



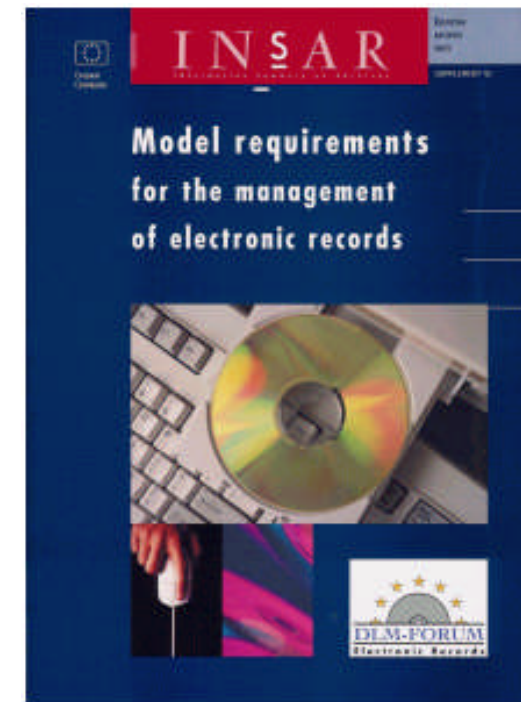
MoReq – Model Requirements for Electronic Records Management

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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:

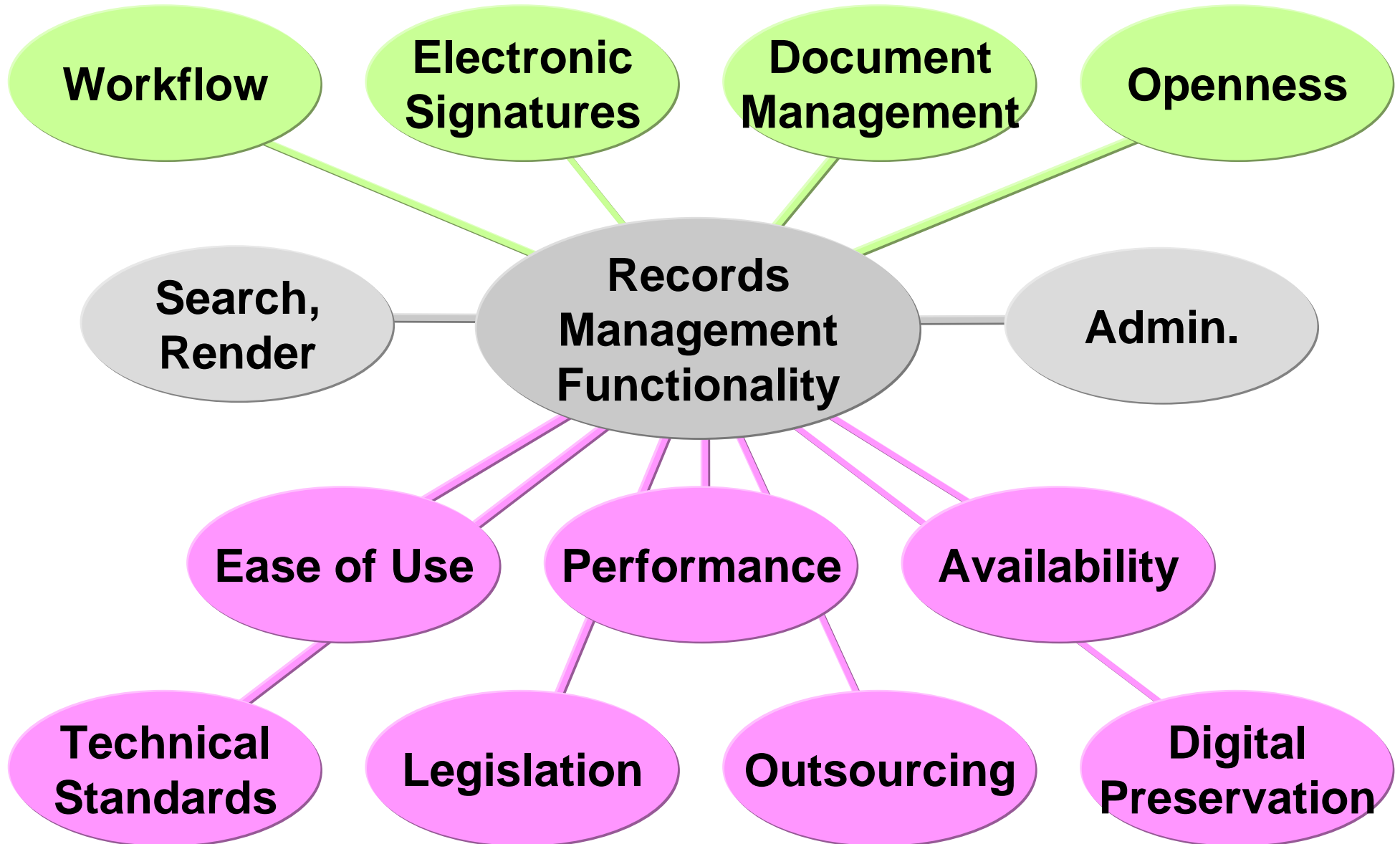
- **Potential ERMS users:** as a basis for a procurement specification (invitation to tender)
- **ERMS suppliers and developers:** to guide product development by highlighting functionality required
- **Academic institutions:** as a teaching resource
- **Training organisations:** as a reference document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



