



Governance and Recordkeeping *Around the World*

September 2017, vol. 5, no. 9



Library and Archives
Canada

Bibliothèque et Archives
Canada

Canada

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.

ISSN: 1916-5714

© Government of Canada

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.centredeliasion-liaisoncentre.lac@canada.ca

Contents

- Section 1—General News 3
 - Canada 3
 - Federal Government—Treasury Board of Canada Secretariat 3
 - Government of British Columbia 3
 - Government of Ontario 3
 - Australia 3
 - France..... 4
 - Germany..... 4
 - Ireland 4
 - Italy 4
 - Malaysia 4
 - New Zealand 5
 - Taiwan..... 5
 - United Arab Emirates..... 5
 - United Kingdom 5
 - United States..... 5
 - Federal Government 5
- Section 2—Events 6
 - Annual Meetings and Conferences..... 6
 - National..... 6
 - International 7
- Section 3—Current Trends and Products 8
 - Recordkeeping: Current Developments, Projects and Future Initiatives 8
 - Canada 8
 - Australia 8
 - Europe..... 8
 - France..... 9
 - Italy..... 9
 - Scotland..... 9
 - United Kingdom 9
 - United States..... 9
 - Products and Tools from Around the World..... 10

Canada	10
Australia	10
Denmark.....	10
France.....	11
New Zealand	11
Switzerland.....	11
United Kingdom	11
United States.....	11
Studies and Surveys	12
United States.....	12
Global	12
Section 4—Selected Readings and Recordings.....	13
Articles, White Papers, Presentations, Reports, Videos and Podcasts	13
Canada	13
Australia	13
Austria	13
France.....	13
Sweden.....	14
United Kingdom	14
United States.....	14
Books.....	15
Selected Readings	15

Section 1—General News

Canada

Federal Government—Treasury Board of Canada Secretariat

[Government introduces amendments to modernize the Access to Information Act](#)

The amendments include expanding the scope of the law, making more government information open by default, giving the Information Commissioner increased powers, and creating new requirements for proactive publication of a broad range of information.

See also: [Access to Information Act](#); [Revitalizing access to information factsheets](#); [More information on access to information](#)

Government of British Columbia

[British Columbia becomes first province to legislate a duty to document](#)

British Columbia has [legislated](#) a duty to document, requiring public servants to create records that document the key business decisions of government.

Government of Ontario

[First Chief Digital Officer appointed](#)

The province of Ontario has appointed its first Chief Digital Officer to streamline online government services to make them more efficient.

See also: [Article](#)

Australia

[Nearly 75 percent of APS agencies manage their records digitally](#)

According to a [report](#) on the progress of digital information management in the Australian Public Service (APS), 74 percent of its agencies manage their records digitally, an increase of 44 percent from 2010.

[National Archives Preservation Facility opens](#)

The facility provides storage for more than 100 kilometres of paper records and 9 kilometres of audiovisual records. Director-General of the National Archives David Fricker calls the opening of the facility “a monumental moment in the Archives’ history.”

See also: Speeches: [David Fricker, Director-General of the National Archives of Australia](#) and [Attorney-General Senator the Honourable George Brandis, QC](#); [Pictures of National Archives Preservation Facility](#)

[New South Wales government releases a three-step digital government strategy](#)

The [strategy](#) focuses on customer experience, the use of data, and internal digital culture. The strategy is the next step in having a “data-informed and agile public service.”

See also: [Launching the strategy](#)

France

[New legal regime for the reuse of public information](#) (French only)

The legal regime governing the reuse of public information has been modified.

See also: [Belgian law provides legal framework for electronic archiving](#) (French only)

Germany

[New Federal Archives Act now in force](#)

On March 16, 2017 the new Federal Archives Act (Bundesarchivgesetz) was introduced. It is a law on the use and preservation of federal archival documents. It also provides direction for federal authorities to publish unprocessed data.

Ireland

[Government plan would reduce cost of storing paper records](#)

To reduce the costs associated with storing physical records off site, the government is introducing a plan to begin storing data electronically.

