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Swiss Federal Archives (SFA)

Innovation and Preservation Unit

UZINFOCOM Computerization and IT Development Center, Uzbekistan

Bern, 3 July 2008

Dr. Krystyna W. Ohnesorge
Monika Jäggi
Tamara Schwab

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Introduction

Presentations of Krystyna W. Ohnesorge, Unit Head, and Monika Jäggi, GEVER Service

- GEVER program
- Digital archive
- GEVER in the Swiss Federal Government
- Tasks and duties of the GEVER Service
    - Education and training
    - Advisory services
    - Projects (records management guide)

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Federal Council Decree of 23 January 2008

On 23 January 2008 the Federal Council passed a package of measures for dealing with electronic files, data and documents in a uniform, standardized manner.

This action plan is the prerequisite for the e-Government Strategy of Switzerland (24 January 2007), which obligates the Swiss Federal Government to make its administrative operations as citizen-oriented and cost-effective as possible with the aid of information and communication systems.

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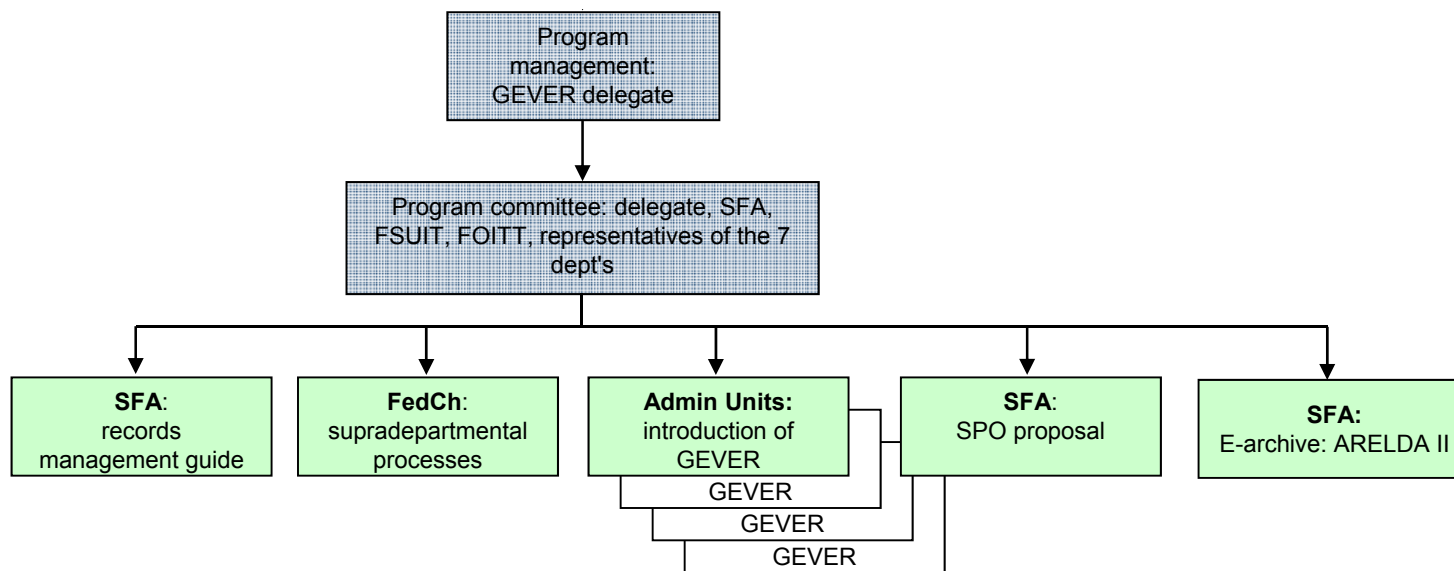# Main Objectives of the Federal Council Decree of 23 January 2008

- Strengthen records management processes (registration and verifiable proof of administrative activities)
- Simplify and streamline administrative work

Ensure good governance *complying with e-government conditions*

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What is being done?

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What is being done?

