

# Governance and Recordkeeping Around the World

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**R**edundant

**O**utdated

**T**rivial

ROT: Taking Control of Digital Debris



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—Office of the Information Commissioner of Canada

##### [Recommendations released to modernize the \*Access to Information Act\*](#)

The [Access to Information Act](#) was adopted in 1982. In March 2015, the Information Commissioner of Canada produced a report with 85 recommendations for modernizing the Act. See also: [Act should cover all of government](#); [“La commissaire à l’information dresse ses recommandations pour réformer la Loi”](#) (French only)

#### Government of British Columbia

##### [Province modernizes how information is managed](#)

In an effort to modernize the management of information, the government has introduced the [Government Information Act](#). This includes transitioning from paper records to digital, starting in 2015.

#### Government of Ontario

##### [Open Data Directive will ensure more data is accessible to the public](#)

Ontario’s new Open Data Directive, scheduled for release in the fall of 2015, will compel Ontario ministries and provincial agencies to make data public unless exemptions apply. As of April 2015, Ontario has released 185 [data sets](#).

### Australia

##### [Australian state governments are moving to the cloud](#)

Governments of Queensland and [New South Wales](#) are focusing on getting agencies “cloud ready.” This includes developing implementation models and strategies; building cloud foundations; and procuring cloud solutions.

##### [Digital Service Standard determines criteria for government digital services](#)

Australia’s Digital Transformation Office has released the Digital Service Standard. It establishes the criteria that Australian Government digital services must meet before they are launched. See also: [More funds for digital government services](#); [Single electronic location for government correspondence](#)

## China

### [Dormant websites to be identified](#)

China is beginning the process of determining which government websites are dormant or no longer required, and making existing sites more efficient.

## India

### [“Digital locker” created to store digitized copies of documents](#)

The state government of Madhya Pradesh has implemented the “digital locker.” This “locker” promotes the concept of paperless governance permitting every citizen to safely and securely store digitized copies of documents.

See also: [How the “digital locker” works](#)

## Ivory Coast

### [Government launches digitization campaign](#) (French only)

Whether an archives is large or small, digitization has become a must. The Ivory Coast government is no exception as it has launched a campaign to digitize its records. There is a video of this announcement.

## Malaysia and Taiwan

### [Emphasis is placed on big data](#)

The National Big Data Analytics Innovation Network has been launched in Malaysia. Its goal is to increase the adoption of [big data](#) analytics in that country.

See also: [Malaysia: Big Data Digital Government Lab](#); [Taiwan: Big Data Alliance](#)

## South Korea

### [World’s first cloud computing Act](#)

The Korean National Assembly has passed the world’s first cloud computing Act. Available only in Korean, The *Development of Cloud Computing and Protection of Users* will permit government to use cloud computing, increase research, and ensure that data is protected.

## Thailand

### [Entire National Library collection will be online by 2018](#)

All books and the entire archive in the National Library of Thailand will be digitized and available online between 2015 and 2018. This comprises approximately one million books as well as other printed works.

## The Netherlands

### [Scientist's teleport data](#)

Teleporting data? It's no longer science fiction. Physicists at the [Kavli Institute of Nanoscience at the Delft University of Technology](#) were able to teleport information a distance of 10 feet.

See also: White Paper: [Quantum teleportation](#)

## Tunisia and Iran

### [National Libraries to work together](#) (French only)

The National Libraries of Tunisia and Iran have signed an agreement that will see the two libraries exchange information and expertise.

## United Kingdom

### [Public sector embracing the cloud](#)

In the past year, the use of cloud computing by the United Kingdom's public sector has increased from 53 percent to 82 percent.

## United States

### **Federal Government**

#### [A single classification category will be established](#)

By the end of 2015, if everything goes as planned, a single classification category "[controlled unclassified information \(CUI\)](#)" will go into effect, followed by a three- to four-year implementation plan. This is a result of a White House [executive order](#).

See also: [Guidance on CUI issued](#)

#### [ARMA requests additional resources for managing electronic records](#)

ARMA International has asked the United States Congress to provide federal records managers with the tools, resources, and authorities required to comply with the increase in legal and regulatory responsibilities for electronic records management.

## Wales

### [Chief digital officer appointed to focus on digital services](#)

The first chief digital officer in Wales has been appointed to ensure that digital delivery of services to the public are continued and improved upon including Wales ['Digital First' strategy](#).

