



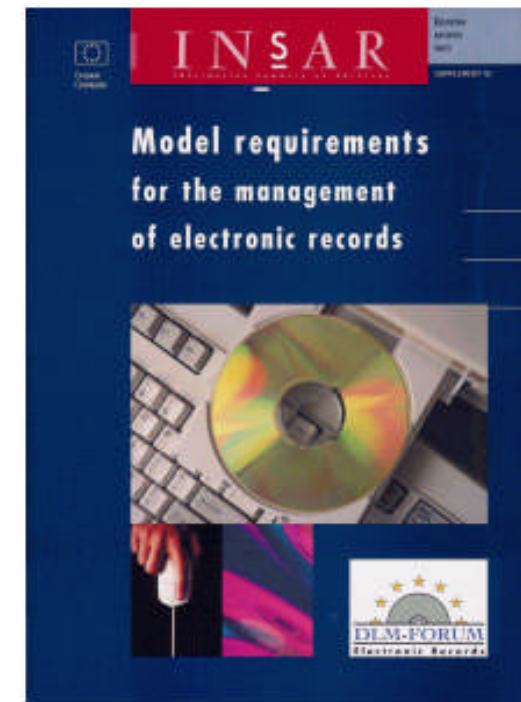
# MoReq – Model Requirements for Electronic Records Management

**Marc Fresko**

**The Hague, 19 October 2004**

**CORNWELL**   
Consultants in Management and IT

- **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

## The MoReq specification is for:

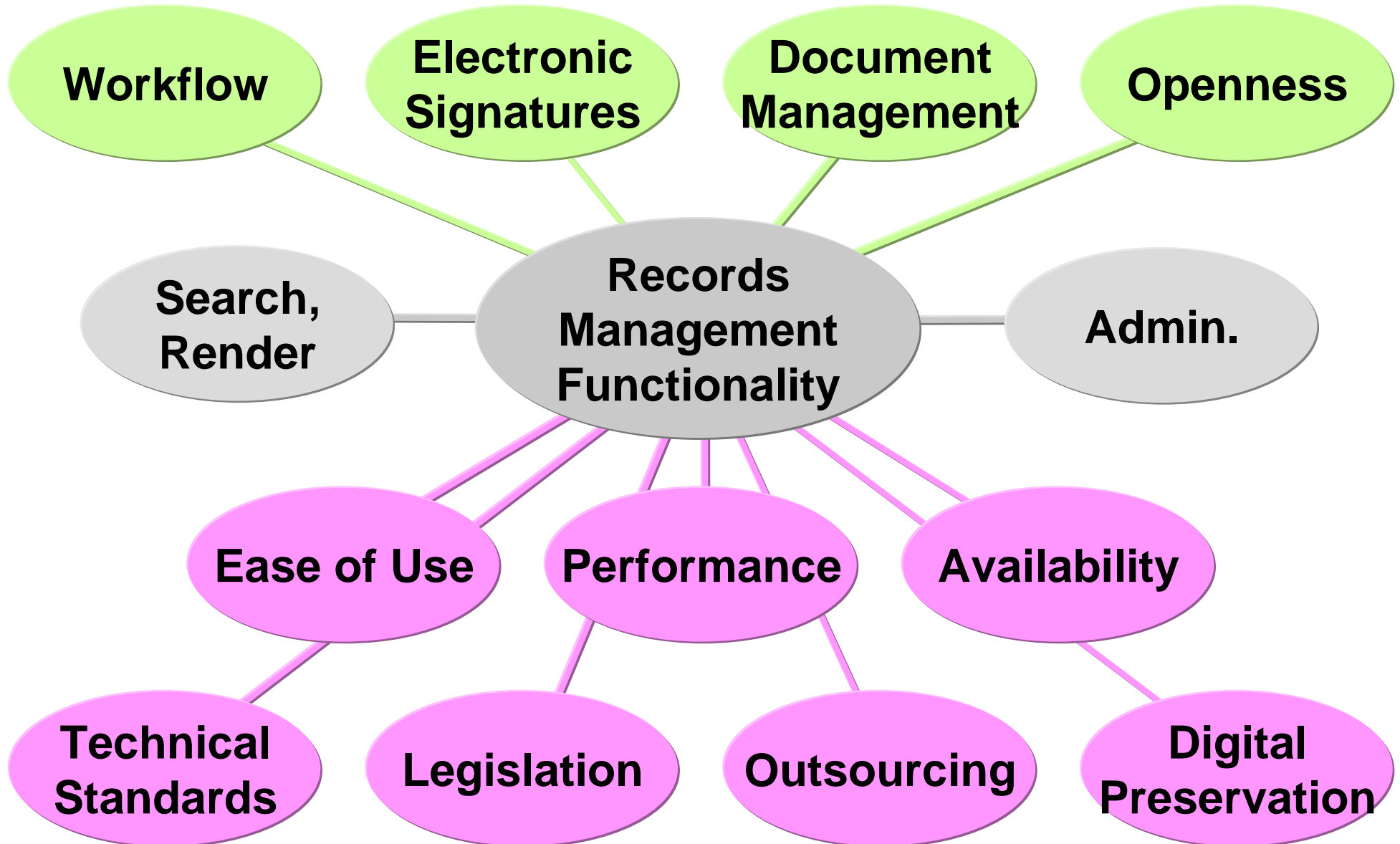
- **Potential ERMS users:** as a basis for a procurement specification (invitation to tender)
- **ERMS suppliers and developers:** to guide product development by highlighting functionality required
- **Academic institutions:** as a teaching resource
- **Training organisations:** as a reference document 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

