Abstracts

IT-based processing for files and electronic records

Thomas Schärli: IT-supported processing of business transactions and digital records management within an eGovernment environment: experiences from the Swiss Standardization Board eCH

Based on a case study from Switzerland, this article examines the prospects and limits of standard setting for IT-supported business process and records management within the context of eGovernment. The eCH community was created in order to facilitate the implementation of electronic government in Switzerland on equal terms for federation, cantons, municipalities, and private organizations. Reflecting first the obstacles to overcome, concrete activities in both domains of business process and records management are described, pointing out that in spite of many difficulties, converging trends and sustainable advancements can be observed where standards are skilfully coordinated and where they are meeting real needs by means of best practices.

Margit Ksoll-Marcon: ELDORA – The Introduction of "Fabasoft eGov-Suit + Bayern"

In April 2005 the State of Bavaria obtained 100,000 licences of the product "Fabasoft eGov-Suit + Bayern" from the Austrian company Fabasoft D

Software GmbH. This was the beginning of the project ELDORA (Electronic handling of documents, including search moduls and file management). The purpose of this project is to introduce a mandatory standard – named "Bayern-Standard" – for electronic record management and administrative workflow on all administrative levels. The so-called Bayern-Standard defines the whole life cycle of a document from the receipt to the course of business, the inquiry, the allocation to a file and finally the transfer to the archives. Since March 2006 the Bayern Standard has been tested by the government of Schwaben, who also owns the CC-DMS of Bavaria, by the Ministry of Science, Research and Arts and by the Ministry of Education and Cultural Affairs. The regional roll out is projected for 2007.

Rainer Ullrich: Records management and electronic files: an underestimated factor for success

Since the introduction of electronic communication into the public authorities, their files increasingly fall into electronic and paper parts. In this form, they often do not fulfil the legal requirements which provide for the fact that a file has to be complete. Document Management Systems are able to help meet these criteria. Their implementation requires a high degree of dicipline in the field of record keeping on the part of the employees. This includes the observation of the general records schedule which is much too often replaced by competing personal filing systems. These irregulations can be abolished by a sensitization and qualification of the administrative personnel as well as with the professional help of archivists.

Andrea Wettmann: Standards in practice: Experiences with the Implementation of a Records Management System in Saxony

The Free State of Saxony is testing the electronic file in selected agencies. The article describes the aims and the organization of the pilot project, analyzes the initial situation regarding paper-based records management, and outlines upon the example of the Saxon State Archives how and with which effort archival standards for records management systems can be enforced.

Preserving web-sites and electronic publications

Angela Ullmann: Today on the internet – tormorrow in the archive: The preservation of the Web-Services of the German national parliament (Bundestag)

Starting from January 2005, the parliamentary archive in cooperation with the online-services preserves the online resources of the Bundestag. The underlying concept considers questions of terminology and of change in traditional archival workflows as well as of memory requirements and preservation. Like with its system "digital image service" (Digitaler Bilderdienst/Bildarchiv) the archive of the Bundestag works according to the open access principle for digital archival records.

Hans Liegmann: Web Harvesting: activities of national libraries

Several national libraries use Web Harvesting as a method to select electronic publications for long-term preservation. Software robots are applied to collect a certain, often regionally defined extract from the World Wide Web. This article presents the different settings in which Web Harvesting is used at the moment and discusses its strengths and weaknesses. A special focus is on the tools developed by the International Internet Preservation Consortium (IIPC), an alliance of national libraries and the Internet Archive.

Reinhard Altenhöner: Preserving governmental digital pamphlets – considerations for libraries

Governmental digital pamphlets have long been neglected by German libraries. The Library of Congress has lately initiated a major project with a focus on long-term preservation and utilisability. This is also the context, in which the KOPAL project (cooperative development of a long-term digital information archive) works. It aims at the practical test and implementation of a cooperatively created and run system for long-time preservation for digital documents and data. KOPAL will be the technical basis of the German Library's strategy for long-term preservation. This will include a growing number of governmental digital pamphlets, which the Library is responsible to preserve.

Preserving electronic records

Georg Büchler/Christian Eugster: KOST: A cooperative approach for digital preservation in Switzerland

The Coordination Agency for the Preservation of Electronic Files (KOST) was founded in 2003 by the Swiss Confederation, the Principality of Liechtenstein, and the Swiss cantons, based on an administrative agreement. It started operations in 2004, advising and assisting state archives on best practices in the preservation of electronic records. Initial work focuses on creating the necessary infrastructure and documentation and on gaining practical experience. At present, two pilot projects which involve several archives each are building this kind of experience. Moreover, the pilot projects help to explore the possibilities of cooperation as well as to develop first elements of common guidelines for digital preservation.

Karl-Ernst Lupprian: "Preserving digital records of the civil service": A German Research Foundation (DFG) project, managed by the Bavarian state archives

The project in question was finished in 2005. The article examines expectations and outcome, it shows problems as well as solutions. As one of the results, a catalogue for the metadata case files has been worked out and adapted to the requirements of the Bavarian DMS. It turned out to be still difficult though, to access digital case files and statistics. Apart from that, a test turn showed in how far a long-term preservation of electronic records might be possible by using microfilm.

Karsten Huth: Keeping electronic records in the German Federal Archives (Bundesarchiv): In search for an appropriate concept for metadata

This article presents the current work of the department B2 of the Bundesarchiv. As part of the NESTOR-project, it was necessary to find an appropriate concept for the mapping of technical and administrative metadata. The department compared already released concepts (PREMIS, METS, Preservation Metadata of the National Library of New Zealand) and tested them by using examplary data. The article starts with the key assumptions and then explains why we chose a certain concept for metadata, including its potential and utilisability.

Barbara Hoen: 10th conference of the working group "Keeping records from digital systems" – interim results

The 10th meeting of the working group is a good occasion to take stock of its activities so far. In answer to international endeavours in the field of the preservation of electronic records, the initiators were searching for an informal and practice-oriented professional discourse including all archive branches. From an early stage (the second meeting) on, the circle of participants was broadened by IT-specialists from the administration. The interdisciplinary exchange has been cultivated ever since. This articles summerizes the key topics of this book, it examines the state of affairs with regard to the general development and the way the separate groups contributed to the working group as a whole. These results shall provide a basis for the future activities of the working group.