



TAPER
TUFTS ACCESSIONING PROGRAM FOR ELECTRONIC RECORDS

National Historical Publications and Records Administration

Electronic Records Project: Program Expansion Project

Revised Plan of Work August 12, 2008

Digital Collections and Archives

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REVISION SUMMARY

The key revisions of the plan of work are:

- Contract with a vendor to complete the XML submission agreement work instead of hiring a project developer.
- Develop or adapt an XML schema, builder tool, and Fedora content model for records creator records, in addition to the original deliverables for submission agreements.
- Hire a project archivist to populate records creator records and submission agreements.



PLAN OF WORK

Introduction

In order to sustain and expand its electronic records program, the DCA needs to have a semi-automated and scalable accessioning process that can systematically capture and document records in a manner that facilitates their semi-automated and regularized processing. A machine-readable submission agreement serves as the lynchpin of this desired process. It will ultimately tie into an array of resources that will guide the DCA's arrangement, description, and management decisions. The development and implementation of this submission agreement is the main focus of this project's work. The project will also develop a process for creating record creator records—one of the resources submission agreements will connect to.

Submission Agreement

The Ingest Guide, which the DCA developed with Yale University in its NHPRC Electronic Records Research Grant, describes the steps and tools needed to have a scalable and trustworthy process for ingesting records into a preservation system. In the first section of the Guide, Negotiate Submission Agreement, an archives and records creator define and agree to the scope and terms of a records transfer, which they document in a submission agreement. In the second section, Transfer and Validation, the records creator transfers the records and the archives validates and prepares the records and submits them to its preservation repository.¹ The submission agreement is a core component of the trustworthy ingest process described by the Guide. The submission agreement documents the scope and terms of transfer and provides

¹ 2.1 Ingest Guide, <<http://repository01.lib.tufts.edu:8080/fedora/get/tufts:UA069.004.001.00006/bdef:TuftsPDF/getPDF>>. The Ingest Guide is composed of 17 parts and 88 steps. It also describes 30 resources needed for a semi-automated and scalable trustworthy ingest process. The Guide is based on: Consultative Committee for Space Data Systems, *Producer-Archive Interface Methodology Abstract Standard*, CCSDS 651.0-B-1, Blue Book, May 2004, <<http://www.ccsds.org/CCSDS/documents/651x0b1.pdf>>. More broadly, the Ingest Guide is based on: ISO 14721:2003, Space data and information transfer systems – Open Archival Information System – Reference model.



the framework for semi-automating an archives' electronic records processing work. The Guide envisions that submission agreements could exist as machine-readable files that an archives could use to validate the records it accessions and the agreements could also prescribe many of the preservation activities an archives undertakes on its records.

A submission agreement would be composed of several elements that would document essential aspects of accessioned records. Based on the Ingest Guide, these elements include:

- Reference to associated records survey
- Archives/Repository identification
- Producer identification
- Description of records
- List of record types
- Rules for preparing records for transfer (Submission Information Package creation rules)
- Transfer procedures and schedule
- Copyright status
- Access restrictions/security profile
- Archival collection(s) transferred records will belong to
- Archival naming scheme for transferred records
- Validation procedures
- Archival metadata formats.

During the course of the TAPER Project, Tufts may adjust this list of elements as it builds and implements a machine-readable version of the submission agreement.

Tufts will also implement methods to associate a submission agreement with the records it describes. For its Fedora repository environment, Tufts will create a submission agreement content model and use RDF metadata to configure the correct relationships between the submission agreements and their records. This will enable the DCA ensure that archival records' terms of use, ownership status, essential elements, and archival value are permanently and clearly identified and documented. This will help ensure that future DCA staff know the essential nature of the records held by the DCA and understand why the DCA has them.



