Governance and Recordkeeping Around the World

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Using Today's Technology to Create a Window to the Past

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Canada

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A bird's-eye view of the City of Ottawa, Ontario, Canada [cartographic material]

Brosius, H. (Herman), fl. 1871–1896.

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Section 1—General News

Canada

Federal Government—Treasury Board of Canada

Policy on Privacy Protection released

The objectives of the policy, which came into force on August 20, 2014, are summarized as follows: to facilitate compliance, and enhance effective application of the *Privacy Act* and its Regulations by government institutions; to ensure consistency in practices and procedures in administering the Act and Regulations; and to ensure effective protection and management of personal information.

Directive on Open Government released

Effective October 9, 2014 Treasury Board of Canada's Directive on Open Government will maximize the release of government information and data of business value.
See also: Draft Action Plan on Open Government 2.0

Government of Québec

Government releases plan for placing cultural heritage online (French only)

The government of Québec has developed a plan that would increase the amount of Québec's cultural heritage accessible online. One of the institutions to benefit from this plan is the Bibliothèque et Archives nationales du Québec.
See also: BAnQ news release; BAnQ: New Chief Executive Officer appointed (English and French)

Australia

95% of government agencies to be digital by 2015

Ninety-five percent of government agencies will have digital records and information management in place by 2015. This is in line with the National Archives of Australia policy that records created digitally after 2015 will be accepted for transfer only in digital formats.

The Cloud must be the first option for storage of data

The Australian government has mandated that federal departments and agencies must consider cloud computing as a first option for the storage of their information. The government's updated cloud computing policy also states that a cloud services panel will be created and an automated trial run of relocating critical data to a government cloud will be carried out.
See also: Cloud first option for storage of information

Cayman Islands

Government to go paperless

The government of the Cayman Islands "is one step closer" to going paperless. The government has approved an e-government management framework. A video is included.

France

Government to update open data legislation (French only)

Governments around the world are making their data more accessible to the public, and France is no exception. In response to a European directive, the government of France will modify its open data legislation by July 18, 2015.

Italy

Government plans to reform its management of cultural heritage

The government has announced plans to change how it manages Italian cultural heritage by emphasizing increased efficiency, reduced cost, modernization and simplification.

New Zealand

Government implements digital public services plan

A plan has been implemented to enable all government agencies to deliver a greater number of digital public services more efficiently. As part of the government's Better Public Services program, Better Public Services Result 10 makes it easier for people to conduct business with the government in a digital environment.

Open Data funding increased

Open data is one of the priorities for the government of New Zealand and as a result additional funds have been allocated to its Open Government Data and Information Programme.
See also: Open Data and Big Data analytics

Singapore

New Personal Data Protection law in effect

Singapore's new data protection law, The Personal Data Protection Act, is now in force and contains new rules on the collection, use or disclosure of individuals' personal data. In addition, businesses must appoint a designated data protection officer. A Personal Data Protection Commission has also been established.
See also: Frequently Asked Questions

Switzerland

Swiss Federal Archives can now offer digital archiving services to outside organizations (French only)

> The Swiss Federal Council has given the Swiss Federal Archives the go ahead to offer digital archiving services to the cantons, communes and third-party institutions.

Tanzania

Government departments are encouraged to collaborate with e-Government agency

> Highlighting the importance of e-Government and the delivery of government services to the public, the government is encouraging government ministries and agencies to work closely with its e-Government agency (eGA).

United Kingdom

Government needs more digital experts in government

> Despite ongoing recruitment, the government has revealed that there are not enough civil servants that possess the technological skills necessary to achieve the government's goal of digital by default.
> See also: Addressing digital skills shortage; Digital technology modernizing Civil Service

United States

Federal Government

U.S. Digital Service created

> The United States government has created a U.S. Digital Service whose team members will be tasked with improving and simplifying the digital experience that people and businesses have with their government.
> See also: Building a Digital Service; Comments from the Administrator of Digital Service

Report cites progress on federal government classification activities

> A report providing data on the classification activities of federal government agencies has been released. Among its findings: federal agencies are improving their reporting on classified information, and the number of people with classification authority has decreased.

United States Senate approves amendments to the Presidential and Federal Records Act

> The amendments to the Act, made and passed by the Senate, improve the recordkeeping and information management activities of federal departments and agencies.
> See also: Presidential and Federal Records Act Amendments of 2014; National Archives and Records Administration (NARA) press release

Section 2—Events

Annual Meetings and Conferences

National

May 2015

Archives Association of Ontario 2015 Annual Conference

Conference details to follow.

