

Model Requirements for the Management of Electronic Records

Marko Lukičić

Ericsson Nikola Tesla,

Krapinska 54, 10000 Zagreb, Croatia

`Marko.Lukicic@ericsson.com`

Uvod

Što su informacije i zašto su nam *toliko* potrebne?

Koji je smisao informacije?

55, ...

89

$$0 + 1 = 1$$

$$1 + 1 = 2$$

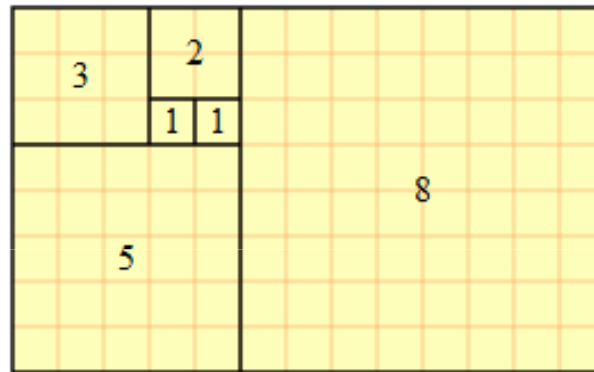
$$1 + 2 = 3$$

$$2 + 3 = 5$$

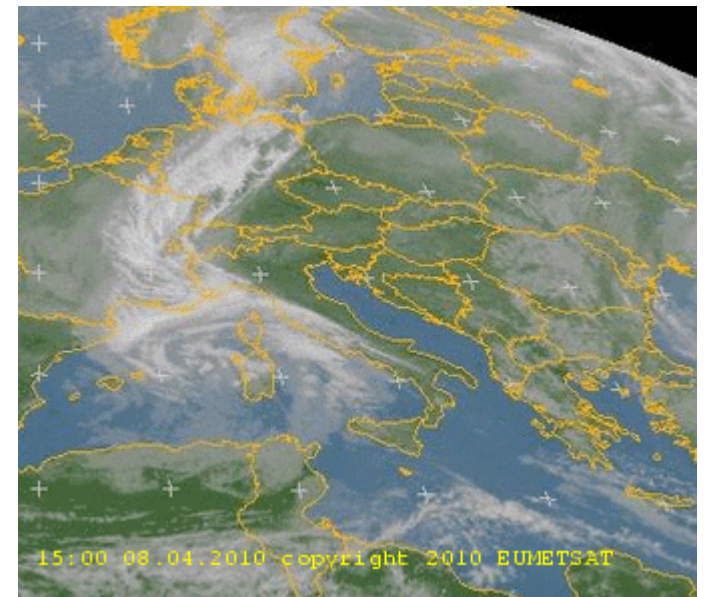
$$3 + 5 = 8$$

...

$$34 + 55 = 89$$



Fibonacci



[Napredno pretraživanje](#)
[Postavke](#)Pretraži: ☒ web ☐ stranice na hrvatskom jeziku ☐ stranice iz zemlje: Hrvatska

Web

Srodni izrazi: [information technology](#) [information system](#) [geographic information system](#) [general information](#) [confidential information](#) [personal information](#) [inside information](#) [information retrieval](#) [management information base](#) [routing information protocol](#)

Niti jedna definicija vezana za pojam **information** nije pronađena na jeziku - hrvatski.

Definicija pojma **information** na webu, na jeziku - engleski:

- a message received and understood
- knowledge acquired through study or experience or instruction
- formal accusation of a crime
- data: a collection of facts from which conclusions may be drawn; "statistical data"
- (communication theory) a numerical measure of the uncertainty of an outcome; "the signal contained thousands of bits of information"
wordnetweb.princeton.edu/perl/webwn
- Information as a concept has many meanings, from everyday usage to technical settings. The concept of information is closely related to notions of constraint, communication, control, data, , instruction, knowledge, meaning, mental stimulus, pattern, perception, and representation.
en.wikipedia.org/wiki/Information
- Information is a 1983 album by Welsh rock musician Dave Edmunds. The album was his second release for Arista Records (in the UK) and Columbia Records (in the US).
[en.wikipedia.org/wiki/Information_\(Dave_Edmunds_album\)](http://en.wikipedia.org/wiki/Information_(Dave_Edmunds_album))
- Information , full name: Dagbladet Information , is a Danish newspaper published Monday through Saturday.
[en.wikipedia.org/wiki/Information_\(newspaper\)](http://en.wikipedia.org/wiki/Information_(newspaper))
- The Information is the tenth (and seventh major-label) studio album by American alternative rock musician Beck, released in October 2006 on Interscope Records. It was produced and mixed by longtime Beck collaborator Nigel Godrich. ...
en.wikipedia.org/wiki/The_Information
- The Pariah, the Parrot, the Delusion is the fourth studio album by American alternative rock band Dredg, released on June 9, 2009, on Ohlone Recordings. ...
[en.wikipedia.org/wiki/Information_\(Dredg_song\)](http://en.wikipedia.org/wiki/Information_(Dredg_song))
- Information is a formal criminal charge made without a grand jury indictment by a prosecutor in a document called an information.
[en.wikipedia.org/wiki/Information_\(formal_criminal_charge\)](http://en.wikipedia.org/wiki/Information_(formal_criminal_charge))
- In mathematical statistics and information theory, the Fisher information (sometimes simply called information) is the variance of the score. ...
[en.wikipedia.org/wiki/Information_\(statistics\)](http://en.wikipedia.org/wiki/Information_(statistics))
- The Information is a 1995 novel by British writer Martin Amis. The plot involves two forty year old novelists, Gwyn Barry (successful) and Richard ...
[en.wikipedia.org/wiki/The_Information_\(novel\)](http://en.wikipedia.org/wiki/The_Information_(novel))
- Things that are or can be known about a topic; Data that have been processed into a format that is understandable by its intended audience; A ...
en.wiktionary.org/wiki/information
- informational - relating to or having the nature of information
wordnetweb.princeton.edu/perl/webwn

Thomas Stearns Eliot



T.S. Eliot

› Anglo-američki pjesnik, 1888-1965

› Stijena, 1934

“Where is the Life we have lost in living?

Where is the wisdom we have lost in knowledge?

Where is the knowledge we have lost in information?”

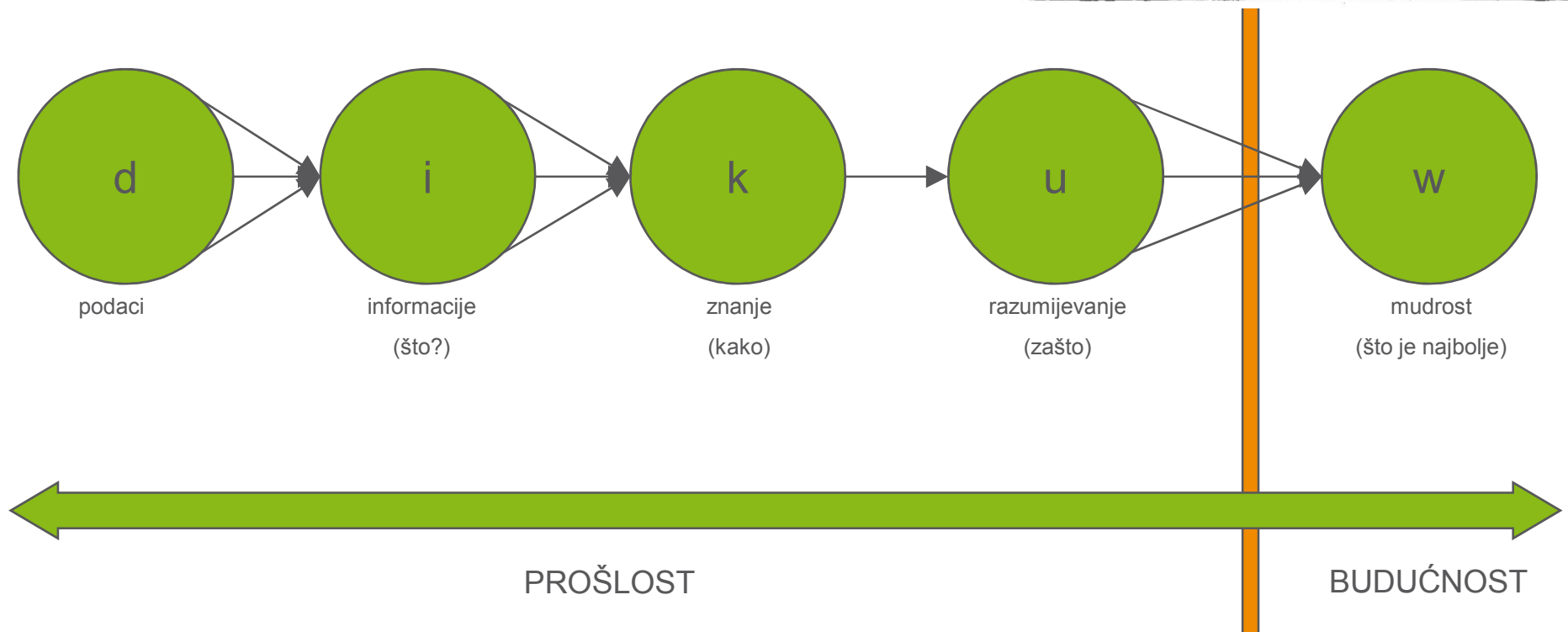


The Futurist, December 1982

› DIKW hijerarhija

– Russell .L. Ackoff, "From Data to Wisdom," Journal of Applied Systems Analysis 16 (1989): 3-9.

DIKW hijerarhija



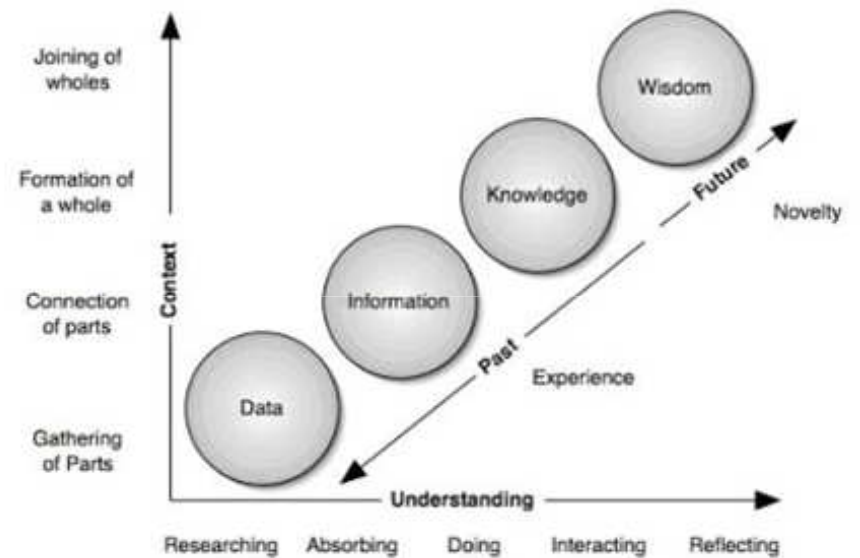
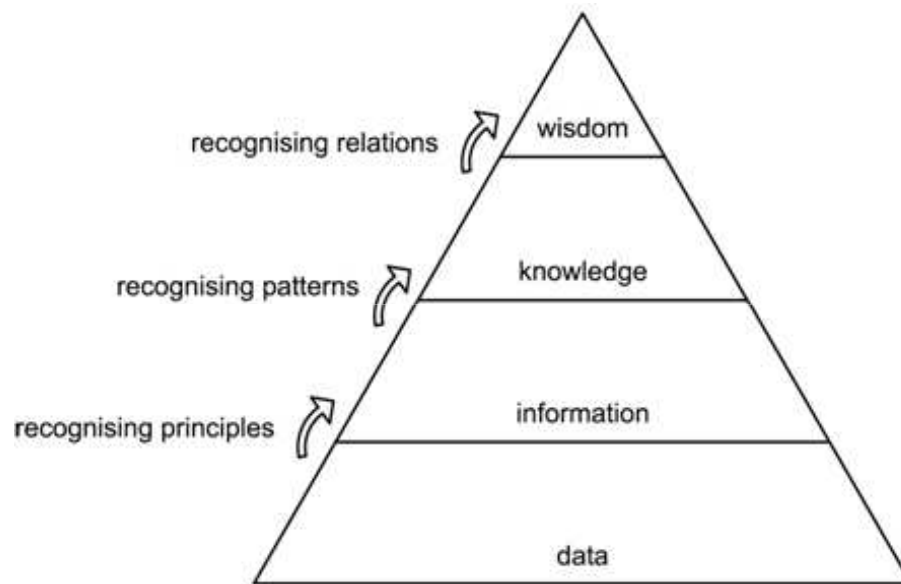
Podatak (lat. *datum*, dio informacije) – izolirana činjenica koja ima neko značenje; obrada podataka – proces pretvorbe podataka u informaciju

