

Strategic Alliances on Managing and Preserving Electronic Records

Biz Objek Sdn Bhd
www.bizobjek.com

Zamrul Rosli - CEO
zamrul@bizobjek.com



BIZOBJEK

CORPORATE INFORMATION



Corporate Information

Vision:

To be the Leading Information Management & Governance company in the region specializing in Records & Digital Archival Management

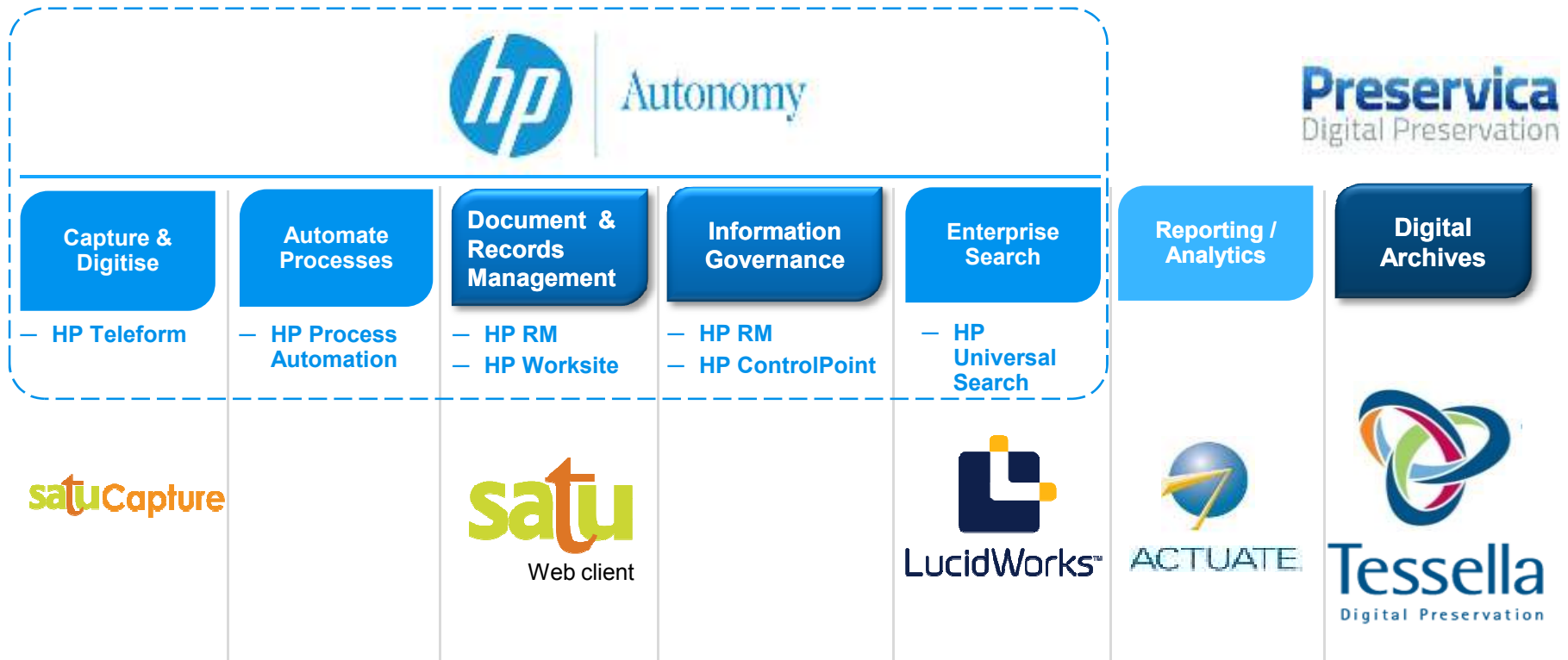


BIZOBJEK

- Established in March 2008
- MOF-Bumiputera registered
- Suite 3-2 Block A,
Petaling Jaya Commercial City
(PJCC),
Jalan PJS 5/30, PJS 5,
46000 Petaling Jaya, Selangor

