The way to an governmental e-archiving solution

DLM Forum Fall meeting Luxemburg 2015

Karin Bredenberg, 2015-10-15
Bachelor of Science in Computer Engineering
Technical advisor, metadata
Responsible for CS development

Background

E-delegationen, eGovernment Delegation (-> 2015-06-30)

"To strengthen the development of eGovernment and create good opportunities for inter-agency coordination" (ToR 2009:19)

Investigation

- Develop a strategy for future eGovernment

- Preconditions for eGovernment 3.0

- Following up effects

- Open data (PSI) and Social Media

Coordination activities

- Coordinates the strategic development (Architecture, Programme Management, Pilot studies)

- Coordinating IT standardization issues

- Assists the Government in international work

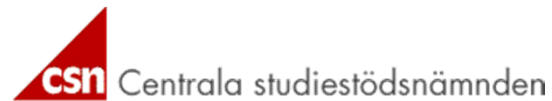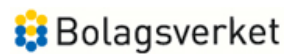- Follow up the impact of eGov nationwide

Guidance

- Guidelines and support-activities

The E-delegation

Tullverket
Swedish Customs

Arbetsförmedlingen
The Public Employment Service

Bolagsverket
The Company Registration Office

csn Centrala studiestödsnämnden
Swedish National Board of Student Aid

Försäkringskassan
The Swedish Social Insurance Agency

Jordbruksverket
The Swedish Board of Agriculture

LANTMÄTERIET
National Land Survey

Kammarkollegiet
Legal, Financial and Administrative Services Agency

Migrationsverket
The Migration Board

MSB Myndigheten för samhällsskydd och beredskap
The Civil Contingencies Agency

PENSIONS MYNDIGHETEN
Swedish Pensions Agency

Riksarkivet
The National Archieves

Rikspolisstyrelsen
The Swedish Police

Skatteverket
The Tax Agency

Sveriges Kommuner och Landsting
Swedish Association of Local Authorities and Regions

TILLVÄXT VERKET
Swedish Agency for Economic and Regional Growth

TRANSPORT STYRELSEN
The Swedish Transport Agency

Riksarkivet

eSam a part of the continuation of the eGovernment Delegation

The eARD project

- Prestudy ordered by the E-delegation and delivered in February 2011

- Prestudy states a project regarding e-archiving and e-records management led by the National Archives of Sweden should be set up

- Fall 2011 start of project eARD (e-archving and e-records management)

