

# Records Schedules and long-term preservation

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# The importance of Moreq2

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- What are the benefits Moreq2 can offer?
- Who is the customer?
  
- What is the context, environment?
- What are the challenges for an archivist?
- What are the tools for an archivist?



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# Key Strategies in Finland

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- National Knowledge Society Strategy 2007 – 2015
- Governmental IT-strategy; Governmental Policy Decision on the Development of IT Management in State Administration
- The Strategy of National Archives System 2010



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# National Knowledge Society Strategy 2007 – 2015 in Finland

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## Strategic intent and implementation in terms of the following themes

- Development of service provision
- Services and contents facilitation the everyday life of people and businesses
- Research, development and commercialisation
- Learning and knowledge
- Changes in work life and management
- Information society infrastructure incl. telecommunications



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# THE AIMS OF THE GOVERNMENT ARE:

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- to boost competitiveness
  - to boost productivity
  - to promote social and regional equality
  - to improve citizens' welfare
  - to improve the quality of life
- through an effective utilisation of ICT in the whole society



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# Productivity

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- To improve productivity and the quality of customer service by offering governance solutions and methods base on information technology in an efficient and co-ordinated manner



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# The Tools: Records management and long-term preservation

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- What is the importance of records management and long-term preservation in the field of eGovernment or in the Information Society = **To boost co-operation and reform public administration structures in order to ensure the availability and quality of public services**

Or

- How can records management and long-term preservation influence on the productivity of the public sector



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# The Answer

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## Information management

Tools:

- Records management and records scheduling
- Electronic preservation
- Legislation ; update to eWorld!!



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# Archives act

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- Finnish archives act (1994) gives strong legislative base to take care of whole records management
- Whole life-cycle, from the beginning till the permanent preservation



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# The Archives Act / 23.9.1994/831

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## Section 6

- An archive consists of records received or produced by a records creator in the performance of its duties.

## Section 7

- Records and archives management shall be responsible for ensuring the **availability and preservation of records**, providing information services related to documents, determining the archival value of records, and the disposal of unnecessary materials.
- Records and archives management shall be managed so, **that it supports the functions of the records creator** and the right of private persons and institutions to obtain information from records open to public inspection, that the legal rights and the privacy of private persons and institutions are duly taken into account, that the availability of documents pertaining to the legal rights of private persons and institutions is ensured and that the documents serve as sources of information in research.
- The requirements of records and archives management shall be taken into account in the records administration and in **information management** of the records creator.



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# The Archives Act / 23.9.1994/831

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## Section 8

- **The records creator** shall determine how the planning, responsibilities and practical aspects of its **records and archives management shall be organized.**

## Section 12

- Records shall be preserved safe from destruction, damage and unauthorized use. => eGOV!!
- Permanently preserved records shall be stored in such archives facilities as separately ruled by the National Archives Service.

## Section 14

- Those records of records creators that have been determined for permanent preservation as stipulated in paragraph 1 of subsection 1 of section 1 shall be transferred to the National Archives, provincial archives or other archives as separately ruled by the National Archives Service. The regulations of this subsection, however, do not apply to the records created in the administration of foreign affairs and national defence.



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# Strategic points of view from the archivist perspective

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- There are tools; what is the right way to use and implement them
- What role National Archives Services could have on eGovernment in Finland
- What NAS can do for your country
- What are the items NAS can do, what are the specialities of NAS; what is the field we are experts = information management
- You have to know the needs of the (e)government
- Items which have to confront in the NAS strategy
- NAS cannot be a separate island



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# The way of looking the society

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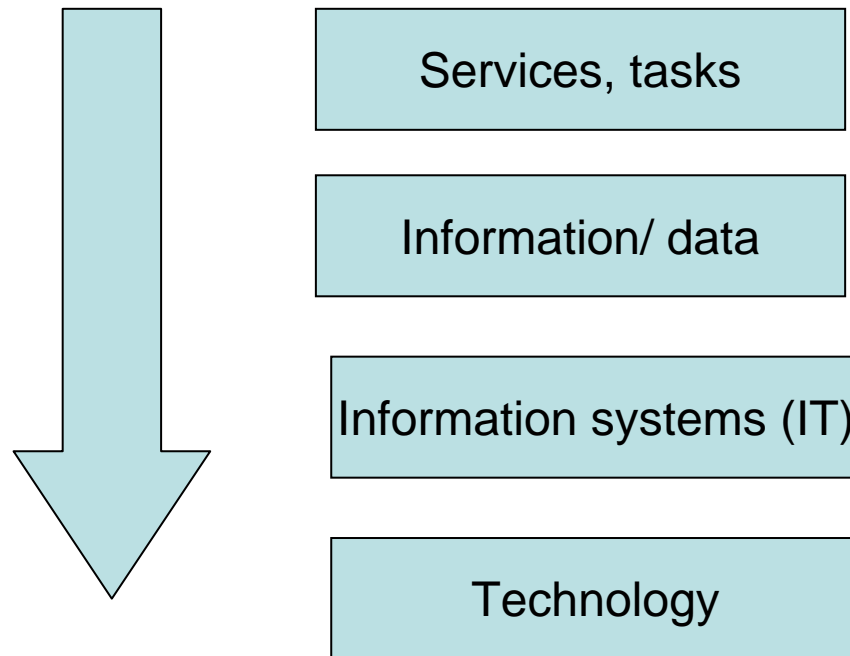
## Architecture of the information society



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# Architecture of the information society

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- Levels above must be tied together; they must be interoperable



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# ***Developing the operation and the processes***

