



**InterPARES 3 Project  
4th International Symposium  
Holmenkollen Park Hotel Rica  
Oslo, Norway**

Friday, 17 September 2010

## Program

Morning Sessions	
08:00 - 09:00	Registration
09:00 - 09:05	Welcoming Address—Mari Sjøli, Norwegian Computer Society
09:05 - 09:30	InterPARES 3 Overview—Luciana Duranti, Project & TEAM Canada Director
09:30 - 10:30	<p><b>Session 1</b> Chair: Mari Sjøli, Norwegian Computer Society</p> <ol style="list-style-type: none"> <li>1. Shared Drive Migration Toolkit—Lois Enns, TEAM Canada</li> <li>2. Preservation of e-Protocol Registers / Implementation of a Trusted ERMS—María Mata Caravaca, Monica Martignon, Gabriele Bezzi, TEAM Italy</li> </ol>
10:30 - 11:00	Coffee Break / Poster(s)
11:00 - 12:30	<p><b>Session 2</b> Chair: Luciana Duranti, InterPARES Director</p> <ol style="list-style-type: none"> <li>1. Preservation of Law Enforcement Records—Adam Jansen, TEAM Canada</li> <li>2. Preservation of Health Records—Abdala Fara Netto, TEAM Brazil</li> <li>3. Preservation of Court Records—Nurussobah Hussin, Rusnah Johare, TEAM Malaysia</li> </ol>
12:30 - 13:30	Lunch
Afternoon Sessions	
13:30 - 15:00	<p><b>Session 3</b> Chair: Mariella Guercio, TEAM Italy co-Director</p> <ol style="list-style-type: none"> <li>1. Convergence of RM and ECM—Özgür Külcü, Tolga Çakmak, TEAM Turkey</li> <li>2. Automatic Retention of Records—Inger-Mette Gustavsen, TEAM Norway/LongRec</li> <li>3. XML—Eun Park, TEAM Korea</li> </ol>
15:00 - 15:30	Coffee Break / Poster(s)
15:30 - 16:30	<p><b>Session 4</b> Chair: Inger-Mette Gustavsen, TEAM Norway/LongRec Director</p> <ol style="list-style-type: none"> <li>1. Preservation of Vital e-Records—Miquel Serra, TEAM Catalonia</li> <li>2. Metadata—Joe Tennis, TEAM Canada</li> </ol>
16:30 - 17:00	Question & Answer Period



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## Presentation Abstracts

**Mari Sjølie (Norwegian Computer Society)** studied Librarianship at Liverpool Polytechnic and holds a Masters degree in Archives, Information Management and Education from Loughborough University. Mari has many years' experience of record management relating to development projects in the oil and gas industry. In addition to this, she worked for ten years in the IT/consultancy business where she was responsible for supplying archive systems to the public sector. Mari is currently Archives Manager in the State Pension Fund of Norway.

### Session 1

#### 1. Shared Drive Migration Toolkit—Lois Enns, TEAM Canada

This presentation will provide an overview of the process used by the Legislative Services Division of the City of Surrey, a TEAM Canada test-bed partner, in relation to the City's development, implementation and testing of a toolkit—involving policies, guidelines and procedures—for analyzing unstructured files and migrating records from existing shared drives to a newly-implemented electronic content management system while ensuring their continued authenticity.

#### 2. Preservation of e-Protocol Registers / Implementation of a Trusted ERMS—María Mata Caravaca, Monica Martignon and Gabriele Bezzi, TEAM Italy

This presentation will highlight the activities and findings of two InterPARES research projects: 1) a general study, involving researchers from TEAMs Catalonia, Italy and Brazil, aimed at developing guidelines for the long-term preservation of e-protocol registers; and 2) a TEAM Italy case study, at the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), involving the implementation of a trusted electronic records management system according to archival principles and InterPARES Project findings.

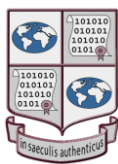
### Session 2

#### 1. Preservation of Law Enforcement Records—Adam Jansen, TEAM Canada

This presentation will highlight the activities and findings of a TEAM Canada case study involving the investigation of the practices and challenges that impact the creation, management and long-term preservation of structured digital records in the Vancouver Police Department.

