MoReq2

KA-81-08-415-EN-D
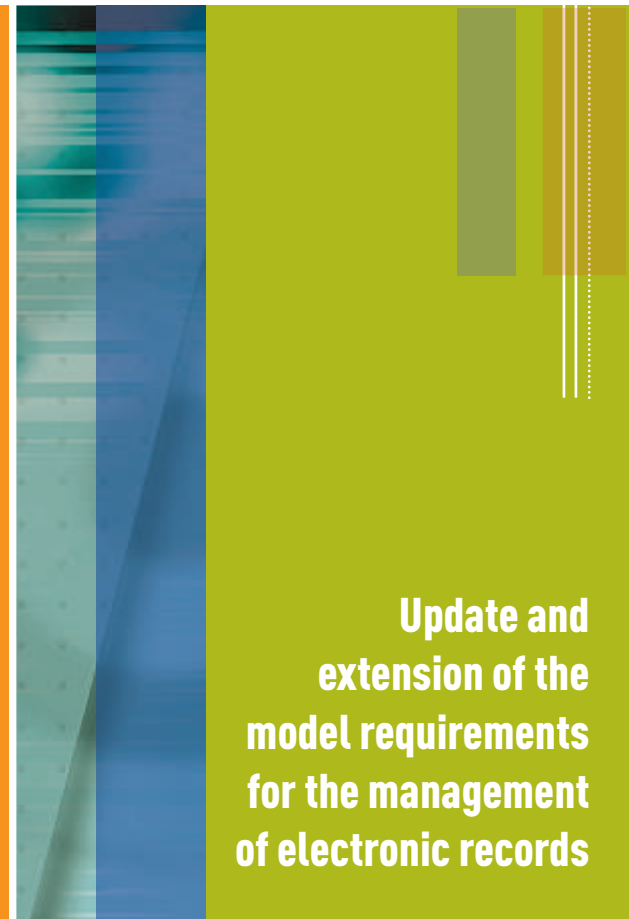
More information and downloads of MoReq2, as well as testing material, can be obtained from the following websites:
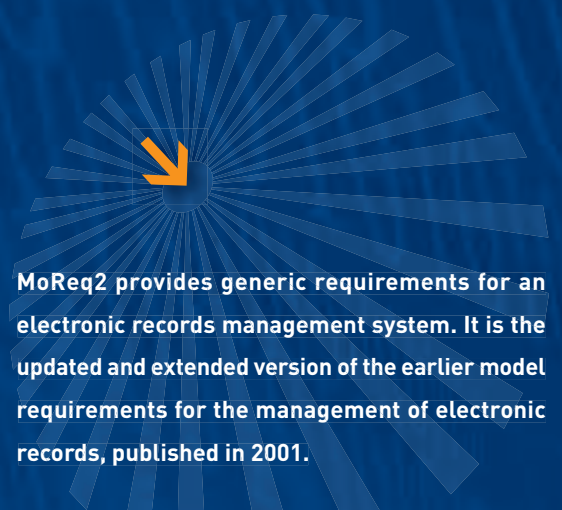
➡ **http://www.DLM-Network.org/moreq2**

➡ **http://ec.europa.eu/transparency/archival_policy/moreq**

MoReq2 was developed for the European Commission by Serco Consulting with financing from the European Union's IDABC programme.

MoReq2 Update and extension of the model requirements for the management of electronic records

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MoReq2

DLM-FORUM
Electronic Records

MoReq2 provides generic requirements for an electronic records management system. It is the updated and extended version of the earlier model requirements for the management of electronic records, published in 2001.

The original specification was very successful and was widely used throughout Europe and beyond. It was cited many times and came to play a central role in electronic records management. But much has changed since 2001. Technological growth and change has had profound effects on the creation, capture and management of electronic records. New standards and best practice have developed. In order to maintain the status of MoReq it was necessary to update the model requirements and to extend them to cover some new areas that have become important in the last years.

MoReq2

MoReq2 addresses the impacts of technological change and takes account of new standards and best practice. MoReq2 was reviewed at key stages of its development by dozens of users, consultants, suppliers, academics and professional bodies from around the world. This gives it an unprecedented level of authority and MoReq2 will be of great value to all those involved in the management of electronic records.

MoReq2 is intended to be used by a broad spectrum of public and private sector organisations that wish to develop an electronic records management system (ERMS). It can be used when preparing requests for proposals, evaluating existing systems, preparing records management training materials, etc. It is destined to become the guiding principle used by ERM system suppliers and developers. MoReq2 is intended for use throughout the European Union and is likely to play an important role worldwide.

Flexibility

MoReq2 is intended to be used across Europe. As such it needs to have a certain degree of flexibility to take account of different legal requirements with regard to records management, different records management traditions and different needs. MoReq2 was therefore developed as a modular specification that can be tailored to different environments. It has a base module that contains the core requirements necessary to provide credible electronic records management and optional modules that can be added if additional functionality is wanted.

MoReq2 also introduces the so-called 'Chapter zero'. This is intended to allow Member States to add their unique national requirements, thus taking into account different languages, legislation, regulations and record-keeping traditions.

Compliance testing

MoReq2, for the first time, allows for a software testing regime to be implemented. It is written specifically to support the execution of independent compliance testing. Compliance test modules have been developed for this purpose in parallel with the model requirements themselves.

DLM Forum

MoReq2 was developed by the European Commission at the request of the DLM Forum, an independent European organisation of archives and other public and private organisations interested in archiving and records and information management.

The DLM Forum is responsible for MoReq2 governance. More information can be obtained directly from the DLM Forum (www.dlm-network.org).