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

Activity Model A1

COMMITTEE DRAFT ISO/CD 15489
Date: 19/12/99
Supersedes document: ISO/CD 46/RC 11 N 17401-8

WARNING: This document is not an International Standard. It is distributed for review and comment. It is subject to change without notice and may not be referred to as an International Standard.

ISO/CD 46/RC 11
Title: Archives / Records Management
Secretariat: BAA
Document Number: 99/425284
Date: 1999-12-09
Committee Reference: IDT/2/17
COMMENT BY 2000-02-15

Consulted to P. and O-members, and to technical committees and organizations in liaison for:
 discussion at
 comments by 15/03/20 (international)
 approval for registration as a DIS in accordance with 2.6 of part 1 of the ISO/IEC Directives, by 15/03/20 (as above)
 (P-members vote only; ballot form attached)
P-members of the technical committee or subcommittee concerned have an obligation to vote.

Reference language version: English French Russian

Introductory note
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1. I have great pleasure in presenting you with a copy of the Draft of the International Standards Organisation's proposed Records Management Standard, catalogued as ISO15489. I do so in the hope that you will find it of interest but also to solicit your comments and recommendations for any improvements you may wish to see made.
2. The document is the end result of 18 months' deliberation by a sub-committee of archivists and records managers, described in ISO nomenclature as ISO/TC46/SC11, from a dozen or so countries within Europe, North America and Australasia. It follows publication in 1999 of the Australian Standard for Records Management AS4390 on which it was originally based.
3. The draft for the international standard, however, takes a widely differing approach. As you will see, the proposed standard comprises only the high-level principles of records management and contains little or no guidance on compliance procedures. This is quite deliberate.
4. While the principles of records management practice are observed internationally, processes for achieving them vary widely around the globe. These application variances, which neither can nor need be standardised, are being identified by the project.

- 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">• 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	<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">• 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	<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">• 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.