In addition to this long-term documentation, a machine-readable submission agreement will help the DCA upgrade its archival processing operation by enabling it to systematically plan and execute its preservation activities. The submission agreement provides a structure for documenting the information the DCA needs to preserve electronic records. The submission agreement elements described in the Ingest Guide also act as a checklist to help the DCA ensure that it has captured all of the supporting documentation that should accompany accessioned records. To help ensure that the submission agreement is designed to capture the appropriate information, the DCA will evaluate metadata and documentation requirements for transferring electronic records or digital objects to archives or digital repositories at several leading institutions such as the National Archives and Records Administration, the University of Virginia, Harvard University, the Massachusetts Institute of Technology, and Rutgers University.²

The elements composing the Ingest Guide also establish a framework for making the DCA's archival processing of electronic records a largely automated and scalable process. Elements in the Guide that require information on record creators, record types, file formats, transformation procedures, SIP creation procedures, among other elements, provides the DCA with a structure and space to define these activities, rules, and standards. This information will be embedded within submission agreements. The DCA plans to have its submission agreements reference externally defined activities, rules, and standards. For example, a submission agreement may reference a records creator record (written to the ISAAR-CFP

² Tufts will also check the Submission Agreement elements against the *Trustworthy Repositories Audit & Certification: Criteria and Checklist*, Version 1.0 February 2007, <<http://www.crl.edu/PDF/trac.pdf>>. Sections B1 and B2 of *Trustworthy Repositories* mandates the systematic capture and documentation of information about ingested digital objects to help ensure their understandability.



content standard and structured in EAC³), a record type record (an XML file that describes a type of record—such as meeting minutes—and defines its disposition and essential elements), its format type (referencing PRONOM or other format registry⁴), and a set of procedures for preparing electronic records for transfer to the DCA. This would enable the DCA to shift its attention away from handling and processing individual or small sets of electronic records to focus on maintaining and developing rules, procedures, and references to standards that facilitate the DCA’s systematic and scalable processing and preservation of electronic records.⁵ As part of its Program Expansion Grant project, the DCA will develop the structure and rules for creating records creator records. Beyond the grant, the DCA plans to develop other activities and rules, such as a rule set for record type records. Work on implementing the submission agreement and record creator records within the scope of the Program Expansion Grant project is a crucial step towards the DCA’s goal of arranging, describing, and preserving electronic records in a semi-automated and scalable manner.

³ ISAAR(CFP) International Standard Archival Authority Record for Corporate Bodies, Persons, and Families, Second edition, <<http://www.ica.org/en/node/30230>>. Encoded Archival Context, <<http://www.iath.virginia.edu/eac/>>.

⁴ PRONOM <<http://www.nationalarchives.gov.uk/pronom/>>.

⁵ Handling and “processing” electronic records in the same manner as archives have traditionally processed paper records is not feasible. It is a process that is ill-equipped to handle the volume and complexity of electronic records that the DCA and other archives are or will be responsible for preserving. In addition, traditional processing that focused on handling individual or small batches of records could not even address the challenges presented by modern paper collections. Mark A. Greene and Dennis Meissner, “More Product, Less Process: Revamping Traditional Archival Processing,” *American Archivist*, Volume 68, Number 2, (Fall/Winter 2005). Christine Weideman describes working with records creators to arrange and describe records before Manuscripts and Archives at Yale University accessions them. Although Weideman discusses this strategy in the context of paper records, the principle of ensuring that records are well-ordered and managed before records creators transfer them to an archives holds true for electronic records as well. See Christine Weideman, “Accessioning as Processing,” *American Archivist*, Volume 69 Number 2 (Fall/Winter 2006) ps 274-283. For more on shifting the focus of archival processing to the development and management of procedures and rules see Kevin Glick, Eliot Wilczek, and Robert Dockins, “Fedora and the Preservation of University Records Project,” *RLG DigiNews*, Volume 10, Number 5, (October 2006) <<http://digitalarchive.oclc.org/da/ViewObjectMain.jsp?fileid=0000070513:000006282602&reqid=8139>>.