Informacija (lat. *informare*, informiranje) – podaci kojima je dano značenje putem relacijskih veza

Znanje – zbirka informacija

Mudrost – sposobnost primjenjivanja znanja

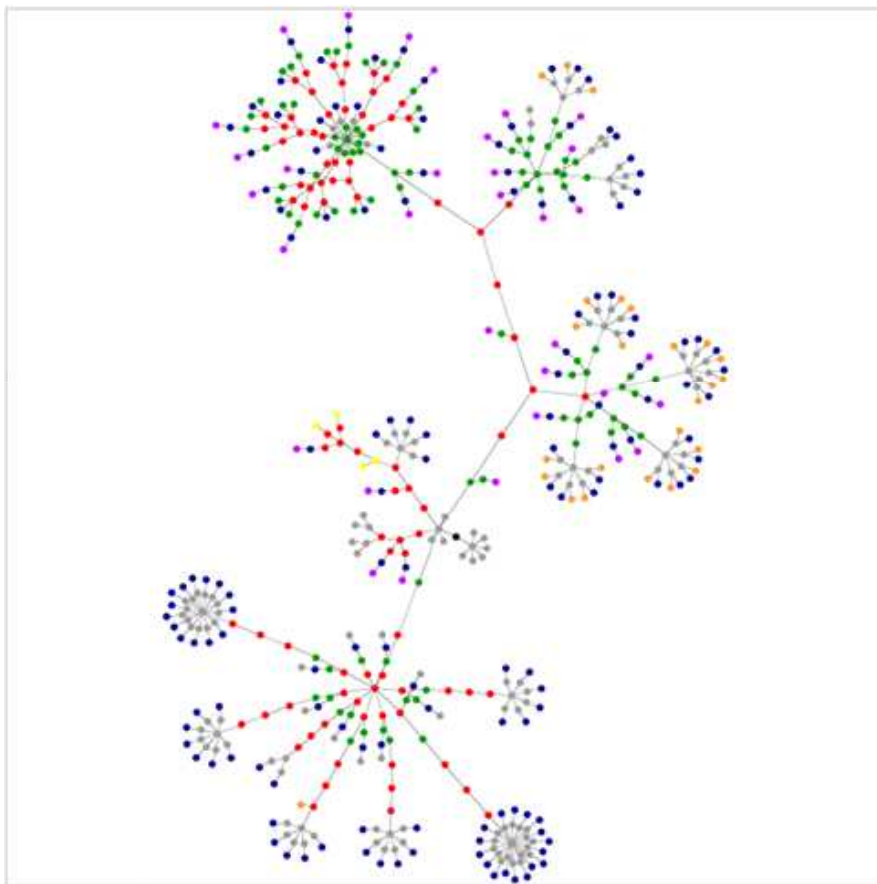
DIKW hierarhija



Informacija kroz povijest



Vizualizacija podataka

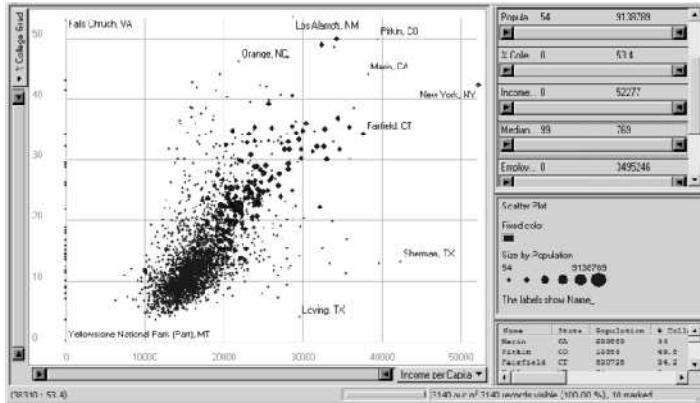


What do the colors mean?

- blue:** for links (the A tag)
- red:** for tables (TABLE, TR and TD tags)
- green:** for the DIV tag
- violet:** for images (the IMG tag)
- yellow:** for forms (FORM, INPUT, TEXTAREA, SELECT and OPTION tags)
- orange:** for linebreaks and blockquotes (BR, P, and BLOCKQUOTE tags)
- black:** the HTML tag, the root node
- gray: all other tags

<http://www.aharef.info/> - Prikaz <http://www.efzg.hr> stranice.

Vizualizacija podataka

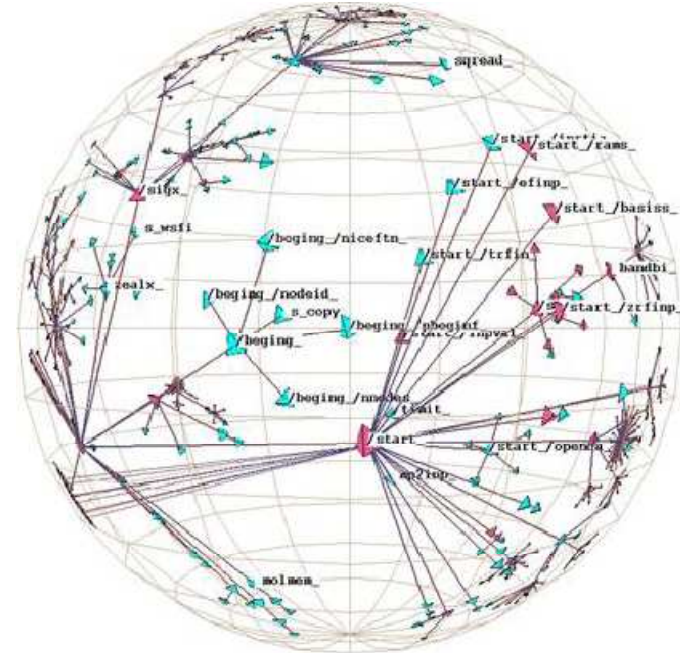


Scatterplot dijagram (Spotfire) – bivarijatni i multivarijatni grafovi

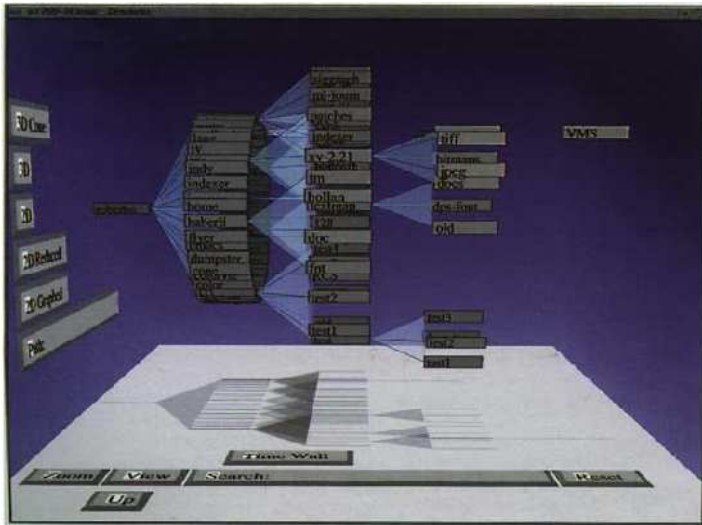
C.Ahlberg, E.Wistrand. IVEE: An Information Visualization and Exploration Environment. Proc. Symposium on Information Visualization 1995. Atlanta. GA. pp. 66-73. 1995.

Usmjereni graf u 3D hiperboličnom prostoru

T. Munzner. H3: Laying Out Large Directed Graphs in 3D Hyperbolic Space. Proceedings of the 1997 IEEE Symposium on Information Visualization. Phoenix. AZ. October 20-21 1997. pp 2-10. 1997.



Vizualizacija podataka

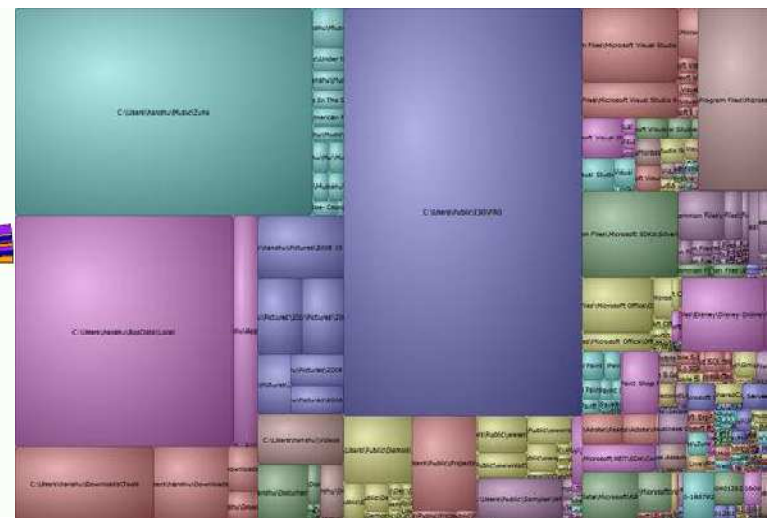
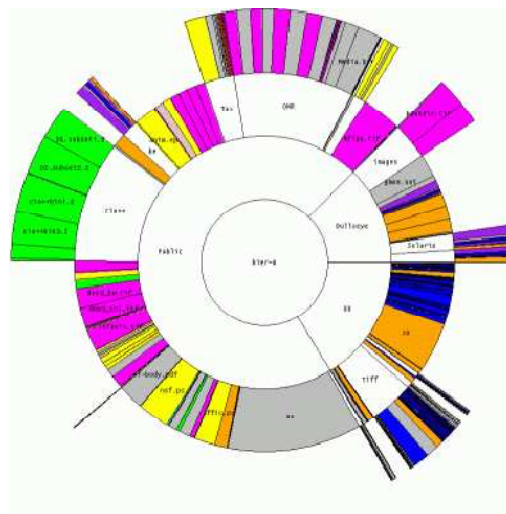


ConeTree (InfoVis)

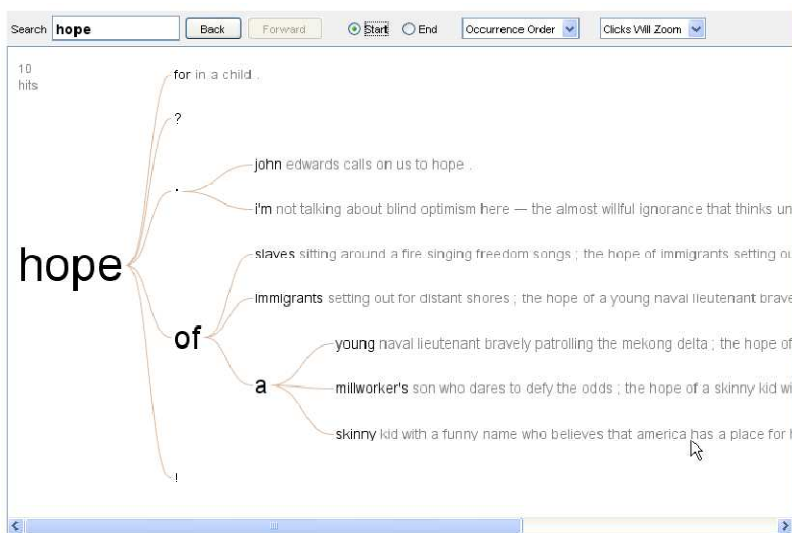
G.Robertson, J.D.Mackinlay, S.Card. Cone Trees: Animated 3D Visualizations of Hierarchical Information. In Proceedings of the ACM CHI 91 Human Factors in Computing Systems Conference. Pp. 189- 194. New Orleans, Louisiana. June, 1991.

Tree-map (vizualizacija datotečnog sustava)

B.Johnson, B.Shneiderman. Treemaps: a space-filling approach to the visualization of hierarchical information structures. Proc. of the 2nd International IEEE Visualization Conference. pp 284-291. San Diego. 1991.