See also: [Storage of digital records](#) (Isle of Man)

Italy

[Libraries to receive 35 million euros](#)

The government has allocated 35 million euros to the country’s libraries, including 15 million euros for the National Central Library, which will be used for such projects as restoring and restructuring the National Libraries in Florence and Rome.

See also: [New Italian digital library](#)

Malaysia

[Development and use of big data is a priority](#)

Malaysia’s communications and multimedia ministry announced that the development and comprehensive use of big data is the government’s priority in order to provide the best service possible to the public.

New Zealand

[Cloud framework agreement signed](#)

The government and Amazon Web Services have signed a cloud framework agreement that will assist New Zealand government agencies to adopt public cloud services.

Taiwan

[Program launched to maintain and reinvent historic sites](#)

The government has announced a program to maintain and reinvent historic sites. Incorporating technology into the introductions of the sites will provide a better understanding of their historical context.

United Arab Emirates

[Public Sector to be paperless by 2020](#)

The goal is to have a paperless public sector by 2020 through the use of Blockchain technology (an online encrypted database).

United Kingdom

[Head of Digital Services position to be staffed](#)

The National Archives of the United Kingdom is seeking a new Head of Digital Services. The successful candidate will oversee a “wider digital culture change” and implement the Digital Strategy.

See also: [Civil servant’s digital training](#); Report: [“The State of the Digital Nation”](#) [PDF]

United States

Federal Government

Recordkeeping legislation introduced by the United States Congress

The United States Congress has introduced the following recordkeeping bills: [Electronic Message Preservation Act](#); [Federal Records Modernization Act](#); [OPEN Government Data Act](#); [Preserving Data in Government Act](#).

[Library of Congress adopts strategy related to its future acquisition of digital content](#)

The Library of Congress continues to expand its digital collecting program. The [strategy](#) was published in February 2017.

See also: [Library of Congress releases 25 million records from its catalog](#)

Section 2—Events

Annual Meetings and Conferences

National

October 2017

[Public Sector Social Media 2017](#)

30–31 October 2017
Ottawa, Ontario, Canada

November 2017

[Rethinking Digital Government](#)

1–3 November 2017
Ottawa, Ontario, Canada

January 2018

[15th Annual Privacy and Data Security Compliance Forum](#)

30–31 January 2018
Toronto, Ontario, Canada

January/February 2018

[2018 Ontario Library Association Super Conference](#)

31 January–3 February 2018
Toronto, Ontario, Canada

March 2018

[National Privacy and Data Governance Congress](#)

6–8 March 2018
Calgary, Alberta, Canada

International

January 2018

[ICIMM 2018: 20th International Conference on Innovation and Information Management](#)

25–26 January 2018

Paris, France

March 2018

[ICDH 2018: 20th International Conference on Digital Heritage](#)

12–13 March 2018

Miami, Florida, United States

April 2018

[AIIM Conference 2018](#)

10–13 April 2018

San Antonio, Texas, United States

[Imaging Science and Technology \(IS&T\) Archiving 2018 Conference](#)

17–20 April 2018

Washington, D.C., United States

[MW18: Museums and the Web 2018 Conference](#)

18–21 April 2018

Vancouver, British Columbia, Canada

[22nd Annual Enterprise Data World Conference](#)

22–27 April 2018

San Diego, California, United States

[The Web Conference 2018](#)

23–27 April 2018

Lyon, France

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Bibliothèque et Archives nationales du Québec \(BAnQ\) and Ancestry—Digitization and indexing of Quebec’s heritage materials project](#)

As part of this project between BAnQ and [Ancestry](#) notarized records dating from the 17th to the 20th century are now accessible online on the Ancestry database. From 2017 to 2020 additional notarized records will be made available online.

See also: [“Le patrimoine scientifique québécois : du papier au numérique”](#) (French only)

[Library and Archives Canada—Block Review project](#)

As of March 2017, Library and Archives Canada’s Block Review project has opened 25 million pages, allowing access to more Canadian government archival records.

