

Governance and Recordkeeping Around the World

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Revolutionizing Freedom of Information:
Centralized and Automated



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—Treasury Board of Canada

[New version of Open Data portal to be ready by 2013](#)

The Canadian government is working to improve its [Open Data portal](#) with an anticipated launch date of spring 2013. The portal will feature significantly improved search capabilities and enhanced interactive tools. The portal was originally launched as a pilot project in March 2011.

Ontario—Office of the Information and Privacy Commissioner

[Government information should be easily and freely available by default](#)

Ontario's information and privacy commissioner says that government systems and programs should be designed from the ground up so that information, by default, can be readily available and accessible to the public. She adds that the public is entitled to information that is machine readable and free to use and reuse.

Quebec

[Government proposes to modify the Access to Information Act](#)

The Quebec government wants to set out guidelines that would make it easier to access documents held by provincial departments.

Australia

[National Archives of Australia sets digital deadline](#)

The [National Archives of Australia \(NAA\)](#) has set 2015 as the final deadline requiring every government department and agency to manage new information electronically. After the deadline, the NAA will no longer accept new paper records, although old paper records will continue to be retained and preserved.

See also: [Digital records could become inaccessible](#); [Speech: "The digital reality – optimising government business in a digital world"](#) [Video: Closing Keynote: "The Digital Reality – Optimising Government In A Digital World"](#)

Bermuda

[Government website needs to be upgraded](#)

Responding to the rapid change in technology, including the increasing use of mobile devices, the Government of Bermuda has announced that it will upgrade its [website](#). "The Government will replace the Government portal with a more modern software platform that will provide improved content management and, most importantly, increase the community's ability to access Government services online" says Minister Michael Scott.

Egypt

[National Archives draft law submitted](#)

A draft law has been submitted for government consideration that would obligate state institutions to submit documents to the National Archives.

Europe

[Directive on orphan works adopted](#)

The European Union's Council of Ministers has adopted a [Directive on orphan works](#). The Directive permits libraries, museums and universities to digitize unclaimed copyrighted books, films and music. Orphan works are copyrighted material, such as books, films and music, which have no identified owner.

[Cloud computing strategy released](#)

The European Commission has released a new strategy for "unleashing the potential of cloud computing in Europe," which aims to speed up and increase the use of cloud computing. "Cloud computing" refers to the storage of data (such as text files, pictures and videos) and software on remote computers, which users access over the Internet on devices of their choice.

India

[Culture Minister: National Archives should encourage donations of archival material](#)

The Culture Minister says that the National Archives of India should make efforts to encourage as many people as possible to donate archival material that can be used by scholars for research. In addition, the Minister announced that there will be government support for the National Archives in the digitization, conservation and preservation of archival materials and records.

New Zealand

[Government continues towards the adoption of a cloud computing strategy](#)

The New Zealand government is continuing its path to the clouds through cloud computing. Internal Affairs Minister Chris Tremain says the government is taking the next steps toward the adoption of cloud computing, which will result in improved services and significant cost savings.

The Netherlands

[National Archives and Library to merge in 2013](#)

On July 1, 2013 the National Archives and National Library of the Netherlands will merge following the example of what other countries like Canada have done. The new organization, the "National Library and Archives of the Netherlands," will continue to share its digital strategy with other institutions.

United Kingdom

[Government unveils digital by default strategy](#)

The goal is a consistent digital approach across central government departments and agencies to replace a patchwork of under-used systems. The response: The government has released its [Digital strategy](#) that outlines how the government will become digital by default by making services and transactions digital and accessible online.

See also: [Home Page](#); [Video: Government Digital Strategy Case Study](#)

[ICO: Firms are not always obligated to delete personal data](#)

[The Information Commissioner's Office \(ICO\)](#) has stated that organizations unable to justify the continued storage of personal data may not have to delete the information immediately, subject to certain conditions. The ICO says that organizations can temporarily keep personal data records even when the information is no longer necessary for processing purposes, as long as the organizations put unjustifiably held information "beyond use."

See also: [Guidance: "Deleting Personal Data" \[PDF\]](#)

United States

Federal Government

[Federal agencies required to itemize cloud initiatives in their 2014 budgets](#)

The emphasis on cloud computing in the federal government is growing and this is reflected in a directive issued by the [Office of Management Budget](#) designed to facilitate cloud adoption. The directive requires federal agencies to report any spending directly attributable to cloud-computing implementation, operations or services as part of agency budget preparations.

