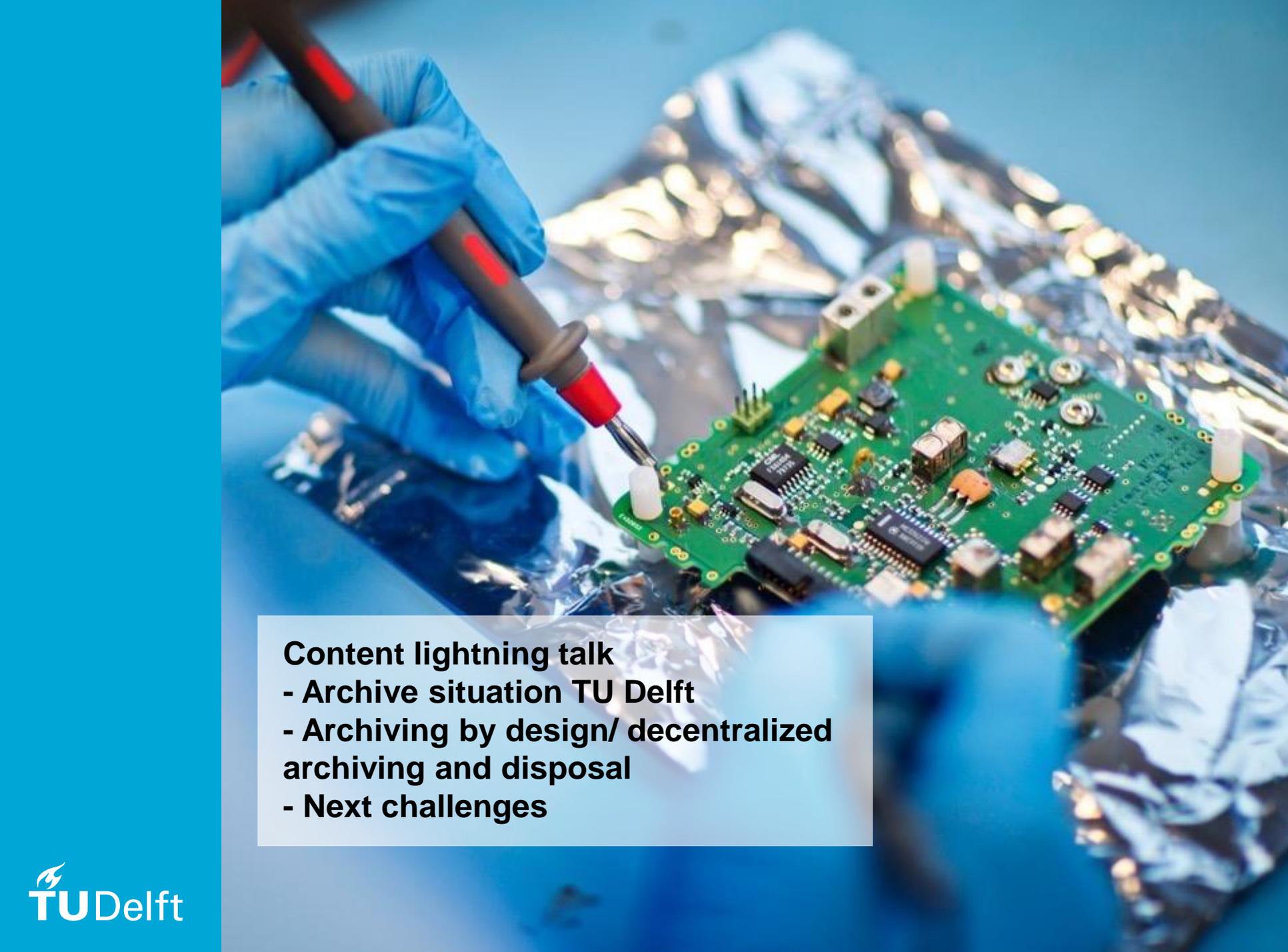




Archiving by design @ Delft University of Technology

Esther Maes
Head of Document Management & Archive (DMA)
e.a.m.maes@tudelft.nl





Content lightning talk

- **Archive situation TU Delft**
- **Archiving by design/ decentralized archiving and disposal**
- **Next challenges**

