
Records in contexts

The use for records management and digital preservation

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Bogdan-Florin Popovici
National Archives of Romania

Agenda

Introductory remarks

Records management

Digital preservation

Conclusions

Introductory remarks

- Terminology: record, records management, archives...
- (internal) Status of RiC
- (external) Status of RiC
- What is not RiC

2. Records management

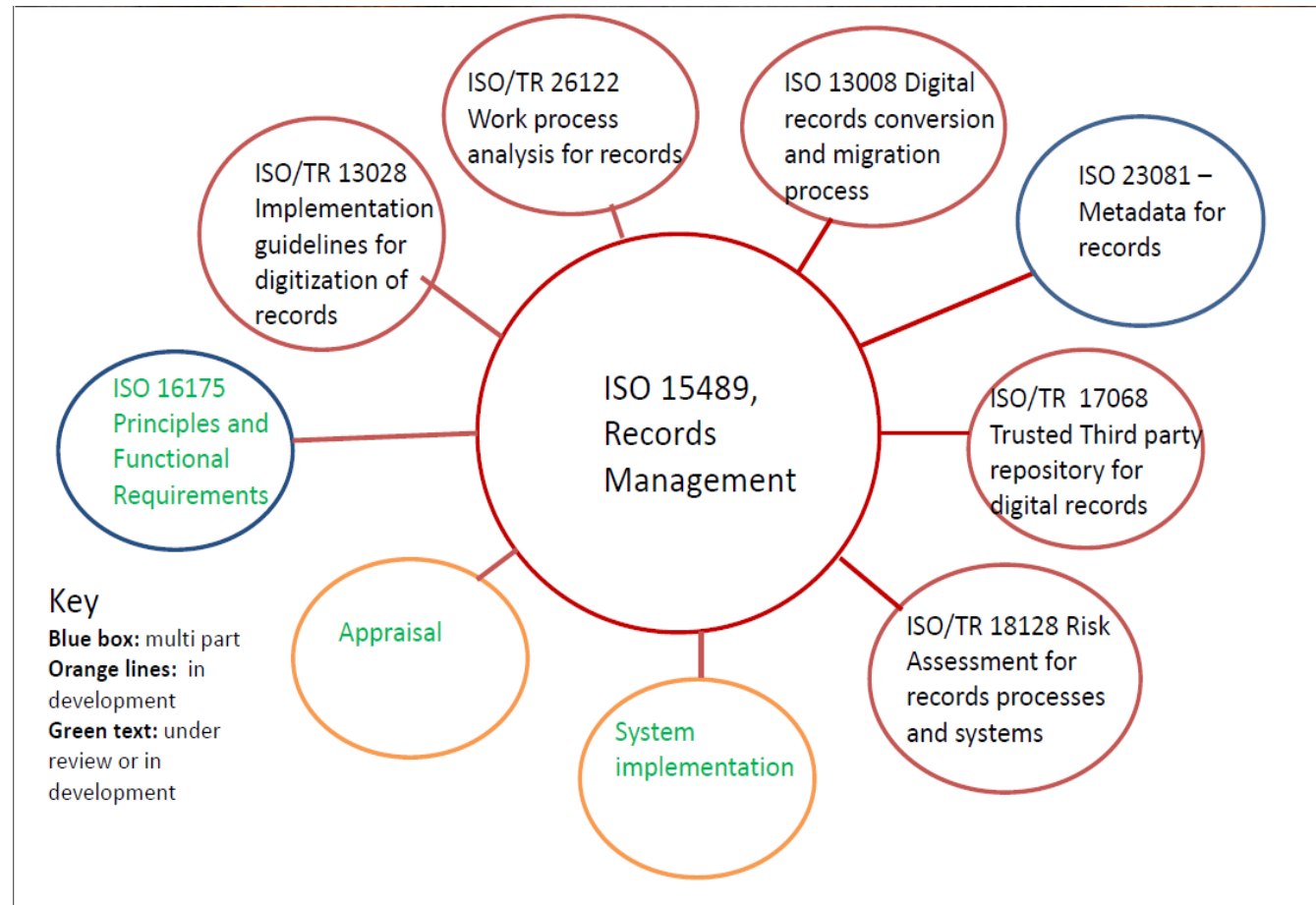
*“At every stage the information about the material remains dynamic and may be subject to amendment in the light of further knowledge of its content or the context of its creation... Computerized information systems in particular may serve to integrate or select elements of information as required, and to update or amend them. **While the focus of these rules is the description of archival materials after the point at which they have been selected for preservation, they may also be applied at earlier phases.**”*

