

The e-Archive and e-Diarium Project, eARD

Introduction and Overview

The e-Archive and e-Diarium Project (eARD) is one of the Swedish eGovernment Delegation's priority projects. The objectives of the Project are to develop Common Specifications for Government Agencies (hereafter FGS, see below) for transferring digital records between records management systems and to an e-archive; to test and quality-assure the specifications; and finally to propose an organization that will manage them.

The eARD Project will deliver a number of FGS which will generally consist of technical specifications for structure and metadata content of the delivery packets or transmission format.

The current project is limited to the development of specifications. Procurement of e-services to build an e-archive and an e-registration system (diarium) is not included in the project.

The Project is planned to run from 1 June 2011 to 30 June 2014. Participants include national, regional and local government agencies.



Background

The initiative for the Project originates from the eGovernment Delegation (E-delegationen) which identified e-archiving and e-registration of records as one of several strategic success factors for the establishment of effective e-government.

The vision that drives the Project is "that it should be easy to retrieve, reuse, and transfer information held by public authorities to the archive regardless of where and how the information is stored".

To achieve the goals of e-government, agencies need to work towards the common good rather than focusing solely on their own business efficiency. Working together to create shared solutions means that more resources can be released to focus on core business. This

cooperative interaction may also help to develop higher competence in the agencies, providing higher quality at lower cost.

On behalf of the eGovernment Delegation, the Swedish National Archives (Riksarkivet) conducted a preliminary study for the e-Archive and e-Diarium Project in autumn 2010, in conjunction with several government agencies and the Swedish Association of Local Authorities and Regions (SKL). The preliminary study proposed that:

- The Government commission the National Archives to lead a project focusing on shared services for e-Archive and e-Diarium services for government agencies.
- The Government commission the National Archives with overall responsibility for the development and management of Common Specifications (FGS) which will form the basis for the joint services for e-Archive and e-Diarium.
- The Government initiate an investigation to clarify the National Archives' and other archival institutions' official role regarding e-Archive and e-Diarium services.

The preliminary study was accepted and in October 2012 the eARD project was designated one of the E-Government Delegation's priority projects.

The eARD Project aims to:

- Prepare proposals for FGS for the e-Archive and e-Diarium in collaboration with national, regional and local government agencies.
- Test and quality assure FGS from various agencies, particularly through pilot projects in existing operating business systems and e-archives.
- Propose an organization that will manage and further develop the FGS.

The Project will also undertake an analysis of the impact and realization of the prospective benefits of these proposals

What are FGS?

The Common Specifications (abbreviated in Swedish as FGS), are being developed to facilitate searching for and retrieving information for both the government agencies and citizens. A Common Specification is a structured description of the functional and technical requirements that meet the needs of all or part of the government administration. A specification provides guidance when developing regulations, specifications for system procurement and when writing contracts.



Specifications aim to ensure the desired functionality and interoperability both within the internal administration as well as in dealing with citizens and businesses. They are needed as a basis for the introduction of service-based solutions and operational business support, and are a prerequisite for the establishment of inter-agency information sharing and long-term information provision. Furthermore, the management of common specifications will simplify development, procurement and deployment of unified solutions. They may reduce costs and create conditions that facilitate retrieval and reuse of information in the records. For this to be feasible, requirements for mandatory metadata must be identified to meet the basic requirements of all agencies.

Results

The Project will deliver a number of FGS as technical specifications for structure and metadata for delivery packets and transmission formats. To some extent functional requirements will also be specified and guidance will be developed.

The packet specifications are provided at both general level and also for different delivery format types. A delivery format type can be said to correspond to a type of system which addresses a specific area of information, such as a personnel system or to a technical type of system, such as databases.

The eARD Project has already delivered and published the following on their website:

General:

- A brief description of the Project
- A list of definitions
- The FGS packet structure for e-archives (technical structure and metadata)

Specific types of delivery packets:

- FGS for case management
- FGS for personnel records.

In addition, the Project will provide a stakeholder analysis and realization of benefits, as well as a proposal for a management organization.

If time and resources permit, the Project will also publish:

- FGS for archival description
- FGS for databases and registers
- FGS for web pages.

There is a need for a range of other delivery types, but unfortunately there are insufficient resources to develop them within the current project. Since this current project establishes the fundamental solution, it will be possible to develop additional types of delivery packets when further resources become available.



Dependencies and relationships

The Project utilizes existing and internationally recognized standards such as METS, MoReq2010, EAC - CPF and EAD.

Consideration is given to the PSI Directive and increased accessibility to public records. The Project also monitors and / or participates in a number of relevant European and international collaborative projects and initiatives.

It is important that the Project create requirements in conjunction with other ongoing projects led by the, such as 'My case overview', to make it possible for citizens, government agencies and businesses to retrieve and reuse the information contained in the agencies' business systems and e-archives as well as at the archival institutions, including the National Archives. This increased openness will facilitate retrieval of registered and preserved government information.

In the spring of 2012 coordination and consultation with the following national projects within the eGovernment Delegation was also initiated: 'My case overview', 'My proxies', 'My messages' (which is a continuation of 'My pages'). Reconciliation is also continuing with projects of government agencies and institutions dealing with e-archiving solutions, such as the Swedish Tax Agency, the National Police, the City of Stockholm, Stockholm County Council, Region Skåne, SKL's e-Archive and Sambruk Project on Digital Preservation, Mid Sweden University and the National Library.

Contact the project

Information on the project can be found on our website:

<http://riksarkivet.se/e-arkiv>

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