Vizualizacija podataka



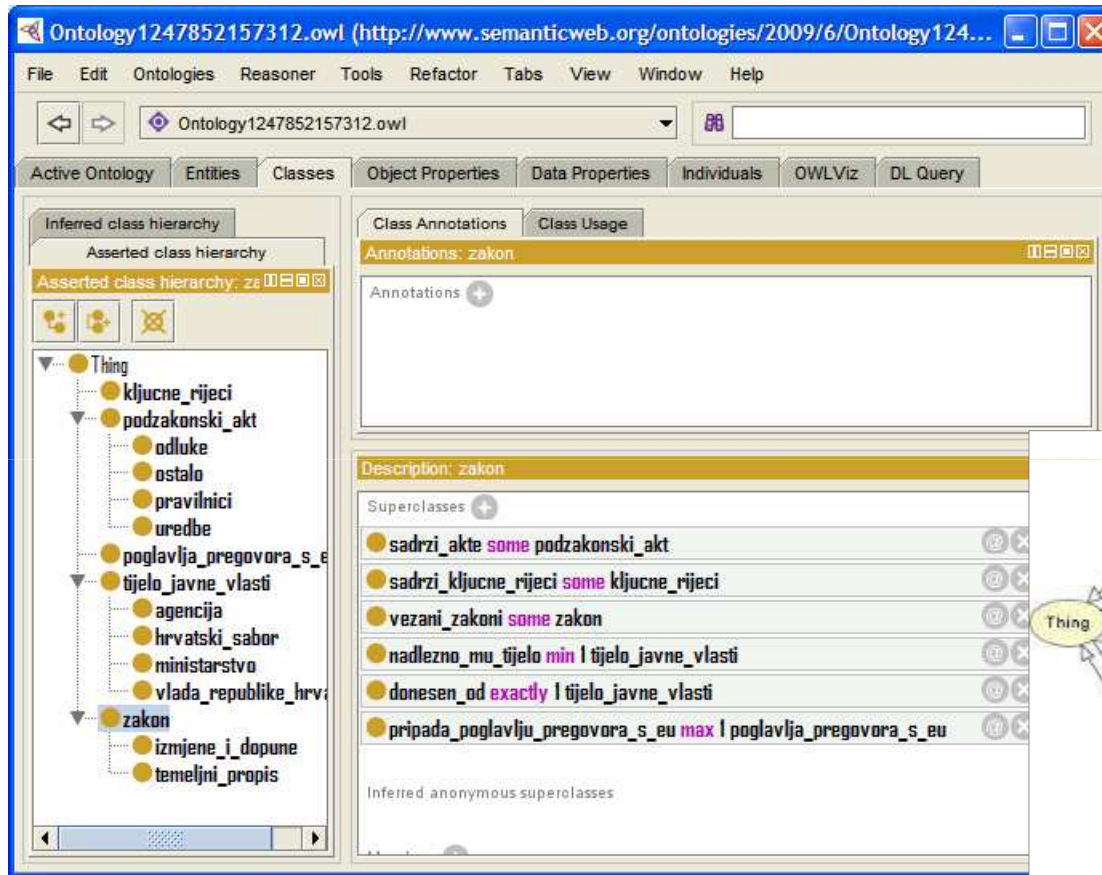
WordTree (Tag clouds i ključne riječi)

M.Wattenberg, F.B.Viégas. The Word Tree, an Interactive Visual Concordance. Visualization and Computer Graphics, IEEE Transactions on In Visualization and Computer Graphics. IEEE Transactions on. Vol. 14. No. 6. pp. 1221-1228. 2008.



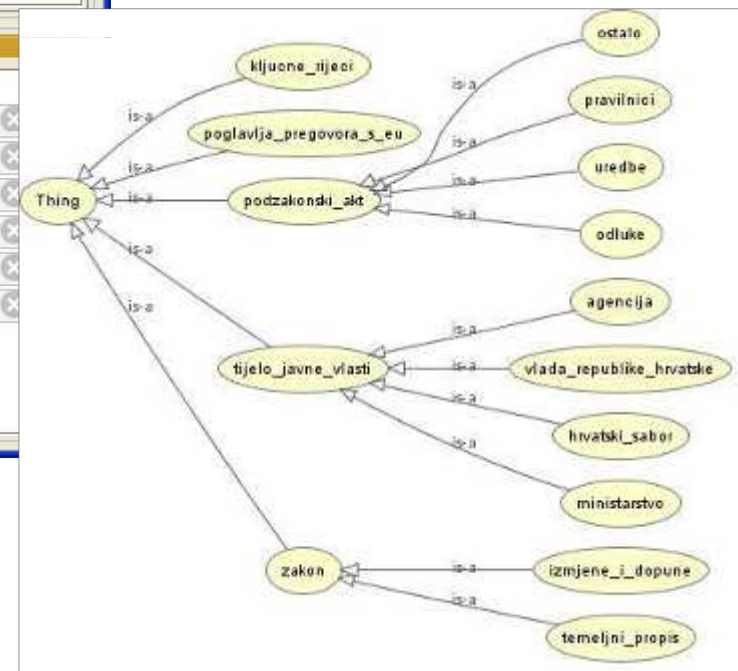
D.Coupland. Microserfs. Flamingo. October, 1996.

Vizualizacija legislative

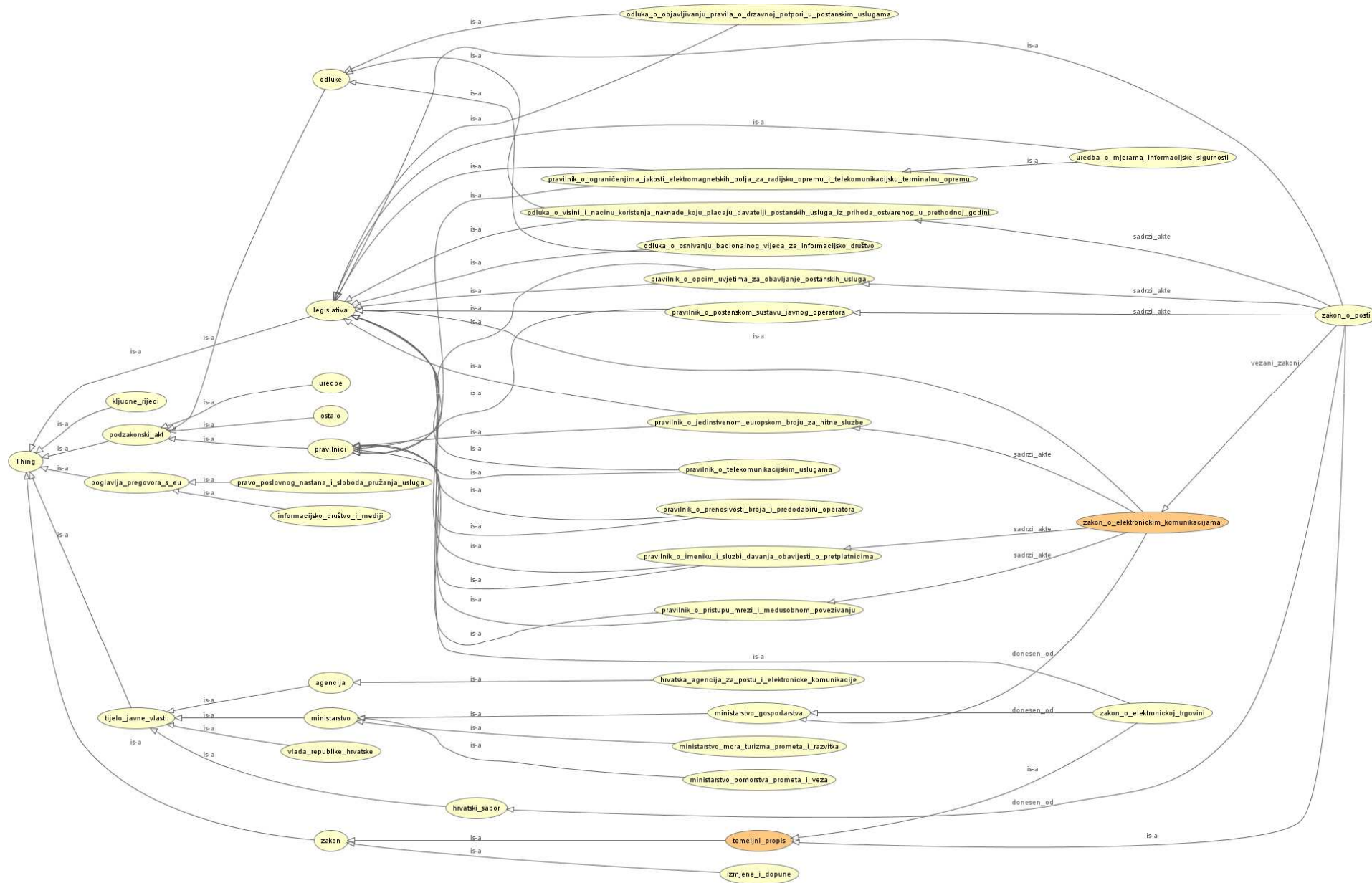


Protégé 4.1, <http://protege.stanford.edu/>

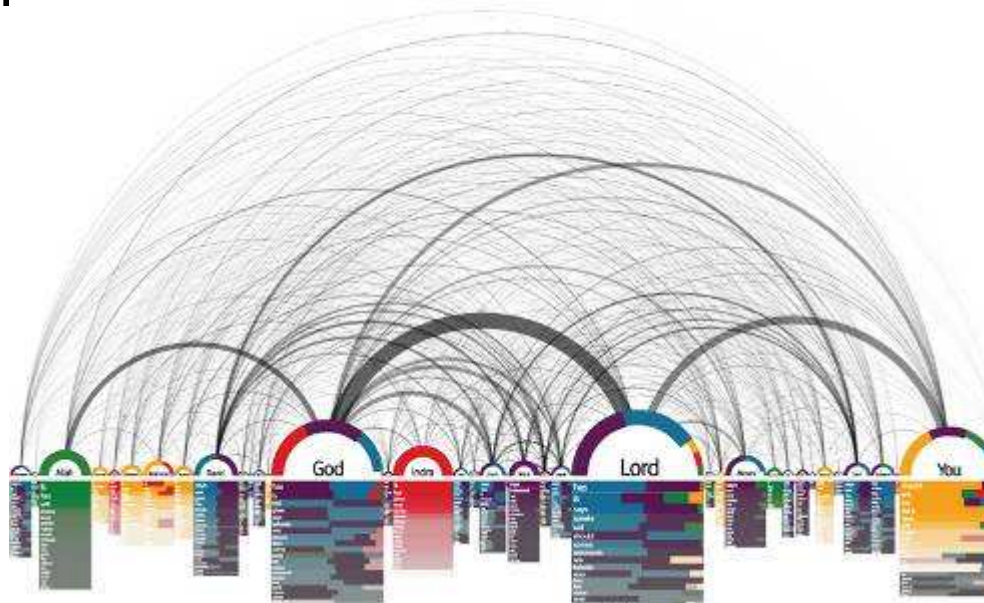
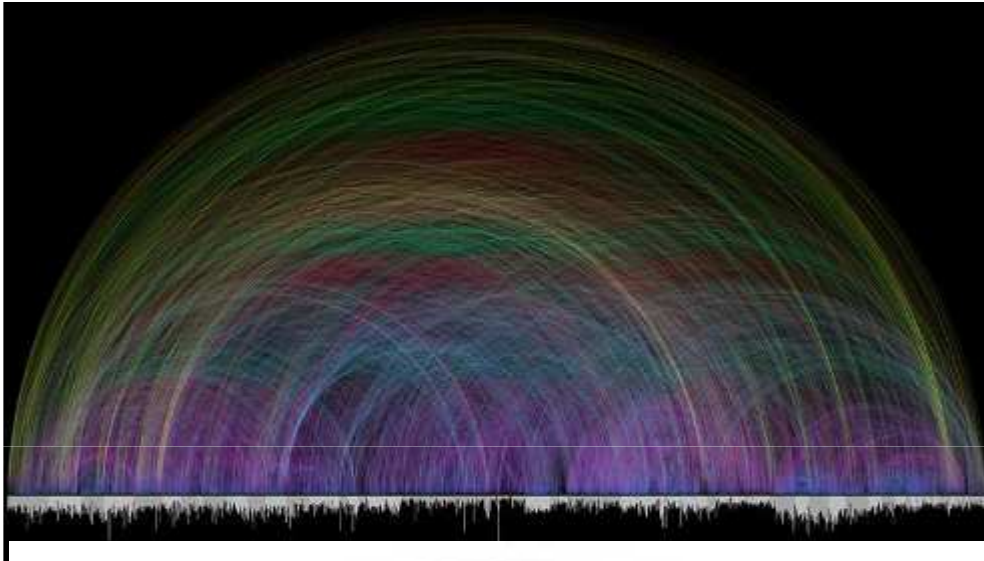
J.H.Gennari, M.A.Musen, R.W.Ferguson, W.E.Grosso, M.Crubézy, H.Eriksson, N.F.Noy, S.W.Tu. *The Evolution of Protege: An Environment for Knowledge-Based Systems Development*. International Journal of Human-Computer Studies. 2002.



