Governance and Recordkeeping
Around the World

Capturing the Digital Universe

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 Library and Archives Canada.

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Section 1—General News

Canada

Federal Government—Office of the Privacy Commissioner
Privacy Commissioner wants federal private-sector privacy law updated

Canada's Privacy Commissioner, Jennifer Stoddart, has issued a position paper that calls for revisions to Canada's private-sector privacy law, the Personal Information Protection and Electronic Documents Act (PIPEDA). Four general revisions to PIPEDA are proposed but they are only recommendations. Amending PIPEDA requires an Act of Parliament.

Newfoundland and Labrador
Public will be able to access more information online

More information is being placed online. The Newfoundland and Labrador government has unveiled two new websites that will provide public access to government documents including completed access to information requests and cabinet directives.

Australia
Priority services to go online by 2017

In an update to the Government's National Digital Economy Strategy, released in May 2011, federal government agencies will be required to provide online access to priority services by the end of 2017.

Updated cloud computing strategy released

The Australian government has released an updated cloud computing strategy that encourages the use of cloud computing in the federal government to improve the delivery of services and lower costs.

Belarus
Government begins transitioning to cloud computing

A cloud computing service is planned that will facilitate information interoperability between government agencies and enhance digital government. The transition to cloud computing will significantly reduce the money spent on the modernization and maintenance of computer systems.

Europe
Funding for digital projects announced

The European Commission has announced funding of up to €125.7 million for digital projects across Europe. Of this amount, €36 million will be allocated to the digital work carried out by museums, archives, libraries and creative media organizations.

Ghana
Government seeks to improve transparency

In a bid to improve transparency of governance, a correspondence management system will be implemented for 102 public sector organizations in Ghana. This will facilitate the capture of records and the monitoring of all correspondence from external sources.
See also: Microsoft collaborates on e-government; IBM assists government agencies

India
Work begins on drafting a National Conservation Policy

The National Mission on Manuscripts has formed a subcommittee of experts that will work toward drafting a National Conservation Policy.

Japan
National Library offers online access to books

The National Diet Library is now offering online access to selected books. The books were scanned and private companies converted them into e-books for delivery to readers.

New Zealand
Funding of sound archives announced

In October 2012 Radio New Zealand Sound Archives was transferred to the New Zealand Film Archive. Now, funding is being allocated to digitize New Zealand's audio heritage.
See also: Speech

Sierra Leone
National Public Archives Act ready for review

The Minister of Information and Communication has stated that the National Public Archives Act, created in 1965, is no longer current and needs to be reviewed. The Minister added that, in 1965, there were no electronic records.

United Kingdom
[Government departments are now on central domain website](#)

All 24 ministerial departments are now part of [Gov.uk](#), a central government website that allows individuals to access information and services across government through a "single window."

United States

Federal Government
[Federal government to make more data available online](#)

The White House has released a new [Executive Order](#) and [Open Data Policy](#) that will make information generated and stored by the federal government more open and accessible. Government agencies will be compelled to collect and publish new information in open, machine-readable and, whenever possible, non-proprietary formats.

[First Cabinet-level agency is taking records management to the clouds](#)

Cloud computing has been around for years but the Interior Department of the federal government has become the first Cabinet-level agency to employ cloud computing to records management. This is part of the Department's IT Transformation initiative, which is expected to save 500 million dollars by 2020.

[Government releases new mobile tools](#)

The [Digital Government Strategy](#) was unveiled by the federal government in 2012. Now, in 2013, the [Office of Management and Budget](#) has expanded the ways federal agencies can implement smartphones, tablet computers and mobile apps.

State Government

New York
[Provisional Open Data Guidelines released](#)

Provisional [open data guidelines](#) for state agencies and public authorities to participate in [Open.ny.gov](#) have been released. Open.ny.gov is New York State's data transparency website. New York is the first state in the nation to publish its provisional open data guidelines.

Wales
[New Chief Executive and Librarian appointed](#)

The [National Library of Wales](#) has announced that Aled Gruffydd Jones has been appointed as the new Chief Executive and Librarian. Going forward Gruffydd Jones says that he wants to engage with the Library's stakeholders and users.

