



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Federal Department of Home Affairs  
**Swiss Federal Archives (SFA)**

Innovation and Preservation Unit / GEVER Service

# GEVER in Practice

Presentation, UZINFOCOM Computerization and IT  
Development Center, Uzbekistan

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# Overview

- 1. Standards**
- 2. Data Model**
- 3. Organizational and Operational Structure**
- 4. Demonstration of Fabasoft**



# Specifications of ISO Standard 15489:

## Records Management – Part 1: General

## Records Management – Part 2: Guidelines

|                     |   |
|---------------------|---|
| <b>Reliability</b>  | <ul style="list-style-type: none"><li>- Correct representation of transactions</li><li>- Completeness of records and files</li></ul>  |
| <b>Authenticity</b> | <ul style="list-style-type: none"><li>- The creator and origin of information are verifiable</li><li>- The chronological circumstances of a transaction or communication are verifiable</li></ul> |
| <b>Integrity</b>    | <ul style="list-style-type: none"><li>- Integrity of content and context</li><li>- Protection against unauthorized access, use, modification or destruction</li></ul>                             |
| <b>Usability</b>    | <ul style="list-style-type: none"><li>- Usability and availability of records throughout the entire life cycle of a transaction</li></ul>   |



# ISO 23081-1

- Metadata for records management processes

# Dublin Core

- Metadata pertaining to publication on the Internet

# ISAD (G) and ISAAR (CPF)

- Standards pertaining to the description of archival matter and archival authority records describing the entities (corporate bodies, persons and families) associated with the creation and maintenance of archives (relation between the record creator [provenance] and the record).



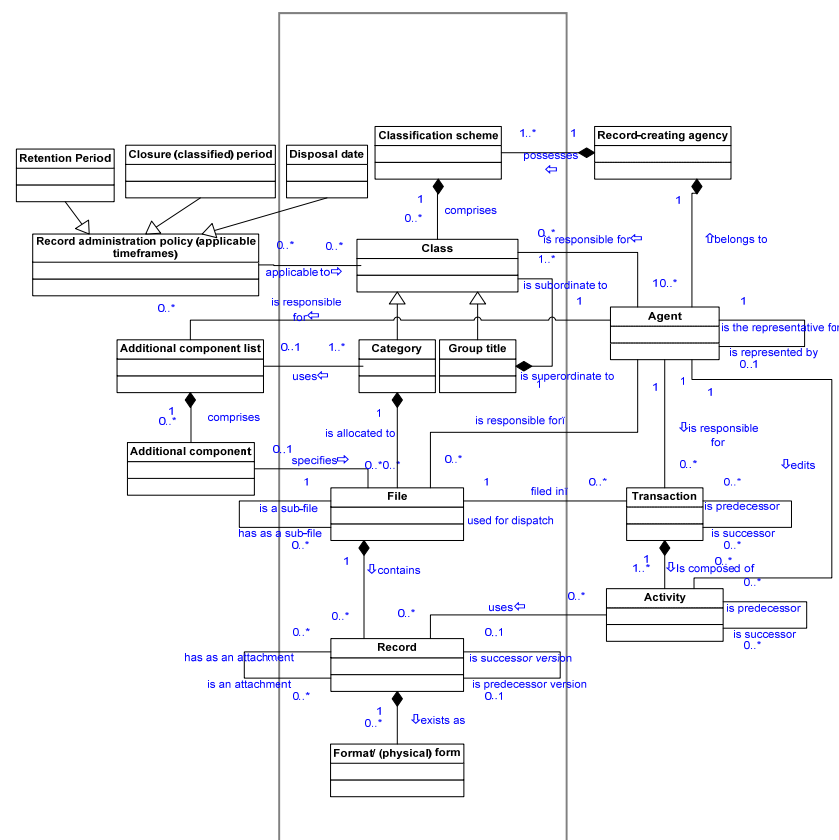
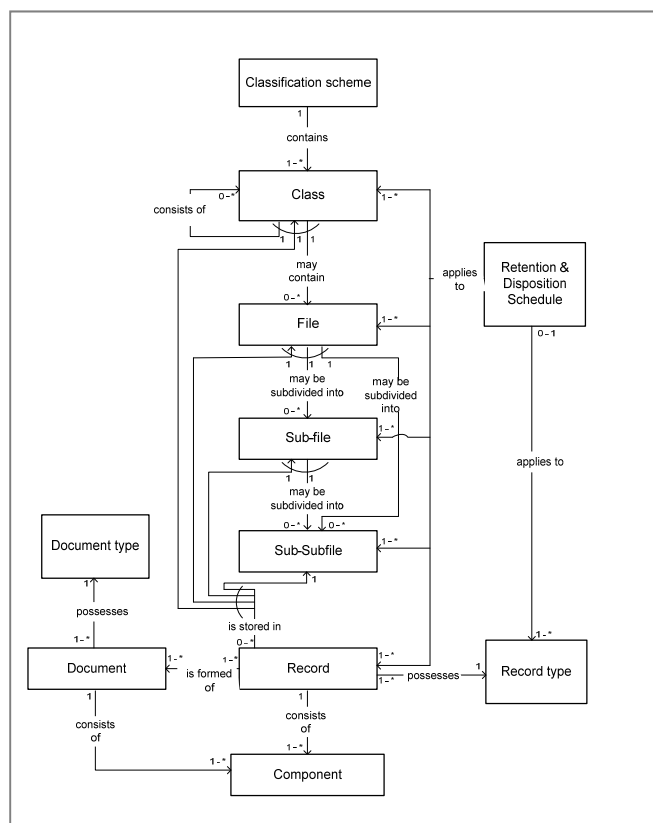
# GEVER Standards in the Swiss Federal Government