- **Intended for use across Europe**

- *In practice, is used throughout the world*

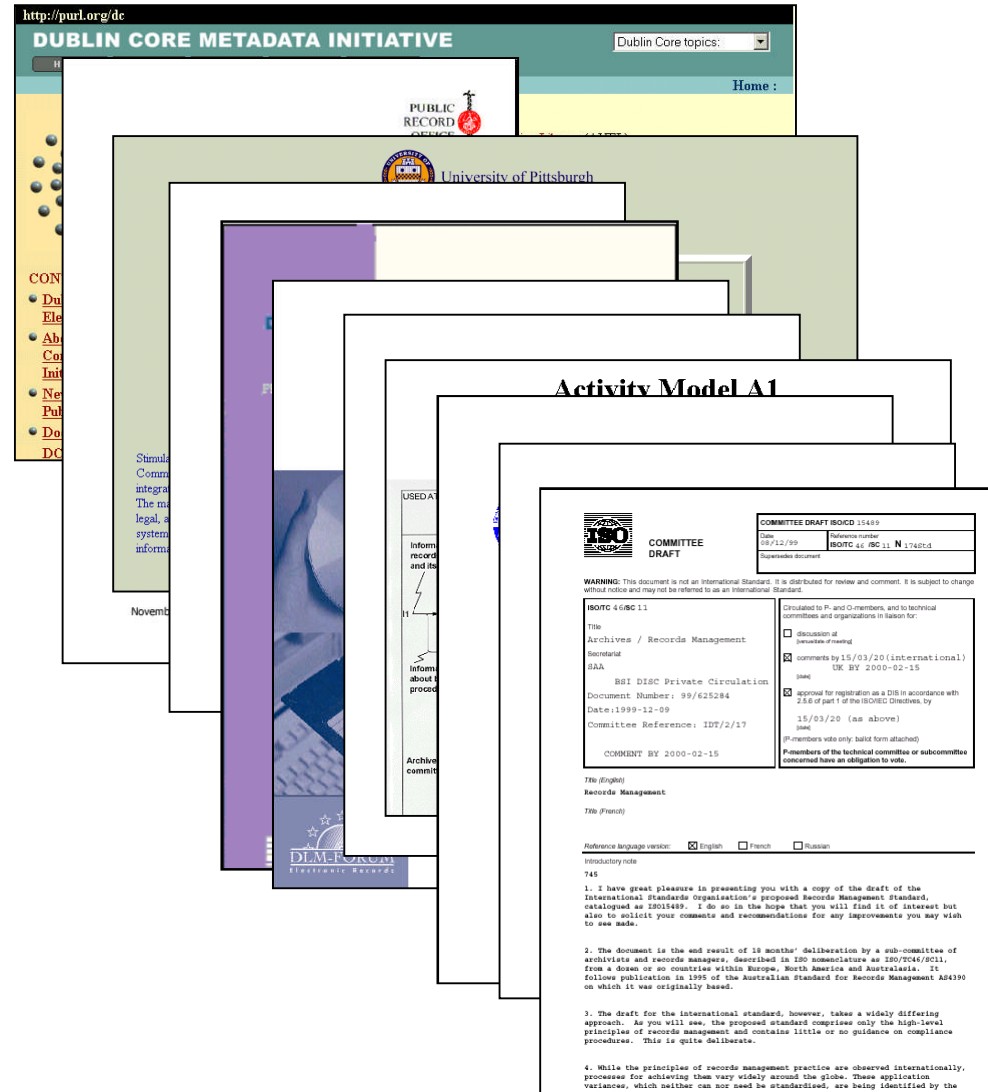


- **Developed using expertise from several countries**



- **Public and Private Sectors**
- **Organisations Large and Small**
- **Users**
- **Suppliers**
- **Trainers**