[NARA making progress clearing classification backlog](#)

In 2010, there was a backlog of almost 400 million pages of classified documents at the National Archives and Records Administration (NARA). As of summer 2012 approximately 90 percent of those documents have now undergone some level of review, and 42 million pages have been released to the public. Digital communications, better training and a commitment among agencies to look out for each other's interests are among some of the reasons for this progress.

See also: [Audio Interview](#)

[National Personnel Records Centre moves final box into new building](#)

[The National Personnel Records Centre](#) has moved the last box into its new building. The center, with 276,000 square feet of storage, will hold approximately 100 million individual files, 57 million of which are on military personnel. They are stored in 4.2 million cardboard cartons, stacked on shelves 29 rows high in 15 warehouse bays.

[Department of Defense implementing digital mail service](#)

The Defense Department is implementing a digital delivery mail program that reduces manual processing time by three hours and improves accountability. The mail is automatically sorted, and images of each piece are scanned and entered into a central secure Web-based system. See also: [Audio interview](#); [Announcement](#); [70 government entities commit to paperless workflows](#)

State Government

Alaska

[Officials can use private email accounts to conduct state business](#)

The Alaska Supreme Court has ruled that officials can use private email accounts to conduct state business. The ruling states that private emails regarding state business are no different from any other records. However, not every record that a state employee creates, “and certainly not every state employee email,” is necessarily appropriate for preservation under the *Records Management Act*.

See also: [Governor does not plan to change records policy](#)

California

[Officials debate extending retention period for emails](#)

How long should records be kept before they are disposed of. This question is debated in cities across the country. The City of Beverly Hills recently debated if it was necessary to extend the city’s current 30-day email retention period to two years to reflect greater government transparency.

Hawaii

[Transformation plan to move government to the digital age](#)

The government of Hawaii has released its [Technology/Information Resource Management \(IT/IRM\) Transformation Plan](#). The plan is a 12-year roadmap that guides the state out of its mostly paper-based management system and into the digital world. The goal of the plan is to leverage modern technologies and streamline business processes to improve the delivery of government programs and services.

Rhode Island

[New public records bill includes a “balancing test”](#)

Governor Lincoln Chafee has signed a reworked public records bill into law that contains a “balancing test.” This will allow records to be kept private when it is deemed an “unwarranted invasion of personal privacy” to reveal such records to the public.

Section 2—Events

Annual Meetings and Conferences

International

June 2013

[14th Annual International Conference on Digital Government Research \(dg.o 2013\)](#)

“From e-Government to Smart Government”

Conference details to follow.

Hosted by the Digital Government Society, 17–20 June 2013
Quebec City, Quebec, Canada

[LIBER 42nd Annual Conference](#)

“Research Information Infrastructures and the Future Role of Libraries”

Conference details to follow.

Hosted by the Association of European Research Libraries, 26–29 June 2013
Munich, Germany

July 2013

[Open Repositories 2013](#)

Conference details to follow.

Hosted by Coalition for Networked Information, 8–12 July 2013
Charlottetown, Prince Edward Island, Canada

[Joint Conference on Digital Libraries 2013](#)

“Digital Libraries at the Crossroads”

The conference focuses on digital libraries and associated technical, practical, organizational, and social issues.

Hosted by ACM/IEEE, 22–26 July 2013
Indianapolis, Indiana, United States

National

May 2013

[Archives Association of Ontario 2013 Annual Conference](#)

“Is the Medium Really the Message? Digital v Traditional Formats, Should You, When Could You, and Why on Earth Would You?”

Conference details to follow.

Hosted by the Archives Association of Ontario, 29–31 May 2013
Ottawa, Ontario, Canada

June 2013

[ARMA Canada 2013 Conference](#)

“Mining RIM Resources”

Conference details to follow.

Hosted by ARMA Canada, 2–5 June 2013
Saskatoon, Saskatchewan, Canada

[42^e Congrès de l'Association des archivistes du Québec](#) (French only)

“Célébrons notre diversité”

Conference details to follow.

Hosted by l'Association des archivistes du Québec, 5–7 June 2013
Château Montebello, Québec, Canada

[Association of Canadian Archivists 38th Annual Conference](#)

Conference details to follow.