Record Creator Records

Having a clear and detailed understanding of record creating offices is essential for having a scalable and trustworthy electronic records accessioning process. Archives should have explicit documentation of an office's functions, the activities that support those functions, the records that support those activities, and the recordkeeping systems that manage those records. Without that information, archives are handicapped in their ability to properly document records creators. In addition, the absence of this information prevents archives from being able to *predict* and *plan* for the records it will accession from records creators. Archives now accession large volumes of electronic records that are either part of complex recordkeeping systems or support complex processes. Archives need to have a detailed knowledge of record creators' activities and recordkeeping processes so they can *plan* for the electronic records that they *will* accession. Planning for, as opposed to reacting to, electronic records accessions is essential for reliably and systematically arranging, describing, and preserving archival records.

As part of the Program Expansion grant project the DCA will develop and implement records creator records that will store information about records creators that transfer records to the DCA. The records creator records will be machine-readable XML documents. The DCA will either create a new XML schema for records creator records or adapt an existing schema or DTD, such as Encoded Archival Context.

The records creator records will emphasize creators' functions, activities, and recordkeeping systems. The DCA will use existing data content standards, such as ISAAR(CFP), to develop its data elements for its creator records. It will probably need to develop new elements to describe functions and recordkeeping activities. Possible data elements, modified from ISAAR(CFP), include:



ID Area

- Authorized Name
- Other/Alternate Name

Description

- Mandate(s)
- Functions
- Activities
- Records Produced
- Recordkeeping Systems
- Internal Structure
- Dates
- Places
- History

Relationships

- Name of Related Corporate Body
- Description of Nature of Relationship
- Narrative of Nature of Relationship
- Dates of Relationships

Tasks

Summary

The plan of work has three core tasks: develop submission agreements, develop records creator records, and integrate the submission agreements and records creator records into the work of the DCA. Each task has a set of sub-tasks. The tasks and subtasks are outlined below:

Task One *Submission Agreements*

- Task 1-1** Develop Submission Agreement Elements and Use Cases
- Task 1-2** Develop Submission Agreement Schema
- Task 1-3** Develop Submission Agreement Builder Tool
- Task 1-4** Develop Submission Agreement Content Model

Task Two *Records Creator Records*

- Task 2-1** Develop Records Creator Records Elements and Use Cases
- Task 2-2** Develop Records Creator Records Schema
- Task 2-3** Develop Records Creator Records Builder Tool
- Task 2-4** Develop Records Creator Records Content Model



Task Three *Deployment*

Task 3-1 Implement Submission Agreements

Task 3-2 Implement Records Creator Records

Task 3-3 Populate Submission Agreements and Record Creator Records

The Work Plan Chart provides a task timeline.

The project has the following personnel. See the Project Personnel section for more details.

URM University Records Manager

DRA Digital Resources Archivist

XMLC XML Consultant

PA Project Archivist

Task One *Submission Agreements*

Months 1-18 URM and DRA

Task 1-1 Develop Submission Agreement Elements and Use Cases

Months 1-12 URM and DRA

- The URM writes:
 - Description of the submission agreements' role for accessioning electronic records;
 - Elements set for submission agreements based on the Ingest Guide and to a lesser extent on the *Trustworthy Repositories Audit & Certification* and the metadata and documentation requirements of leading archival and digital repository institutions;
 - Use cases for submission agreements illustrating how records creators and the DCA would produce submission agreements and how submission agreements would document electronic records accessions.
- The DRA reviews the descriptions and use cases to ensure they contain the appropriate detail for the XMLC to create an XML Submission Agreement schema. The URM makes adjustments to the descriptions and use cases as needed.
- The URM tests human-readable versions of the Submission Agreement on accessions of electronic records from some of the following offices:
 - Meeting minutes and reports from various committees at the Fletcher School of Law and Diplomacy
 - Working papers from the Office of the Trustees
 - Project files (a mix of reports, interviews, presentations, papers, and photographs) from the Feinstein International Center, a research center at Tufts
 - Emails from select Tufts administrators
 - Health Sciences course syllabi from the Tufts University Science Knowledgebase
 - Datasets from the Office of Institutional Research and Evaluation



- Reports, minutes, policies, and procedures from the Tisch Library (Arts, Sciences & Engineering library)
- Publications from the Mystic River Watershed Association.