#### 2. Preservation of Health Records—Abdala Fara Netto, TEAM Brazil

This presentation will highlight the activities and findings of a TEAM Brazil case study involving the development of procedures for the management and preservation of certain digital health records (Hospital Admission Authorizations), created by the Hospital Information System of the Unified Health System, within Brazil's Ministry of Health.



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### **3. Preservation of Court Records—Nurussobah Hussin and Rusnah Johare, TEAM Malaysia**

This presentation will provide an overview of the results of an analysis by TEAM Malaysia of six international best practice guidelines and sets of functional requirements for electronic records management, which was carried out for the purpose of developing recordkeeping functional requirements for the Superior Courts of Malaysia.

### **Session 3**

#### **1. Convergence of RM and ECM—Özgür Külcü and Tolga Çakmak, TEAM Turkey**

This presentation will provide an overview of the findings of research being carried out by TEAM Turkey into the potential points of convergence between Records Management and Enterprise Content Management systems in the digital environment and the challenges that such convergence poses for traditional records management practices in the near future.

#### **2. Automatic Retention of Records—Inger-Mette Gustavsen, TEAM Norway/LongRec**

The annually expected growth in global data generation and storage capacity shows clearly that not all data generated can be stored. If this trend continues then by 2012 there will be storage space only for half of the newly generated data. To follow up this challenge organizations need to have a process for automatic retention of records. The LongRec team will present how this can be done by use of semantics technology.

#### **3. XML—Eun Park, TEAM Korea**

This presentation will highlight the activities and findings of a TEAM Korea general study involving the investigation of the characteristics of XML implementations for long-term preservation of digital records, and, ultimately, identification of the best strategy (or strategies) for preserving XML records.

### **Session 4**

#### **1. Preservation of Vital e-Records—Miquel Serra, TEAM Catalonia**

This presentation will highlight the activities and findings of a TEAM Catalonia case study involving the development of procedures for transferring vital e-records of public universities to a trusted digital repository.

#### **2. Metadata—Joe Tennis, TEAM Canada**

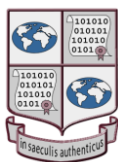


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This presentation will highlight the activities and findings of a TEAM Canada research into the importance of archival metadata in long-term preservation, particularly in relation to the development and use of metadata application profiles to help facilitate interoperability across systems, time and conceptions.



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### Participant Bios

**Gabriele Bezzi** graduated in Modern History at the University of Bologna in 1980 and in Archives, Paleography and Diplomatics in 1982 at the State Archives of Bologna. Since 2009, he has served as Archivist for the Polo Emilia Romagna Regional Archives (PARER). Previously, he was Head of Stock and general protocol at the Province of Bologna from 2000 to 2009. Since the mid-80s, he has been involved with developing computer systems for archival description used during various operations of reorganization and inventory of the archives of various institutions. More recently, he has been exploring issues related to the management and storage of electronic documents. He was involved in the launch of the journal *Achivi & Computer*, and currently is involved in the InterPARES 3 Project as a professional/community researcher for TEAM Italy.

**Tolga Çakmak** is a Research Assistant in the Department of Information Management, Faculty of Letters, at Hacettepe University in Ankara, Turkey, where she works as a Research Assistant with TEAM Turkey of the InterPARES 3 Project. His current areas of research interest include Information Organization, Information Systems, Usability of Web and information systems, Electronic Records Management, Human-Computer Interaction and User Studies on IT, and Enterprise Content Management.

**Maria Mata Caravaca** has been the Archivist at ICCROM (The International Centre for the Study of the Preservation and Restoration of Cultural Property) since 2002. She has a degree in Fine Arts from the University of Granada, Spain, and has also trained in conservation and restoration in Florence and at ICCROM in Rome. She received her professional archival degree from the Vatican School. She is involved in the InterPARES 3 Project as a professional/community researcher for TEAM Italy.

