The Project
• Three-year grant from the National Historical Publications and Records Commission (NHPRC), April 2010-March 2013
• Develop electronic records archive for university’s born-digital records
• Proof-of-concept approach to test sustainability of archival solution for long-term access and preservation of three electronic records series (71,200 logical data records) produced by Office of Registrar:
  —Catalog of Academic Programs
  —Description of Courses
  —Annual Student Directory

Deliverables & Expected Outcomes
• Policies and procedures to appraise, ingest, process, describe, and preserve institutional electronic records, including:
  —An electronic records processing manual
  —An administrative, technical, and descriptive metadata guide for staff and student assistants
  —Demonstration of the accessibility of records in the “permanent archive” using the integrated Rule-Oriented Data System (iRODS)
• Ongoing reports to NHPRC and the Committee on Institutional Cooperation-University Archives Group (CIC-UAG) and regular updates to project website
• Presentations and publications
• New preservation environment that will be extended to include other records of enduring value to MSU

Phase 1: Analysis
• Form advisory committee
• Create project website, www.archives.msu.edu/about/spartan_archive.php
• Hire Project Information Technologist
• Survey needs/expectations of designated community:
  —Key administrative units
  —Faculty, student, alumni representatives
• Migrate collection data to Archivists’ Toolkit and create accessioning processing workflows
• Build public interface to Archivists’ Toolkit system, for later use with Spartan Archive

Phase 2: Appraisal, Accession, and Metadata
• Develop appraisal criteria, influenced by user needs assessment and FERPA regulations
• Define metadata to be used for records description
  —Based on Dublin Core
  —Extended to meet needs of designated community
  —Will help shape MSU’s institutional metadata standards

Phase 3: Ingest and iRODS Installation
• Perform and document procedures for XML extraction of data fields
• Write scripts to ingest records
• Build end-user queries
• Develop role-based access controls
• Integrate Archivists’ Toolkit system with Spartan Archive framework
• Develop and document Submission Information Package (SIP) and Archival Information Package (AIP)
• Create archival administration reports
• Host iRODS workshop
• Install iRODS sandbox and iRODS management policies and workflow

Phase 4: Public Access and User Testing
• Develop and document Dissemination Information Package (DIP)
• Test interface internally and with user community
• Test and monitor integration of Archivists’ Toolkit with Spartan Archive
• Create archival administration reports, including audit trails and finding aids
• Host intensive iRODS training
• Install and program iRODS
• Test iRODS micro-services

Phase 5: iRODS Programming and Testing
• Contract additional iRODS training
• Resolve outstanding issues with iRODS implementation
• Test iRODS environment, including restoration of access copy from preservation copy
• Perform checksum analysis to ensure file integrity
• Document checksum analysis procedure
• Conclude programming and testing
• Complete project documentation
• Perform self-audit using the Trustworthy Repositories Audit & Certification (TRAC): Criteria and Checklist

Phase 6: Documentation and Conclusions
• Monitor and survey Spartan Archive users
• Create and deliver final project reports to NHPRC
• Create and distribute final documentation to CIC and other interested institutions

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