A Collaborative Approach to the Trusted Repository Audit Checklist

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BACKGROUND
In June 2014, the University of North Texas (UNT) and the University of Florida (UF) began a collaboration on a new peer-review model to complete the Trusted Repository Audit Checklist (TRAC) for their digital repositories. Each institution completes a TRAC self-audit then evaluates and scores the other’s self-audit and locally-generated TRAC documentation.

STAGE ONE: PARTNERSHIP

UNT
George A. Smathers Libraries

UF
UNIVERSITY LIBRARIES

INSTITUTIONAL SIMILARITIES
- Infrastructure maturity
- State and regional partnerships
- Long-term plans and goals
- Collection size and scalability

STAGE TWO: CHOOSING TRAC

WHY TRAC OVER ISO 16363:2012

- Established framework
- More substantial documentation
- Examples from fellow institutions that completed the TRAC process

STAGE THREE: SELF-AUDIT

TRAC SECTIONS
- Section A: Organizational Infrastructure
  Governance, Staffing, Accountability, Finances, etc.
- Section B: Digital Object Management
  Archival Packaging, Preservation, Storage, etc.
- Section C: Technologies, Technical Infrastructure, and Security
  System infrastructure, Technologies, Security

SELF-AUDIT PROCESS
UNT
UF

Procedures
Policies
Documents

DISCOVERIES AND CHALLENGES
- Substantial documentation is required
- Documentation requires collaboration with other departments
- Differences between UNT and UF

STAGE FOUR: REVIEW

INTERNAL REVIEWS
Final Edits and Comments
Comments and Feedback
Comments and Feedback

UNT TRAC Project Team
UNT Libraries
External Reviewers

REPORTS

UF Score and Feedback for UNT TRAC Self-Audit
UNT Score and Feedback for UF TRAC Self-Audit

FINAL CONSIDERATIONS
- Choose a similar institution
- Ensure administrative support
- Allow plenty of time for the project
- Document, Document, Document!