- SP3 e-archiving common specification
  - Common specification (CS), Förvaltnings Gemensam Specifikation (FGS)
    - Well defined exchange formats
    - Specifications with a minimum of common denominators mandatory
    - The CS's developed can be used by vendors, agencies, municipality agencies and healt agencies for buying, develop and give the public access to on-line services of e-archiving and e-records managment. Services fulfilling the vision of: As simple as possible for as many as possible
    - Needs to be fine tuned in every use case to fulfill the system and/or the e-archives specific needs
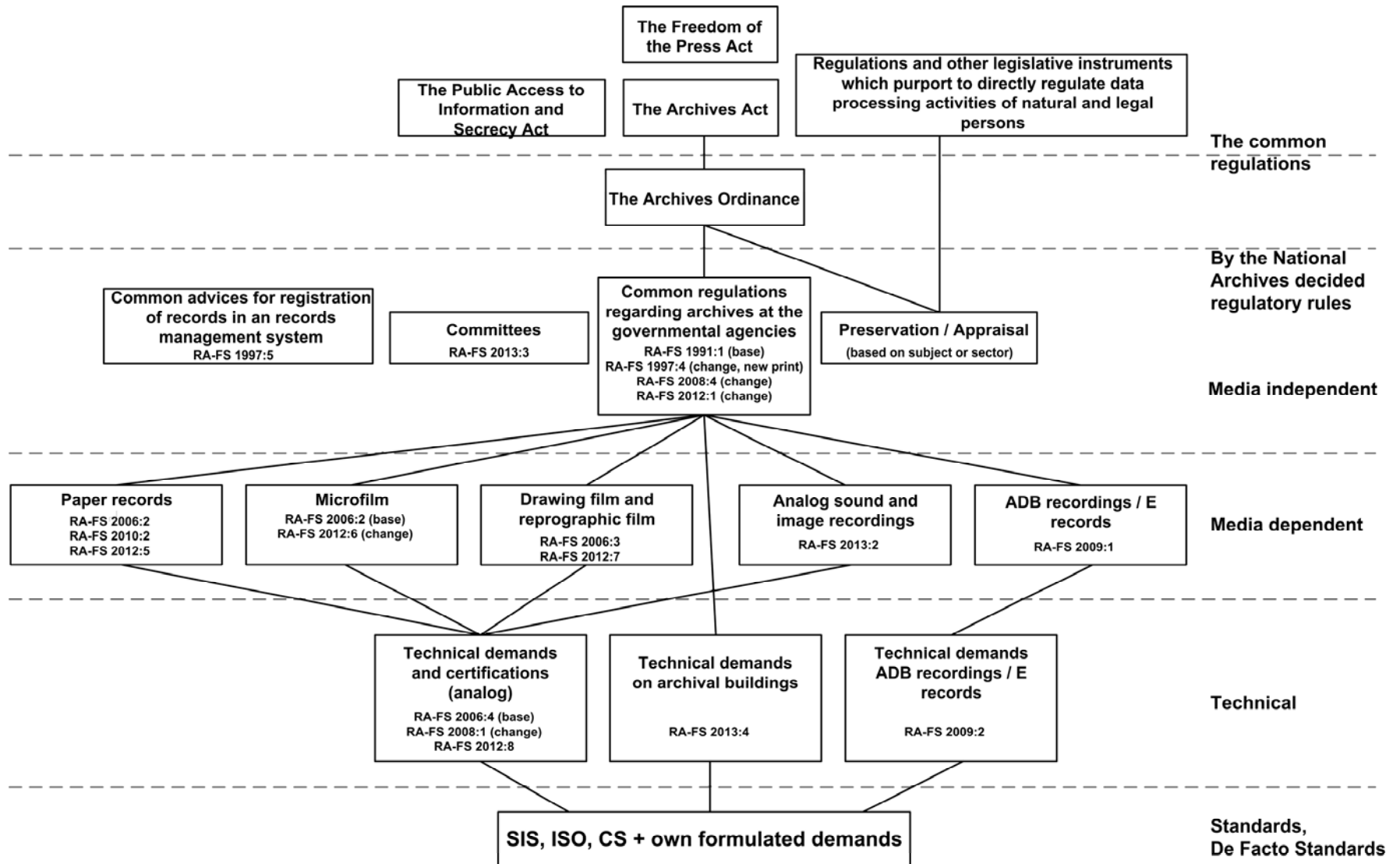

Riksarkivet

5
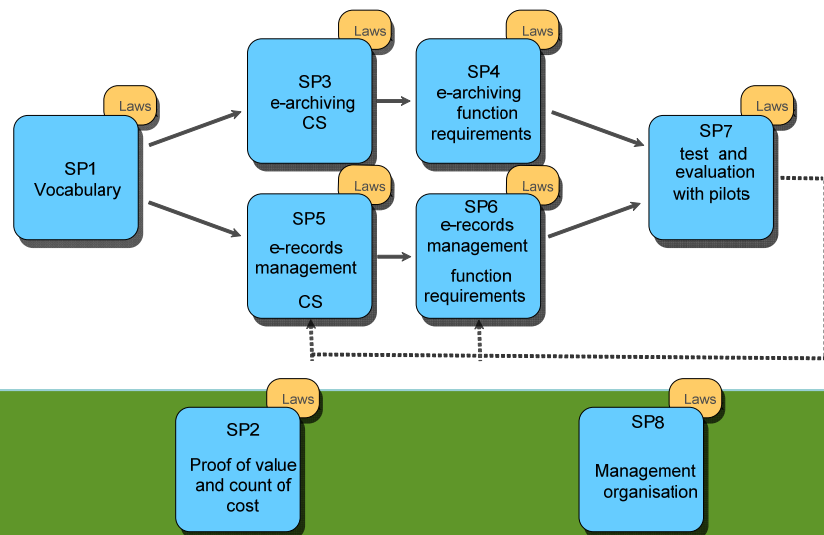
From project eARD to a CS function at NAS

- NAS has taken on the task of the continuation of the work and has set up the organisation needed