Vizualizacija legislative



Vizualizacija Biblije



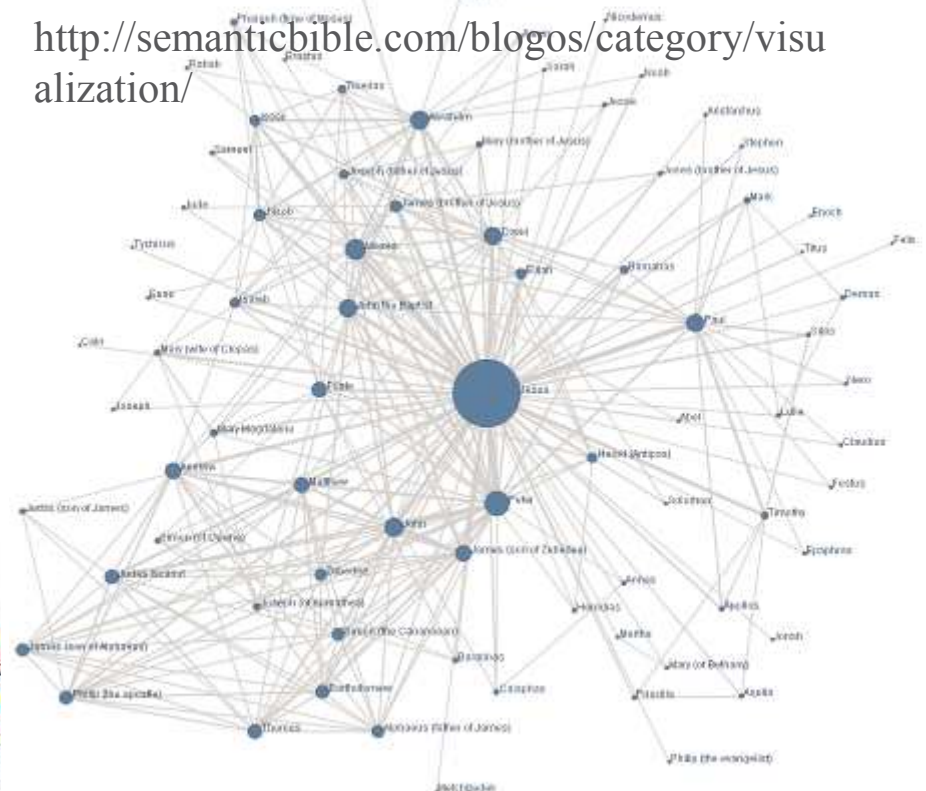
Cross-reference vizualizacija

C.Harrison. Visualizing the Bible.

<http://www.chrisharrison.net/projects/bibleviz/index.html>.

[http://semanticbible.com/other/presentations/2008-zoomable/ZoomableBible.html#\(1\)](http://semanticbible.com/other/presentations/2008-zoomable/ZoomableBible.html#(1))

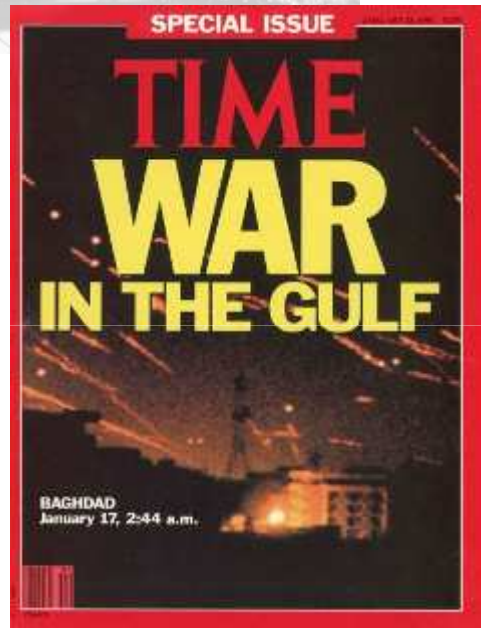
<http://semanticbible.com/blogos/category/visualization/>



Sustavi za upravljanje zapisima

Gulf War, Georgia veterans, DoD5015.2, Columbia project

Povijest sustava za upravljanje zapisima



EDRM (EUROPE)

ERM (USA)

EDM

IMAGING (and workflow)

1990

1995

2000

2005

2010

Gulf War

DoD 5015.2

MoReq

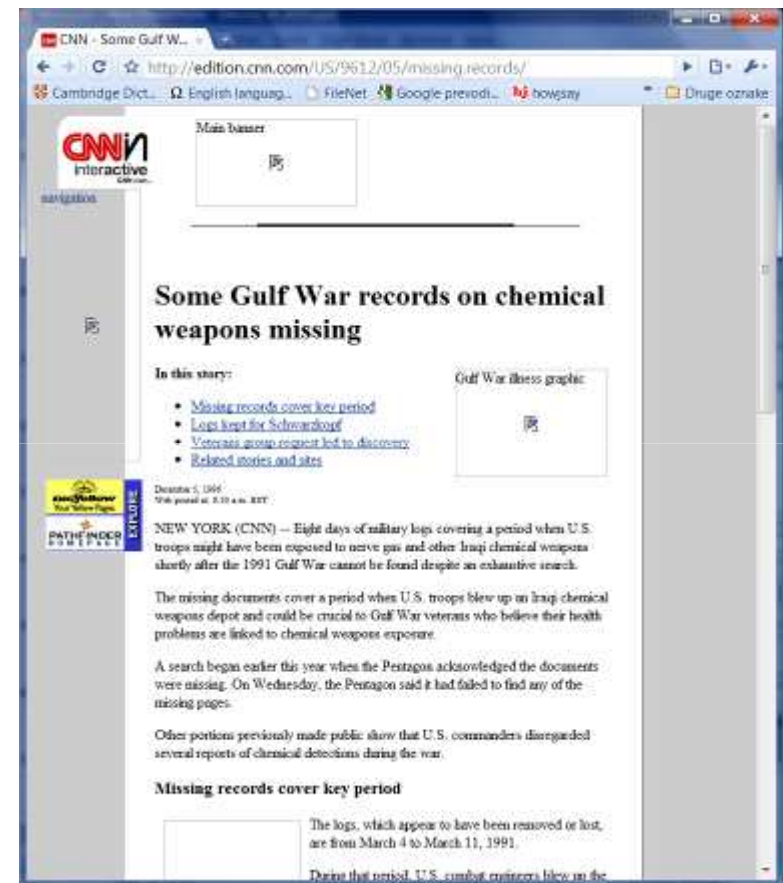
MoReq2



Slučaj zaljevskog rata

› 1994., Georgia - United States Department of National Defense

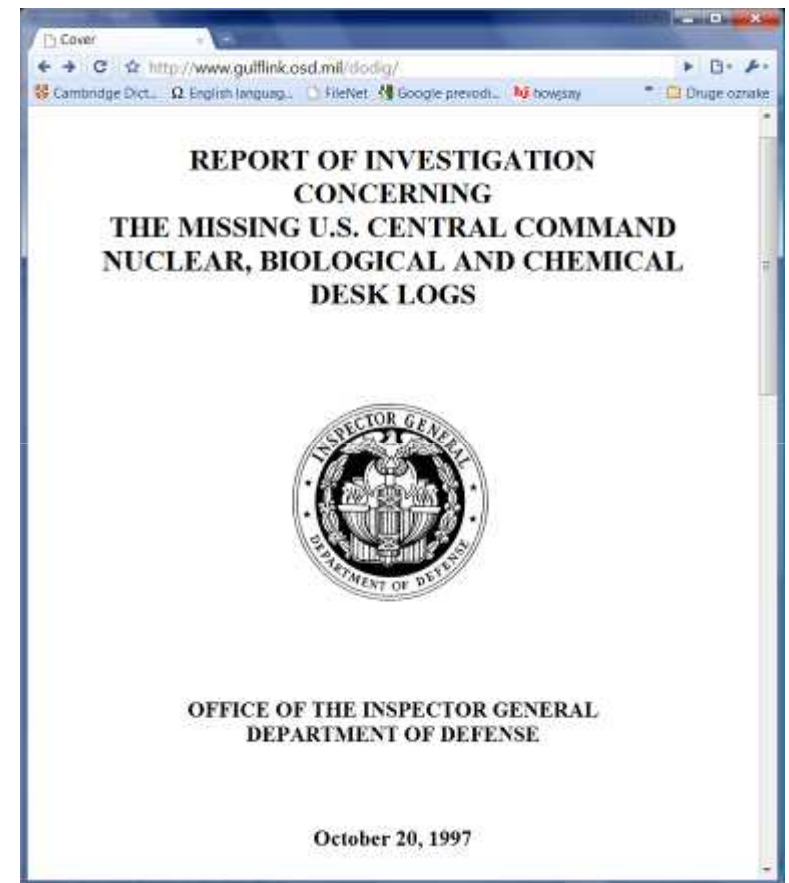
- Skupina veterana traži vojne dnevnike iz Zaljevskog rata iz 1991. g.
- Cilj: utvrditi da li su bili podvrgnuti kemijskim oružjem



<http://edition.cnn.com/US/9612/05/missing.records/>

Slučaj zaljevskog rata

- › *“We did not recover any additional pages of the missing logs...”*
- › *“The most probable explanation for the missing logs... is that they were destroyed. This probably occurred in October 1994 or later, after the downsizing and relocation of the CENTCOM J3 NBC office...”*
- › *“Despite considerable effort, the computer disk purportedly containing a copy of the logs... could not be located.”*
- › *“Our investigation found no credible evidence to support a conspiracy to willfully and wrongfully destroy or dispose of the logs in violation of either the Uniform Code of Military Justice or Title 18, United States Code. ”*
- › Primjer lošeg upravljanja zapisima zbog kojeg je onemogućeno prakticiranje osnovnih građanskih prava (tražiti i dobiti informaciju) – Rezolucija i Rezolucija o ljudskim pravima iz 1946 i 1948 (“Freedom of information is a fundamental human right and ... the touchstone of all freedoms to which the UN is consecrated.”)



<http://www.gulflink.osd.mil/dodig/>

DoD 5015.2, USA



- › The National Archives, USA
- › Prva “Records Management” specifikacija
- › DoD 5015.02-STD, April 2007
 - General information, Mandatory requirements, Management of classified records, Managing records for the Privacy act and the Freedom of information act, Transfers, Non-mandatory features
 - › <http://jitc.fhu.disa.mil/recmgt/p50152stdapr07.pdf>
- › “As part of the ERM Initiative, NARA, through NARA Bulletin 2003-03, has recommended that all Federal agencies use the DoD standard and the DoD-certified products as a baseline when selecting an RMA to manage the agency's electronic records.”
 - <http://www.archives.gov/records-mgmt/bulletins/2003/2003-03.html>
- › Certifikacija
 - Joint Interoperability Test Command Records Management Application (RMA)
 - › <http://jitc.fhu.disa.mil/recmgt/index.html>

DoD 5015.2, USA (primjer) – NASA – Columbia project

The image is a screenshot of the NASA website from April 9, 2010. The browser window shows the URL <http://www.nasa.gov/>. The page features the NASA logo and navigation tabs for HOME, NEWS, MISSIONS, MULTIMEDIA, and ABOUT NASA. A header section includes links for Log In To MyNASA and Sign Up, and a list of links for various audiences: For Public, For Educators, For Students, For Media, For Policy/makers, For Employees, and MyNASA. A section for Upcoming Events highlights the STS-131 Shuttle Mission Coverage, Live Now on NASA TV. A main headline reads "Discovery Crew Conducts First Spacewalk". Below this, a large image shows the shuttle Columbia in space. A sidebar on the right contains links to AERONAUTICS, TECHNOLOGY, and NASA PEOPLE. The footer section includes a NASA logo, page information (Page Last Updated: April 9, 2010; Page Editor: Jim Wilson; NASA Official: Brian Dunbar), and a list of links to various NASA policies and programs, including Budgets, Strategic Plans and Accountability Reports, Equal Employment Opportunity Data, Information-Dissemination Policies, Freedom of Information Act, Privacy Policy & Important Notices, NASA Advisory Council, Inspector General Hotline, Office of the Inspector General, NASA Communications Policy, Contact NASA, Site Map, USA.gov, ExpectMore.gov, Open Government at NASA, and Help and Preferences. The main content area features a large image of the shuttle Columbia in space, with a caption: "Clayton Anderson and Rick Mastracchio perform the first spacewalk to change out a spent Ammonia Tank Assembly on the station's exterior and other tasks." Below this, there are sections for "NASA Images" (Image of the Day), "NASA Multimedia" (On Demand Videos, Watch NASA TV), and "NASA People" (NASA Twitter).

