Archiving by design @ Delft University of Technology

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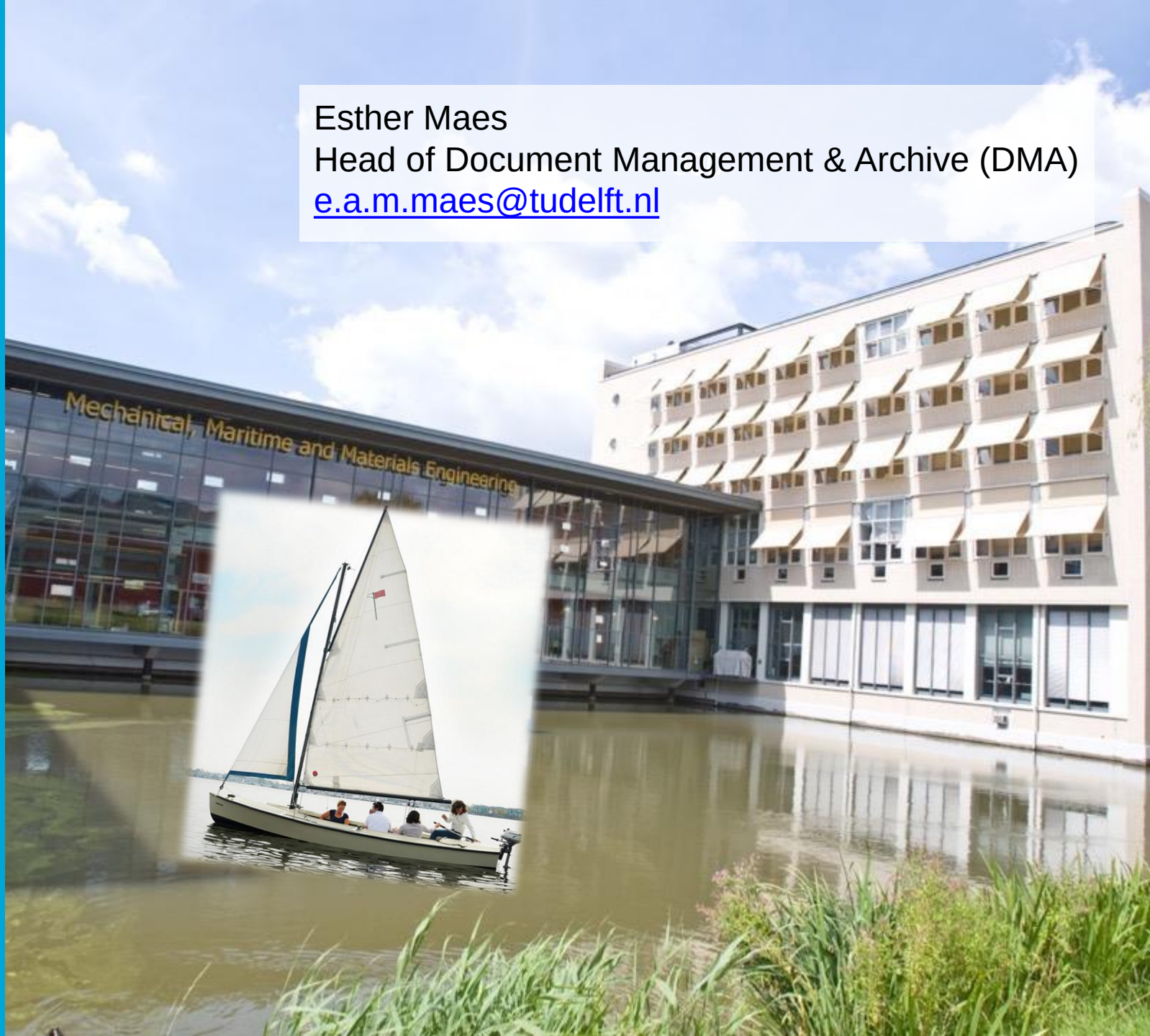

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Content lightning talk
- Archive situation TU Delft
- Archiving by design/ decentralized archiving and disposal
- Next challenges

