

Governance and Recordkeeping Around the World

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Saving Digital Data

Keeping Records Authentic and Usable



Library and Archives
Canada

Bibliothèque et Archives
Canada

Canada

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

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Section 1—General News

Canada

Federal Government

[Digital Privacy Act introduced](#)

The federal government has introduced the [Digital Privacy Act](#), which brings “important improvements” to the [Personal Information Protection and Electronic Documents Act](#). The changes include mandatory notification of data breaches and increased powers for the [Privacy Commissioner of Canada](#).

Federal Government—Library and Archives Canada

[Guy Berthiaume appointed as Librarian and Archivist of Canada](#)

On June 23, 2014 Guy Berthiaume was appointed Librarian and Archivist of Canada for a term of five years. Since 2009, he has held the position of President and Chief Executive Officer of Bibliothèque et Archives nationales du Québec.

See also: [Interview with Guy Berthiaume](#)

Australia

[Government to become more digital](#)

The Australian government is focusing on becoming more digital by 2017. Priorities will include expanded adoption of cloud computing, big data, digital platforms and ensuring that each interaction with the public will be completed online.

See also: [Digital government innovation](#)

[Government of Victoria becomes first Australian state to adopt Privacy by Design](#)

On July 1, 2014 the [Office of the Victorian Privacy Commissioner](#) implemented [Privacy by Design](#). Privacy by Design is a series of internationally endorsed policies, approaches and benchmarks designed to integrate privacy with new technology.

See also: [Media Release](#)

France

[Supreme Court of France adopts electronic signature](#) (French only)

France’s Supreme Court is the first Supreme Court in Europe to adopt an electronic signature. Since December 3, 2013 the judges of the Court of Cassation have had an electronic card that allows them to sign their decisions digitally.

India

[Government develops repository to preserve electronic documents](#)

The [Centre for Development of Advanced Computing](#) has developed a national trusted digital repository that will ensure that electronic government documents are preserved and accessible for the long term.

Malta

[Government launches national digital strategy](#)

The government has released its [national digital strategy](#). Called [Digital Malta](#), its goals are to increase the use of social networking and mobile applications as well as improve the government's online platform.

See also: [Embracing information and communications technologies \(ICT\)](#)

New Zealand

[Government seeks to increase digital interaction with public](#)

As the digital world grows and expands, the government of New Zealand is setting a new goal for itself. By 2017 it aims to have 70% of its most common transactions with New Zealanders completed in a digital environment.

[Privacy Act to be updated](#)

The government is proposing changes to its [Privacy Act](#), enacted in 1993, including giving more power to the [Privacy Commissioner](#) and introducing mandatory reporting for organizations that are affected by data breaches.

See also: [Mandatory data breach reporting](#)

Sri Lanka

[National Film, Television and Sound Archives opens](#)

On April 5, 2014 the National Film, Television and Sound Archives was opened at the [National Archives of Sri Lanka](#).

See also: [Video](#)

United Kingdom

[Government updates security classifications](#)

The United Kingdom government has revamped the way information is classified. The new security classifications, which came into effect on April 2, 2014, reduces the levels of security from six to three: Official, Secret and Top Secret.

See also: [Cloud friendly data](#)

[Performance reviews will now include digital skills assessment](#)

By the end of 2014, the United Kingdom's [Department of Health](#) will include, as part of employee performance reviews, an assessment of digital skills. Included in this assessment will be one-on-one "master classes" for the most senior civil servants and the introduction of digital skills sessions for new employees.

United States

Federal Government

[New U.S. Open Data Action Plan released](#)

The [White House](#) has released a new [U.S. Open Data Action Plan](#) directing federal government agencies to obtain feedback from users of government data with the goal of improving the quality of government data and ensuring it is released as quickly as possible to the public.

See also: [White House wants more progress on Open Data](#); [Agencies and Open Data](#)

[Library of Congress undertakes preservation research on CDs](#)

The [Library of Congress](#) is undertaking research and testing to determine how compact discs (CDs) age to ensure that they are properly preserved.

[FOIA advisory committee created](#)

The [National Archives and Records Administration](#) has created a Freedom of Information Act (FOIA) advisory committee that will improve how the government processes [\(FOIA\)](#) requests.

See also: Videos: [Part1](#); [Part 2](#); [Top priorities](#)

State Government

Maryland

[Governor signs law on open data](#)

The Governor of Maryland has signed a [law](#) on open data that ensures that government information is machine-readable, accessible and usable. In addition, the law creates a [Council on Open Data](#).

