# Governance and Recordkeeping
## Around the World

*May 2017, vol. 5, no. 8*

*Governance and Recordkeeping Around the World*, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

The content of the newsletter is intended for information purposes only and does not necessarily reflect the views and opinions of LAC.

Some links in this document lead to sources which are not subject to the *Official Languages Act* and are available in the language in which they were written.

Please note that, after a period of time, links to certain articles in the newsletter may become inactive.

The newsletter home page is at: http://www.bac-lac.gc.ca/eng/services/government-information-resources/information-management/Pages/governance-recordkeeping-newsletter.aspx

**Comments and requests to be added to the distribution list** may be sent to the following address:
Liaison Centre
Government Records Branch
Library and Archives Canada
395 Wellington Street
Ottawa ON
K1A 0N4


Email: bac.centredeliaison-liaisoncentre.lac@canada.ca

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## Section 1—General News

## Canada

### Bibliothèque et Archives nationales du Québec
[Bibliothèque et Archives nationales du Québec and the Service interministériel des Archives de France sign agreement](#) (French only)

> The 5-year agreement establishes a general framework for cooperation between the institutions and formalizes the implementation of joint projects.

### Government of Ontario
[Implementation of new Open Government commitments](#)

> The province of Ontario has announced the implementation of new Open Government commitments.
> See also: [Open Government Home Page](#); ["Ontario adopts new open government initiatives"](#)

### Government of Prince Edward Island
[Management of paper and electronic records modernized](#)

> To modernize how records are managed in all provincial government departments, a three year [strategy](#) has been released.

## Australia

[National Archives of Australia builds new state-of-the-art storage facility](#)

> The storage facility contains a conservation laboratory, digital archives for records, cold storage areas and 114 kilometres of shelving which is expected to provide enough new space to accommodate the National Archives collections until 2030.

[Government of Western Australia releases ICT strategy](#)

> The information and communications technology (ICT) [strategy](#) gives direction to government agencies in their planning, investment and use of ICT and will help transform the way public services are designed, supported and delivered.
> See also: ["Queensland Government ICT strategy 2013-2017"](#)

## Belgium

[Ministerial announcement relating to archives](#) (French only)

> The announcement describes the technical requirements and standards to be met by the archives of specific public services and establishments including the federal public service.

## Bermuda

[Personal Information Protection Act receives Royal Assent](#)

The [Personal Information Protection Act](#) [PDF] is based on a common set of privacy principles.

## Europe

[DLM Forum announces the launch of the Digital Archiving Standards Board](#)

The main role of the board is to guarantee the sustainability and further development of the digital archiving standards first developed within the [E-ARK Project](#).

## France

[Government mandates the release of open data](#)

[La Loi du 7 octobre 2016 pour une République numérique](#) (Digital Republic Act), in force since October 7, 2016, directs all government agencies to release their data publicly.

## Ireland

[National Library of Ireland launches five year plan](#)

The National Library of Ireland has released its [five year plan](#) (2016–2021) [PDF].
See also: ["The National Library: online and on the shelves"](#)

## New Zealand

[Public sector takes steps to move to the cloud](#)

An agreement has been finalized that will support government agencies in moving to the cloud.

## Poland

[The National Film Archive and National Audiovisual Institute merge](#)

The Polish Ministry of Culture and National Heritage announced that two Polish public film institutions have merged to form the National Film Archive—Audiovisual Institute.

## Singapore

[Government to make public services more accessible and productive](#)

By using technology more efficiently the government is committed to making public services more accessible and productive. By 2020, at least six government agencies will have digitized the majority of their records and processes.

## The Philippines
Government announces Freedom of Information (FOI) online portal and Executive Order

Individuals can now request government documents through the portal. The launch of the portal coincides with the FOI Executive Order issued by the government.
See also: "Privacy commission allows data sharing among government agencies"

## United Kingdom
Digital skills program launched

The United Kingdom digital skills program will train 500,000 people in advanced cloud technology and digital skills by 2020 including 30,000 civil servants.
See also: Digital Skills Partnership; Government's Digital Strategy; Bridging the Digital Gap

## United Kingdom and Belarus
British Library signs agreement with the Belarus National Library

The two institutions have signed a long-term cooperation agreement.

