MoReq – Model Requirements for Electronic Records Management

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Agenda

- What is MoReq?
- Scope of MoReq
- Contents of MoReq
- Status and future of MoReq
- Two ways to obtain copies
What is MoReq?

- A generic specification for electronic records management systems (ERMS)

- Covers the minimum requirements for “good” management of electronic records
When to use MoReq

The MoReq specification is for:

- **Potential ERMS users:** as a basis for a procurement specification (invitation to tender)

- **ERMS suppliers and developers:** to guide product development by highlighting functionality required

- **Academic institutions:** as a teaching resource

- **Training organisations:** as a reference document for preparing records management training, and as course material

- **Record management service providers:** to guide the nature of the services to be provided

- **Potential users of outsourced record management services:** as an aid in specifying the services to be procured

- **ERMS users:** as a basis for auditing or checking an existing ERMS
Scope: Geographic

- Intended for use across Europe
  - *In practice, is used throughout the world*

- Developed using expertise from several countries
Scope: Requirements

Workflow

Electronic Signatures

Document Management

Openness

Search, Render

Admin.

Records Management Functionality

Ease of Use

Performance

Availability

Technical Standards

Legislation

Outsourcing

Digital Preservation
Scope: Organisational

- Public and Private Sectors
- Organisations Large and Small
- Users
- Suppliers
- Trainers
Based on Definitive RM Resources

Dublin Core Metadata Set
PRO Specification
Pittsburgh Metadata
ICA Guide for Managing
BSI PD 0008
DLM Forum Guide
ISAD(G)
UBC-MAS Project
US DoD 5015.2
R/DIM
ISO 15489
The MoReq Specification

- 100 Pages
- 390 Requirements
- Distributed as a Microsoft Word Document (or PDF)
- Intended to be customised

Ref. | Requirement
---|---
5.1.5 | The ERMS should be capable of associating more than one retention schedule with any file or class of a classification scheme. As examples:
- a file may have one schedule which is the standard schedule for the organisation it belongs to, and a second schedule which is a special schedule related to litigation relying on this file;
- a class may have a retention schedule governed by legislation, but a class within it may have a second retention schedule with different rules which arise from medical records retention regulations.
5.1.6 | Every record in a file or class must, by default, be governed by the retention schedule(s) associated with that file or class.
5.1.7 | Each retention schedule must include a disposition decision (5.1.10), retention period (5.1.11), reason, and source for the decision.
5.1.8 | For each file, the ERMS must:
- automatically track retention periods that have been allocated to the file or to the class in which it belongs;
- initiate the disposal process once the end of the retention period is reached.
5.1.9 | If more than one retention schedule is associated with a file or class, the ERMS must automatically track all retention periods specified in these retention schedules, and initiate the disposal process once the last of all these retention dates is reached.
5.1.10 | The ERMS must allow at least the following decisions for each retention schedule:
- retain indefinitely;
- present for review at a future date, the date to be defined as in 5.1.11;
- destroy at a future date, the date to be defined as in 5.1.11;
- transfer at a future date, the date to be defined as in 5.1.11.
MoReq – also contains

- Reference Model
- Glossary
- Metadata model (127 elements)

And...

- Introductory Text
- References
- Appendices
Status of MoReq

A success!

- Published 2001
- Well received, favourable reviews
- Considered easy to use
- Employed throughout the world – Europe, Australasia, Americas…
  - For procurement
  - For education
- Translated into several languages
  - Dutch, French, German, Hungarian, Italian, Polish, Portuguese, Serbo-Croat, Spanish (any others?)
The future of MoReq

- Currently MoReq is “owned” by EC
- EC is doing nothing with it
- DLM Forum members wish to develop and exploit MoReq
The future of MoReq

MoReq working group formed at Dublin DLM Forum (March 04)

Agreed need to develop:

- MoReq management Regime
- Translations
- Software compliance testing regime
- Endorsement
- New release(s) of MoReq
MoReq Action Plan
Progress on the MoReq Action Plan

Since the meeting in Dublin in March:

- No progress
Future Plans

- To be decided at this meeting
Two ways to Obtain Copies of MoReq

- **THE EASY WAY:**
  Download soft copy from
  http://www.cornwell.co.uk/moreq.html

- **THE DIFFICULT WAY:**
  Order paper copies from
  Office for Official Publications of the European Communities
  “INSAR Supplement VI” - ISBN 92-894-1290-9
  E-mail opoce-info-info@cec.eu.int
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