Section 2—Events

Annual Meetings and Conferences

International

November 2013

2013 National Digital Forum Conference

> The National Digital Forum is a network of people and organizations working together to enhance New Zealand's digital interaction with culture and heritage.

> Hosted by the National Digital Forum, 26–27 November 2013; Wellington, New Zealand

January 2014

2nd International Conference on Innovation and Information Management (ICIIM 2014)

> The aim of the conference is to provide a platform for researchers, engineers, academicians, as well as industrial professionals, from around the world to present their research results and development activities in Innovation and Information Management.

> 12–13 January 2014; Phuket, Thailand

February 2014

APA International Conference on Digital Preservation and Development of Trusted Digital Repositories

> The purpose of this conference is to facilitate deliberations and sharing of domain specific case studies between digital preservation experts, archivists, technology developers, researchers, legal and law enforcement professionals, policy makers, and stakeholders.

> Hosted by the Centre of Excellence for Digital Preservation (C-DAC), India, and Alliance for Permanent Access (APA), EU, 5–6 February 2014; New Delhi, India

9th International Digital Curation Conference

> "Commodity, catalyst or change-agent? Data-driven transformations in research, education, business & society"

> The conference will explore different drivers, the expanding portfolio of tools and data services and diverse skills, which are essential for organizations to manage, utilize and benefit from many valuable data assets.

> Hosted by the Digital Curation Centre UK, 24–27 February 2014; San Francisco, California, United States

May 2014

The National Conference on Managing Electronic Records (MER 2014)

> This conference addresses the key operational, technical, and legal issues associated with the life-cycle management of electronic records.

> Hosted by Cohasset Associates Inc., 19–21 May 2014; Chicago, Illinois, United States

National

October 2013

GTEC 2013

> "Agile Government: Open, Collaborative, Mobile"

> GTEC (Government Technology Exhibition and Conference) attracts over 7,000 participants, speakers, and exhibitors from across Canada on an annual basis.

> 7–10 October 2013; Ottawa, Ontario, Canada

November 2013

Public Sector Social Media 2013

> "Making Connections, Getting Results"

> This event gives attendees the opportunity to learn about the public sector social media innovators and benefit from their experiences.

> Hosted by The Conference Board of Canada, 5–6 November 2013; Ottawa, Ontario, Canada

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada
Dalhousie University—3D Model Repository Project

> Dalhousie University Library has undertaken a project to build a 3D model repository: an open database filled with three-dimensional scans of objects in the university's possession.
> See also: Case study [PDF]

University of British Columbia—"Think Twice About Your Data"

> The University of British Columbia's School of Library, Archival and Information Studies will study the relationship of trust between people and the organizations that hold the records related to them on the Internet. The project will propose law and infrastructural reform, model policies, procedures and practices, and functional requirements for the systems in which Internet providers store and manage digital records.

Bangladesh
Development of National ICT Infra-Network for Bangladesh Government (BanglaGovNet)

> The goal of the project is to bring all of government into one single e-governance system and network infrastructure. This will improve connectivity and communication between and within ministries and increase government efficiency.

Europe
Europeana Collections 1914–1918 Project

> This project will create by 2014, the centenary of the outbreak of the First World War, a digital collection of material from national library collections of ten libraries and other partners in eight countries. Over 400,000 First World War sources will be made publicly and freely available online for the first time.

4C Project—the Collaboration to Clarify the Costs of Curation

> Curation ensures digital objects remain understandable, accessible, useable and safe over time. 4C will assist organizations across Europe to invest more effectively in digital curation and preservation.

France
National Library—Digitization of Collections (French only)

> The National Library of France has undertaken a project to digitize its collections, specifically books and music. This includes books dating from 1470 to 1700, which are part of the European program Early European Books, and music collections comprising nearly 200,000 vinyl 78 rpm and 33 rpm recordings.