See also: [Single publishing platform](#)

## Section 2—Events

### Annual Meetings and Conferences

#### National

##### November 2015

###### [NCR Fall IM Days 2015](#)

Conference details to follow.

25–26 November 2015 (with supplemental workshops on November 24)  
Ottawa, Ontario, Canada

##### January 2016

###### [2016 Ontario Library Association Super Conference](#)

Conference details to follow.

27–30 January 2016  
Toronto, Ontario, Canada

##### June 2016

###### [Association of Canadian Archivists 41st Annual Conference](#)

Conference details to follow.

Hosted by the Association of Canadian Archivists, 2–4 June 2016  
Montreal, Quebec, Canada

#### International

##### December 2015

###### [Asian Digital Library Conference 2015](#)

The conference explores digital libraries as a broad foundation for interaction with information and information management in a digital world.

Hosted by the International Conference on Asian Digital Libraries, 9–12 December 2015, Seoul, South Korea



## **January 2016**

### [The 4th International Conference on Innovation and Information Management \(ICIIM 2016\)](#)

Researchers, engineers, academicians and industrial professionals present their research results and development activities in innovation and information management.

18–19 January 2016, Brisbane, Australia

## **March 2016**

### [Joint Technical Symposium 2016](#)

“Sustainable Audiovisual Collections Through Collaboration”

This symposium explores the technical issues affecting the long-term survival and accessibility of audiovisual collections.

Hosted by the South East Asia Pacific Audio Visual Archive Association ([SEAPAVAA](#)) and the [National Archives of Singapore](#), 7–9 March 2016, Singapore

## **April 2016**

### [AIIM 2016 Conference](#)

Conference details to follow.

Hosted by AIIM, 26–28 April 2016, New Orleans, Louisiana, United States

## **May 2016**

### [IRMS Conference 2016](#)

This conference provides an opportunity for participants to get an independent view on the key challenges surrounding the role of information as the new global currency.

Hosted by the Information and Records Management Society, 15–17 May 2016  
Brighton, England

### [2016 PRISM International Annual Conference](#)

Conference details to follow.

Hosted by Professional Records & Information Services Management (PRISM) International, 16–19 May 2016, Bonita Springs, Florida

## Section 3—Current Trends and Products

### Recordkeeping: Current Developments, Projects and Future Initiatives

#### Canada

##### [City of Kamloops—Newshound \(Newspaper Archive\)](#)

The newspaper archive offers users an online searchable database, which will replace a less effective system that required volunteers to index newspapers by subject.

##### [Simon Fraser University Archives—Digital Records Repository project](#)

Archivists at Simon Fraser University archives are working to ensure that their digital records from the past and present are stored in a repository that is accessible to future generations.

See also: [200 million pages of digital historic content are now accessible](#); [Archival Digital Repository Technical Overview](#)

#### Australia

##### [Federal Government—govCMS \(Content Management System\)](#)

The Australian government has found a solution to reduce the cost of running its [main website](#). It has developed a content management system, known as govCMS, which is hosted on the cloud.

##### [National Institute for Experimental Arts—iGLAM Lab](#)

[iGLAM](#) is a research group laboratory that combines cultural and natural heritage with cutting-edge technology. It works to facilitate engagement with cultural heritage, preserving original cultural sites and objects.

See also: [Computer Archaeology Laboratory: conserving superseded software and hardware](#)

#### Europe

##### [Promoting and Enhancing Reuse of Information throughout the Content Lifecycle taking account of Evolving Semantics \(PERICLES\)](#)

The PERICLES project addresses the challenge of ensuring that digital content remains accessible in an environment that is subject to continual change by taking a ‘preservation by design’ approach. It has also released an Extraction [Tool](#) (PET).

## France

### [VITAM project](#) (French only)

VITAM is an open source program that addresses the challenges and problems of archiving data. Its goal is to develop a reusable electronic archiving base that efficiently classifies, stores and safeguards government digital documents.

See also: [More on VITAM](#)

### [National Archives—ADAMANT : Administration Des Archives et de leurs Métadonnées aux Archives nationales dans le Temps](#) (French only)

It is essential that government information is preserved to ensure proper governance, accountability, transparency and as a record for future generations. This project will fulfill these goals by improving the retention of and access to information produced by government.

See also: [“Cadre méthodologique pour l’évaluation, la sélection et l’échantillonnage des archives publiques”](#)

## New Zealand

### [National Archives—Records Toolkit Website](#)

This website provides recordkeeping advice.