TU Delft big and complex organisation

24.703 students, of which 11.151 masters

3.245 academic staff (e.g. professors)

2.149 support staff

Various partnerships





Lot's of data

89.456 student files

789 Chair files

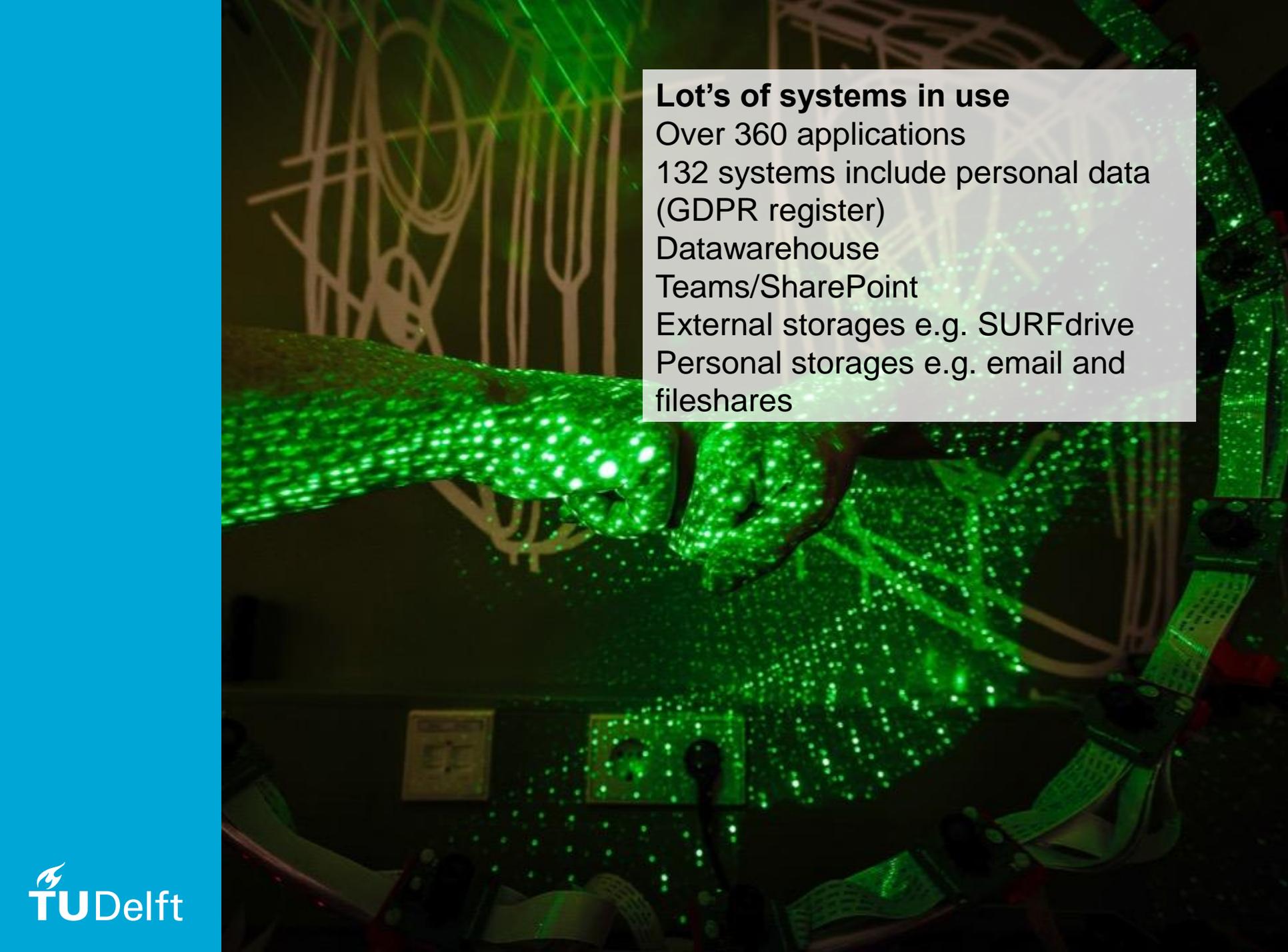
5.013 files in Pure

28.000 master's theses online

>49.000 employe files

566 SharePoint site collections

etc.