- 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



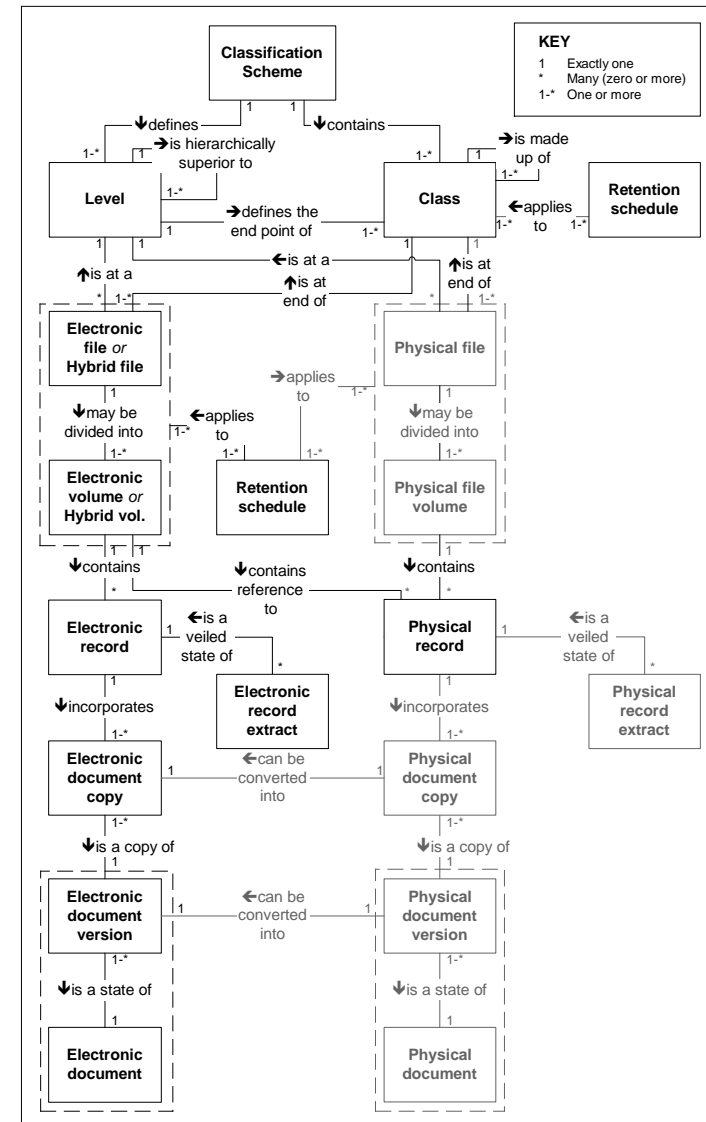
The image displays a stack of overlapping web browser screenshots. The top screenshot shows the 'DUBLIN CORE METADATA INITIATIVE' website with a search bar and navigation links. Below it is a screenshot of the University of Pittsburgh website. The next screenshot is a document titled 'Activity Model A1'. The bottom-most screenshot is a detailed view of an ISO 15489 committee draft document, showing the title 'ISO 15489-1', the title 'Archives / Records Management', and the document number '99/625284'. It also includes a 'WARNING' section and a list of four points regarding the draft's status and application.



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

Ref.	Requirement
5.1.5	<p>The ERMS should be capable of associating more than one retention schedule with any file or class of a classification scheme.</p> <p><i>As examples,</i></p> <ul style="list-style-type: none"><li>• 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;</li><li>• 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.</li></ul>
5.1.6	<p>Every record in a file or class must, by default, be governed by the retention schedule(s) associated with that file or class.</p>
5.1.7	<p>Each retention schedule must include a disposition decision (5.1.10), retention period (5.1.11), reason, and source for the decision.</p>
5.1.8	<p>For each file, the ERMS must</p> <ul style="list-style-type: none"><li>• automatically track retention periods that have been allocated to the file or to the class in which it belongs;</li><li>• initiate the disposal process once the end of the retention period is reached.</li></ul>
5.1.9	<p>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.</p>
5.1.10	<p>The ERMS must allow at least the following decisions for each retention schedule:</p> <ul style="list-style-type: none"><li>• retain indefinitely;</li><li>• present for review at a future date, the date to be defined as in 5.1.11;</li><li>• destroy at a future date, the date to be defined as in 5.1.11;</li><li>• transfer at a future date, the date to be defined as in 5.1.11.</li></ul>