Section 2—Events

Annual Meetings and Conferences

National

November 2014

[2014 Privacy by Design User Forum](#)

This event will provide insight, direction and real-life examples to assist in the application of [Privacy by Design](#) principles.

Hosted by Verney Conference Management, 28 November 2014
Toronto, Ontario, Canada

January 2015

[2015 Ontario Library Association Super Conference](#)

“Think it. Do it.”

The conference theme focuses on creativity, the creative process, the hard work that this implies, and the ability to transform our ideas into solutions.

Hosted by the Ontario Library Association, 28–31 January 2015
Toronto, Ontario, Canada

International

January 2015

[3rd International Conference on Innovation and Information Management \(ICIIM 2015\)](#)

The goal of the conference is to provide a platform for researchers, engineers, academics and industry professionals to present their research results and development activities in the area of innovation and information management. This conference provides opportunities for delegates to exchange new ideas and research findings in a face-to-face environment, to establish business or research relationships and to find global partners for future collaboration.

17–18 January 2015
Kuala Lumpur, Malaysia

February 2015

[10th International Digital Curation Conference](#)

“Ten years back, ten years forward: achievements, lessons and the future for digital curation.”

Conference details to follow.

9–12 February 2015

London, England

March 2015

[AIIM 2015 Conference](#)

“Digital Transformation: Embrace the Chaos”

The conference will provide information on how organizations can embrace the chaos and experience a digital transformation.

Hosted by AIIM, 18–20 March 2015

San Diego, California, United States

May 2015

[National Conference on Managing Electronic Records \(MER 2015\)](#)

The conference focuses on the issues and challenges of managing electronic records and information from three perspectives: legal, technical, and operational.

Hosted by Cohasset Associates Inc., 18–20 May 2015

Chicago, Illinois, United States

June 2015

[Web Archives as Scholarly Sources: Issues, Practices and Perspectives](#)

This conference explores the potential of Web archives for scholarly use; highlights innovative research to investigate the challenges and opportunities of working with the archived Web and identifies opportunities for incorporating Web archives in learning and teaching.

Hosted by Aarhus University, 8–10 June 2015

Aarhus, Denmark

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Federal Government—Library and Archives Canada and Canadiana.org—Heritage](#)

Heritage is an ongoing project that will digitize and provide access to unpublished LAC archival material. As of April 2014, 15 million pages have been digitized by [Library and Archives Canada](#) (LAC) and [Canadiana.org](#). Of these 15 million pages, 6.2 million digital images are currently accessible through a [search portal](#). The goal of this project is to digitize 60 million pages.

See also: [Material appearing online](#); [Metadata consultations group created](#); [Priority advisory groups created](#); [Putting Canadian history online](#)

[Université de Sherbrooke—Launch of rare books catalogue](#) (French only)

The [Université de Sherbrooke](#) has launched its rare book catalogue containing 8,000 rare books including approximately 300 books published before 1800.

Australia

[Government of Western Australia—LOCATE website](#)

The [government of Western Australia](#) has launched the [LOCATE website](#). The website is the first of its kind in Australia and combines Google Earth technology with government-sourced data and images to enable people to access information, including historical documents, from State and Commonwealth government agencies.

See also: [New South Wales \(NSW\) government uses Google Earth technology](#); [NSW website](#)

[National Archives—Audio-visual media project](#)

The [National Archives of Australia](#) has completed a project to develop a system that allows physical and digital assets to be managed in a single system.

Europe

[Europeana 1914–1918](#)

National and university libraries from across Europe have collaborated to create [a single online portal](#), called Europeana 1914–1918, containing more than 400,000 First World War documents. These documents include stories, films and historical material from libraries and archives across the world.

Germany

[German Digital Library](#)

The full version of the [German Digital Library \(DDB\)](#) has been launched. The DDB currently contains millions of digital objects, including books, images, sculptures, archived items, pieces of music and other audio documents, films and scores.

Germany, Greece and Italy

[Palamedes project](#)

This manuscript [project](#), using advanced multispectral imaging methods, has revealed what was previously hidden—the original writings on manuscript parchments.

India

[GI Cloud Initiative “Meghraj”](#)

The project, known as “Meghraj,” will focus on the large scale adoption of cloud computing by the government and developing a cloud strategy as well as an adoption and implementation roadmap.

See also: [Launching “Meghraj”](#); [Additional Cloud Computing mission-mode projects](#)

Ireland

[Inspiring Ireland project](#)

The Irish government’s commitment to digitize and make available its cultural heritage to a global audience has resulted in the creation of a [website](#). The website features collections from its museums, libraries, galleries, archives and theatres.