Based on ISO 15489 (RM standard)

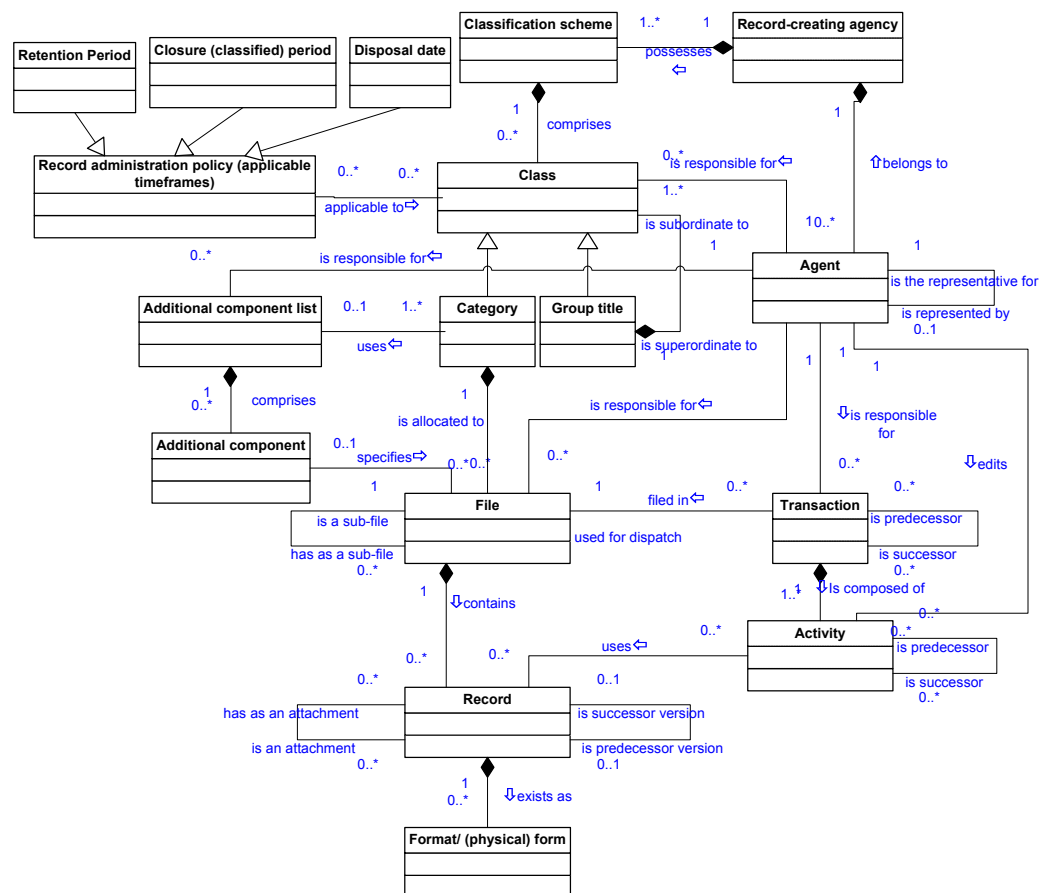
- P023, GEVER Processes and Functions
- I016, Requirements to Be Satisfied by GEVER Applications
- I017, GEVER Metadata with Conceptual Data Model

eCH is a registered association that promotes and passes e-government standards in Switzerland, e.g. electronic records interface ([www.ech.ch](http://www.ech.ch))