Page Information:

- Page Last Updated: April 9, 2010
- Page Editor: Jim Wilson
- NASA Official: Brian Dunbar

Navigation Links:

- Budgets, Strategic Plans and Accountability Reports
- Equal Employment Opportunity Data Posted Pursuant to the No Fear Act
- Information-Dissemination Policies and Inventories
- Freedom of Information Act
- Privacy Policy & Important Notices
- NASA Advisory Council
- Inspector General Hotline
- Office of the Inspector General
- NASA Communications Policy
- Contact NASA
- Site Map
- USA.gov
- ExpectMore.gov
- Open Government at NASA
- Help and Preferences

Main Content:

Clayton Anderson and Rick Mastracchio perform the first spacewalk to change out a spent Ammonia Tank Assembly on the station's exterior and other tasks. | Shuttle Section | | HD Launch Video | | TV Schedule | | Comments | | @NASA_Astronauts

NASA Images:

Image of the Day | nasaimages.org

NASA Multimedia:

On Demand Videos
Discovery Rendezvous Pitch Maneuver
Play | View All

Watch NASA TV
Select a Channel: Public | Education | Media | Station
View Schedule

NASA People:

NASA Twitter
Shuttle Ku-band unity station Ku-band video of the shuttle is less than one hour ago
Rick Mastracchio red stripes and is all white. Mastracchio is 16. And about 1 hour ago
STS-131 first

DoD 5015.2, USA (primjer) – I

ELECTRONIC READING ROOMS



Headquarters
[+ View Site](#)



Ames Research Center
[+ View Site](#)



Dryden Flight Research Center
[+ View Site](#)



Glenn Research Center
[+ View Site](#)



Goddard Space Flight Center
[+ View Site](#)



Jet Propulsion Laboratory
[+ View Site](#)



Johnson Space Center
[+ View Site](#)



Kennedy Space Center
[+ View Site](#)



Langley Research Center
[+ View Site](#)



Marshall Space Flight Center
[+ View Site](#)



NASA Shared Services Center
[+ View Site](#)



Office of Inspector General
[+ View Site](#)



Stennis Space Center
[+ View Site](#)



FOIA Documents Related to Columbia
[+ View Site](#)

Richard Shisler, 04:41 PM 2/26/2003 -0500, Fwd: FW: Tribute to Columbia crew.

Page 1 of 2

X-Sender: r.c.shisler@pop.larc.nasa.gov
X-Mailer: QUALCOMM Windows Eudora Version 5.0.2
Date: Wed, 26 Feb 2003 16:41:58 -0500
To: k.s.seitz@larc.nasa.gov
From: Richard Shisler <r.c.shisler@larc.nasa.gov>
Subject: Fwd: FW: Tribute to Columbia crew.

Reply-To: [REDACTED]
From: [REDACTED]
To: "Molly Coburn" <m.g.coburn@larc.nasa.gov>, <s.d.evans@larc.nasa.gov>, <r.c.shisler@larc.nasa.gov>, <r.a.manning@larc.nasa.gov>
Subject: FW: Tribute to Columbia crew.
Date: Wed, 5 Feb 2003 15:49:47 -0500
X-Mailer: Microsoft Outlook IMO, Build 9.0.2416 (9.0.2910.0)
Importance: Normal

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, February 05, 2003 3:08 PM
To: Karen Brauer; Sherry Graham
Subject: FW: Tribute to Columbia crew.

-----Original Message-----

From: [REDACTED]
Sent: Wednesday, February 05, 2003 2:53 PM
To: undisclosed-recipients
Subject: FW: Tribute to Columbia crew.

A bit long...

thank you all for your prayers for the affected families

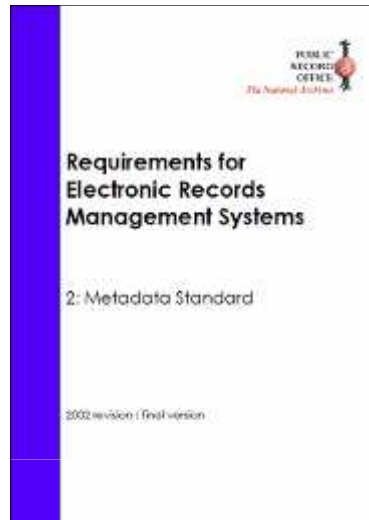
 [Incredimail - Email has finally evolved - Click Here](#)

PRO2002 , UK



- › The National Archives (Public Records Office), UK
 - Functional requirements, Metadata standard, Reference document, Implementation guidelines
 - › <http://collections.europarchive.org/tna/20080108102455/http://www.nationalarchives.gov.uk/electronicrecords/reqs2002/default.htm>
 - *“The National Archives is currently participating in the EU DLM (Document Lifecycle Management) Forum where there is a possibility of setting up an EU de facto standard (MoReq2) and an associated compliance testing regime with an appropriate organisation, to take the place of The National Archives scheme. Other options may also be explored...”*
 - › The National Archives announces the future of the ERM Systems Evaluation Programme
<http://collections.europarchive.org/tna/20080108102455/http://www.nationalarchives.gov.uk/documents/announcement-erm-system-eval-prog.pdf>
- › Certifikacija

PRO2002 – Metadata Standard

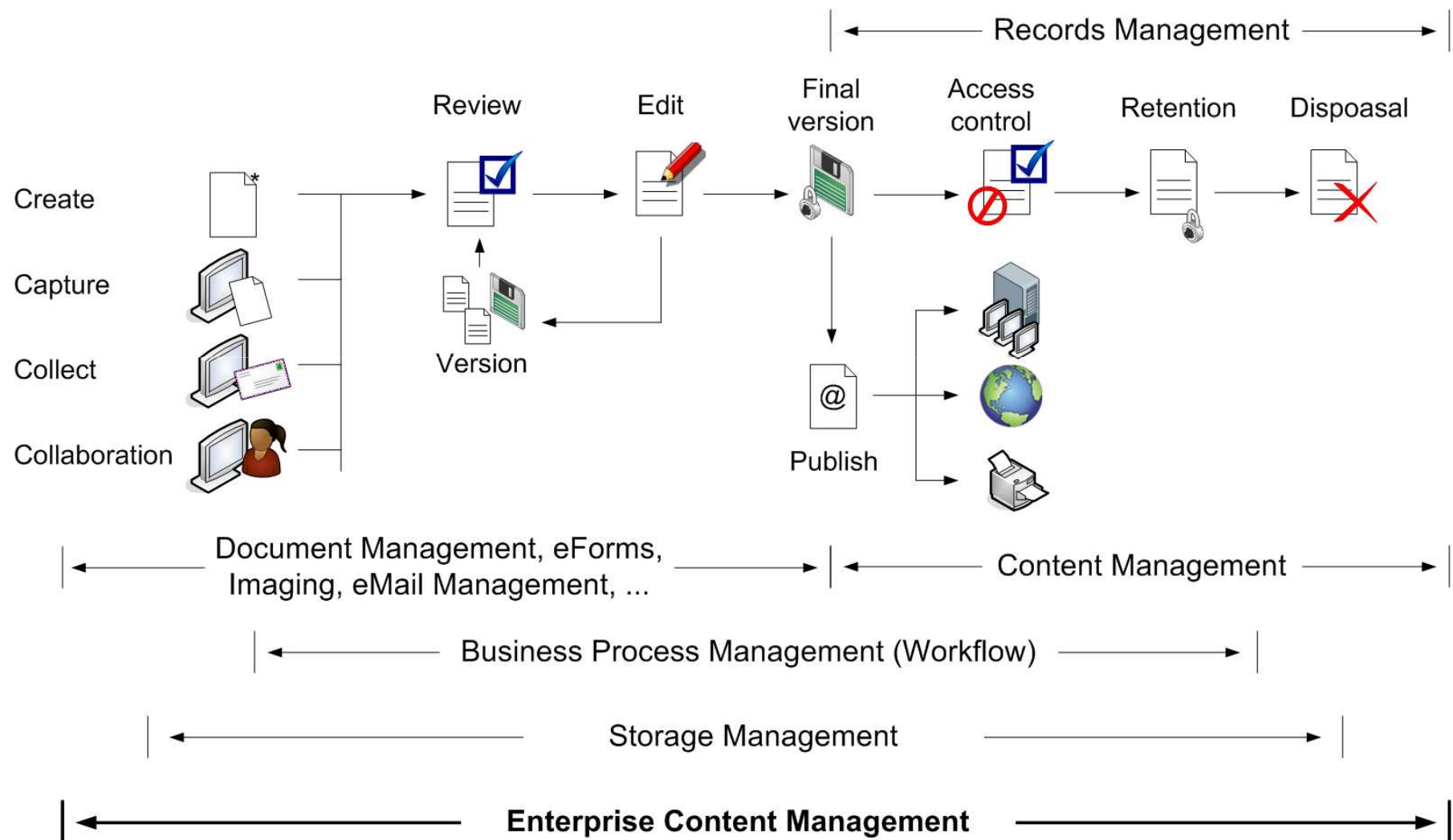


- › Identifier
- › Title
- › Subject
- › Description
- › Creator
- › Date
- › Addressee
- › Record type
- › Relation
- › Aggregation
- › Language
- › Location
- › Rights
- › Disposal
- › Digital signature
- › Preservation
- › Mandate

6. Date

Definition	Date (and <u>time</u>) an important lifecycle event occurred to a resource excluding disposal events which are sub-elements of 14. Disposal			
Purpose	Identifying vital events for information and evidential purposes (and in the case of email, the transmission date and time)			
Rationale	see <i>purpose</i> . Many ERMS processes use date values to trigger other events (e.g. disposal) according to pre-defined business rules			
Obligation	Mandatory			
Aggregation level	See sub-elements			
Use conditions	-			
Repeatable	No			
Sub-elements	Name	Obligation	Aggregation level	Source
	1. Date.Created	Mandatory for all internally generated records	Record level	Document management environment
	2. Date.Acquired	Mandatory for email (A.2.44), optional for other records but recommended for all externally produced material	Record level	System generated for email, user defined for other records
	3. Date.Declared	Mandatory (A.2.13 & A.2.45)	Record level	ERMS
	4. Date.Opened	Mandatory	Folder level [A.1.39 – A.1.40]	User defined
	5. Date.Closed	Mandatory (optional at class level)	Folder and part level [A.1.50-60, A.1.41-44, A.1.7]	User defined
	6. Date.cut-off	Optional	Part level	According to business rules implemented at integration stage – <i>Functional requirement</i> A.1.60
Default value	-			
Source	Date.Created is applied to an individual record automatically from an authoring application (e.g. email client, word processing application) and Date.Acquired from the email client (see email mapping in the <i>Reference document</i>) Date.Opened and Date.Closed are generated by an authorized user applying the current [server] date with the proviso that Functional requirement A.1.39 specifies the ability for an authorized user to have the option of altering Date.Opened on entering the first contents into the container			
Schemes	[All sub-elements] W3c / ISO / Office of the e-Envoy e-GIF <i>Government data standards catalogue</i> (see <i>Requirement A.2.48</i>) Max 10 characters for date in the format CCYY-MM-DD Max 6 characters for time in the format hh:mm:ss			
Comments	[See also Disposal for disposal date elements] Date.Declared is one of the principal events in the life of an electronic record without which its integrity and record value is in doubt. It is the point at which the record came under the full records management control of the ERMS (<i>Functional requirements</i> A.2.13 & A.2.44. Declaration does this by fixing the content and most of the metadata for accountability, audit, admissibility and other purposes. It is not to be confused with creation of the document (Date.Created) in the document management environment (i.e. <i>prior</i> to its becoming subject to records management system control) Date.Cut-off is a specific event implemented as a business rule in some systems imposing a rigid end point on the aggregation that will be used to calculate effective retention activity from an external event (e.g. FYE, General election) even if later content has been [mis]filed prior to formal closure of the file. This is a discipline used (<i>inter alia</i>) to ensure failure to close folder parts does not frustrate retention policies			
Examples	-			
e-GMS mapping	A number of e-GMS refinements relate to the document rather than the records management environment: <i>Date.Available</i> , <i>Date.Issued</i> , <i>Date.Modified</i> , <i>Date.Available</i> , <i>Date.Updating frequency</i> , <i>Date.Valid</i>			

Sustavi za upravljanje sadržajem



CAPTURE

Input Designs Indexing Categorization

Human created	Creation/Authoring	Technologies
	Office Documents	OCR HCR
	Forms	ICR OMR
	Rich Media	IDR
	Microfilm	Document Imaging
Application created	ERP	Forms Processing
	E-Billing	E-Forms/Web Forms
	Financial Application	Aggregation
	XML	COLD/ERM

Recognition

DELIVER

Transformation Technologies	Security Technologies	Distribution
COLD/ERM	PKI	Paper
Personalization	Access List	Internet
XML	Protective Markings	Extranet
PDF	Digital Rights Management / Watermark	Portal
Compression	Digital Signatures	Email
Syndication		Fax
		Mobile Devices
		E-Statements

Publishing

Layout/Design

Document Management, Records Management, Workflow/Business Process Management, Web Content Management, Collaboration

STORE

Creation/Authoring	Library Services
File Systems	Search
CMS	Version Control
Databases	Check-In/Out
Data Warehouses	Retrieval
	Audit Trail

Technologies NAS SAN MagnetoOptical DVD Tape CD-ROM RAID OpticalDisk MagneticStorage