Lot's of systems in use

Over 360 applications

132 systems include personal data
(GDPR register)

Datawarehouse

Teams/SharePoint

External storages e.g. SURFdrive

Personal storages e.g. email and
fileshares

A photograph of a laboratory setting. In the foreground, a microscope is visible on a white lab bench. A person wearing a white lab coat is partially visible on the right side of the frame, looking towards the microscope. The background is slightly blurred, showing other laboratory equipment and a warm, yellowish light. A semi-transparent white box is overlaid on the right side of the image, containing text.

SharePoint

>49.000 employe files

>600 SharePoint site collections

Projectsites

Department and/or Teamsites

Chair files

DMS – Secretaries, FM and Legal

RMA – pilot phase

Archive law

Applicable to all governmental institutions.

Goal of the law is to make information sustainably accessible, interpretable, reliable and future-proof.

One central archive system



Archiving by design



Implications

- Central: archive policy
- Decentral: the systems are management by distributed groups including archive responsibility
 - DMA no longer registers or scans itself - the employees do that
- DMA gives archive advice and guidance and has a control function
- Linked to all systems TU Delft but at a high level
- Not each system 100% perfect archive-wise, but risk based archiving

Advantages, e.g.:

- Archive law applied more precisely
- Offering overview for user(groups)
- Able to deal with lot's of information/ systems/ tools
- Better use of information
 - No double input in central archive-system needed (employees😊)
 - Process-information from the start better for reconstruction and accountability
- GDPR proof