- At present:
  - A function in the Public Information Management section of the National Archives of Sweden:
    - One expert of metadata who at the same time is responsible for the CS work (at place)
    - One administrator
    - A half person spreading the word

- A management board

- References groups as needed
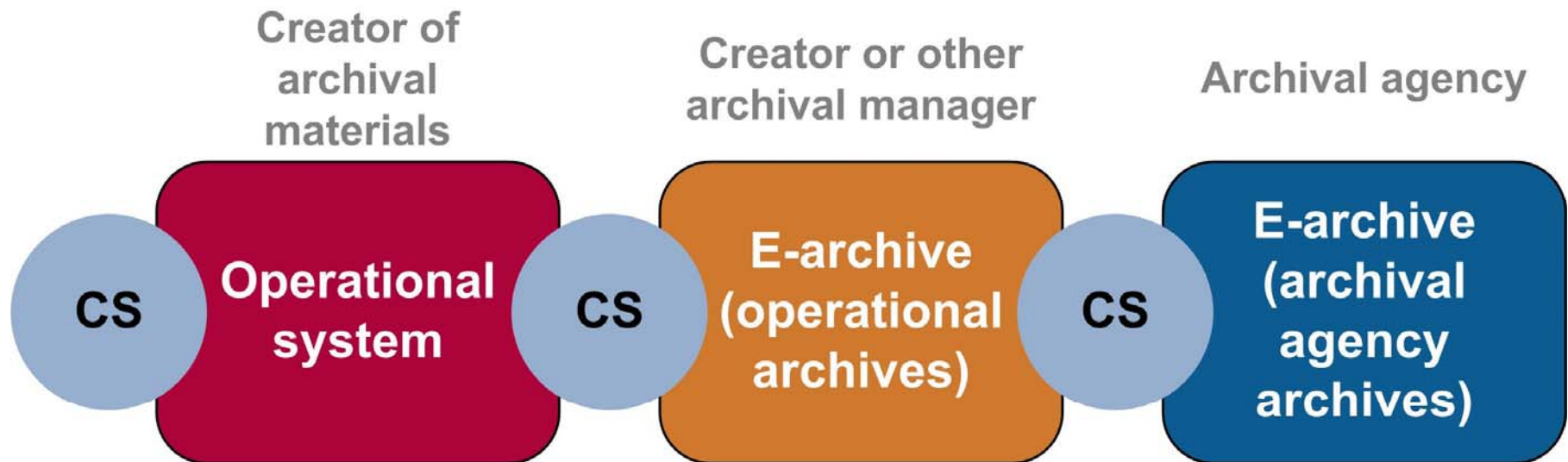
- Working groups or sub projectes as needed

Riksarkivet

Common Specifications (CS)

All laws and regulations affecting the work

The Freedom of the Press Act

The Public Access to Information and Secrecy Act

The Archives Act

Regulations and other legislative instruments which purport to directly regulate data processing activities of natural and legal persons

The common regulations

The Archives Ordinance

By the National Archives decided regulatory rules

Common advices for registration of records in an records management system
RA-FS 1997:5

Committees
RA-FS 2013:3

Common regulations regarding archives at the governmental agencies
RA-FS 1991:1 (base)
RA-FS 1997:4 (change, new print)
RA-FS 2008:4 (change)
RA-FS 2012:1 (change)

Preservation / Appraisal
(based on subject or sector)

Media independent

Paper records
RA-FS 2006:2
RA-FS 2010:2
RA-FS 2012:5

Microfilm
RA-FS 2006:2 (base)
RA-FS 2012:6 (change)

Drawing film and reprographic film
RA-FS 2006:3
RA-FS 2012:7

Analog sound and image recordings
RA-FS 2013:2

ADB recordings / E records
RA-FS 2009:1

Media dependent

Technical demands and certifications (analog)
RA-FS 2006:4 (base)
RA-FS 2008:1 (change)
RA-FS 2012:8

Technical demands on archival buildings
RA-FS 2013:4

Technical demands ADB recordings / E records
RA-FS 2009:2

Technical

SIS, ISO, CS + own formulated demands

Standards, De Facto Standards

Riksarkivet

The vision the CS work follows

Creator of archival materials

Creator or other archival manager

Archival agency

CS — Operational system — CS — E-archive (operational archives) — CS — E-archive (archival agency archives)

CS is demands of metadata for the information and packaging of the information in Information Packages (IP)