The URM makes adjustments to the structure of the Submission Agreement as needed.

- The writing, reviewing, and testing work described above would occur iteratively during this six-month period.
- As the project moves to the Task 1-2, the URM will implement the use of human-readable submission agreements into the DCA's normal accessioning procedures for electronic and paper records. This will help project staff identify necessary modifications that are needed to incorporate the submission agreements in the DCA's workflow.
- The URM documents the paper submission agreement and its use in the DCA's procedures.

Task 1-2 Develop Submission Agreement Schema

Months 7-12 URM, DRA, and XMLC

- Based on the elements set and use cases written in Task 1-1, the XMLC creates an XML schema for submission agreements.
- The URM and DRA review and comment on XML schema. The XMLC makes adjustments as needed.
- The URM creates submission agreement records (structured according to the submission agreement XML schema) with data from the human-readable submission agreements tested in Task 1-1 and from accessions of electronic records that come to the DCA during Task 1-2.
- The URM and DRA reviews and comments on the submission agreement records. The XMLC makes adjustments as needed.
- The XMLC, DRA, and URM document the submission agreement schema and the use of electronic submission agreements in the DCA's procedures.

Task 1-3 Develop Submission Agreement Builder Tool

Months 10-15 URM, DRA, and XMLC

- The URM writes use cases for the submission agreement builder, a web-based tool that records creators and the DCA use to create submission agreements. The tool allows records creators and the DCA to add data to a submission agreement in stages starting shortly after initial contact, throughout the appraisal process, and finishing ahead of the actual transfer.
- Based on the uses cases, the XMLC creates the submission agreement builder tool.
- The URM tests the submission agreement builder by using it with records creators to generate submission agreements. These records creators include some listed in Task 1-1 and others transferring records to the DCA during Task 1-3.
- Based on the results of the testing, the XMLC makes adjustments to the tool as needed.
- The XMLC, DRA, and URM document the submission agreement builder tool and its use in the DCA's procedures.



Task 1-4 Develop Submission Agreement Content Model

Months 13-18 URM, DRA, and XMLC

- The URM, DRA, and XMLC develop a plan for preserving submission agreement XML files in the preservation repository and associating submission agreements with the records they describe. The DRA and URM write use cases for a submission agreement content model. The content model would allow Tufts' Fedora-based repository to recognize submission agreement objects in the repository as submission agreements (as defined by the content model) and in turn manage them and their relationships according to a set of rules defined by the content model.⁶
- The XMLC develops the content model based on the use cases.
- The URM and DRA iteratively tests the content model by submitting submission agreement objects (describing records listed in Task 1-1 and other records accessioned by the DCA during Task 1-4) to the preservation repository during the content model development process.
- The XMLC makes adjustments to the content model as needed.
- The XMLC, URM, and DRA document the submission agreement content model and the preservation of submission agreement objects in the DCA's procedures.

Task Two Record Creator Records

Months 10-27 URM, DRA, XMLC, and PA

Task 2-1 Develop Record Creator Records Elements and Use Cases

Months 10-18 XMLC, URM, and DRA

- The URM writes:
 - Description of documenting records creators and how a records creator and the archives produce records creator records;
 - Elements set for records creator records based on EAC, ISAAR (CFP), and the metadata and documentation requirements of leading archival and digital repository institutions;
 - Use cases for records creator records illustrating how records creators and the DCA would produce records creator records and how the records would document entities and the records they produce.
- The DRA reviews the descriptions and use cases to ensure they contain the appropriate detail for the XMLC to create an XML records creator record schema. The URM makes adjustments to the descriptions and use cases as needed.
- The URM tests human-readable versions of records creator records of some of the entities listed in Task 1-1. The URM creates these records in an unstructured text environment such as the DCA's internal wiki. The URM makes adjustments to the structure of the records creator records as needed.
- The writing, reviewing, and testing work described above would occur iteratively during the task.

