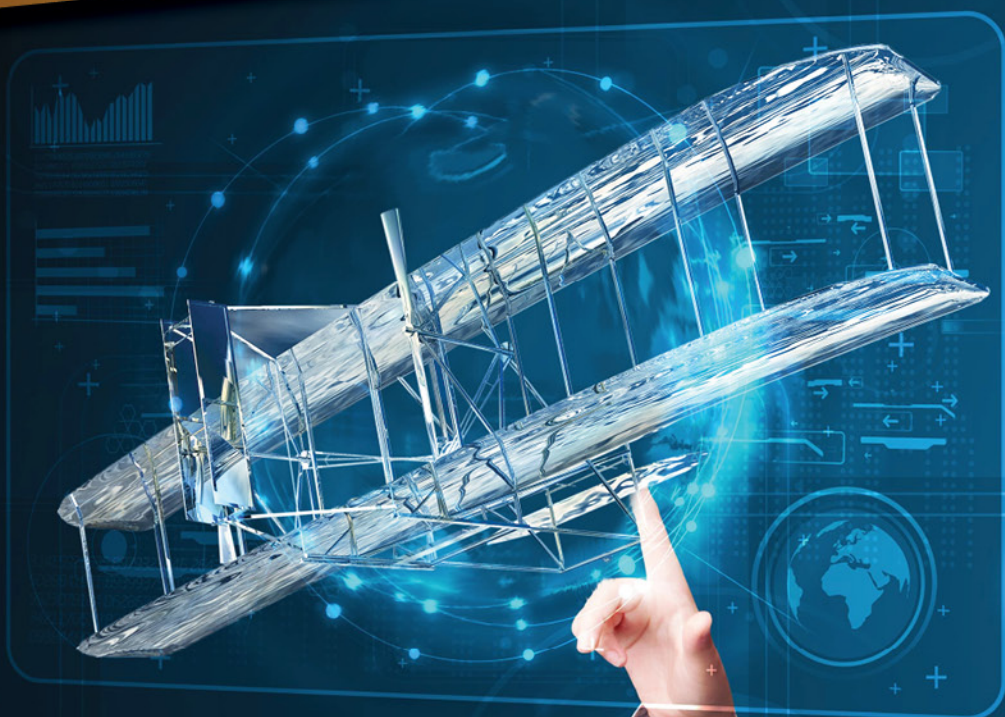


Governance and Recordkeeping Around the World

May 2014, vol. 4, no. 11



**Making Collections Accessible
Through 3D Technology**



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

Canadian Digital Media Network

[Open Data Institute created](#)

The Open Data Institute's goal is to work with governments, academic institutions and the private sector to solve challenges facing Open Government efforts and realize the full potential of Open Data. Among the work the Institute will carry out, is the development of common standards and the integration of data from different levels of government.

Federal Government—Treasury Board of Canada

[More federal government departments have access to online request tool](#)

An increasing number of federal government organizations are now part of the [Access to Information and Privacy Online Request tool](#). The government expects more departments will have access to the tool throughout 2014. This online tool makes it easier to submit access to information and privacy requests.

Toronto Public Library

[Digital Innovation Hubs offer access to 3D technology](#)

The [Toronto Public Library](#) is offering their users access to 3D technology through their [Digital Innovation Hubs](#). Three hubs will open in 2014 as the library repositions itself in today's digital world.

Bangladesh

[Government websites to have a common design](#)

The government is introducing a common design and layout for all its 25,000 websites to improve efficiency. Of that total, 24,000 websites will be brought under one platform instead of being hosted and maintained individually.

France

[La bibliothèque nationale de France audio collections are on social media](#) (French only)

The audio collections of the [Bibliothèque nationale de France](#), 30,000 titles to date, can now be accessed through social media, including YouTube.

Germany

[E-Government Act is in force](#)

The E-Government Act came into effect on August 1, 2013. Its goals include enabling federal, state and local governments to provide simpler, more user-friendly and efficient e-government services.

India

[Standards developed for the digital preservation of government records](#)

The Standard for Preservation Information Documentation of Electronic Records will standardize the preservation of digital records throughout government.