PRESERVE

Archive Types

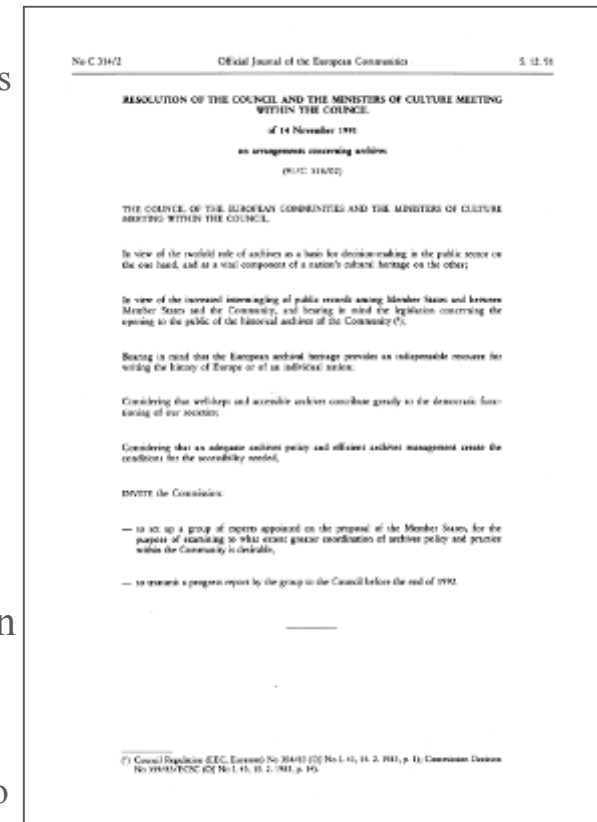
Paper Film CAS Optical NAS/SAN

MoReq

Povijest MoReqa, specifikacija MoReq2, model metapodataka, certifikacija

DLM Forum

- › 14.11.1991. - Council of the European Communities and the Ministers of Culture adopted a resolution on arrangements concerning archives¹
 - Highlighted the importance of archives to the decision-making process in the public sector and the importance of archives to our cultural
 - Invited the EC “to set up a group of experts appointed on the proposal of the Member States, for the purpose of examining to what extent greater coordination of archives policy and practice within the Community is desirable”.
- › The Group of Experts compiled a report on the coordination of archives entitled ‘Archives in the European Union’
 - Published in 1994 by the Office for Official Publications of the European Communities
 - Became known as the ‘Black Book’
- › Council Conclusions of 17.6.1994. concerning greater cooperation in the field of archives²
 - Highlighted a number of actions that had been outlined in the Report and which the Council found to be of particular interest
 - One such action was the organisation of “a multi-disciplinary forum to be held in the framework of the Community on the problems of the management, storage, conservation and retrieval of machine-readable data”.



(1) Council Regulation (EEC, Euratom) No 354/83 (OJ No L 43, 15. 2. 1983, p. 1); Commission Decision No 359/83/ECSC (OJ No L 43, 15. 2. 1983, p. 14)
(2) OJ C235 23.8.94 p.3

DLM Forum

› DLM-Forum 1996

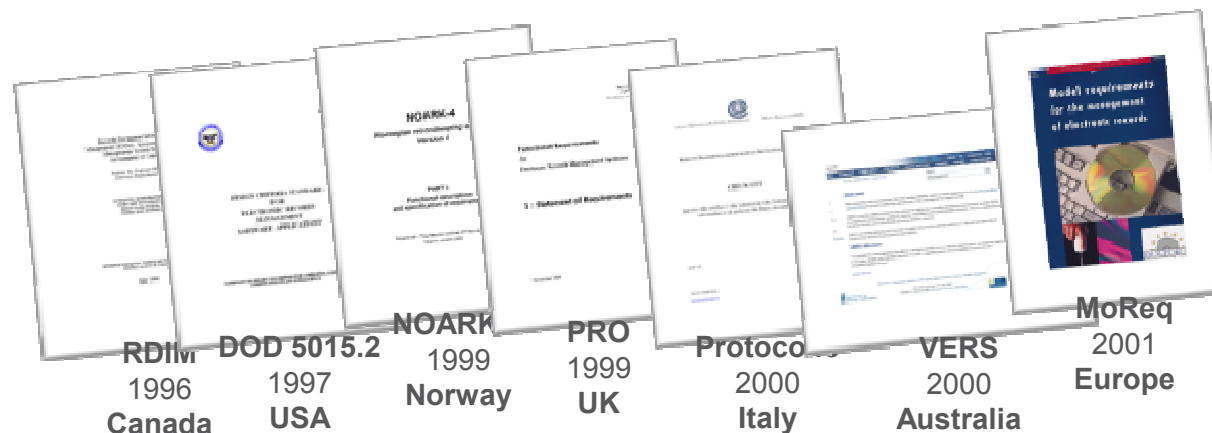
- Da istražuje, promovira, i provodi nove načine za širu ko-operativnost na području elektroničkih arhiva
- Poziv: Ideja za izradu opsežne specifikacije zahtjeva za upravljanje elektroničkim zapisima
- DLM Forum, www.dlmforum.eu

› Interchange of Data between Administrations –IDA program

› 2001: MoReq (Model Requirements for the Management of Electronic Record)

MoReq

- › MModel REQuriements for the management of electronic records
- › Opsežna specifikacija sustava za upravljanje elektroničkim zapisima
- › Internacionalna (prevedena na više od 11 jezika)



MoReq

MoREQ SPECIFICATION



Ref.	Requirement
4.6.5	The ERMS should allow specific implementations of complex or unique security rules. <i>This may be provided by suitable application program interfaces. It is necessary where there is a need to manage records using marking conventions not covered here such as IDO (International Defence Organisation) markings or access restrictions for medical records.</i>
4.6.6	For at least one sub-category, the ERMS must support a hierarchy of at least five levels, from unrestricted access at the lowest level to highly restricted access at the highest level. <i>The sub-category "class" in requirement 4.6.4 is an example of this.</i>
4.6.7	The ERMS must allow security clearances to be assigned to users, these clearances to match the sub-category. <i>To continue the example in 4.6.4, users would be assigned one of the following clearances:</i> <i>Top Secret</i> <i>Secret</i> <i>Confidential</i> <i>Restricted</i> <i>Unclassified</i>
4.6.8	The ERMS must deny users access to electronic records (and classes and electronic files depending on the selection made for 4.6.2) which have a security category higher than their security clearance.

MoReq

› Specifikacija MoReq je namijenjena:

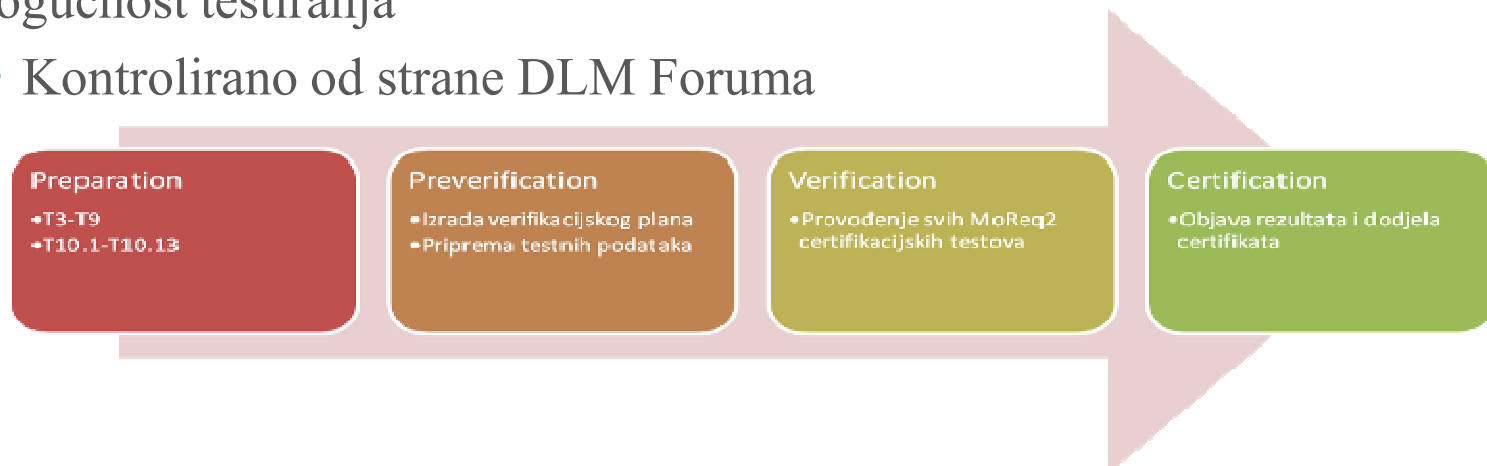
- Potencijalnim ERMS korisnicima: kao osnova za pripremu tendera
- ERMS korisnicima: kao osnova za reviziju i provjeru postojećih ERM sustava
- Obrazovnim organizacijama: kao sredstvo za učenje
- Akademskim institucijama: kao sredstvo za učenje
- Dobavljačima i programerima takvih sustava: kao pomoć pri izradi funkcionalnih specifikacija
- Davateljima usluga upravljanja zapisima: kao pomoć u specificiranju usluga koje će nuditi
- Javnom i privatnom sektoru

Zašto nadogradnja?

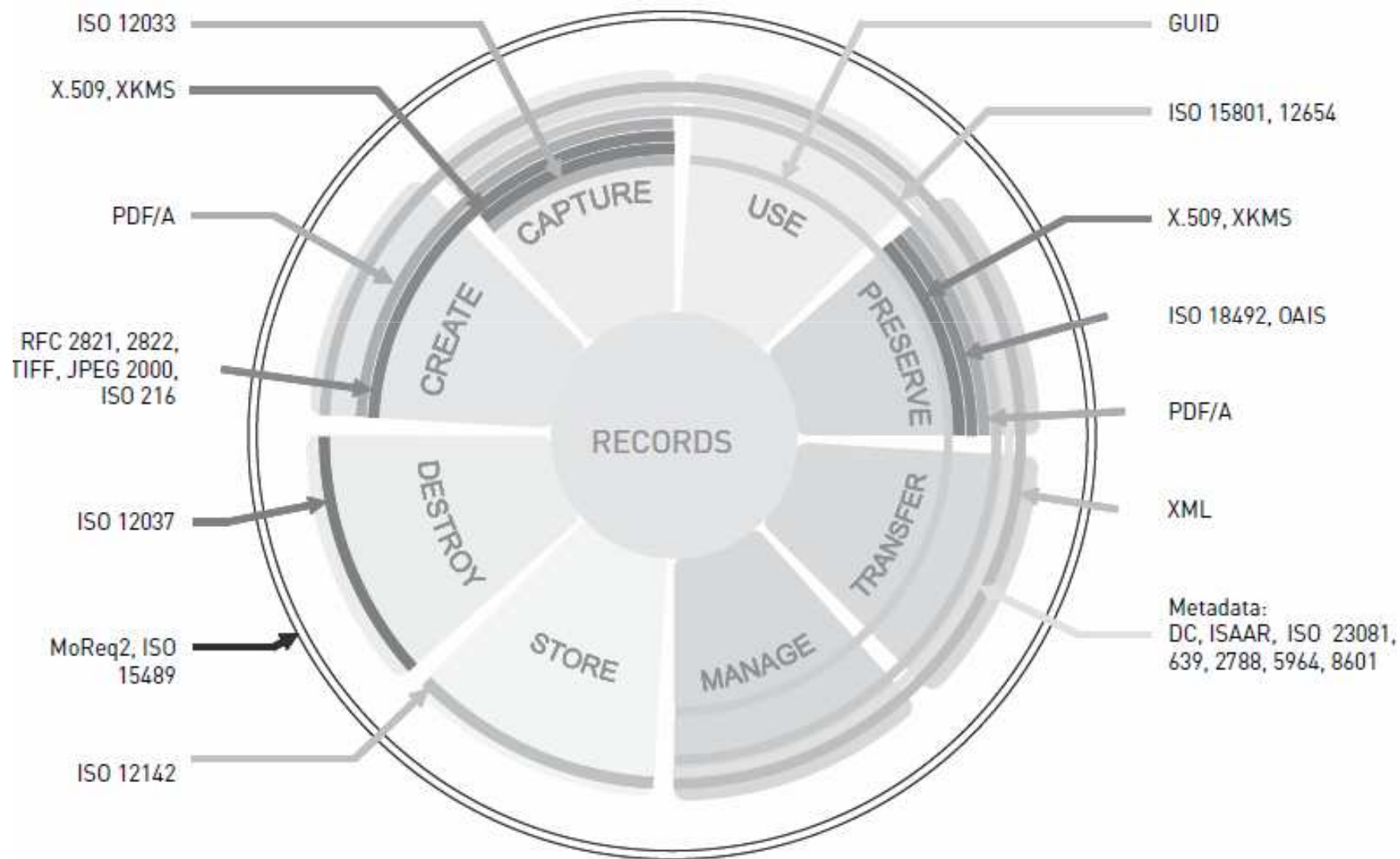
- › Nije bilo napretka od 2001
- › Pojava i primjena novih tehnologija (PKI, e-mail, skeniranje, ...)
- › Dvosmislenosti i nejasnoće pojedinih zahtjeva (hybrid files, ...)
- › Nepostojanje zahtjeva vezanih uz dugoročno osiguravanje čitljivosti zapisa (tehnike za konverziju zapisa, ...)
- › Loš model metapodataka (import-export, audit trails, pravila čuvanja, upravljanje pogreškama, ...)
- › Nije bilo upravljanja
- › Nekonrolirani prijevodi
- › Nema testnih procedura

