



Governance and Recordkeeping Around the World

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Linked Data and the Semantic Web



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

Alberta

Provincial government reviews Freedom of Information and Protection of Privacy Act (FOIP)

In response to the government's review of the [FOIP](#), Jill Clayton, Alberta's information and privacy commissioner, says that the province must establish minimum standards to ensure that more government information is made available to the public. The government plans to introduce new legislation but no date has been established.

Federal Government – Treasury Board of Canada

Policy on government security to be updated

The Treasury Board of Canada plans to amend the [government's security policy](#) to direct Treasury Board workers to report every data breach to the federal privacy commissioner. However, other federal government departments would not be required to adhere to the policy unless it was a serious breach.

Saskatchewan

Privacy commissioner calls for full review of Freedom of Information and Protection of Privacy Act

Saskatchewan's privacy commissioner, Gary Dickson, has stated that the [Freedom of Information and Protection of Privacy Act](#) is outdated and should be reviewed. The provincial justice minister has started an internal review.

Australia

National Library of Australia acquires new powers

The [National Library of Australia](#) has been granted additional powers to collect, catalogue, and keep digital and Web-based publications and content, which is due to the new [Creative Australia policy](#). Changes to the [Copyright Act 1968](#) permit the collection of digitally published material.

NSW community of ICT professionals now in operation

The purpose of the New South Wales (NSW) Community of ICT (information and communication technologies) professionals is to build and maintain an active community to support ICT innovation and operation across the NSW public sector.

Ireland

[Freedom of Information Bill \(2013\) published](#)

The new Freedom of Information [bill](#) brings in changes that include making the destruction of a record a criminal offence.

See also: [Description of bill](#); [Video](#)

Japan

[National Archives of Japan will be out of space by 2017](#)

If current trends continue, the [National Archives of Japan](#) will be at full capacity by March 2017.

The main reason cited is a law on the preservation of official state documents.

Montserrat

[Government aims for a reduced paper environment](#)

The paperless trend is reaching the Caribbean. The [government of Montserrat](#) is continuing to distribute iPads to government officials in an effort to reduce paper.

Oman

[New records management system procedural tools developed](#)

The Minister of Social Development will be using new procedural tools for a records management system for special Ministry documents. The system is considered key for building a modern system that meets the best international standards.

Scotland

[National Library seeks Wikipedia expert](#)

The [National Library of Scotland](#), recognizing the importance of [Wikipedia](#), plans to hire a “Wikipedian-in-residence” to teach both staff and the public how to add material to the site.

United Arab Emirates

[More than 80% of government documents archived](#)

In an ongoing effort to organize the official archives of the United Arab Emirates, more than 80% of government and federal documents have now been archived.

United Kingdom

[Government committed to improving the management of information](#)

The UK government is taking steps to improve information management and save money. This includes sharing knowledge and best practices between departments.

See also: [“Practical steps to improve management information in government”](#) [PDF]

United States

Federal Government

[Metadata used to tag information](#)

Metadata is information about information. The [United States Department of Justice](#) is introducing a “FOIA tag” that allows federal agencies to tag documents when they are posted in online [Freedom of Information Act \(FOIA\)](#) libraries. The goal is to increase public access to government information through the FOIA.

[Declassification of government records continues](#)

The [National Declassification Center at the National Archives](#), created in 2009, has been declassifying government records 25 years and older. Eighty percent have now been declassified and a [report](#) has been issued.

See also: [Press Release](#); [Declassifying Moving Images](#)

[New resources made available in support of open data policy](#)

New resources, including guidelines and FAQs, have been released by the White House in support of its [Open Data Policy](#). This will assist federal government agencies in making data open and accessible in machine-readable form.

See also: [Agencies and Open Data Compliance](#)

State Government

Hawaii

[Open Data legislation now in effect](#)

The state of Hawaii now has an [open data bill](#) requiring state agencies to make electronic data sets available to the public.

Wales

[Government commits additional funding to cultural institutions](#)

The Welsh government has committed more than £2m to funding the nation’s archives, libraries and museums.

