An introduction to electronic records management

What it is, why it is important, what are the main issues, how ERM is done now, and how ERM might be done in the future

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William Shakespeare
1,268 biographies on Amazon

1. **Shakespeare: The Biography** by Peter Ackroyd (Paperback - Nov 14, 2006)
   - **Buy new:** $14.96 $16.20
   - **23 new** from $10.88 **24 used** from $4.12
   - Get it by Monday, Oct 4 if you order in the next 1 hour and choose one-day shipping.
   - Eligible for FREE Super Saver Shipping.
   - 4.0 out of 5 stars (28)
   - Other Formats: Kindle Edition, Hardcover, Hardcover, Paperback; See All.
   - Excerpt - Front Matter: "... toward this biography for decades. He knows the 16th century, and he knows the artistic soul. He gives as a Shakespeare rooted in Stratford, ..."
   - Surprise me! See a random page in this book.

   - **Buy new:** $18.00 $12.15
   - Available for Pre-order. This item will be released on October 12, 2010.
   - Eligible for FREE Super Saver Shipping.
   - 4.0 out of 5 stars (5)
   - Other Formats: Kindle Edition, Hardcover

   - **Buy new:** $15.96 $10.85
   - **2 new** from $4.85 **150 used** from $1.30
   - Get it by Monday, Oct 4 if you order in the next 1 hour and choose one-day shipping.
   - Eligible for FREE Super Saver Shipping.
   - 4.0 out of 5 stars (38)
   - Other Formats: Kindle Edition, Paperback

4. **Shakespeare After All** by Marjorie B. Garber (Paperback - Sep 20, 2005)
   - **Buy new:** $22.00 $14.96
   - **22 new** from $12.99 **18 used** from $11.00
   - Get it by Monday, Oct 4 if you order in the next 1 hour and choose one-day shipping.
   - Eligible for FREE Super Saver Shipping.
   - 4.0 out of 5 stars (19)
   - Other Formats: Kindle Edition, Hardcover
   - Excerpt - page 4: "... actors, and audiences often seek to align their meanings with Shakespeare's biography. In some eras, including our OW, there has been e ...
   - Surprise me! See a random page in this book.
William Shakespeare

- Where he was born
- Who he married
- His children
- Where he worked
- Legal matters
- Where he bought land
- When he died
- What was in his will
  AND
- His plays, sonnets, etc.
~100 documents

- Baptismal records
- Title deeds
- Tax certificates
- Marriage bonds
- Writs of attachment
- Court records
- Will
ISO 15489

Record: Information created, received, and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business
ISO 15489

Characteristics of a record:

- Authenticity
- Reliability
- Integrity
- Useability
Electronic Records
Electronic Records
ISO 15489

Record: Information created, received, and maintained as evidence and information by an organisation or person in pursuance of legal obligations or in the transaction of business
Electronic Records
But in the future…

• How will people find it?
• How will they know who wrote it?
• How will they know that it hasn’t been modified?
• How will they know which version of the document is the actual will?
• Will they be able to read it?
But in the future…

- Authenticity
- Reliability
- Integrity
- Useability
Authenticity
Reliability
Integrity
Useability
PLUS…

• How will it be secured if it contains sensitive information?
• If it contains personal data how will people’s identities be protected?
• If it has a set retention period how will this be monitored?
• How will it be securely disposed of afterwards?
• How will it be ensured that it is not prematurely destroyed?
• If it needs to be preserved for a long term how will it be transferred to a national archive?
ERMS

An Electronic Records Management System is a software tool that assists users to manage records:

• Capture records
• And their metadata
• Classify records
• Find and retrieve records
• Control access to records
• Retention and disposal
• Transfer records to another system
ERMS

An Electronic Records Management System may also do

- Document management (EDRMS)
- Content management (CMS)
- Images, audio and video (DAM)
- Case management (CM)
- Workflow (BPM)
- Scanning (imaging)
- Some or all of the above (ECM)
ERMS

An Electronic Records Management System may work with

- Office documents (WP, spreadsheet, etc.)
- eMail (and attachments)
- Web pages
- Media files
- PDF (PDF/A)

May be general purpose, or
May be highly specialised
ERMS Standards

• 2001 ISO 15489 Records management
• 2001 MoReq Model requirements
• 2006 ISO 23081 Metadata for records
• 2008 MoReq2 Model requirements
• 2008 ICA Principles and Functional Requirements
• 2010 ISO 30300 (series) Management system for records
• 2010 MoReq2010 Model requirements
• Plus many national standards
Role of National Archives

• Membership of organisations like: EAG, DLM Forum and ICA
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• Creation of national standards for ERMS
Role of National Archives

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• Creation of national standards for ERMS
• Testing and certification against the national standard
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• Creation of national standards for ERMS
• Testing and certification against the national standard
• Participation in international standards development
• Promotion of best practice to the rest of government
• Regulation by government for adoption of ERMS across government departments
Records management as risk management
Managing records in their native environments
Interoperability
The MoReq Capsule

Capture

Import

MoReq2010
ERMS

Export

Destroy
Interconnected

MoReq2010 ERMS

Capture
Import
Export
Destroy

Capture
Import
Export
Destroy

Capture
Import
Export
Destroy

Capture
Import
Export
Destroy

Journal IT
Interconnected

Interoperability
What is the impact on suppliers?
Long term preservation

Line-of-business

Corporate

Departmental

Archive

A new type of record lifecycle?
Freedom of Information and Open Government
Leadership

This is where you will find posts about the leadership of data.gov.uk and the government’s Transparency agenda, which is led by the Public Sector Transparency Board and the Local Public Data Panel.

Latest blog posts

Public Sector Transparency Board – papers from the meeting held on 15 September 2010

Posted by Transparency Board on 30/09/2010 in Leadership | 1 comment | ⚪ 5 Attachments

The Transparency Board met on the 15 September 2010. Please find attached the following from this meeting: The agenda Papers Datasets added to data.gov.uk in May-August 2010 – excluding official statistics which are added automatically Data...

New Open Government License

Posted by Nigel Shadbolt on 30/09/2010 in Leadership, Site | 1 comment

Today the UK Government has launched a new, more open licence under which people can use government information and data. The new Open Government Licence allows anyone - businesses, individuals, charities and community groups - to re-use public...
INVOICE
EFFECTIVE COMMUNICATION STRATEGIES

To: Office of David Howarth MP
Invoice no: 
February 16th 2006:

For 10 more days work in February as press officer for David Howarth MP @ £150 a day
Amount now due: £600.00

Yours Sincerely,
Director, ECS.

HOTEL

Total £310.00
Personal Data Protection
QUESTIONS?