India
National Virtual Library

> Work is under way on a project to set up a National Virtual Library that will act as a single window. Approximately 9,000 libraries across India will be digitally linked to provide readers the ability to access books and information.

Japan and the United States
Cyber-Physical Data Cloud

> Japan and the United States are collaborating on a project that attempts to bring the cyber and physical worlds together. A prototype cloud platform is being developed that will collect, archive, organize, manipulate and share very large cyber and physical social data sets.

The Netherlands
WebART (Web Archive Retrieval Tools) Project

> The WebART project critically assesses the value of Web archives for realistic research scenarios, and develops information access tools and methods that maximize the archive's utility for research.

United Kingdom
National Archives—Video: "Making Information Accessible via Digital Preservation"

> This video describes how representatives from The National Archives preserved and digitized thousands of documents in their collection, ensuring that they remain accessible for present and future generations.

United States
Council of State Archivists—State Electronic Records Initiative (SERI)

> In July 2011, the Council of State Archivists launched an initiative focused on improving efforts to manage, preserve, and provide access to state government electronic records nationwide. In 2013, ongoing projects include the Strategic Training and Education Program (STEP) and the Program for Electronic Records Training, Tools and Standards (PERTTS).

Government of Maryland—Responsive Design Website Portal

The government of Maryland has unveiled a new portal that offers responsive design, nearly 200 online services and integrated social media intended to maximize citizen engagement. Responsive design gives the portal the ability to detect the device being used to access it, and adjust the way content displays accordingly. This keeps smartphone and tablet users from having to scroll to access content.

Government Printing Office—Library Services and Content Management—Web Harvesting Pilot Project

As more federal agencies publish their information on websites, the content has become more dynamic and includes video and a design structure that integrates information into the sites themselves. The Web Harvesting Pilot project is addressing the need to capture this content.

Library of Congress—Archiving Tweets

Since the beginning of 2013, the Library of Congress has completed the process of collecting a full, ongoing stream of tweets. The next step will be to begin the process of archiving and organizing more than 170 billion tweets.
See also: Whitepaper [PDF]; Video

Society of American Archivists—Jump In Initiative

The Society of American Archivists launched an initiative that encouraged archivists and their institutions to *Jump In* to manage born-digital content. Twenty-three repositories submitted essays documenting their survey work and twenty-three repositories embarked on the process of managing born-digital records.

University of California Curation Center—DataUp Project

The data generated by researchers are increasingly born digital and subject to intensive transformation and analyses before publication. The DataUp project goals were to facilitate data management, sharing, and archiving for scientists. The result of the project is the development of the DataUp tool.

Wales
National Library—Historical Newspapers and Journals Project

Using the latest digital technology the National Library of Wales has made historical Welsh newspapers and journals from the early 19th century to 1911 publicly available. The goal of the project was to create an accessible teaching and research library of resources relating to the culture, history and identity of Wales for use by schools, universities and those at home.

Products and Tools from Around the World

Canada

Provincial Archives of New Brunswick Digitization Standard [PDF]

> The Government of New Brunswick has produced a digitization standard that identifies the functional and technical requirements for the implementation of a digitization program.

GWAVA—Retain Unified Archiving for Mobile messaging

> This tool allows organizations to securely archive mobile communications that can be instantly searched, retrieved, and published from one unified archive.

Australia

Government of New South Wales—Strategies for Managing Social Media Information

> The government of New South Wales has produced a series of advice documents on managing social media information, including frequently asked questions; retention and destruction issues; determining what records need to be captured; and how to keep records of social media business.

National Archives—A-Z for information and records management

> The National Archives of Australia has developed a web page that provides access to information and records management resources on a variety of topics.

National Library—Digital Preservation Policy

> The National Library of Australia has released the fourth edition (2013) of its digital preservation policy.

Austria

actLINE(TM) and jobDB(TM) Digitization and Archiving tools

> These tools enable organizations to digitize and archive audiovisual materials.

Bermuda

Digital Signatures—Signing and Validation Service

> In many countries, including Bermuda, there are laws that require organizations to protect the data integrity of electronic records using technologies such as digital signatures. A Bermuda company offers small-to-midsize organizations the ability to deploy digital signatures in workflows that meet compliance obligations without complicated software integrations.