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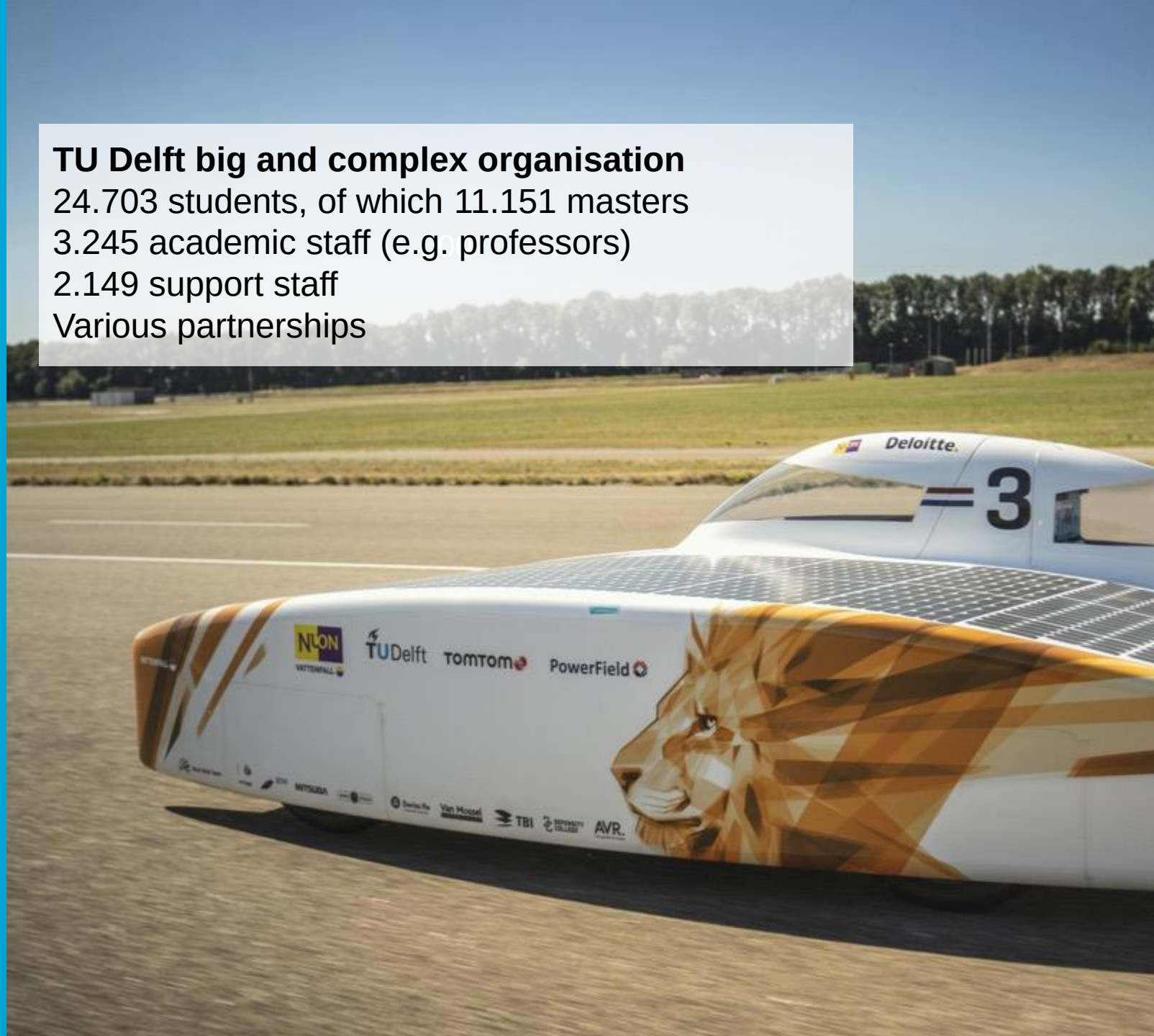
TU Delft big and complex organisation
24.703 students, of which 11.151 masters
3.245 academic staff (e.g. professors)
2.149 support staff
Various partnerships