Document hierarchy

The most important document of it all is the guidance document which describes how a CS is developed, maintained and implemented (not shown)
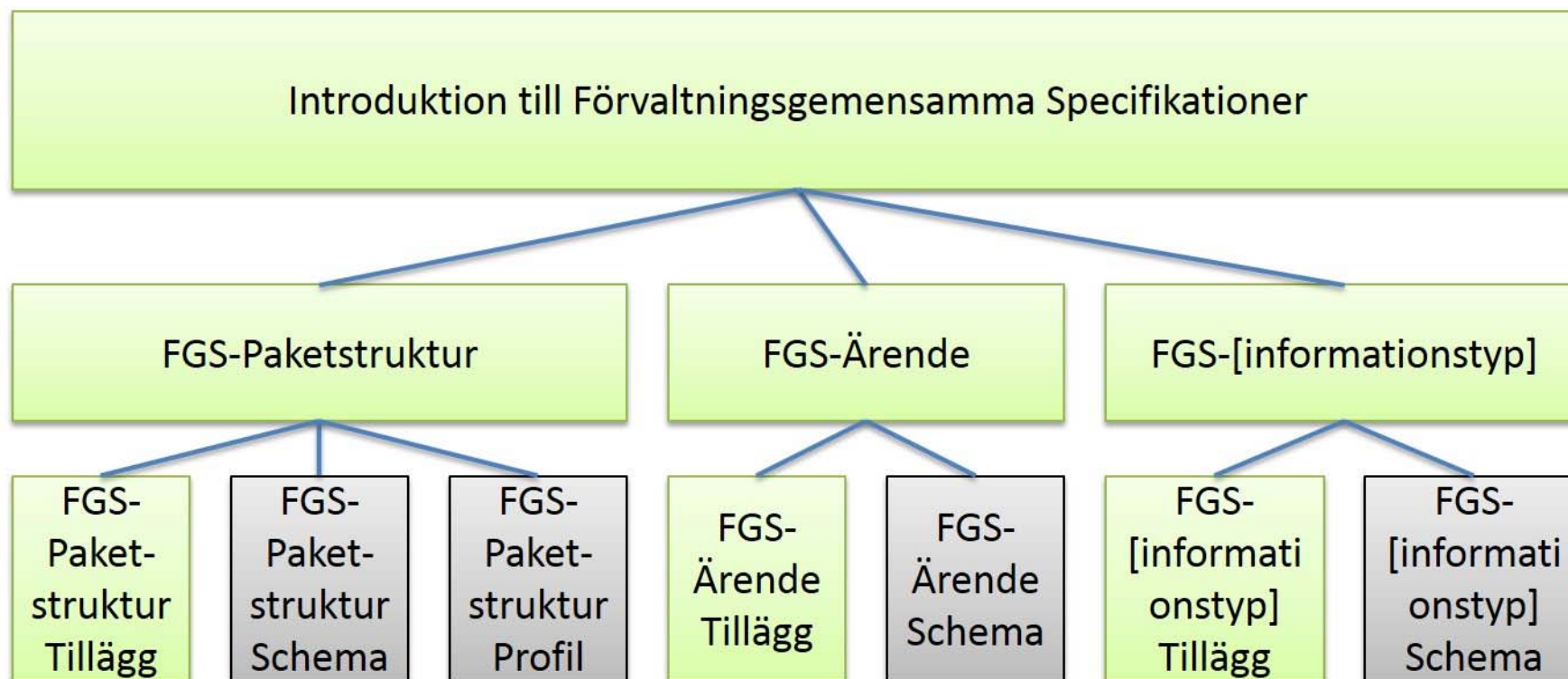
At the top introduction and all that's common for all CS

