InterPARES 3 in Asia: TEAM Korea

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InterPARES 3 Project
TEAM Korea

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Overview of TEAM-Korea

TEAM-K Participants

Partners

Testbed partners
Ministry RMS & AMS
Certified eDoc Depository
Systems
Digital Libraries

Resource partners
Microsoft-Korea/
IBM-Korea/Hansoft
and Unidocs

TEAM-K Researchers

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TEAM-K's Research Agenda

TEAM-K Research Purpose

- To check validity of IP 1 & 2 principles and guidelines by applying them to TEAM-K testbeds.

- To analyze and compare RMS and AMS guidelines developed in Korea with IP 1 & 2 findings.

- To provide migration guidelines for the long-term preservation based on the lessons learned from actual testing and problems encountered in running testbeds.

- To develop standard test procedures and checklists for effective migration strategies.

- To design environments for testing migration strategies.

- To run migration testbeds and evaluate the results.

Applicability of IP 1 & 2 Findings

- Checking applicability of IP 1 & 2 findings to TEAM-K testbeds:
  - Applicability of IP policy framework to TEAM-K testbeds.
  - Applicability of IP creator guidelines to TEAM-K testbeds.
  - Applicability of IP preserver guidelines to TEAM-K testbeds.
  - Applicability of IP benchmark and baseline requirements to TEAM-K testbeds.
  - Applicability of IP file format selection guidelines to TEAM-K testbeds.

TEAM-K Migration Tests
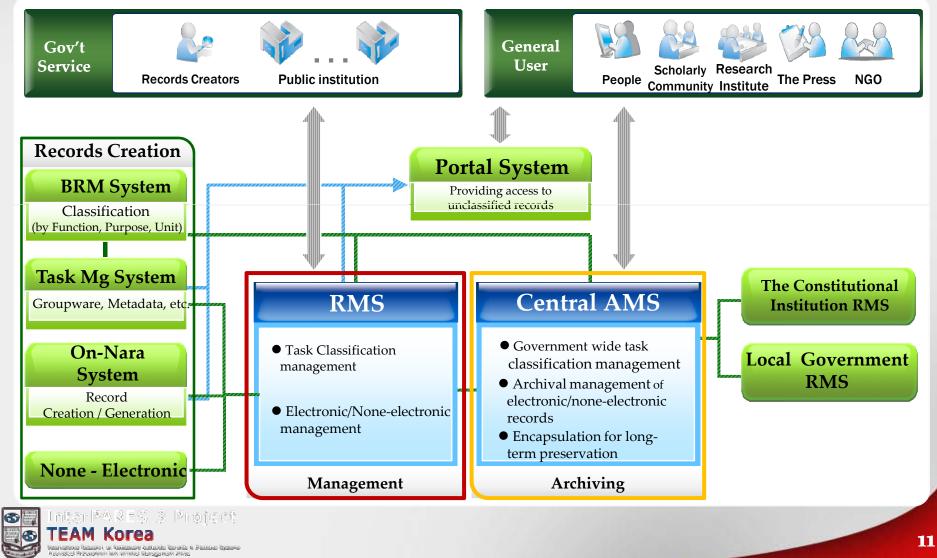
- Only interested in files that are attached as a part of a record.

- Investigate whether legacy files in either resource MS or record MS can be migrated into latest version or a standard document format (PDF/A, ODF, or OOXML)

- Run migration tests on multiple legacy files in a batch mode.

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RMS and AMS Strategies of NAK

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Infrastructure of NAK's Archives/Record Management

Gov't Service
Records Creators   Public institution

General User
People   Scholarly Community   Research Institute   The Press   NGO

Records Creation

BRM System
Classification
(by Function, Purpose, Unit)

Task Mg System
Groupware, Metadata, etc.