Hosted by the Association of Canadian Archivists, 13–15 June 2013
Winnipeg, Manitoba, Canada

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Federal Government—Library and Archives Canada—Audiovisual Migration Strategy](#)

In late 2009, Library and Archives Canada initiated an Audiovisual Migration Strategy to preserve the valuable historical content found on the audio and video recordings in its collections. This includes about 530,000 hours of material.

As of the end of September 2012, over 41,000 hours have been migrated to digital format, some 8 percent of the total. About 160,000 hours fall into the most-at-risk category and will be migrated within the first 10 years of the strategy.

See also: [Video](#)

Australia

[National Archives—“The Hive” \(Crowdsourcing project\)](#)

The Hive is the [National Archives of Australia](#) pilot and experimentation into the potential of large-scale transcription crowdsourcing to improve access to records. At present the site offers just over 800 lists for the public to transcribe.

See also: [Home Page](#)

[National Library—Australian Newspaper Digitization Project](#)

The Australian newspaper digitization project has digitized five non-English language newspapers to be accessible online. This is part of a pilot project launched by the [National Library of Australia](#) in which sections of Australia’s multicultural community newspapers are digitized and published through the National Library’s [Trove](#) online search service.

See also: [Presentation \(A Case Study\)](#)

Europe

[IMPACT Centre of Competence](#)

[The IMPACT \(Improving Access to Text\)](#) project ran from 2008–2012. The goal of the project was to improve the digitization of historical printed text. The project may be at an end but its benefits will live on including [products and tools](#) and the IMPACT Centre of Competence, a productive network of experts in digitization that will build on the research and development of partners from the IMPACT project and continue to improve access to text.

See also: [Video](#)

Finland

[National Library—Conservation and digitization mediaeval parchment fragment project](#)

The project's goal was the conservation and digitization of *Fragmenta membranea*, a mediaeval parchment fragment collection. The aim was to facilitate access to this historically important and unique national treasure and to secure its long-term preservation. This was the first project in the National Library's history in which such a large quantity of special library material was conserved and digitized. The *Fragmenta membranea* database comprises 9,319 digitized parchment leaves, 18,638 mediaeval manuscript pages from some 1,500 handwritten books. See also: "[Research on parchment fragments](#)"

Ireland

[Irish Centre for Cloud Computing and Commerce \(IC4\)](#)

IC4 is a new government-funded technology centre in [Dublin City University](#) to drive cloud-computing innovation in Ireland. The goals of the centre include accelerating the development and adoption of cloud technology in Ireland.

New Zealand

[National Library—Reopening of the National Library Project](#)

After three years, the National Library in Wellington has reopened and "reflects the focus of a 21st-century centre of knowledge." The changes to the building, in part, have meant embracing the digital revolution.

See also: [Leads hi-tech](#); "[Digital watershed](#)"; [New Era](#)

Northern Ireland

[Assembly Open Data Project](#)

The [Northern Ireland Assembly](#) has launched an open data project that would give application developers and those who specialize in Web analytics access to the work of the assembly and its committees. The project allows data on the work of the assembly and its committees to be published in raw form, increasing the ways in which the data can be used. The data can be copied, published and adapted, as well as collated with other statistics and information to create new products such as Web and mobile phone applications.

Taiwan

[Cloud Open Lab Project](#)

Cloud Open Lab is a public-private sector collaboration for testing cloud-computing applications, equipment and systems for planned government cloud-building programs. As part of the government's plans to enhance the use of cloud computing in Taiwan, the goal of the lab is to improve government services and functions. More than 30 enterprises, government agencies and research institutions have joined the open lab project.

United Kingdom

[Gov.uk \(Single government website\)](#)

In less than two years the number of government websites has declined from 820 to 2. Now the number has dropped to 1. The government of the United Kingdom has officially launched a single government website called [Gov.uk](#). The website will continue to be upgraded with the addition of more data services. Other countries are taking note of the new website, including the United States.

See also: [Digital services portal](#); [Video: Government Digital Service](#); [Video: Visit to Government Digital Service](#); [First two departments migrate to website](#); [Additional departments](#)

United States

[Dissemination Information Packages for Information Reuse Project](#)

The goal of the project is to study data reuse in three academic disciplines to identify how contextual information about the data that supports reuse can best be created and preserved. The knowledge obtained will help guide current and future international practices for curating and preserving digital research data.