2008 – 2011 action plan

- **Federal Chancellery**: electronic processing of the business of the Federal Council and Parliament (2011)

- **Entire Swiss Federal Government**: introduction of GEVER (2011)

- **SFA**: records management guide (2008)

- **SFA**: e-archive — ARELDA strategic program (2009)

- **SFA**: SPO (Single Point of Orientation) — central registry of official documents (2010)

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Digital Archive Material in the Swiss Federal Archives

- Does the Swiss Federal Archives have experience with digital archiving?

- Has the Swiss Federal Archives archived digital material?

  - 1976 marks the first time material was supplied to the SFA in digital form
  - Since ca. 1980: IT systems used in the Swiss Federal Government and material delivered in electronic form to the SFA (ad hoc solutions)
  - Since 2001: systematic approach to digital archiving at the SFA

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Digital Archive — Statistics (end of 2007)

- Number of digital deliveries: ~ 230

- Total of all deliveries:
  - Size in TB: ~ 11.6 TB
  - Number of files: 1.65 M

- Size of deliveries:
  - smallest – largest   122 KB – 3.5 TB
  - average – mean   50 GB – 15 MB

- Number of files per delivery:
  - smallest – largest   1 – 400,000
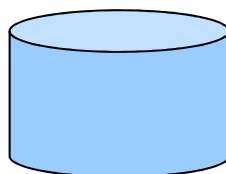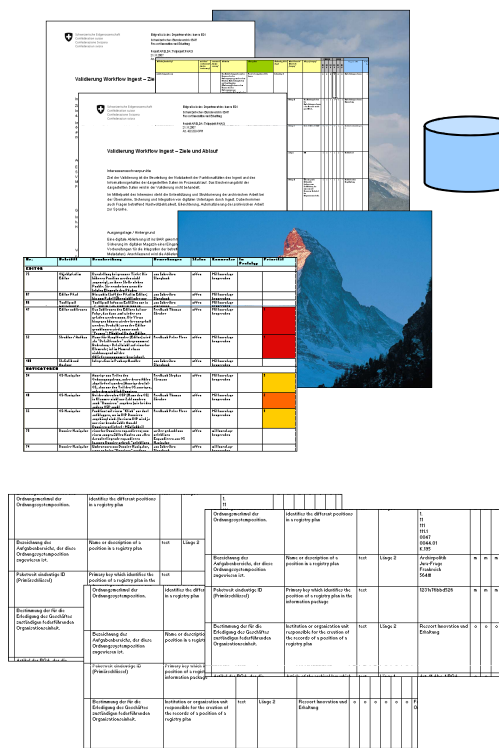 - average – mean   7,000   –   400

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Digital Archive Holdings

Digital records

Database

File collections

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GEVER — Electronic Records Management System

Records Management

- **File** handling
- **Capture** documents
- **Create new documents**
- **Preregister documents**
- **Register documents**
- **Tranfer documents**
- **Search for documents**
- **Classification system**

…

RVOG
ISO 15489
…

Office

BA **WEB**

E-Mail

Action Tracking

- **Show** transaction status
- **List** to-do items

…

Process Management

- **Create** to-do item
- **Specify** activity (processing, participation, approval, communi-cation, transfer, etc.)
- **Carry out** process steps

ISO 9001:2000

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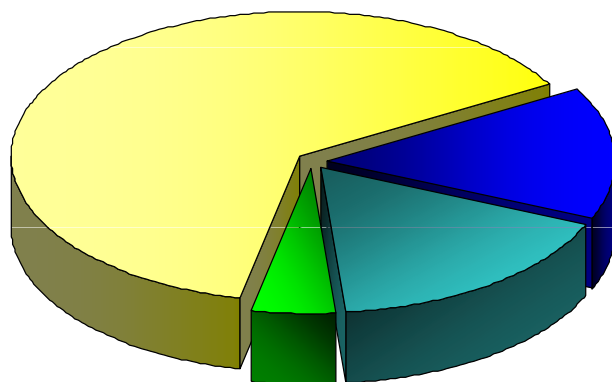Confederazione Svizzera
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GEVER in the Swiss Federal Government