On-Nara System
Record Creation / Generation

None - Electronic

Portal System
Providing access to unclassified records

RMS
- Task Classification management
- Electronic/None-electronic management

Management

Central AMS
- Government wide task classification management
- Archival management of electronic/none-electronic records
- Encapsulation for long-term preservation

Archiving

The Constitutional Institution RMS

Local Government RMS

NAK Functional Charts

Task Management System

On-Nara System

None-electronic Document

Ingest
- Electronic/None-electronic Records receiving

Preservation Treatment
- Format transformation for archival
- Ensuring authenticity

Transfer
- Records transfer for archival

Utilization

Searching/ Viewing/ Statistics

Evaluation
- Re-evaluating archival period
- Re-considering confidentiality

Records Ingest

RMS

Task Mg. System		RMS

Task Mg. System

- Task management card
- Doc management card
- Memo Reporting
- Task Directions
- Meeting Reports

Annual transfer

Biennial transfer

On-Nara System

- Records File
- Documents from process
- None-electronic doc

Other None-electronic Stuff

Product status report

Auto Ingest → Quality Management

Manual Ingest → Classifying/Arrangement

Acquired by RM Center and Separate registration

TEAM-K Testbed Partners

Testbed Partners Group 1: Ministry RMS

- Under the leadership of NAK, a standard RMS, interoperable with major record creation systems, is implemented and distributed to central executive agencies (Ministry RMS).

- We will be working closely with those who are professional record managers in each agency to test whether IP 1 & 2 guidelines and baseline requirements are feasible in Korea setting. If they are not, why so?

- We will also investigate whether there are migration issues of files that are attached as parts of records.

Testbed Partners Group 2:
KIEC Certified e-Doc Depository

● Certified e-Document authority

➤ Assignment and management of Electronic Data Depot

➤ Diffusing and advancement of archive technology

➤ Revision of laws and regulations

➤ Support for activation

➤ Promotion of depository system and external collaboration

➤ Authentication of facilities and equipments for e-documents

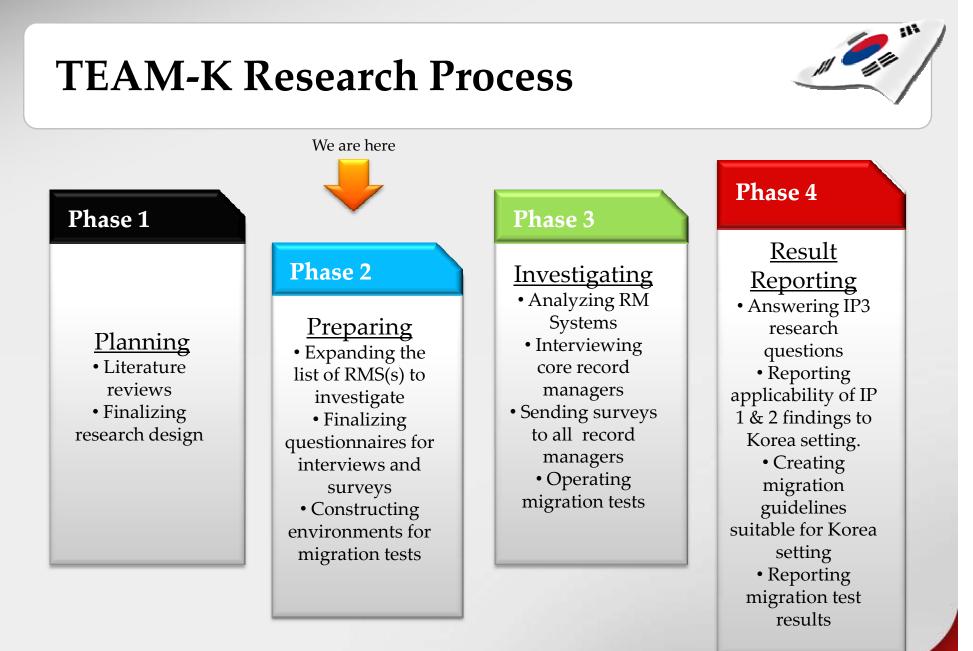# Testbed Partners Group 3:
Library Community for Migration Tests

