

PERPOS: An Electronic Records Repository and Archival Processing System

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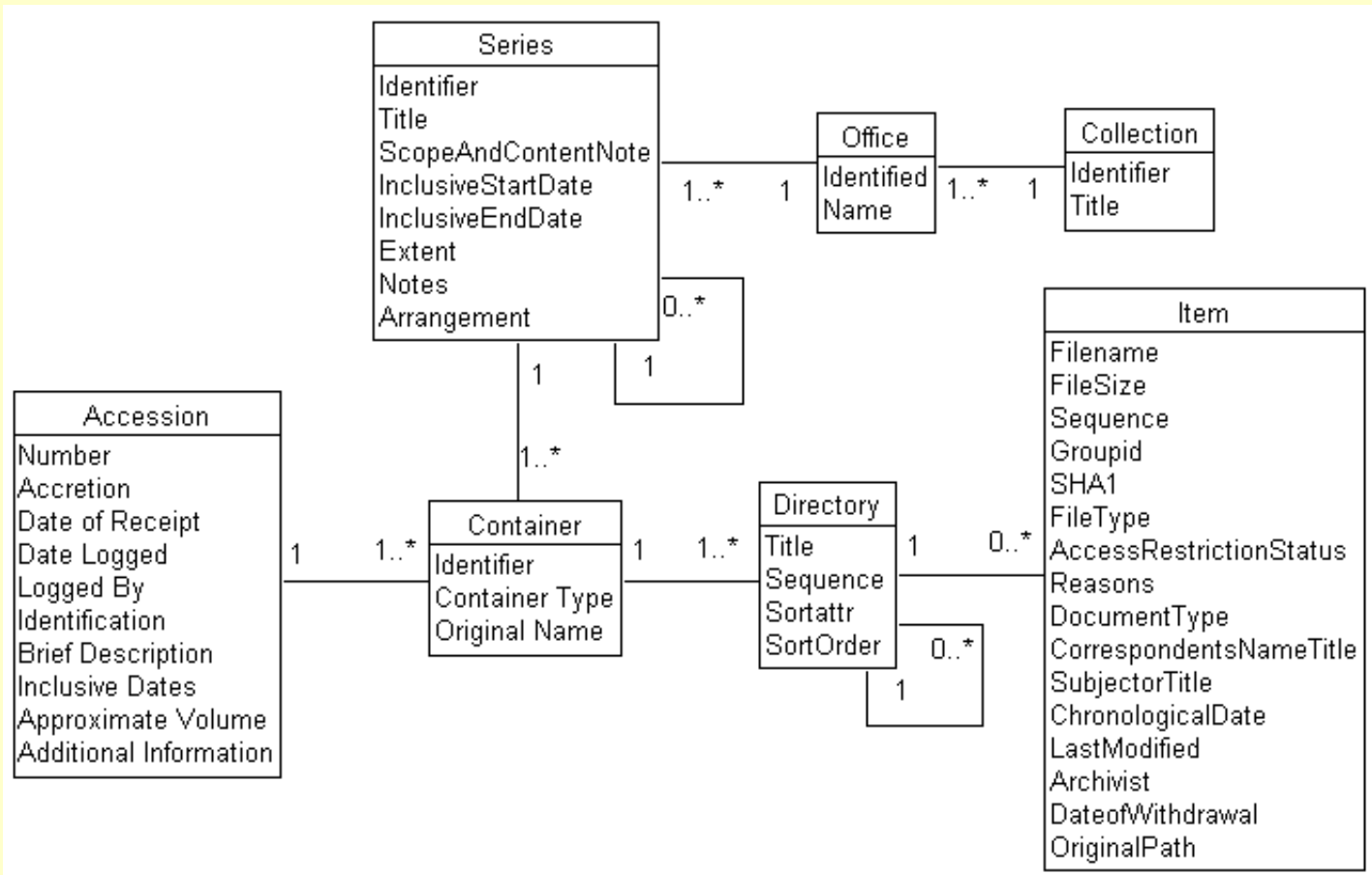
Background

- **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 Pilot 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**

Repository Data Model



MANIFEST.MF - Quick View Plus

File Edit View Document Go Window Help

Manifest-Version: 5.1
Accession: 2007.0001
OAID: 10003
Original Name: 0999
Container Name: 10003.tar
Last ItemID in Master: 8
Collection: Bush Presidential Records: Staff and Office Files
Office: Counsel to the President, Office of the
Series: Appointments File
Processing Status: F

Name: BLACK\
ItemID: 1
FileType: Directory

Name: BLACK\89060105.TXT
ItemID: 2
SHA-Digest: 064E286E955764C884604FE914DAFAB5F30BC4D5
FileType: ASCII 7-bit Text
Access: Open
ProcessedType: F

