

Governance and Recordkeeping Around the World

April 2015, vol. 5, no. 2



The Internet of Things

Connecting the Physical World to the Internet

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

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Section 1—General News

Canada

Federal Government—Government of Ontario

[Records retention requirements now part of Acts](#)

The Ontario [Freedom of Information and Protection of Privacy Act](#) and the [Municipal Freedom of Information and Protection of Privacy Act](#) have added records retention requirements to ensure that records are preserved.

See also: [Public Sector and MPP Accountability and Transparency Act passed](#); [Act](#)

Federal Government—Government of Quebec

[Government information to be more accessible](#) (French only)

Responding to the public's expectation that government information should be open and accessible, a new [Web portal](#) has been launched.

Australia

[The process of accessing government information to be simplified](#)

Currently the public must use multiple passwords and user names to access services across government. This will soon change as the government is developing a system, through the [Digital Transformation Office](#), that will provide individuals with just one login.

France

[Online portal planned for 2016](#) (French only)

The [Service interministériel des Archives de France](#) has announced that it plans to launch a national portal for online archives in 2016.

Greece

[Greece ensures that their audiovisual heritage is preserved](#)

New legislation introduced by the Greek Parliament has resulted in the establishment of the National Film Heritage Preservation Organization. Managed by the [Greek Film Archive](#) this will ensure that the preservation of Greek audiovisual heritage continues.

Ireland

[Ireland's Freedom of Information Act to cover public bodies](#)

Ireland has extended the coverage under its [Freedom of Information Act](#) to include all public bodies.

Italy

[Modern technology may make ancient scrolls readable](#)

Scientists are attempting to make the scrolls from [Pompeii](#), blackened by a volcano in AD 79, readable through X-ray technology.

See also: [“X-rays unlock secret of scrolls”](#)

Malta

[Governing body to ensure country’s digital strategy is implemented](#)

Malta’s digital strategy 2014–2020 ([Digital Malta](#)) now has a governing body to ensure that the strategy is implemented. (Video is included).

Republic of Cyprus

[Government aims to modernize the public sector](#)

The government of Cyprus is looking to the future of e-government with the introduction of its Digital Strategy Cyprus action plan. The plan will result in a paperless public sector while also simplifying processes resulting in the reduction of costs.

Russia

[Library collections to be accessible on smartphones](#) (French only)

The Russian government has announced that in 2015 the collections of select Russian libraries will be accessible on smartphones and digital tablets at no charge to the public.

See also: [National Digital Library to debut in 2015](#)

Switzerland

[Paintings now accessible through Wikipedia](#) (French only)

More and more cultural institutions are using Wikipedia and the [Swiss National Library](#) is no exception. Over 1,000 paintings from the 18th and 19th centuries are now on Wikipedia.

Thailand

[Government focuses on enhancing services and increasing accessibility](#)

The [Electronic Government Agency](#) has a number of ideas to improve government services, provide greater access to government information, and become more interactive. These include providing a complete cloud service for government; building on the work already started on providing government apps and launching a mobile chat application.

United Arab Emirates

[Open Data Committee created](#)

The Dubai Open Data committee's goal is to facilitate the exchange of information as well as the integration and synchronization of Dubai's services on different levels.

United Kingdom

[Managing digital national archive "a challenge"](#)

Chief Executive of the National Archives of the United Kingdom Jeff James responds to suggestions by Google's vice-president Vint Cerf that older digital records "may not be readable" in the future.

See also: [Comments from Vint Cerf](#)

[Digital By Default Service Standard on track](#)

Continuing its "[Digital By Default Service Standard](#)" the government is working toward ensuring that its top 25 services are completely digitized by the end of 2015, with an ultimate goal of having 97% of all transactions online by the end of the next parliament.

See also: [All government websites now on a single domain](#)

United States

Federal Government

[New coalition to assist federal government in improving records management](#)

The Coalition for Public Sector Information Governance Leadership has been created to help the federal government modernize its records management and implement information governance practices.

See also: [Providing advice on records management](#)

[Radio Preservation Task Force continues work of preserving collections](#)

The [Radio Preservation Task Force](#) was created in 2014 by the Library of Congress to develop a workable approach to preserve American commercial and public radio's cultural history. In 2015, the Task Force is continuing its work of identifying radio collections for preservation throughout the United States.

[Private sector experts to work with government digital service teams](#)

In 2014, the White House established the U.S. Digital Services to improve and simplify the digital experience that people and businesses have with their government. In 2015, the organization is reaching out to the private sector to assist in addressing the issues and problems that agencies are facing.