See also: [“A new library management system to share Canada’s published documentary heritage”](#); [“Library and Archives Canada joins the Digital Preservation Coalition”](#)

Australia

[National Library of Australia—capturing the past, present and future](#)

The building of two libraries, one physical and one digital, is crucial in how the National Library collects, preserves and shares its history and collections.

[State Library of New South Wales—Unstacked](#)

[Unstacked](#) is a web page that shows what items people are accessing from the collection of the State Library of New South Wales.

See also: [Digitization of government records](#)

Europe

[READ \(Recognition and Enrichment of Archival Documents\) project](#)

This project will implement a Virtual Research Environment where archivists, humanities scholars, computer scientists and volunteers collaborate to increase research, innovation, development and use of cutting-edge technology for the automated recognition, transcription, indexing and enrichment of handwritten archival documents.

See also: [App to digitize historical documents](#)

France

[Launch of open data website](#) (French only)

In its ongoing commitment to making data available to the public, the [French government](#) has launched its open data website.

See also: [Bibliothèque nationale de France digital strategy video](#) (French only)

Italy

[X-ray phase-contrast tomography](#)

For over 2,000 years, ancient Roman scrolls have been unreadable. Researchers can now decipher and read the scrolls using X-ray phase-contrast tomography.

See also: [Nanotechnology and data storage \(The Netherlands\)](#); [Hyperspectral imaging \(The Netherlands and the United Kingdom\)](#)

Scotland

[National Library—Open Data Program: Publishing data sets](#)

The National Library of Scotland will be publishing data sets throughout 2017 as part of its [Open Data strategy](#).

United Kingdom

National Archives—current activities

A new [digital strategy](#) 2017–2019 has been published and can be read along with the National Archives business strategy 2015–2019 [Archives Inspire](#) and the [Archives Unlocked](#) vision document.

See also: [“Creating the disruptive digital archive”](#); [Details of the Archives Unlocked vision](#)

United States

[Government of California—Enterprise Migration to Cloud Email](#)

By the end of 2017, approximately 90 percent of California’s state government email accounts will be in the cloud.

See also: [Use of metadata to interpret data sets](#)

[University of Connecticut Library—“Using Humidification and Electrostatic Force in Digitizing Old Newspapers”](#)

The [University of Connecticut Library](#) is using this technique in the newspaper digitization process. (Includes videos)

See also: [“Analysing the past: digital newspaper archives and history on a grand scale”](#) (British Library)

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 \(version 1.4\)”](#) [PDF] (French only)

This document was published in March 2017.

See also: [“La politique de gestion des documents actifs et semi-actifs : une obligation de la loi sur les archives”](#) (French only)

[Office of the Information and Privacy Commissioner of Ontario—“Improving Access and Privacy with Records and Information Management”](#)

This guidance is designed to help institutions implement better record and information management practices and enhance the public’s ability to access information.

See also: [“Fact Sheet: What is Personal Information”](#)

Australia

[Information and Privacy Commission of New South Wales—“Open Data: Opening our World”](#)

The [Open Data: Opening our World](#) infographic provides users with a simple explanation of Open Data, its benefits, and how it can be used in the context of government data.

[National Archives—“Information Management Standard”](#)

The [Information Management Standard](#) outlines principles to help agencies meet business, government and community needs in relation to how information is managed across the sector.

[RecordPoint—Records365 vNext](#)

This cloud-based records-management tool provides a single platform to create, manage and automate the records life cycle in a uniform manner.

Denmark

[State Library—Word2Vec algorithm \(for newspapers\)](#)

The Danish Newspaper Archive contains 25 million newspaper pages, which can be searched and viewed. But the software reading the text of the scanned images can make reading errors. This algorithm can find these errors.

See also: [“Keyword Generator” \(for newspapers—National Library of the Netherlands\)](#)

France

[“Métiers des bibliothèques : guide des formations”](#) (French only)

The École Nationale Supérieure des Sciences de l’Information et des Bibliothèques has produced a training guide for libraries.

New Zealand

[National Archives—“Authority to retain public records in electronic form only” and “Destruction of source information after digitisation”](#)

Archives New Zealand has released the updated “Authority to retain public records in electronic form only” and a new associated guide “Destruction of source information after digitisation.”