2. Records management

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ISAD(G), I.3

2. Records management



Barbara Reed, Seoul, 2016

2. Records management - functions

1. identify the responsibilities for records and individualize/characterize entities involved;

WHO

WHY

WHAT

CREATOR

FUNCTION

RECORDS

2. Records management - functions

1. identify the responsibilities for records and individualize/characterize entities involved;
2. taking control, maintain and support use of the records (creation, classification, use);

2. Records management

Where are all the bank customers' loan contracts from 2010?



2. Records management - functions

1. identify the responsibilities for records and individualize/characterize entities involved;
2. taking control, maintain and support use of the records (creation, classification, use)
3. prepare transfer of records or act as archivist for long term/permanent records

I wanted to transfer 120 containers and they asked: TAR or ZIP...



2. Records management - RiC

1. An agnostic model of archival world

- Record/Records set
- Process-related (functions, activities, transactions, mandate)
- Agents (corporate body, but also position)
- Supporting entities (documentary form, place, date etc.)

2. Records management - RiC

1. An agnostic model of archival world
2. A deeper analysis of the significant attributes of the entities

- Content Information
- Information about Representation
- Information about Carrier
- Information about Management and Use

- Technical characteristics specific to delegate agent

- Properties of Record Set
- Properties Summarizing the Members of a Record Set
- Properties Shared by All Member Records of a Record Set

2. Records management - RiC

1. An agnostic model of archival world
2. A deeper analysis of the significant attributes of the entities



- Identify entities of interest
- Establish metadata of interests
- Enhancing cooperation RM-AM

2. Records management - RiC

1. An agnostic model of archival world (jurisdictions, medium etc.)
2. A deeper analysis of the significant attributes of the entities
3. Better contextualisation – multidimensional reality

2. Records management

1. identify the responsibilities for records and individualize/
characterize entities involved—IN TIME;
2. taking control, maintain and support use of the records (creation,
classification, use)—IN TIME

2. Records management - RiC

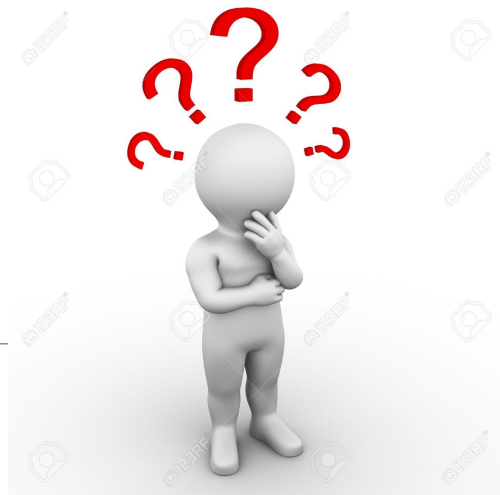
1. An agnostic model of archival world (jurisdictions, medium etc.)
2. A deeper analysis of the significant attributes of the entities
3. Better contextualisation
4. Better compatibility with most complex RM standards

2. Records management - RiC

1. An agnostic model of archival world (jurisdictions, medium etc.)
2. A deeper analysis of the significant attributes of the entities
3. Better contextualisation
4. Better compatibility with most complex RM standards