**Luciana Duranti** is Chair of the Archival Studies Master's and Doctoral programs of the School of Library, Archival and Information Studies of the University of British Columbia, and Professor of archival theory, diplomatics, and the management of digital records. She is Project-Director of InterPARES, for which she received the Killam Research Prize (2005), the Jacob Biely Research Prize, the UBC's "premier research award" (2006), the Emmett Leahy Award (2006) and the British Columbia Innovation Council Award, which is annually presented to "an individual who has opened new frontiers to scientific research" (2006). She also directs the Digital Records Forensics, and the Digital Recordkeeping Curriculum Resources projects and is a co-investigator for the Universities Institutional Repositories: Copyright and Long-term Preservation Project. She publishes widely on archival education, history and theory, and on diplomatics. More information is available on her web site at [www.lucianaduranti.ca](http://www.lucianaduranti.ca).

**Lois Enns** is a graduate of the University of Toronto's Masters of Information degree, where she specialized in Information System Design and Archives Science. After working at the District of West Vancouver as District Archivist and then Records Manager, she moved to the City of Surrey, where she administers the corporate records program and is currently working on a project to implement an enterprise content management system. She has been involved in the InterPARES 3 Project as a professional/community researcher for the City of Surrey case study since 2008.



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**Mariella Guercio** is a professor in archival science and ERM at the University of Urbino since 2000. For twenty years she worked as State archivist for the Ministry of Cultural Heritage where she cooperated with the State Authority for information technology to define the Italian legislation for ERMS. Chair of ICA Committee on current records (1990-1992), member of ICA Committee on program management she has also served a Director of the Italian team for all three phases of the InterPARES Project (1999-2012). Co-director of the European project ERPANET and partner for the DELOS digital preservation WP, she is partner for the European project CASPAR on digital preservation (2006-2009) and member of the European working group for defining a master profile for digital curation. Since 2002, she has been editor of the journal *Archivi & Computer*. She is the 2009 recipient of the Emmett Leahy Award, which is recognized as the highest award for individual accomplishment in the information and records management profession.

**Inger-Mette Gustavsen** is principal researcher at DNV Research & Innovation, Oslo, Norway. She has a BSc degree in informatics and an MSc degree in management. Her experience is from IT operation, knowledge management, project management, consultancy, information management, IT-audits, information security and research. Her main area is information management with a focus on long-term preservation, compliance, information quality and use of digital information. She is also the project manager for the LongRec project ([www.longrec.com](http://www.longrec.com)) and the director of TEAM Norway in the InterPARES 3 Project.

**Nurussobah Hussin** is a senior lecturer at the Faculty of Information Management, Universiti Teknologi MARA (UiTM), with ten years of experiences in lecturing. She received her Bachelor's degree in Business Administration (Hons) from the Northern University of Malaysia (1998) and her Master of Science in Information Management from UiTM (2000). Currently, she is pursuing her PhD in Electronic Court Records Management. Her research interest is in the field of electronic records management, business records management and legal records management.

**Adam Jansen** is a doctoral student at the School of Library, Archival and Information Studies at the University of British Columbia, where he works as a Graduate Research Assistant with the InterPARES 3 Project and the Digital Records Forensics Project. He is an internationally recognized expert in the field of digital archiving and an information management consultant specializing in government record preservation. Prior to starting his consulting career, he spent seven years in Washington state government, first managing the image operation for the Dept of Retirement where he directed the conversion of 24 million documents into a state of the art imaging system, then at the State Archives where he designed, built and managed an award winning, first of its kind digital archives dedicated to the preservation of state and local records.



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**Rusnah Johare** received her MA in archival studies from the University College London (1991) and her PhD in records management from the Northumbria University, Newcastle, UK (2006). She has many years of professional and academic experience in the records and archives management field, ranging from a position as an archivist at the National Archives of Malaysia to her current position as an Associate Professor in the Faculty of Information Management, Universiti Teknologi MARA (UiTM), Malaysia. Her major areas of research are in electronic records management and long-term preservation of corporate memory. She is currently the Director of TEAM Malaysia of the InterPARES 3 Project and a member of the Technical Committee of the Malaysian Standards Development (for Records Management).