## United States

### Federal Government
Sound Recording and Film Preservation Programs Reauthorization Act of 2016 signed

The Library of Congress Sound Recording and Film Preservation Programs Reauthorization Act of 2016 [PDF] has been signed into law extending the National Film Preservation Act of 1996 and the National Recording Preservation Act of 2000 through fiscal year 2026.

NARA launches historical image library

The National Archives and Records Administration's (NARA) historical image library contains approximately 150 moments, such as the Beatles arrival in the United States, recast as animated images.

Library of Congress partners with the Digital Public Library of America

The Library of Congress has reached an agreement with the Digital Public Library of America (DPLA) to share a significant portion of its digital resources with DPLA's database of digital content records.
See also: "The Library of Congress is Putting Its Map Collection on the Map"; Digital Public Library of America Whitepaper: "Aggregating and Representing Collections in the Digital Public Library of America"

## Section 2—Events

### Annual Meetings and Conferences

#### National

**May 2017**

ARMA Canada 2017 Conference

>	29–31 May 2017
>	Toronto, Ontario, Canada

**June 2017**

2017 Association of Canadian Archivists Conference

>	7–10 June 2017
>	Ottawa, Ontario, Canada

Canadian Open Data Summit 2017

>	12–14 June 2017
>	Edmonton, Alberta, Canada

**September 2017**

Access 2017

>	27–29 September 2017
>	Saskatoon, Saskatchewan, Canada

**October 2017**

Public Sector Social Media 2017

>	30–31 October 2017
>	Ottawa, Ontario, Canada

**July 2017**

2017 National Association of Government Archives and Records Administrators (NAGARA) Annual Conference

> 12–15 July 2017
> Boise, Idaho, United States

**September 2017**

International Conference on Digital Information Management (ICDIM 2017)

> 12–14 September 2017
> Fukuoka, Japan

ARMA Europe Conference 2017

> 13–15 September 2017
> Brighton, England

Australian Society of Archivists 2017 Conference

> 25–28 September 2017
> Melbourne, Australia

iPres 2017: 14th International Conference on Digital Preservation

> 25–29 September 2017
> Kyoto, Japan

**October 2017**

ARMA 2017: 62nd Annual Conference and Expo

> 15–17 October 2017
> Orlando, Florida, United States

Le crowdsourcing pour partager, enrichir et publier des sources patrimoniales (French only)

> 18–20 October 2017
> Angers, France

International Conference on Dublin Core and Metadata Applications 2017

> 26–29 October 2017
> Washington, D.C., United States

# Section 3—Current Trends and Products

## Recordkeeping: Current Developments, Projects and Future Initiatives

### Canada

Library and Archives Canada—Canadian Expeditionary Forces (First World War) project

> As of the end of 2016, 56% of the 642,000 First World War personnel files in the custody of Library and Archives Canada are now searchable online. Over the next few years, digitized versions of all the files will be uploaded and accessible online with an average of 17,000 new files going online each month.
> See also: Article

University of Toronto—Registry of Canadian Government Information Digitization Projects

> The registry is an index of digitized government documents held by Canadian libraries. It is a centralized access point for digitized government documents and publications in Canada and a resource for the library and archives community to find partners for digitization projects.

