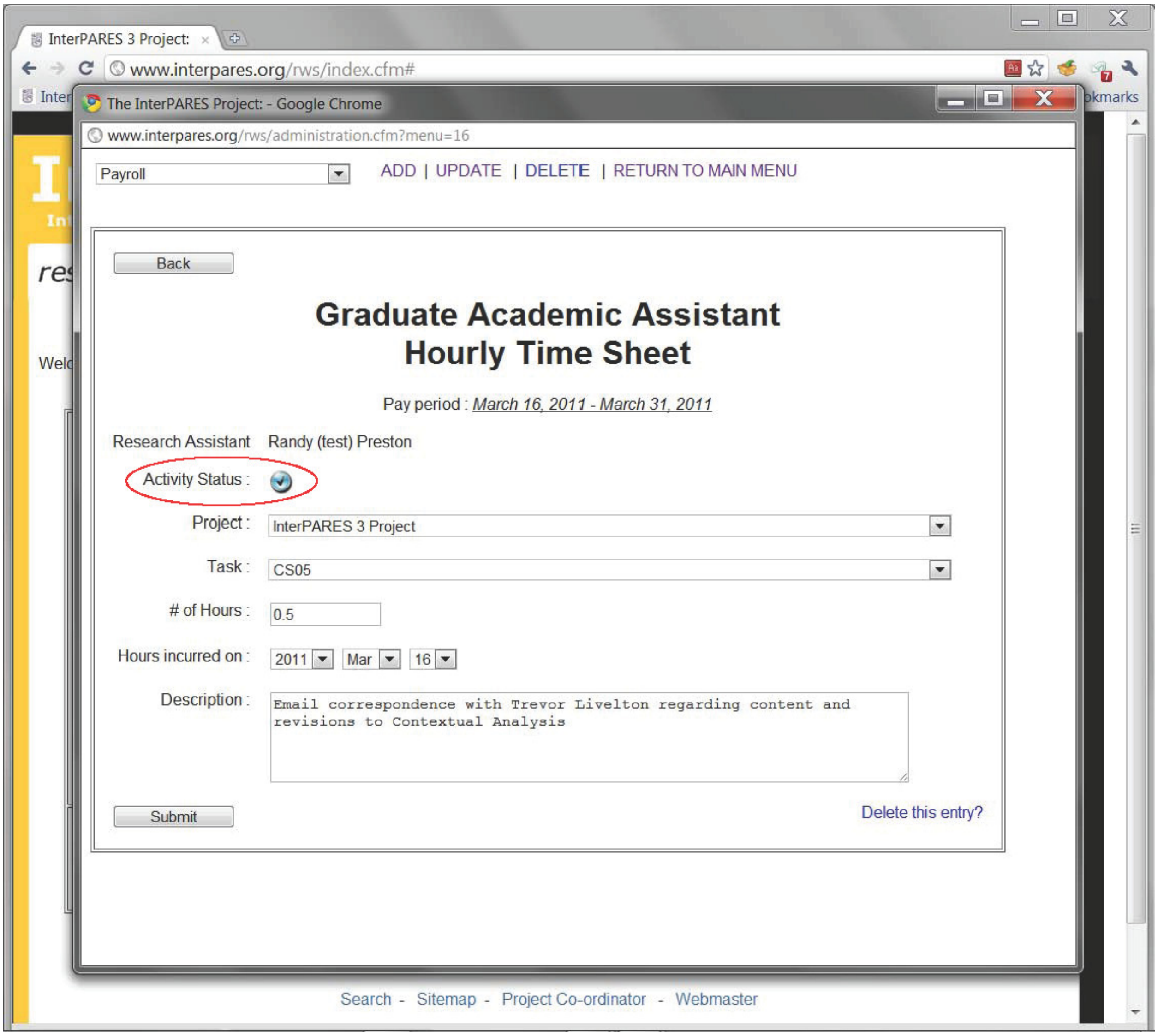

Figure 8. Submitted payroll entry showing Activity Status

Note: Should the Project Coordinator have a question regarding any of your submissions, s/he will contact you via e-mail for clarification. Please note that, in cases where you do not provide clarification in time to meet the Finance Department's payroll submission deadline (i.e., by noon the day after the deadline for submitting your hours, the hours in question may be deferred to the next pay period.

Note: For all rejected entries, you will receive an e-mail from the Project Coordinator explaining why the entry was rejected.

Checking Your Pay History

To access any of your past payroll submissions online, click on the UPDATE link (see Figure 7), then on the PREVIOUS PAY PERIODS button (see Figure 9).