- easy of transfer (in/out)
- persistence of RM metadata

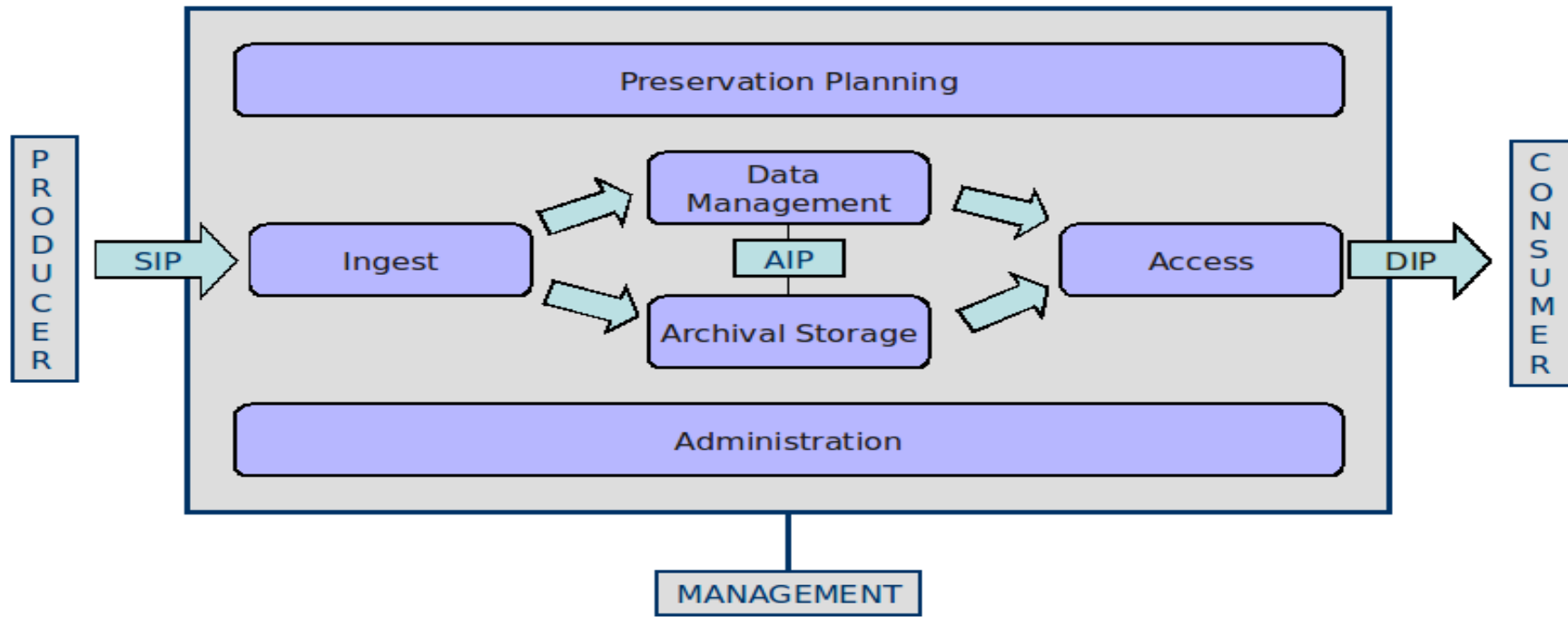


Aggregation – Add Record (F14.5.3)
Aggregation – Close (F14.5.4)
Aggregation – Create (F14.5.5)
Aggregation – Delete (F14.5.6)
Aggregation – Delete Residual Event (F14.5.7)
Aggregation – Delete Residual Metadata (F14.5.8)
Aggregation – Destroy (F14.5.9)
Aggregation – Exported (F14.5.10)
Aggregation – Inherit Default Class (F14.5.11)
Aggregation – Inspect (F14.5.12)
Aggregation – Inspect ACL (F14.5.13)
Aggregation – Inspect Event (F14.5.14)
Aggregation – Modify ACL (F14.5.15)
Aggregation – Modify Max Levels Of Aggregation (F14.5.16)
Aggregation – Modify Metadata (F14.5.17)
Aggregation – Modify Originated Date/Time (F14.5.18)
Aggregation – Open (F14.5.19)
Aggregation – Override Class (F14.5.20)
Aggregation – Remove Aggregation (F14.5.21)

