
Archivierung von Unterlagen aus digitalen Systemen –
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Education and Training in Digital Recordkeeping in France:

Neither too much, nor too
little

Édouard VASSEUR (École
nationale des chartes, Paris)

edouard.vasseur@chartes.psl.eu

Introduction

Let's start with a short story and a feedback

Short Story :

- National Archives, 2019
- Giving advise to a colleague processing a digital database acquired by National Archives few years ago (description in a finding aid)
- No links made between the database and former forms, such as registers (19th and 20th century), but the same process

Feedback :

- Archivist for 20 years
- National Archives (2002-2006) : database administrator
- Department of Culture (2006-2012) : definition of a digital recordkeeping policy, digitization of archival processes
- Department of Defence (2012-2015) : definition of a digital recordkeeping policy
- Interdepartmental digital recordkeeping VITAM program (2015-2019) : software development as product owner
- Education in digital recordkeeping and digital technologies : about 20 hours in a 4,5 years educational program !

Education and training in archival science in France

Education:

- Main organisations
 - Institut national du patrimoine
 - 9 universities proposing master's degrees in archival science
- Others organisations :
 - École nationale des chartes (ENC, master's degree in digital humanities)
 - École nationale des sciences de l'information et des bibliothèques (ENSSIB, master's degree in digital recordkeeping and preservation)
 - Association de prévention du site de La Villette (APSV)

Training:

- Association of French Archivists
- Department of Culture -> INP and ENC
- Conservatoire national des Arts et métiers : certificate in records management and digital recordkeeping
- Centre national de la fonction publique territoriale
- CR2PA's MOOCs on records management and email management



Knowledge, skills and attitudes required for digital recordkeeping

References:

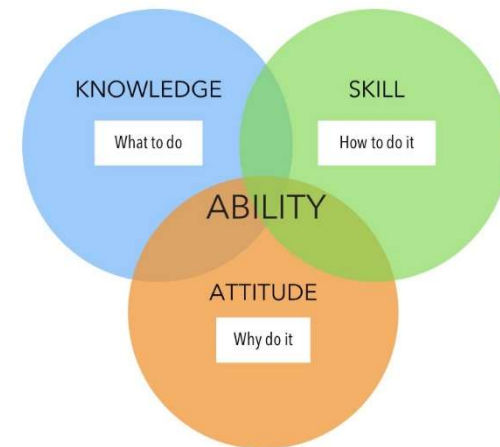
- Professional Literature
- AFA's professional frame of reference
- Job descriptions

Cross-cutting knowledge and skills:

- Main concepts and functions of recordkeeping
- Identification of Records and Archives to be captured in a recordkeeping system
- Business Process Modelling
- Introduction to Project Management, Risk Management, Audit Methodology, Relationship with a service provider
- Requirements Expression

Specific knowledge and skills:

- Minimal knowledge of digital technologies, of digital ecosystem, of records creation today, of IT current topics (cloud, SaaS, AI, blockchain, data lake)
- IT law (e.g. GDPR)
- Metadata
- Digital preservation
- Digitization and dissemination of archives on the Internet
- Design of website and use of social media



Assessment of education and training programs

General Assessment:

- Increasing role of digital technologies and digital recordkeeping in education and training (e.g. one third of AFA training program is dedicated to digital recordkeeping)
- Focus specifically on digital recordkeeping or focus in general on recordkeeping ?
- Specific master's degrees (ENC, ENSSIB) focus on digital technologies rather than on a fully comprehensive education in recordkeeping

Strenghts:

- Emphasis on use of digital technologies for archival description, access and dissemination of archives
- Growing role of project management (study day, case studies

Weaknesses:

- Insufficient knowledge and skills on digital ecosystem, current digital topics, records' creation and records management
- Standards and tools rather than requirements expression
- Insufficient knowledge and skills on risk management, audit methodology
- Lack of dialog and project managed with IT professionals



Personal Experiments

École nationale des chartes (30 hours in 3 years):

- An overview of recordkeeping (students have also courses on digital humanities)
- Year 1 : diplomatics
- Year 2 : recordkeeping processes
- Year 3 : records creation from 19th century to nowadays, digital diplomatics, case study of records creation from 19th century to nowadays (2020 : diplomatic correspondence, 2021: land registration)

University of Versailles-Saint-Quentin master's degree:

- Diplomats and digital diplomats (6 hours)
- Audit methodology (6 hours)
- 2021 : integrated exercise on active solidarity income's allocation : process modelling, records creation using diplomatics, appraisal and disposal of all records (either paperbased or digital, either data or documents)



In Conclusion

Young records managers and archivists are made more aware of digital technologies and digital recordkeeping than I was

Education and training in France do not properly mitigate two risks :

- Records managers and archivists focus mainly on physical recordkeeping and on access and dissemination
- Records managers and archivists focus on the how (standards, tools, digital technologies) rather than on the what (records and archives to be captured in digital recordkeeping systems) and on the why (users requirements)

More attention should be given on education and training's issues, in order to prevent digital recordkeeping from turning only to an IT topic managed by computer scientists, geeks or check box clickers