■ Reference Model

■ Glossary

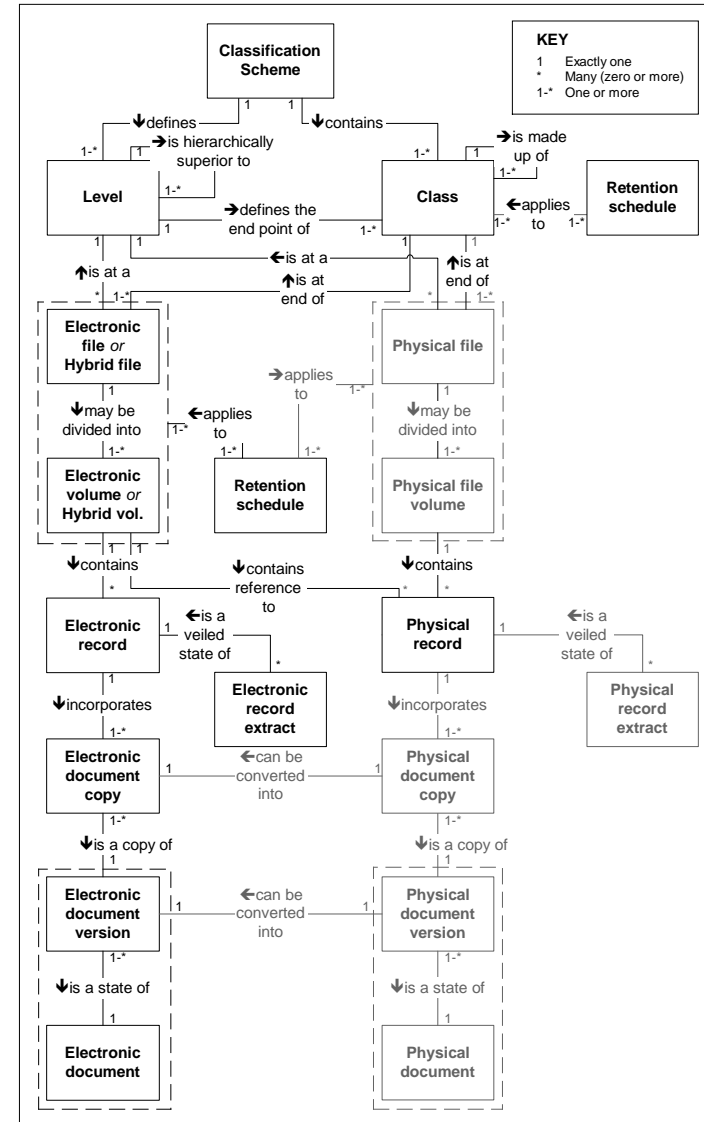
■ Metadata model (127 elements)

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) (Version 2.0)

What?	When?	Who?
1. Deliverables Milestones: We should try to ensure that the Project Group report on Activities in the EC meetings, or in reports 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 Core Documents).	March 04	Team
2. Transfer responsibility to the ECDC: 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: <ul style="list-style-type: none"> get the ECDC to agree to this; make formal contact with ECDC to initiate negotiations. 	April 04	ECDC/EC
3. Use existing feedback: Create and analyse the existing DLM model analysis (the feedback) which contains feedback on MoReq, as an input to later steps. We propose that this report is shared with the Commission, and as every copy of MoReq printed or distributed contains a link to this 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 this DLM Forum website. This can, and should, be done at once.	April 04	ECDC/EC
4. Form an Editorial Board: 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.	April 04	ECDC/EC
5. Translations: Report that the EC need "official" translations of MoReq into all EU languages, but only after the final round of requirements 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 report 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.	April 04	ECDC/EC
6. Commission development of MoReq: 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: <ul style="list-style-type: none"> Issue non-functional requirements for use to create the 2000 questionnaire, through reflecting several previous needs (e.g. relationship to ISO 15488, compatibility to governments, need for separate print), rather than the original requirements. A "reality" of the document (to correct and update it). Specify additional work prioritised by the Editorial Board. 	May 04	ECDC
7. Developing compliance testing: Perform a comparison a feasibility study to investigate the issues related to software compliance testing. As well as examining the issues across the entire Chain, 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.	June 04	ECDC/EC

Chair: Turgut Erçelebi, Member: Anthony J. Ginnery

MoReq - Further development and verification for the Model Requirements for the Core Data Management System (MoReq) (Version 2.0)

What?	When?	Who?
8. Conceptual models: 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.	?	?
9. Training: 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 aggressive, but not demand (perhaps) to a 2-3 day meeting. Training was not discussed, there is a focus on between procedures derived from user reviews and the benefit of testing and also the creation of MoReq.	?	?

CONCLUSIONS

The representatives from one of the activities committee gathered up the ground during at the end of the first day in just two weeks. **EE (ECDC)**.

Chair: Turgut Erçelebi, Member: Anthony J. Ginnery



Progress on the MoReq Action Plan



Since the meeting in Dublin in March:

- **No progress**



Future Plans

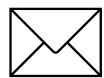


- To be decided at this meeting

- **THE EASY WAY:**
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