Name: BLACK\BLACKLTR.ans
ItemID: 3
SHA-Digest: D6D2BB9D80787A7A6987093370B37F5A578A2B7A
FileType: ASCII 7-bit Text
Access: Closed
ProcessedType: F
Reason: a(2)
DocumentType: correspondence
CorrespondentNameTitle: From Shirley Temple to the President
SubjectOrTitle: Appointment
ChronologicalDate: 02/13/1989
Archivist: Administrator
DateOfWithdrawal: 04/02/2007

7-Bit Text File The contents of MANIFEST.MF

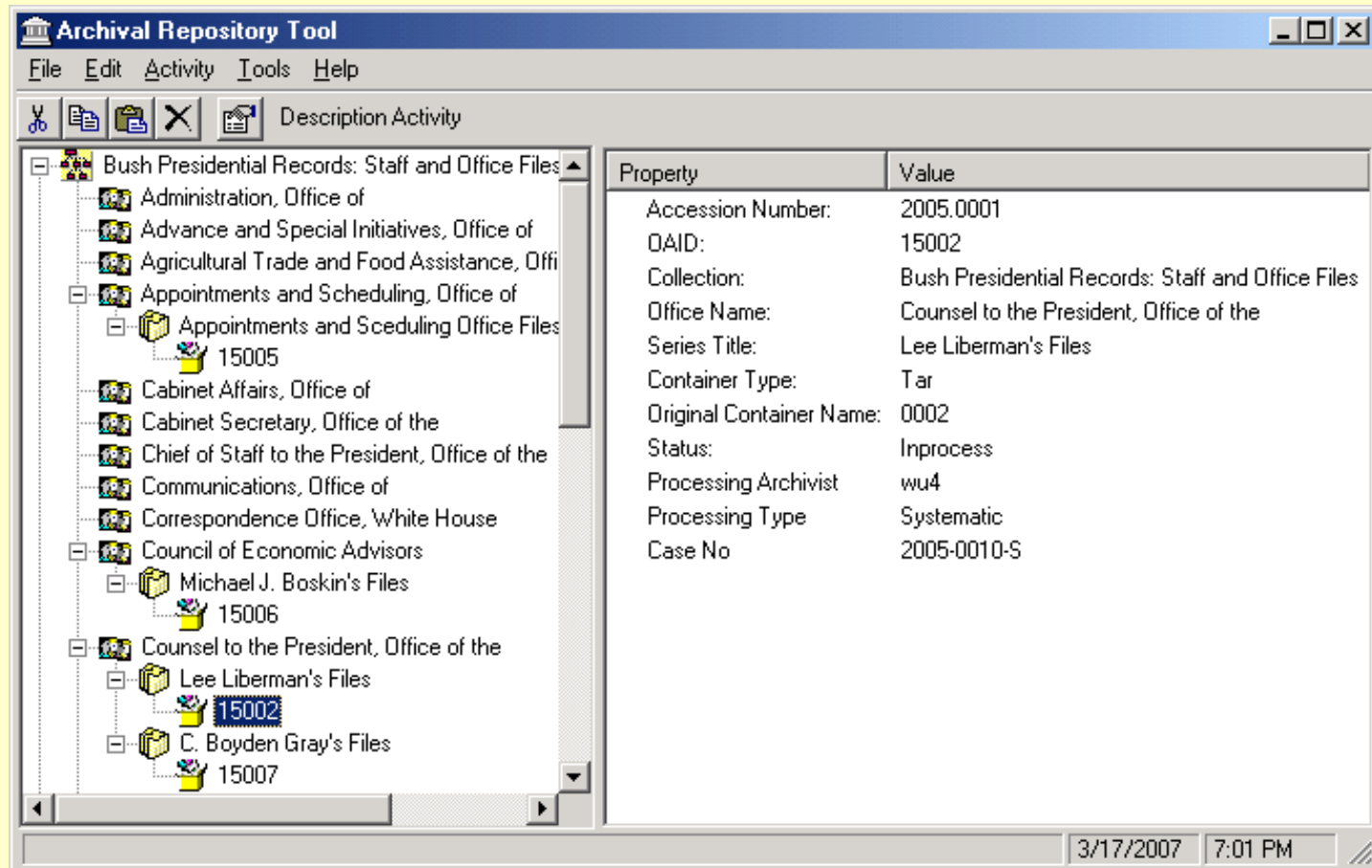
Accession

The screenshot displays the 'Archival Repository Tool' window. The title bar includes the application name and standard window controls. The menu bar contains 'File', 'Edit', 'Activity', and 'Help'. The toolbar features icons for cut, copy, paste, delete, and a document icon, with the text 'Accession Activity' to its right. On the left, a tree view shows a hierarchy with '2005.0001' selected, containing sub-items 15001 through 15009, each represented by a folder icon. The main area is a table with two columns: 'Property' and 'Value'. The table contains the following data:

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

The status bar at the bottom right shows the date '3/18/2007' and the time '3:52 PM'.