[Indiana University—Extracting Audio from Pictures \(includes audio interview\)](#)

In 2009, a survey team identified 569,148 time-based media objects on the Bloomington campus of Indiana University: that's over half a million sound recordings, video recordings, and reels of film. In response, sound media historian Patrick Feaster has developed a method for extracting sound from these prints, bringing to life rare audio content thought lost to history.

National Archives and Records Administration—Series of Videos

[Preservation Lab at the National Archives: Boxing Our Treasures](#)
[Preservation and Access: Digitization Services at the National Archives](#)
[Out of the Dark: Bringing Films to Light at the National Archives](#)
[Civil War Widows' Pension Digitization Project at the National Archives](#)

[University of Stanford—Processing Born Digital Materials](#)

Stanford University is concluding its born digital project and discusses how the born digital files imaged from floppy disks, CDs and zip disks were processed.

Wales

[National Library—War Records Project](#)

Before the First World War centenary, the National Library of Wales is undertaking a project to reveal the hidden history of the War and how it affected Welsh life. Manuscripts, photographs, moving images and audio will be digitized, which presents challenges, as much of the content is fragile, difficult to access, and located in various institutions throughout Wales.

See also: [First World War goes digital](#); [Video](#)

Products and Tools from Around the World

Canada

[Federal and Provincial Information and Privacy Commissioners](#)

[“Cloud Computing for Small- and Medium-sized Enterprises: Privacy Responsibilities and Considerations”](#)

The Privacy Commissioner of Canada, as well as the Information and Privacy Commissioners of Alberta and British Columbia have issued new guidance that provides insight for small- and medium-sized enterprises to help their forecasting of potential benefits and risks posed by cloud-based services.

[Federal Government—Treasury Board of Canada—“Guideline for Employees of the Government of Canada: Information Management \(IM\) Basics”](#)

With the introduction of the [“Policy on Information Management”](#) (2007), the [“Directive on Information Management Roles and Responsibilities”](#) (2007) and the [“Directive on Recordkeeping”](#) (2009) published by the Treasury Board of Canada, this document will help all Government of Canada employees understand their roles and responsibilities in managing information resources effectively.

Australia

[Recordkeeping Policy: Social Media](#) [PDF]

The Public Records Office of Victoria has issued a recordkeeping policy document on social media that provides principles for making decisions and implementing actions about social media and recordkeeping across the Victorian government.

[Top 10 tips for EDRMS implementation](#)

The government of New South Wales has produced a list of the top 10 tips for organizations for Electronic Document Records Management System (EDRMS) implementation.

[Victorian Electronic Records Strategy \(VERS\)](#)

The Public Records Office of Victoria has created a strategy for preserving long-term electronic records called the VERS. This standard specifies a metadata scheme, which retains the basic information for an electronic record to aid in preserving its context even after significant periods of time.

France

[“Recommandations pour les entreprises qui envisagent de souscrire à des services de Cloud computing”](#) [PDF] (French only)

The [Commission Nationale de l’Informatique et des Libertés](#) has established these recommendations to assist French companies, in particular small- and medium-sized enterprises, to make an informed decision when considering using the services provided by cloud computing.

Luxembourg

[TerraXDR \(Data retention solution\)](#)

European Union operators face a significant challenge finding cost-effective ways of retaining increasing amounts of data for compliance purposes. TerraXDR is based on a highly streamlined database solution specifically created for the rapid storage and retrieval of Call Data Records.

United Kingdom

[Preservica](#)

Preservica is a cloud-based service that provides organizations with the tools required to build a long-term digital preservation solution and the ability to safeguard their digital assets.

See also: [Video](#)

[National Archives—Records Collection Policy \(updated\)](#) [PDF]

The [policy](#), an update of the previous Acquisition and Disposition Strategy, specifies which records will and will not be collected from public records bodies, when they will be collected, and where they will be held.

United States

[Case Western Reserve University—Improved Optical Disc](#)

Case Western Reserve University researchers have developed an improved optical disc, which can hold between one to two terabytes of data or the equivalent of 1,000 to 2,000 copies of the *Encyclopedia Britannica*. Five to ten discs could hold the entire print collection of the Library of Congress. The discs would be used to store data that is not needed on a regular basis but is valuable enough to keep.

