eARD
an e-archive and e-records management project in Sweden

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Responsible for CS development
“As simple as possible for as many as possible”
E-delegationen, eGovernment Delegation

“To strengthen the development of eGovernment and create good opportunities for inter-agency coordination” (ToR 2009:19)

**Investigation**
- Develop a strategy for future eGovernment
- Preconditions for eGovernment 3.0
- Following up effects
- Open data (PSI) and Social Media

**Coordination activities**
- Coordinates the strategic development (Architecture, Programme Management, Pilot studies)
- Coordinating IT standardization issues
- Assists the Government in international work
- Follow up the impact of eGov nationwide

**Guidance**
- Guidelines and support-activities
The eARD project

Å Prestudy ordered by the E-delegation and delivered in February 2011

Å Prestudy states a project regarding e-archiving and e-records management led by the National Archives should be set up

Å Fall 2011 start of project eARD (e-archiving and e-records management)
Personnel in the project

- Overall project manager, Göran Kristiansson (regional archivist, Lund)
- Assisting project manager Caspar Almalander (IT staff, Eskilstuna)
- Subproject managers (4)
- Project members (about 100 persons) from agencies, municipalities and health agencies (Each had to have their finance covered by the employer)
- A board group led by the National Archivist
- A steering committee
- A group of people looking at committee reports (different for the different reports)
The eARD project and its subproject

SP1 Vocabulary

SP2 Proof of value and count of cost

SP3 e-archiving CS

SP4 e-archiving function requirements

SP5 e-records management CS

SP6 e-records management function requirements

SP7 test and evaluation with pilots

SP8 Management organisation

Laws
SP3 e-archiving common specification

- Sub-project leader, Karin Bredenberg, Swedish National Archives
- A total of 47 named participants and some more mostly archivist with no XML-training and poor knowledge of standards
- Can there be one specification for everything?
Common specification (CS)
Förvaltnings Gemensam Specifikation (FGS)

• Well defined exchange formats
• Specifications with a minimum of common denominators mandatory
• The CS’s developed can be used by vendors, agencies, municipality agencies and health agencies for buying, develop and give the public access to on-line services of e-archiving and e-records management. Services full filling the vision of: As simple as possible for as many as possible
• Needs to be fine tuned in every use case to full fill the system and/or the e-archives specific needs
CS is demands of metadata for the information and packaging of the information in Information Packages (IP)
SP3 The first task

Å CS Package

Å Define a package

Å Uses METS

Å Built on earlier developed work in Sweden in a small collaboration group

Å The specification defines a lot of elements but since it needs to be usable for all there are not many mandatory elements

Å Is the umbrella for the rest of the CS's

Å Challenge:
  i the knowledge of METS poor in the working group
  i the time for learning people non-existing

Å Advantage:
  i Already implemented in some systems
  i Other countries use almost the same specification
SP3 The next task

Â CS Records Management
  ï Elements coming from the work of SP5
  ï Based on ISO 15489
  ï An own XML-format developed
  ï Inspired by MoReq2010 and modularity

Â CS Personnel
  ï Based on work carried out in a health agency collaboration
  ï An own XML-format developed

Â Challenges:
  ï Poor knowledge of standards used
  ï No examples
  ï Lack of test
  ï Not long term preservation tested

Â Advantages:
  ï Can be used for transfer between systems
  ï Can be used for storage in an archival environment
SP3 What have been done?

Â Deliverables for each CS
  ï CS (text)
  ï XML-schema (exchange format)
  ï Example
  ï Report explaining choices made and some more about the creation of the CS

Â To the management organisation a first version for final work and publication have been delivered these are DRAFTS:
  ï CS Package
  ï CS Records Management
  ï CS Personnel

Â To the management organisation has first, first, first drafts for continuation of work been delivered regarding:
  ï CS Databases (Based on ADDML, http://www.arkivverket.no/arkivverket/Arkivbevaring/Elektronisk-arkivmateriale/Standarder/ADDML)
  ï CS File Collections (Based on ADDML)
  ï CS Archival description (Based on swedish regulation regarding archival description and uses EAC-CPF and EAD3 as exchange formats)
Management organisation

- A function in the Public Information Management section of the Swedish National Archives:
  - One expert of metadata who at the same time is responsible for the CS work
  - One administrator
  - A half person spreading the word

- A management board

- References groups as needed

- Working groups or sub projects as needed
Lessons learned

- Make sure the participants know the basis (f.e. OAIS model, XML and standards planned to be used)
- Make sure they plan to learn on their own (No time to teach everybody everything)
- Make sure people talking about and give information regarding the project and its outcome know what they are talking about (Wrong information, wrong assumptions are hard to correct)
- Expectations on outcome are high!
- Drafts are taken as the result! (and no changes will never ever be made afterwards.)
- Testing is critical and hard
- Vendors want the CS:s but in a finished version so they can implement the same solution for all customers (charging all the cost)
- These kind of projects is hard to manage without a budget and secured resources
- A planned subproject organisation will change due to non-secured resources and lack of competence
The project and its subprojects ended up

- **SP3**: e-archiving FGS
- **SP4/6**: e-archiving e-records management function requirements
- **SP5**: e-records management Sort of FGS
- **SP7**: test and evaluation with pilots
- **SP2**: Proof of value and count of cost
- **SP8**: Management organisation
- **Laws**

**SP1**: Vocabulary
And now?

Å The management organisation will finalize a first version to be published of the three first CS’s

Å The drafts in first version will be a continuation of work and reviewed and then published in a first version

Å New CS’s are wanted

Å An European project has just started, EARK, [http://www.eark-project.com/](http://www.eark-project.com/) dealing with the same questions
Thank you for the attention!

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