Section 2—Events

Annual Meetings and Conferences

National

June 2015

[Canadian Library Association 2015 Conference](#)

“Privacy and Security: Are you Open to the Public?”

Conference details to follow.

Hosted by the Canadian Library Association, 3–6 June 2015
Ottawa, Ontario, Canada

October 2015

[Government Technology Exhibition and Conference \(GTEC\) 2015](#)

Conference details to follow.

19–22 October 2015
Ottawa, Ontario, Canada

[Public Sector Social Media 2015](#)

Conference details to follow.

Hosted by The Conference Board of Canada, October 2015 (date to be determined)
Ottawa, Ontario, Canada

International

July 2015

[South African Society of Archivists 2015 Conference](#)

“National Archival and Records System”

Conference details to follow.

Hosted by the South African Society of Archivists, 8–10 July 2015, Polokwane, Limpopo Province,
South Africa

August 2015

[Australian Society of Archivists 30th National Conference](#)

“Archives on the Edge”

Conference details to follow.

Hosted by the Australian Society of Archivists, 18–21 August 2015, Hobart, Tasmania

[inForum 2015](#)

“Digital Dreams (not digital nightmares)”

Conference details to follow.

Hosted by the Records and Information Management Professionals Australasia, 30 August–2 September 2015, Melbourne, Australia

September 2015

[DCMI International Conference on Dublin Core and Metadata Applications \(DC-2015\)](#)

“Metadata and Ubiquitous Access to Culture, Science and Digital Humanities”

Conference details to follow.

Hosted by DCMI (Dublin Core Metadata Initiative), 1–5 September 2015, São Paulo, Brazil

[International Association of Sound and Audiovisual Archives \(IASA\) 2015 Annual Conference](#)

“All for One—One for All: Common Concerns—Shared Solutions”

Conference details to follow.

Hosted by the International Association of Sound and Audiovisual Archives, 27 September–1 October 2015, Paris, France

October 2015

[ARMA 2015: 60th Annual Conference and Expo](#)

Conference details to follow.

5–7 October 2015, Washington, D.C., United States

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Bibliothèque et Archives nationales du Québec—Documentary Heritage Digitization Program](#)

Bibliothèque et Archives nationales du Québec has undertaken a digitization program for the published and archival documentary heritage produced in Québec since the 17th century, or that of foreign origin and related to Québec.

Australia

[Government of Victoria—VicConnect Program](#)

The [government of Victoria](#) is looking toward the future by embracing new technologies through its VicConnect Program. The program will enable government departments to access technologies such as cloud services and mobility devices.

[State Library of New South Wales—Digital Excellence Program](#)

The State Library of New South Wales (NSW) created a Digital Excellence Program to digitize the Library's most iconic, at risk and highly valued collections. Going forward, [the programs objectives include](#) upgrading the network infrastructure, building on digitized content and sharing knowledge across cities, towns and regional areas.

See also: [NSW Government funds State Records Authority digitization program](#)

Bangladesh

[National Web Portal of Bangladesh](#)

The Web portal, considered one of the largest in the world, connects 25,000 government offices through separate links, enabling the public to access government information.

Belgium

[National \(Royal Library\) Digitization Project – Phase 2](#) (French only)

Since 2005 the [Royal Library of Belgium \(Bibliothèque royale de Belgique\)](#) has been digitizing its collections. The Library is continuing this work as it starts the second phase of its digitization project.

Europe

[“Automatic publication under Linked DAta Paradigm of library Data” project](#)

The [project](#) is addressing the limitations of current library or collection management software when sharing content that permits libraries, archives and museums to automatically publish and link their content.

Finland

[6Aika Open Data and Interfaces spearhead project](#)

The project brings together Finland's six largest cities in an effort to make their datasets as accessible to the public as possible.

Germany

[Archivportal-D](#)

ArchivPortal-D will make Germany's archival collections more accessible. The [data portal](#) enables users to use online search tools to explore over 5 million data sets from approximately 25 archives and to view general information on another 400 institutions.

India

[National Portal and Digital Repository for Museums of India](#)

As of the beginning of 2015 this ongoing project has digitized more than 11,000 art objects from [ten museums](#). The public can access the collections through a national portal in a number of ways including through touch-screen kiosks or by using a quick-response code. A [video](#) is included.

Japan

[Building Information Modeling \(BIM\) Process](#)

In Japan there are approximately 14,000 buildings that have been designated as "Cultural Properties." What happens when these "Cultural Properties" require renovation but the architectural drawings and plans have been lost? The answer: [BIM](#) uses the latest 3D modeling, reality capture and visualization technologies to create a photo-realistic 3D model of a registered historic landmark structure.