New Zealand

[All-of-government information management service is created](#)

As the world is becoming more digital, the government of New Zealand has responded by implementing a new government information management service. The service will assist government agencies in creating better public services through more efficient creation, storage, protection and management of their digital information.

The Netherlands

[Government workflow to be completely digital by 2015](#)

Plans are being put in place that will result in a digital-only workflow in the Dutch central government by 2015.

The Philippines

[Senator wants government and court electronic documents to be backed up](#)

In late 2013, a super typhoon hit the Philippines. This has initiated a formal request from Senator Grace Poe to the government and the Supreme Court to study the creation and storage of electronic backup files of government and court records “to avoid loss and destruction in times of natural calamities and catastrophes.”

See also: [Guidelines issued](#); [Guidelines](#) [PDF]

United Kingdom

[3D technology enables fossils to be preserved and accessed online](#)

Researchers, using digital 3D technology, have enabled fossils to be preserved and accessed [online](#).

[Government strives to be the most digital government by 2015](#)

The government of the United Kingdom is taking a number of steps to fulfill its goal to be the most digital government in the [G8](#) by 2015. Led by Francis Maude, Minister for the Cabinet Office, the government has announced that more public services will be digitized as part of the government's digital by default strategy. This includes having 25 public services fully online by 2015 while, at the same time, reducing costs.

See also: [New digital public services](#); [The most digital government](#); [Digital by default to save money](#)

United States

Federal Government

[White House releases second U.S. Open Government National Action Plan](#)

In a continuing effort to make government more open and transparent, the White House has released the [second U.S. Open Government National Action Plan](#). The action plan includes 23 new or expanded commitments to open government, including modernizing the management of government records, the consolidation of *Freedom of Information Act* requests across agencies and updating policies governing federal websites.

See also: [Action Plan initiatives](#)

[Library of Congress signs electronic publications agreement](#)

As more publications go online, the [Library of Congress](#), in a move to increase the ability to archive its digital content, has signed an agreement that will start the process to make it easier to expand and maintain its collections.

[Cloud computing panel to consult with Congress](#)

An advisory panel of IT companies and organizations will advise the United States Congress on IT issues, including cloud computing.

State Government

Washington

[Governor permitted to claim "executive privilege" in withholding of documents](#)

The state Supreme Court of Washington has ruled, in an 8–1 decision, that the governor's office can cite executive privilege as a reason not to release documents to the public. Governor Jay Inslee has stated that he does not intend to exercise this executive privilege exemption unless it is explicitly provided by the Legislature or through a public vote.

Section 2—Events

Annual Meetings and Conferences

National

October 2014

[Public Sector Social Media 2014](#)

Conference details to follow.

Hosted by The Conference Board of Canada, 20–21 October 2014
Ottawa, Ontario, Canada

[Government Technology Exhibition and Conference \(GTEC\) 2014](#)

“Government from the Outside-In”

This conference features keynotes, seminars, panels, workshops and round-table discussions on a comprehensive selection of information and communication technologies (ICT) topics presented by leading public sector and industry experts. The conference showcases the most relevant ICT software, platforms and services helping to drive the public sector forward.

27–30 October 2014
Ottawa, Ontario, Canada

International

July 2014

[Digital Directions: Fundamentals of Creating and Managing Digital Collections](#)

National experts, experienced digital collections curators, and representatives from institutions, large and small, will speak about the creation of good digital objects, collections, and initiatives.

Hosted by the Northeast Document Conservation Center, 21–23 July 2014
Portland, Oregon, United States

September 2014

[inForum 2014](#)

“What’s Next”

inForum actively encourages, supports and assists people working in the information industry to maintain, develop and broaden their knowledge of the industry, to support their ongoing professional development and to offer them opportunities to exchange ideas.

Hosted by the Records and Information Management Professionals Australasia,
7–10 September 2014, Adelaide, Australia

October 2014

[International Association of Sound and Audiovisual Archives \(IASA\) 2014 Annual Conference](#)

This conference explores the issues surrounding sound and audiovisual archives and the preservation of sound and audiovisual heritage.

Hosted by the International Association of Sound and Audiovisual Archives, 5–9 October 2014
Cape Town, South Africa

[11th Annual International Conference on Digital Preservation \(iPRES\) 2014](#)

This conference brings together key theorists, researchers and practitioners to explore the latest trends, innovations, policies and practices in digital preservation.

