

InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Canada

Electronic Records Management Systems & Electronic Government



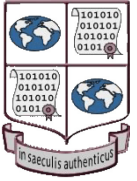
IP3 Researcher & GRA

Sherry L. Xie

2009-08-14



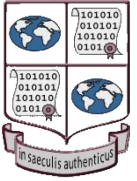
Outline



- eGov in Canada
- eGov & EDRMS
- IP3 eGov-EDRMS Test Beds
 - Setting
 - Organization's goals
 - IP 3 expected outcomes
 - Progresses
- Summary



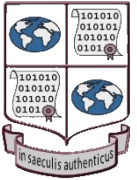
eGov in Canada



- eGov
 - Use of ICT (esp. Internet) to provide
 - Government Information & Services online
 - Business process transformation - Information/Service integration
- Canada
 - eGov initiatives at federal, provincial, municipal levels

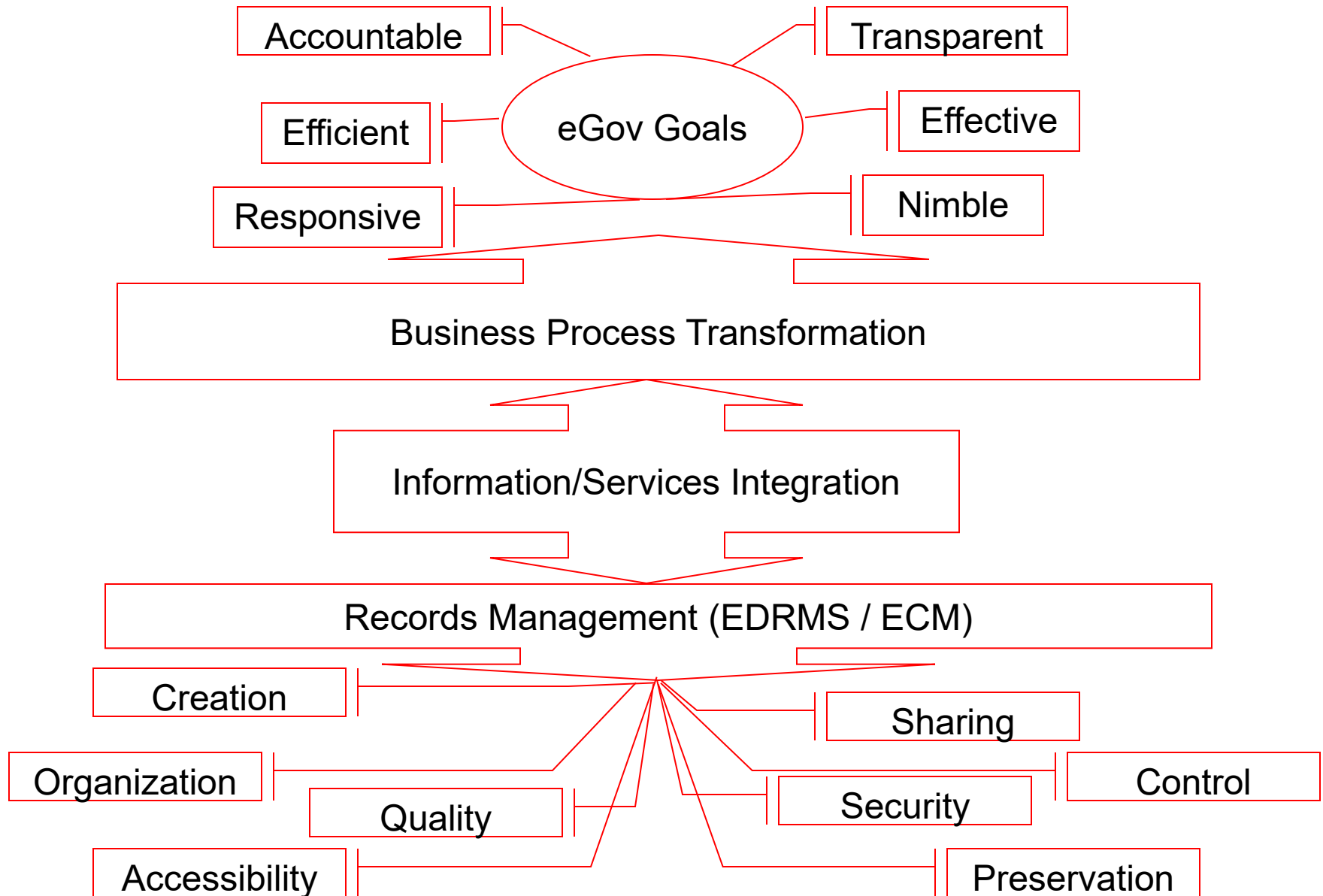


eGov & RM



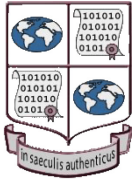
- All eGov initiatives identify Records & Information Management (RIM) an integral component
- An EDRMS or ECM is considered currently the most effective way of managing unstructured records