Načela nadogradnje

- › Evolucionarna nadogradnja, a ne radikalno drugačiji proizvod
 - Baziran na originalnom MoReq-u
 - › Uzima u obzir:
 - ISO 15489, UK TNA 2002, DOMECA CONCEPT, NOARK, Swedish Transfer method, REMANO, Finnish Shake-project, US DoD 5015.2, ISAAR (CPF), ...
 - Ispravljene su greške i razjašnjene višeznačnosti
 - Dodane funkcionalnosti iz područja: workflow, case management, collaborative working, hybrid file...
 - Mogućnost testiranja
 - › Kontrolirano od strane DLM Forumu



Standardi uzeti u obzir



Struktura specifikacije MoReq2

› ‘Nulto’ ili ‘nacionalno poglavlje’

- Dozvoljava svakoj državi da doda jedinstvene nacionalne zahtjeve, sadržaj i terminologiju
- Prilagođavanje vlastitoj praksi
- Biti će ograničeno i kontrolirano dozvolom EC

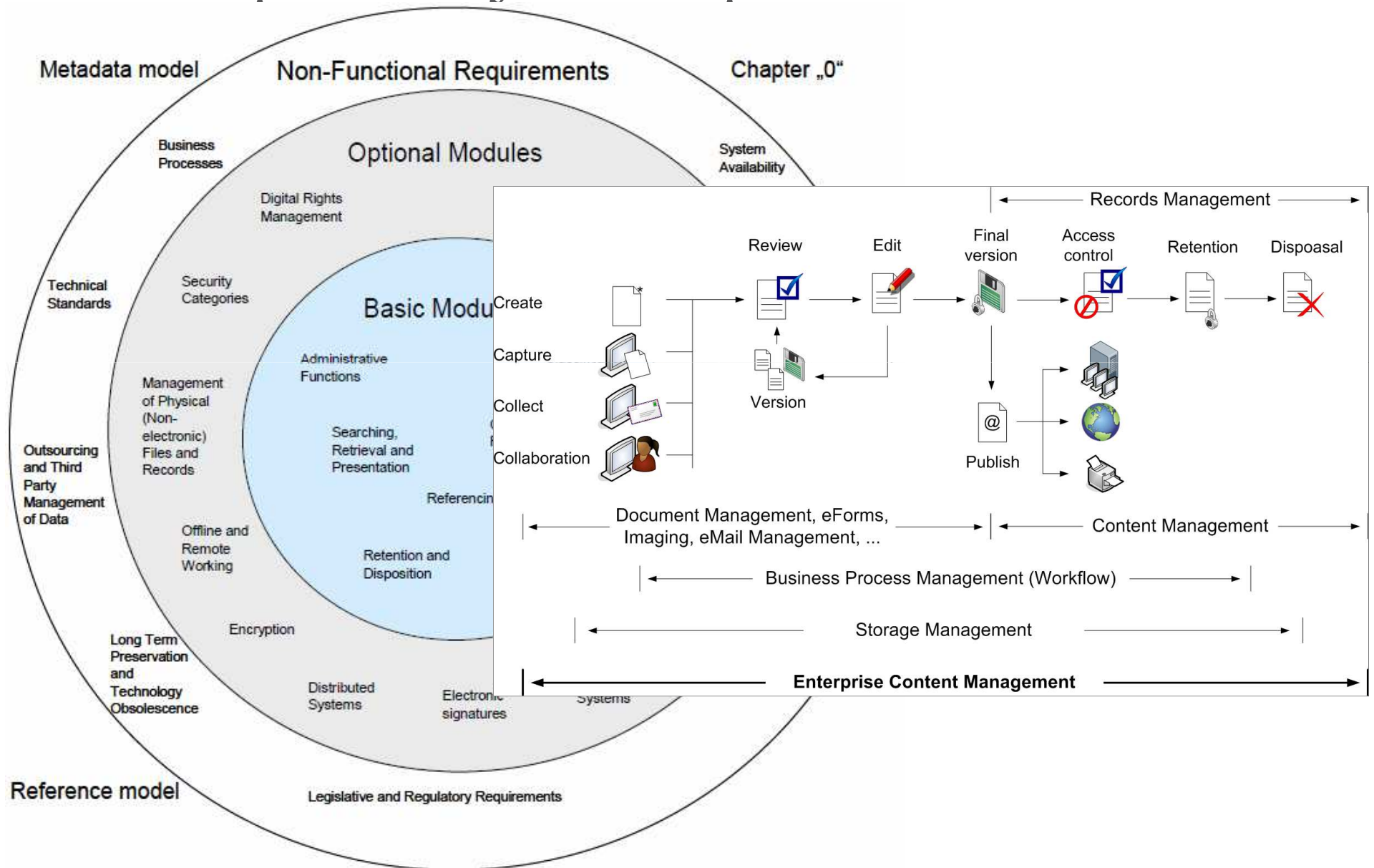
OSNOVNI MODULI

- Records management
 - Classification
 - Retention
 - Administration
 - etc.

OPCIONALNI MODULI

- Physical records
- Document management/collaboration
- Workflow integration
- Case work
- Content management integration
- Electronic signatures, encryption, etc.
- Distributed systems
- Offline and remote working
- Record keeping process (new)
- Fax integration
- Security

Fokus specifikacije MoReq2



MoReq2

Ref	Requirement	Test
12.2.3	The ERMS must allow different sets of metadata elements to be defined for different record types at configuration time. <i>For example:</i> • <i>invoices may need account number metadata;</i> • <i>correspondence needs multi-value recipient metadata elements;</i> • <i>records which are scanned images will need metadata relating the scanning and indexing processes.</i>	Y
12.2.4	The ERMS must allow an administrative role to define at configuration time whether each metadata element is mandatory or optional.	Y
12.2.5	The ERMS must support at least the following metadata element formats: • alphabetic; • alphanumeric; • numeric; • date; • logical (i.e. YES/NO, TRUE/FALSE).	Y
12.2.6	The ERMS should support metadata element formats, definable by an administrative role, which consist of combinations of the formats in 12.2.5. <i>For example, a case might have a reference number in the format nnnnn/aa-n.</i>	Y
12.2.7	The ERMS must support date formats defined in ISO 8601 for all dates.	Y
12.2.8	At time of configuration, the ERMS should allow definition of the source of data for each metadata element. <i>Possible sources are described in requirements 12.2.9, 12.2.10, 12.2.11 and 12.2.13.</i>	Y

MoReq i MoReq2

MoReq



- › Functional requirements
 - overview of ERM system functionalities, classification scheme, control and security, retention and disposal, capturing records, search, retrieval and rendering, administrative functionalities and other functionalities
- › Non-functional requirements
 - only in outline
- › ERM should be introduced to all offices and operational staff involved in creation, receiving and retrieving records
- › Used worldwide
- › MoReq problems
 - Guideline, not a standard
 - › No conceivable proof of MoReq compliance
 - › No advance since 2001
 - › Technology has moved on
- › Uncontrolled MoReq translations referenced in particular ERM systems

MoReq2



- › A collection of obligatory and optional functional and non-functional requirements for the ERM systems
- › Requirements grouped in
 - The core module
 - › Classification scheme and file organization, controls and security, retention and disposition, capturing and declaring records, referencing, searching, retrieval and presentation, and ERM system administration
 - Optional modules
 - › Management of Physical (Non-electronic) Files and Records, Disposition of Physical Records, Document Management and Collaborative Working, Workflow, Casework, Integration with Content Management Systems, Electronic Signatures, Encryption, Digital Rights Management, Distributed Systems, Offline and Remote Working, Fax Integration and Security Categories