[Department of Housing and Urban Development—Case Records Management Solution \(FOIA\)](#)

The Department of Housing and Urban Development has automated its case-records management to improve compliance with the requirements of the *Freedom of Information Act* (FOIA). The new centralized, scalable hosted solution enables users to quickly access millions of documents, respond significantly faster to FOIA requests and collaborate with other agencies regarding such requests. More than three million physical documents are in the new system, freeing up 1,500 square feet of office and storage space.

[Federal Aviation Administration \(FAA\)—Cloud Computing Strategy](#)

The [strategy](#) explains where the FAA sees obstacles to cloud-computing adoption and it provides a snapshot of the federal cloud-computing market.

See also: [Update](#) pp. 5 [PDF]

[Globanet—Globanet Merge 1 Version 4.1](#)

This version includes three new social media features and six enhancements that merge all organizational data streams into a single repository of records of text-based transactions.

[Government of Maryland—Records Management Home Page](#)

The Government of Maryland’s Records Management Home Page presents a “Welcome to Records Management” feature that includes: defining records; record formats; benefits of records management and records retention preparation.

[Minnesota Supercomputing Institute—400 Terabyte Active Archive](#)

The [Minnesota Supercomputing Institute](#) (MSI) has implemented a 400-terabyte integrated tape and disk active archive of unstructured data to accommodate the exponential growth of user data that needs to be stored and retrieved each year. By applying a unified file system to expand over disk and tape library technologies, the MSI can now enable a persistent view of the data in its archives and have fast, easy access to the data.

See also: [Case Study](#)

[TAB—“Designing a Records Retention Action Plan: 7 Things You Need To Know”](#)

Records retention scheduling plays a vital role in an effective records management program. However, it can also be one of the most misunderstood concepts. Organizations need to develop and implement a sound records retention action plan.

See also: [“Myth Busting: A Records Retention Action Plan”](#) (Download free of charge)

[University of California Digital Library—Unified Digital Format Registry \(UDFR\)](#)

An in-depth understanding of digital formats is necessary to support the long-term preservation of digital assets. The [UDFR](#) is a new semantically enabled, community-supported open source platform for the collection, long-term management, and dissemination of the significant properties of formats of interest to the preservation community.

Global

[FIDO \(Format Identification for Digital Object\) Version 1.0.0](#)

FIDO is a Python command line tool to identify the file formats of digital objects and is designed for simple integration into automated workflows.

Studies and Surveys

Australia

[“Open public sector information: government in transition”](#): Interim observations from the PSI survey 2012 [PDF]

Survey conducted by the [Office of the Australian Information Commissioner](#) (OAIC).

The OAIC is currently examining how Australian Government agencies manage public sector information (PSI).

Australian Government agencies subject to the *Freedom of Information Act* were surveyed on the extent to which agencies have implemented the [OAIC’s Principles on Open Public Sector Information \(PSI\)](#), and the challenges agencies face in implementing an open access culture. The PSI Survey was not mandatory. Of the 243 agencies surveyed, 191 responded (a response rate of 78 percent).

See also: [Article](#)

Global

[“State of Information Global Results”](#) 2012 [PDF]

[Symantec](#) commissioned ReRez Research to conduct this survey of companies with 5 to more than 5,000 employees, in February and March of 2012. They contacted business and IT executives at 4,506 organizations in 36 countries.

Electronic information is more valuable than ever to organizations, but many organizations are still not effectively managing their information.

Among the survey’s findings are recommendations that organizations can follow to build an information-centric IT model that helps address problems such as information sprawl, lost data and the high cost of storage.

See also: [Article](#)

[“The Survey of Institutional Digital Repositories”](#) 2012–2013 edition

The [Primary Research Group](#) has produced a survey that explores the habits and practices of 38 digital repositories from a collection of universities and other educational institutions in the United States, Canada, England, Ireland and Australia, as well as a host of countries from both developed and developing areas.

Revolutionizing Freedom of Information

Introduction

Today approximately 90 countries have implemented some form of freedom of information legislation. In Canada it is the [Access to Information Act \(ATI\)](#), in the United States the [Freedom of Information Act \(FOIA\)](#). Under these laws citizens have a right to request information held by government institutions, ensuring government transparency and accountability.