Next level the technical description, metadata fields

Lowest level is amendment (pictures, valuelist explanations and more) and the actual XML-schema/schemas
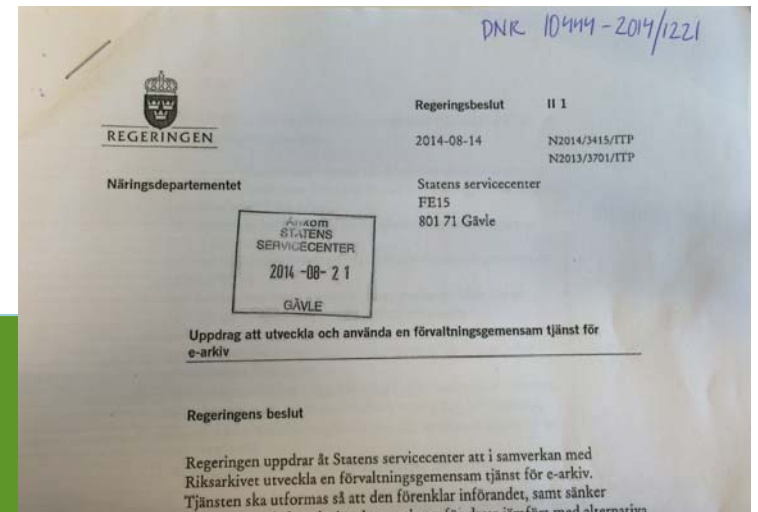
The documents "translated" to a package
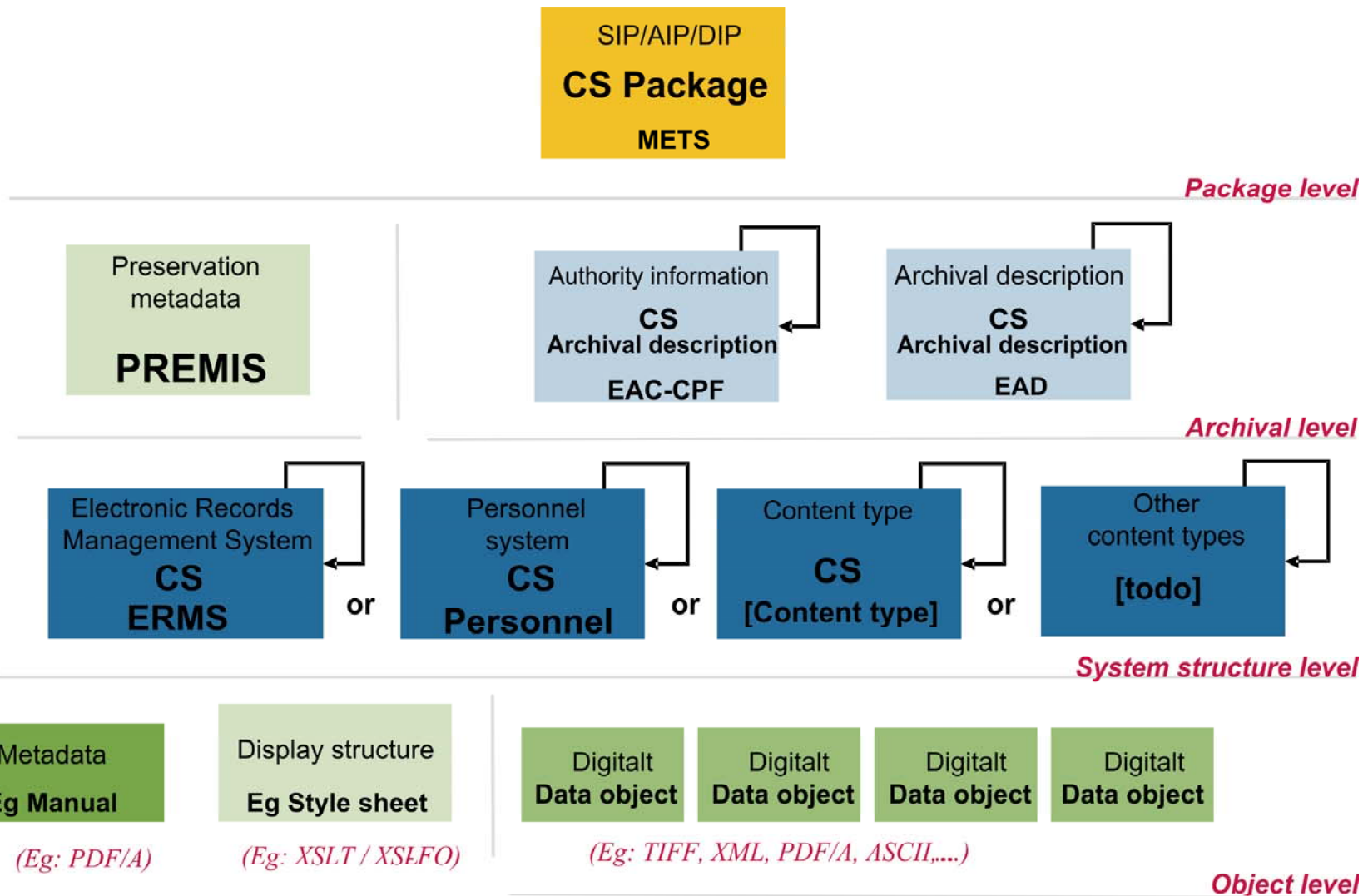
Creating the governmental e-archives solution

