



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

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

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

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

Research Questions

1. *Which activities generate these digital records?*

Your answer here...

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

Your answer here...

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

Your answer here...

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

Your answer here...

5. *What metadata is manually added to the records by their author and their creator? What metadata is automatically generated and attached to the record?*

Your answer here...

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

Your answer here...

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

Your answer here...

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

Your answer here...

9. *What measures does the creator take to ensure the accuracy, reliability and authenticity of the digital records and their documentation?*

Your answer here...

10. *Once a digital record is created, how is it handled? That is, where is the record stored (e.g., the creator's desktop, sent to an information system, printed, etc.)?*

Your answer here...

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

Your answer here...

12. *Are these digital records linked by an archival bond to records on other media? If yes, what records? How is their relationships made explicit?*

Your answer here...

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

Your answer here...

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

Your answer here...

Appendix 1: Diplomatic Analysis²

² Note: Only include those appendices that are applicable to your case study.

Appendix 2: Activity Model

Appendix 3: Interview Instrument(s)

Appendix 4: Other