Many government agencies currently do not have the technology to: accept online submissions of requests; automatically track the status of a request; communicate with requestors.

Governments are addressing these and other shortcomings. Mexico already has a government-wide freedom of information portal, [Infomex](#), the United States launched its portal in 2012, and Canada will launch a portal in 2013.

Revolutionizing FOIA

In the United States, a new government-wide multi-agency FOIA portal, [FOIAonline](#), launched on October 1, 2012, could revolutionize implementation of the FOIA. The expectation is for the portal to become a government-wide tool for streamlining and processing FOIA requests, significantly improving transparency, speed and efficiency while reducing costs and backlogs.

The Environmental Protection Agency, the National Archives and Records Administration and the Commerce Department have worked together on this pilot project. A small number of agencies are participating initially, with more expected to join as the project progresses.

Centralized and Automated

Each federal government agency has its own system for processing requests, providing different functionality. These systems do not inter-operate, sometimes within the same department, requiring records to be manually transferred and then reprocessed.

FOIAonline replaces incompatible processing systems with a shared multi-agency system, providing modern new features and functions to agencies and requestors to assist with processing requests, increasing processing time and reducing backlogs.

How FOIAonline Works

The portal enables requests to be submitted, assigned, tracked, processed, stored and posted all through a single secure website. It allows requestors to communicate electronically with the processing agency, view the status of their requests, be notified that the released documents have been uploaded to the website, and access them. In fact, released documents would be fully available to the general public rather than delivered only to the requestors, improving transparency. In addition, it enables requestors to electronically file appeals with participating agencies.

See also: [Government information will be easier to obtain](#); [Portal launched](#); [Press Release](#); [Digital FOIA processing](#); [Interview with Miriam Nisbet – Director, Office of Government Information Services, National Archives](#); [Congressional Testimony: FOIA in the 21st Century](#); [eDiscovery Tools for FOIA processing](#) [PDF]

[Government Accountability Office Report – “Additional Actions Can Strengthen Agency Efforts to Improve Management”](#) [PDF]

Canada’s Online Portal

As of 2012, departments and Crown corporations have been required to post online monthly lists of completed access-to-information requests but no central, searchable repository exists. Federal institutions use methods, including manual and stand-alone systems, to process access to information requests.

The federal government wants to move the ATI into the digital world through a pilot project scheduled to run until the summer of 2013. This will enable the public to request internal documents under the ATI through the Internet.

The goal of this one-stop online portal would be to route each request to the proper department, allow fees to be paid electronically, and permit detailed tracking of the processing of the request. The portal will replace the former CAIRS information registry, which was discontinued in 2008.

The initiative will begin with three departments: Citizenship and Immigration Canada, Shared Services Canada and the Treasury Board Secretariat. Citizenship and Immigration will be the lead department for the pilot as it already has basic access-to-information online systems in place, including the ability to receive credit card payments electronically.

Over the next three to four years most federal agencies and institutions will be added to the portal. In addition, starting in 2014, there will be a publicly searchable online database of released ATI request summaries from every department and agency.

See also: [Online pilot project](#); [Access to information via the Internet](#) (French only)

Section 4—Selected Readings and Recordings

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

Canada

Speech: [“Social Media in the Public Sector, 2012”](#)

Delivered by: Daniel J. Caron, Deputy Head and Librarian and Archivist of Canada.

Mr. Caron presented his speech at the [Public Sector Media Conference](#) held in Ottawa, Ontario, Canada, October 10 and 11, 2012.

[Interview with the BC Digitization Coalition](#)

Conducted in October 2012.

In this interview, Mike Conroy, chair of the [BC Digitization Coalition](#) Technical Subcommittee, talks about the BC Digitization Coalition and describes the work this group is doing to make digitized collections available in BC and beyond.

[Interview with Ingrid Parent, University Librarian at the University of British Columbia and President of the International Federation of Institutions and Associations \(IFLA\)](#)

Conducted in November 2012.

Academic libraries worldwide are facing rapid technological change and seismic shifts in how users access information and create knowledge in the digital age. Old models are no longer sustainable. Libraries must rethink the future.