## Switzerland

### [Long-term historical document preservation](#)

Researchers at the [Federal Institute of Technology ETH Zurich](#) have been able to write digital information on [DNA](#), encapsulate it in a protective layer of glass and apply an algorithm when reading it. This allows data, such as historical documents, to be decoded and preserved for thousands and perhaps even millions of years.

### [Project to preserve research data](#) (French only)

This project will ensure the sustainability of scientific results in the humanities.

## The Netherlands

### [Museum digitization project](#)

The [Rijksmuseum](#) in Amsterdam has set an ambitious goal of digitizing all of the objects in its collection. That’s one million objects by 2020.

## United Arab Emirates

### [Smart Government initiative](#)

The Smart Government initiative of the United Arab Emirates came into effect in May 2015, directing government departments to make all their services available through smart platforms.

## United Kingdom

### [British Library—LibCrowds \(Crowdsourcing Platform\)](#)

[LibCrowds](#) is a platform dedicated to hosting experimental crowdsourcing projects aimed at enhancing access to British Library collections.

### [Wellcome Library—Cloud-based digital library platform project](#)

As of June 2015, the Wellcome Library has digitized over 16 million pages. The library is now looking to cloud computing and will develop a prototype Digital Library Cloud Services (DLCS) platform.

## United States

### [George Washington University—Preserving Social Media Data for Future Research](#)

Librarians at [George Washington University](#) are expanding a project to store data from social media sites to include Tumblr and YouTube. The librarians have developed a process that significantly speeds up the collection of social media data.

### [Government of Hawaii—Gamification of state online services](#)

To increase citizen engagement, the government of Hawaii is the first state to add [gaming-based features](#) to the [state portal](#). Evidently this is a [popular feature](#) as there are 400,000 registered users, and the list is growing.

### [Harvard University—Adopting forensic techniques to safeguard material stored on obsolete formats](#)

Harvard is working on adopting a technology and process to preserve its digital content through the use of digital forensics before it becomes unusable and inaccessible.

### [University of California, Berkley—Large Hadron Collider Technology \(audio preservation\)](#)

The [University of California, Berkeley](#) is applying the collider technology to 2,700 wax cylinders to improve their sound quality.

## Products and Tools from Around the World

### Canada

[Bibliothèque et Archives nationales du Québec—“Recueil de gestion des documents et des archives des services de police 2015”](#) [PDF] (French only)

This is an example of a classification plan and retention schedule for the Quebec municipal police service that has been updated to reflect technological and legislative changes since 1992. See also: [Aide-mémoire](#); [Les calendriers de conservation : nouveaux établissements, nouvelles règles](#)

[Government of British Columbia—“Managing Website Content”](#) [PDF]

The government of British Columbia has produced “Managing Website Content,” which assists organizations in following best practices to manage their website content.

### Australia

[Government of New South Wales—Enhancing the effectiveness of an EDRMS/ECM system](#)

This case study describes a New South Wales local council multi-phase project to improve the effectiveness and comprehensiveness of their digital records management program. See also: [Another council’s case study](#)

[National Archives—“Digital information and records management capability matrix”](#)

By 2015 the National Archives of Australia (NAA) will no longer accept paper records from agencies. The NAA has created the digital skills matrix to assist these agencies. The [matrix](#) outlines the capabilities that agencies need to transition to fully digital information management and to ensure information remains accessible and usable over time.

### France

[“Doc Explore”](#) (French only)

La bibliothèque Villon de Rouen has developed a tool that allows manuscripts, which are too fragile to handle, to be accessed digitally via a large digital reading table. Includes video.

[National Archives—“Élaborer une charte courriels et l’inscrire dans une stratégie d’archivage”](#) [PDF] (French only)

The chart provides guidance to organizations in the management and archiving of their emails.

## Mexico

### [Interactive Codex Mendoza App](#)

This app has digitally brought to life a 16th-century document considered to be one of the most important primary sources on the Aztecs of pre-Columbian Mexico.

## United Kingdom

### [Attensity—Semantic Annotation solution and software development kit \(SDK\)](#)

The solution and SDK collects data that is generated through hard-to-track documents including social media posts, emails, and surveys, and runs them through an engine that sorts the information.

### [National Archives—“Web archiving and Web continuity guidance”](#)

This includes technical guidance and limitations for Web archiving; guidance for digital and records management teams; and creating an official public inquiry website.