France
[Methodological guide for archiving databases](#) [PDF] (French only)

> This guide is a methodological tool and dialogue to enable a better understanding of the issues and challenges of an archiving database project.

United Kingdom
[National Archives—"What to Keep"](#)

> The National Archives of the United Kingdom has developed a web page that gives advice on how to decide what information to keep and includes links to all relevant guidance produced by The National Archives and other organizations.

United States
[Index Engines—Catalyst Data Profiling Engine](#)

> This tool processes all forms of unstructured files and email databases, creating a searchable index of what exists, where it is located, who owns it, when it was last accessed and what key terms are in it. Through this process, unknown or lost data are found and decisions can be made on their disposition.

[Kentucky Department for Libraries and Archives—Understanding Records Management—Electronic Records](#)

> The Kentucky Department for Libraries and Archives has created a web page that offers guidance and support to state and local government agencies in managing electronic records.

National Archives and Records Administration (NARA)—Instructional Videos

> NARA has released three instructional videos. The subjects cover an [introduction to federal records and records management](#); [records scheduling](#); and a [records schedule quality control checklist](#).

[Recommind—Axcelerate EasyUpload](#)

> This tool is designed to simplify and expedite corporate legal department management of electronically stored information.

[University of North Texas Libraries—Newspaper Metadata Manual](#) [PDF]

> The [University of North Texas Library Digital Newspaper Unit](#) (DNU) has produced a manual that describes the process that the DNU uses to create metadata for the scanned newspapers published on the [Portal to Texas History](#) as part of the [Texas Digital Newspaper Program](#).

Studies and Surveys

United Kingdom
"Sustaining Our Digital Future: Institutional Strategies for Digital Content" 2013 [PDF]

Authors: Nancy L. Maron, Jason Yun and Sarah Pickle, Ithaka S+R

> A great deal of the digital content that libraries and scholars create is expected to endure. However, the responsibility of maintaining the ongoing operation and enhancement of this content remains undefined. Ithaka S+R examined the strategies that institutions have in place for supporting digital content resources beyond their initial construction and implementation.

> This study is both an assessment of the university environment as a host for digital content and an exploratory look at how cultural heritage institutions think about and plan for sustaining and enhancing the value of their digital collections.

> The study involved interviews with more than 80 project leaders and university, library, and museum administrators across the United Kingdom.

United States
"Federal Records Management: Navigating the Storm" March 18, 2013 [PDF] (Download is free)

> In September 2012, Meri Talk surveyed 100 federal records management professionals and 100 federal finance professionals to discover how government officials are managing their records, how much money they are spending, if they are taking advantage of savings opportunities, and what they recommend for the future of federal records management.

Global
"Information Governance—records, risks and retention in the litigation age" [PDF]

Author: Doug Miles, AIIM Market Intelligence Division Leader

> The survey was taken using a Web-based tool by 548 individual members of the AIIM community between January 18 and February 11, 2013.

> Results of the survey include the risk profiles around electronic records, retain vs. delete options, e-discovery issues, and the implications of social and cloud on records management policies.

> In addition, the development of enterprise-wide governance policies and how they translate into system strategies are detailed.

Capturing the Digital Universe

This special section of the newsletter summarizes the project being undertaken to capture and record digital content on the UK Web domain.

Introduction

Websites do not last forever. In fact, a web page only exists for 75 days, on average, resulting in digital heritage being lost to present and future generations. And as more digital information is placed on the Web, increasing amounts of valuable information is also being swept away into a digital black hole.

Capturing the Digital Universe

The British Library and five other legal deposit libraries in the United Kingdom and Ireland want to capture and record the digital universe.

The project, launched in April 2013, by the British Library, the National Library of Scotland, the National Library of Wales, the Bodleian Libraries, Cambridge University Library and Trinity College Library Dublin will collect, preserve and provide access to digital content on the UK Web domain. This content will include web pages, blogs, forums, e-books, e-journals and newspapers. In the future, the project will expand to identify UK sites in the .org and .com domains.

