



**MOREQ2 AS A VEHICLE FOR
BEST PRACTICE
IN RECORDS MANAGEMENT:
ESTABLISHING A SOLID PLATFORM FOR
FUTURE COLLABORATION**

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DLM Forum

European Conference on Digital Archiving, Geneva, 28 April 2010

Agenda

- ▶ Introduction: The DLM Forum
- ▶ Specifications for Electronic Records Management
- ▶ ICA Specification
- ▶ MoReq2 Specification
- ▶ DLM Forum's MoReq2 Governance Framework
- ▶ MoReq Roadmap
- ▶ MoReq2010
- ▶ The need for compatibility
- ▶ Our desire for collaboration

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Introduction: The DLM Forum

- ▶ DLM: "Document Lifecycle Management"
- ▶ Created by the European Commission in 1997
- ▶ Now established as a not-for-profit Foundation
- ▶ Membership organisation
 - National, State archives
 - Software companies
 - Consultants and experts
- ▶ **Dedicated to the study, standardisation and implementation of document, records and information lifecycle management**



Members include...



...and others



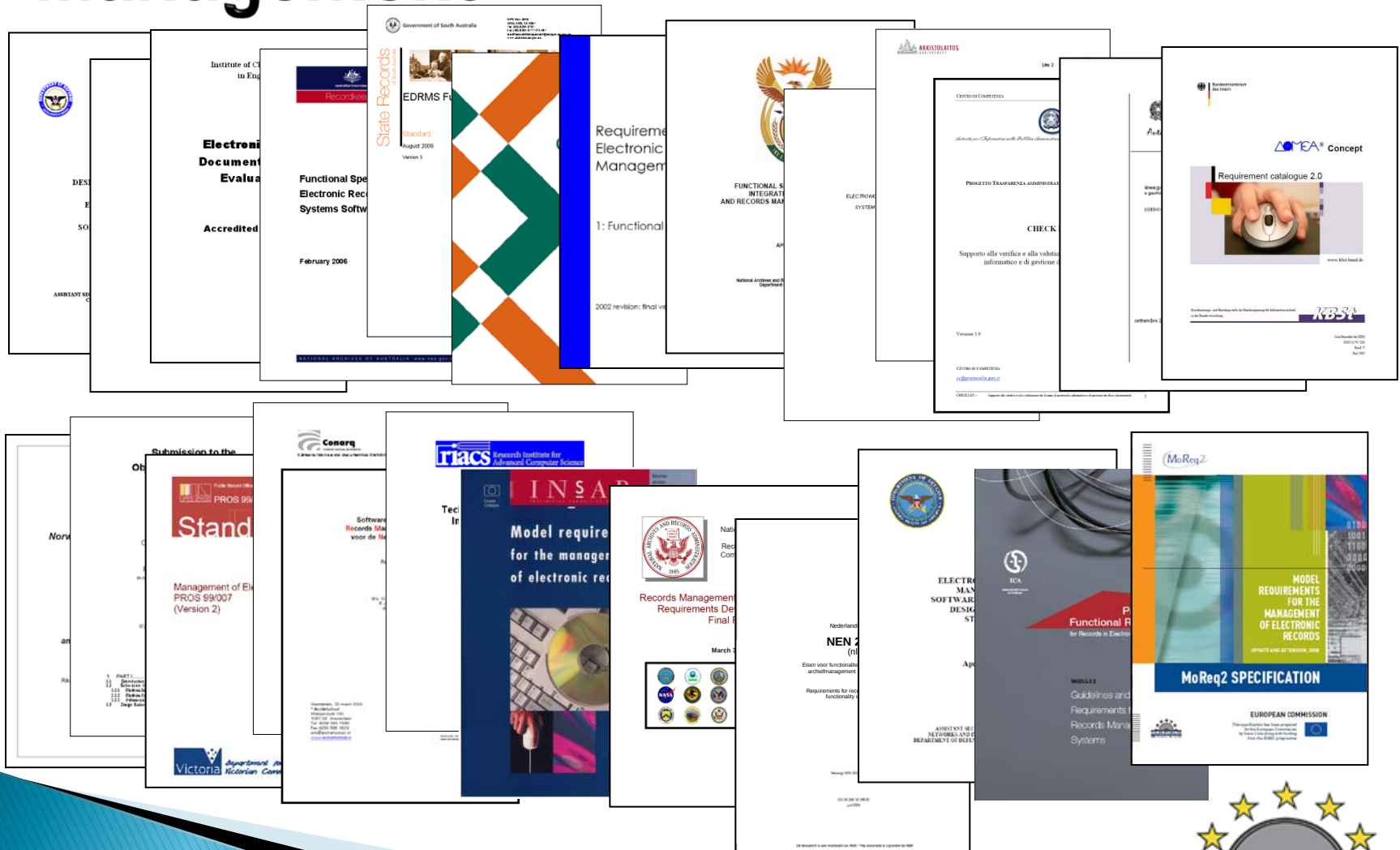
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What is a “Specification for Electronic Records Management”?

- ▶ Note: **Records management** in the Anglo-Saxon sense – live records, not archival management.
- ▶ A formal definition of what a software system must and should do to manage records
- ▶ A formal statement of requirements
 - “The system must...”
 - “The system should...”
- ▶ Normally dozens or hundreds of formal requirements
- ▶ Provides guidance for
 - System developers
 - Buyers of systems

