

# Electronic Records Management at Penn State: A Matryoshka Design

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**Abstract:** In January 2009, the Electronic Records Repository Specification Committee was charged to identify requirements for ElectRAR, the University's proposed Electronic Records Archival Repository. All the activity regarding the strategic and tactical planning for the University's Electronic Records issues led to the development of a visual characterization of projects before and after ElectRAR. The Matryoshka (Russian Nesting) dolls design concept was born.

**Doll # 1** – Records Management Advisory Committee Organizational Chart

**Doll # 2** – Digital Preservation Steering Committee Recommendations

**Doll # 3** – Data Classification Schema Categories

**Doll # 4** – IBIS and ISIS Electronic Records Practices Review Summary

**Doll # 5** – XAM Storage Space Test and Recommendations

**Doll # 6** – ElectRAR Flow Charts

Each doll can stand alone as a complete, holistic project. But ideally each project builds on the good work of its predecessor and creates, at the same time, its own structure.

ElectRAR, a digital surrogate of the University Archives, will insure the capability of reconstruction of the events within the University during a specific period of time to document their historical, fiscal, administrative, and evidential value. The ElectRAR will serve three (3) primary purposes relative to University records:

- 1) Actively maintain and manage born digital records in a usable information structure as mandated by University retention schedules and legal mandates. This repository will conform to the three (3) major criteria for long-term digital preservation: **authenticity, reliability, and integrity.**
- 2) Provide navigational guidance via a user interface for specified access to stand-alone University repositories, designated by the Records Management Advisory Committee for faculty, staff, students, and researchers. The repository will become part of the University's cyber infrastructure and will function as an information management tool.
- 3) Provide best ingest, management and output practices for the guidance of other stand-alone University e-repositories.

## About the author:

**Jackie R. Esposito** is the University Archivist and Head, Records Management Services, of Penn State University. Esposito has over twenty-five years of archival and records management experience. She has been serving as both faculty and administrator for the Penn State University Archives since 2001. She joined the faculty of the University Libraries in July 1991 as Assistant University Archivist for Records Management/Senior Assistant Librarian. She was tenured and promoted to Associate Librarian in 1998. Among her publications is the acclaimed, *The Nittany*

Lion: An Illustrated Tale (Penn State Press) Prior to coming to Penn State, she served as project archivist for The Fiorello LaGuardia Papers Project and as an Adjunct History Faculty member at St. John's University, New York. She runs her own archival consulting firm, Archives and Old Lace.