Section 2—Events

Annual Meetings and Conferences

International

April 2014

[AIIM 2014 Conference](#)

“Information to Action—Engage—Process—Control”

Conference details to follow.

Hosted by AIIM, 1–3 April 2014
Orlando, Florida, United States

May 2014

[National Conference on Managing Electronic Records \(MER 2014\)](#)

This conference focuses on addressing the key operational, technical, and legal issues associated with the life-cycle management of electronic records.

Hosted by Cohasset Associates Inc., 19–21 May 2014
Chicago, Illinois, United States

June 2014

[IASSIST 40th Annual Conference 2014](#)

Conference details to follow.

Hosted by Ryerson University, the University of Toronto and York University
3–6 June 2014
Toronto, Ontario, Canada

[Open Repositories Conference 2014](#)

This conference focuses on open source applications.

Hosted by the National Library of Finland and the Helsinki University Library, 9–13 June 2014
Helsinki, Finland

National

January and February 2014

[2014 Ontario Library Association Super Conference](#)

“A Universe of Possibilities”

The 2014 Super Conference provides an opportunity for participants to learn about recent innovations and best practices, and consider exciting possibilities for the future.

Hosted by the Ontario Library Association, 29 January–1 February 2014
Toronto, Ontario, Canada

May 2014

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

“Archiviste : Connecter–Collaborer–Valoriser”

Conference details to follow.

Hosted by l'Association des archivistes du Québec, 28–30 May 2014
Laval, Québec, Canada

June 2014

[Association of Canadian Archivists 39th Annual Conference](#)

“Archivatopia”

Conference details to follow.

Hosted by the Association of Canadian Archivists, 26–28 June 2014
Victoria, British Columbia, Canada

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Federal Government—Library and Archives Canada and Canadiana.org—Digitization of online publication of images from archival microfilm collection](#)

This project involves approximately 60 million images from the numerous Library and Archives Canada (LAC) collections. It will eventually triple LAC's digital content on the Web, allowing individuals to access tens of millions of additional images at no charge.

[University of Concordia—eDocs project](#)

The goal of the eDocs project is to standardize the way the University of Concordia faculty and staff organize, store and share their electronic documents, by providing a unified document repository.

Australia

[myGov](#)

[myGov](#) is a new online portal that provides the public with easier and faster access to secure digital government services in one place.

[National Archives—SODA \(Stream of Digital Archives\)](#)

[SODA](#) is a website that adds all archival records from its collection that have been digitized in the last 24 hours.

Europe

[3D—COFORM \(“Tools and expertise for three-dimensional \(3D\) collection formation”\) project](#)

The [project's](#) aim is to make 3D digitization of artifacts and sites as inexpensive, effective and practical as possible for long-term conservation of cultural heritage. The project includes the development of a diverse technical research program to address the various aspects of digitization such as 3D-capture and processing.

France

[National Archives—New building for archival records storage](#) (French only)

The [National Archives of France](#) now has an additional [building](#) to store the country's archival collections. The ten-story-high building meets the requirements for the latest archiving techniques.

See also: [New building opens](#); [Pictures](#)

Moldova

[“Strategic Program for Governance Technological Modernisation”](#)

The [e-Government Centre \(eGC\)](#) is implementing this strategic program, which has the objectives of digitizing and placing online all public services by 2020 as well as making government technology more efficient.

See also: [e-Government Agenda](#); [Modernising Public Services](#); [Paperless by 2014](#)

New Zealand

[National Archives and National Library—Digitizing World War I Records](#)

[Archives New Zealand](#) and the [National Library of New Zealand](#) have initiated a project to digitize the files, photos and diaries of the more than 160,000 New Zealanders who served during World War I. The public will be able to access these records online.

See also: [Further details](#); [Video](#)

Portugal

[RODA \(Repository of Authentic Digital Records\) Project](#)

[RODA](#) is a digital repository project involving the development of an open source digital repository platform that provides long-term preservation and authenticity of digital objects.