eGov & RM





IP3 eGov-EDRMS Test Beds



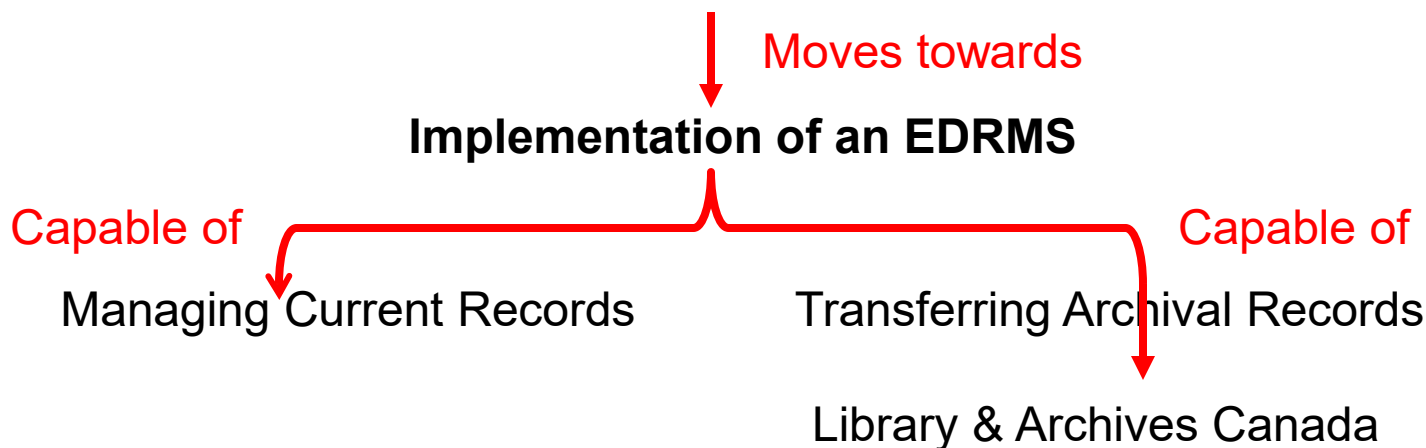
- Canadian Tourism Commission
 - Federal Crown corporation
- City of Vancouver
 - Largest municipality in BC
- City of Surrey
 - Second largest municipality in BC



Canadian Tourism Commission



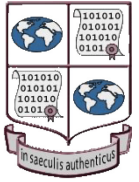
- Developing an organization-wide RM policy
- Developing a true function-activity-based classification system
 - Developing RM guidelines and procedures
- Using shared drives to implement the system & train users



- Progresses ...



Canadian Tourism Commission



...

- Progresses

- RM policy developed & approved
 - IP involvements
 - Concepts
 - Chain of Preservation (COP) model
- Developing function-activity-based records classification & retention system
 - IP involvements
 - UBC-project rules
 - Diplomatic analysis





City of Vancouver



Implementation of an EDRMS (HP-TRIM)

Capable of
Managing Current Records

Capable of
Transferring Archival Records

Cause

City Archives

- Updating of RM By-law & policy
- Modification of classification system

Motivate

- Building of an OAIS-compliant; open-source oriented DA

- Progresses ...