## United States

### [Concept Searching—conceptTaxonomyWorkflow](#)

This software [tool](#) manages enterprise metadata giving organizations the ability to manage access, information management, information rights management, and records management policy application within their respective business units and functional areas.

### [Five College Consortium—“Digital Preservation: A Planning Guide for the Five Colleges”](#)

The guide is designed to assist institutions as they begin their digital preservation activities.

### [Indiana University—MediaSCORE and MediaRIVERS](#)

MediaSCORE enables a detailed analysis of degradation and obsolescence risk factors for most analogue and physical digital audio and video formats. MediaRIVERS guides a structured assessment of research and instructional value for media holdings.

### [Library of Congress—PREMIS Data Dictionary for Preservation Metadata \(Version 3.0\)](#)

The PREMIS Data Dictionary and its supporting documentation is a comprehensive, practical resource for implementing preservation metadata in digital archiving systems.

## Studies and Surveys

### Global

Study: [“Digital Government: Pathways to Delivering Public Services for the Future”](#) January 2014. [PDF]  
(Download is free)

Conducted by: [Accenture](#)

This comparative study of digital government surveyed 5,000 people in 10 countries: Brazil, Germany, India, Norway, Saudi Arabia, Singapore, South Korea, the United Arab Emirates, the United Kingdom and the United States.

This in-depth study reveals that governments are focusing on their digital strategy; investing in key information and communications technology assets; and leveraging the power of emerging technologies.

But there is still work to be done.

### United States

Survey: [“Iron Mountain Federal Records Management Survey Summary Report”](#) March 2015. [PDF]  
(Download is free)

Conducted by: [Iron Mountain](#) and [Market Connections](#)

One hundred and fifty federal government employees involved with records management were surveyed.

They were asked to identify the current state of records and information management confidence levels among key federal managers, including records professionals and Lines of Business management.

One of the key findings was that 85 percent of the respondents said they were not fully convinced that current records management practices were meeting the needs of their agency.

Survey subjects included email policy, receiving records management training, and risk to agency records.

See also: [Audio Interview](#)

## ROT: Taking Control of Digital Debris

This special section of the newsletter summarizes the problems organizations are facing with respect to ROT and provides advice and tools on how organizations can effectively manage and reduce their ROT.

### What is ROT?

ROT stands for redundant, outdated and trivial content—content that is no longer useful to the organization. And it's causing problems! Not because it exists, as all organizations will usually have more ROT than records of business value, but because organizations are not identifying and managing it effectively.

### Managing Electronic Records

Managing all types of records is certainly challenging; however, managing electronic records is proving to be the most difficult because they are often kept when they no longer have any business value. This results in an overload of data on servers and shared drives, and increases the risk and cost of information not being found for litigation, audits, and access to information requests.

### The Importance of Tools and Policies

Most organizations are already managing their emails fairly well. But when it comes to other content, there are problems. In many organizations there is no data cleanup or automated classification tools in place to determine what stored content is ROT and what is of business and enduring value. In addition, very few organizations have information governance policies and, if they do, they are not followed for the most part. ROT in shared drives and electronic document systems is not the only focus for organizations. ROT in websites is also an issue that organizations must deal with.

### Taking Control of ROT

AIIM has produced a white paper “Valuable Content or ROT: Who Decides?” to assist organizations in managing their ROT. Other helpful information is also included below. ROT may always be around, but this doesn't mean it has to control organizations—organizations can control ROT.

See also: [AIIM White Paper](#); **White Paper:** [Disposing of Digital Debris](#); [Slidecast: “What’s That Smell? Your content ROT!”](#); [Video: ROT Clean Up](#); [Treasury Board of Canada Secretariat: Reduce Redundant, Outdated and Trivial Content](#); **Your Website:** [7 Ways to Identify ROT Content](#) and [ROT Review](#); **Products:** [Intelligent Retention and Content Management Solution](#); [Document Classification](#)



## Section 4—Selected Readings and Recordings

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

#### Canada

Report: [“Leading in the Digital World: Opportunities for Canada’s Memory Institutions”](#) [PDF]

Published by the Council of Canadian Academies, 2015.

This report explores the challenges and opportunities that exist for libraries, archives, museums, and galleries as they adapt to the digital age.

#### Australia

Article: [“Strategies to create a big data management plan: 2015 roadmap”](#)

Written by: Shahida Sweeney, CIO, February 24, 2015.