Hosted by the Archives Association of Ontario, 27–29 May 2015
London, Ontario, Canada

44e Congrès – Association des archivistes du Québec (French only)

Conference details to follow.

Hosted by the Association des archivistes du Québec, 27–29 May 2015
Tadoussac, Québec, Canada

June 2015

Association of Canadian Archivists 40th Annual Conference

"Perspectives on the Archival Horizon"

Conference details to follow.

Hosted by the Association of Canadian Archivists, 11–13 June 2015
Regina, Saskatchewan, Canada

International

May 2015

Information and Records Management Society (IRMS) Conference 2015

"Information: the new currency…"

With information rapidly becoming the new world currency, this conference provides an opportunity to get an independent view on the key challenges surrounding this critical resource.

Hosted by the Information and Records Management Society, 17–19 May 2015
Newport, Wales

June 2015

IASSIST 41st Annual Conference 2015

"Bridging the Data Divide: Data Science in the International Context"

Conference details to follow.

Hosted by the Minnesota Population Center at the University of Minnesota, 2–5 June 2015
Minneapolis, Minnesota, United States

Open Repositories 2015

Conference details to follow.

Hosted by Indiana University Libraries; University of Illinois Urbana-Champaign Library; and Virginia Tech University Libraries, 8–11 June 2015
Indianapolis, Indiana, United States

ICDIM 2015: XIII International Conference on Digital Information Management

The conference brings together leading academic scientists, researchers and research scholars to exchange and share their experiences and research results about all aspects of Digital Information Management.

22–23 June 2015
Venice, Italy

Joint Conference on Digital Libraries 2015

"Large, Dynamic and Ubiquitous—The Era of the Digital Library"

Big Data is everywhere and this is one of the challenges that digital libraries face. The goal of this conference is to answer the questions on Big Data that digital libraries have.

21–25 June 2015
Knoxville, Tennessee, United States

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

Federal Government—Library and Archives Canada and Imperial War Museums—Lives of the First World War

> Lives of the First World War, launched in May 2014, is a site containing the records of those who served with the British Army overseas. In July 2014, thanks to the work of Library and Archives Canada, the database and attestation papers of the 600,000 Canadian men and women who enlisted were added to the site.
> See also: "Sign Me Up: CEF (Canadian Expeditionary) Files, 1914–1918"; Digitization Update

Australia

Museum Victoria and University of New South Wales iCinema Research Centre—mARChive (Interactive Digital Browser)

> This digital browser, the first of its kind, was developed by the Museum Victoria and researchers at the UNSW iCinema Research Centre. Named mARChive, the browser enables visitors to view 80,000 objects in the Museum's collection, which were previously not accessible, via an interactive 360-degree, three-dimensional cinema. A video is also included.
> See also: The paper "mARChive: Sculpting Museum Victoria's Collections"

National Library—Digital Library Program

> One of the key initiatives of the National Library of Australia is to preserve its national heritage digitally both online and through mobile devices. As a result, it has launched an innovative digital library program. The goal of the program is to redevelop the library's infrastructure to manage digital collections and provide access to collections from hundreds of libraries across its network.

Europe

Cloudcatalyst project

> The Cloudcatalyst project, funded by the European Union, will assess the current cloud-computing market in Europe and identify the barriers to cloud adoption. An advice and support service will be set up and tools provided to achieve the goal of adopting cloud computing in Europe.

France

National Library—BnF Collection Sonore project (French only)

The collections in the Bibliothèque nationale de France (BnF) include more than a million albums. In November 2013 the BnF launched a project to digitize and put these sound recordings online; it will take several years to complete. A video is included.

Ireland

First National Open Data Portal

Ireland has launched its first national Open Data Portal. The portal contains more than 418 datasets from 45 public institutions. That total is expected to increase as more institutions publish their datasets on the portal.

Italy and Poland

Gauging Degradation of Ancient Paper Art and Documents project

Researchers from Italy and Poland, with expertise in paper degradation mechanisms, determined that degradation of ancient paper can be measured and quantified. This is an important step in preserving and saving ancient documents and works of art.

Norway

Preservation of Digital Data on High Resolution Film Research project

The earliest surviving photograph is nearly 200 years old. What if this could be extended to 500 years? The Norwegian company Piql has developed a unique solution for migration-free digital preservation. A video is included.

Singapore

National Library Board—HistorySG

The National Library Board of Singapore is providing an opportunity to explore Singapore's past, all the way back to 1299. The HistorySG portal provides a resource guide that offers readings, photographs, video and audio clips, and newspaper articles detailing Singapore's history.

