

InterPARES 3 Project

TEAM Mexico

International Research on Permanent Authentic Records in Electronic Systems

EN EL MARCO DEL XXX ANIVERSARIO DEL CENTRO UNIVERSITARIO DE INVESTIGACIONES BIBLIOTECOLÓGICAS/UNAM

DIPLOMADO

ADMINISTRACIÓN Y PRESERVACIÓN DE ARCHIVOS DIGITALES
MAYO • OCTUBRE • 2011 • DURACIÓN 152 HRS. • VIERNES Y SÁBADOS
Coordinador: Dr. Juan Voutsás Márquez

A R C H I V O

MÓDULO 1: Introducción a la ciencia archivística moderna y a los archivos

MÓDULO 2: Las tecnologías de información y comunicaciones (TIC) y su relación con la ciencia archivística

MÓDULO 3: Un plan para documentos de archivo. Planeación y administración (IRMT)

COSTOS E INSCRIPCIONES:
LIC. JUAN MANUEL ROBLES CORREA
Tels.: (52-55) 5623 - 0352
jmrobles@cuib.unam.mx
<http://cuib.unam.mx>

MÓDULO 4: Estado del arte mundial de los documentos de archivos digitales

MÓDULO 5: Sistemas de creación y mantenimiento de documentos de archivos digitales (gestión documental)

MÓDULO 6: Sistemas de preservación de documentos de archivos digitales auténticos y a largo plazo (InterPARES)



InterPARES Project
Researcher Name
Research Position

InterPARES TEAM Mexico Diploma in Digital Records/Archives Management and Preservation



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**InterPARES TEAM Mexico Diploma in
Digital Records/Archives Management
and Preservation**

**Interpares 3 Summit
Barcelona, October 3-5, 2011**



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Purpose of this paper

This paper provides an overview of the diploma course developed by TEAM Mexico for digital records/archives management and preservation.

The diploma is derived from the training and education strategy presented in 2009 for the development of human resources infrastructure necessary to deal with digital records issues and its preservation in our country



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Goals of the strategy

- To acquire in the TEAM knowledge and competences from others in training and educating on digital records and its preservation
- To develop contents
- To train those who are already creating, managing, maintaining or preserving digital records or archives
- To train auditing professionals
- To train for specific needs



The Diploma Course (“*Diplomado*”)

- *What is it?* A diploma study, with 152 hours of class, 19 weeks length, friday and saturday, 4 hours each day, conformed by 6 “modules” including material from several subjects to provide students with deeper understanding of the issues involved in the management and long-term preservation of trustworthy digital records/archives (currently 20 students)
- At the end, each student must present a project that proves his/her knowledge and skills understanding creation, management, transfer and preservation of documentary bodies and digital archives or the design of a plan of a current organization with best practices in the management and long-term preservation of trustworthy digital records



Goals of the Diploma Course

- To provide to students knowledge as well as technical and archival skills to understand creation, management, transfer and preservation of documentary bodies and digital archives
- To manage current digital records existing within systems and servers in public or private organizations, specially those from e-government
- To learn how to design and develop an organizational plan with best practices in the management and long-term preservation of trustworthy digital records



Addressed to:

Records managers, archivists, ICT professionals, responsables of digital repositories, public officers responsables of management, preservation or accountability of digital records, planners, decision makers and auditing officers related with digital documents and archives



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Location:

- InterPARES TEAM Mexico at the CUIB – University Center for Library and Information Sciences Research – at the National Autonomous University of Mexico- UNAM



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Contents: Module I: Introduction to modern archival science, records and archives (16 hrs.)

- **Concepts and definitions related to archival science and archives:**

- Main archival and records theories and models
- Records classification schemas
- Documentary appraisal, retention schedules, etc.
- Master conference: National Archives of Mexico today



Contents: Module II: ICT and their relationship with archival science and archives (36 hrs.)

- Files: Logical and physical structures
- Programs and applications; languages, etc.
- Networks, internet, intranets, etc.
- Databases: concepts, structures, types, construction
- Standards and interoperability
- Document formats: types, purposes, structures, etc.
- Digitized documents and digital-born documents
- Digital storage: types, devices, costs, etc.
- Electronic signature, seal, etc.
- Digital maintenance techniques: refreshing, copy, emulation, migration, etc.
- Information security and preservation
- Conference: “Digital records: state of the art and trends”



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Contents: Module III: Basic Recordkeeping (20 hrs.)

- The case study
- Researchs and surveys
- Development of Policies
- Planning a recordkeeping system
- Procedures and recordkeeping
- Guidelines and recordkeeping
- Selection of a strategy and a system
- Best practices
- Recordkeeping action plans

Conference: “Digital records and transparency in e-government”



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Contents: Module IV: State of the art and trends of digital records in the world (24 hrs.)

- The nature of digital records: definitions, types, etc.
- InterPARES ontologies: components, attributes, fixed forms, stable contents, contexts, etc.
- Status of transmission, drafts, originals, copies, etc.
- Trustworthiness, reliability, authenticity, accuracy, degrees,
- Definition and concepts of records and ISO 15489
- Digital records and legislation: information access and transparency, copyrights, personal data protection, etc.
- Current problems, challenges, risks, and opportunities in recordkeeping
- The cloud, e-government, etc.

Conference: “Digital preservation policies in Bank of Mexico”



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Contents: Module V: Recordkeeping systems, policies, guidelines and procedures (32 hrs.)

- **Standards and models:** ISO 15489, MoReq 2010, DoD 5015.2, ISO 26122
- **Principles and requirements,** International Council of Archives
- **Metadata for digital records:** ISO 23081, etc.
- **Useful InterPARES products:** assessments of authenticity, creator guidelines, contextual analysis, record creation and recordkeeping, policies and guidelines for record creation and recordkeeping, baseline authenticity requirements, metadata requirements, glossary in Spanish, etc.

Conference: “Towards Digital Environment : Initiatives at the Mexican Electoral Court”



Contents: Module VI: Digital Records Preservation and Auditing (24 hrs.)

- **The Chain of Preservation Model**
- **Basic Guidelines for digital records preservation systems: planning, strategy, transfer, appraisal, long-term requirements, etc.**
- **The OAIS Model**
- **The NARA/RLG Audit Checklist for Certifying digital repositories, etc.**
- **Examples of case studies with international initiatives**
- **Final Seminar with students works**



What's next?

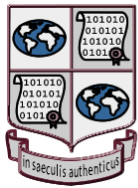
- To impart again twice the diploma course (split in 4 independent courses)
- To develop the curricular plan for one optative subject for the *Information Sciences Studies* master's degree level
- To develop the curricular plan for one or two optative subjects for bachelor's level



What's next?

- To promote the above set of subject matters to other archival science schools
- To develop a whole set of specific in-house training programs, expressly designed and given for governmental, education, private organizations.





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