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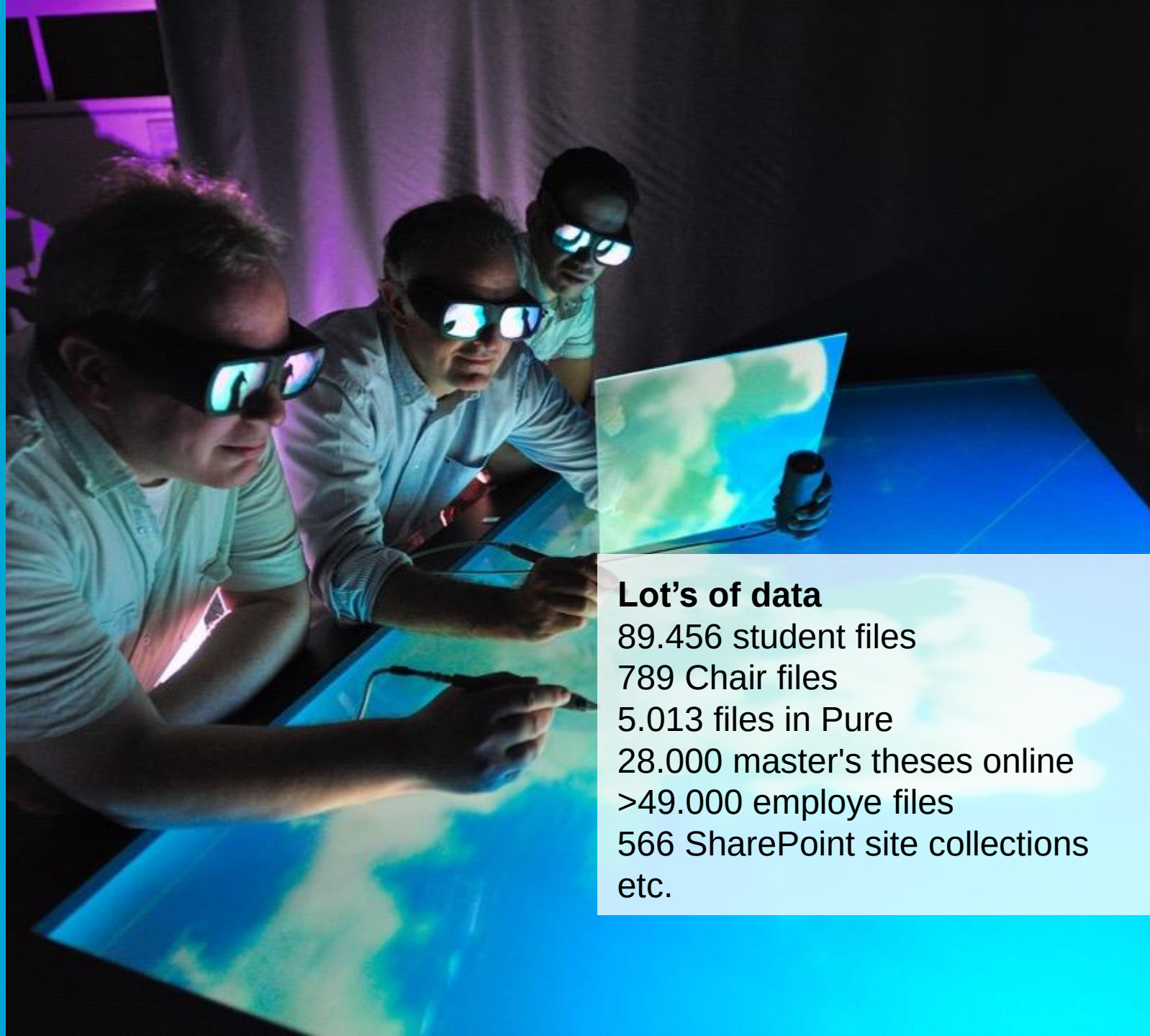

Lot’s of data
89.456 student files
789 Chair files
5.013 files in Pure
28.000 master's theses online
>49.000 employe files
566 SharePoint site collections
etc.