South Korea

[Korea Big Data Strategy Centre \(KBiG\)](#)

[KBiG](#), the first centre of its kind in South Korea, promotes data analytics in government and the private sector.

See also: [Interview with the Director of KBiG](#)

The Philippines

[Open Data Philippines](#)

On January 16, 2014 [data.gov.ph](#) was launched. This website consolidates data from different government agencies and makes it available in formats meant for easy downloading and use. Hard copies of agency data are digitized into computer-readable formats.

United Arab Emirates

[mGovernment project](#)

The mGovernment (mobile) project's goal is to revolutionize how the public sector operates and delivers citizen services. The initiatives that are part of this project include a [mGovernment Lab](#); an [Apps Store for mServices](#); and a Federal Electronic Network (FedNet).

See also: [Federal Electronic Network](#); [Government Youtube channel](#); [Readiness Index](#)

United Kingdom

[British Library—News archive project](#)

The British Library is undertaking a [project](#) to upgrade its news archive containing newspapers and periodicals, archived websites and thousands of hours of broadcast news. Between 2014 and 2017 the Library's goal is to digitize 30 million newspaper pages, 100,000 television news recordings, 100,000 radio broadcasts, and 1.5 million web pages.

See also: [Video: "British Library Newsroom"](#); [Newspaper Reading Room](#)

[National Archives—Social media archive](#)

The National Archives of the United Kingdom has released its online [social media archive](#) that will preserve YouTube videos and tweets. The archive contains more than 7,000 YouTube videos and over 65,000 individual tweets published by United Kingdom central government departments from their official accounts.

See also: [Preserving Tweets and YouTube videos](#)

United States

[General Services Administration—18F \(Digital Government Program\)](#)

A digital government program has been created, headed by the [United States General Services Administration](#), to ensure that government digital services can be effectively used. Known as [18F](#) the program is comprised of 15 public and private sector digital technology experts.

See also: [18F unit created](#)

[Government of Connecticut—Connecticut Open Data Portal](#)

The [portal](#) contains aggregated data, as well as maps and charts, collected from all state government agencies and accessible to the public in one location.

[Library of Congress—"Video: Digital Preservation for Machine-Scale Access and Analysis"](#)

Director of [Common Crawl](#), Lisa Green speaks about digital preservation and machine-scale access and analysis.

See also: [Interview with Lisa Green](#)

Products and Tools from Around the World

Canada

[Federal Government—Treasury Board of Canada—Directive on the Administration of the Access to Information Act](#)

The directive, which came into force on May 5, 2014, establishes consistent practices and procedures for the processing of access to information requests.

[Government of British Columbia—Records Management Guides](#) [PDF]

The Government of British Columbia records services has produced the following records management guides. [“Managing Drafts and Working Materials”](#); [“Office Recordkeeping System”](#); [“Water-damaged Records – First Response”](#); [“How to Use the Redundant Source Records Schedule”](#); [“Transitory Records”](#).

Australia

Government of New South Wales—Managing Social Media

The State Records of New South Wales has produced the following documents on managing social media. [“Managing social media business information”](#); [“Managing social media Information – frequently asked questions”](#); [“Management strategies for social media information”](#); [“Tools for capturing social media information”](#); [“How does information retention and disposal work in social media environments?”](#)

[“Managing digitization programs and projects”](#)

The State Records of New South Wales has created a home page that discusses what digitization is and how it is categorized. It features case studies and examples of documentation, as well as frequently asked questions, advice and guidelines.

Brazil

[DataViva](#)

[DataViva](#) is a visualization tool, containing more than 100 million interactive visualizations, which assists government officials, the private sector and Brazilian citizens to understand [big data](#).

New Zealand

[National Archives—“Records Management Standard for the New Zealand Public Sector”](#) [PDF]

On July 1, 2014 the [Records Management Standard for the New Zealand Public Sector](#) came into force. The standard sets minimum requirements for the management of records by local authorities and public offices, with the exception of schools.

United Kingdom

[JISC—Info Kit: “High Level Digitisation for Audiovisual Resources”](#)

The info kit provides an overview of the considerations involved with high-level digitization; technical advice relating to the digitization and care of specific media formats; and advice on equipment. Sections deal with addressing managerial and project level issues and advice on the practical and more technical elements of digitization.

[National Archives—Guidance on Cloud Storage and Digital Preservation](#) [PDF]

The National Archives of the United Kingdom has published [“How Cloud Storage can address the needs of public archives in the UK”](#) with five case studies.

See also: [Webinar](#)

United States

[Actiance—Alcatraz](#)

Alcatraz is a cloud-based Context-Aware archive for email, social and other real-time communications. With its single repository, search and retrieval process governance is simplified and the cost of eDiscovery is reduced.