Switzerland

[“Guide pratique de gestion des archives communales”](#) (French only)

This guide covers the management of municipal archives. [PDF]

See also: [“Directive sur la dématérialisation des documents à valeur probante”](#) (French only)

United Kingdom

[Federal Government—Service Toolkit](#)

The [Service Toolkit](#) is a single page that brings together all the resources that are available to assist teams in building government services.

See also: [“Knowledge Principles for Government”](#) [PDF]; [“Method Validation in Digital Forensics”](#)

United States

[City of Evanston, Illinois—Software-as-a-service solution \(Case Study\)](#)

The [City of Evanston, Illinois](#) has implemented a software-as-a-service solution that centralized the process for handling open records requests as well as those filed under the Illinois Freedom of Information law. Evanston is not alone in its open government challenges.

See also: [County of Ulster, New York: Managing records efficiently](#)

[National Oceanic and Atmospheric Administration \(NOAA\)—“Records Schedules”](#)

NOAA has published a list of Records Management Schedules.

See also: [“University Records Management” home page](#) (Syracuse University); [“Revising a Retention Schedule: Lessons Learned”](#) (Michigan State University); [“Addressing Myopia: Transition to Functional Scheduling at the State Archives of North Carolina”](#) [PDF]

Studies and Surveys

United States

Survey: [“Web Archiving in the United States: A 2016 Survey”](#) February 2017 [PDF].

Published by The National Digital Stewardship Alliance (NDSA). Authors: Jefferson Bailey, Internet Archive; Abigail Grotke, Library of Congress / Content Interest Group; Edward McCain, Reynolds Journalism Institute / Missouri Universities Libraries / Content Interest Group; Christie Moffatt, U.S. National Library of Medicine / Content Interest Group; and Nicholas Taylor, Stanford University Libraries.

From January 20 to February 16, 2016, a team representing multiple NDSA member institutions and interest groups conducted a survey of organizations in the United States actively involved in, or planning to start, programs to archive content from the Web.

This effort built upon a [similar survey](#) undertaken by NDSA in late 2011 and published online in June 2012, and a [second survey](#) completed in late 2013 and published online in September 2014. The Survey consisted of 31 questions organized around five distinct topic areas: background information about the respondent’s organization; details regarding the current state of its Web archiving program; tools and services used by the program; access and discovery systems and approaches; and program policies involving capture, availability, and types of Web content.

Global

[“2016–2017 Information Governance Benchmarking Survey”](#) [PDF]

Published by Cohasset Associates and ARMA International, February 2017.

The survey results provide up-to-date, authoritative benchmarking metrics on information life cycle management means and methods, emphasizing electronically stored information. The Survey Highlights summarize key findings, providing recommendations for information management professionals and their organizations as they respond to the challenges of transforming records and information management to information governance.

The research was conducted using a Web-based survey tool. Nearly 1,000 survey responses were received from October through December 2016. The survey participants included ARMA International members and associates; Attendees of Cohasset Associates’ May 2016 Managing Electronic Records Conference; Iron Mountain customers; Nuclear Information and Records Management Association members; and Records Management LISTSERV members.

Section 4—Selected Readings and Recordings

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

Canada

Video: [“Bibliothèque et Archives Canada vous informe”](#) (French only)

Presented by Librarian and Archivist of Canada, Guy Berthiaume, June 5, 2017.

In this video presentation at the 2017 Association des archivistes du Québec Congrès, Dr. Guy Berthiaume speaks about Library and Archives Canada’s initiatives and projects.

Report: [“End-of-Term Self-Assessment Report on Action Plan on Open Government 2014–2016”](#)

Published by the Government of Canada.

This report offers a self-assessment of progress on [Canada’s Action Plan on Open Government 2014–16](#), Canada’s second open government plan to the [Open Government Partnership \(OGP\)](#).

Australia

Report: [“Conditions Enabling Open Data and Promoting a Data Sharing Culture 2017”](#) [PDF]

Prepared by Dr. Alana Maurushat for the Information and Privacy Commission of New South Wales (Report is current to March 31, 2017).