Hosted by the National Library of Australia and the State Library of Victoria, 6–10 October 2014
Melbourne, Australia

[DCMI International Conference on Dublin Core and Metadata Applications \(DC-2014\)](#)

This conference will explore the role of metadata in spanning the archipelago of siloed cultural memory in an emerging context of linked access to data repositories as well as repositories of cultural artifacts.

Hosted by DCMI (Dublin Core Metadata Initiative), 8–11 October 2014
Austin, Texas, United States

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Federal Government—Library and Archives Canada—digitizing First World War service files](#)

Library and Archives Canada (LAC) will digitize 640,000 personnel service files of the First World War's Canadian Expeditionary Force members. Individuals will be able to research high-quality digital copies of all service files by 2015. The newly digitized files will complement the approximately 13,500 service files and the more than 620,000 attestation papers already available on LAC's website.

Australia

[National Library—Digitizing of Collections project](#)

The [National Library of Australia](#) is continuing the work of digitizing their collections which include newspapers, books, as well as journals and photographs which are being added to the [Trove](#) database.

See also: [Digitizing 10 millionth newspaper page](#); [Digitizing *The Canberra Times*](#)

[Swinburne University of Technology—Developing a new data storage method](#)

The research team at the Swinburne University of Technology is in the early stages of a project to develop a new data storage method that would place a petabyte of data on a DVD-sized polymer disk. To put this into perspective, two petabytes would have the capacity to store the information contained in all of the United States academic research libraries.

China (Hong Kong)

[GovCloud](#)

Hong Kong has launched the Government Cloud Platform ([GovCloud](#)), a platform for e-government services shared by government bureaus and departments. In addition, GovCloud will support the development of electronic recordkeeping and collaborative working systems.

Finland

[National Library—National Digital Library project](#)

The National Library of Finland [project](#) promotes the digitization of cultural heritage objects by making the digital data repositories of archives, libraries and museums available to the public. The project includes the development and implementation of two service systems: a shared public interface and a centralized long-term preservation system.

France

[France's Open Data Platform](#)

On December 18, 2013 the new version of France's Open Data platform, data.gouv.fr, went live online. Previously, the portal gathered data released only by the government but now it is allowing submissions from outside the government as well.

Germany

[CultLab3D](#)

Millions of cultural artifacts exist in our museums. But are these cultural treasures safe there? For approximately ten years, private, national and international initiatives have been trying to digitally capture and archive cultural treasures. However, these have mainly been limited to 2D artifacts such as book pages, paintings or photographs. [CultLab3D](#) is digitizing cultural heritage by developing technologies for a faster digitization and virtual reproduction of objects.

India

[Archive of Indian Music](#)

The Archive of Indian Music has been launched with the purpose of digitizing and preserving old and rare gramophone records dating back to 1902. The archive contains 1,000 recordings, with an additional 11,000 clips of archival material to be added in the future.

New Zealand

[Govt.nz project](#)

The goal of this project is to redevelop newzealand.govt.nz in order to provide a primary entry point for visitors needing government information. The project takes a new approach to design and development and applies these techniques to government information delivery online. As of the beginning of 2014, the [site](#) is in the beta stage.

Singapore

[Open Data Initiative project](#)

The government of Singapore is undertaking a project that will make all datasets on data.gov.sg and [OneMap](#) machine-readable, making the data easier to use and analyze. Data.gov.sg is a one-stop data portal with 8600 datasets from 60 public agencies. OneMap is a geospatial data sharing platform that has 60 different map themes.

See also: [Making more government datasets available](#)

Trinidad and Tobago

[National Library—Preservation and Conservation \(PAC\) Laboratory](#)

The [National Library and Information System Authority](#) PAC lab, has state-of-the-art equipment that clean and preserve library collections.

United Kingdom

[JISC, MIMAS and the University of Huddersfield—Library Analytics and Metrics Project \(LAMP\)](#)

The goal of the [LAMP Project](#) is to enable libraries to use their data to support the improvement and development of services and to demonstrate value and impact in new ways.