Specifications for Electronic Records Management



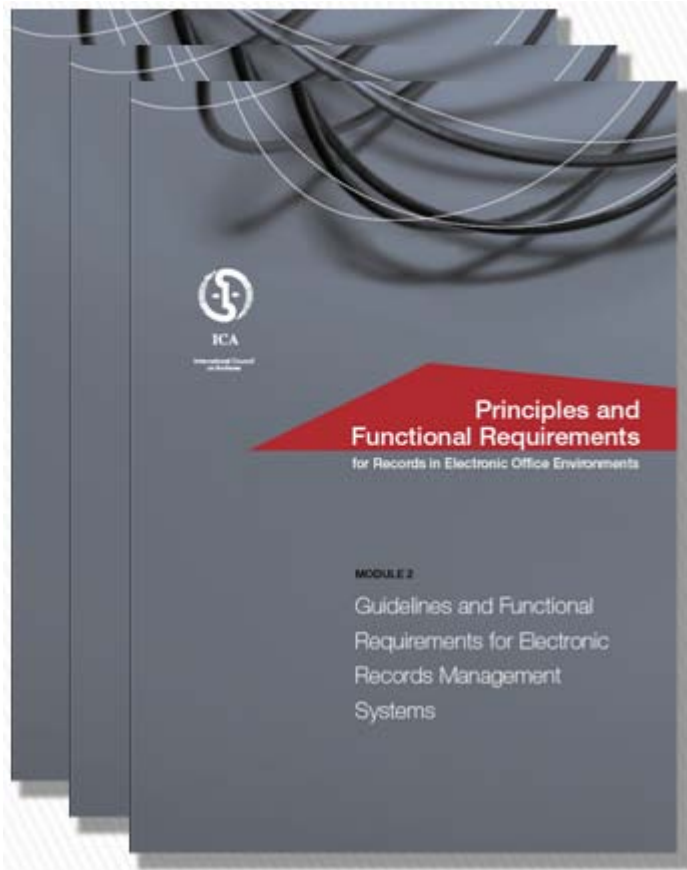
Specifications for Electronic Records Management

- ▶ Most apply only to the public sector or government
- ▶ All of these are strictly national except for two...
- ▶ Two specifications are international and cross-sectoral:
 - ICA Specification
 - MoReq Specification

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ICA Specification



- ▶ Published 2008 by ICA
- ▶ Worldwide scope
- ▶ De facto standard
- ▶ Three volumes:
 - Overview & principles
 - ERMSs
 - Business systems
- ▶ High level – not detailed
- ▶ Guidance – not testable

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MoReq Specification



- ▶ MoReq (“MoReq1”) 2001
- ▶ MoReq2 2008
- ▶ Published by DLM Forum
- ▶ European scope – but adopted worldwide
- ▶ 4 components
- ▶ De facto standard
- ▶ Highly detailed
- ▶ Testable

The 4 MoReq2 components



► Requirements specification

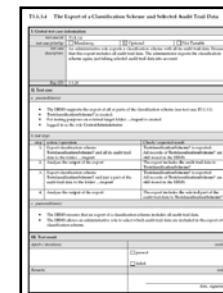
► Metadata model

► xml schema

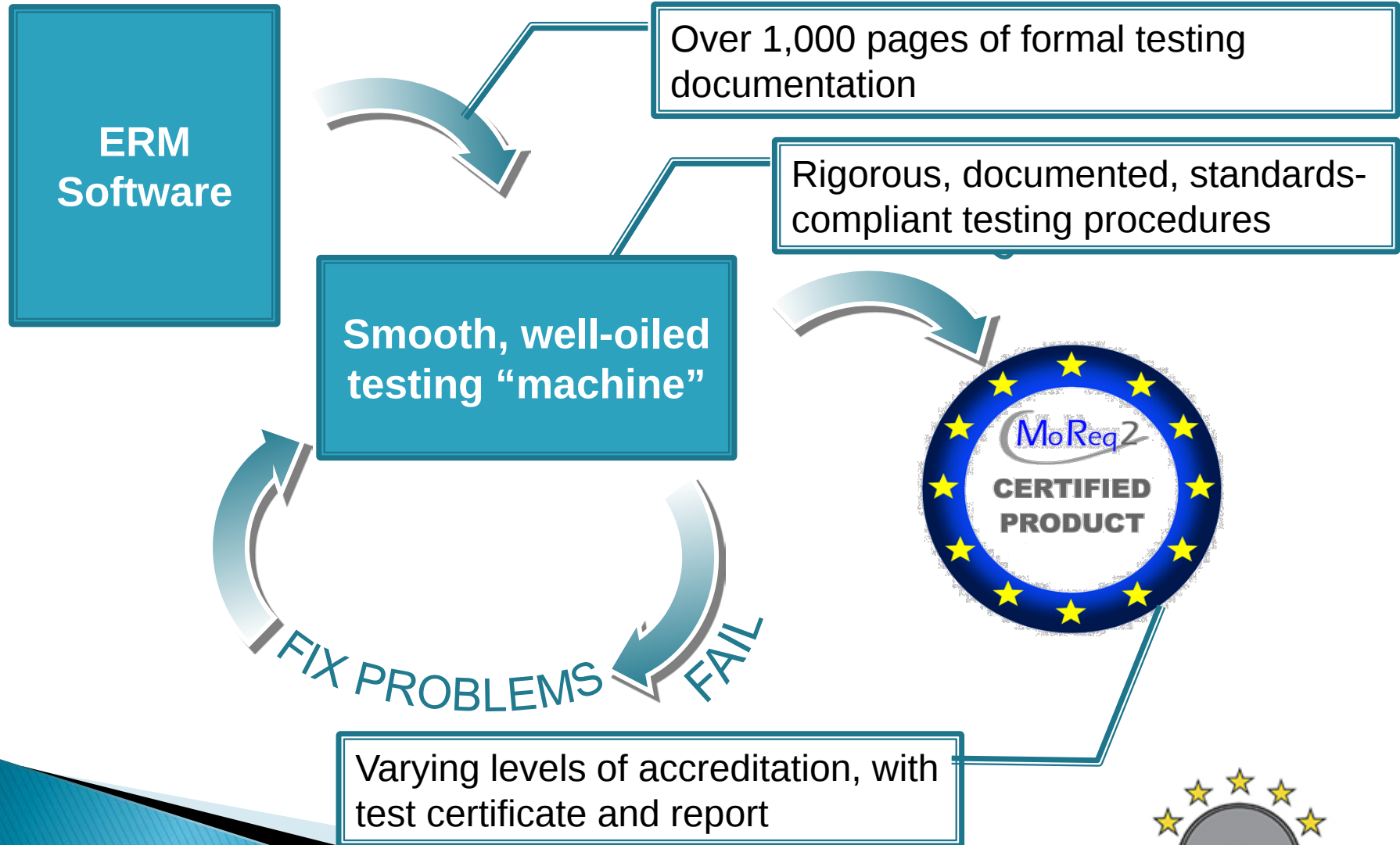
► Testing Framework

M047: Description abstract description

	Obligation:	Optional	Occurs:	Once
Definition:	A textual description of the entity and its relevant content.			
Applies to:	class ☒	file ☒	sub-file ☒	volume ☒ record ☒
Populated:	Manually entered when the entity is created.			
Source	User.			
Default	None.			
Inheritance	None.			
Use conditions:	Can be changed by users who have appropriate access rights.			
Comment:	For classes and files, also known as "scope notes" – narratives intended to clarify the intended contents and/or exclusions of classes and files for the benefit of users. Also known as description. For e-mail value can be taken from RFC 2822 header field "comment" if present (at the time of writing it is rarely used).			
Requirements	3.1.10			