How many record-creating agencies and units are there? → **531**

Excluding the foreign missions and the Swiss Federal Institutes of Technology → **226 agencies and units obligated to offer documents to the SFA for archiving**

Technology/systems employed by the latter agencies and units (indicated as a no.) (2007)

■ 33 use Fabasoft

■ 39 use GEVER 95 products

■ 11 use another system

□ 143 don't use/have GEVER

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Tasks and Duties of the GEVER Service

- Developing and drafting standards and norms relating to records management

- GEVER and records management training
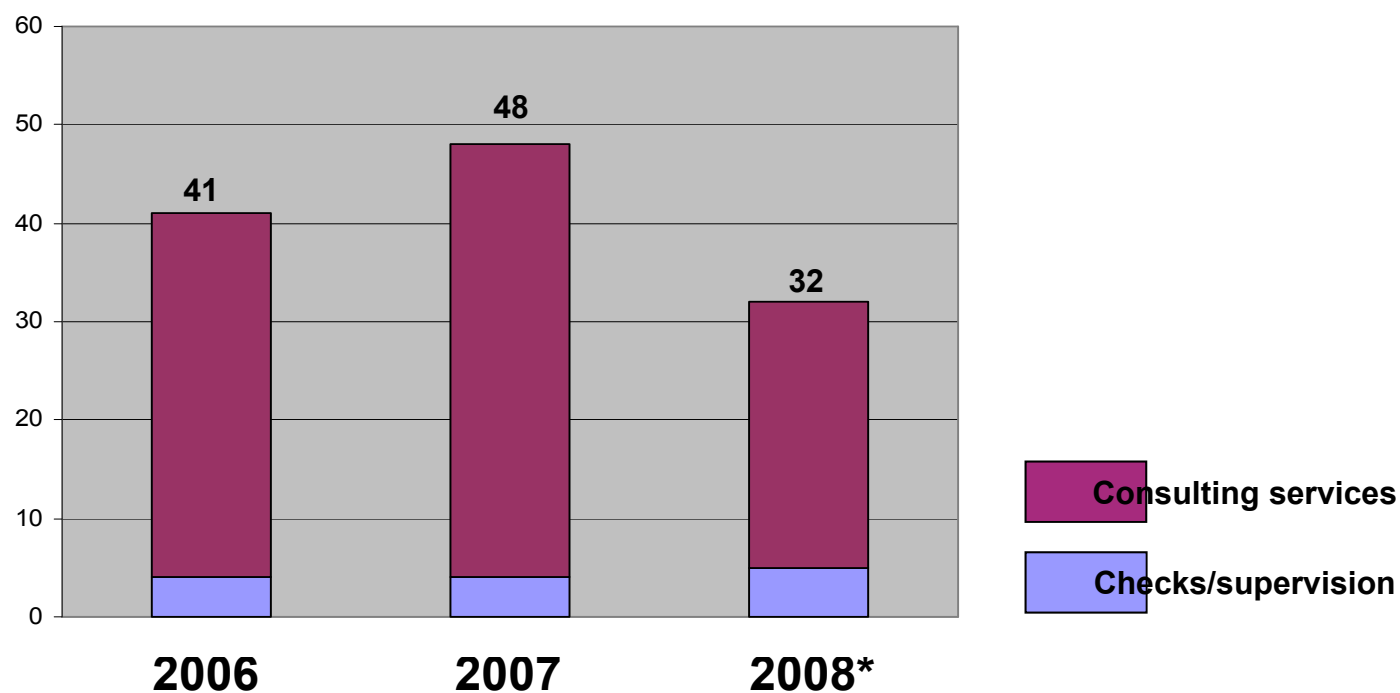
- Consulting and supervision of agencies and units

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GEVER Training

Records management education and training offerings have been adapted to the new situation (IT/organization):

- Pilot project in 2007

- Orientation to electronic transaction management (GEVER)

