



STATENS ARKIVER

RIGSARKIVET

Long-term Preservation of Records Management Systems

A Danish Perspective

Jan Dalsten Sørensen

The Danish National Archives

DLM Forum Conference, December 13 2011

www.sa.dk/ra



STATENS ARKIVER

RIGSARKIVET

Set-up for Digital Records

- Fully digital RM-systems allowed since 1996
- Notification on new it-systems (both RM and Business systems)
- Transfer to the archives must be considered from the start
- Transfers to the National Archives as system independent SIP's, at times determined by the National Archives
- Only a few formats allowed for transfer
- Relational databases in the SIARD-format (with minor modifications) + documentation
- Conversion to archive format performed by (and at the expense of) the records creator



STATENS ARKIVER

RIGSARKIVET

Document Life Cycle in the Digital World

- Conversion to formats for long-term preservation cannot wait 15-20 years. Digital records must be transferred earlier than paper records
- Archival periods of 5 years
- Closer link between systems and records – need for documentation
- Lesser need for appraisal – the cost of appraisal should not exceed the benefits of it



STATENS ARKIVER

RIGSARKIVET

Early Transfers – Consequences?

- Current records may be transferred to the archives
- The agencies must keep their own copy for as long as they need the files for administrative and legal purposes
- Documents are converted to standard archival formats at a time early enough to ensure the preservation of them – and document their context



STATENS ARKIVER

RIGSARKIVET

Revision of Regulations for Notification etc.

- E-government is changing – how do the archives adapt?
- Present regulations for notification and approval are from 2000/2002 and need to be updated
- New regulations to come into effect 2012 – but not yet finalized



STATENS ARKIVER

RIGSARKIVET

Evolving Concept of "System"

- Until recently: IT-system = a database and an application
- Today: Service oriented architecture, loosely coupled systems etc
- What is the "unit" that can be handled as such by the archives in terms of appraisal, approval, transfer and disseminations?
- Who is responsible for data and documents in systems like that?
- The agency must define this at the time of notification – and responsibility for "archival considerations" must be in place.



STATENS ARKIVER

RIGSARKIVET

The Cloud may add to the Complexity

- Where is your information?
- What kind of documentation can you get about the processes that happen behind the scenes?
- Again, the responsibility must be clear and defined at an early stage
- So far the cloud has mostly presented problems for the Data Protection legislation



STATENS ARKIVER

RIGSARKIVET

Business Systems used for RM-purposes

- The division between RM-systems and business systems is increasingly blurred
- Business systems with digital documents (that are to be preserved) should be handled like “real” RM-systems
- New terminology: “IT-systems with documents” and “IT-systems without documents”
- All systems with information that is to be preserved should be approved of, not only those with documents



STATENS ARKIVER

RIGSARKIVET

Mandatory Metadata?

- The agencies should use the metadata they need, not the metadata the National Archives can think of
- All metadata must be transferred to the National Archives as tables in a relational structure
- Certain key metadata must be marked up in a standardized way in the SIP in order to facilitate the dissemination through our tool for making records accessible.
- Some of these may become mandatory



STATENS ARKIVER

RIGSARKIVET

Delimitation of SIP's from RM-systems

1. Archival period: All files are closed, unfinished files must be reopened in a new archival period
2. Snapshot: All files and documents including metadata from a fixed period (e.g. 1.1.2007-31.12.2011).
3. Snapshot with closed files: A variation of model 2, with only the closed files, but metadata from all documents and files from a fixed period