City of Vancouver



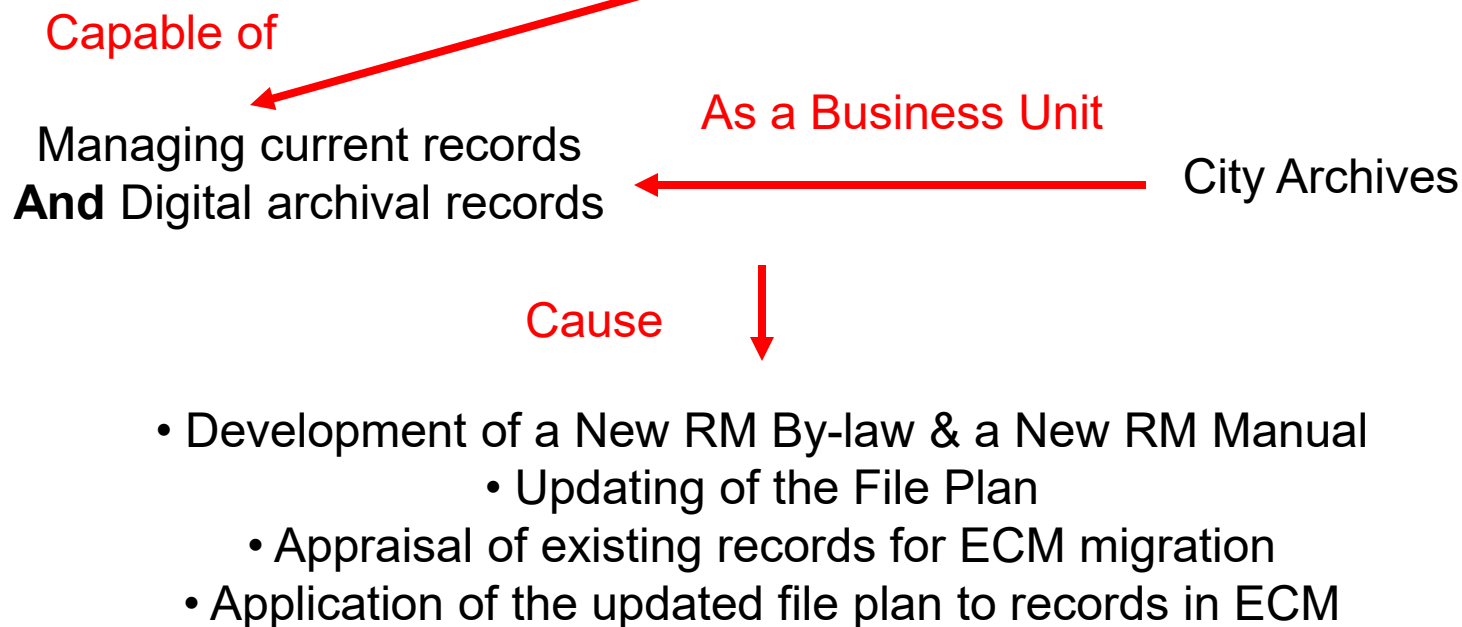
- ... Progresses
 - 190 users of the EDRMS (5000 in 2012)
 - Digital archives development
 - use case scenarios & activity diagrams completed
 - Application of OAIS
 - Function requirements analysis completed
 - IP involvement
 - » Mapping of activity diagrams with IP COP model's process portion
 - Metadata requirements analysis
 - IP involvement
 - » Mapping of PREMIS; METS ... with IP COP model's metadata portion
 - Determination of transferring unit from EDRMS to DA: SIP b/w AIP
 - IP involvements
 - » Diplomatic analysis of records
 - » Application of concept of digital component



City of Surrey



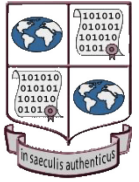
Implementation of an ECM (OpenText Livelink)



- Progresses ...



City of Surrey



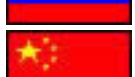
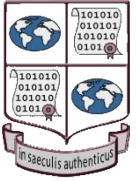
...

- Progresses

- ECM rolled out to one business unit in 2009
- Rest of the City in 2010
- Server inventory, file formats examination, assessment of record status
 - IP involvement
 - IP concepts
 - Diplomatic analysis
- Records appraisal for migration
 - IP involvement
 - IP selection model
- Records preservation using the ECM
 - IP involvement
 - IP preservation model



Summary



Implement ECM

ECM = DA

Changes to RM By-law, Policies, Processes, & tools

Implement EDRMS

Build In-house DA

Build linkage b/w EDRMS and DA

Changes to RM Policies, Processes, & Tools

Develop RM Policies & Procedures

Design RM intellectual foundations

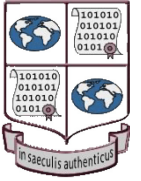
Collaborate with LAC

Implement EDRMS

Concepts UBC-project rules Diplomatic Analysis COP model



Stay Tuned!



For final findings from these three test beds ...