- Training consists of 5 modules:
    - A. Foundations and purpose of transaction management
    - B. Organization of transaction management
    - C. Technical aids
    - D. Disposition and archiving
    - E. Information management and GEVER
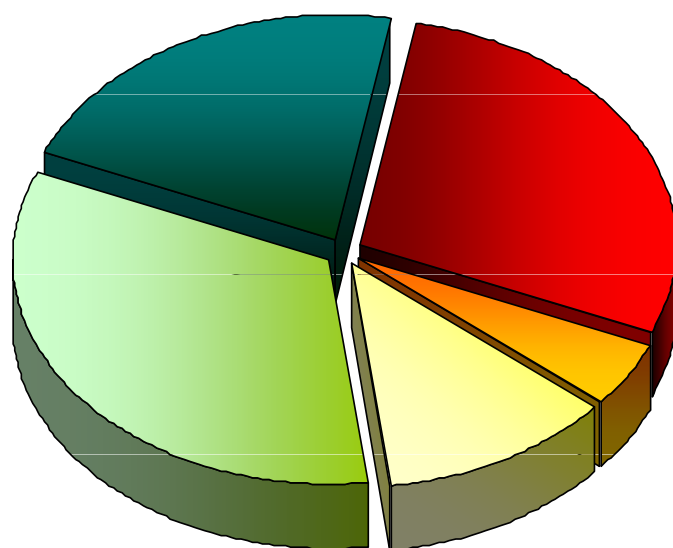   - F. Certificate exam (optional)

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Advisory Services of the GEVER Service

* consulting services rendered or planned, status: 15 May 2008

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Advisory Services — Implementation Status

Findings, agencies & units visited in 2007 (48)

- **29%** **no sustainable records management**
- **5%** **primitive aids used**
- **12%** **GEVER 95 products**
- **33%** **Fabasoft; not implemented / implemented in part**
- **21%** **Fabasoft; fully implemented**

GEVER Service — Outlook

▪ GEVER training in 2008: 2 seminars conducted in parallel

In the future, advisory services will not only be addressed to registrars (RM) but also to top management and project leaders

- Special courses / events for top management

- Development of work aids
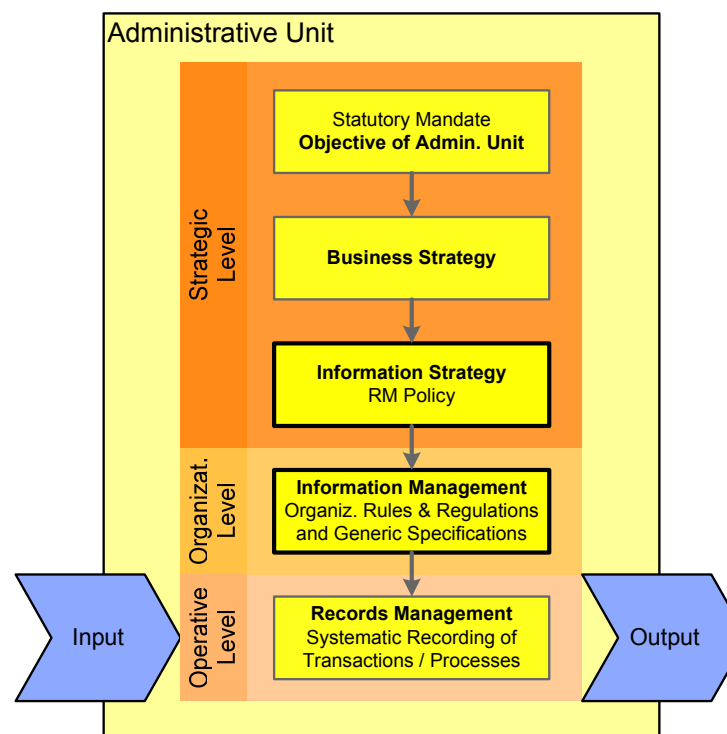
- Pilot project: delivery from GEVER systems