⁶ "Content Model Forum," <http://www.fedora.info/wiki/index.php/Content_Model_Forum> and "The Fedora Content Model Architecture: Fedora Repository Release 3.0," <<http://www.fedora-commons.org/documentation/3.0/userdocs/digitalobjects/cma.html>>.



- As the project moves to the Task 2-2, the URM will integrate the unstructured records creator records the DCA's normal accessioning procedures for electronic and paper records. This will help project staff identify necessary modifications.
- The URM documents the unstructured records creator records and its use in the DCA's procedures.

Task 2-2 Develop Record Creator Records Schema

Months 16-21 URM, DRA, XMLC, and PA

- Based on the elements set and use cases written in Task 2-1, the XMLC creates or adapts an XML schema for records creator records.
- The URM, DRA, and PA review and comment on XML schema. The XMLC makes adjustments as needed.
- The URM and PA create records creator records (structured according to the records creator records XML schema) with data from the unstructured records creator records tested in Task 2-1 and from accessions of electronic records that come to the DCA during Task 2-2.
- The URM, DRA, and PA review and comment on the records creator records.
- The XMLC makes adjustments as needed.
- The XMLC, DRA, and URM document the records creator records schema and use of electronic records creator records in the DCA's procedures.

Task 2-3 Develop Record Creator Records Builder Tool

Months 19-24 URM, DRA, XMLC, and PA

- The URM and PA write use cases for the records creator builder tool, a web-based tool that records creators and the DCA use to generate records creator records. The tool allows records creators and the DCA to add data to a records creator records in stages. This may start with the DCA initiating a record about an office before even contacting that office. When the DCA and office make contact about transferring archival records to the DCA, both sides can add to the records creator record throughout the entire accessioning process.
- Based on the uses cases, the XMLC creates the records creator builder tool.
- The URM and PA test the records builder tool by using it with records creators to generate creator records along with submission agreements. These records creators include some listed in Task 1-1 and others transferring records to the DCA during Task 2-3.
- Based on the results of the testing, the XMLC makes adjustments to the tool as needed.
- The XMLC, DRA, and URM document the records creator records builder tool and its use in the DCA's procedures.

Task 2-4 Develop Record Creator Records Content Model

Months 22-27 URM, DRA, XMLC, and PA

- The URM, DRA, and XMLC develop a plan for preserving records creator XML files in the preservation repository and associating them with appropriate submission agreements and accessioned archival records in the DCA's holdings.



The DRA and URM write use cases for a records creator record content model. The content model would allow Tufts' Fedora-based repository to recognize records creator objects in the repository as records creator records (as defined by the content model) and in turn manage them and their relationships according to a set of rules defined by the content model.⁷

- The XMLC develops the content model based on the use cases.
- The PA, URM, and DRA iteratively test the content model by submitting records creator objects (describing creators listed in Task 1-1 and other records creators that interact with the DCA during Task 2-4) to the preservation repository during the content model development process.
- The XMLC, URM, and DRA document the records creator content model and the preservation of records creator objects in the DCA's procedures.