- To test diverse version migration of major document formats, we will investigate legacy files stored in the following institutions:
  - LG Sangnam Digital Library
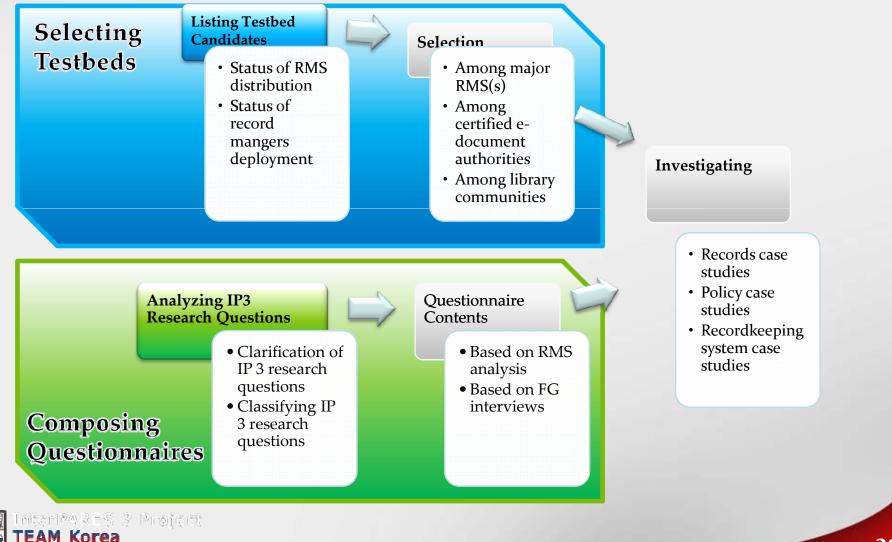 - National Assembly Library of Korea

Current State of TEAM-K Project

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TEAM-K Research Process

We are here

Phase 1

Planning
• Literature reviews
• Finalizing research design

Phase 2

Preparing
• Expanding the list of RMS(s) to investigate
• Finalizing questionnaires for interviews and surveys
• Constructing environments for migration tests

Phase 3

Investigating
• Analyzing RM Systems
• Interviewing core record managers
• Sending surveys to all record managers
• Operating migration tests

Phase 4

Result Reporting
• Answering IP3 research questions
• Reporting applicability of IP 1 & 2 findings to Korea setting.
• Creating migration guidelines suitable for Korea setting
• Reporting migration test results

TEAM-K Research Process

Selecting Testbeds

Listing Testbed Candidates
- Status of RMS distribution
- Status of record mangers deployment

Selection
- Among major RMS(s)
- Among certified e-document authorities
- Among library communities

Composing Questionnaires

Analyzing IP3 Research Questions
- Clarification of IP 3 research questions
- Classifying IP 3 research questions

Questionnaire Contents
- Based on RMS analysis
- Based on FG interviews

Investigating
- Records case studies
- Policy case studies
- Recordkeeping system case studies

TEAM-K Testbed Selection Criteria

- Public/Private institutions that have RMS or similar system.

- Public institution that use RMS developed by NAK.

- Public/Private institutions that employee a professional records managers.

- Institutions that have some understanding of record management and have e-records.

- Institutions that have diverse legacy files.

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Applicability of IP 1 & 2 Findings to Korea Setting

- Collaboration work with records managers
  - Considering suggestion from records managers(focus group) about IP 1 & 2 findings and reflect them questions.
  - Indepth analysis of IP 1 & 2 findings by the focus group in public sectors.
- Qualification of records managers
  - Those who received a degree from 8 graduate schools offering programs in RM.
  - Those who received archival and record management training from NAK.
  - The law requires that those who desire to work in RM-related position must have RM certification.

TEAM-K Next Steps

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TEAM-K Next Steps

- Composing questionnaires to answer IP3 RQs.
  - Analyzing IP 3 RQs(records, policy, recordkeeping system case study).
  - Composing detailed questions for record managers in order to answer each IP3 RQs.
- Interviewing record managers to check applicability of IP 1 & 2 findings to Korea setting.
- Interviewing record managers (Ministry RMS and Certified eDoc Depository) to test draft questionnaires
  - Revising questionnaires through RMS analysis
  - Further revising questionnaires based on FG recommendations.
- Conducting a survey research to major record managers to check the applicability of IP 1 & 2 findings to Korea setting.
- Creating migration test environments together with Microsoft, Hansoft, and Unidocs.
- Running migration tests using records files stored in Resource MS (Old RMS) or current RMS.

Thank you for your attention!!

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