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## **You have to**

- define the operational services or results
- know how the services are delivered, define business processes, know the workflows,
- what is the data required by the processes
- what are the information systems to contribute the data processing of the business processes



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# ***Developing the operation and the processes***

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## **Development requires**

- to define an operation model and the ways to achieve or implement it
- to describe the benefits you can have in implementing the model
- to implement new models you must be ready to change your present processes
- you also have to implement ICT in a new way
- there are different models, you can select depending what are your own resources meaning human resources, capability, attitudes, to implement ICT
- to help implementation you can have national IT – solutions, and IT – programmes and above all you must have general support



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# Information /data

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- The process requires data to fullfill its task
- The process has to get the data required as easy as possible
- What data is enough to have the task done from the perspective and needs of the customer
- Information already in posesion of the authorities must be utilisied and can be utilisied
- Extensive utilisation of shared databases
- Common data resources; national base registeries
- The role of SÄHKE
- The role of Moreq2



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# The steering of information management of the processes

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- The steering of service processes through information management can be steered: there can and must be guidelines and models
- You have to define the processes and the metadata required as a part of the model
- ePreservation has an active role on supporting the process
- => to raise productivity of government, totally new operating models and solutions will have to be developed (IT-strategy)



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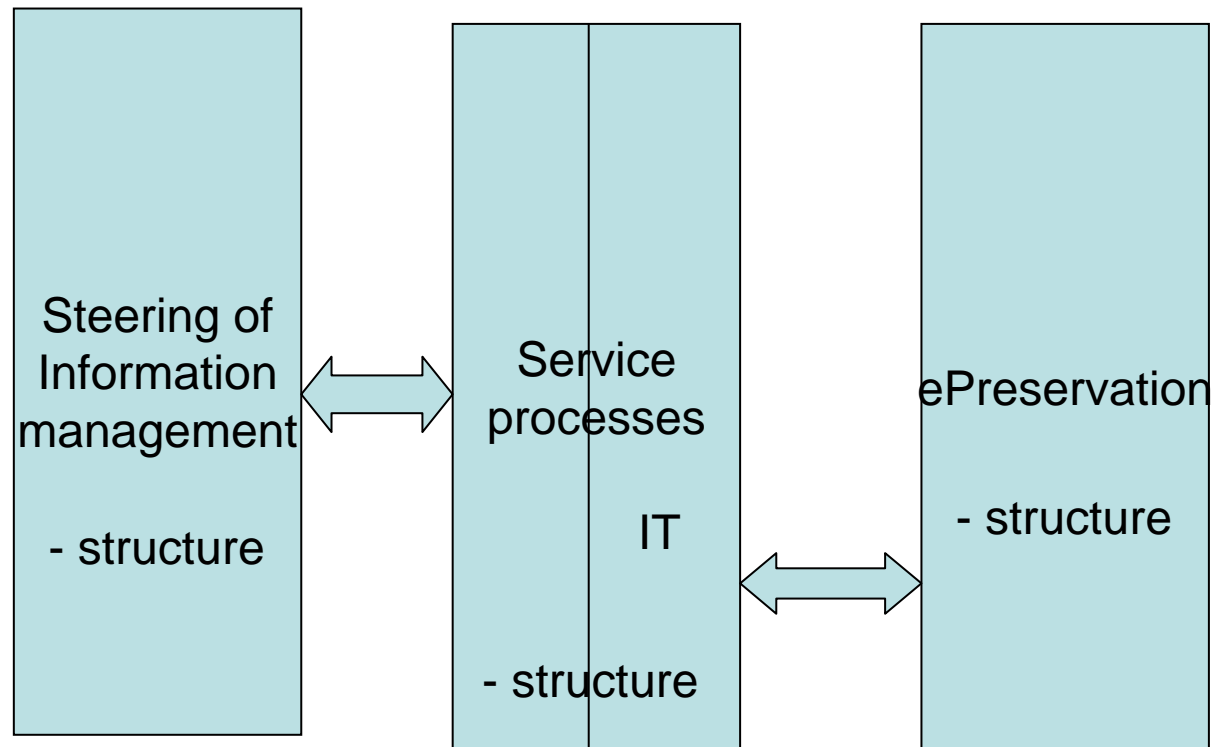


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# Electronic records management

## - "the three pillar system"

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# IT- strategy: Shared IT Systems; Common IT -solutions

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- Shared IT systems shall be used to create IT systems or services common all State /Public sector administration for functions in which the agencies have similar needs and operating models
  - = > Records management
  - = > long-term preservation



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# Why

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- So why we are doing all this?



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# Benefits

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- To have more efficient information management to improve the service processes so that the customer can have service required in much shorter time and have better services
- Information can be a tool for better management and leadership
- Decreased costs for preservation
  - > intensified activities, decreased costs, reallocation of resources



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# Some aspects on records management

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- Records management has to be seen from the viewpoint of architecture of public administration
- Records management is not an end in itself, it is a tool for the better information management in producing public services
- Information and records management is needed in all the processes of public sector service production
- There has to be a model to finance, govern, implement and develop the "three pillar system"
- There has to be an owner for all that
- The owner can order/buy the maintenance and other service
- Who is the owner of all this?



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# *The Implementation Strategy*

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- there is no official Electronic Documents and Records Management Strategy
- there is close cooperation with the ministries and agencies as well as municipalities
- close and concrete cooperation and division of labour with the municipal sector
- negotiations with The ICT –unit of the Ministry of Finance to have a joint survey on how to proceed in Electronic Documents and Records Management Strategy
- A joint actor in public administration JulkiIT (PublicIT) => can NAS be part of this or have some role in it
- the elements of the Strategy are those mentioned above



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Thank You for Your Attention !!

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