ARKIVVERKET

Archive by Design

Webinar for European National Archives

Oslo, April 12th 2023

Agenda:

- Presentation of Archiving by design
- Questions
- Process

The value of Archive by Design

Digital transformation keeps altering the world – archives too

- **Information is everywhere, and its growth is exponential.**
- **Information takes on new forms.**
- **Information is used and re-used in novel ways utilizing new technologies.**

Records are lost

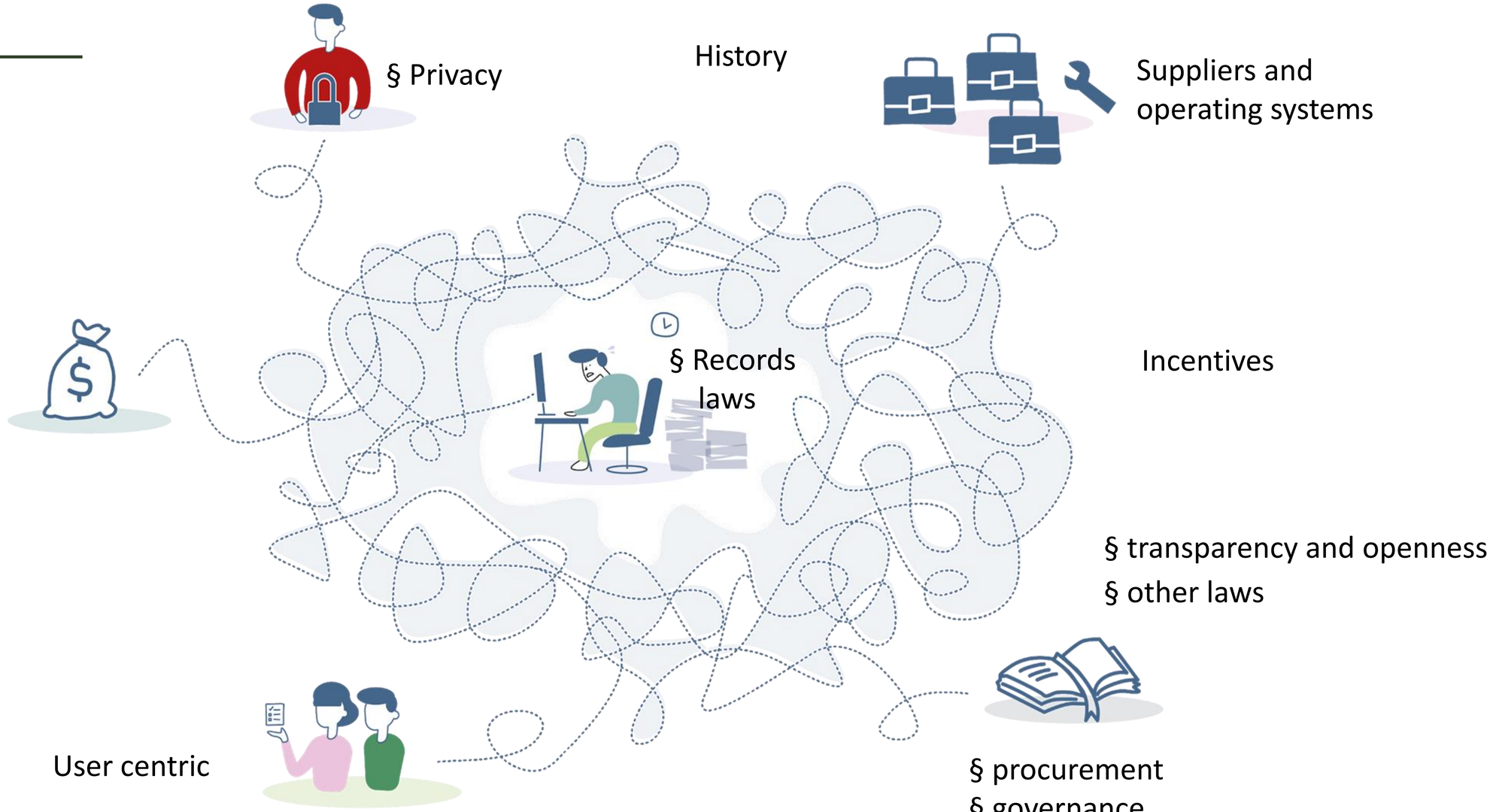
In the modern Norwegian society agencies and society in general looses documentation that should have been archived

A Norwegian study in 2020 concluded that **70 percent** of employee respondents in public sector admitted to not archive sufficient documentation in compliance with regulations.