Task Three *Deployment*

Months 10-36 URM, DRA, and PA

Task 3-1 Implement Submission Agreements

Months 10-21 URM, DRA, and PA

- While the project staff is undertaking the Task One work, it will also implement the submission agreement deliverables.
 - When project staff have established a firm set of submission agreement elements, the DCA will integrate a paper-based submission agreement into its accessioning procedures. This will already improve the DCA's documentation regimen for accessioning electronic and paper records.
 - When project staff have established a functional XML schema for submission agreements, the DCA will create electronic submission agreements for its accessions of electronic and paper records.
 - When project staff has developed the submission agreement builder tool, the DCA will use the tool to generate submission agreements. This will increase the efficiency and ease of creating agreements for the DCA and records creators. By making it easier to transfer electronic records, the tool will help the DCA document the activities of Tufts more comprehensively.
 - When project staff has developed the submission agreement content model, the DCA will submit submission agreement objects into its preservation repository. The submission agreement objects, defined by the content model, will help enable the DCA approach its preservation planning systematically and execute its preservation activities appropriately.
- The URM will integrate instructions for using submission agreements into the training program the DCA is developing to support its University Records Policy and Guidelines for Managing University Records.

⁷ "Content Model Forum," <http://www.fedora.info/wiki/index.php/Content_Model_Forum> and "The Fedora Content Model Architecture: Fedora Repository Release 3.0," <<http://www.fedora-commons.org/documentation/3.0/userdocs/digitalobjects/cma.html>>.



Task 3-2 Implement Records Creator Records

Months 19-30 URM, DRA, and PA

- While the project staff is undertaking the Task Two work, it will also implement the records creator records deliverables.
 - When project staff have established a firm set of records creator record elements, the DCA will integrate non-structured records creator records into its accessioning procedures. This will already improve the DCA's documentation regimen for accessioning electronic and paper records.
 - When project staff have established a functional XML schema for records creator records, the DCA will create XML records to document records creators and support the documentations of its archival accessions.
 - When project staff has developed the records creator records builder tool, the DCA will use the tool to generate records creator records. This will increase the efficiency and ease of such records. By making it easier to document creators, the tool will help the DCA document the activities of Tufts more comprehensively.
 - When project staff has developed the records creator content model, the DCA will submit records creator objects into its preservation repository. The records creator objects, defined by the content model, will help enable the DCA approach its preservation planning systematically and execute its preservation activities appropriately.
- The URM will integrate instructions for contributing to records creator records into the training program the DCA is developing to support its University Records Policy and Guidelines for Managing University Records.

Task 3-3 Populate Submission Agreements and Records Creator Records

Months 19-36 URM and PA

- The URM and PA will bring the submission agreements and records creator records up to production-level use.
 - By the end of the project the PA and DCA staff will be documenting all of the DCA's approximately 80 accessions with submission agreements.
 - By the end of the project the PA will produce approximately 50 record creator records.
 - Creating records creator records will involve surveys of offices to document their recordkeeping systems, behaviors, and needs.
- Based on the experience of this production-level work, the URM, DRA, and PA will make any needed adjustments to the XML schema, content model, or builder tool of either the records creator records or submission agreements.



PROJECT DELIVERABLES

The DCA will produce the following project deliverables:

1. Submission agreement XML schema
2. Submission agreement builder tool
3. Submission agreement content model
4. Records creator record XML schema
5. Records creator record builder tool
6. Records creator record content model
7. Accessioning and description procedures that incorporate submission agreements and records creator records
8. Training materials on managing records (including electronic) that include information on transferring records to the DCA using submission agreements and contributing to records creator records.

The DCA will disseminate the deliverables and information about the project in the following manner:

1. The DCA will make all project deliverables freely available through a project website.
2. At Tufts, the DCA will train staff on transferring records to the DCA using a variety of training methods (in-person classes, video, and/or web).
3. Beyond Tufts, the DCA will give presentations on the project at appropriate venues such as the Joint Conference on Digital Libraries and the Society of American Archivists' annual conference.
4. In addition to its progress and final narrative reports to the NHPRC, the DCA will produce an article(s) describing the project, its deliverables, and lessons learned in an appropriate venue(s) such as *D-Lib* or *American Archivist*.