MoReq2 Testing Framework



Comparing the ICA and MoReq2 specifications (1)

	ICA	MoReq2
Published	2008	2008
Intended scope	World	Europe
Level of detail	Little	Lots
Metadata model & xml schema	No	Yes
Number of requirements	275	793
Number of words (approximate)	31,609	73,926
Number of pages	90	242
Business applications	Volume 3	No
Testable	No	Yes
Testing scheme	No	Yes

Comparing the ICA and MoReq2 specifications (2)

- ▶ The two specifications are highly compatible
- ▶ They are based mostly on the same principles

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MoReq website: <http://moreq.info>



Your language here | [Translator login/logout](#) | [Translate](#)



MoReq

Model Requirements for the Management of Electronic Records

[Home](#) ▶ [MoReq](#)



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Latest MoReq News

DLM Forum Announces Development of MoReq2010 to Advance Archiving and Information Compliance across Europe

The contract for MoReq2010, this year's successor to MoReq2 has been awarded by the Executive Committee.

[MORE](#)



MoReq Governance Board

- ▶ Martin Waldron, Weathervane Consult
- ▶ Marie-Anne Chabin, Archive 17
- ▶ Jon Garde, Journal IT
- ▶ Rory Staunton, Strategy Partners
- ▶ Jože Škofljanec, Archives of the Republic of Slovenia
- ▶ Hans Fredrik Berg, National Archives of Norway
- ▶ Ulrich Kampffmeyer, Project Consult
- ▶ Karl Mayrhofer, Fabasoft
- ▶ Thomas Rumi, imbus
- ▶ Jef Schram, European Commission



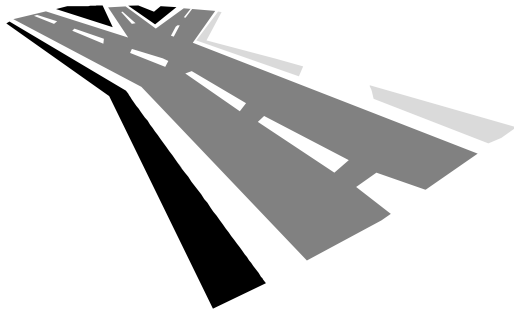
MoReq2 Governance Framework

Smooth, well-oiled testing
“machine”

Testing

Brand protection

MoReq2



Roadmap

Maintenance



Translations

Translations of MoReq2

Complete

- ▶ French
- ▶ Russian
- ▶ Russian
- ▶ Hungarian
- ▶ Slovenian
- ▶ Czech
- ▶ Romanian
- ▶ German
(metadata model only)

Near-complete

- ▶ Italian
- ▶ Catalan
- ▶ Spanish
- ▶ Korean

Started

- ▶ Chinese (parts)
- ▶ Estonian
- ▶ Portuguese (?)
- ▶ Dutch
- ▶ Polish

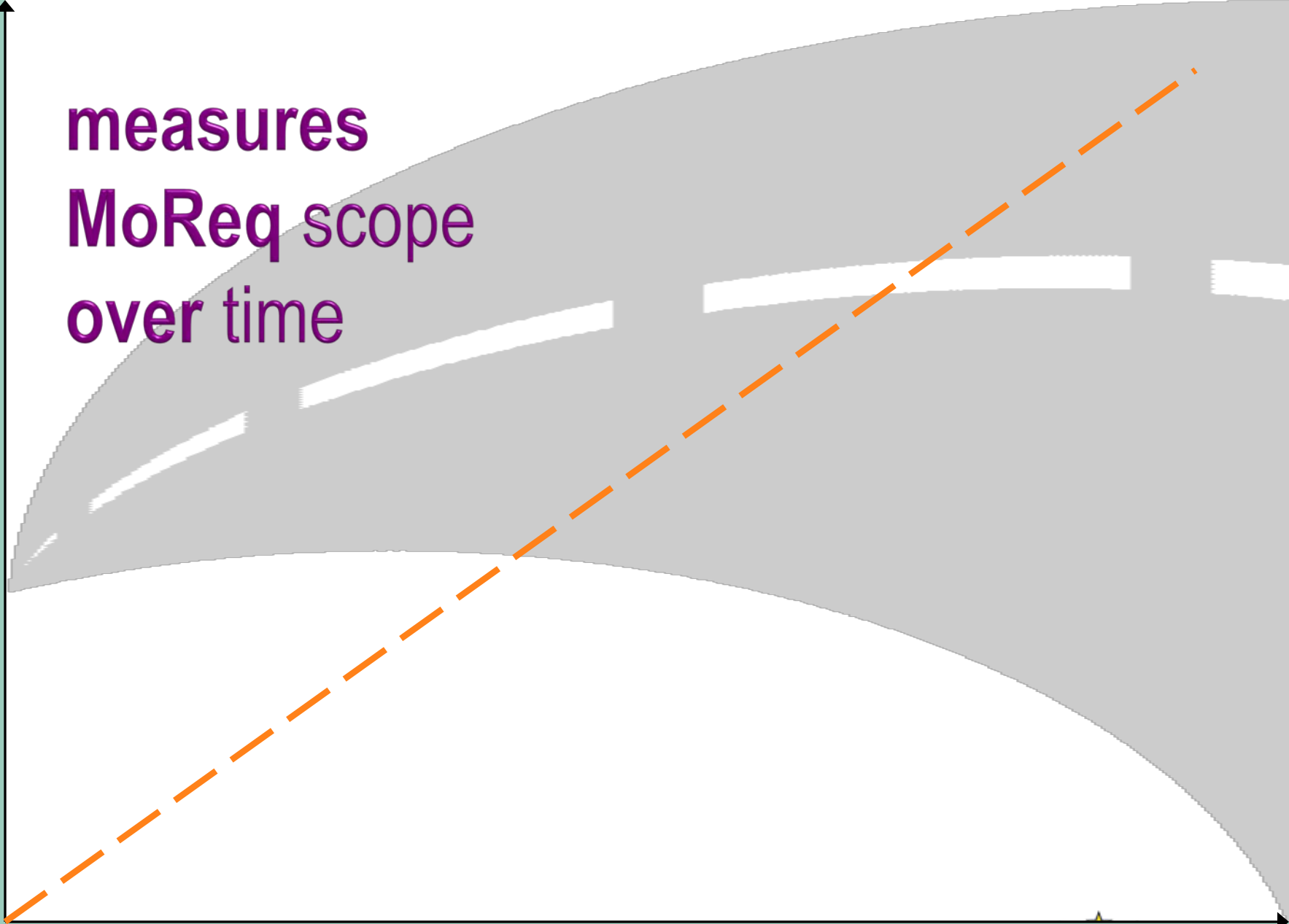
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scope

