

PAIMAS (Producere Archive Interface Methodology Abstract Standard)

Discusses the relationships and interactions between information producers and archives in the first stage of the ingest process. The document “provides an abstract general methodology framework” that could be modified into a community standard in order to make PAIMAS easily applicable to a specific community.

Participants in the Process

Producer: “the persons and systems which supply the Archive with Information to be preserved.”

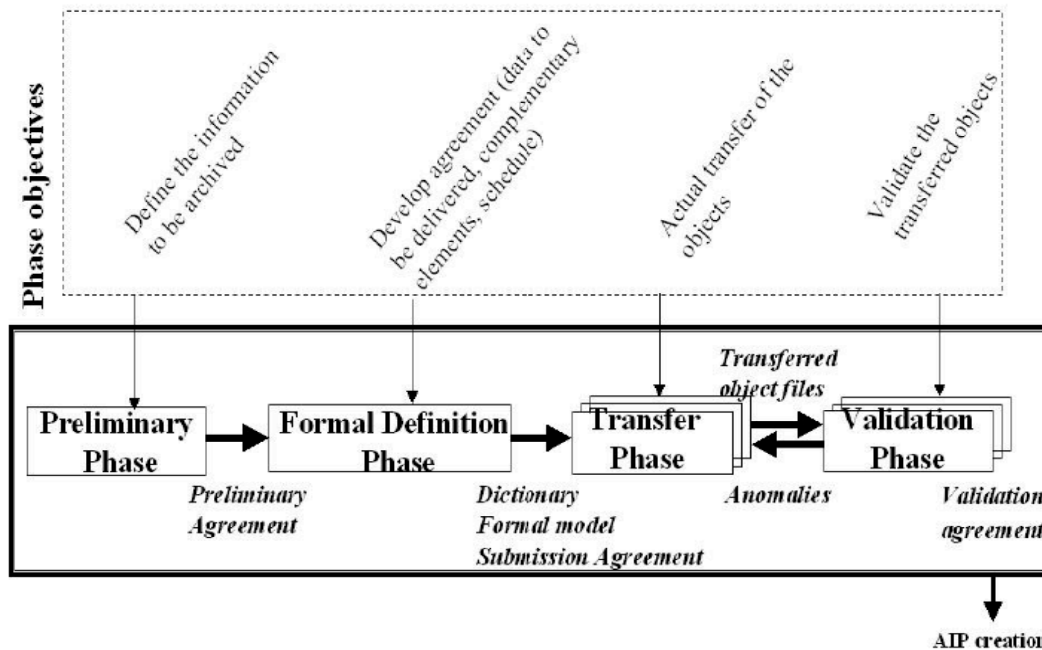
Archive: an OAI Archive. Its primary responsibility “is to preserve a set of information and to make this available in an intelligible and useable form to a defined Designated Community.”

Other Relevant Definitions and Processes

Submission Agreement: “This agreement precisely and thoroughly defines the different Data Objects which are to be transmitted to the Archive, the means used to transfer this data, the transfer schedule, etc.”

Producer-Archive Project: A “set of activities and the means used by the information Producer and the Archive to ingest a given set of information into the Archive.”

Producer-Archive Interactions (numbers in parentheses refer to sections of the PAIMAS document)



Preliminary Phase (3.1): The initial Producer-Archive contact, resulting in feasibility studies, a preliminary definition of project scope, and drafts of the SIP definition and Submission Agreement.

Aims: Identification of the information intended for preservation, “preliminary definition of the different Data Objects” that the Producer will transmit to the Archive, feasibility analysis, estimation of required resources, creation of a Summary Document and a preliminary agreement (capabilities, etc.) and set up of basic agreements on contact people and the division of labor for the project.

First contact (3.1.1): Exchange general information (on the data to be preserved, the Archive’s procedures and



Preliminary definition, feasibility study and assessment of the Producer-Archive Project (3.1.2):

Identify the information to be preserved and its important characteristics; create preliminary definitions of the Data Objects and data sets; assess project cost and conduct feasibility studies; collect the elements needed to create a Submission Agreement. Topics that should be considered in this phase are the *information to be archived (3.1.2.1)*, its characteristics, and the audience for which it is intended; *digital objects and [the tools and] standards applied to these objects (3.1.2.2)*; *object references (3.1.2.3)*; *quantification (3.1.2.4)* of the amount of data and the storage capacity needed for the ingest process; requirements and tools related to *security (3.1.2.5)*; *legal and contractual aspects (3.1.2.6)* of the Producer-Archive relationship, including the issue of intellectual property rights; *transfer operations (3.1.2.7)*; *validation (3.1.2.8)*; the project *schedule (3.1.2.9)*; the project's *permanent impact on the archive (3.1.2.10)*; *costs [and] risks (3.1.2.11)* associated with the project; and *critical points (3.1.2.12)* (the elements from what has been discussed in this phase that "may cause serious problems and could imply a risk of complete or partial failure for the Producer-Archive Project.").

Establishment of a preliminary agreement (3.1.3): Create a summary document to assess the feasibility of the project and discusses its critical points, and draw up a preliminary agreement to continue to the next phase.

Formal Definition Phase (3.2): Completion of "SIP design with precise definitions of the digital objects to be delivered, [and] the Submission Agreement with precise contractual transfer conditions."

Aims: Negotiation of the Submission Agreement, which defines "the data to be delivered to the Archive by the Producer;" "the contractual and legal aspects;" "the complementary elements required to define the transfer and validation process;" and the schedule for the project.

Organization of the formal definition phase (3.2.1): Negotiate the organization, management, and roles and responsibilities for the formal definition phase, and specify which points from the preliminary phase need to be explored more deeply.

Formal definition (3.2.2): Clearly define the *information to be preserved and model of data objects to be delivered (3.2.2.1)*, including definition of the project context, rules, standards, and tools (3.2.2.1.1); creation of a data dictionary (3.2.2.1.2); and construction of a formal model (3.2.2.1.3). Formalize *contractual and legal aspects (3.2.2.2)* of the project; *define transfer conditions (3.2.2.3)* and procedures; *define validation (3.2.2.4)* tools, tests, and procedures; create a *delivery schedule (3.2.2.5)* and procedures to follow if the project does not conform to the schedule; consider procedures for *change management after completion of the submission agreement (3.2.2.6)*; perform *feasibility, costs and risks assessment (3.2.2.7)*.

Drawing-up of the Submission Agreement (3.2.3): The Submission Agreement "is the result of all the preceding negotiations. It regroups all the textual descriptions for each of the paragraphs that make up the formal definition phase."

Transfer Phase (3.3): Transfer and perform preliminary processing of the SIP.

Aims: The "actual transfer of the Data Objects between the Producer and the Archive."

Carry out the transfer test (3.3.1)

Manage the transfer (3.3.2): "Ensure the proper execution of the data transfer operation."

Validation Phase (3.4): The "validation processing of the SIP by the Archive and any required follow-up action with the Producer."

Aims: To "carry out the validation of delivered objects, manage the anomalies detected, and accept all the objects transferred."

Carry out the validation test (3.4.1)

Manage the validation (3.4.2): The Archive applies the validations and informs the Producer of anomalies or of the validation and acceptance of the Data Objects.