Riksarkivet

We are the agencies "shared service center"

- We are made from units from the Swedish Social Insurance Agency, Kammarkollegiet and the Swedish Tax Agency

- Our mission is to increase the efficency and lower the administrative costs for all the agencies

- We are based on fees

- We offer services regarding e-business, economics and payroll administration as well as acting as consultants in the same areas

2015-10-28   13

Statens servicecenter

Assignment - a common agencies e-archiving service

- SSC using specialist help from the National Archives of Sweden will develop the service

- The service will
  - Simplify introducing an e-archive in the agency and
  - Lower the costs
    - In comparision with existing alternatives

- Seven pilot agencies will
  - Participate in the work and
  - Use the service
    - When its available

Riksarkivet

DNR 10444-2014/1221

REGERINGEN

Regeringsbeslut   II 1
2014-08-14   N2014/3415/ITP
                  N2013/3701/ITP

Näringsdepartementet   Statens servicecenter
                            FE15
                            801 71 Gävle

Ankom
STATENS
SERVICECENTER
2014 -08- 2 1
GÄVLE

Uppdrag att utveckla och använda en förvaltningsgemensam tjänst för e-arkiv

Regeringens beslut

Regeringen uppdrar åt Statens servicecenter att i samverkan med Riksarkivet utveckla en förvaltningsgemensam tjänst för e-arkiv. Tjänsten ska utformas så att den förenklar införandet, samt sänker

Phases of the assignment

Phase 1 – Analysis

- Project organisation with a steering group
- Business intellegence actions and benchmarking
- Investigation and analysation
  - Juridical pre-requisites
  - Economical and financial pre-requisites
  - Security and integrety questions
  - Economy of scale
- Creation of preliminary demands and service description
- Market check with an RFI

Phase 1 rapported 25/2-2015 to the government

Phase 2 – Demands and procurment

- 6 of May the government decided to give SSC the financial resources to proceed to phase 2

Phase 3 – Implementation

Phase 4 – Use and managment
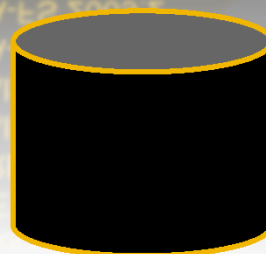
e-archiving is based on standards

RA-FS 2009:1
RA-FS 2008:4
Riksarkivets FGS:er
MoReq 2010
ISO 15489 (Records Mgmt)
EAC-CPF
EAD

ISO 14721:2003, 2012 (OAIS)
Riksarkivets FGS:er
METS,
PREMIS
PAIMAS
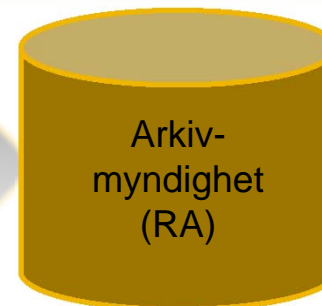PAIS
RA-FS 2008:4
RA-FS 2009:2
ISO19005-1,2 (pdf/a)