measures
MoReq scope
over time

time



scope

**guidelines & best
practice**



MoReq

2001

time

scope

testing &
certification



MoReq

2001



MoReq2

2005-8

time

scope

**modular &
scaleable**



MoReq

2001



MoReq2

2005-8



MoReq2010

2010

time

scope

multi-disciplinary



MoReq

2001



MoReq2

2005-8



MoReq2010

2010



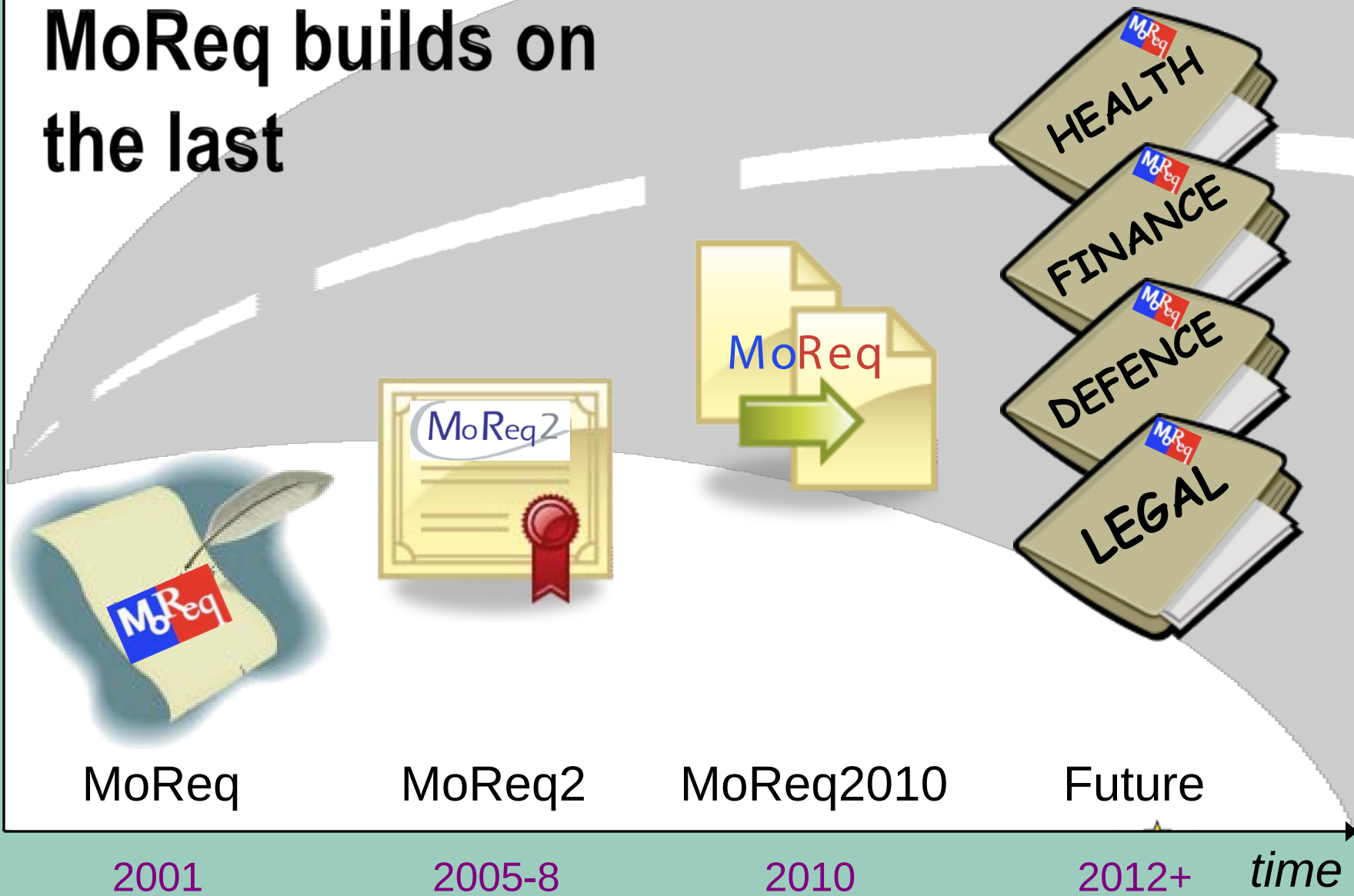
Future

2012+

time

scope

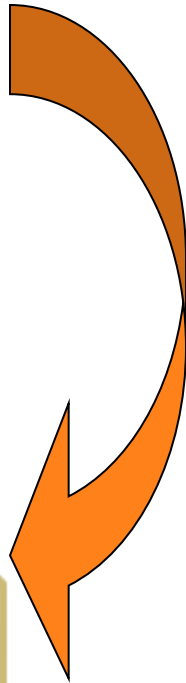
Each generation of MoReq builds on the last