### Australia

National Library of Australia—what is happening at the National Library of Australia

> David Wong, Assistant Director-General, Information Technology at the National Library of Australia, discusses ongoing initiatives, projects and challenges.
> See also: National Library's preservation lab (includes podcast)

Public Record Office Victoria—case studies of innovative recordkeeping practices

> The case studies, featuring small- and large-scale projects, highlight the challenges, processes, technologies and achievements encountered when undertaking recordkeeping and information management projects and transfers within Victorian government agencies.
> See also: Interview with Ms. Justine Heazlewood, Director and Keeper of Public Record, Victorian Public Record Office

### France

National Library—20 years of archiving the French web (French only)

> In 1996, the Bibliothèque nationale de France began archiving the French web.
> See also: "Vingt ans d'archivage du Web : les coulisses d'un projet titanesque"; Audio: "Archivage de l'internet et enquête sur nos traces numériques"

**New Zealand**

Collections Online project

> As part of this project, the Auckland War Memorial Museum developed technology using a linked open data framework allowing connections and links to be made between museum objects. Also data from objects can be linked with the data from other memory organizations.

**Scotland**

Using DNA to store data

> The National Library of Scotland is working with the University of Edinburgh to test a new way of storing data using DNA. Using the text of Mary Queen of Scots' last letter, the goal is to develop a system that could one day revolutionize the way digital data is stored.

**Singapore**

myInfo (Citizen data sharing platform)

> myInfo brings together, in one location, citizen's personal data held by various government agencies creating a single profile for each citizen eliminating the requirement to submit the same data for different transactions.
> See also: Designing Singapore's digital government services; Public service delivery transformed

**United States**

Government of Pennsylvania—OpenDataPA (portal)

> The portal, specifically designed for mobile use, is the new online repository for state government data. Featuring modern design principles, including user-centered web design, popular content is prioritized making the portal easier for users to navigate.
> See also: Pennsylvania's new data portal; Open data executive order

Various organizations—Coweb project (web archiving)

> This project will create comprehensive web archives by coordinating the activities of the web archiving community. Though most of the technical infrastructure for collecting the web already exists, Cobweb will add the missing essential piece to help libraries and archives decide what to collect.

**Global**

Signed, Sealed, and Undelivered (SSU) project

> People open letters all the time. However what if the letter were a valuable artifact and opening it would cause irreparable damage? An international team is using cutting edge imaging technology to read letters without tearing the paper or breaking the seals.

## Products and Tools from Around the World

### Canada

Bibliothèque et Archives nationales du Québec (BAnQ)—"Recueil des règles de conservation des documents des établissements de santé et de services sociaux du Québec, section B (version 1.3)" [PDF] (French only)

> This document was published in 2016.
> See also: "Municipalités : les documents déposés au conseil municipal" (French only)

Library and Archives Canada (LAC)—"Access Policy Framework" (updated)

> This framework promotes access as an institutional outcome and ensures that LAC's policy approach and the principles underlying access facilitation activities are clear; that those roles and responsibilities within LAC are understood; and that LAC access facilitation activities are consistent with the institution's mandate.

### Australia

Government of New South Wales—"Managing text messages as business records"

> This guidance document will assist organizations in managing their text messages as business records.
> See also: "The grave risks of text messaging for public agencies" (United States)

Public Records Office Victoria—"Updated Capture Standard and Specification"

> The PROS 11/07 Capture Standard and PROS 11/07 S3 Capture Specification documents are intended to reduce overlap and respond to new developments in the government recordkeeping environment.

Queensland Government—"Store and preserve records" home page

> The Queensland government has created a home page dedicated to the storage and preservation of records.

### France

"Référentiel général d'interopérabilité" (French only)

> This document [PDF] provides guidance regarding the interoperability of information systems and includes interoperability profiles.

**New Zealand**
National Archives—new set of resources and guides

> The National Archives of New Zealand has produced a new set of resources and guides dealing with subjects such as disposal, digital transfer, storage, and protection and preservation.

**Scotland**
"Digital First Service Standard"

> This document describes the minimum standard required when delivering a digital public service.
> See also: Interview with Scottish government's acting director of digital

**United Kingdom**
Arkivum—Perpetua (Digital preservation solution) (Case Studies)

> Two examples are provided of institutions that are using this solution to preserve and provide access to their digital collections.

