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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 itfor now!

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

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