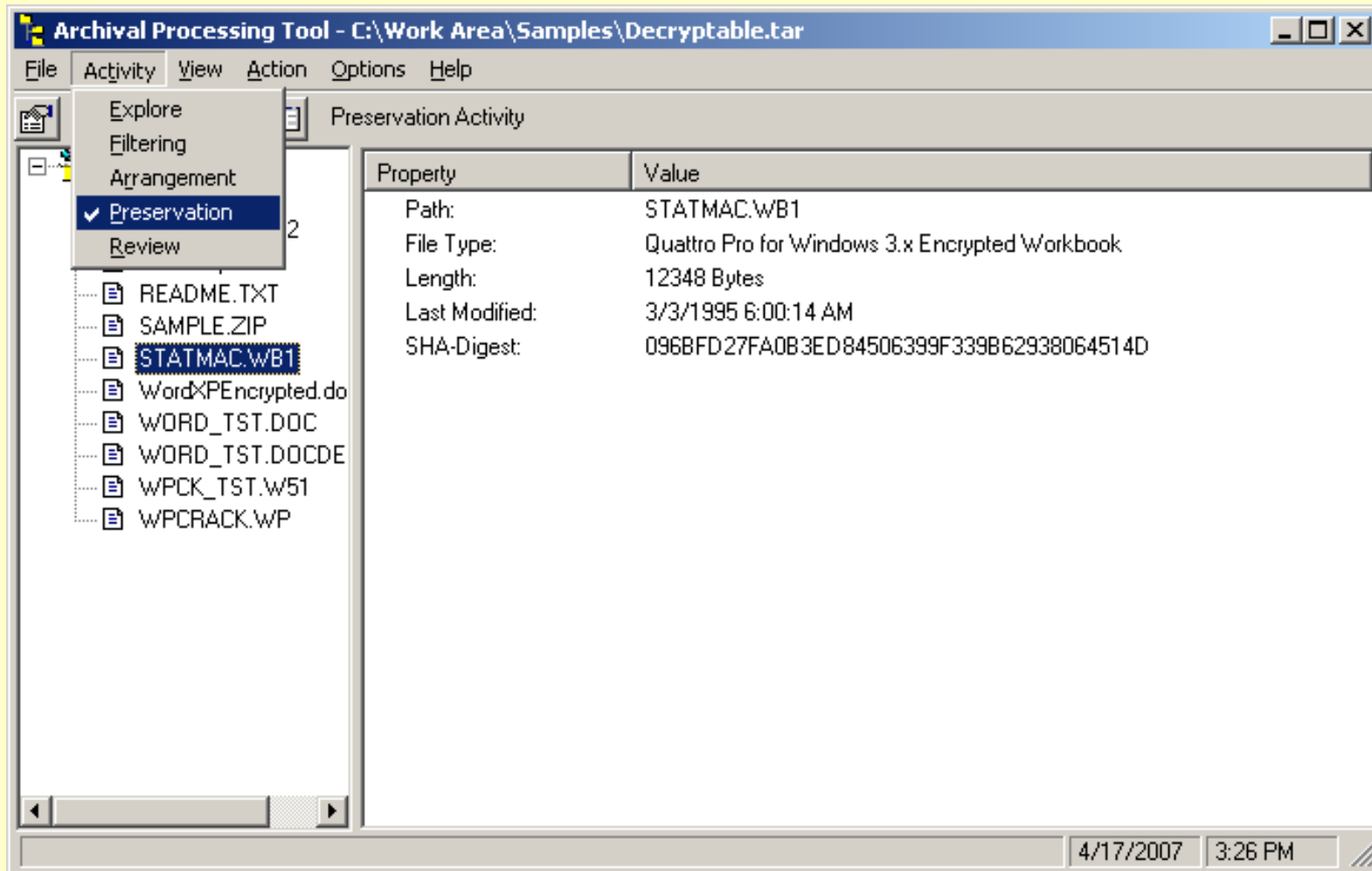
Intellectual Arrangement



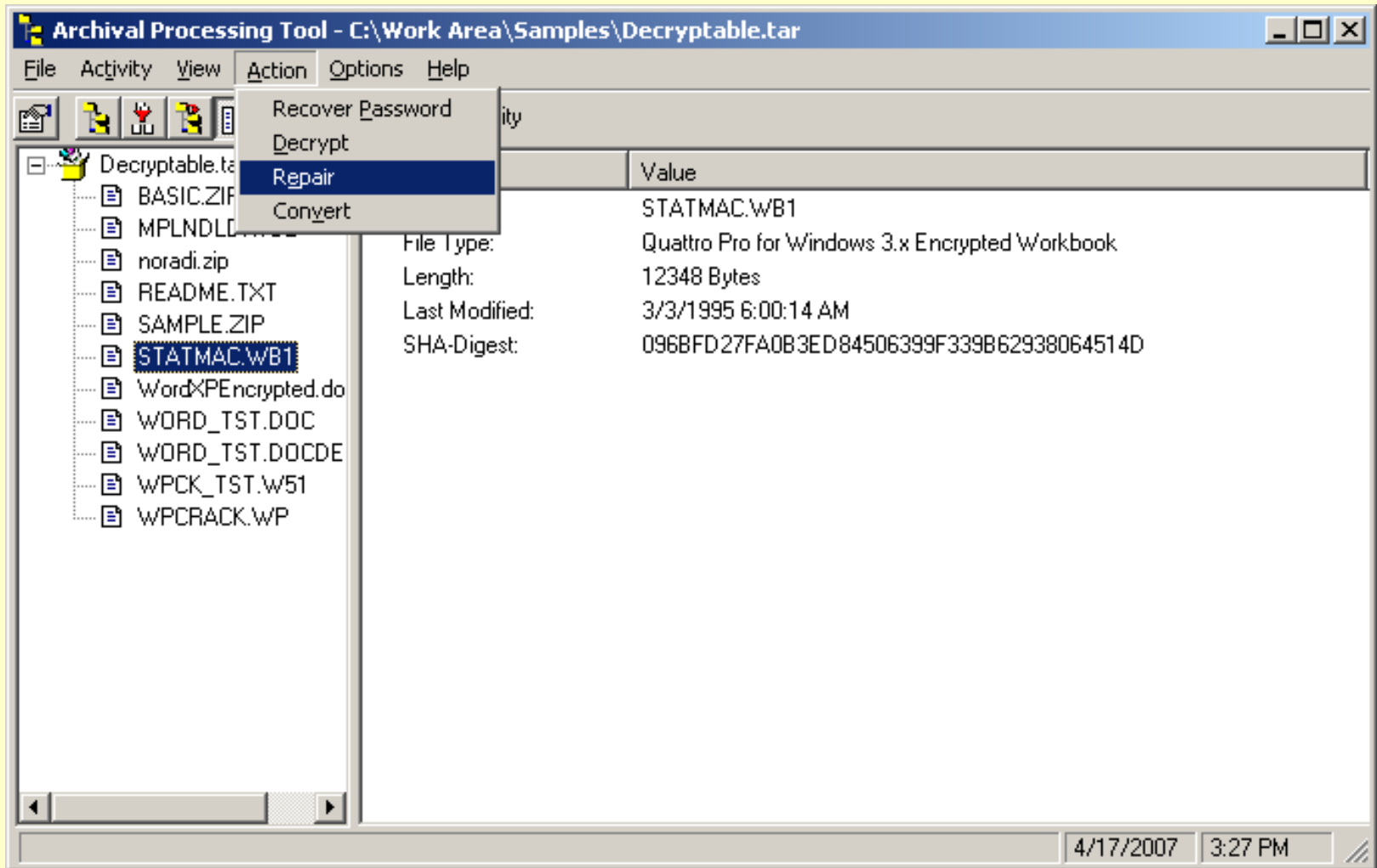
The screenshot displays the 'Archival Repository Tool' window. The left pane shows a hierarchical tree structure of folders under 'Bush Presidential Records: Staff and Office Files'. The right pane shows a table of metadata for the selected folder 'Lee Liberman's Files'.

Property	Value
Accession Number:	2005.0001
OAID:	15002
Collection:	Bush Presidential Records: Staff and Office Files
Office Name:	Counsel to the President, Office of the
Series Title:	Lee Liberman's Files
Container Type:	Tar
Original Container Name:	0002
Status:	Inprocess
Processing Archivist	wu4
Processing Type	Systematic
Case No	2005-0010-S