The report reviews how the five international jurisdictions of Canada, France, New Zealand, the United Kingdom and the United States are using open data.

Austria

Paper: [“A Review of Information Visualization Approaches and Interfaces to Digital Cultural Heritage Collections”](#) [PDF]

Written by various authors from the Danube University Krems and the University of Technology, Vienna, November 24, 2016.

This paper reviews information visualization approaches to digital cultural heritage collections, reflects on prominent arrangement principles and design choices for digital collection interfaces, and discusses options for future research.

France

[Videos and presentations of the study day organized by the Bibliothèque nationale de France, May 3, 2017](#). (French only)

The study day examines the evolution of the uses of digitized heritage collections to better understand how they are perceived and integrated into research, and professional and amateur strategies.

Sweden

[“Nordic CIO interview: Peter Krantz, Sweden’s national library”](#)

Conducted by Eeva Haaramo, Nordic contributor for *Computer Weekly.com*, January 25, 2017.

Making information accessible for the long term is one of the challenges Peter Krantz, Chief Information Officer at the [National Library of Sweden](#) is dealing with.

United Kingdom

Report: [“A review of good practice from the Information Management Assessment \(IMA\) programme 2008–16”](#)

Published by The National Archives of the United Kingdom.

This report is divided into five sections and includes a report summary.

Policy Paper: [“Government Transformation Strategy 2017 to 2020”](#)

Published by the [Cabinet Office](#), [Government Digital Service](#) and [The Right Honourable Ben Gummer MP](#), February 9, 2017.

This [strategy](#) sets out how the government will use digital technologies, skills and tools to transform public services and redefine the relationship between the citizen and the state.

United States

Article: [“Records Management—Overcoming barriers to gain rewards”](#)

Written by Judith Lamont, research analyst and a *KMWorld* Senior Writer. Featured in *KMWorld*, May 2017, Vol. 26, Issue 5.

This article discusses reasons for, and the costs and risks associated with, retaining data; global issues in records management; data security; and migration of an organizations data to the cloud.

See also: Presentations from the [Texas State Library and Archives Commission E-Records Conference 2016](#) as well as [“Preventing Digital Fatigue: Records Management, How It Should Be”](#) (Australia)

Paper: [“Overly Honest Data Repository Development”](#)

Written by Colleen Fallaw, Elise Dunham, Elizabeth Wickes, Dena Strong, Ayla Stein, Qian Zhang, Kyle Rimkus, Bill Ingram, and Heidi J. Imker, [University of Illinois at Urbana-Champaign library](#). Featured in *Code4Lib Journal*, Issue 34, 2016-10-25.

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.

See also: [Video: “DRASTIC Measures: Digital Repository at Scale that Invites Computation”](#); [Paper: “Developing Criteria to Establish Trusted Digital Repositories”](#)

Books

Selected Readings

Robert J. Johnson, [*Information Disposition: A Practical Guide to the Secure, Complaint Disposal of Records, Media and IT Assets*](#) (2017)

This book will assist records and information managers in creating a compliant and secure information destruction program.

Umi Asma' Mokhtar, Zawiyah Mohammad Yusof, [*Records Classification: Concepts, Principles and Methods*](#) (2017)

This book introduces classification from the records management perspective by adopting a qualitative approach, and includes case studies.

Published by ARMA International, [*Glossary of Records and Information Management Terms*](#) (Fifth Edition) (2016)

This glossary defines more than 1,000 terms from disciplines that intersect with records and information management, including security, privacy, audit, legal, information technology, archives, and business management.

Laura A. Millar, [*Archives principles and practices*](#) (Second Edition) (2017)

Archives: Principles and Practices offers an international perspective on archives management, providing guidance relevant to collections-based repositories and to organizations responsible for managing their own institutional archives.

Video: [Laura Millar discusses her book](#)

Published by Cercle de la Librairie Numérique, [*Les métiers des bibliothèques*](#) (2017) (French only)

Information is constantly evolving in today's environment and this book addresses these changes in a way that will be useful to those working in the library and archives fields.