Scotland

[National Library—Multispectral Imaging Testing \(includes video\)](#)

The [National Library of Scotland](#) conducted multispectral imaging testing to determine the best approach to preserving letterbooks held by the Library, through digitization.

The Netherlands

[Book Mountain Library](#)

Opened in 2012, Book Mountain is a library covered by a glass shell; it contains approximately 70,000 books.

See also: [Video](#); [Award](#)

United Kingdom

[National Archives—Livechat](#)

Launched by The National Archives of the United Kingdom, [Livechat](#) allows an individual to chat live with an archives representative via the Internet as well as ask questions and receive answers immediately.

United States

[Federal Agencies Digitization Guidelines Initiative \(FADGI\)](#)

This is a collaborative effort by federal agencies to define common guidelines, methods, and practices for digitizing historical content. As part of this initiative, two working groups have been established: the [Federal Agencies Still Image Digitization Working Group](#) and the [Federal Agencies Audio-Visual Working Group](#).

[Illinois Graduate School of Library and Information Science—The Digital Collections and Content \(DCC\) Project](#)

The DCC project is exploring the socio-technical requirements for a successful digital aggregation.

[Library of Congress—Digital conversion of television shows](#)

The Library of Congress wants to ensure that future generations can watch television shows from the 1950s through the 1970s. It is converting old videotapes into digital files.

See also: [Preserving television history](#); [Rescuing T.V. shows](#); [Video](#)

[National Archives and Records Administration \(NARA\)—Video: “Digitization at the National Archives: A Video Tour of NARA’s Digitization Lab”](#)

This video takes the viewer inside the digitization labs at the National Archives, where state-of-the-art technology is used to preserve archival holdings.

[Smithsonian Institution Archives—Collections Care Preservation Fund’s Born Digital Survey Project](#)

The results of [Phase I of the Collections Care Preservation Fund’s Born Digital Survey](#) will help the Smithsonian better understand the scope of born digital collection materials in its repositories. The project is continuing.

[State Library of North Carolina and North Carolina Digital Heritage Center—NC ECHO Project](#)

The project enables users to [search](#) local history collections across North Carolina with a single search box.

[University of North Carolina at Chapel Hill and Maryland Institute for Technology in the Humanities—BitCurator Project](#)

The project will build, test, and analyze systems and software for incorporating digital forensic methods into the workflows of a variety of collecting institutions.

See also: [Video: “Bringing Digital Forensics to the Library”](#) ; [Presentation](#) [PDF]

Products and Tools from Around the World

Canada

[Federal Government—Canadian Heritage Information Network \(CHIN\)—Digital Preservation Toolkit](#)

The Canadian Heritage Information Network (CHIN) has released a [Digital Preservation Toolkit](#). The toolkit is a suite of documents that offers concrete steps to identify digital material found in museums, the potential risk and impact of lost material, and how to get started in the development of preservation policies, plans and procedures.

Australia

[National Archives—“Introduction to digital records—eLearning module”](#)

The eLearning module provides an introduction to digital information and records management concepts and builds foundation-level capabilities in digital information and records management.

See also: [Agencies digitally aware](#); [Back to school](#)

[National Library—Forte \(iPad application\)](#)

[Forte](#) is an iPad application that provides user access to the library’s collection of digitized sheet music dating from the early 1800s through to the 1950s.

See also: [Sweet music](#); [Delivering music](#)

[Public Records Office Victoria—Recordkeeping Fact Sheets](#) [PDF]

The Public Record Office Victoria has released three recordkeeping fact sheets entitled Capturing Records of Social Media Posts; What is a Public Record; and Managing Records in Business Systems.

Ireland

[“Good practice guide to eDiscovery in Ireland”](#) [PDF]

Compiled by the eDiscovery Group of Ireland, this guide’s target audience is individuals or organizations responsible for carrying out the processes and procedures necessary to produce electronically stored information.

The Netherlands

[Teranex 2D processor](#)

The Teranex 2D processor is used for standards conversion, ingest of analogue video tapes, digitization of 8-mm and 16-mm film as well as reducing noise, sharpening images, and improving the overall quality of the footage.

