courses

**Recordkeeping Systems and the
Records Continuum Research Group
School of Information Management and Systems,
Monash University**

Present

Doing business electronically: Electronic Commerce and Recordkeeping

DAY 1: Monday, November 1st:

An introduction to the concepts and the current models for electronic commerce and electronic recordkeeping

9.00-9.15 Introduction to the seminar/workshop

> **A/Professor Sue McKemmish**, School of Information Management and Systems, Monash University

9.15-10.0 What is electronic commerce? And what is its relation to recordkeeping?

An overview of the range of definitions and understanding encompassed in 'electronic commerce' and an introduction to conceptual ways of thinking about continuum based recordkeeping in the electronic arena

> **A/Prof Sue McKemmish**
> **Barbara Reed**, Recordkeeping Systems

10.00-10.30 Tea

10.30-12.30 Electronic Commerce models and working with the reality of distributed enterprises

> **Carey Butler**, School of Information Management and Systems, Monash University
> **Dr Nigel Ward**, eDSTC

12.30-1.30 Lunch

1.30-3.00 Electronic recordkeeping frameworks and models

Theoretical models

An overview of the conceptual models that will enable recordkeeping in this brave new world. An update/briefing on the ICA, Dutch and latest continuum thinking?

> **John McDonald**, Senior Advisor, National Archives of Canada
> **Hans Hofman**, National Archives of Netherlands
> **Frank Upward**, Senior Lecturer, School of Information Management and Systems

3.00-3.30 Tea

Day 1 presentations

Day 2 presentations

Day 3 presentations

Day 4 presentations

Day 5 presentations

3.30-5.0 Electronic recordkeeping frameworks and models

Practical implementations. What is actually happening in the various communities at present to attempt to address this issue.

> **John McDonald**, Senior Advisor, National Archives of Canada
> **Hans Hofman**, National Archives of Netherlands
> **Frank Upward**, Senior Lecturer, School of Information Management and Systems

Day 2:

Tuesday, November 2nd: The legal framework for electronic commerce and the recordkeeping involvement/nexus

9.00-10.01 The legal framework and issues surrounding electronic commerce.

Overview of the policy, legislative and regulatory environment and issues facing electronic commerce frameworks and uptake in Australia.

> **Tom Dale**, General Manager, Electronic Commerce and Regulatory, National Office of Information Economy

10.00-10.30 Tea

10.30-12.30 Electronic commerce frameworks in Canada and the Netherlands. A recordkeeping view

> **John McDonald**, Senior Advisor, National Archives of Canada
> **Hans Hofman**, National Archives of the Netherlands
> Comment: **Livia Iacovino**, Monash University

12.30-1.30 Lunch

1.30-3.0 Where is the technology taking us? Current office technology, knowledge management: the hype and the reality.

> **Cedric Isrealsohn**, Delphi Consulting Australia

3.00-3.30 Tea

3.30-5.00 Workshop: So what is the recordkeeping role and where does it impact?

DAY 3:

Wednesday November 3rd: Agents

9.00-10.01 Identity and trust (including privacy)

> **A/Prof Sue McKemmish**,
> **Livia Iacovino**
> Commentator: **Anne Picot**, Corporate Archivist, Roads and Traffic Authority of NSW

10.00-10.30 Tea

10.30-12.30 Authenticing identity: 'on the internet nobody knows you're a dog'. How is identity proven, what technologies are around

for authentication and what are the issues?

> **Steven Wilson**, Associate Director, KPMG, PKI
> Solutions, Chair Certification Forum of Australia

12.30-1.30 Lunch

1.30-3.00 Traditional recordkeeping ways of proving identity and authentication. Where are the intersections and what can we offer?
Traditional records treatment of agent, provenance, seals, and other mechanisms of proof of identity
Interpares thinking on agent and authentication

> **Chris Hurley**, Acting Director and Chief Archivist,
> National Archives of New Zealand, Honorary Associate,
> School of Information Management and Systems,
> Monash University
> **Sue McKemmish** and **Livia Iacovino**

3.00-3.30 Tea

3.30-5.0 Workshop session

DAY 4:

BUSINESS, November 4th

9.00-10.30 Delivering services electronically, or describing services electronically. What difference does this make and how does it impact on the web world?

> **Michael Easthope**, Office of Information Technology,
> NSW
> **Barbara Reed**

10.30- 11.00 Tea

11.00-12.30 How do recordkeepers focus on business: the functions/business relationship and issues/problems

> **Anne Picot**, Roads and Traffic Authority NSW
> A/Prof **Sue McKemmish**
> Comment: **Hans Hofman**

12.30-1.30 Lunch

1.30-3.0 Models: the recordkeeping descriptive framework for functions/business: Keyword AAA, AGIFT

Describing functions in the Netherlands

> **Hans Hofman:**

On Keyword AAA and its ilk

> **Tony Leviston** State Records Authority NSW

AGIFT

> **Marion Hoy**, National Archives of Australia

3.00-3.30 Tea

3.30-5.0 Workshop: How are recordkeeping parameters meeting business needs. Will this work for ecommerce?

DAY 5: Records, November 5th

9.00-9.30 Managing the time element in record-making

    Anne Picot, Corporate Archivist, RTA

9.30-10.30 Records and technologies: a record by any other name Managing electronic records as process or as an object.

Panel session

    Frank Upward,School of Information Management and Systems
    Brand Hoff, Managing Director, Tower Software
    (third speaker to be confirmed)

10.30-11.0 Tea

11.00-12.30 Metadata strategies

Levels of complexity - pushing at implicit understandings, getting people engaged; typologies of relationship; documenting complex time dependent relationships

    Hans Hofman
    Sue McKemmish

12.30-1.30 Lunch

1.30-3.0 Forms and Trust. Authenticity and integrity; contract as record or form; web sites as records

John McDonald
Livia Iacovino

3.00-3.30 Tea

3.30-5.0 Where to from here? A concluding session.