1 in 9 admitted to archive less than 25% of documentation they are required to archive.

Menon Economics report, nr. 111/2020

It´s a Wicked Problem



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During the **design** or adjustment of **information systems**, the appropriate measures are taken **to ensure that** the **information** becomes, and **stays, sustainably accessible**.

EAG Workingpaper, (nov 2022)

European work - Archiving by Design subgroup

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- Espen Sjøvoll (Norway) – head
- Antonio Palma Gomez (EU Com.)
- Elena Cortes (Spain)
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- Markus Merenmies (Finland)
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- Zbyšek Stodůlka (Czech republic)
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Photo: National Archives of Norway, May 5th 2022

Two deliverables available for EAG

Archiving by Design

This document was prepared for the The European Archives Group (EAG). It provides a definition of Archiving by Design. It also recommends that the concept of sustainable accessibility to information is the premise for a pan-european approach for the records management community and archives to address the challenges of digital transformation.

Problem statement

Digital transformation keeps altering the playing field in which we operate as an archival and records management community.

- Information is everywhere, and its growth is exponential.
- Information takes on new forms.
- Information is used and re-used in novel ways utilizing new technologies.

Traditional approaches for archives and records management no longer prove to be effective in the public sector. Information created or received might never reach the dedicated archival or records management systems we have created. There is too much information to manage the traditional way and digital information has to be available from the first moment in the life cycle to be used and reused outside the primary working process. It is time consuming and expensive to optimize in retrospect the accessibility of information that already has been created. Traditional archiving is perceived as an activity that starts after the working process is finished. It is more effective when information systems are designed in such a way that future proof accessibility of information is secured. When this is combined with early identification of the existence or value of information and with proper management of the entire lifecycle, information of enduring value will be preserved and accessed more efficiently on external repositories (eg. digital archives).

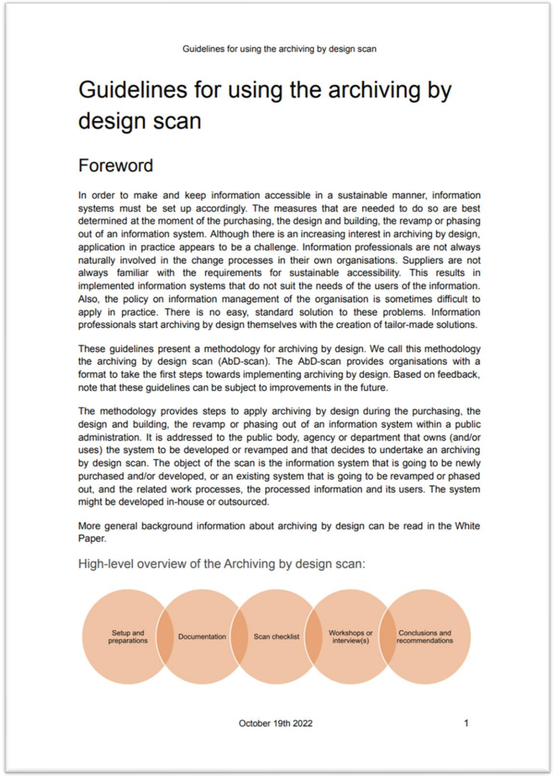
The records management community is currently failing to deliver on the public values that the archival and records management community stands for.

In the current situation, we are experiencing problems like:

- Trustworthy or complete information is not available for decision making, which decreases the quality of public service
- Lack of transparency because information is difficult to find declines the trust in public institutions.
- The economic potential of open data and the re-use of public sector information cannot be fulfilled because data is unavailable and/or its quality is compromised because of lacking usage of authentic sources and incomplete descriptions of data models and datasets, which leads to stagnation of innovation and economic growth.
- Information with cultural and historical research value created in unmanaged information systems environments is in danger of being lost forever.

