PERPOS: An Electronic Records Repository and Archival Processing System

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Background

• Initial Objective: Develop tools to support Archivists in gaining intellectual and physical control of PC records from the Administration of President George H. W. Bush.

• Contents of 500+ Hard Drives

• Included operating system and software applications as well as user-created files.

• DOS and Windows 3.1

• AT and 386 and Macintosh computers

• No viewers, just the original software applications
Presidential Electronic Records PiOlOt System (PERPOS)

- Developed a prototype system to support accession, arrangement, preservation, review, and Description of e-record series.
- Evolutionary Prototyping
- System has been pilot-tested by archivists at the Bush Presidential Library
- Systematically processed several record series
Systematic Processing
Data Flow

Diagram:

1. Accession of Records
2. Add Systematic Case
3. Add Container
4. Check Out Container
5. Filter File System
6. Arrange File System
7. Preserve Files
8. Review File System
9. View and Describe Series
10. Catalog of Systematic Cases
11. Transfer Nonrecords
12. Create Reference Copy

Data Flow:

- Accession Register
- Catalog of Systematic Cases
- Systematic Case
- Container ID
- View and Describe Series
- Processed Container
- Reference Copy
- Library
- Holds
- Working Storage
- Holdings
- Copy of Container
- Filtered_FS
- Arranged_FS
- Preserved_FS
- Reviewed_FS
- Transferred_OS_and_Software_Applications
Repository Data Model

```
Series
- Identifier
- Title
- ScopeAndContentNote
- InclusiveStartDate
- InclusiveEndDate
- Extent
- Notes
- Arrangement

Accession
- Number
- Accretion
- Date of Receipt
- Date Logged
- Logged By Identification
- Brief Description
- Inclusive Dates
- Approximate Volume
- Additional Information

Office
- Identified Name

Collection
- Identifier
- Title

Directory
- Title
- Sequence
- SortAttr
- SortOrder

Container
- Identifier
- Container Type

Item
- Filename
- File Size
- Sequence
- Group Id
- SHA1
- File Type
- Access Restriction Status
- Reasons
- Document Type
- Correspondents Name
- Title
- Subjector Title
- Chronological Date
- Last Modified
- Archivist
- Date of Withdrawal
- Original Path
```
## Accession

![Archival Repository Tool](image)

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession Number</td>
<td>2005.0001</td>
</tr>
<tr>
<td>Date of Receipt</td>
<td>05-01-1995</td>
</tr>
<tr>
<td>Date Logged</td>
<td>05-06-2005</td>
</tr>
<tr>
<td>Logged By</td>
<td>Stephanie Oriabure</td>
</tr>
<tr>
<td>Donor</td>
<td>N.A.</td>
</tr>
<tr>
<td>Identification</td>
<td>Bush Personal Computer Files</td>
</tr>
<tr>
<td>Brief Description</td>
<td>Sample Files for Demonstration of ART and the APT</td>
</tr>
<tr>
<td>Inclusive Dates</td>
<td>1989-1993</td>
</tr>
<tr>
<td>Approximate Volume</td>
<td>64 files</td>
</tr>
<tr>
<td>Restrictions</td>
<td>PRA, FOIA</td>
</tr>
</tbody>
</table>

*3/18/2007 3:52 PM*
Intellectual Arrangement
## Preservation Activity

<table>
<thead>
<tr>
<th>Property</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Path</td>
<td>STATMAC.WB1</td>
</tr>
<tr>
<td>File Type</td>
<td>Quattro Pro for Windows 3.x Encrypted Workbook</td>
</tr>
<tr>
<td>Length</td>
<td>12348 Bytes</td>
</tr>
<tr>
<td>Last Modified</td>
<td>3/3/1995 6:00:14 AM</td>
</tr>
<tr>
<td>SHA-Digest</td>
<td>096BFD27FA083ED84506399F339B62938064514D</td>
</tr>
</tbody>
</table>
Preservation Actions
File Types Associated with Tools
Review Activity
February 13, 1989

Dear Mr. President,

I am honored by your handwritten note that you want me involved in your Administration, to which this letter is in response. I am ready.

May I suggest a substantive Ambassadorial appointment, where my relevant working experience, international credential, and longtime political loyalty to you may be brought to bear in important ways. In order of availability and preference:

- Prague
- Brussels
- Canberra

Charlie joins in this expression of respect and friendship for you and Barbara.

Shirley Temple Black
Review Activity: Withdraw Record
Review Activity: PRA Restrictions and FOIA Exceptions
Review Activity: Withdrawal Information

- **Document Type:** correspondence
- **Correspondent's Name or Title:** From Shirley Temple to the President
- **Subject or Title:** Appointment
- **Chronological Date:** 02/13/1989
- **Archivist's Name:** Administrator
- **Date of Withdrawal:** 04/02/2007
Review Activity: Closed Record
SCOPE AND CONTENT NOTE

This FOIA Case pertains to materials related to Shirley Temple Black, Ambassador to Czechoslovakia. The FOIA Collection contains memoranda, biographical sketches and press releases.

BUSH PRESIDENTIAL RECORDS: STAFF AND OFFICE FILES

Counsel to the President, Office of the
Appointments File

BLACK060108.TXT [OAID 10003]
BLACKBLACKLTR.wps [OAID 10003]
BLACKBLACKNOM.xls [OAID 10003]
BLACKDRAFTFR.xls [OAID 10003]
BLACKNOMBLACK.xls [OAID 10003]
BLACKWHOSWHO.xls [OAID 10003]
Summary of Research Results and Benefits

PERPOS: A Prototype E-Record Repository and Archival Processing System.

- Supports both Systematic and FOIA Processing of Presidential e-records. [Pilot tested by Archivists]
- Provides an environment for experimental application of advanced information technologies to archival processes.
- Document Type Identifier - Speeds up processing, e.g., Automatic insertion of withdrawal information
- Automatic description of items, file units and record series – Enables earlier intellectual control of e-records.
- Prototype Access Restriction Checker – Many Potential Benefits
- Knowledge Acquisition Reduces work required to apply Access Restriction Checker to Records of Subsequent Administrations