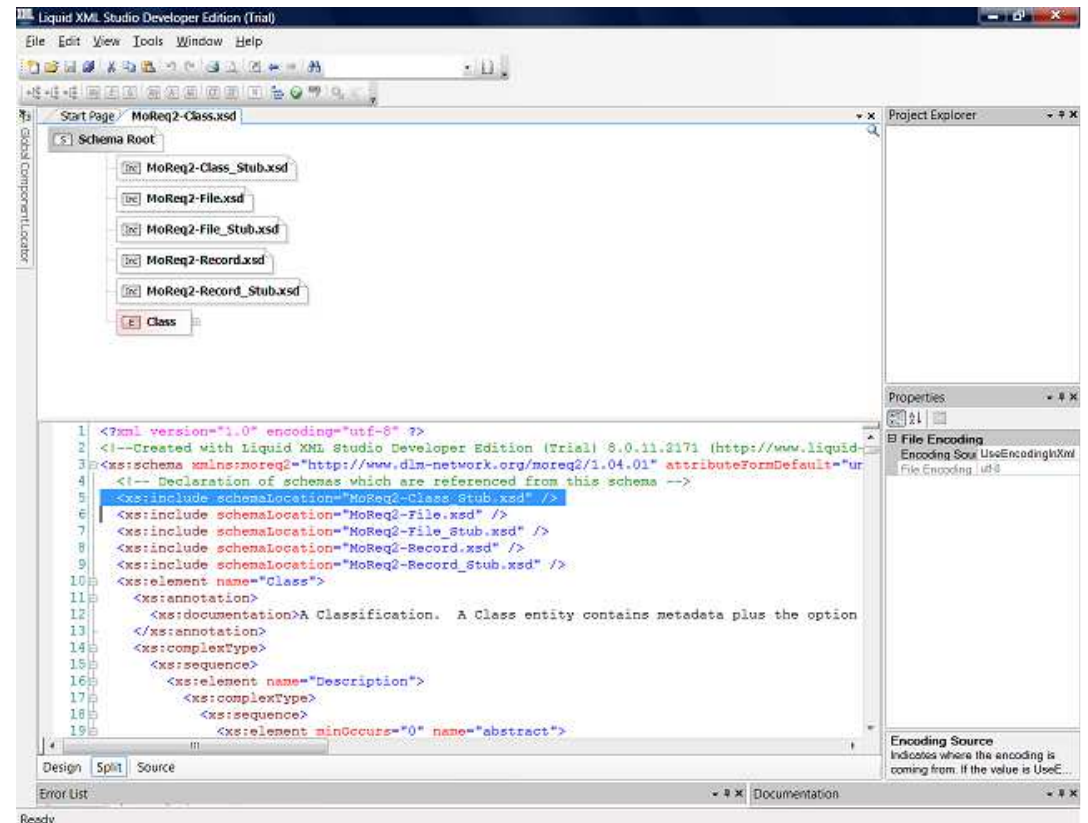
Model metapodataka



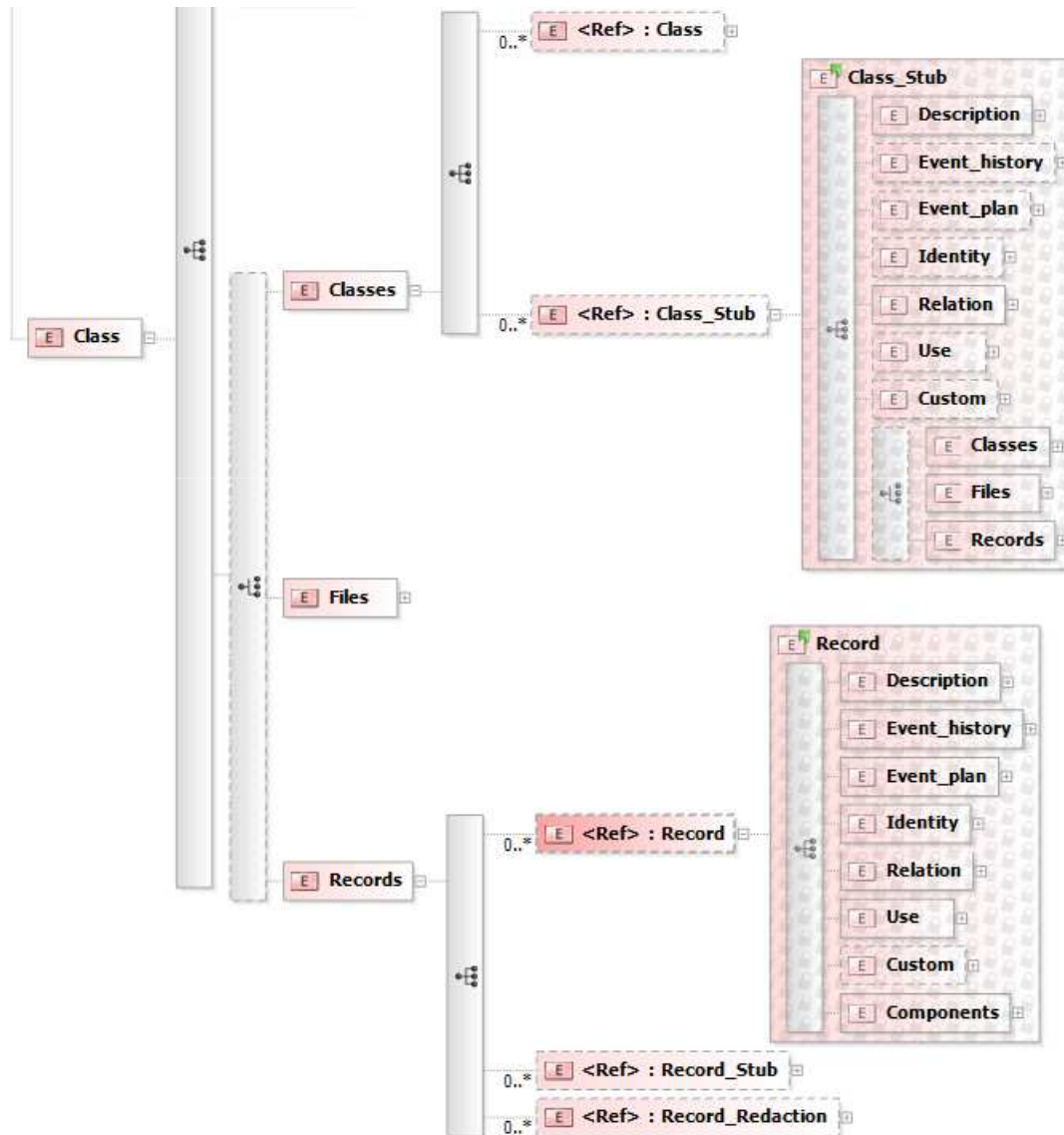
- › MoReq2 metapodaci sadrže
 - Informacije nužne za efektivno upravljanje zapisima
- › Minimum zahtjeva kao početna točka za prilagodbu i proširenje
- › http://www.dlmforum.eu/index.php?option=com_jotloader&view=categories&cid=10_f56391a0c9ea9456bf24e80b514f5dda&Itemid=36&lang=en

Liquid Studio XML Schema Studio

<http://www.liquid-technologies.com/Xml-Studio.aspx>



Model metapodataka

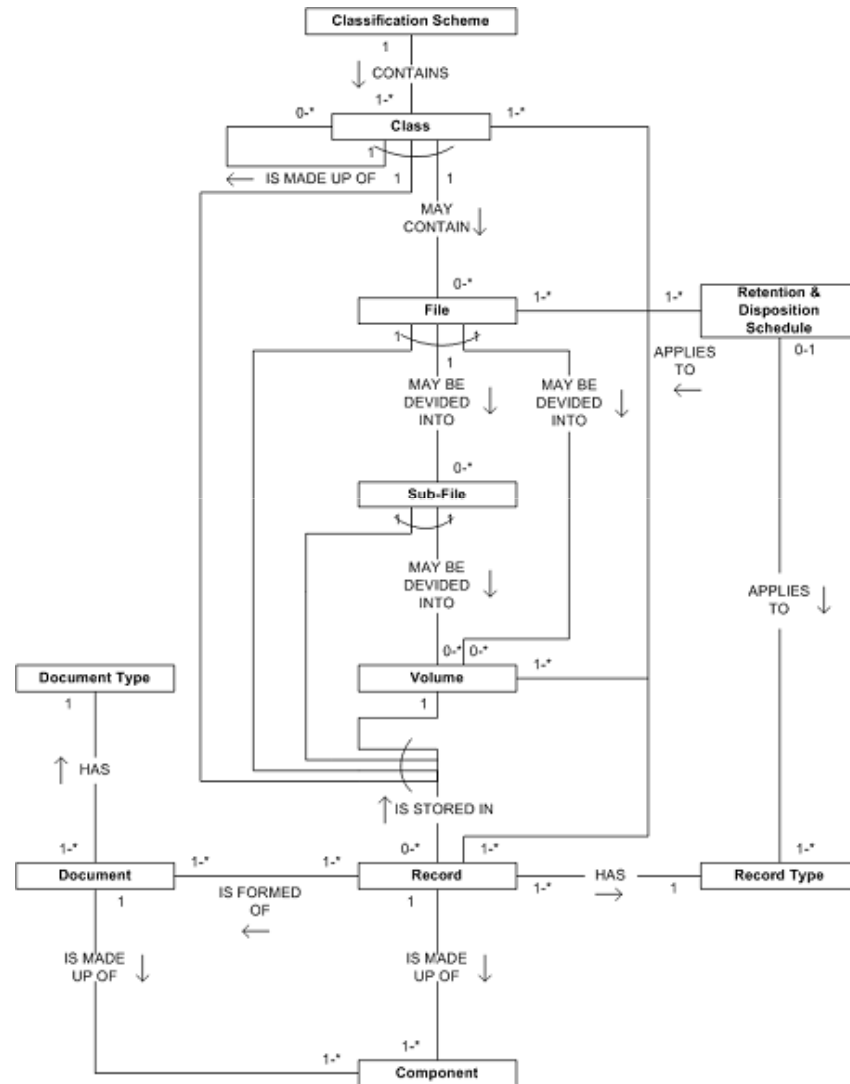


- › Baziran na Dublin Core setu metapodataka
 - Dublin Core Metadata Element Set, Version 1.1, <http://dublincore.org/documents/dces/>
 - Title
 - Creator
 - Subject
 - Description
 - Publisher
 - Contributor
 - Date
 - Type
 - Format
 - Identifier
 - Source
 - Language
 - Relation
 - Coverage
 - Rights

Vrste metapodataka

- › Upravljeni sustavom i upravljani korisnikom
 - Datum stvaranja zapisa ili opis zapisa
- › Obavezni i neobavezni
 - Identifikator klase, opis klase
- › Alfabetски, alfanumerički, numerički, datumski i logički
- › Naslijedivi metapodaci
- › Format metapodataka
 - D.D.MM.GGGG
- › Uporaba kontroliranih rječnika
 - Povezivanje na druge sustave
- › Uporaba šifrnika
 - Selekcija vrijednosti
- › Preuzimanje metapodataka
- › Validacija metapodataka

Entity-Relationship diagram

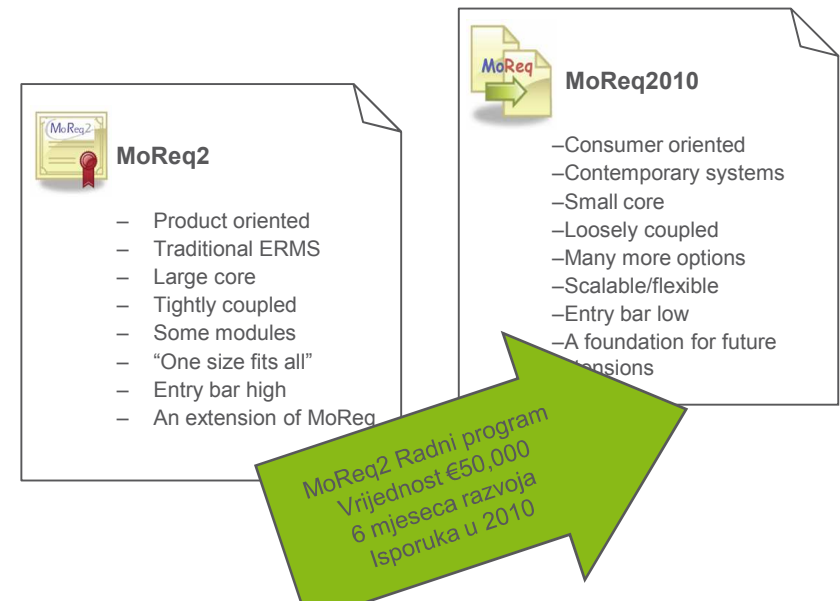
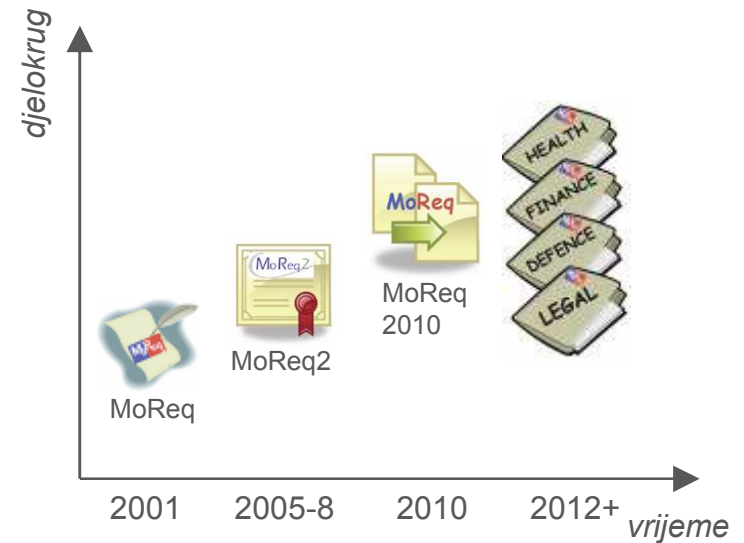


Key:

1 Exactly one 0-1 Zero or one 0-* Zero or more 1-* One or more (Exclusive OR

Daljnji razvoj specifikacije MoReq

- › 2009 – javni natječaj za izradu sljedeće generacije MoReq specifikacije
 - MoReq 2010
 - › Uspostava što kompaktnije jezgre obaveznih zahtjeva
 - › Pojednostavljenje veza između osnovnog modula i opcionalnih modula
 - › Poboljšavanje skalabilnosti i fleksibilnosti specifikacije
 - › Uspostava temelja za buduće ekstenzije specifikacije
 - Temelj za buduće modularne verzije specifikacije
 - › Zdravstveni sektor
 - › Financijski sektor
 - › Pravni sektor
 - › Obrambeni sektor

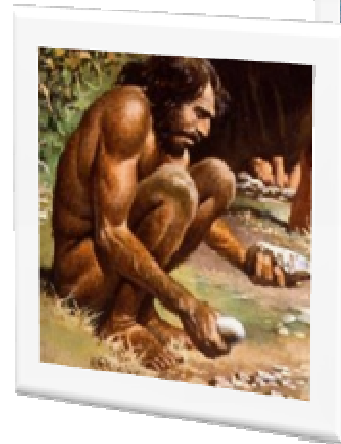
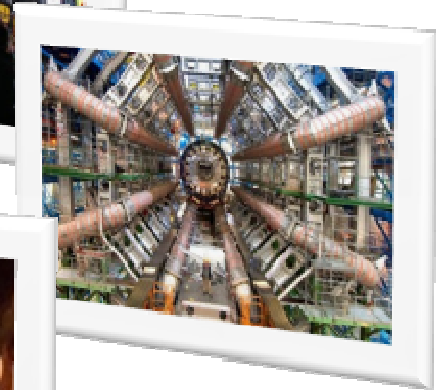


Zaključak

Zašto su arhivi toliko bitni, Köln, međudjelovanje,
pretraživanje i otkrivanje...

Zašto su nam arhivi bitni?

- › Ekonomski razlozi
- › Tehnološki razlozi
- › Kulturološki razlozi



Zašto standardiziranost?

- › Globalizacija
 - Politička
 - Ekonomska
 - Gospodarska
- › Jedinostveni ulaz u informacijska skladišta
 - Akademski arhivi
 - Državni arhivi
 - ...
- › Standardiziranost
- › I zato trebamo MoReq2



I da bismo izbjegli ovo

a okrunjenih glava, gradskim
dataka nedavne prošlosti. Ne treba

x i čitav
rištenoj
id u
ezne
isi su
m kako
e budu



Ovo je bio dokument koji je potvrđivao prava gradskih trgovaca u (danas belgijskom) Brueggu 1460. godine. Jedva da ima nade da će on biti pronađen.

Povijesni arhiv Kölna je bio fantastično opremljeni rezervoar sjećanja ove iznimno prosperitetne srednjovjekovne metropole, s bezbrojnim unikatnim rukopisima, srednjovjekovnim tekstovima opremljenim minijaturama, brojnim inkunabulama i ranonovovjekovnim knjigama, pa sve do vrhunaca njemačke građanske filozofske misli utjelovljene u tekstovima **Marxa i Engelsa**. I to je sve nestalo. Nema.



U Kölnu se urušila zgrada povijesnog arhiva

Business.hr/Hina

04.03.2009 07:33

Ocijenite članak (0)

U Koelnu se u utorak popodne urušila zgrada povijesnog arhiva pri čemu su oštećene okolne zgrade i zatrpano nekoliko automobila, a kao nestale se vode tri osobe koje su se, po izjavama očavidaca, nalazile u zgradi, priopćila je policija.