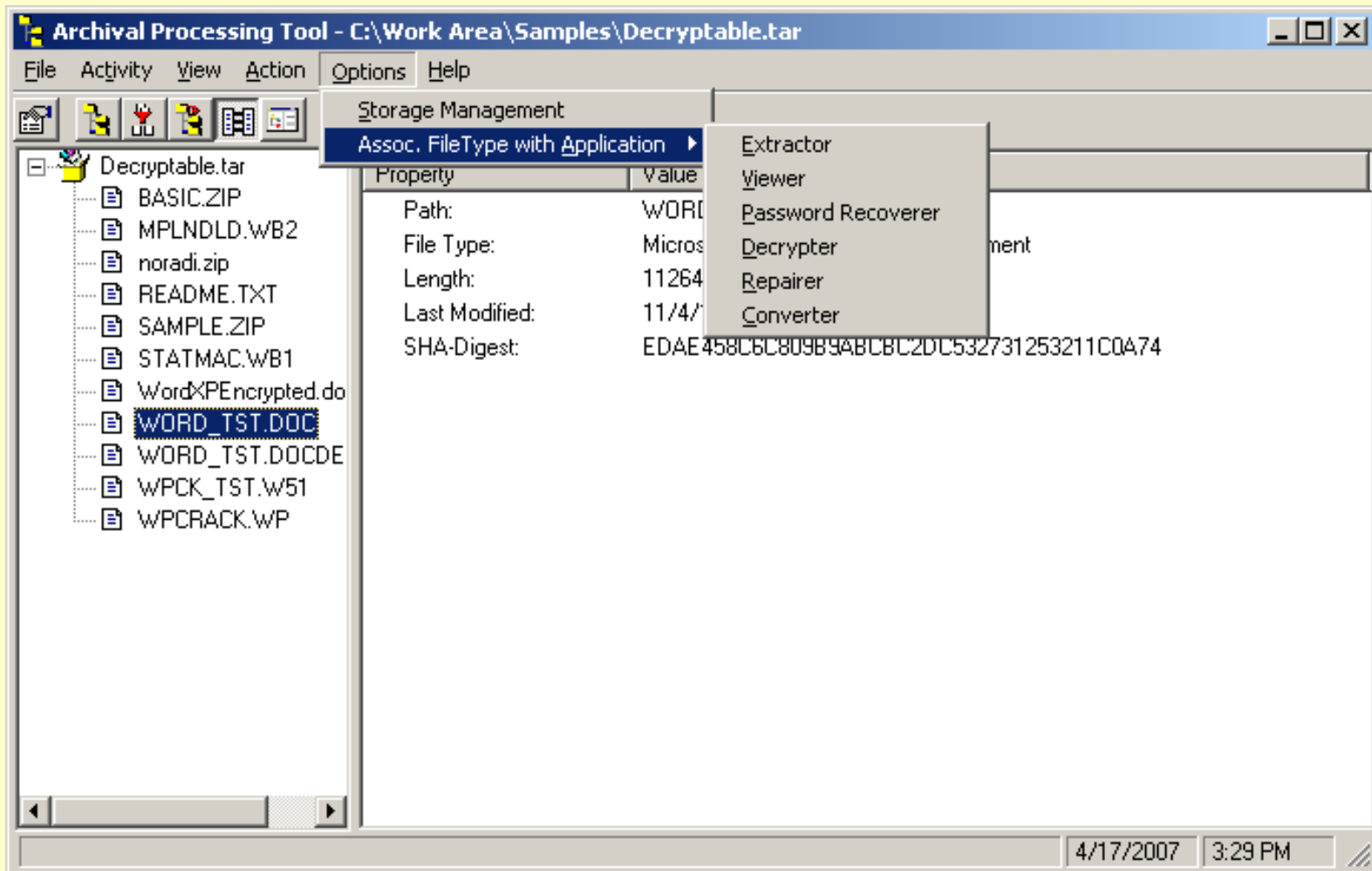
Preservation Activity



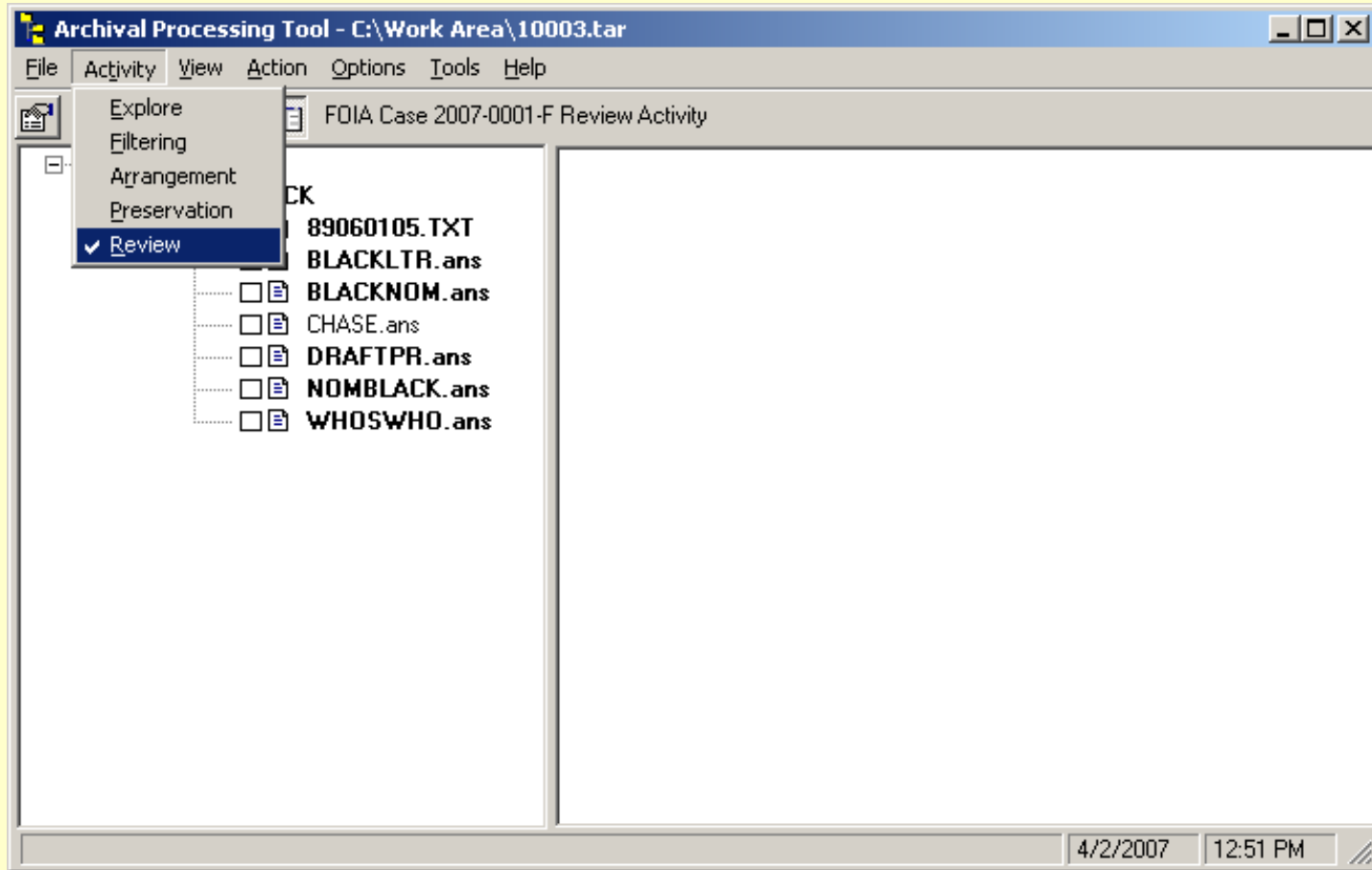
Preservation Actions



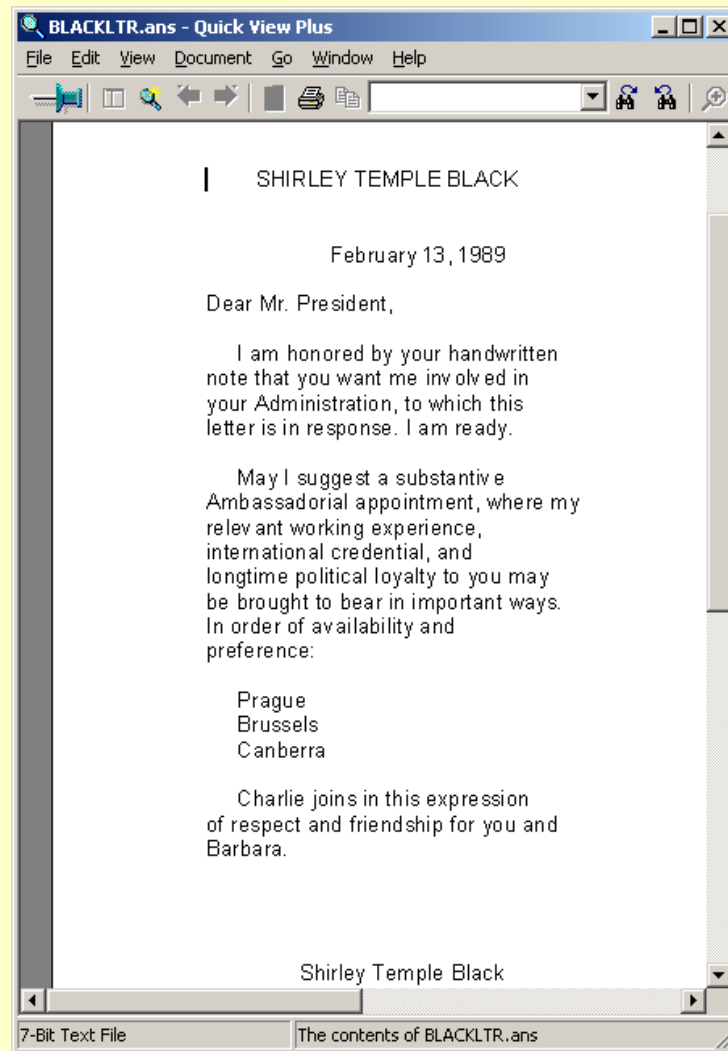
File Types Associated with Tools



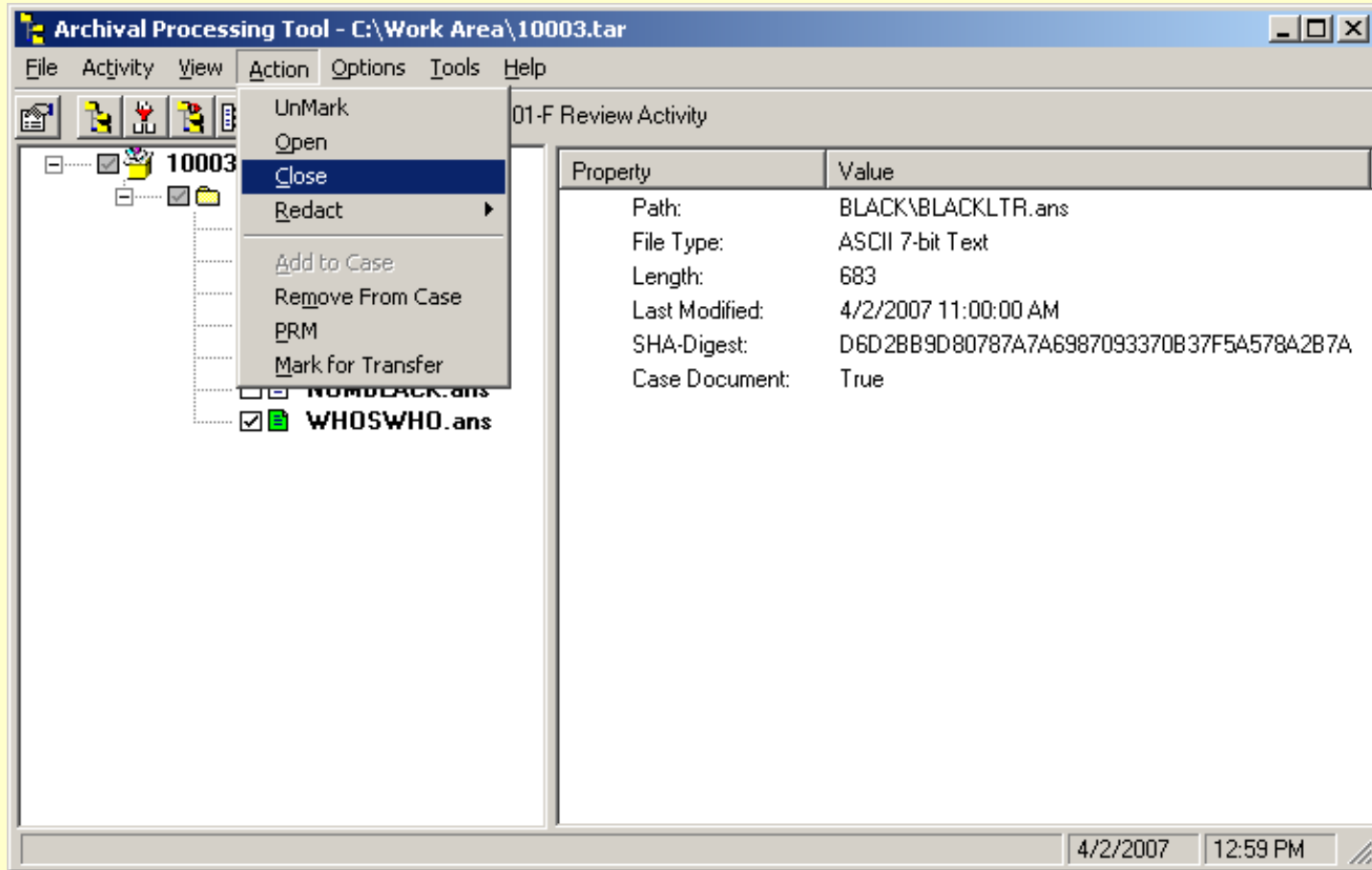
Review Activity



Review Activity: View Record



Review Activity: Withdraw Record



Review Activity: PRA Restrictions and FOIA Exceptions

Reasons Withdrawn [X]

View BLACKLTR.ans

PRA FOIA Misc

Restri...	Description
<input type="checkbox"/> a(1)	National security
<input checked="" type="checkbox"/> a(2)	Appointments to Federal offices
<input type="checkbox"/> a(3)	Exempted by Statute
<input type="checkbox"/> a(4)	Confidential commercial info
<input type="checkbox"/> a(5)	Confidential advice
<input type="checkbox"/> a(6)	Personal privacy

OK Cancel

Reasons Withdrawn [X]

View BLACKLTR.ans

PRA **FOIA** Misc

Restri...	Description
<input type="checkbox"/> b(1)	National security
<input type="checkbox"/> b(2)	Agency guidelines/agreements about investigations
<input type="checkbox"/> b(3)	Exempt by Statute
<input type="checkbox"/> b(4)	Confidential commercial info
<input type="checkbox"/> b(5)	Agency communications regarding litigation
<input type="checkbox"/> b(6)	Personal Privacy
<input type="checkbox"/> b(7)...	Could interfere with law enforcement proceedings
<input type="checkbox"/> b(7)...	Could affect right to fair trial or impartial adjudication
<input type="checkbox"/> b(7)...	Unwarranted invasion of personal privacy
<input type="checkbox"/> b(7)...	Identity of or information provided by a confidential source