[Middlesex University—Digital Mail project](#)

The goal of [Middlesex University's](#) Digital Mail project is to digitize the University's incoming and internal mail permitting users to access hardcopy mail electronically from any location accessed by the Internet. This project is part of the university's overall plan to reduce the amount of paper produced.

United States

[California—California Audiovisual Preservation project](#)

The goal of this project is to develop [a sample online database](#) of film, video and audio recordings. Best archival practices will be used for moving image and sound preservation and low-cost, practical standards will be implemented to assist collecting organizations to move from the analog age to the digital age.

[IBM—Federal Cloud Innovation Center](#)

Created by [IBM](#), the Federal Cloud Innovation Center collaborates with federal government agencies to assist them in expanding the adoption of open standards for cloud computing. See also: [Cloud Data Centers](#)

[Metropolitan New York Library Council—Keeping Collections project](#)

The Metropolitan New York Library Council's Keeping Collections project ensures that New York State's archival collections are accessible and sustainable. An [AVCC Cataloging Toolkit](#) has been released as part of the project.

Products and Tools from Around the World

Canada

[Bibliothèque et Archives nationales du Québec—“Recueil de règles de conservation des documents communs des ministères et des organismes gouvernementaux”](#) [PDF] (French only)

The [Bibliothèque et Archives nationales du Québec](#) has updated their manual on common records retention for governmental departments and agencies.

[University of Saskatchewan—Records Management Program](#)

The University of Saskatchewan Archives and Special Collections records management program homepage includes a records management overview, policies and procedures, retention and disposition schedules, the file classification system and transferring university records.

Australia

[Government of New South Wales—“Planning for the management of information as an asset in new business systems”](#)

This document provides some useful information on how organizations can best integrate and manage different types of information in new business systems.

[Public Record Office Victoria—“Information Management Maturity Measurement Tool—\(IM3\)”](#)

This [tool](#) is designed for users to assess their organization’s level of Information Maturity (IM), the level of development of Information Management strategies and practices in their organization.

France

[National Archives—SupraScan Quartz A1 600 DPI HD](#) (French only)

[Archives de France](#) is using this tool to scan documents and make it easier for the public to access digitized documents.

Germany

[SharePoint knowledge management suite V2.4](#)

This suite improves Enterprise Metadata Management with SharePoint.

New Zealand

[National Library—“Digitisation of heritage audio collections”](#)

The National Library of New Zealand has produced this guide that includes digitization basics, technical guidelines and a project checklist.

Singapore

[eDocs \(records management system\)](#)

The [Republic Polytechnic](#) in Singapore has implemented eDocs to capture and retrieve their institutional documents. eDocs is part of a larger IT transformation roadmap whose goal is to consolidate applications and databases.

Switzerland

[Swiss Federal Archives—Software Independent Archiving of Relational Databases \(SIARD\)](#)

The Swiss Federal Archives has developed (SIARD) as a sustainable solution for the archiving of relations databases. It is currently being used in 54 different countries.

United States

[EMC—InfoArchive 3.0](#)

This storage platform enables organizations to combine structured, unstructured and hybrid data within the same archive and into a single data repository comprising hundreds of terabytes of data.

[Exterro—fusion in-place preservation](#)

This e-Discovery tool is designed to assist organizations in reducing electronically stored information spoliation risks and collection costs by automatically suspending and reinstating document retention policies based on legal hold notification status.

[National Archives and Records Administration \(NARA\)—Video: “NARA discussion of records management program inspection techniques”](#)

This video discusses two tools NARA uses to assess the effectiveness of Federal agency records management programs: agency inspections performed by NARA staff and the annual Records Management Self-Assessment submitted by agencies.

[State Archives of North Carolina—records management tutorial videos](#)

The State Archives of North Carolina has produced a series of records management tutorial videos, including subjects covering the basics of records management, retention schedules and understanding disposition instructions.

See also: [“Scheduling guide for state agency records liaisons”](#) [PDF]

Studies and Surveys

United States

Study: [“The survival of American silent feature films: 1912–1929”](#) September 2013. [PDF]

Author: David Pierce, film historian and archivist under commission by the [National Film Preservation Board](#) and published by the [Council on Library and Information Resources](#) and the [Library of Congress](#)

This study reveals how many feature films produced by U.S. studios during the [silent film](#) era still exist, what condition they are in and where they are located.

