



ARCHIVING BY DESIGN

DLM members meeting
Tallinn, October 13th 2021

Agenda

- Background & Mandate
- Concept of AbD
- Proposed requirements
- Discussion points

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Archiving by Design (AbD) is a generic term for the mindset of designing information systems that consider from the outset the need for sustainable information accessibility as long as necessary.

- AbD Workingpaper, may 2021



Participants in AbD subgroup

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- Josephus Schram (EU Commission)
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Archiving by Design – Requirements

design systems to ensure accessibility and sustainability for digital born documentation

- Original methodology based on ideas and methodology from the Netherlands
- Subgroup focus on establishing common understanding and methodology usable cross border
- Travel restrictions led to reduced opportunities to explore and pilot AbD in national agencies
- Two main classes of requirements:

Accessibility - Information should be

- Findable
- Available
- Readable
- Interpretable
- Reliable

Sustainability - Information should be

- Resilient
- Sufficient

High level requirements (1)

- focus on implementation

1. Information modelling and classification	
1.1 Information model	The organisation maintains an information model that describes all the information objects that the information systems contain. The information model must present the information objects in a way that allows them to connect to the organisation's grouping or classification of all its information.
1.2 Information value	The organisation has assessed all its information objects for their reuse value and required accessibility levels. The reuse value of information can for example be legal, administrative, financial, historical etc.
1.3 Retention plan	The organisation has assigned a retention period for each information object and/or group based on the value of the information object and/or group.

High level requirements (2)

- focus on implementation

2. Information representation, format and metadata

2.1 Search and Representation	<p>A representation of each information object is defined and available within the information system.</p> <p>A search function is available that makes it possible to easily find the information object.</p>
2.2 Open formats	<p>Information objects (i.e. their representations) are stored or can be easily exported in open and standardised formats.</p>
2.3 Metadata	<p>Each information object is accompanied by and can be easily exported with complete and up-to-date metadata.</p> <p>Sufficient metadata must also be available for the search function defined in requirement 2.1.</p>

High level requirements (3)

- focus on implementation

3. Destruction and Export

3.1 Destruction	Information objects are destroyed no sooner and no later than indicated in the retention plan. Such controlled destruction of an information object must be documented.
3.2 Export	Information objects can be exported in a standardised and controlled manner for transfer to an archive or any other information system.

4. Restrictions and security

4.1 Right of access	<p>Information objects are accessible to anyone who is entitled to access on the basis of regulations and policies.</p> <p>If an information object includes some restricted elements, the system allows for the creation and management of an unrestricted representation of the information object.</p>
4.2 Security	The information system complies with applicable institutional, national and international information security standards.

DLM discussion points

- Impression of the approach this far?
- Intended actions going forward:
 - Develop a “marketing package” for AbD
 - Pilot and develop tools for the assessment if information systems are archive-ready
 - Find approach for bridging EU requirements with national legislation
- Working group is open for participants from National Archives – Any new participants?