



InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

Case Study Proposal Template

Version 1.0

As it is essential to be able to compare case studies that have similar contexts, it has been decided to limit case studies to one of the following three basic types (or any combination thereof): (1) those that focus on existing bodies of digital **records**; (2) those that focus on **systems** that control, contain or should contain digital records; and (3) those that focus on **policies** aimed at establishing a framework for acquiring and preserving digital records.

The three basic elements that should be articulated in each **case study proposal** are:

1. Description of the case study subject (i.e., organization, institution, etc.): Briefly describe the case study subject in terms of its business/organizational mandate and key business/organizational activities. If the body of digital records for which you intend to develop a preservation plan are only a portion of the subject's records (e.g., relate only to one of the subject's various key activities), briefly contextualize the records within the subject's records as a whole, with particular emphasis on any (potential) relationships/interactions you might be able to identify at this point between the chosen body of records and the other records generated by the subject during the course of its other activities that may ultimately impact on the preservation plan.

2. Rationale: Why is this subject and this body of records of interest to the TEAM? What unique digital preservation issue(s) might this case study address or highlight?

3. Timeline: Briefly identify key tasks, goals and/or products associated with the case study and a rough timeline for carrying out, developing and/or implementing them.