AbD Whitepaper

- High level discussion paper defining the concept
- Ambition is to ensure that digital information stays sustainably accessible



Guidelines for using the archiving by design scan

Foreword

In order to make and keep information accessible in a sustainable manner, information systems must be set up accordingly. The measures that are needed to do so are best determined at the moment of the purchasing, the design and building, the revamp or phasing out of an information system. Although there is an increasing interest in archiving by design, application in practice appears to be a challenge. Information professionals are not always naturally involved in the change processes in their own organisations. Suppliers are not always familiar with the requirements for sustainable accessibility. This results in implemented information systems that do not suit the needs of the users of the information. Also, the policy on information management of the organisation is sometimes difficult to apply in practice. There is no easy, standard solution to these problems. Information professionals start archiving by design themselves with the creation of tailor-made solutions.

These guidelines present a methodology for archiving by design. We call this methodology the archiving by design scan (AbD-scan). The AbD-scan provides organisations with a format to take the first steps towards implementing archiving by design. Based on feedback, note that these guidelines can be subject to improvements in the future.

The methodology provides steps to apply archiving by design during the purchasing, the design and building, the revamp or phasing out of an information system within a public administration. It is addressed to the public body, agency or department that owns (and/or uses) the system to be developed or revamped and that decides to undertake an archiving by design scan. The object of the scan is the information system that is going to be newly purchased and/or developed, or an existing system that is going to be revamped or phased out, and the related work processes, the processed information and its users. The system might be developed in-house or outsourced.

More general background information about archiving by design can be read in the White Paper.

High-level overview of the Archiving by design scan:

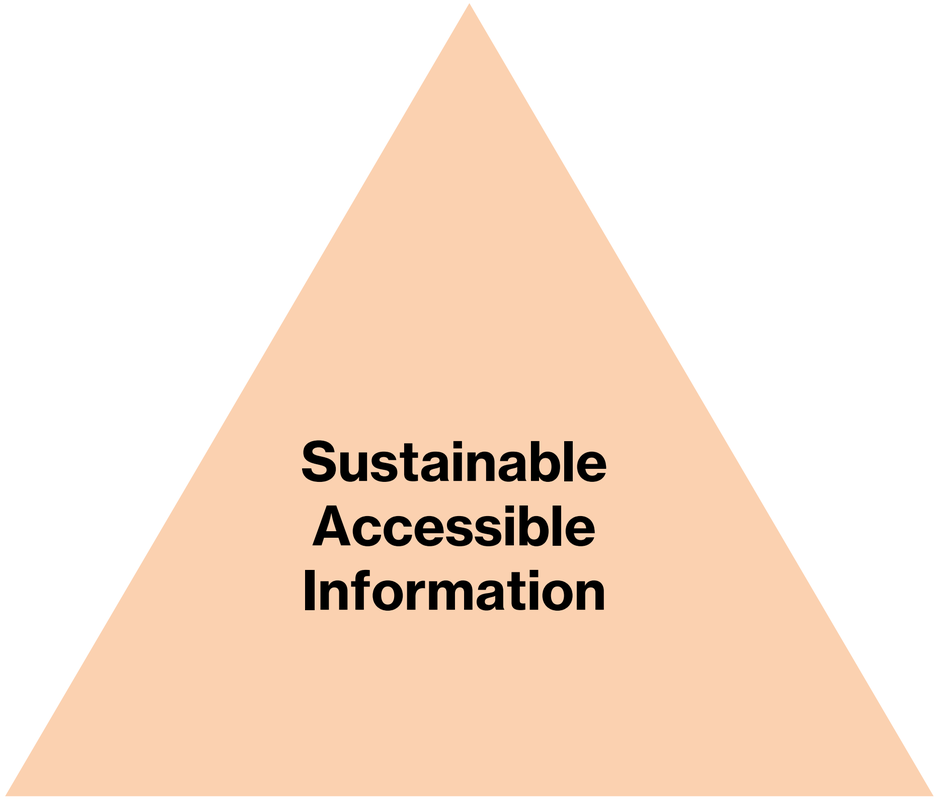
AbD-scan guidelines

- The AbD-scan provides organisations with a format to take the first steps towards implementing archiving by design.
- 5 steps approach
- Aims to deliver value and discover directly implementable recommendations