National Archives—"Guidance Principles on the Auto-Deletion of Email" [PDF]

> This document contains the guiding principles for the auto-deletion of email, what emails can be deleted and what technologies can be put in place to assist departments. It is part of The National Archives' guidance on managing emails.

**United States**
Canon U.S.A. Inc.—Therefore™

> This information management and workflow application provides a ready-to-use, scalable solution that simplifies content capture and storage while helping to improve business processes.

National Archives Records Administration (NARA)—"Agency Responsibilities for Managing Web Records at the End of the Administration"

> In December 2016, NARA published this memorandum directed at Federal Government Agencies.
> See also: "Guidance on Presidential Records" [PDF]; Social Media Guidance

National Information Standards Organization—Understanding Metadata: what is metadata, and what Is it for?

> *Understanding Metadata* provides an overview of information about an item's creation, name, topic, features and includes metadata types and standardization.

## Studies and Surveys

### United States

Survey Report: "Advancing the National Digital Platform: The State of Digitization in US Public and State Libraries", January 2017. [PDF]

> Published by OCLC. Authors: Kendra Morgan, Senior Program Manager, Webjunction; Merrilee Proffitt, Senior Program Officer, OCLC Research.
>
> Two separate surveys were undertaken. The first was the public library survey. Of the eligible public library systems, 3,819 were randomly selected and the target recipients were public library directors or equivalent, but any library staff member with the requisite information to complete the survey on behalf of the library could do so. Completed surveys were collected from 769 libraries between May 26, 2016, and September 23, 2016.
>
> The second survey was the state library survey which was distributed to chief officers in the 50 states, three territories and the District of Columbia. Forty-seven responses were received between August 15, 2016, and November 2, 2016. The survey report summarizes the results of a needs assessment and gap analysis of digitization activities by public libraries and state library agencies in the United States.

### United States and the United Kingdom

Study: "State of Information Governance 2016 Report" [PDF]

> Published by Veritas Technologies.
>
> In partnership with research firm Ipsos, Veritas surveyed a cross section of IT, security, and legal professionals from 481 organizations in the United States and the United Kingdom to define the tools and tactics currently in use and how successfully those practices deliver information governance returns.
>
> Before answering any questions about their policies and best practices, the respondents were given the following definition of information governance: "Information governance is the activities and technologies that organizations employ to maximize the value of their information while minimizing associated risks and costs." Then they were asked to explain why information governance is a priority for them, what tools and tactics they use, and to grade the effectiveness of their efforts. The study highlights the most effective information governance practices that enable organizations to extract as much value as possible from their information while reducing related risks and costs.

# Section 4—Selected Readings and Recordings

## Articles, White Papers, Presentations, Reports, Videos and Podcasts

### Canada

Report: "Rétablir l'équilibre : Rapport quinquennal 2016" (French only)

> Published by the Commission d'accès à l'information du Québec, September 2016.

> The report makes 67 recommendations to the Government of Quebec.

Final Report: "Summit on the value of libraries, archives and museums in a changing world"

> Published by Library and Archives Canada and the Canadian Museums Association, 2016.

> On December 5 and 6, 2016, the Taking It to the Streets Summit was held to assess the social and economic value of libraries, archives and museums, share research results, and discuss future collaboration, innovation and partnerships.
> See also: Audio Interview with Dr. Guy Berthiaume, Librarian and Archivist of Canada: "À l'ère du numérique, à quoi servent les bibliothèques et les musées?" (December 5, 2016, 6h 51) (French only)

### Australia

Article: "Expanding the value of ECM"

> Written by: Stephen Duncan, Product Marketing Manager at Objective Corporation. Featured in *IDM* (*Image and Data Manager*), August 31, 2016.

> The author speaks about how Enterprise Content Management (ECM) challenges can be turned into opportunities.
> See also: "Governance vs Adoption"

### New Zealand

Video Presentation: "Binary Trees? Automatically Identifying the Links Between Born Digital Records"

> Presented by: Ross Spencer, Digital Preservation Analyst, Archives New Zealand, October 19, 2016.