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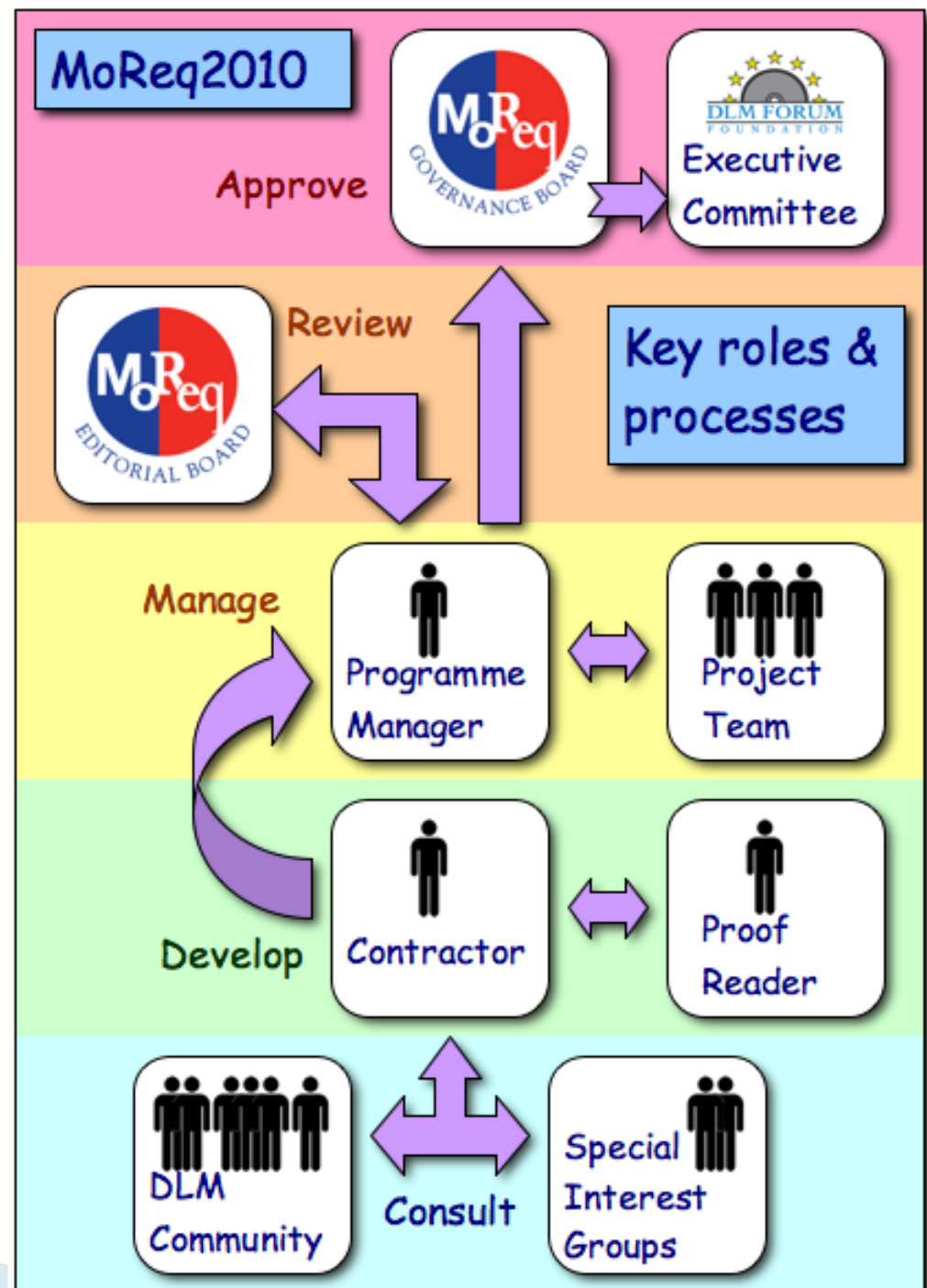
Getting there



MoReq2010 Work Programme

- ▶ 6-8 months development
- ▶ Delivery in 2010

MoReq2010



Two public consultation phases



Conceptual Collaboration

► May/June 2010



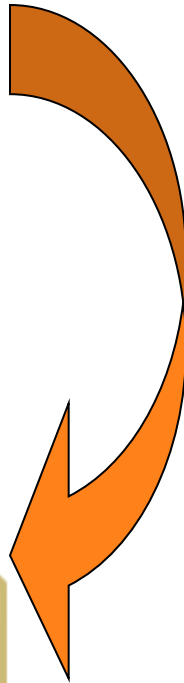
Requirement Collaboration

► September 2010

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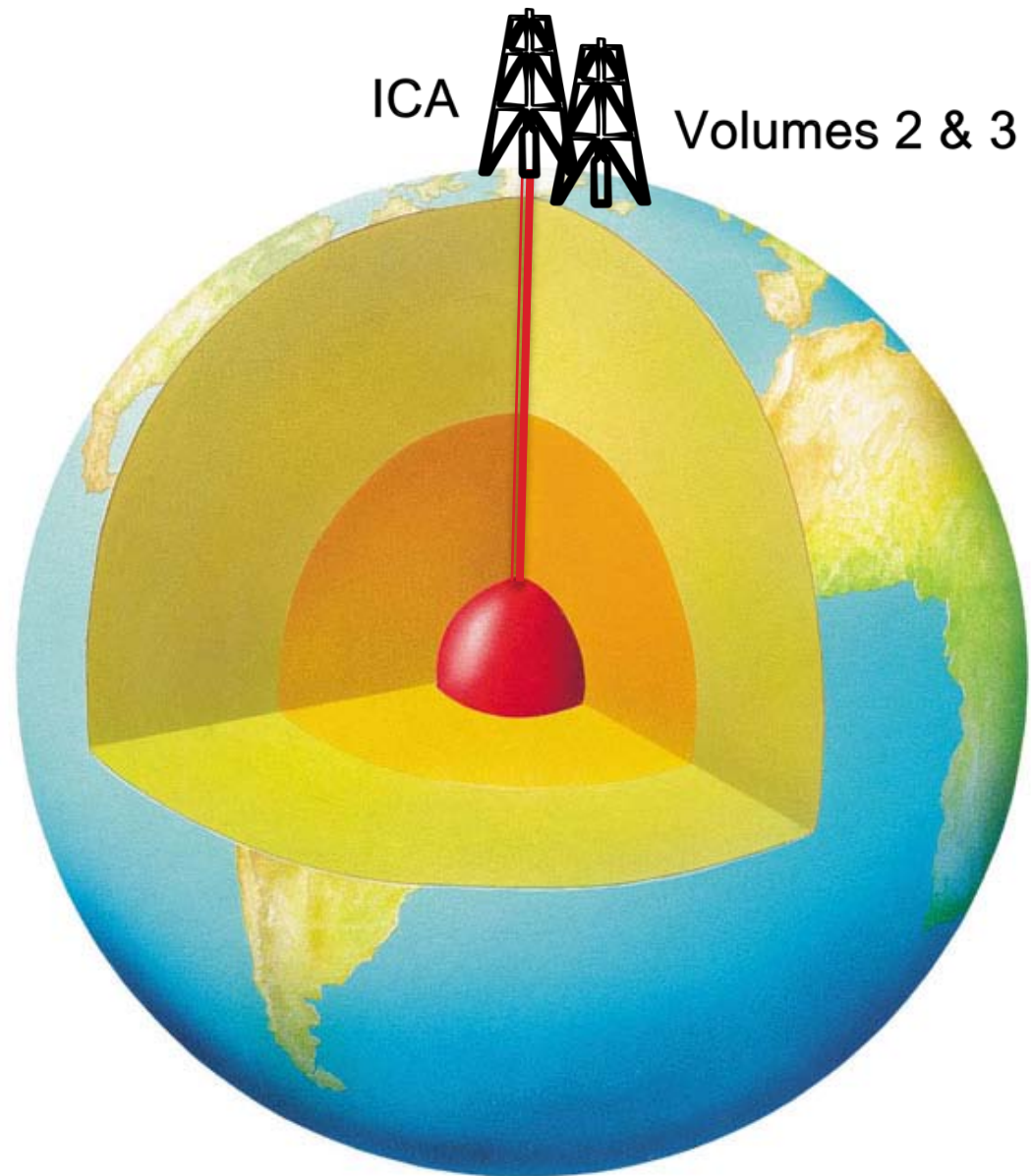
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MoReq2010



