

# How to Preserve a Million Digital Records When Everyone has a Million Other Things to Worry About

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**Abstract:** How do you preserve digital records in a million-dollar organization when everyone has a million other things to worry about? This case study presents a synthesis of archival and organizational theory to inform policy and procedures development for long-term preservation of digital records in an established post-secondary institution with 16,000 full-time and 32,000 part-time students. We discuss the process of documenting current practices and developing policy that embraces best practices and seeks to implement change in today's reality of cutbacks and unique particularities of organizational culture. Offering practical solutions to policy development for digital records preservation, we present a model that integrates archival requirements into a dynamic and complex environment. This is a case study in InterPARES 3 (International Research on Permanent Authentic Records in Electronic Systems). The InterPARES 1 and 2 projects have researched theory and methods ensuring the preservation of the authenticity of digital records and their reliability and accuracy during the entire lifecycle from creation to permanent preservation. InterPARES 3 puts theory into practice, through case studies with archives and archives / records units in organizations. The project is funded by The Social Sciences and Humanities Research Council of Canada's Community-University Research Alliances (SSHRC-CURA). (This presentation presents in detail the model of policy development summarized in the poster presented at the SAA 2010 Student Poster Session.)

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