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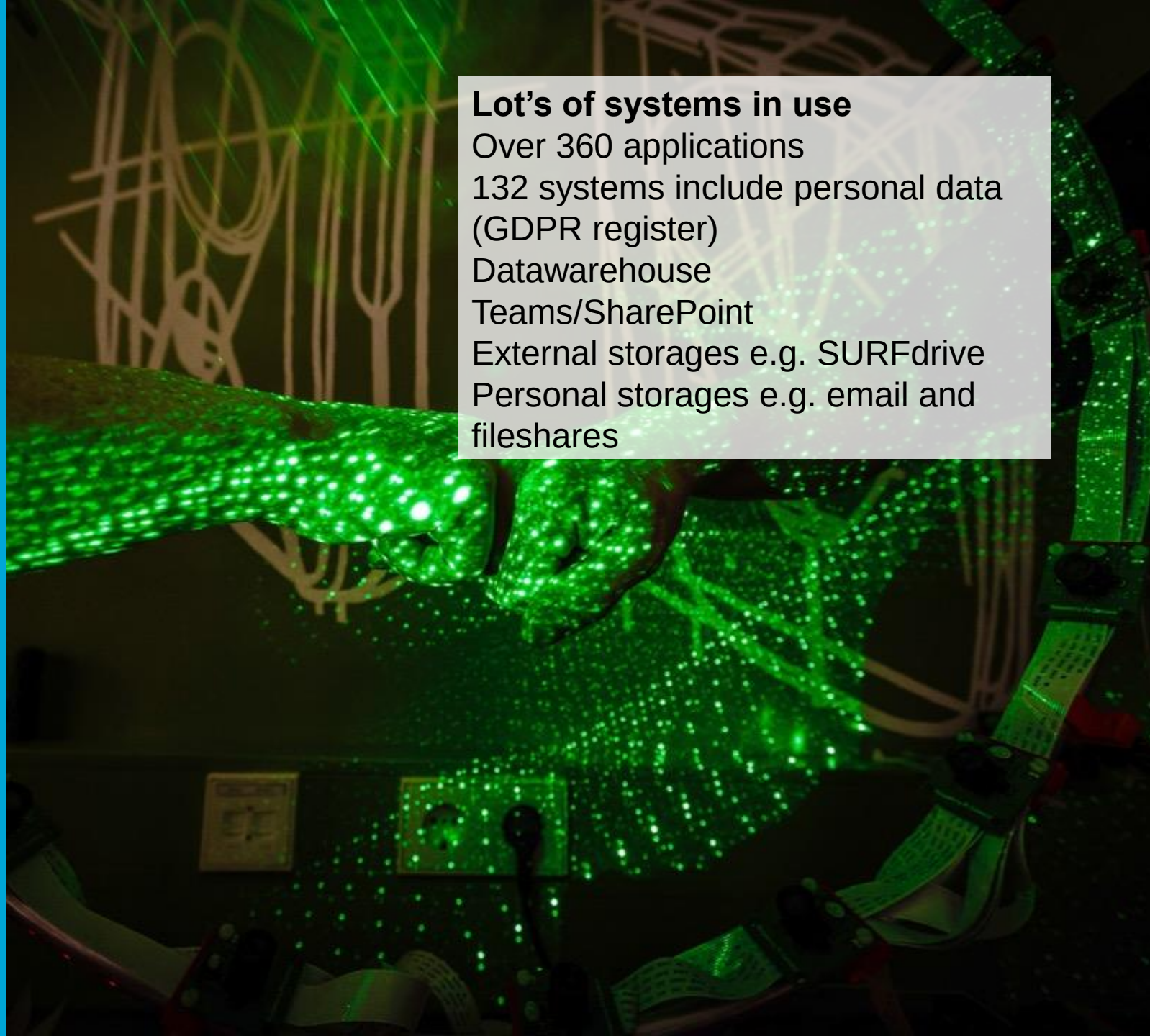

Lot's of systems in use

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

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SharePoint
>49.000 employe files
>600 SharePoint site collections
Projectsites
Department and/or Teamsites
Chair files
DMS – Secretaries, FM and Legal
RMA – pilot phase

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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

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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.