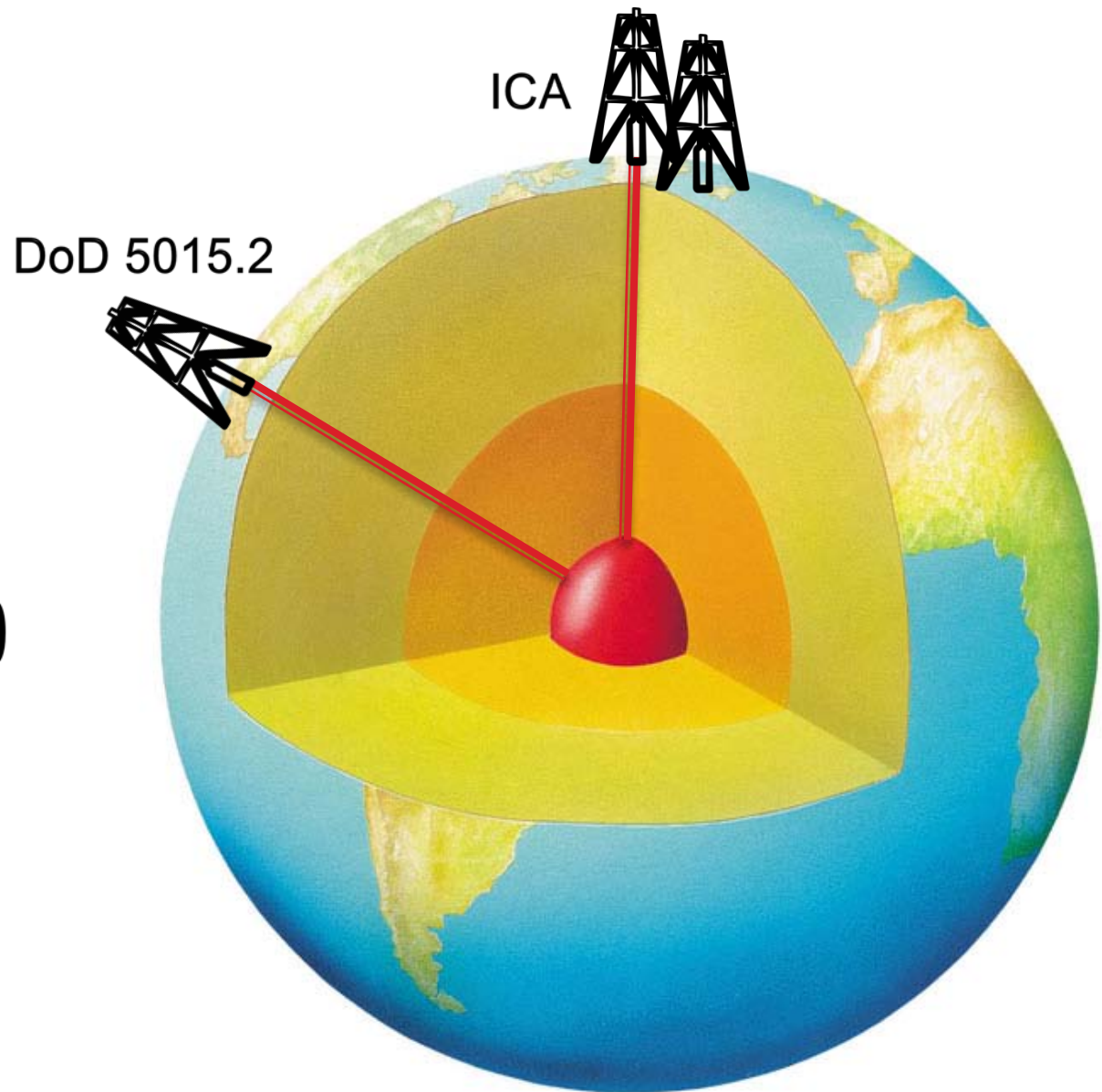
MoReq2010 based on a constant core
within a highly modular environment