OK Cancel

Review Activity: Withdrawal Information

Withdrawal Info

Edit View BLACKLTR.ans

Document Type: *

Correspondent's Name or Title:

Subject or Title: *

Chronological Date: *

Archivist's Name: *

Date of Withdrawal: *

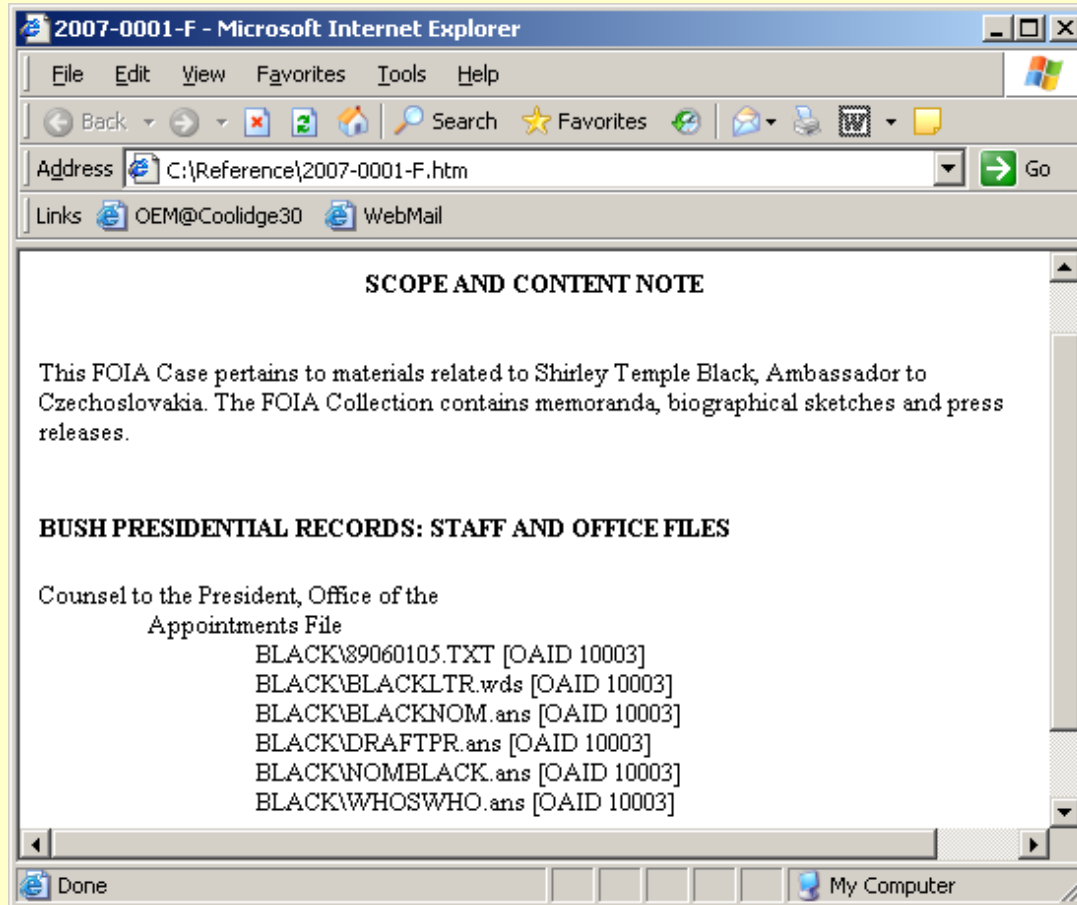
Review Activity: Closed Record

The screenshot shows the 'Archival Processing Tool' window. The title bar reads 'Archival Processing Tool - C:\Work Area\10003.tar'. The menu bar includes 'File', 'Activity', 'View', 'Action', 'Options', 'Tools', and 'Help'. The main window title is 'FOIA Case 2007-0001-F Review Activity'. On the left, a tree view shows a folder '10003.tar' containing a sub-folder 'BLACK' with several files: '89060105.TXT', 'BLACKLTR.ans' (selected), 'BLACKNOM.ans', 'CHASE.ans', 'DRAFTPR.ans', 'NOMBLACK.ans', and 'WHOSWHO.ans'. On the right, a 'Property' table displays details for the selected file.

Property	Value
Path:	BLACK\BLACKLTR.ans
File Type:	ASCII 7-bit Text
Length:	683
Last Modified:	4/2/2007 11:00:00 AM
SHA-Digest:	D6D2BB9D80787A7A6987093370B37F5A578A2B7A
Case Document:	True
Access:	Closed
Reasons:	a(2)
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 Initials:	Administrator
Date of Withdrawal:	04/02/2007

The status bar at the bottom right shows the date '4/2/2007' and the time '1:18 PM'.

Review Activity: Finding Aid



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**