United Kingdom

[Autonomy Legacy Data Cleanup](#)

This software solution enables organizations to manage their legacy data and improve their information governance by classifying and disposing of outdated data on computers and servers.

United States

[Government of Oregon—Oregon Records Management Solution \(ORMS\)](#)

The government of Oregon is using [ORMS](#), a cloud-based records management solution, to implement the first statewide electronic records management solution of its kind in the country. ORMS will provide agencies with the ability to manage records efficiently and uniformly; make access to government records easier, more transparent, and affordable; and save money on storage, risk and litigation costs.

[Infolinx Systems Solutions—Infolink Web™](#)

This enterprise physical records management software has advanced retention capabilities with integrated legal holds and citations. [Rutgers University](#) is using this tool to continuously track 100,000 boxes, as well as other files and media, in its new on-campus storage warehouse.

[National Archives and Records Administration \(NARA\)—“Guidance on a New Approach to Managing Email Records”](#)

The [guidance](#) introduces a new approach, called Capstone, to managing the billions of email messages that are sent or received in federal agencies. Capstone will help agencies meet requirements in the [Managing Government Records Directive](#), including assisting in the management of all email records electronically by December 31, 2016.

See also: [Managing and archiving billions of emails](#); [Additional guidance](#)

[Symantec—Symantec Data Insight 4.0](#)

This unstructured data governance solution provides new discovery, analysis and remediation capabilities to organizations. The solution also enables organizations to better understand the context for the use of their data and to make informed decisions and actions to better manage and secure it.

Studies and Surveys

North America and the United Kingdom

[“Social Media and Archives: A Survey of Archive Users” August 2013](#) [PDF] (Download is free)

Authors: Bruce Washburn, Consulting Software Engineer, Ellen Eckert, Research Assistant and Merrilee Proffitt, Senior Program Officer, [OCLC Research](#)

In April and May of 2012, OCLC Research conducted a survey of users of archives to learn more about their habits and preferences. In particular, the survey focused on the roles that social media, recommendations, reviews, and other forms of user-contributed annotation play in archival research.

Faculty, graduate students, and genealogists across North America and in the United Kingdom were surveyed and data was collected from 695 respondents who completed the survey.

The survey asked 15 questions, structured around four primary areas of interest: Who are archival and special collections researchers, what are their roles, and what is their research objective? How are research resources found, and how are those discoveries shared? Where do researchers turn for support at the beginning of and during the research process? What role does social media play in the research process, and how important are other review, recommendation and annotation features?

Global

[“The Hidden Costs of Managing Applications in the Cloud” 2013](#) [PDF] (Download is free)

In December 2012, [Compuware](#) commissioned [Research in Action](#), to conduct a global, independent survey of senior IT professionals to determine their attitudes and concerns relating to cloud computing.

The survey included 468 IT decision makers from organizations across a range of industries in the Americas, Europe and Asia.

The study shows that organizations are increasingly relying on cloud computing to deliver their business-critical applications and supporting infrastructure. In fact, according to the survey, cloud computing will be the highest priority area for investment now and in the future.

Organizations also have concerns regarding the cost and the benefits of cloud computing.

Linked Data and the Semantic Web

This special section of the newsletter summarizes the work being undertaken by the Digital Enterprise Research Institute with linked data and the Semantic Web.

Introduction

The World Wide Web contains unstructured and semi-structured information that can be difficult to access and link together. The Semantic Web associates related concepts, giving words context, enabling users to find, share, and combine information more easily by using a structured and organized form that can be read by people and machines.

Research Program

In the summer of 2012, [Fujitsu Laboratories](#) began a three-year research program with the [Digital Enterprise Research Institute \(DERI\)](#) to explore the potential for linked data and the Semantic Web.

The research program will investigate models and approaches for integrating and validating data available on the Web, including government data, resulting in uniform access. This collaboration has the potential to merge billions of open data sets, creating new insights into everything from financial information to health care breakthroughs. One of the challenges the research team faces is that the data sets are spread out in different locations, standards and formats throughout the Web.

