the national archives

www.nationalarchives.gov.uk
Electronic records management
end of 2004

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LUCAS
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Overview

• “Records management”
• Unprecedented spend on ‘EDRM’ technologies, 2004, 2005 targets
• General characteristics
• Positioning, meaning
• Development of a UK software market
• Sustainability, cumulation of confidence
Targets

Modernising government white paper, 1999

- [All?] service online by 2005
- All public records to be stored and retrieved electronically by 2004
- Some [re-]interpretation over time
- Target – IM / KM / ESD – FOI / Information Governance
- Priorities
‘EDRM’ technologies

• Unprecedented capital spend

• Programs or ‘evidence of programs’

• Functional requirements 1999, 2002

• Evaluation scheme:
  http://www.nationalarchives.gov.uk/electronicrecords/function.htm

• Very successful
What is a document?

- Emerging problem
- ISO15489
- Application environments
- Literature
- Term of art?

- Documentary form
- Can’t be assumed
- Is an application the answer?
- ERM synonymous with RM
“ERM”=activity, not software

• Intellectual control: BCS, naming conventions

• Change management: user buy-in, other changes….

• Some need to take UK practice to a higher conceptual level to deal with these issues

• Conceptualisation imp. to consistency, talking to software designers
Characteristics of requirements

- Lifecycle simulation
- Support intellectual organisation
- Support execution of policies
- Capture [integration], finalise, ‘manage’, dispose
- Access, audit, fix, etc.
Pragmatic approach in UK tradition

- DoD based on theoretical approach of UBC project preceding InterPARES 1
- DoD 5015 more document-based
- 2002 revision has required us to be on our mettle
Capture

• Map from O/S, application fields, business systems

• Circumstances of capture, finalisation

• [DM integration can vary., analogy…………..]

• e.g. workflow
Disposal

• Scheduling
• Inheritance
• Auditability
• Structured export of objects and metadata
• Openness
Metadata

• It’s all about metadata!
• ERMS = advanced metadata tool
• Metadata accrual through process
• Linkage between metadata and object
• Openness
Positioning the requirements

- Not just about the testing scheme, but………
- 10 approved against 2002 requirements
- Formal testing programme
- Standard scripts
- Transparent process, not a procurement scheme
- Reputation for rigour
- Interest in Canada, EU, SA, developing world
Positioning the products

• Many are offerings of DM sector
• Some required substantial architectural changes
• Metadata esp.

• Export
• Openness
• Varying degree of supplier understanding
• More mainstream now
Limitations

• Not a panacea, not “the system”
• User buy in, integration, intellectual control
• Maintenance
• Office systems [policy records]
• Not suitable for, e.g. databases
• Legacy of unmanaged electronic records
Developments

• Sustainability agenda [later]
• Standard metadata, within wider e-Govt standard
• Interoperability between platforms
• Preserving ‘recordness’
• Schema representation in XML
• Feedback into archival preservation arena
• Finalise 2005[?]
What TNA has to accession………

• ‘Best available’ record
• Records of public inquiries
• Exotic objects
• Non-standard metadata
• Different environment, incl. Hybrid
• Still ‘records’!
That’s it ..........for now!

http://www.nationalarchives.gov.uk/electronicrecords/

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