- Reference Model
  - Glossary
  - Metadata model (127 elements)
- And...
- Introductory Text
  - References
  - Appendices



## **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?)*

- **Currently MoReq is “owned” by EC**
- **EC is doing nothing with it**
- **DLM Forum members wish to develop and exploit 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 - Further development and verification for the Model Requirements for the Core Data Management System (MoReq) (2004)

What?	When?	What?
<p><b>1. Deliverables Milestones:</b> We should try to ensure that the Project Group report on Activities in the EC sessions, or in a separate necessary, the requirements of MoReq to achieve and the need to develop, process and maintain it (Milestone Table maintained to maintain this report online, as the necessary is being drafted by the Chair Document).</p>	March	Final
<p><b>2. Transfer responsibility to the ECDC:</b> Open negotiations with ECDC to transfer functional control of MoReq to the ECDC (European Commission Internal Group, but in the right to develop it before without permission of the EC). It was pointed out that the ECDC is very busy, and not online. There may be an agreement for delaying a transfer for this reason. However, negotiations are likely to take a long time. This would result in the necessary delay. It is not clear if it is appropriate to take the following actions as soon as possible:</p> <ul style="list-style-type: none"> <li>get the ECDC to agree to this;</li> <li>make formal contact with ECDC to initiate negotiations.</li> </ul>	April 04	2004/03
<p><b>3. Use existing feedback:</b> Create and analyse the existing DLM model analysis (also feedback) which contains feedback on MoReq, as an input to later steps. We propose that this report is shared with the Commission, and as a copy of MoReq placed in distributed manner a link to the address, we also propose it may contain valuable feedback. This suggestion is offered in a formal report to commission to be sent to the DLM Forum the contents of the DLM Forum website. This can, and should, be done at once.</p>	April 04	2004/03
<p><b>4. Form an Editorial Board:</b> After the ECDC has functional control of MoReq, form a small "MoReq Editorial Board" of about 5-6 persons to produce and manage development work. An MoReq is intended regularly for use in all across the private sector (e.g. software suppliers) should be able to access. This is an essential activity as we have identified many possible developments, and the DLM Forum website previously contains ideas for several more.</p>	April 04	2004/03
<p><b>5. Translations:</b> Report that the EC need "official" translations of MoReq into all EU languages, but only after the final round of amendments has been agreed. The justification for this is in view of the Forum's independence, and the fact that absence of a translation is a significant barrier to use. This request should be signed now, even though actual translation work will not be needed for several months, as that translation resources can be allocated. Several of the translations should see existing translation as a starting point to make to produce work.</p>	April 04	2004/03
<p><b>6. Commission development of MoReq:</b> After potential ideas have been prioritised by the MoReq Editorial Board, with the cooperation of the EC, commission the priority developments. There are likely to include:</p> <ul style="list-style-type: none"> <li>Issue non-functional requirements for use to create the 2003 presentation, through reflecting several previous needs (e.g. relationship to ISO 15488, compatibility to governments, need for separate parts), rather than the original requirements.</li> <li>A "reality" of the document (to correct and update it).</li> <li>Specify additional work prioritised by the Editorial Board.</li> </ul>	May 04	2004/03
<p><b>7. Investigate compliance testing:</b> Perform a comparison a feasibility study to investigate the issues related to software compliance testing. As well as examining the issues across the entire DLM, this could include a survey of software suppliers. The results of the study should be a series of recommendations to help to address the issues, plus formal and operational studies.</p>	June 04	2004/03

Chair: Turgut Erçelebi, Member: Anthony J. Ginnery

April 04

MoReq - Further development and verification for the Model Requirements for the Core Data Management System (MoReq) (2004)

What?	When?	What?
<p><b>8. Conceptual models:</b> Develop a graphical model, which covers SEM-related "standards". This is a work, which, action. It is not directly related to the content of MoReq, and so the can be placed within a management regime at Editorial Board.</p>	?	?
<p><b>9. Training:</b> Develop material for training and communications areas, including supporting materials such as presentations and handouts, preferably in a form which can easily be translated. The way of thought, was stated as general, but not designed properly to a 2-3 day training. Training was not designed, there is a focus on between procedures derived from user reviews and the benefit of working with other the content of MoReq.</p>	?	?

**CONCLUSION**

The representatives from one of the activities committee gathered up the ground during at the end of the first day in justice words: **BE COOPER!**

Chair: Turgut Erçelebi, Member: Anthony J. Ginnery

April 04



## Progress on the MoReq Action Plan



**Since the meeting in Dublin in March:**

- **No progress**



# Future Plans



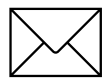
- To be decided at this meeting



- **THE EASY WAY:**  
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