Harvesting Websites

Initially, 4.8 million websites, equivalent to one billion web pages, will be harvested and processed.

Access to the digital materials collected, including archived websites, will be offered via on-site reading room facilities at each of the legal deposit libraries. As the project continues, websites will be captured once a year. However, hundreds of thousands of sites identified as fast changing, such as those of newspapers and magazines, will be archived as often as once a day. Future plans include archiving every public tweet and Facebook entry and expanding the collection of websites to include those published in other countries.

To ensure the digital materials do not decay, there will be multiple self-replicating copies on servers and files will be transferred into updated formats as the technology evolves.

See also: Capturing the digital universe; Storing information published online; Archiving the Web content of the United Kingdom; Archiving the Internet; Archiving the Web; Archiving the digital world; British Library Press Release; Storing United Kingdom Web content; Web data archived each year; Public tweets and Facebook entries

Section 4—Selected Readings and Recordings

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

Canada

Article: « Le numérique ce colosse à la mémoire d'argile » (French only)

> Written by: Stéphane Baillargeon, *Le Devoir*, March 9, 2013.

> The article profiles the Bibliothèque et Archives nationales du Québec digitization and conservation program.

Article: "Breaking down e-discovery best practices"

> Written by: Jennifer Brown, featured in *INHOUSE*, April 1, 2013.

> In this article the author discusses seven e-discovery best practices organizations should follow and how prepared organizations are when faced with an e-discovery request.
> See also: Report: "Overcoming the e-Discovery Challenge" [PDF] (download is free)

Australia

Paper: "Oh, you wanted us to preserve that?!" Statements of Preservation Intent for the National Library of Australia's Digital Collections

> Written by: Colin Webb, David Pearson, Paul Koerbin, National Library of Australia; featured in *D-Lib Magazine*, January/February 2013, Volume 19, Number 1/2.

> This paper describes an approach being explored by the National Library of Australia (NLA) to negotiate formal and reviewable statements of "preservation intent" for each of the digital collections in its care with those responsible for those collections. The paper also looks at the preservation intent statements for archived Web collections at the NLA as an illustrative case as well as the relationship with the widely discussed concept of "significant properties" and other benefits that the approach is delivering.

France

Report: "How to fit in? Integrating a Web archiving program in your organization" [PDF]

> Written by: the Bibliothèque national de France, 2012.

> The report contains lessons learned and an evaluation of the workshop held at the International Internet Preservation Consortium between November 26 and 30, 2012 at the Bibliothèque national de France.

Report: «État de l'Art en Matière de Crowdsourcing dans les Bibliothèques Numériques» [PDF]
Written by: Pauline Moirez, Jean Philippe Moreux and Isabelle Josse, Bibliothèque national de France, February 2013. (French only)

This report has been produced as part of a project to design a collaborative platform for correction and enhancement of scanned documents.

Denmark
Strategy document: "Strategy for archiving digital records at the Danish National Archives" [PDF]
Written by: The Danish National Archives, January 2013.

This document describes the strategy of the Danish National Archives for receiving and preserving digital records.

Germany
Paper: "Archiving and Recovering Database-driven Websites"
Written by: Michael Rumianek, Universität Duisburg-Essen, Duisburg, Deutschland & Global Village GmbH, Voerde, Deutschland; featured in *D-Lib Magazine*, January/February 2013, Volume 19, Number 1/2.

Increasing amounts of information are now provided by database-driven websites. In this paper the author presents a procedure that overcomes the problems faced by archivists of database-driven websites.

India
Article: "100 years of Indian cinema: The world of dreams is archived here"
Written by: Omkar Rege; featured in *dna*, May 3, 2013.

This article profiles the work being undertaken by the National Film Archive of India.

United Kingdom
Article: "Tech is the biggest problem facing archiving"
Written by: Chris Mellor, featured in *The Register,* April 3, 2013.

In this article the author discusses the problems institutions are encountering because technology cannot always facilitate the reading of electronically stored information.