Single Access Point

This research has already produced results. Linked open data stored on different sites, and in different formats, can be stored and sorted up to 10 times faster in a single access point using a data search function. A road map for this application is planned for release late in 2013.

Preserving Ireland's Memories

DERI is also collaborating with the [Digital Repository of Ireland \(DRI\)](#) and Ireland's State broadcaster, [RTÉ](#) to use the Semantic Web to make hundreds of thousands of hours of audio and video content accessible digitally.

See also: [Launch of research program](#); [Semantic Web breakthrough](#); [Preserving Ireland's memories](#); [Single Access Point](#); [Video: "The Semantic Web – An Overview"](#)

Section 4—Selected Readings and Recordings

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

Canada

Podcast: [Library and Archives Canada: “Canada’s Photographic Memory”](#) August 13, 2013.

This podcast explores the evolution of photography using Library and Archives Canada’s extensive photographic collection as a guide. Archivist Jill Delaney takes us through the collection and brings to light some of the incredible stories surrounding these iconic images.

Article: [“Les trésors cachés dans les voûtes de l’Assemblée nationale du Québec”](#)

Written by: Pascal Poinlane, *Radio-Canada.ca*, May 26, 2013. (French only)

This article profiles the hidden treasures of the [Assemblée nationale du Québec](#).

Australia

Article: [“Records Management: Coming Out from the Shadows of Information Management”](#)

Written by: Melissa Carlis, director of records development, [Océ Business Services](#), featured in *IDM: Image and Data Manager*, March 13, 2013.

This article discusses why records management is important and what steps organizations need to take to implement a records management program, improve it, and ensure its continuing effectiveness while understanding the consequences of not having an effective program in place.

France

White Paper: [« Progiciel de gestion d’archives mixtes : Enjeux, apports et critères de sélection d’une solution »](#) [PDF] (Download is free) (French only)

Written by: Chloé Toledano, consultant expert and Nouredine Lamriri, Responsable Consulting; [Ever Team](#) with the collaboration from [Bureau Van Dijk](#), 2013.

This white paper is a practical tool to assist policy makers and project managers when selecting an enterprise management solution with both paper and electronic records.

Germany and Austria

[“Report on the First iPres Workshop on Practical Emulation Tools and Strategies”](#)

Written by: Dirk von Suchodoletz and Klaus Rechert, Institute for Computer Science, Freiburg University and Mark Guttenbrunner, Secure Business Austria featured in *D-Lib Magazine*, March/April 2013, Volume 19, Number 3/4.

This workshop report presents a brief overview of the current issues and challenging use cases at various memory institutions, as identified at the workshop, and key outcomes of the working groups. These outcomes are further structured to identify major upcoming challenges to be addressed by the research and development community in co-operation with practitioners.

Israel

Article: [“Knesset archives go digital”](#)

Featured in *Israel Hayom*, February 25, 2013.

[Knesset Archive](#) manager Dr. Rebecca Marcus is part of the effort to digitize all of the speeches and photographs on the history of the Knesset.

New Zealand

Video: [“Problems with format identification at New Zealand National Library”](#)

February 2013.

Jay Gattuso of the [National Library of New Zealand](#) speaks about the problems the Library encounters with format identification.

South Africa

Article: [“From back-office to boardroom”](#)

Written by: Lance Harris, featured in *ITWeb*, June 3, 2013.

The volume of unstructured data is growing, but organizations do not always have a suitable plan in place to properly store, protect, manage, and share this data. This concern is starting to be recognized at the corporate level in organizations.

United Kingdom

Article: [“Litigation and internal investigations: managing data risks to limit the damage caused by a sudden crisis”](#)

Written by: Kingsley Knapley and Caroline Jan, *Association of Corporate Counsel*, April 10, 2013.

This article discusses what organizations can do to address the inherent risks when preserving and storing data.

[Presentations from the workshop “PREMIS and METS: \(almost\) everything you wanted to know about Preservation Metadata”](#) [PDF]

This workshop, hosted by the Digital Preservation Coalition, was held on April 23, 2013 in London, England.

