

IRMA: Improved Records Management Administration March 2012 Update

The IRMA project is well underway with the completion of many of our phase one goals including the launch of a project iSite and the installation of the open source web based prototype software by Sebastian Diaz, and his Berkman Center development team. Branding of the prototype software is currently underway, guided by Peter Kosewski (Publications and Communications). Meetings have been held with our internal and external records management colleagues at HMS, Tufts and MIT (with HBS scheduled for March 19) to gauge interest and garner feedback and suggestions regarding the prototype software and our project approach. Our cross-University survey for records management stakeholders has been drafted and will be tested internally and distributed via Harvard's Qualtrics survey tool in phase two. A meeting was held with Harvard University Archives (HUA) metadata stakeholders regarding Encoded Archival Context (EAC), authority control and metadata sharing between HUA and Records Management Services information systems.

Upcoming phase two highlights include meetings with Harvard/Yale "Connecting the Dots" Library Lab project team and Harvard ArchivesSpace stakeholders interested in the use of EAC for authority control. Focus groups consisting of University records management stakeholder groups will be convened in phase two to garner feedback regarding strengths, weakness and potential enhancements to our prototype access tool for user and system access to the University's General Records Schedule (GRS).