- …

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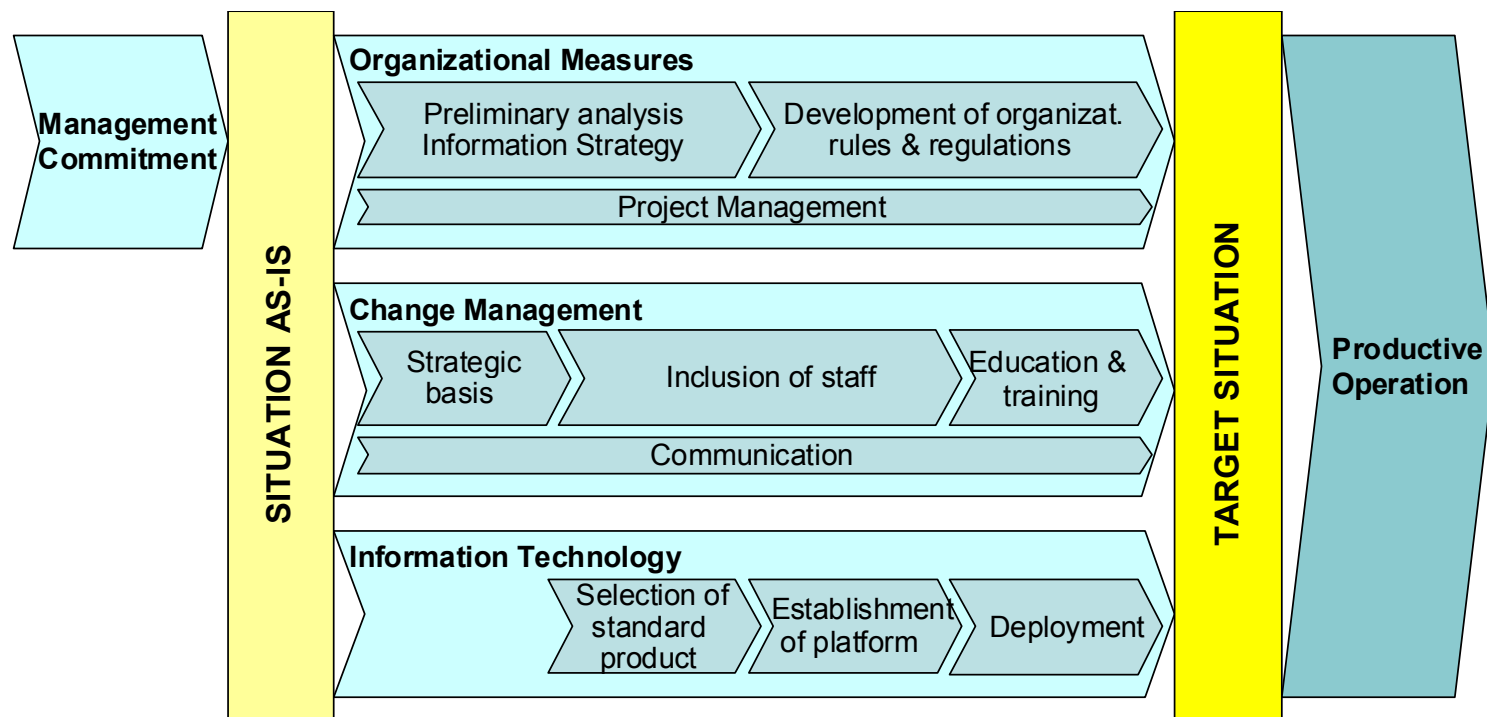**Swiss Federal Archives (SFA)**

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Records Management Guide

Incorporating Records
Management in the strategy
of an Administrative Unit:

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Records Management Guide

Proposal — Procedure to Be Pursued in Introducing GEVER (step by step)

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Links

- Federal Council decree:
  http://www.bar.admin.ch/themen/00697/index.html?lang=de

- Archivable formats:
  http://www.bar.admin.ch/dienstleistungen/00516/00517/index.html?lang=de

- GEVER standards:
  http://www.isb.admin.ch/themen/architektur/00078/00197/00214/index.html?lang=de

- Swiss standards: www.ech.ch

- European RM standard: www.moreq2.de