Switzerland

[projet Gal@tae \(Long-term archiving of electronic records\)](#) (French only)

The [Archives d'Etat de Genève](#) is working to ensure the collections in its archives are usable and accessible for future generations.

United Kingdom

[National Archives of the United Kingdom—Digital Preservation Program—An Overview](#)

The focus of the National Archives is on the challenges of digital preservation which has led to the development of a preservation approach, tools and the effective use of social media.

United States

[Government of California—CalCloud](#)

The government of California is heading to the clouds via CalCloud. This platform, the first of its kind to be implemented in the United States at the state level, will streamline services for 400 state and local government agencies.

[Library of Congress—Video: “Digital Preservation at the Library of Congress”](#)

This video discusses the Library of Congress Digital Preservation Working Group and provides an overview of digital preservation activities at the Library.

[Multiple Institutions—Measuring Up: Assessing Use of Digital Repositories project](#)

The project will perform research and recommend best practices that will improve data collection and information sharing for institutional repositories and digitized collections. The project will also focus on the challenges libraries face in producing accurate reports of the use of their digital repositories through Web analytics.

[National Archives and Records Administration \(NARA\)—“Redesigning Electronic Record Processing and Preservation at NARA”](#)

This video describes the process of refactoring NARA’s infrastructure for the processing and preservation of its electronic records.

[Smithsonian Institution—National Museum of American History—“Rapid Capture”: Digitization project](#)

[The National Museum of American History](#), part of the Smithsonian Institution, is embarking on “rapid capture digitization of its historic currency proofs consisting of 250,000 pieces of paper. The term “rapid capture” refers to the speed of the workflow that now can reach 3,500 sheets each day.

See also: [Interview with Digitization Program Officer](#)

[University of Michigan and New York University—Wet Information Storage Techniques](#)

Imagine being able to store 1 [terabyte](#) of data in a single tablespoon. Researchers are working toward this goal by simulating wet information storage techniques which can store more data than conventional computer bits.

Products and Tools from Around the World

Canada

[Federal Government—Library and Archives Canada—Strategic Policy Suites](#)

Library and Archives Canada (LAC) uses evidence-based policies and makes strategic decisions to deliver on its mandate to Canadians in an accountable and transparent manner. LAC's strategic policy suites ensure consistency and coherence among different parts of the institution and alignment with relevant Government of Canada policies. Three policy suites are now available online: Access; Evaluation and Acquisition; and Stewardship.

Canada and France

[Bibliothèque et Archives nationales du Québec ; Canadian Museum of History and the Bibliothèque nationale de France—“Recueil de règles de numérisation”](#) (French only) [PDF]

The purpose of this rulebook is to standardize digitization practices in the Francophonie.

Australia

[New South Wales Information and Privacy Commission—“Privacy Governance Framework”](#) [PDF]

The Privacy Governance Framework is an online privacy tool designed for [“whole of organisation”](#) engagement with the management of personal information. The framework assists agencies to better understand privacy risks and opportunities, and to address their roles and responsibilities in relation to privacy management.

[Public Record Office Victoria—“Recordkeeping Policy: Mobile Technologies”](#) [PDF]

The Public Record Office Victoria has produced this policy that provides principles for making decisions and implementing actions about the use of mobile technologies for recordkeeping. See also: [“New records policy for mobile devices”](#)

France

[École Nationale Supérieure des Sciences de l'Information et des Bibliothèques—Factsheets](#) (French only) [PDF]

The École Nationale Supérieure des Sciences de l'Information et des Bibliothèques has prepared factsheets on a number of subjects including [conservation techniques](#); conservation of [paper documents](#); [digitization](#) and [Web portals](#).

Germany

[Information Workbench and eCloudManager Versions 5.5](#)

Information Workbench is a semantic integration platform for optimizing information. eCloudManager is an app for semantic data centre and cloud management.

Ireland

[“Choosing Content Management Technologies”](#) [PDF]

This guide will assist cultural institutions such as libraries, archives, museums and galleries in choosing a Content Management System that suits their needs.

New Zealand

[National Archives—“Advice on File Formats for the Creation of Digital Records”](#)

This guide provides advice to public sector organizations to assist them when choosing electronic file formats used in the creation and management of digital public records.

United Kingdom

[Objective Corporation UK and Active Navigation—Redundant, Obsolete and Trivial \(ROT™\) digital content](#)

The Active Navigation and Objective solution allows organizations to identify their corporate data from their ROT information and migrate it into a fully compliant repository.