Report: Digital Preservation Coalition Technology Watch Report 13-01; "Web-Archiving" [PDF]
Written by: Maureen Pennock, The British Library, March 2013.

This report introduces and discusses the key issues faced by organizations engaged in Web archiving initiatives, whether they are contracting out to a third-party service provider or managing the process in-house. Three case studies are included to illustrate the different operational contexts, drivers, and solutions that can be implemented.

Report: "Walk This Way: Detailed Steps for Transferring Born-Digital Content from Media You Can Read In-house" [PDF]

> Written by: Julianna Barrera-Gomez, OCLC Diversity Fellow and Ricky Erway, Senior Program Officer for OCLC Research, June 2013.

> This report will take the reader to the point where digital content has been successfully transferred and preliminary processing of the files has begun.

Report: "Report on Digital Preservation and Cloud Services"
> Prepared by Instrumental Inc. for Mary Green Toussaint and Shawn Rounds, Minnesota Historical Society, April 1, 2013. [PDF]

> The Minnesota Historical Society (MHS) is facing exponential growth in storage required for the preservation of digital collections consisting of images, audio, video, text, and other formats. This report was produced as MHS explores the issues and costs related to cloud storage, which is acknowledged as an affordable digital storage option.

Article: "Expanding digital access to government information and services"
> Written by: The Partnership for Public Service, featured in *The Washington Post,* April 2, 2013.

> This article profiles Sheila Campbell, the director of the General Services Administration's Center for Excellence in Digital Government.

Article: "Managing Corporate Records Retention and Electronic Risk"
> Written by: Catherine Dunn, *Corporate Counsel*, June 7, 2013.

> In this article the author discusses the importance of electronic risk management and an effective records retention policy.

Symposium Video: "The Implications and Opportunities of Big Data"

> "The Implications and Opportunities of Big Data" video was filmed at the OCLC Symposium at the American Library Association's midwinter meeting held between January 25 and 29, 2013 in Seattle, Washington.

Article: "The 7 Steps to Building an Information Management Policy"
> Written by: Tom Turner, president and co-founder of DSi (formerly Document Solutions Inc.), a U.S. eDiscovery and digital forensics firm, featured in *Image and Data Manager*, May 16, 2013.

> In this article the author provides advice for organizations when establishing an information management policy.

Books

Selected Readings

[Patricia C. Franks, Records and Information Management](#), 2013.

> *Records and Information Management* is an introduction to records and information management in archives, records and information management programs. Experienced archives and records professionals, as well as supervisors and managers responsible for oversight will obtain a new perspective on their field, while upper-level managers, executives, and other decision makers responsible for effectively managing their organization's information assets will find this book a useful guide.

[Helen Forde and Jonathan Rhys-Lewis, Preserving Archives, 2nd Edition](#), 2013.

> Archivists in all types of organizations face questions on how to plan a preservation strategy in less than perfect circumstances, or deal with a sudden emergency. This book considers the causes of threats to the basic material, outlines the preservation options available and offers flexible solutions applicable in a variety of situations. *Preserving Archives* offers a wide range of case studies and examples from international specialists.

[Robert F. Smallwood, Managing Electronic Records: Methods, Best Practices, and Technologies](#), 2013.

> Nearly all business records created today are electronic, and are increasing in number. However, most organizations do not have the policies and technologies in place to effectively organize, search, protect, preserve, and produce these records. Using guidance from information governance principles, this book covers methods and best practices for everything from new e-records inventorying techniques and retention schedule development, to taxonomy design, business process improvement, managing vital records, and long-term digital preservation. Also included are international standards and metadata considerations.

[Christophe Brasseur, Enjeux et usages du Big Data : Technologies, méthodes et mise en œuvre](#), 2013. (French only)

> The growth of the Internet, social networks and mobile technology are resulting in an exponential growth of data. This is the phenomenon of Big Data. Based on various case studies, *Enjeux et usages du Big Data* focuses on methods, techniques and resources that will enable organizations to manage Big Data.