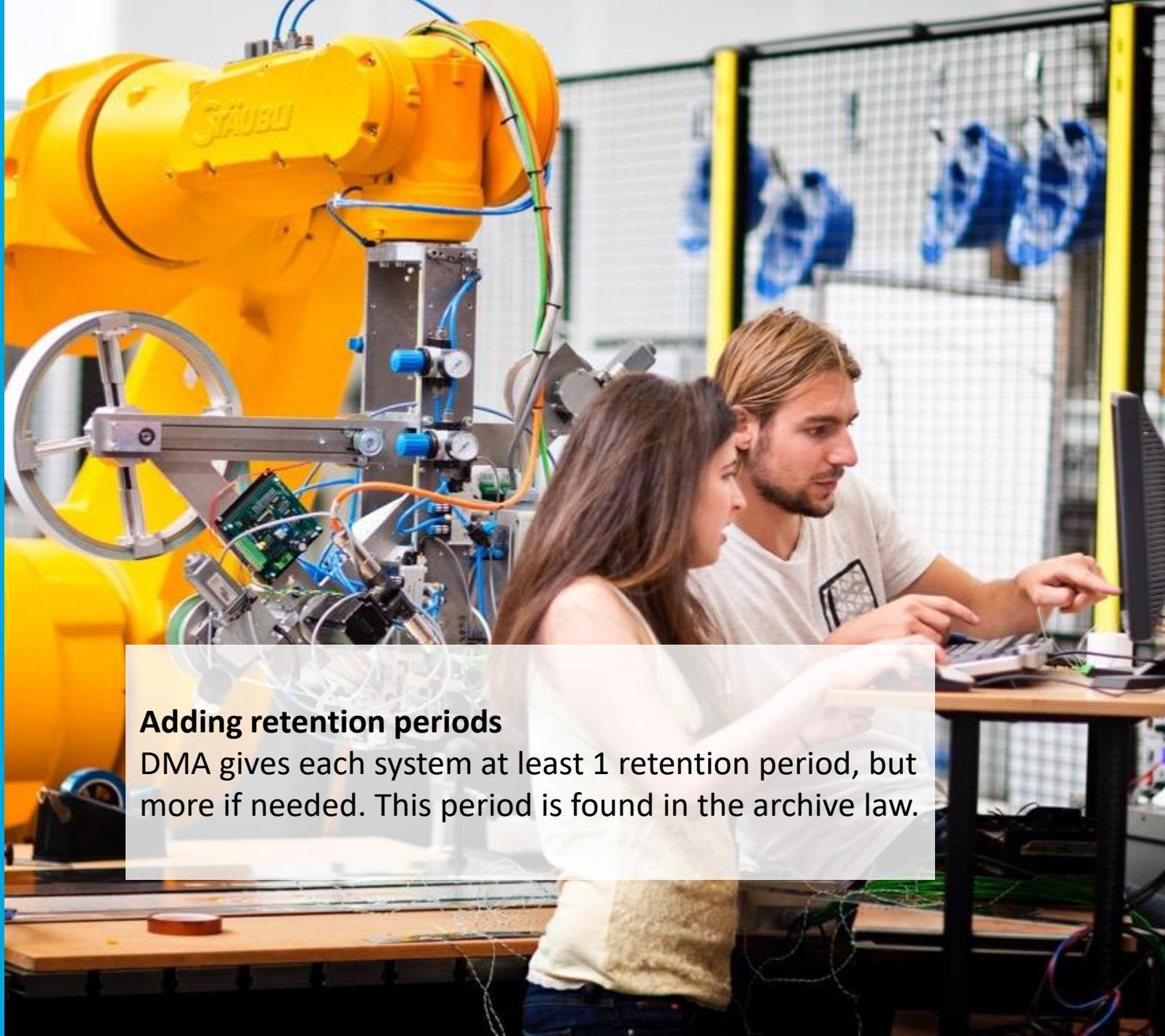
Cooperation

To succeed it is essential to join forces with IT and the Privacy Team (GDPR) and connect to Procurement and the tendering process