3.1 IDENTITY STATEMENT AREA
3.1.1 Reference code(s)
3.1.2 Title
3.1.3 Date(s)
3.1.4 Level of description
3.1.5 Extent and medium of the unit of description (quantity, bulk, or size)
3.2 CONTEXT AREA
3.2.1 Name of creator(s)
3.2.2 Administrative / Biographical history
3.2.3 Archival history
3.2.4 Immediate source of acquisition or transfer
3.3 CONTENT AND STRUCTURE AREA
3.3.1 Scope and content
3.3.2 Appraisal, destruction and scheduling information
3.3.3 Accruals
3.3.4 System of arrangement
3.4 CONDITIONS OF ACCESS AND USE AREA
3.4.1 Conditions governing access
3.4.2 Conditions governing reproduction
3.4.3 Language/ scripts of material
3.4.4 Physical characteristics and technical requirements
3.4.5 Finding aids
3.5 ALLIED MATERIALS AREA
3.5.1 Existence and location of originals
3.5.2 Existence and location of copies
3.5.3 Deleted units of description

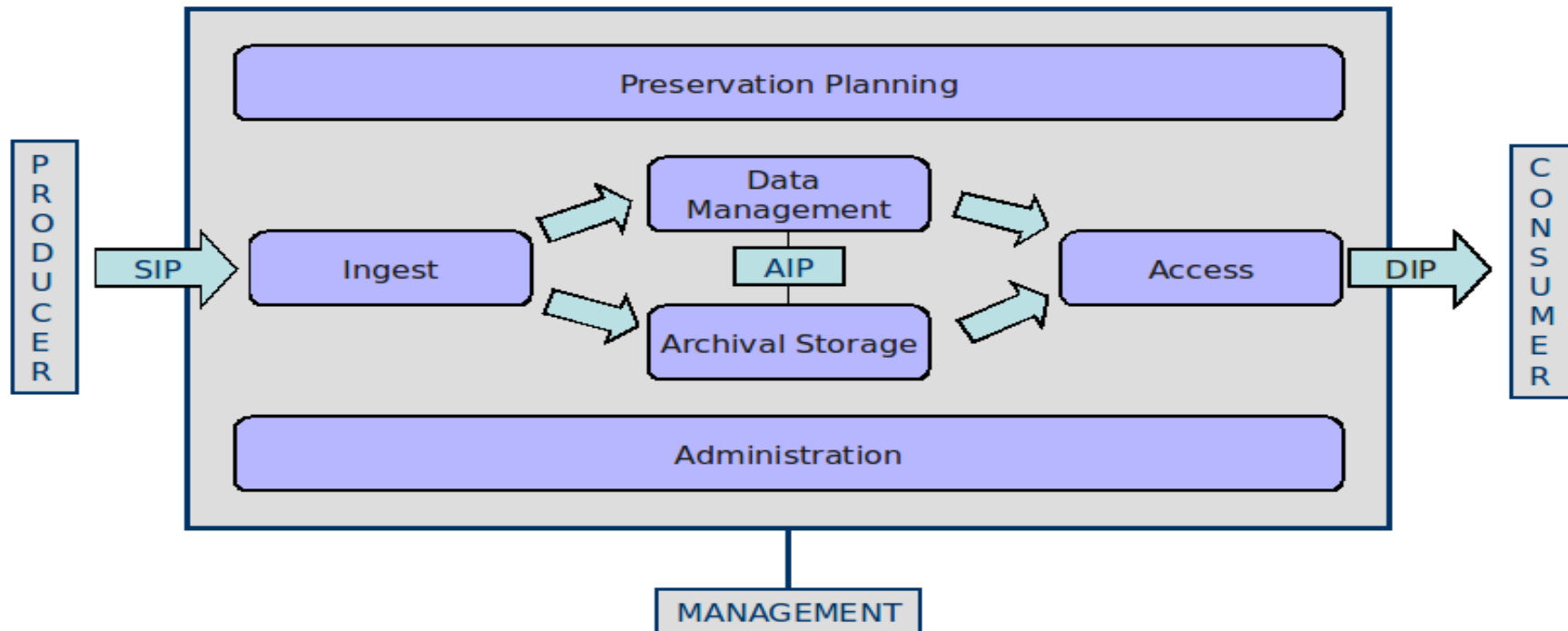
2. DLTP

Open Archival Information System (OAIS) reference model (ISO-STD 14721)