Switzerland

Preserving Radio Archives project (French only)

Radio Télévision Suisse has launched a project that will preserve approximately 100,000 hours of radio programs dating from the 1920s to the 1990s.

Thailand

Government Application Centre (GAC)

Thailand's Electronic Government Agency has launched the Government Application Centre. GAC is a single access point for all government applications developed by or related to various government departments and agencies.

United Kingdom

University of Manchester Library—Carcanet Press Email Preservation project

Organizations understand the importance of accessing and preserving email. The University of Manchester Library launched a project to capture and preserve the email archive of Carcanet Press, a United Kingdom publisher of poetry. There have been challenges along the way as the archives contained approximately 225,000 email messages (and their attachments), going back 12 years. This email archive is being used in the project as a testbed for practical digital preservation.
See also: The project described; Project report [PDF]

United States

Government of Maryland—Updated Website Design

Visitors to the Government of Maryland's newly designed website can take advantage of its innovative features. These include an Instant Search interface enhanced to provide more predictive and contextual search results; a MyMARYLAND Clipboard, a unique personalized way to save important links; and a new visually engaging Social Media Hub that allows direct interaction with government.

National Archives and Records Administration (NARA)—Controlled Unclassified Information Program

In this video Dr. Patrick Viscuso, Associate Director of the Information Security Oversight Office, describes the Controlled Unclassified Information Program.

National Science Federation—Cloud Computing Testbeds project

The National Science Foundation has launched two projects with the goal of creating separate cloud computing testbeds called Chameleon and CloudLab. The projects will develop and experiment with novel architectures and architecturally enabled applications of cloud computing.
See also: Millions invested in projects; Cloud projects launched; University at Buffalo cloud computing project; University of Texas at San Antonio cloud computing project

Products and Tools from Around the World

Canada

Bureau de Coopération Interuniversitaire—"Guide de gestion d'un projet de numérisation" [PDF] (French only)

> This guide will assist organizations in managing their digitization projects.

Federal Government—Canadian Heritage Information Network (CHIN)—"Making up the Rules: New Documentation Standards for Canadian Museums"

> Museums are managing their collections documentation in an increasingly networked environment. As a result, the expectations of users for access to information and interaction are constantly changing. "Making up the Rules" provides an overview of the main museum documentation standards used in Canada, and describes some recent developments.

Australia

Government of New South Wales—Digital Archives Tools and Advice

> The State Records of New South Wales has produced tools and resources on digital archives.

National Archives—"Digital transition and digital continuity"

> This National Archives of Australia home page provides information and resources pertaining to digital transition and digital continuity.

France

National Archives—"Cadre méthodologique pour l'evaluation, la selection et l'échantillonnage des archives publiques" (French only) [PDF]

> This methodological framework covers the evaluation, selection and sampling of public records.

New Zealand

National Library and Alexander Turnbull Library—"Policy for Use and Reuse of Collection Items" [PDF]

> This policy establishes a common objective and an overarching suite of principles that support consistency and transparency in the decision making, activities and messages on use and reuse of collection items for the National Library of New Zealand and the Alexander Turnbull Library.

Switzerland

"Guide de gestion des documents pour l'administration cantonale" [PDF] (French only)

> This guide covers the entire life cycle of records created, received and used by the Canton of Valais.

Tasmania

"Information Management Advice 54 - A Records Management toolkit for Local Government" [PDF]

> The Tasmanian Archive and Heritage Office has produced this advice document to provide a comprehensive overview of the essential elements that need to be considered when an organization is implementing, or reviewing, effective records management program operations.

United Kingdom

Information Commissioner's Office: "Recognising a request made under the Freedom of Information Act (Section 8)" [PDF]

> In this age of social media many people are using Twitter and Facebook. In response, the Information Commissioner's Office has issued new guidelines for public authorities on how they can respond to FOI requests made via social media.
> See also: Guidance for Councils

United States

Hitachi Data Systems Federal—Hitachi Digital Preservation Platform (HDPP)

> HDPP is a data storage platform that utilizes Blu-ray capabilities to assist federal government departments and agencies to archive, store and preserve records from 5 to 1,000 years.
> See also: Preserving government records

Massachusetts Institute of Technology—Data Management Home Page

> The Massachusetts Institute of Technology Data Management Home Page covers topics such as making a plan, storing your data, and sharing your data.