MoReq2010 and ICA



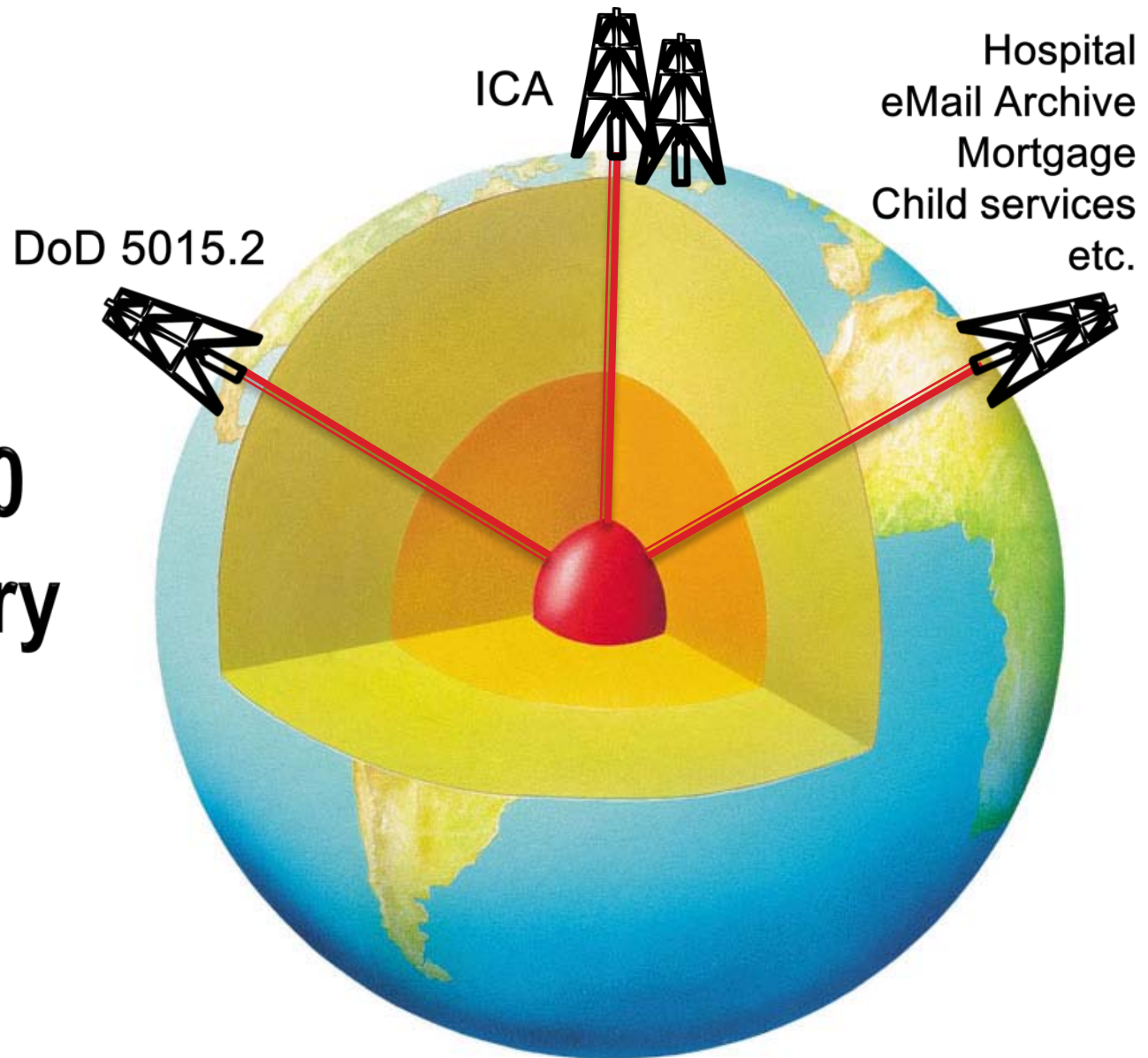
MoReq2010 based on a constant core
within a highly modular environment

MoReq2010 and DoD 5015.2



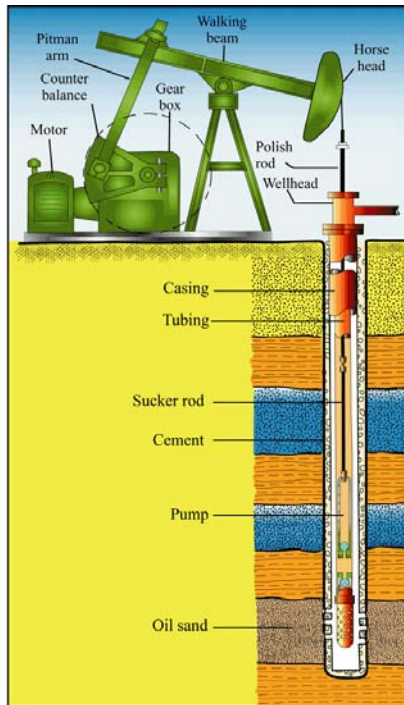
MoReq2010 based on a constant core
within a highly modular environment

MoReq2010 and industry standards



MoReq2010 based on a constant core
within a highly modular environment

Compatibility by mapping



DoD 5015.2



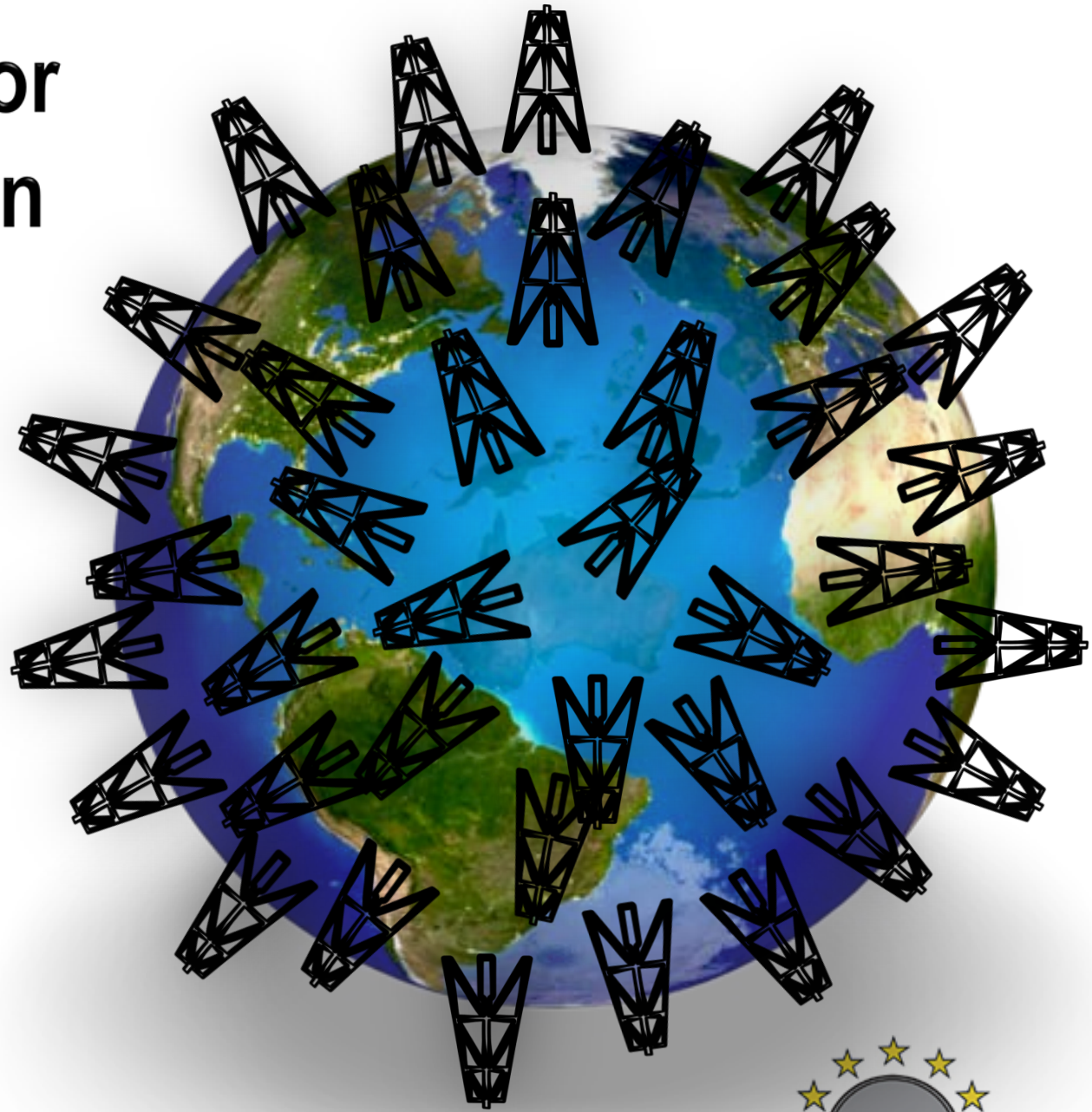
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Our desire for Collaboration