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Adding retention periods

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

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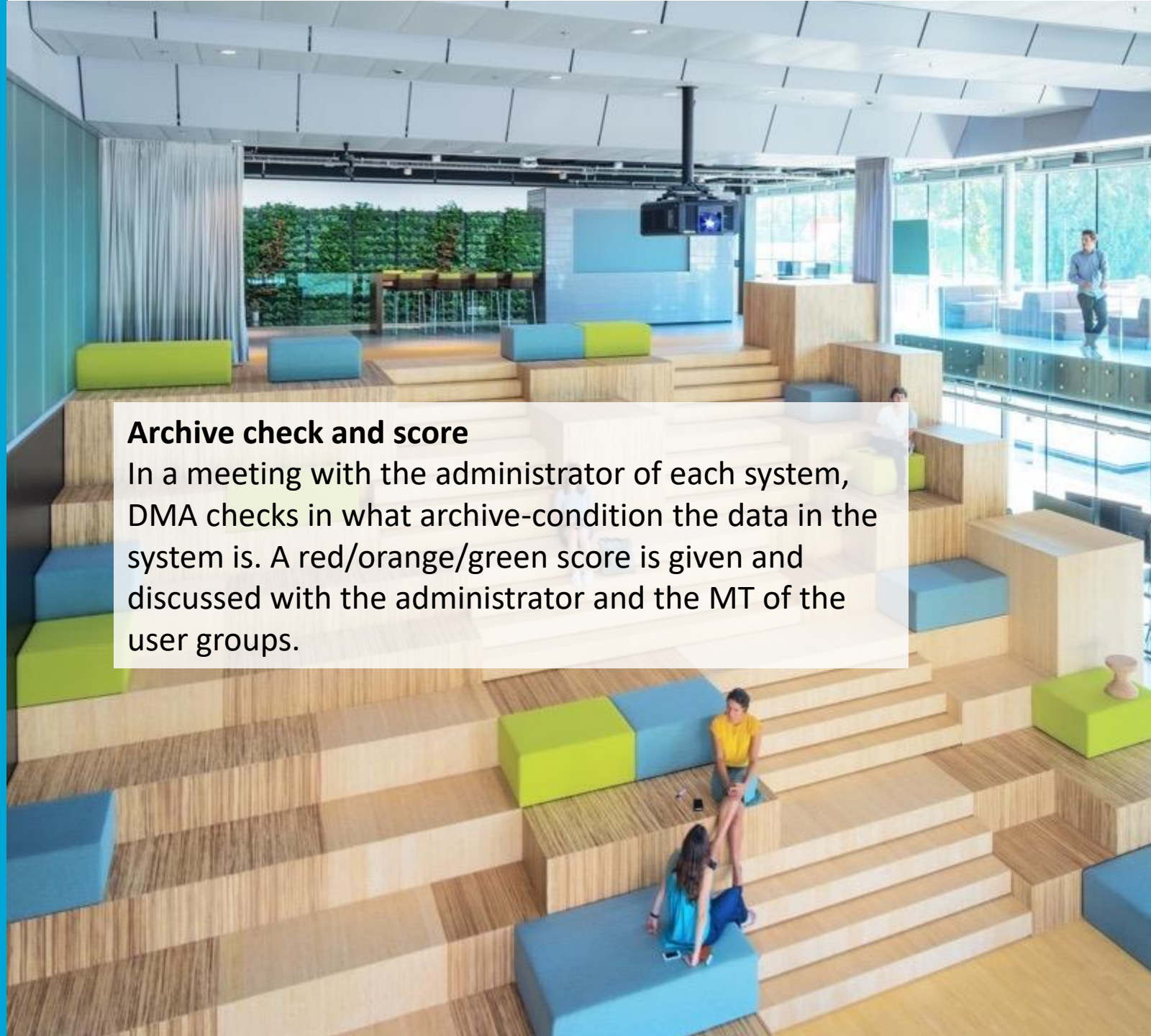

Archive check and score

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.