Merrill Corporation—Early Language Assessment (TM)

> This e-discovery tool, using language identification technology, scans documents and identifies foreign language content. A precise language analysis, with percentage breakdowns, is also provided.

National Archives and Records Administration (NARA)—"Guidance on Managing Email"

> All federal government emails must be managed electronically by December 31, 2016. This guidance is a reminder to federal agencies about their records management responsibilities regarding email.
> See also: White House and NARA memorandum; "Managing Government Records Directive: Automated Electronic Records Management Report/Plan" [PDF]

Studies and Surveys

Australia

Study: "An Innovation Study: Challenges and Opportunities for Australia's Galleries, Libraries, Archives and Museums" September 2014. Authors: Mansfield, T.; Winter, C.; Griffith, C.; Dockerty, A.; and Brown, T. [PDF]

> This study has been produced as an outcome of an Innovation Study funded by the Australian Centre for Broadband Innovation at Commonwealth Science and Industrial Research Organisation, Digital Productivity & Services and conducted by Smart Services Co-operative Research Centre.
>
> The Galleries, Libraries, Archives and Museums (GLAM) sector faces enormous challenges in the next decade resulting from ongoing change in its operating environment; challenges it can only face effectively by collaborating across the sector, beyond organizational and disciplinary boundaries.
>
> This study analyzes Australia's galleries, libraries, archives and museums and outlines some of the innovative work already under way in the sector. An important step in the ongoing development of the sector in this digital age, the study draws out an emerging consensus on four specific strategic initiatives and a broader collaborative framework to enable the sector to step decisively into the future.

United States and Canada

"2013 Data Governance Survey Results". Published by: Rand Secure Data [PDF]

> This survey was conducted online and targeted industry professionals representing a wide variety of industries. In total, 454 participants completed the survey. The majority of respondents, 75%, indicated that they lived in the United States, while 15% of respondents indicated that they lived in Canada.
>
> One of the most valuable assets an organization possesses is data. Each year the volume and variety of this data increases, and it is essential for organizations to have the right data governance policies and solutions in place to manage their data. The purpose of the survey is to understand where organizations are succeeding with data governance and where there is room for improvement.

Using Today's Technology to Create a Window to the Past

This special section of the newsletter summarizes the work being undertaken to reconstruct the city of Venice's past and place the information in an online searchable open digital archive.

Introduction

Imagine having a window into the past and being able to travel back through time and space to discover and learn about a city's history and cultural heritage. Having access to an archive of 10 billion events going back 1,000 years, to ask questions and to have answers provided with a click of a mouse. A project, led by the École Polytechnique Fédérale de Lausanne, is making this a reality.

Navigating the History of Venice

The Venice Time Machine project is named after the city selected as the model for this project. Venice was chosen for its diversity, uniqueness, breadth and depth, and the accuracy of its storage of administrative documents in the State Archives of Venice.

Digital Information Database of the Past

The State Archives of Venice holds approximately 80 km (50 miles) of administrative documents, some as old as 1,000 years. These documents will be digitized and placed in a digital information database, or online open digital archive. The process is expected to take 10 years. This searchable database will allow anyone with a computer to access a treasure trove of history.

Challenges

A project of this scope is not without challenges. Automated recognition of the text in the documents is required. Also, the documents are in different languages making transcription a detailed process. Errors in the documents and interpretative biases are other challenges the researchers will face as the project continues.

A New Research Environment

The Venice Time Machine project will change the way research is conducted and information accessed. Answers to questions that were virtually impossible to obtain previously can now be found. Using the technology of today to create a window to the past will ensure that history is preserved for the future.

See also: Project Home Page; Video: The Venice Time Machine Explained; Navigating Venice's History Online; Creating an evolving model of history; "Venise au fil numérique du temps"

Section 4—Selected Readings and Recordings

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

Canada

Article: "Today's information, tomorrow's story"

Written by: Cogniva, an information management services company, featured in *Canadian Government Executive*, July 7, 2014.

This article highlights how the Government of Canada has become a model for how governments around the world provide information-related online services to their citizens. Library and Archives Canada is featured in this article.

Australia

Video: "Libraries Australia and Collective Impact: past, present and future"

March 26, 2014.

Dr. Marie-Louise Ayres, Assistant Director-General Resource Sharing of the National Library of Australia talks about the Library's current digital developments.

France

White Paper: "Archivage sur le Cloud : pratiques et perspectives" (French only) (Download is free)

Published by: Association des professionnels pour l'économie numérique, January 2014. [PDF]

As more and more organizations and governments worldwide are exploring storing documents in the cloud, this white paper discusses cloud archiving.