The study does not examine which films have been preserved or restored, or are commercially available but instead it quantifies what still exists, whether the materials originated with an owner or elsewhere, and where the surviving copies are located; in an archive, a commercial collection, a non-archive library, or a private collection. In some cases, based on distribution catalogues, this study considers the likelihood that copies exist with the private-collector community.

In total, 58 people were interviewed as part of the case-study phase. The study answers five questions: How many silent feature films survive?; Who holds the surviving films?; How complete are the surviving films?; In what format does the most complete copy survive?; and; Where was the best surviving copy found? The study contains six recommendations.

See also: [Video Interview with study author David Pierce](#)

Survey: [“On the record: Is your organization’s records management program providing high value or high risk”](#), 2013. Published by: [Canon Business Process Services](#) [PDF]

A total of 222 online surveys were completed by records managers and other executives responsible for document management processes. A range of industries is represented, including business and financial services, technology, government and pharmaceutical.

The [survey](#) examines a variety of recordkeeping best practices which organizations have implemented that are helping them meet important business priorities. These objectives include reducing risk, improving litigation preparedness, and supporting sound strategic decision making. The survey also spotlights areas in which some organizations may be experiencing challenges and can take advantage of hidden opportunities to maximize the value of their records management processes.

Making Collections Accessible Through 3D Technology

This special section of the newsletter summarizes the work being undertaken by the Smithsonian Institution.

Introduction

The [Smithsonian Institution](#), located in the United States, is the world's largest museum and research complex. The Smithsonian has 137 million items in their collection but only 1 percent is on display to the public at any one time. The museum is looking for new ways to interact with the public, make their collections more accessible, and transform how these collections are collected, curated and conserved. One way is through the use of 3D technology.

Collections Presented In 3D

The [Smithsonian's Digitization Program Office](#) is undertaking an ongoing 3D scanning and printing project to transform the Smithsonian's physical holdings, via its digital archive, into a collection of 3D scanned objects. They were chosen based on what was judged as most beneficial for education, research and conservation purposes. These 3D models will enable the Smithsonian to tell the stories behind these objects in new ways, and through this technology, reach a wider audience.

3D Archive Online

The Smithsonian has launched its [Smithsonian's X 3D Explorer Web portal](#) containing a 3D archive of historical artifacts available for interactive viewing and printing. Users can manipulate objects online to, for example, obtain more detail of an object's design. Users can download and share the 3D images. As of early 2014, the website is still in the beta version.

Going Forward

Going forward, the goal is to increase the number of objects scanned from dozens to hundreds or thousands per year. In addition, a new innovation center that would be home to some of the latest 3D technology is currently in the planning stages.

See also: [Collections in 3D](#); ["3-D technology brings Smithsonian archives to light"](#); ["Smithsonian brings historic artifacts to life through 3D printing" \(with video\)](#); [X 3D Explorer Web portal \(with video\)](#); [Video: "3D scanning at the Smithsonian"](#)

Section 4—Selected Readings and Recordings

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

Canada

Video: [“Audiovisual migration—insights from Library and Archives Canada”](#)
January 9, 2014.

This video describes the [project](#) to migrate half a million hours of at-risk audio and video recordings to standard digital file format.

Australia

Article: [“Data storage: wandering into a digital desert”](#)
Written by: Iain Gillespie, *Brisbane Times*, October 10, 2013.

Digital files are susceptible both to degradation and obsolescence as time passes. This article offers practical advice and highlights the work being done to ensure digital files are preserved and can be read over time.

France

Report: [“Référentiel général de gestion des Archives: Pourquoi les archives sont-elles un atout de modernisation pour votre administration ?”](#) (French only)
Published by: Le comité interministériel aux Archives de France, October 2013. [PDF]

This is the first report of the [Comité interministériel aux Archives de France](#).

Ireland

Report: [“Caring for digital content: mapping international approaches”](#)
Written by: A. O’Carroll, S. Collins, D. Gallagher, D. Tang, and S. Webb, 2013.
Maynooth: NUI Maynooth; Dublin: Trinity College Dublin; Dublin: Royal Irish Academy. [PDF]

This report maps the emerging approaches to caring for digital data and is the result of the international mapping exercise of the [Digital Repository of Ireland](#).