See also: [Video of the interview](#); [“Turning a Page: the Changing Role of the University Library”](#)

Asia and the Pacific

Article: [“6 practical tips for e-discovery in Asia and the Pacific”](#)

Written by: Wayne Wong, managing consultant, Kroll Ontrack ESI consulting group, featured in *InsideCounsel* July 20, 2012.

As global interaction becomes more interconnected the business community must follow along. Therefore it is essential that corporate attorneys establish expertise in international e-discovery law. Experiencing the fastest rate of evolution in e-discovery is the Asia-Pacific region, and this has created a number of challenges for corporate counsel of multinational organizations.

Australia

[Audio Interview with Ray Stevens, Assistant to the Premier for e-Government \(Queensland\)](#)

Conducted on October 11, 2012.

In this interview, Stevens speaks about e-Government and how it will impact Freedom of Information requests and online accessibility of information.

Australia and the United States

Paper: [“Recordkeeping Metadata, the Archival Multiverse, and Societal Grand Challenges”](#) [PDF]

Written by: Anne J. Gilliland, University of California, Los Angeles, United States, and Sue McKemmish, Monash University, Australia, 2012.

This paper, presented at the [International Conference on Dublin Core and Metadata Applications](#) in 2012, defines recordkeeping metadata and offers the concept of the Archival Multiverse and the Records Continuum Model as complementary frames within which research and development in recordkeeping metadata can be situated.

New Zealand

Video: [Discussion of Online Privacy](#)

New Zealand Privacy Commissioner Marie Shroff discusses online privacy in this May 1, 2012 interview.

New Zealand and the United States

Paper: [“Identifying Threats to Successful Digital Preservation: the SPOT Model for Risk Assessment”](#)

Written by: Sally Vermaaten, Statistics New Zealand; Brian Lavoie, OCLC; and Patricia Caplan, Florida Virtual Campus, *D-Lib Magazine*, September/October 2012, Volume 18, Number 9/10.

Developing a successful digital preservation strategy amounts to accounting for, and mitigating, the impact of various threats to the accessibility and usability of digital materials over time. This paper proposes a new outcome-based model, the Simple Property-Oriented Threat (SPOT) Model for Risk Assessment, which defines six essential properties of successful digital preservation and identifies a limited set of threats which, if manifested, would seriously diminish the ability of a repository to achieve these properties.

Scotland

Report: [“Scotland’s Digital Future: Delivery of Public Services”](#) [PDF]

Published by: The Government of Scotland, 2012.

This first annual progress [report](#) into the government’s digital strategy reiterates its plans for digital technology to provide a foundation for integrated public services. The report provides an update on the progress made against the actions set out in [“Scotland’s Digital Future: A Strategy for Scotland”](#) published in March 2011, as well as the actions required in the next 12 to 18 months to ensure that everyone in Scotland is well positioned to take advantage of the opportunities of the digital age.

See also: [Video](#)

South Africa

Article: [“The benefits of email integration”](#)

Written by: Carl Wilcocks, EDRMS and ECM specialist at Nokusa Engineering Informatics featured in *ItWeb*, June 6, 2012.

Author Carl Wilcocks explains that integrating emails into an organization’s electronic document and records management system (EDRMS) can ensure an efficient and fully functional EDRMS.

Sweden

Article: [“Digital Preservation in Grids and Clouds: A Middleware Approach”](#) [PDF]

Written by: Peter Wittek and Sándor Darányi, University of Borås, Swedish School of Library and Information Science, June 2012, *Journal of Grid Computing*.

Digital preservation is the persistent archiving of digital assets for future access and reuse, irrespective of the underlying platform and software solutions. Existing preservation systems have a strong focus on grids, but the advent of cloud technologies offers an attractive option. This article describes a middleware system that enables a flexible choice between a grid and a cloud for ad-hoc computations that arise during the execution of a preservation workflow and also for archiving digital objects.

United Kingdom

Report: [“Digital Curation and the Cloud”](#) [PDF]

Written by: Brian Aitken; Patrick McCann; Andrew McHugh and Kerry Miller, JISC, 2012.

Digital curation involves a wide range of activities, many of which may be suitable for deployment within a cloud environment. There is considerable work to be done in helping institutions understand the cloud and its associated costs, risks and benefits, and how these compare to their current working methods, so that the most beneficial uses of cloud technologies may be identified.

Video: [“Scanning and Photography in Special Collections”](#)

July 11, 2012.

