

Preserving Semi-Current Records: EDRMS Task Force – Reflections

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Topics

- EDRMS Taskforce – Summary
- Managing the complexity of this domain - (Parsimony and Abstraction)
- The Solution? - It depends ... , but on what ?
- An Hypothesis and a Framework?
- A few examples
- Questions

EDRMS Taskforce: General Challenges Identified

- How were the records managed in life?
 - Marley’s Ghost said “*I wear the chain I forged in life, I made it link by link, and yard by yard; I girded it on of my own free will, and of my own free will I wore it. Is its pattern strange to you?*”
- Metadata
 - In Line of Business (LoB) systems?
 - Metadata in the digital archive?
- Versions & what to transfer when?
- Scalability and Sensitivity?

EDRMS Taskforce:

Some Working Assumptions

- Preservation of the records not the system.
 - But see later
- Approach to preservation of versions will vary.
 - Each circumstance needs to be thought through.
- Focus was EDRMS
 - might give wider insights (Hence this presentation)
- Not all records will be preserved, who decides?
- Preservation ‘in situ’ Vs preservation ‘by transfer’

Managing Complexity: Need Parsimony and Abstraction

- Line of Business (LoB) Systems
 - Documents (EDRMS, DMS, CMS ...)
 - Customer Relationship Management, Case Management
 - Financial Systems, HR Systems, Enterprise Resource Management (ERM)
 - Business Specific systems (Oil & Gas, Manufacturing, Pharma, Chemical, Building Industry, Ship Building, Transport, Utilities, Financial Services, Defence ...)
- Need to abstract and simplify.
- Common questions and concerns.

The Solution?

It depends ... , but upon what?

- Facets to consider
 - What is to be preserved? (Records Value, Versions or snapshots , Retention, Selection, Appraisal)
 - How long we need to keep it?
 - How much functionality, How to be used (i.e. use case)?
 - How generic (format)?
- Possible Patterns of Solution
 - Keep it where it is - maintain the LoB system.
 - Move it to an “archive” - classic digital preservation.
 - Do Both - Preserve a copy but keep in live as well.

An Hypothesis

- What do these Solution Patterns depend on?
- Hypothesis – Principally depends on:
 - How long records are needed for?
 - How much “functionality” is needed for how long?

A Framework?

	0 to 7 Years	5 to 15 Years	10 to 50 Years	40 years to For Ever
Full Functionality	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
Modification/ Update	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
Extension only (e.g. new versions)	No special Preservation action	Migrate Business System (ETL) & Move to Archive?	Migrate Business System (ETL) & Move to Archive??	???
Read Only	No special Preservation action	Migrate Business System (ETL) OR Move to Archive	Move to Archive	Move to Archive

Yellow: Extension Only – 5 to 15 Years

	0 to 7 Years	5 to 15 Years	10 to 50 Years	40 years to For Ever
Full Functionality	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
Modification/Update	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
Extension only (e.g. new versions)	No special Preservation action	Migrate Business System (ETL) & Move to Archive??	Migrate Business System (ETL) & Move to Archive??	???
Read Only	No special Preservation action	Migrate Business System (ETL) OR Move to Archive	Move to Archive	Move to Archive

- Migrate Business System (ETL)
- And Also Move to Archive
 - Functionality to add a new version of the record type is still required so the Business System capability needs to be maintained
 - Transfer of versions to the archive is “insurance”
 - Requires clear approach to version management
 - (e.g. Database/set Snapshots)
- Transfer to Archive may not be needed
 - Depends on Risk model and appetite

Amber:

Not Just “Read Only” - 10 to 50 years

- Migrate Business System (ETL)
- And Also Move to Archive
- Why Amber?

	0 to 7 Years	5 to 15 Years	10 to 50 Years	40 years to For Ever
Full Functionality	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	??
Modification/Update	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	??
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- Complex Functionality to maintain over a long life-cycle
- Workflow and version management potentially complex
- Move of records to the archive essential insurance
- Complex functionality requirement might suggest complexity of format, preservation and rendering

- This is the HARD case

Red:

Not “Read Only” - 40 Year to For Ever

	0 to 7 Years	5 to 15 Years	10 to 50 Years	40 years to For Ever
Full Functionality	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
Modification/ Update	No special Preservation action	Migrate Business System (ETL)	Migrate Business System (ETL) & Move to Archive??	???
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- NOBODY KNOWS HOW!
- BUT – DON’T PANIC!
 - Apply the principle of Parsimony.
 - Apply The principle of Stewardship.
 - “For Ever” is made up of a sequence of shorter periods
 - Apply **Green**, **Yellow** or **Amber** solution patterns as appropriate and iterate !!
- Requires continued corporate commitment and investment – But we know that already!

Questions?