[Communication Intelligence Corporation—SignatureOne\(R\) Ceremony\(R\) Server](#)

This electronic signature solution addresses the workflow and electronic signature requirements of organizations and includes form-filling, signer hierarchies, branding, mobility and the capacity to migrate from Cloud to on premise deployments.

[Minnesota Historical Society—Electronic Records Management \(ERM\) Guidelines](#) [PDF]

The Minnesota Historical Society has produced ERM guidelines on a wide variety of topics including metadata; file naming; file formats; digital media; electronic and digital signatures.

[National Archives and Records Administration \(NARA\)—“Revised Format Guidance for the Transfer of Permanent Electronic Records”](#)

This guidance specifies which file formats are acceptable when transferring permanent electronic records to NARA.

[University of North Carolina at Chapel Hill—Electronic records management module](#)

This module discusses the management of electronic records and covers subjects including tweets, emails and websites and how best to organize, retain and migrate electronic content.

Studies and Surveys

North America

Survey: [“The Need for Better Archiving Solutions”](#) July 2013. Published by [Osterman Research Inc.](#) [PDF] (Download is free)

The company [bluesource](#) engaged Osterman Research to conduct a survey of companies in a variety of industries to examine attitudes and focus to archiving, eDiscovery and content management. The survey was conducted during June 2013 with 103 respondents selected from the Osterman Research survey panel.

The purpose of the survey was to determine the state of eDiscovery preparedness in heavily regulated industries across North America. The survey revealed that in most organizations their content archiving requires significant improvement. The survey examines how organizations can achieve this goal.

In addition, the survey presents key findings; covers the importance of electronic retention and eDiscovery.

Global

[“2013 | 2014 Information Governance Benchmarking Survey”](#), 2014. Published by: [Cohasset Associates](#); [ARMA International](#) and [AIIM](#) [PDF] (Download is free)

Over 1,300 survey responses were received between November 2013 and January 2014. The invitees included ARMA International members; AIIM members; recent attendees of Cohasset’s Managing Electronic Records (MER) Conference; selected Iron Mountain customers; and Records Management LISTSERV members.

The survey measures the feedback provided by records information managers and information governance professionals regarding the achievements, challenges and issues that organizations face managing information over its lifecycle. In addition, the survey provides up-to-date benchmarking metrics, against which readers can gauge their information governance practices.

Saving Digital Data: Keeping Records Authentic and Usable

This special section of the newsletter summarizes the work being undertaken to ensure that records held in Europe's national archives remain authentic and usable.

Introduction

A consortium that counts among its [members](#) national archives, leading research institutions, providers of archiving software solutions and services, government agencies, as well as government IT modernization programs in Spain and Portugal, is undertaking a project. The project involves developing solutions to enable Europe's national archives to keep records authentic and usable, and reduce the possibility that the information will be lost.

E-Ark

E-Ark, which stands for European Archival Records and Knowledge Preservation, was launched at the [Instituto Superior Técnico](#) in Lisbon, Portugal, on February 1, 2014 and is being led by the [University of Portsmouth](#). The project, expected to be completed in January 2017, will create an electronic "ark" for digital and paper-based archives.

Current Best Practices

Current best practices will be reviewed resulting in the establishment of a pilot archiving service. The service will focus on the three main areas of an archive; acquiring, preserving and enabling the reuse of information. The project team will develop a standard archival process that will address the problems encountered when attempting to archive digital data that is stored in multiple systems.

Challenges

As the project progresses, the project team expects to face challenges as each country has different legal systems and records management approaches.

See also: [Developing a data conservation system](#); [Saving digital data](#); [Archiving digital data](#); [E-Ark Home Page](#)

Section 4—Selected Readings and Recordings

Articles, White Papers, Presentations, Reports, Videos and Podcasts

Canada

Article: [“Re-thinking IM in the era of digital disruption”](#)

Written by: Cheryl McKinnon, principal analyst at Forrester Research featured in *Canadian Government Executive*, February 17, 2014, Volume 20, Issue 2.

In this article the author contends that federal government departments should prepare to explore automated classification, digital preservation, open source and open standards as well as a lifecycle approach to information management. Five current trends are highlighted.

Australia

Podcast: [“Barbara Reed on Records Management Theory”](#)

2014. Barbara Reed is the principal consultant at [Recordkeeping Innovation](#).

This podcast discusses the Australian contribution to records management theory, and in particular the development by [Frank Upward](#) and others of the [records continuum theory](#).

France

Report: [“Feuille de route : métadonnées culturelles et transition Web 3.0”](#) (French only)

Published by: Le Ministère de la Culture et de la communication, January 2014.