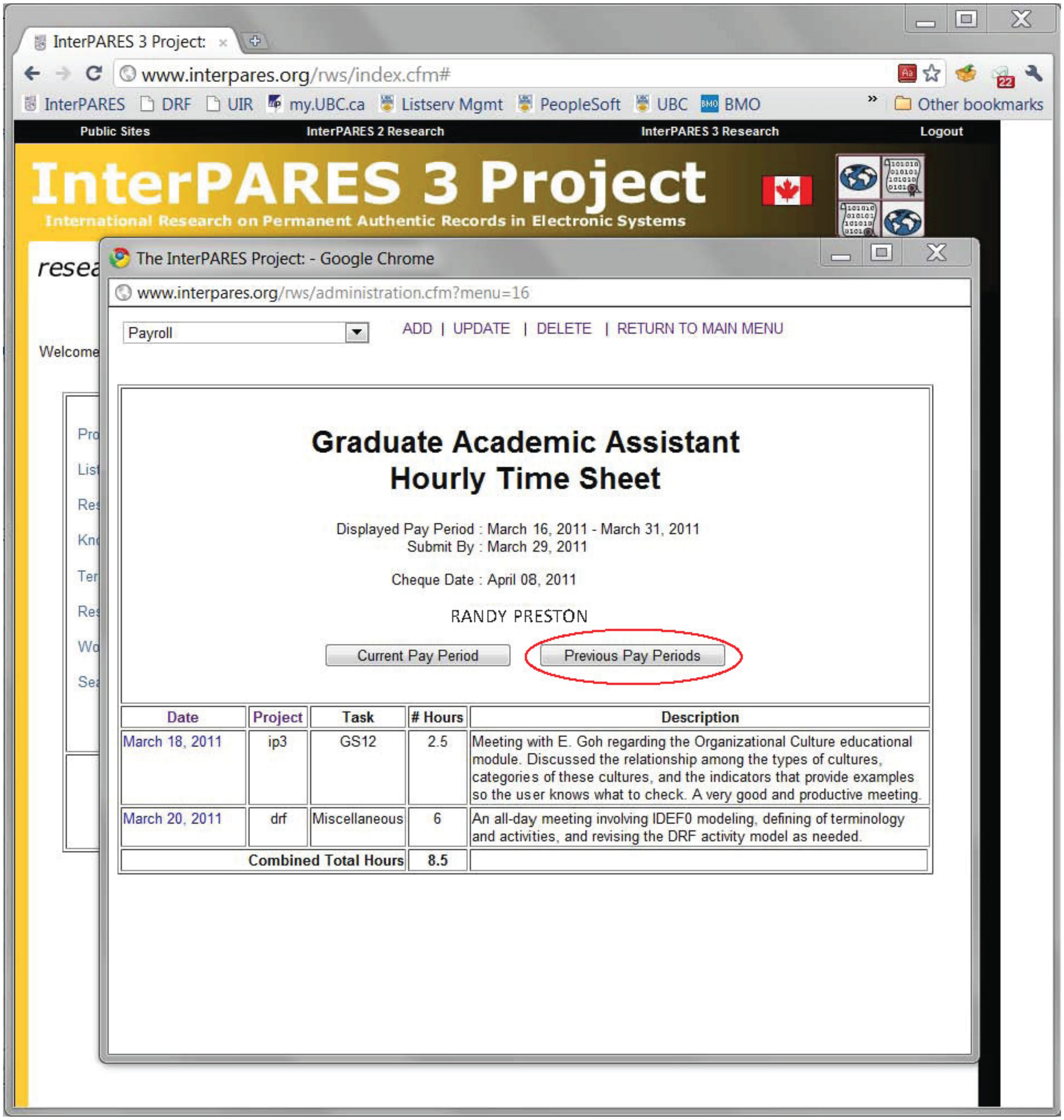

Figure 9. Link for accessing past payroll submissions

Appendix 1:
GAA Appointment Information Form

InterPARES Project
International Research on Permanent Authentic Records in Electronic Systems
School of Library, Archival and Information Studies
University of British Columbia
470 - 1961 East Mall
Vancouver, BC CANADA V6T 1Z1

Tel: 604-822-2694
Fax: 604-822-6006
www.interpares.org

GAA - Appointment Information

Please fill out the following:

Name: ______________________________

Social Insurance No.: ______________________________

UBC Student No.: ______________________________

Date of Birth: ______________________________

Current Home Address: ______________________________

____

Phone No.: ______________________________

Permanent Home Address: ______________________________
(if different form current
home address) ______________________________

Phone No.: ______________________________

E-mail Address: ______________________________

For Financial Services to deposit you pay directly into your account, please fill out a UBC Payroll Direct Deposit form and return it to the InterPARES office along with a voided blank cheque. If you do not have a chequing account, you will have to ask your bank to verify your account information by taking the form to them. **Note:** if you currently are registered with UBC Payroll, there is no need for you to submit a new UBC Payroll Direct Deposit form.

If you are applying for a Social Insurance Number (SIN), please submit a copy of the receipt for the application and inform us of your SIN as soon as you receive it.

International Research on Permanent Authentic Records in Electronic Systems

Appendix 2: UBC Payroll Direct Deposit Form

THE UNIVERSITY OF BRITISH COLUMBIA

PAYROLL DIRECT DEPOSIT

PLEASE PRINT

Name (Surname, followed by Given Name & Initial)

Social Insurance Number | Employee ID | email address

Faculty/Department: Arts/School of Library, Archival and Information Studies

Phone ☐ Work ☒ Home ☐ Cell

I authorize the University of British Columbia to deposit my pay as noted below:

Banking Institution (must be a Canadian institution):

Name:____________________

Address:____________________

City:____________________

Postal Code:____________________

Account Type:

☐ Chequing (cheque must be attached)

☐ Savings (see below for instructions)

☐ Other (see below for instructions)

CHEQUING ACCOUNTS PLEASE ATTACH A VOIDED CHEQUE

For NON-CHEQUING accounts:

Please have your banking institution fill in this area or have them stamp the adjacent box

Bank:

Transit#:

Acct#:

Minimum 7, maximum 14

Bank Stamp:

Signature

X ____________________

Date signed (yyyy/mm/dd)

____