Data is an asset

Archiving by Design enables three key values

Public Value



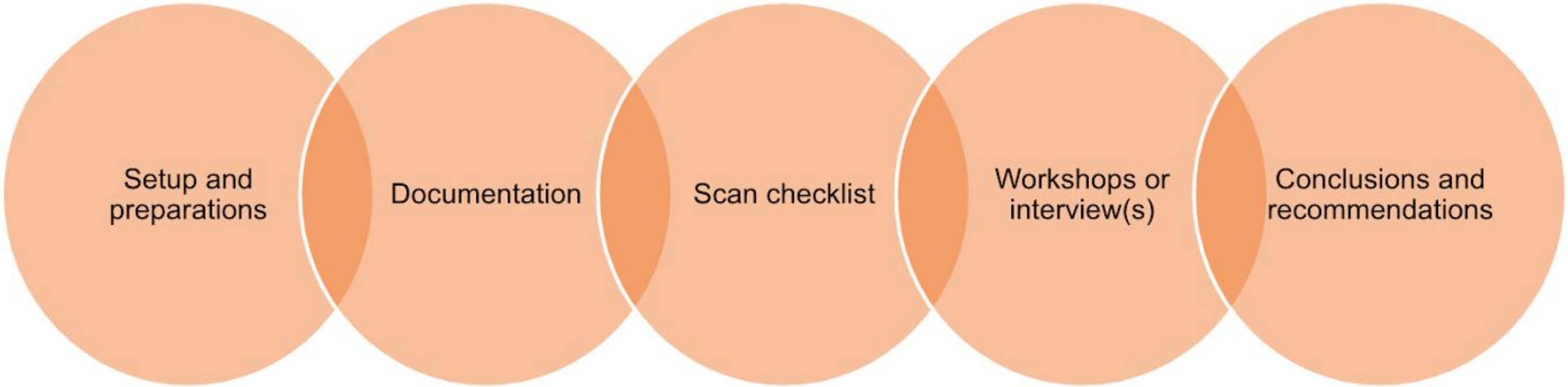
Legitimacy

Organization

Requirements for sustainable accessible information

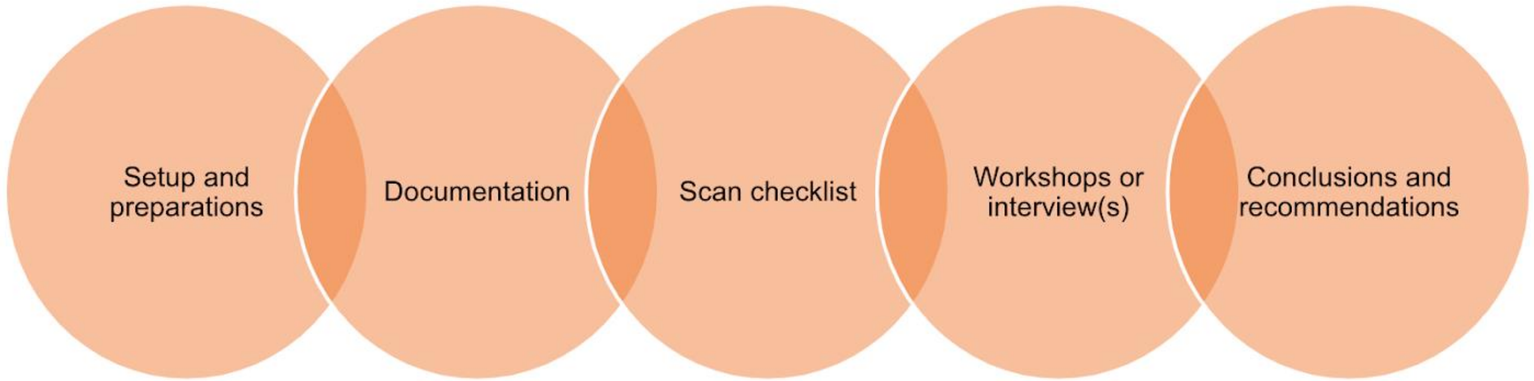
Findable:	Information can be found quickly and easily by anyone that should have access to the information
Available:	Information is available to (re)use for any given purpose, by any given actor at any given moment, as far as legally allowed.
Readable:	Information can be visualized and can be processed by people and/or machines.
Interpretable:	The meaning of information is clear and it is known by whom it was created, in which context and for which purpose.
Reliable:	Information is trusted and complete and based on correct data so that it can be reused
Future proof:	Information can be (re)used during its entire lifecycle because sustainably accessible information is resilient to changes over time in organization, technology or processes

Guidelines for Archive by Design Scan



Using the AbD-Scan Guidelines (1)

- The methodology for acquiring user requirements and identify measures to achieve sustainable accessible information.
- Based on best practices from different European countries.
- Methodology to be used on concrete case/system/business process.