This strategic roadmap lays the groundwork for a cultural policy transition to Web 3.0 that fully integrates the value of cultural metadata and lists nine actions to achieving this goal.

Israel

Interview: [“Israel’s modern history sits in a Jerusalem warehouse, waiting to be classified”](#)

Written by: Daniel Estrin, featured in *PRI*, February 20, 2014.

Yaacov Lozowick is Israel’s chief archivist of the Israel State Archives and it is his responsibility to ensure that Israel’s most sensitive documents are preserved and protected. One of his goals is to declassify more documents than ever before.

Switzerland

Paper: [“Du classement des affaires aux Archives fédérales : Proposition et évaluation de documents de la Confédération : Auxiliaire de travail”](#) (French only) [PDF] Published by: Archives fédérales suisses, 2013.

As part of the Evaluation Home Page of the Archives fédérales suisses (AFS), this paper presents, from a practical perspective, the principles for determining the value of archival documents, the evaluation methodology and its implementation, and the process of proposal documents to the AFS.

United Kingdom

Article: [“Winning the paper war”](#)

Written by: Colin Miller, Marketing manager, ABBYY featured in *techradar.pro*, February 19, 2014.

Although organizations in all sectors are dealing increasingly with electronic documents, paper records are still part of the business process. This article explains how organizations can effectively control and manage their paper documents.

United States

Article: [“Agencies Going ‘Cloud First’ Face A Records Riddle”](#)

Written by: Richard W. Walker, freelance writer covering issues and trends in government technology featured in *InformationWeek*, March 12, 2014.

According to the [National Archives and Records Administration](#) federal agencies that are moving email to the cloud need to take their electronic recordkeeping requirements into consideration.

See also: [“Is the cloud the next stop for enterprise risk management?”](#)

Report: [“Guidelines for Digital Newspaper Preservation Readiness”](#) [PDF]

Written by: Katherine Skinner and Matt Schultz and published by Educopia Institute, March 4, 2014.

This report explains the difference between the essential and the optimal in preservation readiness activities, and documents the incremental steps that institutions may take to move from the essential to the optimal level of preservation readiness for their digital newspapers.

Paper: [“Digital Preservation File Format Policies of ARL Member Libraries: An Analysis”](#)

Written by: Kyle Rimkus, Thomas Padilla, Tracy Popp and Greer Martin, [University of Illinois at Urbana-Champaign](#), featured in *D-Lib Magazine*, March/April 2014, Volume 20, Number 3/4.

This paper presents the findings of a study on file format policies at Association of Research Libraries (ARL) member institutions; the goal of the study is to present the digital preservation community with an assessment of the level of trust currently placed in common file formats in digital library collections and institutional repositories.

Global

[Presentations and Videos from the International Conference on Digital Preservation and Development of Trusted Digital Repositories](#) [PDF]

The conference was held February 5–6, 2014, in New Delhi, India.

Books

Selected Readings

[Ann Bennick and Judy Vasek Sitton, *Managing Active Business Records*, 2014.](#)

This book explores records management concepts, principles, processes, and considerations for developing, implementing, and maintaining effective active file systems for paper and electronic-based records. Equal treatment of all records, regardless of format, strengthens an organization's legal position and facilitates sound business decisions that are based on complete, accurate, timely and up-to-date information.

[Kate Theimer, *Management: Innovative Practices for Archives and Special Collections*, 2014.](#)

Part of a four-book series on Innovative Practices for Archives and Special Collections *Management: Innovative Practices for Archives and Special Collections* explores various challenges that managers of archival programs deal with in today's environment and how those challenges can be met to achieve optimal results while working within existing resources. The book includes 13 case studies that demonstrate solutions to both traditional management concerns as well as new issues and opportunities presented by changes in technology and organizational environments.

See also: [Description](#); [Outreach](#); [Reference and Access](#)

[Ewoud Sanders, *From Analog to Digital, Best Practice Digitizing Explained*, 2014.](#)

Over the past several years, digitization of National Heritage has risen to a whole new level. Not just historical newspapers and magazine collections are being scanned on a large-scale, but also books, photos, paintings, maps and engineering drawings. This book illustrates three 'best practice' examples. The author examines digitization projects for a newspaper, photographic- and book project, along with interviews with leading experts in document conversion.

[Carol Couture and Marcel Lajeunesse: *L'archivistique à l'ère du numérique: les éléments fondamentaux de la discipline*, 2014. \(French only\)](#)

The authors discuss the current state of archives and analyze the major changes that have occurred in archives over a period of more than 20 years.