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Creation, transmission and preservation of digital records

Organized by Scuola Superiore della Pubblica Amministrazione (SSPA), Presidenza del Consiglio dei Ministri, Italy

Coordinators: Prof. Barbara Pernici - SSPA and Prof. Maria Guercio, University of Urbino, Italy

The potential of introducing digital records in Public administration is very important. Citizens interacting with public administrations often experience difficulties due to their complexity. Even simple requests, like a business license request, a house sale, and a birth registration may involve contacts with a large number of different offices. In addition, many services offered by administrations are based on the cooperation among offices of different administrations.

Introducing digital records as a base for information exchange can result in a simplification of administration activities and in achieving the goals mentioned above.

On the other hand, the large number of administrative operations, the need of redesigning a large number of processes, the complex relationships with technology providers, the effort implied in the cultural transformation needed to achieve these goals require much more than the mere definition of technical and legislative elements on which digital records and their storage are based.

The seminar introduces digital records as the way of facilitating information exchange and service integration in administrations. Technical and legislative elements at the basis of legally valid digital records are presented.

The seminar has the goal of clarifying the infrastructure needed for introducing digital records, to provide methodological and operational basis to introduce digital records in public administrations and to present and discuss some case studies.

Program:

- Introduction (*B. Pernici, SSPA, 10 min*)
- Definition, construction, storage of digital records; an introduction to activities for the definition of guidelines for developing countries (*M. Guercio, University of Urbino, 30 min*)
- Digital records technical aspects (*Dr. A. Massari, AIPA - Italian Authority for Information Systems in Public Administrations, 30 min.*)
- Preservation of digital records (*Pitt Kuan Wah, Director of the National Archives of Singapore, 30 min*)
- Presentation of EU guidelines for digital recordkeeping systems and management (*Paul Murphy, chair EU working group for guidelines definition, 20 min*)
- The development of the Canadian **project** ARCS/ORCS for integrated record keeping system and management in Public Administrations in BC, Canada (*Mary McIntosh, 1/2 hr*)
- Discussion with participants

Participants will have the opportunity to discuss their applications.

Goal of the seminar:

The goal of the seminar is to provide participants with a clear definition of digital record and the needed technical and legal infrastructure. Operative aspects of introducing digital records in Public Administrations will be discussed.

Instructors:

- Prof. Barbara Pernici (coordinator), Scuola Superiore Pubblica Amministrazione, Italy, coordinator of Information Technology Area
- Prof. Maria Guercio (coordinator), professor of archives, University of Urbino, Italy
- Dr. Antonio Massari, AIPA (Autorità per l'Informatica nella Pubblica Amministrazione), Italy
- Ms. Mary McIntosh, Canadian public administration
- Dr. Paul Murphy, European Union
- Mr. Pitt Kuan Wah, Director of the National Archives of Singapore

USEFUL LINKS

1. http://www.unesco.org/webworld/portal_archives

The UNESCO Archives Portal gives access to websites of archival institutions around the world. It is also a gateway to resources related to records and archives management and to international co-operation in this area)

1. <http://www.rlg.org/preserv/diginews/>

(from North American, and other world sites)

<http://www.rlg.ac.uk/preserv/diginews/>

(from UK Janet sites) or

<http://www.rlg.ohio.org/preserv/diginews/>

(from most other European sites)

It is the web-site address of the bi-monthly web newsletter -RLG DigiNews - the Research Libraries Group (a non-profit international consortium of libraries, museums, archives and other research repositories) publishes and makes freely available to a wide community of interest. It is intended to:

- * Focus on issues of particular interest and value to managers of digital initiatives with a preservation component or rationale.
- * Provide filtered guidance and pointers to relevant projects to improve our awareness of evolving practices in image conversion and digital archiving.
- * Announce publications (in any form) that will help staff attain a deeper understanding of digital issues.

3. D-Lib Magazine (management and preservation of digital archives and libraries)

<http://www.dlib.org>

4. <http://www.ica.org>

International council on archives web site: it includes working groups material

5. <http://www.npaci.edu>

National Partnership for Advanced Computational Infrastructure - Building the computational infrastructure for tomorrow's scientific discovery (USA)

6. <http://interpares.org>

The **InterPARES Project** is a major international research initiative in which archival scholars, computer engineering scholars, national archival institutions and private industry representatives are collaborating to develop the theoretical and methodological knowledge required for the permanent preservation of authentic records created in electronic systems

7. 'Guidelines on best practices for using electronic information'. Available in DE, EN, ES and FR on the DLM-Forum web site at: <http://europa.eu.int/ISPO/dlm/>