The evolution of record systems

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Unbroken records: Briefing day 20 May 2021
Digital Preservation Coalition
We will know records management is successful when....

......we can roll out a cloud suite and say to our end-users:

- SharePoint
- Email
- Teams channels
- Teams Chat
- Yammer communities
- OneDrive for Business

Use whichever application you like! we know we can manage them all!

- Gmail
- Chat
- Docs
- Hangouts
- Drive
<table>
<thead>
<tr>
<th>Widely regarded as manageable</th>
<th>Widely regarded as unmanageable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Always treated as a record system</strong></td>
<td><strong>Usually treated as a record system</strong></td>
</tr>
<tr>
<td>Corporate document management systems</td>
<td>Large corporate databases</td>
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<tr>
<td></td>
<td>Line of business systems</td>
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<td></td>
<td>Collaboration systems</td>
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**Shared spaces**

**Individual-centric spaces**
RECORD SYSTEM TRADE-OFFS

MANAGEABILITY
The structure of the system supports the precise application of retention and access rules

USEABILITY
The structure of the application fits with the way the end-user wants to work

RELIABILITY
The application capture record routinely and comprehensively
Microsoft 365 records management model

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Retention policies (to set defaults) and Retention labels (to identify exceptions)

Rules to adjudicate which label or policy takes precedence

Compliance centre
Welcome to your site

Add a new image, change this welcome text or add new lists to this page by clicking the edit button above. Click on shared documents to add files.

**Shared documents**

There are no items to show in this view of the shared documents library.

Add document
Electronic document and records management systems were intended to serve as the single record systems of an organisation.
An email system is an automated filing system that automatically files correspondence into a very simple (too simple!) structure.
THE ENGLISH ROYAL CHANCERY IN THE REIGN OF KING JOHN (1199 - 1216)

WHAT ARE THOSE?

THEY ARE ROLLS

WE HAVE TWO TYPES

CHEESE AND PICKLE?
TUNA AND SWEETCORN?

NO.
CLOSE ROLLS AND PATENT ROLLS

OUR CLERKS TAKE A COPY OF EVERY LETTER YOU SEND

IF THE LETTER WAS SENT CLOSED WE SEW THE COPY ONTO THE END OF A CLOSE ROLL.
IF IT WAS SENT OPEN WE SEW THE COPY ONTO THE END OF A PATENT ROLL
Is this an acceptable structure for a record system?