United States

[Connotate Inc.—Connotate 4.3](#)

This tool enables organizations to harvest and monetize content from over 1 billion websites worldwide.

[EDRM—“EDRM eDiscovery Maturity Self-Assessment Test”](#) (Download is free)

EDRM eDiscovery Maturity Self-Assessment Test (eMSAT-1), the first self-assessment resource to help organizations measure their e-discovery maturity.

[Library of Congress—“Recommended Format Specifications”](#)

As part of its [Preservation Digital Reformatting Program](#) the Library of Congress has released a [set of recommended formats](#) for long-term preservation of a range of works, both for submission to the Library and for library communities, creators, vendors and archivists.

See also: [Interview](#)

Studies and Surveys

North America and Europe

Study: [“2014 Information Risk Maturity Index”](#). Published by [Iron Mountain Incorporated](#) and [PwC UK](#) [PDF]

The study was based on interviews with 1,800 companies of various sizes in Europe and North America in four key areas of their information governance programs: strategy, people, communications and security. These scores were then compiled to produce the Information Risk Maturity Index, the measure of how prepared companies are to manage and respond to information risk and address other key information trends.

The study details what organizations are doing well and what they could do better. It provides a set of key insights, which will assist organizations in improving their information management.

United States

[“Web Archiving in the United States: A 2013 Survey”](#). Published by: [National Digital Stewardship Alliance \(NDSA\)](#): Multiple Authors, September 2014 [PDF]

[In October and November of 2013](#) a survey was conducted of United States organizations that were actively involved in, or planning to start, programs to archive content from the Web. The goal of the survey was to better understand the landscape of Web archiving activities in the U.S. by investigating the organizations involved, the history and scope of their Web archiving programs, the types of Web content being preserved, the tools and services being used, access and discovery services being provided, and overall policies related to Web archiving programs.

The survey consisted of twenty-seven questions organized around five distinct topic areas: background information about the respondent’s organization; details regarding the current state of their Web archiving program; tools and services used by their program; access and discovery systems and approaches; and program policies involving capture, availability, and types of Web content.

The survey describes the current state of the Web archiving, tracks its evolution over the last few years, and forecasts future activities and developments.

The Internet of Things: Connecting the Physical World to the Internet

This special section of the newsletter summarizes the Internet of Things (IoT) its effect on society as a whole and its impact on how information will be managed.

Introduction

Approximately 14 billion objects (things) are connected to the Internet and is growing. We are now entering a new phase in how these objects are used and what will be their impact. The IoT brings with it enormous opportunities, to both the private and public sectors, in all areas including the management of information throughout its lifecycle.

What is the Internet of Things

The IoT refers to the collection of data from a network of devices and sensors that are connected to the Internet, and to each other, enabling them to communicate. This is referred to as machine to machine communication which is more efficient than human to machine. The data collected is processed through digital networks and can be tracked in real time and shared with other connected [things including the machines we use at work](#). This concept is not new but what is new is that a point has now been reached where the Internet is now able to handle these billions of devices thanks to recent technological advances in big data and cloud computing. This will result in more information being processed and managed by organizations. And the IoT is on the verge of a major expansion.

Government Addressing the Second Digital Revolution

Governments are starting to address the IoT which some are calling the second digital revolution. One example is the government of the United Kingdom which has published a report outlining 10 actions that can be taken to maximize the benefits and reduce the risks of IoT.

The Future Is Here

As organizations struggle to manage more information across more devices the IoT presents benefits, challenges and risks (including privacy and security) that must be addressed. These are described in the articles, report, presentation and video below. The IoT is here to stay and organizations need to get a jump on this second digital revolution.

See also: **Video:** [The IoT Explained](#); **Article:** [Managing the IoT using modern techniques](#); **Report:** [United Kingdom Government addresses the IoT](#); **Presentation:** [IoT and Records Management](#); [How the IoT will change how we work and the challenges](#); [Dealing with the IoT: What organizations need to do to](#); [Mastering Big Data and the Cloud](#); [Managing the complexity](#)

Section 4—Selected Readings and Recordings

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

Canada

Article: [“Un réseau numérique francophone”](#) (French only)
Written by: Pierre Valée, *Le Droit*, November 29, 2014.

Guy Berthiaume, Librarian and Archivist of Canada, talks about the [Réseau francophone numérique \(RFN\)](#).