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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

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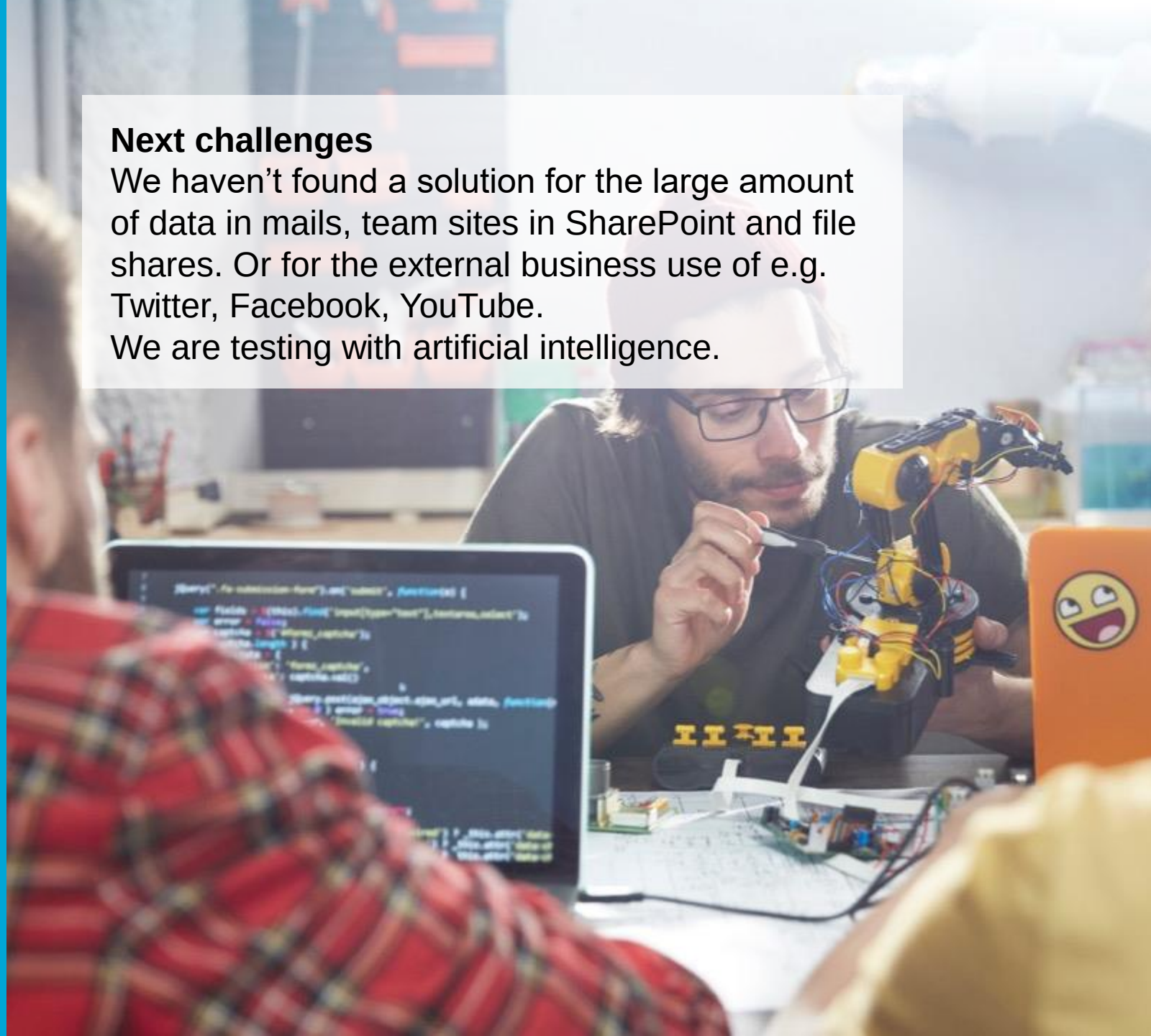
Next challenges

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.



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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

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Thank you!
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