OCLC Research Program Officer Jennifer Schaffner discusses [two reports](#) about streamlining the process of getting digitized special collections into the hands of researchers.

United States

Demystifying Born Digital Reports [PDF]

Published by: OCLC, 2012.

OCLC has produced a series of born digital reports. [“You’ve Got to Walk Before You Can Run: First Steps for Managing Born-Digital Content Received on Physical Media”](#) is intended for anyone who does not know where to begin in managing born digital materials.

[“Swatting the Long Tail of Digital Media: A Call for Collaboration”](#) urges a collaborative approach for conversion of content on various types of digital media.

See also: [OCLC Homepage](#)

Presentation: [“Covering all the Bases of Hard to Manage Records with Enterprise Content Management”](#)
Presented by: Ryan Ellis, Records Management Officer and Systems Architect, Information Technology Department, County of Galveston, Texas, and Matt Charlson, Chief Technology Officer and VP, Government Practice, eDocument Resources.

This presentation was part of the [e-Records Conference 2012: Strategic Collaborations for e-Success](#) held at the University of Texas at Austin, Texas, United States on November 1, 2012.

Panel Discussion: [“Clearing the Fog Around Cloud Computing”](#) (Audio)

Only a few years ago, cloud computing in the United States federal government was a new, largely untested technology. However, since then, a number of agencies have made high-profile migrations to cloud platforms. This panel discussion focuses on how agencies are doing in their shifts to the cloud and the issues they continue to face.

Article: [“Case Study: North Carolina Archives Social Media to Comply with Public Records Law”](#)

Written by: Nathan Dickerson, Knowledge Center – The Council of State Governments, August 1, 2012.

North Carolina has been an early adopter of social media technologies, and has been proactive in creating guidelines for state workers and a streamlined Web harvesting infrastructure to keep its state agencies in compliance with the law. But problems have arisen as many agencies don't have the knowledge or resources to manage the content they post to social media networks.

Article: [“Seven questions every CIO should be able to answer about eDiscovery and legal holds”](#)

Written by: Brian J. Greenberg, Founder and CEO of General Systems Dynamics, July 27, 2012.

The terms eDiscovery and legal holds are becoming more and more familiar to CIOs and IT Managers each day. The importance of preserving data is compelling organizations to create new processes, procedures and technologies that enable data to be maintained in systems that otherwise never had been designed to conduct legal holds. In this article, the author covers the most common and important aspects of data preservation and electronic discovery that organizations need to address.

Interview: [“Setting Storage Standards for Digital Media”](#)

Published by *Campus Technology*, October 2012 digital edition.

Stanford University's Julie Sweetkind-Singer discusses the importance and impact of long-term geospatial data storage.

Global

[Presentations from the PASIG meetings in Dublin, Ireland, October 2012](#) [PDF]

The Preservation and Archiving Special Interest Group (PASIG) meeting featured presenters from around the world.

Books

Selected Readings

Bob Wiggins, [Effective Document and Data Management: Unlocking Corporate Content](#), Third Edition 2012.

This book illustrates the operational and strategic significance of how documents and data are captured, managed and utilized. It is structured around this broader view and establishes an organizational context in which information is managed. The book will benefit a range of organizations and people, from those senior managers who need to develop coherent and consistent business and IT strategies; to information professionals, such as records managers and librarians who will gain an appreciation of the impact of the technology and of how their particular areas of expertise can best be applied; to system designers, developers and implementers; and finally to users.

Pam S. Hackbart-Dean and Elizabeth A Slomba, [How to Manage Processing in Archives and Special Collections](#), 2012.

Every archives strives to have an active, well-planned processing program, but achieving this is no easy task. *How to Manage Processing in Archives and Special Collections* breaks down what you need to know to establish, develop, manage or revitalize your processing program.

ARMA International, [Mobile Communications and Records and Information Management](#), 2012.

Mobile Communications and Records and Information Management provides advice for using mobile communications technologies, such as smartphones and tablets, in the organizational setting. It focuses on the implementation level, including such topics as policy design, collaborating with information technology professionals, security, and training.

Sarah R. Demb and Charlotte Brunskill, [Records Management for Museums and Galleries](#), 2012.

Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums. It introduces readers to the institutional culture, functions, and records common to museums, and examines the legislative and regulatory environments affecting recordkeeping practices.