Using the AbD-Scan Guidelines (2)

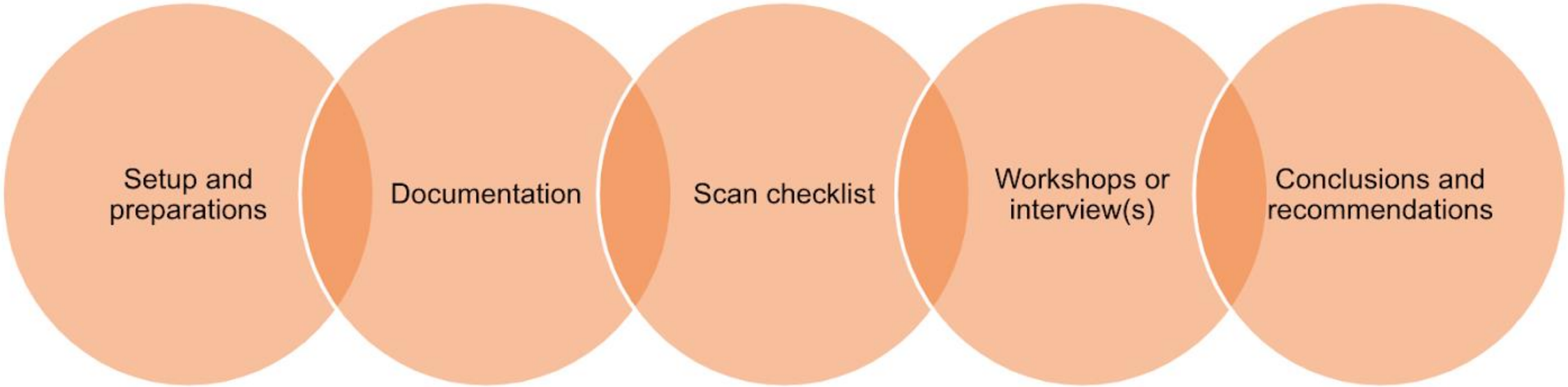
- The AbD-scan aims to:
  - Deliver directly implementable recommendations and measures to improve the sustainable accessibility of information
  - Enable knowledge sharing and dialogue between different stakeholders within and external to a public organization on sustainable accessibility and archiving by design
  - Provide lessons learned and takeaways for both the public administration organisation and the facilitator

Using the AbD-Scan Guidelines (3)

5 step approach to perform an actual AbD scan of systems

- Describes activites for each step
- Defines people/competencies and user groups that need to be involved
- Includes a check-list to be used for identify the strengths and weaknesses of the assessed information system or business process.
- Advice for planning and facilitating workshops
- Advice on how to formulate and implement recommendations

Guidelines for Archive by Design Scan

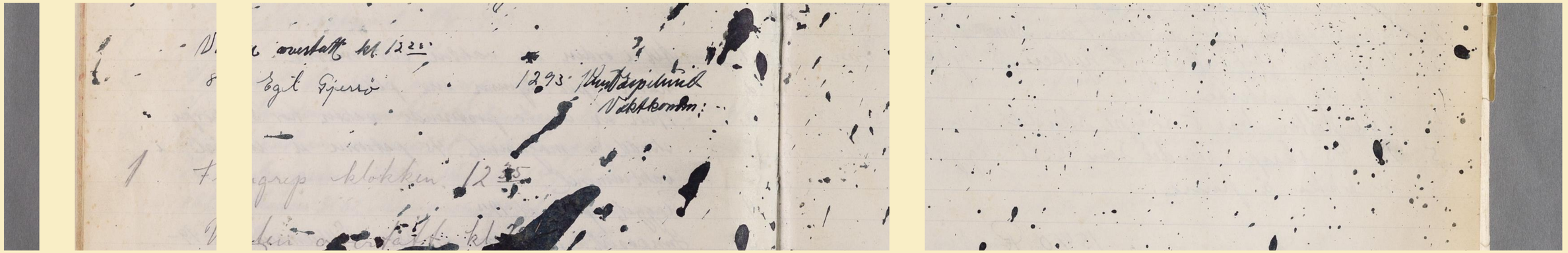


Questions or comments?

Next steps

Next steps

- We want feedback and comment on the Whitepaper
- Available online: https://github.com/eag-abd/archivingbydesign
- Revised version to be discussed on on European Archives group meeting May 25th in Stockholm



Thank you

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Docs: https://github.com/eag-abd/archivingbydesign