See also: Report: [“Preservation Metadata” \(2nd Edition\)](#) [PDF]

United States

Report: [“Analysis of Current Digital Preservation Policies: Archives, Libraries and Museums”](#)

Written by: Madeline Sheldon, 2013 Junior Fellow, Library of Congress, July 22, 2013. [PDF]

This report discusses the current state of digital preservation policy planning within cultural heritage organizations published or last updated between 2008 and 2013. Final conclusions explore and offer further explanation as to the development of publication trends within archives, libraries and museums.

Article: [“Data discovery tools, processes valuable to information management”](#)

Written by: Ben Cole, *Search Compliance*, June 13, 2013.

Electronic discovery processes provide various benefits to an organization’s legal department. This article discusses how new and emerging e-discovery tools and processes can also be beneficial to other areas of an organization including information management.

Audio interview: [“Cloud gives agencies a leg up in FOIA deluge”](#) with Frank Vance, FOIA officer at the [Office of the Comptroller of the Currency](#) in the Treasury Department and Edith Pemberton, manager of Information Management and Custom Relations at the [Federal Housing Agency](#), August 23, 2013.

The number of [Freedom of Information Act \(FOIA\)](#) requests that federal agencies are processing is increasing. In this interview, federal agency representatives discuss the impact that new technologies and the cloud are having on the processing of these requests.

Article: [“The painstaking effort to recover millions of burned military service records”](#)

Written by: Wyatt Olson, *Stars and Stripes*, August 5, 2013.

On July 12, 1973, a fire at the [National Personnel Records Center](#) in St. Louis destroyed the records of approximately 18 million veterans. This article profiles the ongoing work to process these burnt and damaged personnel files.

Article: [“Is Social Media Your Records Retention Policy?”](#)

Written by: Laurie Fischer, managing director of the [Huron Legal Consulting Group](#) and certified records manager.

This article discusses how organizations can benefit from the advantages of social media, while protecting against the risk of inappropriate content and over-retention.

Books

Selected Readings

[William Saffady, E-Mail Retention and Archiving: Issues and Guidance for Compliance and Discovery](#), 2013.

E-Mail Retention and Archiving: Issues and Guidance for Compliance and Discovery focuses on the retention of email to ensure that an organization's legal, operational, and historical requirements are met. This book will guide organizations on how to avoid retaining email for longer than is necessary and simplifies the discovery process. The book is divided into three parts: reviewing the problem of email retention; providing email retention rules; and discussing the benefits, characteristics, and capabilities of email archiving systems.

[Adrian Brown, Practical Digital Preservation: A How-to-Guide for Organizations of Any Size](#), 2013.

Archivists in all types of organizations face questions on how to plan a preservation strategy in less than perfect circumstances, or deal with a sudden emergency. *Practical Digital Preservation: A How-to-Guide for Organizations of Any Size* considers the causes of threats to the basic material, outlines the preservation options available, and offers flexible solutions applicable in a variety of situations. A wide range of case studies and examples from international specialists are also included.

[Stephen J. Miller, Metadata for Digital Collections: a how-to-do-it manual](#), 2011.

More and more libraries, archives and museums are creating online collections of digitized resources. *Metadata for Digital Collections: a how-to-do-it manual* introduces readers to fundamental concepts and practices. The book includes numerous practical examples that clarify common application issues and challenges as well as a step-by-step guide on how to design and document a metadata scheme for local institutional needs and for specific digital collection projects. The book discusses broader metadata topics, including the emerging environment of Linked Data and the Semantic Web.

[Christophe Brasseur, Enjeux et usages du Big Data : technologies, méthodes et mise en œuvre](#), 2013 (French only).

The spectacular growth of the Internet, social networks and mobile technology are resulting in an exponential growth of data in organizations: this is the phenomenon of Big Data. Based on various case studies, *Enjeux et usages du Big Data* focuses on methods, techniques and resources to enable organizations to manage Big Data.