# MoReq2 vs. GEVER Standards



# Conceptual Data Model





# Organizational Structure

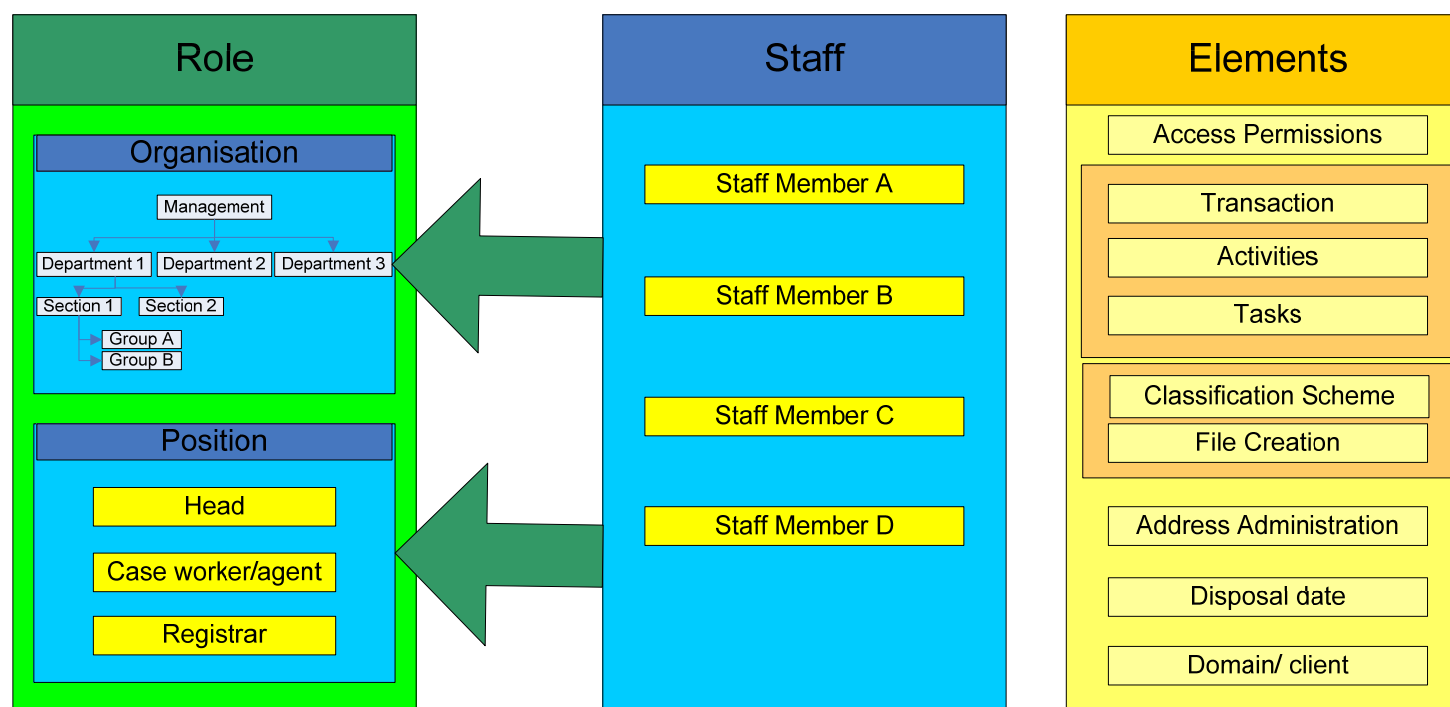
- This refers to permanent rules governing a static relationship in which units/agencies are formed and linked by relationships, and information and physical resources are provisioned.

Definition quoted from *Organisatorische Grundbegriffe* ("Basic Organizational Terms and Concepts") by Götz Schmidt. Giessen, Germany, 2000. p. 50.





# Organizational Structure





# Operational Structure

- This refers to permanent rules describing a dynamic relationship in which logical relationships (time, spatial, quantity) are governed.

Definition quoted from *Organisatorische Grundbegriffe* ("Basic Organizational Terms and Concepts") by Götz Schmidt. Giessen, Germany, 2000. p. 51.



# Generic Business Transaction Processing

Standardization and simplification of processes



**Example:** GEVER Business Transaction Model for the Swiss Federal Government



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# Demonstration of Fabasoft

Windows Internet Explorer window showing the Fabasoft "BAR Ordnungssystem" interface.