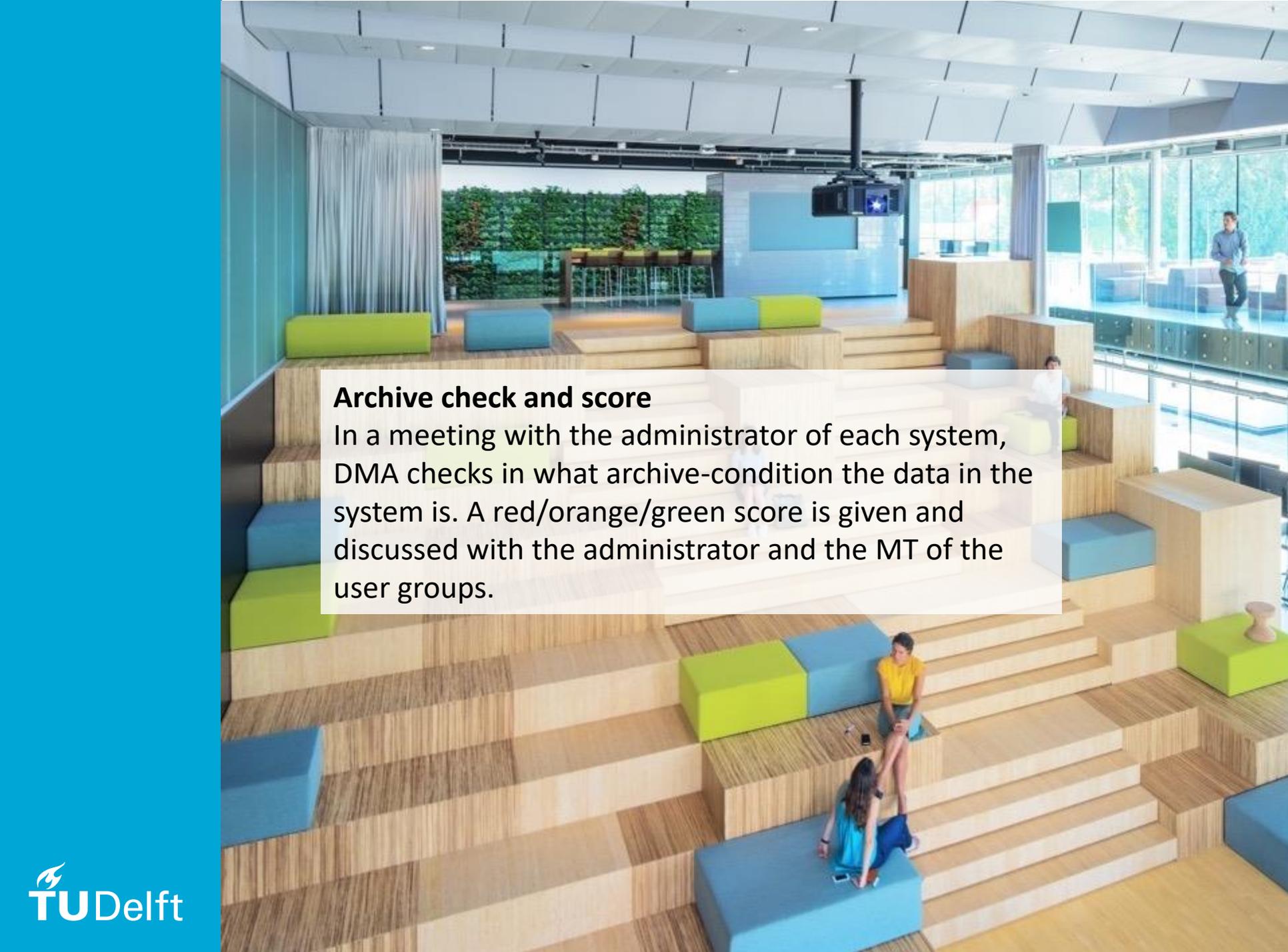
Archive overview per usergroep

Together with IT, Privacy Team and off course the different groups of users, DMA makes the archive overview of all the systems in use. Including phased out applications, file shares, SharePoint, tools etc.



Adding retention periods

DMA gives each system at least 1 retention period, but more if needed. This period is found in the archive law.



Archive check and score

In a meeting with the administrator of each system, DMA checks in what archive-condition the data in the system is. A red/orange/green score is given and discussed with the administrator and the MT of the user groups.