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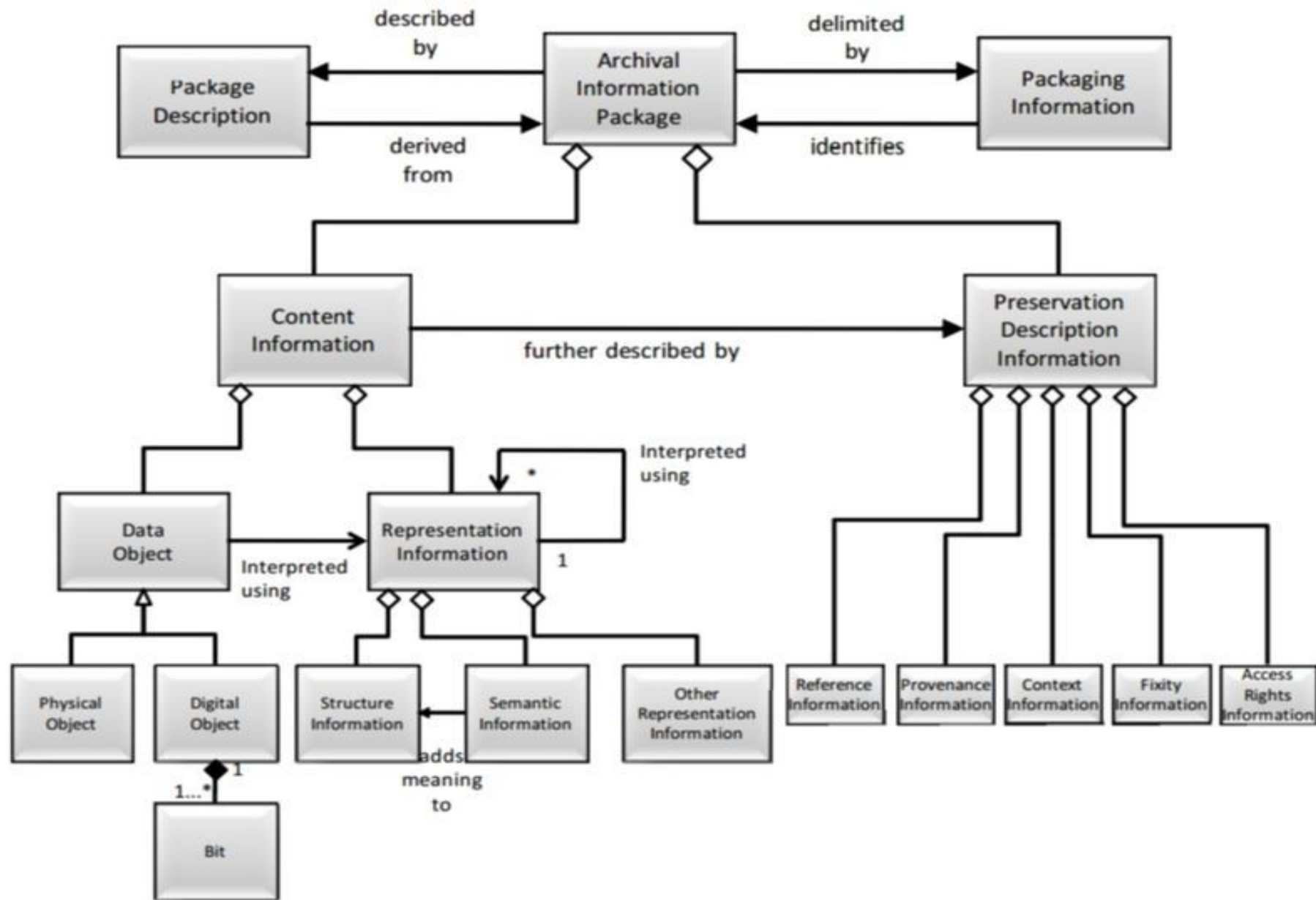
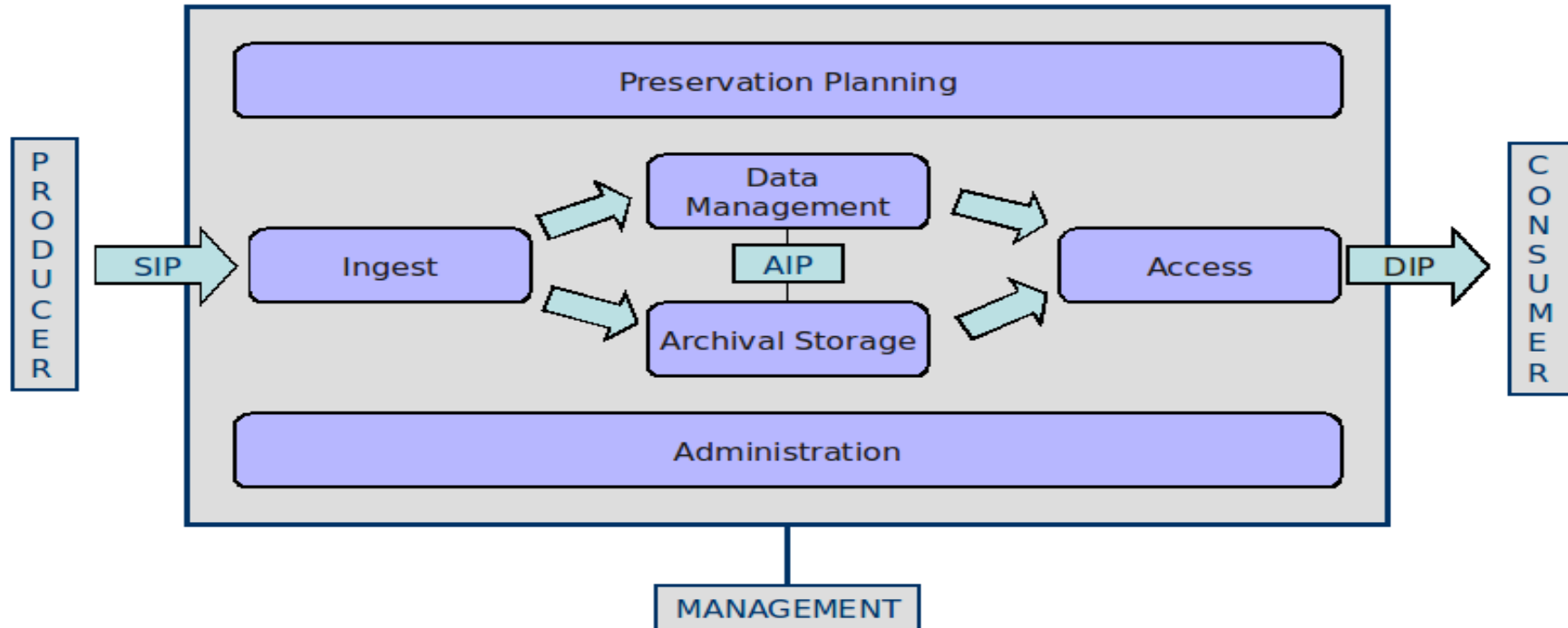


Figure 4-18: Archival Information Package (Detailed View)

2. DLTP

Open Archival Information System (OAIS) reference model (ISO-STD 14721)



Conclusions

Though not specifically dedicated to RM,

- RiC may influence the way RM understand and structure their methods and practices
- RiC allows for a better integration between RM and AM systems and practices, aiming to a richer collect and use of metadata regarding records and their context
- RiC helps describing hybrid archives, revealing the identify of contexts and purposes for records