> This presentation was given at the Australian Society of Archivists Forging Links Conference in Parramatta, Australia held between October 17 and 21, 2016.
> See also: Slidecast of the presentation

### Switzerland

Video: "Bibliothèque nationale suisse : l'architecture" (French only)

> Published June 8, 2016.

> This video takes an inside look at the National Library of Switzerland.

**The Netherlands**

Paper: "Born Digital News Collections: New Formats, New Approaches" [PDF]
> Written by: Elisa Villanueva and Jasper Faase, Collections department, National Library of the Netherlands, August 8, 2016.
>
> This paper discusses the approach other libraries or cultural heritage institutions took, or are taking, during the creation of their born digital news collection, which are best practices and main aspects that could be taken into account.

**United Kingdom**

Report: "Making a success of digital government"
> Published by the Institute for Government, October 2016.
>
> The report highlights the five public sector organizations at different stages of digital development and identifies five challenges that need to be addressed across departments to make digital government a success.

Report: "Better Information for Better Government"
Published by: The Cabinet Office Digital Records and Information Management Team, working in collaboration with The National Archives and Government Digital Service. January 18, 2017.
> This report is the government's response to the report "Government digital records and archives review" by Sir Alex Allan issued on December 17, 2015.

**United States**

Interview: "The future of preserving the past"
> Conducted by Aaron Boyd of the *Federal Times*, August 19, 2016. Includes video.
>
> Leslie Johnston, National Archives and Records Administration's director of development and tool management, talks about the challenges in preserving digital records.
> See also: Presentation: "Email Management: Capstone" [PDF]

Article: "Harvesting and Repurposing Metadata from Web of Science to an Institutional Repository Using Web Services"
> Written by Yuan Li, Scholarly Communications Librarian at Princeton University. Featured in *D-Lib Magazine,* March/April 2016, Volume 22, Number 3/4.
>
> This article describes the workflow used to ingest faculty publication citations into a Digital Commons platform Institutional Repository, by repurposing metadata harvested from the Web of Science using web services.

## Books

### Selected Readings

Edited by Christopher J. Prom and featuring modules by Erin O'Meara and Kate Stratton, *Digital Preservation Essentials* (2016)

> *Digital Preservation Essentials* is part of the series Trends in Archives Practice and includes two modules. The first, "Preserving Digital Objects," explores concepts of digital preservation in the archival context focusing on standards and metadata required to make digital objects accessible and understandable over time. The second, "Digital Preservation Storage," provides an introduction to digital storage best practices for long-term preservation.

Edited by Kim-Kwang Raymond Choo and Ali Dehghantanha, *Contemporary Digital Forensic Investigations of Cloud and Mobile Applications* (1st Edition) (2016)

> *Contemporary Digital Forensic Investigations of Cloud and Mobile Applications* discusses the implications of cloud storage services and mobile applications on digital forensic investigations. Information is provided regarding the collection and preservation of electronic evidence from different types of cloud services.

Edited by Fiorella Foscarini, Heather MacNeil, Bonnie Mak and Gillian Oliver, *Engaging With Records and Archives* (2016)

> *Engaging with Records and Archives* offers a selection of papers from the Seventh International Conference on the History of Records and Archives (I-CHORA 7).

Edited by Angela Dappert, Rebecca Squire Guenther, Sébastien Peyrard, *Digital Preservation Metadata for Practitioners: Implementing PREMIS* (2016)

> This book provides an introduction to fundamental issues related to digital preservation metadata and to its practical use and implementation bridging the gap between the formal specifications provided in PREMIS (Preservation Metadata Implementation Strategies) and specific implementations.

Coline Vialle and Katell Auguié, *La gestion des archives : maîtriser les documents et les données* (2016) (French only)

> This book provides information that will assist organizations in the management of their archives, documents and data.