PROJECT PERSONNEL

Eliot Wilczek

University Records Manager

Program Expansion Project Director

17–34% of time contributed to project, see Budget for details

Eliot Wilczek manages the university-wide Records Management Program, which is part of the Digital Collections and Archives. His responsibilities include helping offices and departments (including outside institutions that the DCA serves) transfer appropriate records to the DCA and assist with accessioning those records into the DCA's holdings. Mr. Wilczek has experience as an archivist and records manager and knowledge of records and archival theory and electronic records and digital preservation issues. Mr. Wilczek served as Co-Principal Investigator of an NHPRC electronic records research grant with Yale University, "Fedora and the Preservation of University Records."

Deborah Kaplan

Digital Resources Archivist

8.5–10% of time contributed to project, see Budget for details

Deborah Kaplan works with Academic Technology staff to help manage the Tufts Digital Repository, which contains over 70,000 digital objects primarily pertaining to teaching, research, and Tufts history. Ms. Kaplan has extensive knowledge of the Fedora repository system, XML, metadata and digital object creation and management, system administration, several programming languages, and digital preservation issues.

Position to be Filled

Project Archivist

100% of time contributed to project

This NHPRC-funded position will focus on bringing the project deliverables to production-level use by creating a substantial number of records creator records and submission agreements. This work will involve surveying offices to determine their functions, the activities that support those functions, the records that support those activities, and the recordkeeping systems that support the records. The Project Archivist will also work with departments to create submission agreements. The position requires a firm grasp of archival concepts, particularly appraisal. Knowledge of electronic records management and preservation is strongly desired for this position and experience conducting records survey is a plus.

Vendor to be Determined

XML Consultant

Contracted hours contributed to project

The consultant will 1) create an XML schema for submission agreements, 2) create a web-based tool for creating submission agreements, 3) create a submission agreement content model, 4) create or adapt an XML schema for records creator records, 5) create a web-based tool for creating records creator records, 6) create a records creator content model. The consultant will need considerable knowledge of XML, JSP, Java, PHP, and Perl. Knowledge of digital repository systems, particularly Fedora, and digital preservation issues is preferred.



PERFORMANCE OBJECTIVES

The DCA plans to meet the following objectives by the conclusion of the three-year Program

Expansion Project:

- The DCA will document all of its accessions of electronic and paper records with submission agreements.
- The DCA will have 50 Tufts offices documented in records creator records.
- The DCA will preserve its submission agreements and records creator records in its preservation repository and manage a permanent connection between the submission agreements, the records they describe, and the entities that create the records.
- The DCA will double its current average annual accession of records to 80 accessions per year. Half of those accessions (40 accessions per year) will include electronic records.
- The DCA will produce a submission agreement XML schema, a tool for generating submission agreements, and a submission agreement content model.
- The DCA will produce a records creator record XML schema, a tool for generating records creator records, and a records creator record content model.



SUPPLEMENTARY MATERIALS
Work Timeline

	First Quarter 2008 Months 1-3	Second Quarter 2008 Months 4-6	Third Quarter 2008 Months 7-9	Fourth Quarter 2008 Months 10-12	First Quarter 2009 Months 13-15	Second Quarter 2009 Months 16-18	Third Quarter 2009 Months 19-21	Fourth Quarter 2009 Months 22-24	First Quarter 2010 Months 25-27	Second Quarter 2010 Months 28-30	Third Quarter 2010 Months 31-33	Fourth Quarter 2010 Months 34-36
<i>XML Contractor providing services</i>												
<i>Project Archivist on staff</i>												
Task One Submission Agreements												
Task 1-1 Develop Submission Agreement (SA) Elements and Use Cases												
Task 1-2 Develop SA Schema												
Task 1-3 Develop SA Builder Tool												
Task 1-4 Develop SA Content Model												
Task Two Records Creator Records												
Task 2-1 Develop Records Creator Records (RCR) Elements and Use Cases												
Task 2-2 Develop RCR Schema												
Task 2-3 Develop RCR Builder Tool												
Task 2-4 Develop RCR Content Model												
Task Three Deployment												
Task 3-1 Implement SA												
Task 3-2 Implement RCR												
Task 3-3 Populate SA and RCR												