United Kingdom

Article: [“There’s a tide of unstructured data coming—start swimming”](#)
Written by: Adrian Bridgwater, featured in *The Register*, August 5, 2013.

This article highlights the importance of having a plan to manage the increasing amounts of unstructured data, including building procedures and policies; as well as what organizations should be doing to structure their unstructured data and the tools to employ.

White Paper: [“Using the past to explain the present: interlinking current affairs with archives via the semantic Web”](#)

Written by: Y. Raimond, M. Smethurst, A. McPharland, British Broadcasting Corporation, August 2013. [PDF]

This white paper describes a system, based on Semantic Web Technologies, used by the British Broadcasting Corporation (BBC) to assist in locating content related to current news events within the BBC’s archive with little or no pre-existing metadata.

See also: [Video](#)

United States

Article: [“How the HathiTrust Digital Library handles 11 million digitized volumes”](#)

Written by: Jennifer Zaino, a New York-based freelance writer specializing in business, education and technology journalism featured in EDTECH TM, October 28, 2013.

This article profiles the work of the HathiTrust Digital Library and the challenge that large-scale digitization presents as libraries increasingly require large-scale, preservation-grade infrastructure that is also suitable for providing access to materials at scale.

See also: [Slidecast: “Opportunities and challenges of text mining HathiTrust Digital Library”](#) [PDF]

Article: [“Social Media: The next generation of archiving”](#)

Written by: John Moore, *FCW*, November 25, 2013.

As social media continues to grow, federal government agencies are starting to retain and archive these records. This article describes the issues and challenges that these agencies are facing in the era of social media.

Article: [“Implementing a collaborative workflow for metadata analysis, quality improvement, and mapping”](#)

Written by: Mark Phillips, Assistant Dean for Digital Libraries and Hannah Tarver, Head of the Digital Projects Unit, [University of North Texas Libraries](#); and Stacy Frakes, [Oklahoma Publishing Company](#) photo archivist at the [Oklahoma Historical Society](#), featured in *Code4Lib Journal*, Issue 23, January 17, 2014.

The University of North Texas and the Oklahoma Historical Society are collaborating to digitize, process, and make publicly available more than one million photographs from the Oklahoma Publishing Company’s historic photo archive. This will result in digitized photographs and metadata available through [The gateway to Oklahoma history](#). The project team developed the workflow described in this article to meet the specific criterion that all of the metadata work occurs in two locations simultaneously.

Books

Selected Readings

[Jeanette Bastian, Alan Bell, Anne Gilliland, Rachel Hardiman, Eric Ketelaar, Jennifer Meehan and Caroline Williams, *Archives and recordkeeping—theory into practice*, 2013.](#)

This book simplifies and demystifies archival and recordkeeping theory and its role in modern-day practice, describing the core principles and issues that shape the discipline, impact and relevance they have for the 21st century professional. Using an accessible approach, the book outlines and explores key literature and concepts and the role they can play in practice.

[G. Wayne Clough, *Best of both worlds: Museums, libraries and archives in a digital age*, 2013. \[PDF\]](#)

This book surveys the efforts of many world-class institutions, including the Smithsonian, to use technology to open their collections and programs to the world and provides insight into how digital technologies will radically alter existing institutions, make access to their embedded knowledge widely available, and enable learning and research anytime, anywhere. (Includes video introduction)

[Bhavani Thuraisingham, *Developing and securing the cloud*, 2013.](#)

Developing and Securing the Cloud includes a basic-level overview of cloud computing, reviewing recent developments in cloud computing. The book also provides a comprehensive overview of cloud computing technology and illustrates the essential concepts, issues, and challenges in developing and securing today's cloud computing platforms and applications. The book provides several examples of cloud products and prototypes, including private, public, and United States government clouds.

[Sophie Labonne and Christine Braemer: *Les archives audiovisuelles*, 2013. \(French only\)](#)

Managing, maintaining and operating audiovisual archives is not an easy task. *Les archives audiovisuelles* is intended to help archivists and librarians identify genres, media and formats; take preventive conservation measures; and provide information on the scanning and recovery of audiovisual collections.