Norway

Paper: "Implementation of digital deposit at the National Library of Norway" [PDF]

Written by: Svein Arne Solbakk, Digital Library Development, National Library of Norway, 2014.

The paper outlines the strategies at the National Library of Norway for capturing digital born publications directly from the publishers, even though the publication itself is on paper or other physical media.

South Africa

Article: "The Cost of Compliance in South Africa and How to Contain It"

Written by: Bryan Balfe, Enterprise Account Manager at CommVault South Africa, featured in *African Business Review*, October 6, 2014.

Organizations must comply with legislative requirements to retain information, but how much must be kept? In this article the author discusses the costs and risks associated with retaining too much information, how to control it, and how to manage information more effectively.

United Kingdom

Article: "Scaling the data mountain"

Written by: Gavin Camilleri, managing director at data services company bluesource, United Kingdom, featured in *Information Age*, May 29, 2014.

In this article the author explains how organizations can introduce scalable, cost-effective and compliant solutions to manage their increasing amounts of data.

United States

Article: "Digital Preservation Policy Framework: A Case Study"

Written by: Daniel Noonan, assistant professor and e-records/digital resources archivist, The Ohio State University Libraries (OSUL) University Archives, July 28, 2014.

This article uses OSUL's experience in creating an organizational policy for digital preservation to address the policy development process and its importance to an organization. An outline of repeatable best practices is presented for institutions that need to preserve and provide access to digital data, information, and objects.

Article: "Is That Agency Tweet a Federal Record?"

Featured in *FedTech*, July 30, 2014. Article originally published in the Summer 2014 issue of *FedTech*.

Social media is becoming more predominant in our private lives but it is also having an impact on institutions responsible for creating, managing and disposing of information. Is your Twitter correspondence considered a government record? This article discusses the view of the National Archives and Records Administration.

See also: "Can social media analytics and open data pair up?"; "7 Tips for Managing Digital Information Overload"

Article: "USC Digital Repository shapes the future of archiving"

Written by: Channing Sargent, *USC News*, May 20, 2014.

This article profiles the University of Southern California (USC) Digital Repository.

Article: "Taming the Chaos of E-Discovery with Workflows, Project Management and Technology"

Written by: James Fitzgerald, Director of Strategic Alliances, Exterro and Daniel P. Coppola, Managing Director, Huron Legal, featured in *KMWorld*, June 3, 2014.

The e-discovery process that organizations follow is not without problems. Mistakes made during this process can increase costs; lead to sanctions; adversely affect the organization's reputation; and affect the morale of employees. In this article the author describes how organizations can mitigate and tame the chaos of e-discovery.

Books

Selected Readings

Robert F. Smallwood, Information Governance: Concepts, Strategies, and Best Practices, 2014.

> Information can be valuable, but how is that value affected by the huge costs involved in storing and maintaining it? How can information be kept, stored, secured, accessed, and when necessary, destroyed in a way that is consistent with legal requirements? This book provides answers to these questions and many more. From broad concepts to the fine details of implementation, this book is an essential first step in any successful Information Governance program.

Multiple authors, Edited by Elizabeth Lomas, Information Management Solutions: Communications and collaboration in a Web 2.0 world, 2014.

> Most organizational information is now created and conveyed as communications via email, instant messaging, or on social media, and may be inside an organization's networks or externally on hosted social networks. This book addresses the reality of the divided information world that organizations need to work with and manage, asks why this is the case, and puts relevant management structures and solutions in place. This multi-authored work provides a practical and international perspective focusing on the information management of communications.

Ian Ruthven and G.G Chowdhury, Cultural Heritage Information Access and Management, 2014.

> Recent developments in information and communications, Web and mobile technologies have significantly increased research and development activities aimed at the creation and management of digital cultural heritage resources. This book provides an overview of different information management issues and challenges associated with cultural heritage information. Readers will be updated on the research in digital cultural heritage, focusing particularly on the knowledge organization, access, user and usability issues, digital cultural heritage information systems and services.

Charles Kecskeméti and Lajos Körmendy: Les écrits s'envolent: La problématique de la conservation des archives papier et numériques, 2014. (French only)

> Archives store the memory of the past. Without archives, we would not be able to learn about our history and accumulated knowledge going back centuries. In today's computer-based world there is no guarantee that the records of the present will not be lost to future generations. Will our CDs, video games, emails, contributions to websites and digital photographs still be readable and accessible in 20 years? In 50 years?