**Özgür Külcü** is an Assistant Professor in the Department of Information Management at Hacettepe University, Beytepe Campus, Turkey. He received an MS degree in Library and Information Science from Hacettepe University and a PhD degree in Records Management from the same university in 2005. He also prepared a post-doctoral study at the University of British Columbia. He currently runs graduate and undergraduate courses on institutional information and records management at Hacettepe University. His research interests include records management, intuitional information management, egovernment applications and quality management, particularly the analysis of institutional administrative systems. Since 2007, he has served as Director of TEAM Turkey in the InterPARES 3 Project.

**Monica Martignon** is the Archivist at Università luav di Venezia, a position she has held since 2001. She has been involved with the archival field since 1997, prior to which she worked as a university librarian for fifteen years. Her current responsibility includes the supervising of the university records management system including records creation, records management and long-term preservation of archives on all media, including digital ones. She carries out professional and knowledge dissemination activities, especially for the university staff, including participation in conferences. She is involved in the Atlantis project, which aims to analyze the diplomatics of university records, and has been involved as a professional/community researcher for TEAM Italy in the InterPARES 3 Project since 2008.

**Abdala Fara Netto** graduated in History at the University of the State of Rio de Janeiro (UERJ) in 2000. He has been working in records management since 1996 at institutions such as the National Archives of Brazil, the Oswaldo Cruz Foundation (Fiocruz) and UERJ. Currently, he is in charge of the team of the Records Management and Preservation Office, at Brazil's Ministry of Health. Since 2008, he has participated in the InterPARES 3 Project as a professional/community researcher for TEAM Brazil.



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**Eun G. Park** is an Associate Professor in the School of Information Studies at McGill University. She holds a PhD from the University of California, Los Angeles. Her research interests include metadata, digital archives, digital preservation, electronic records management systems, digital resources management, and social aspects of information technology. She was a co-investigator with the InterPARES 2 Project and currently is an academic researcher for TEAM Korea in the InterPARES 3 Project.

**Miquel Serra** received his Bachelor's degree in History from the Universitat de Girona (1999) and his Master's degree in Records Management and Archival Studies from Universitat Autònoma de Barcelona and Associació d'Arxivers de Catalunya (2002). Since 2002, he has been working in public archives as an Assistant Technician in Arxiu Històric Comarcal de Santa Coloma de Farners, Arxiu Nacional de Catalunya and Arxiu Municipal de Vidreres and as Records Manager and Archivist of Universitat de Girona Archives. He is working with different teams of records managers and archivists in Catalan (Grup de Gestió Documental, Workflow and iArxiu-Associació Catalana d'Universitats Públiques, 2008) and Spanish (Grup de Gestió Documents Electrònics- Conferencia de Archiveros Universitarios, 2008) universities and in the Catalonia government (Grup d'Avaluació i Tria Documental d'Universitats-Generalitat de Catalunya, 2005, and Grup Innovació Tecnològica-Generalitat de Catalunya, 2009). He is on the Board of the Associació d'Arxivers de Catalunya (2005). Since 2007, he has served as Director of TEAM Catalonia in the InterPARES 3 Project.

**Joseph T. Tennis** is an Assistant Professor at the Information School of the University of Washington, a member of the Textual Studies faculty at UW, an Associate Member of the Peter Wall Institute for Advanced Study at The University of British Columbia, and Reviews Editor for Knowledge Organization. He is also a member of the Dublin Core Usage Board (an international standards body that works toward the implementation and maintenance of interoperable metadata). He holds a BA in Religious Studies. He received an MLS degree from Indiana University and a PhD in Information Science from the University of Washington. He works in classification theory, the versioning of classification schemes and thesauri (a.k.a. subject ontogeny), and the comparative discursive analysis of metadata creation and evaluation, both contemporary and historical. He was a co-investigator with the InterPARES 2 Project, where he served as Chair of the Terminology Cross-domain Task Force (2005-06), and currently is an academic researcher for the InterPARES 3 Project.