Invitation to...

Details on website
<http://www.dlmforum.eu>



**DLM Forum Spring Meeting and AGM
Madrid, Spain, May 25-26, 2010**

ICA will be represented

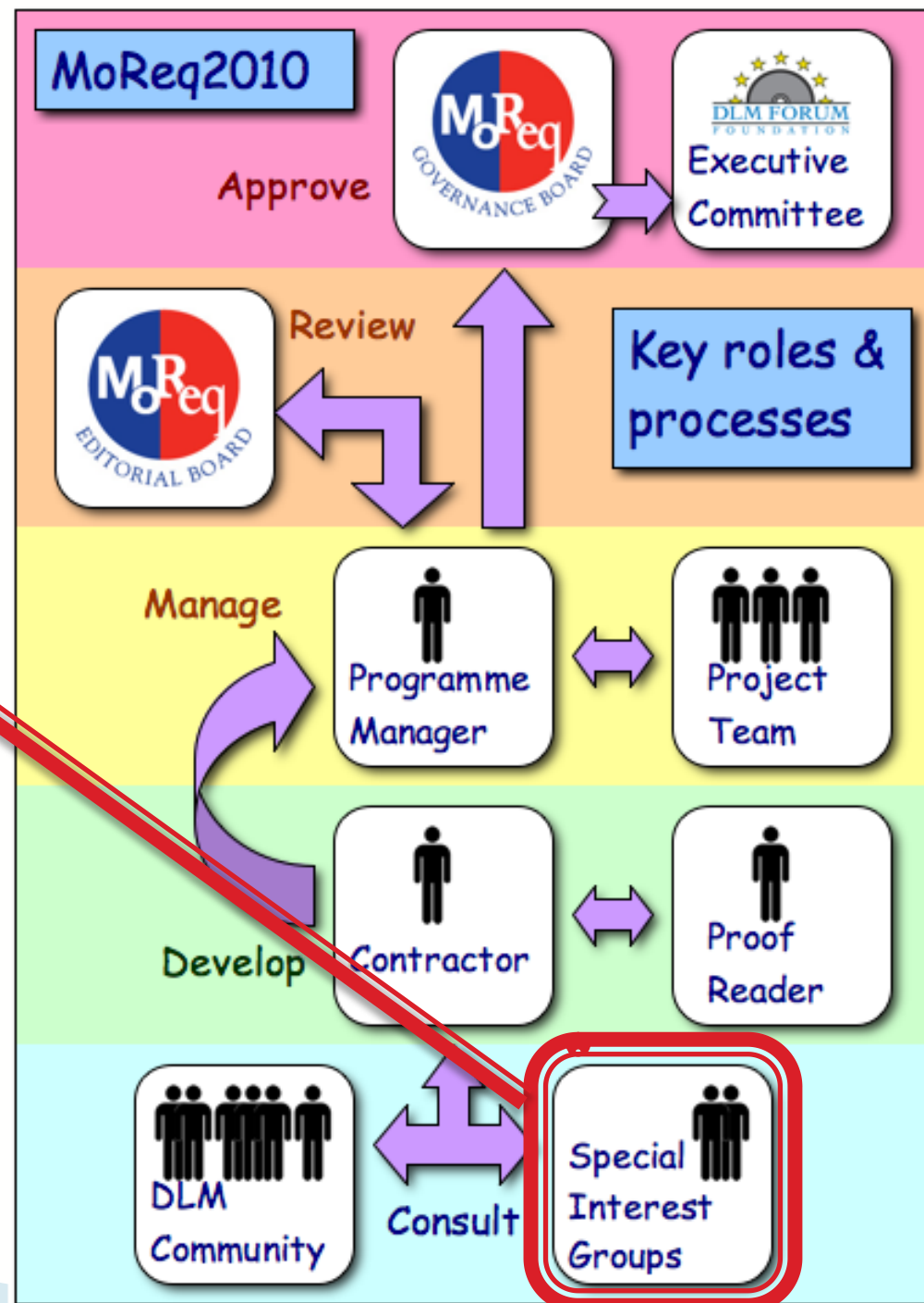


Invitation to...

Participate in
MoReq2010 as a
special interest group

Briefings and updates

Ensure both
specifications are
compatible



Invitation to...

Collaborate on the future

**Joint sub-committees, working parties, projects, and a
joined up roadmap**



References

- ▶ DLM Forum website
 - <http://dlmforum.eu>
- ▶ MoReq website
 - <http://moreq.info>

Questions?