The author describes how organizations can effectively manage their big data strategy.

See also: [Australian Public Service Better Practice Guide for Big Data](#) [PDF]

#### Belgium

Article: [“Des archives d’une valeur exceptionnelle”](#) (French only)

Written by: Jean-François Pacco, *L’Avenir*, December 2, 2014.

The author profiles the [Archives de l’État à Namur](#) part of the Archives de l’État en Belgique.

#### France

Article: [“Archivage: La gestion documentaire”](#) (French only)

Featured in *Le nouvel Economiste.fr*, 2015.

With the ever-increasing amount of information being created today, organizations must be diligent in ensuring that it is properly archived.

#### Germany

[“COAR Roadmap: Future Directions for Repository Interoperability”](#) [PDF]

Published by: Confederation of Open Access Repositories, February 2015.

The roadmap identifies important trends and their associated action points for the repository community. This will assist COAR to determine priorities for future interoperability efforts.

## New Zealand

### [Videos from the National Digital Forum 2014 Conference](#)

The National Digital Forum has released a series of videos from its 2014 conference.

## South Africa

Article: [“Are organisations missing proactive unstructured data management?”](#)

Written by: Chris Hathaway, director at [Soarsoft International](#), featured in *IT News Africa*, February 17, 2015.

In this article the author discusses the importance of organizations managing risk, such as legal and financial, specifically when it pertains to archiving emails.

## United Kingdom

Article: [“Mapping the enterprise messaging regulatory maze”](#)

Written by: Martin Bonney, senior director, [International Consulting Services](#) and Deborah Blaxell, [Epiq Systems](#), featured in *Information Age*, April 23, 2015.

As more social networking sites are created, more information is produced, adding challenges and implications that organizations need to address and manage.

## United States

White Paper: [“The True ROI of Information Governance”](#) [PDF]

Published by: [Osterman Research](#), February 2015.

Organizations are dealing with a problem that is getting worse: Having too much information and how to manage it. This white paper discusses how organizations can take control of their information through effective [information governance](#).

Report: [“Orphan Works and Mass Digitization”](#) [PDF]

Published by: The [United States Copyright Office](#)

This in-depth report discusses orphan works and mass digitization.

Article: [“Archiving in Today’s Digital Haystack”](#)

Written by: Susan Ashworth, *TV Technology*, April 3, 2015.

What do you do once your media is stored in the cloud? This is one of the questions the author poses and discusses, along with: What do you store online? What do you relegate to disk storage? Where do you go from there?

## Books

### Selected Readings

[Ann Newman, \*Demystifying the Cloud: A Guide to Understanding Cloud Computing\*, 2015.](#)

This book outlines the essential information individuals and organizations need to understand to make informed decisions about cloud computing.

[Edited by: Luciana Duranti and Patricia C. Franks, \*Encyclopedia of Archival Science\*, 2015.](#)

This comprehensive guide to archival concepts, principles, and practices features 154 entries, which address every aspect of archival professional knowledge.

[Edited by: Sam Brylawski, Maya Lerman, Robin Pike, Kathlin Smith, \*ARSC Guide to Audio Preservation\*, 2015.](#)

The ARSC (Association for Recorded Sound Collections) *Guide to Audio Preservation* is a practical introduction to caring for and preserving audio collections for organizations that have recorded sound collections but lack the expertise in one or more areas to preserve them.

[Multiple Authors, \*Intégrer des ressources numériques dans les collections #29\*, 2014. \(French only\)](#)

This book discusses how to manage electronic documentation.

[Published by: Archimag.com, \*Guide pratique : Bibliothèques, les nouveaux modèles – Number: 52\*, 2015. \(French only\)](#)

This guide discusses how libraries have begun their digital transformation by offering services and digital content, which makes the assumption of relying on new models.

[Edward M. Corrado and Heather Lea Moulaison, \*Digital Preservation for Libraries, Archives, and Museums\*, 2014.](#)

*Digital Preservation in Libraries, Archives, and Museums* represents a new approach to getting started with digital preservation: what cultural heritage professionals need to know as they begin their work. The information in this book focuses on management issues and best practices.

[Edited by: Michael Moss, Barbara Endicott-Popovsky and Marc J. Dupuis, \*Is Digital Different? How information creation, capture, preservation and discovery are being transformed\*, 2015.](#)

This book brings global experts together to discuss the impact of new technology on information services.