Delete by design

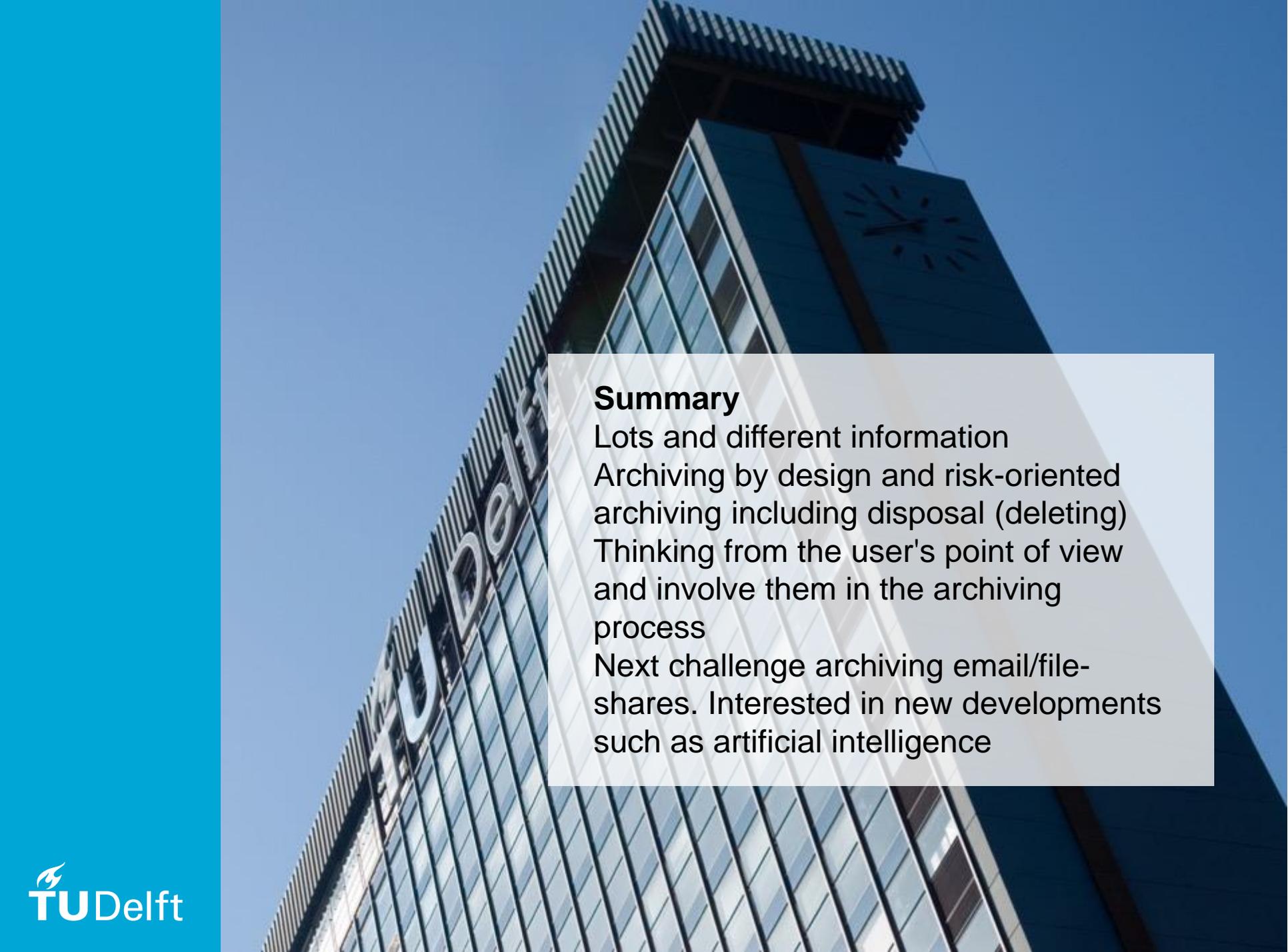
Every year, DMA gives a signal to the administrators for the disposal action to be started as this is an obligation for data where the retention period is met.

☺ GDPR colleagues



Next challenges

We haven't found a solution for the large amount of data in mails, team sites in SharePoint and file shares. Or for the external business use of e.g. Twitter, Facebook, YouTube. We are testing with artificial intelligence.

A low-angle photograph of a modern glass skyscraper, the TU Delft building, against a clear blue sky. The building's facade is covered in windows, and a large clock face is visible on one of the upper levels. The text 'TU Delft' is visible on the building's facade. A semi-transparent white box is overlaid on the right side of the image, containing text.

Summary

Lots and different information

Archiving by design and risk-oriented archiving including disposal (deleting)

Thinking from the user's point of view and involve them in the archiving process

Next challenge archiving email/file-shares. Interested in new developments such as artificial intelligence



The image features a stack of blue folders on a dark grey background with white circuit lines and binary code. The folders are arranged in a stack, with the top folder slightly offset to the right. The background is a stylized representation of a computer circuit board, with white lines and dots representing connections and data paths. Binary code (0s and 1s) is scattered across the board, adding a digital aesthetic. A large, semi-transparent yellow rectangle is overlaid on the left side of the image, containing the text 'Thank you!' in a bold, black, sans-serif font.

Thank you!

Esther Maes
e.a.m.maes@tudelft.nl