URL: <https://egov.bar.admin.ch/bar/fscasp/content/bin/fscvext.dll?ax=COO.1.1001.1.32498&dx=COO.1.1001.1.32490&fx=0&cs=COO.1.1001.1.91461&lx=COO.1.1.1.4670>

Navigation menu: **Ordnungssystem** | Favoriten | Auftragskontrolle | Arbeitsvorrat | Adressen | Suche | Persönlicher Bereich | Posttisch

Left sidebar: **BAR Ordnungssystem**

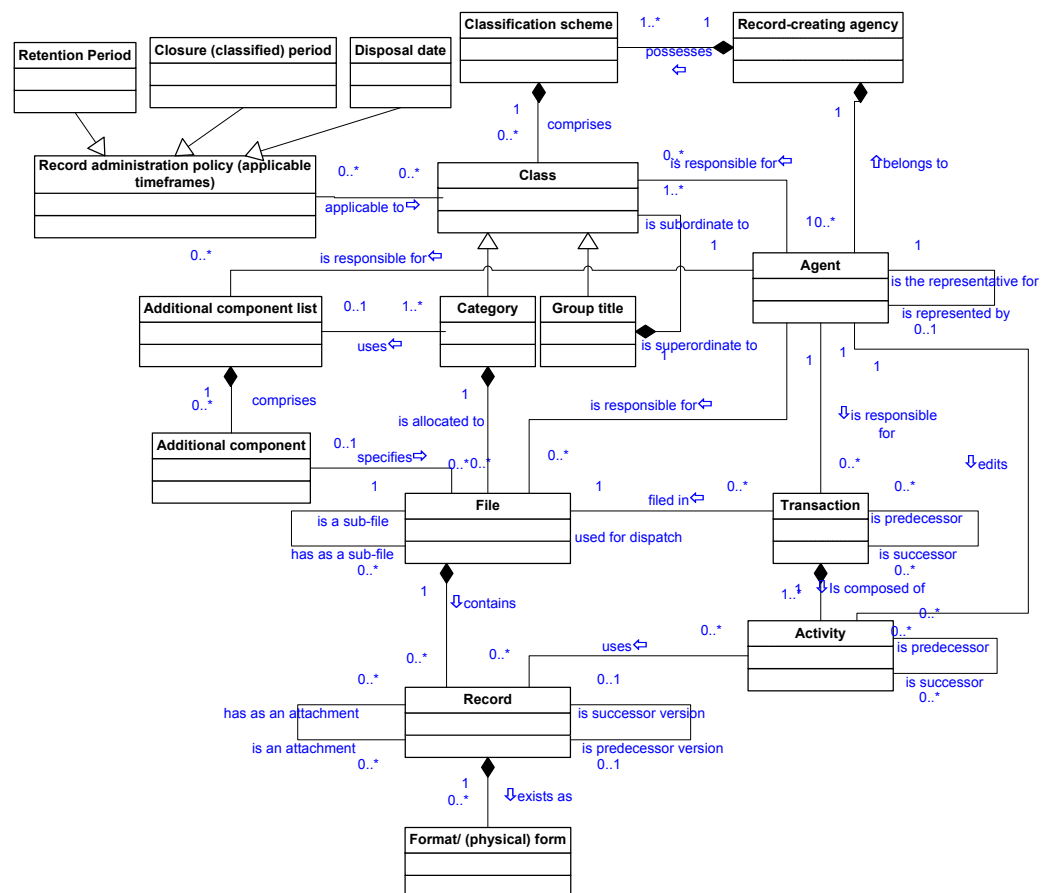
- BAR Ordnungssystem
  - 0-Führung, Querschnittsaufgaben
  - 1-Support, Ressourcen
  - 2-Vorarchivische Beratung / Normen / Grundlagen
  - 3-Bewertung
  - 4-Sicherung
  - 5-Erschliessung
  - 6-Vermittlung
  - 9-Verschiedenes

Right pane: **Ordnungssystem "BAR Ordnungssystem"** (8 Einträge)

| Objekt  | Verantwortlich | ACL                    | Zugewiesene Klas    | D:   |
|---|----------------|------------------------|---------------------|------|
| 0-Führung, Querschnittsaufgaben                 |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 1-Support, Ressourcen                           |                | Bereich schreiben      | Nicht klassifiziert | Nein |
| 2-Vorarchivische Beratung / Normen / Grundlagen |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 3-Bewertung                                     |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 4-Sicherung                                     |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 5-Erschliessung                                 |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 6-Vermittlung                                   |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |
| 9-Verschiedenes                                 |                | ACL Ordnungspositionen | Nicht klassifiziert | Nein |



# Conceptual Data Model





# Links

- GEVER standards:  
<http://www.isb.admin.ch/themen/architektur/00078/00197/00214/index.html?lang=de>
- Swiss standards: [www.ech.ch](http://www.ech.ch)
- European RM standard: [www.moreq2.de](http://www.moreq2.de)



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# Thank you!

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