Riksarkivets FGS:er
METS
PREMIS

Diarium

Ärende-
hantering

Verksamhets-
system

Arkiv-
myndighet
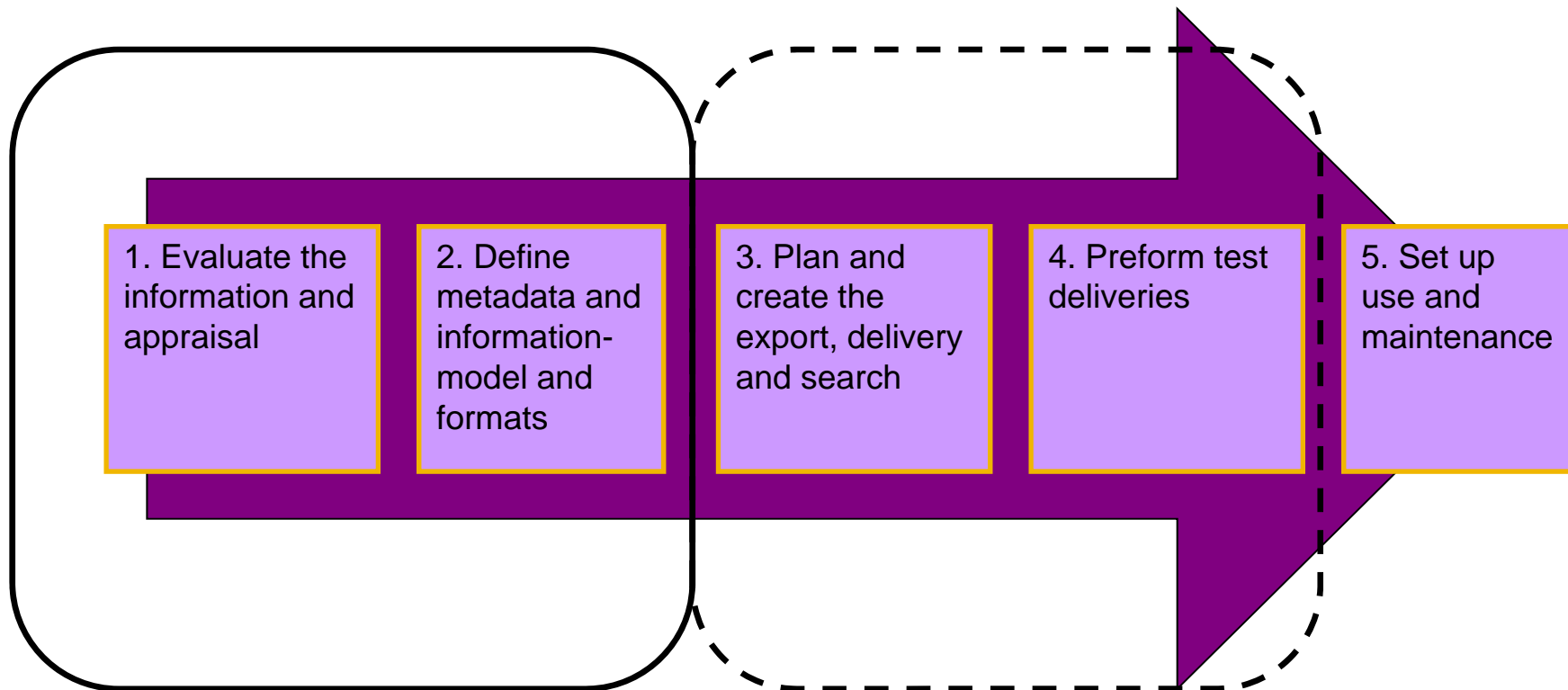(RA)
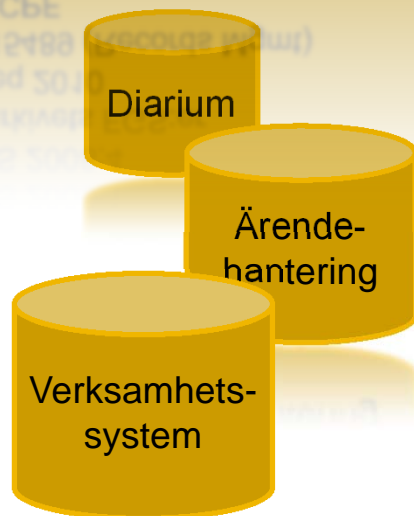
Agency/ operational system

Agency/ operational archives
(SSC as deliverer of the service)

**Archival agency archives/
Long term preservation**

Steps for creating a delivery to the e-archive

| 1. Evaluate the information and appraisal | 2. Define metadata and information-model and formats | 3. Plan and create the export, delivery and search | 4. Preform test deliveries | 5. Set up use and maintenance |

Thank you for the attention!

Karin Bredenberg

Technical advisor, metadata
Responsible for CS development

karin.bredenberg@riksarkivet.se