See also: Speeches by G. Berthiaume: [“A Season in the Life of Library and Archives Canada”](#) and [“Raising the Nautilus: a New Chapter at Library and Archives Canada”](#) Video: [“Guy Berthiaume: Bibliothécaire et archiviste du Canada”](#)

Australia

Article: [“Reinventing records management at the CSIRO”](#) (Commonwealth Scientific and Industrial Research Organisation)

Written by: Tim O’Grady, CSIRO Records Services Manager, featured in *Image and Data Manager*, January 28, 2015.

In 2011 [CSIRO](#) made the decision to change how it approached records management and how the service was delivered within a large organisation. The result is a complete re-engineering of its records management operations. This article describes the transformation.

France

Video: [“La numérisation des oeuvres d’art”](#) (French only)
September 13, 2014.

This video profiles the 3D scanning techniques used to preserve, restore and reproduce works of art.

Germany

[“Guidelines for the Creation of an Institutional Policy on Digital Preservation”](#) [PDF]

Published by the [Nestor](#) Working Group Policy, 2014.

This publication provides digital archives with assistance in creating their own institutional policy on digital preservation. In addition, the broadest possible overview for an institution’s work in practice on its own policy is discussed while also pointing out “blind spots” that could sometimes be overlooked.

South Africa

Article: [“Managing risk: Why email archiving is critical”](#)

Written by: Yossi Hasson, CEO of [SYNAQ](#), leading provider cloud messaging and communication services for South African business, featured in *BIZCOMMUNITY.com*, November 4, 2014.

In this article the author discusses the importance of organizations managing risk, such as legal and financial, specifically when it pertains to archiving their emails.

Switzerland

Article: [“Archives photographiques: La mémoire visuelle, entre luxe et nécessité”](#) (French only)

Written by: Isabelle Eichenberger, *SWI swissinfo.ch.*, March 5, 2014.

This article profiles the preservation of Switzerland’s photographic heritage as well as the challenges and problems encountered.

United Kingdom

Paper: [“Archiving Social Media in the Context of Non-print Legal Deposit”](#) [PDF]

Written by: Helen Hockx-Yu, Head of Web Archiving, British Library, 2014.

This paper provides an overview of the current approaches to archiving social media including the pro and cons and how the [British Library](#) addresses this.

United States

[“Essential Guide: Affordable Digital Preservation for Libraries and Museums”](#) (Download is free)

Published by: [Preservica](#), December 2014. [PDF]

This guide, which includes case studies, provides organizations guidance on what is required to ensure that digital collections and archives are properly managed, safeguarded and accessible for future generations.

Article: [“Mobilizing government: Agencies struggle to move beyond strategy”](#)

Written by: Stephanie Kanowitz, a freelance writer based in northern Virginia, featured in *GCN*, February 5, 2015.

The White House released its [Digital Government Strategy](#) in 2012. In 2015, as this article discusses, government agencies are still facing challenges [complying](#) with the strategy.

Podcast: [“The new information lifecycle compounds records management challenges”](#), 2014.

Steve Goodfellow, president of [Access Systems Inc.](#), discusses some of the new challenges of information lifecycle management.

Books

Selected Readings

Margaret Crockett, [The No-nonsense Guide to Archives and Recordkeeping](#), 2015.

This how-to guide covers all aspects of archives and records management from the creation of records to making them accessible.

Edited by Neil Grinkley and William Kilbride, [The Good Digital Preservation Guide](#), 2015.

The guiding principle of this book is that good preservation practice begins with effective policy and examines broad strategic themes rather than technical solutions.

Ben Rawlins, [Mobile Devices: A Practical Guide for Librarians](#), 2014.

Mobile Devices will assist libraries and librarians as they go through the process of planning, developing, implementing, marketing, and evaluating mobile services.

Imad M. Abbadi, [Cloud Management and Security](#), 2014.

Cloud Management and Security establishes the foundations of cloud computing, building an in-depth and diverse understanding of the technologies behind cloud computing.

Edited by Dr. Milena Dobрева and Gabriella Ivacs, [Digital Archives: Management, use and access](#), 2015.

Digital Archives: Management, use and access offers a wide-ranging overview of how rapid technological changes and the push for providing wide access to digitized cultural heritage holdings are changing the landscape of archives.

Lorène Béchar, Lourdes Fuentes Hashimoto and Édouard Vasseur: [Les archives électroniques](#), 2014.
(French only)

This guide is designed to provide a step-by-step methodological approach for professional archivists and anyone engaged in electronic archiving projects.

Le Deuff Olivier, [La documentation dans le numérique](#), 2014. (French only)

La documentation dans le numérique discusses the roles of librarians and archivists in the digital world.