Products and Services

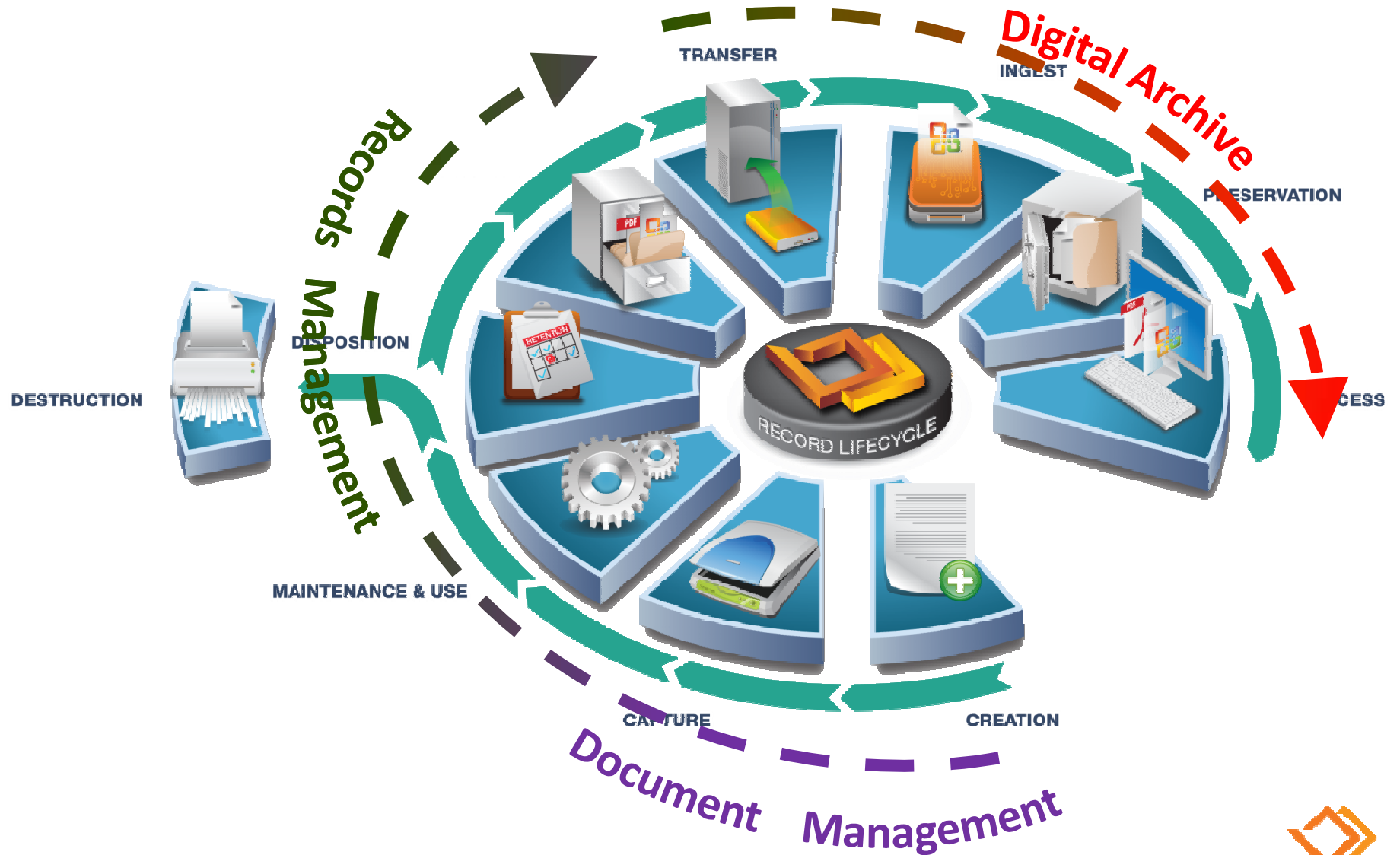
HP IM Solution



Consultancy and Services

ECM Consultancy ♦ RM Training ♦ Application Development

Biz Objek unique expertise

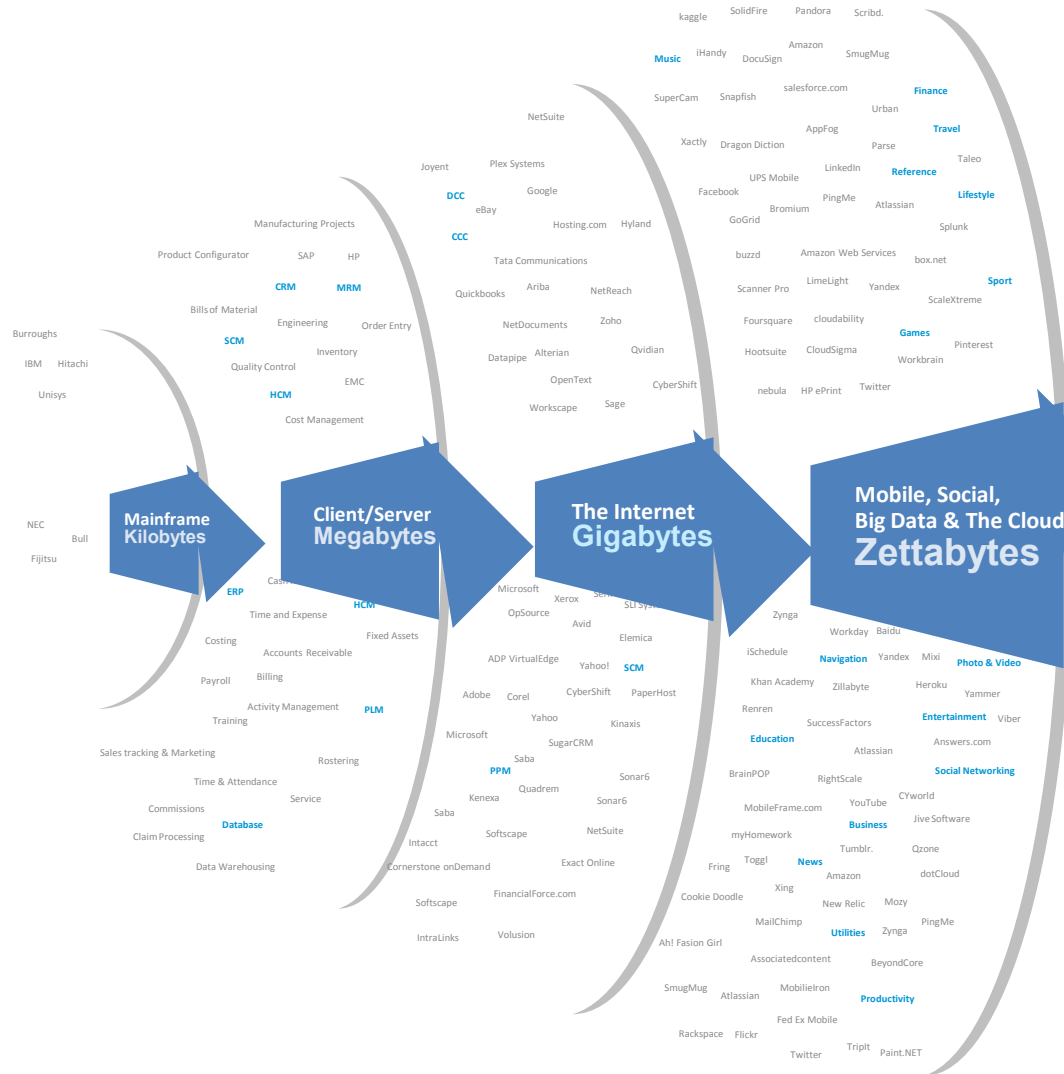


PART 1 : MANAGING ELECTRONIC RECORDS



The world has changed

Waves of technology followed by waves of information **Every 60 seconds**



98,000+ tweets



695,000 status updates



11million instant messages



698,445 Google searches



168 million+ emails sent



1,820TB of data created

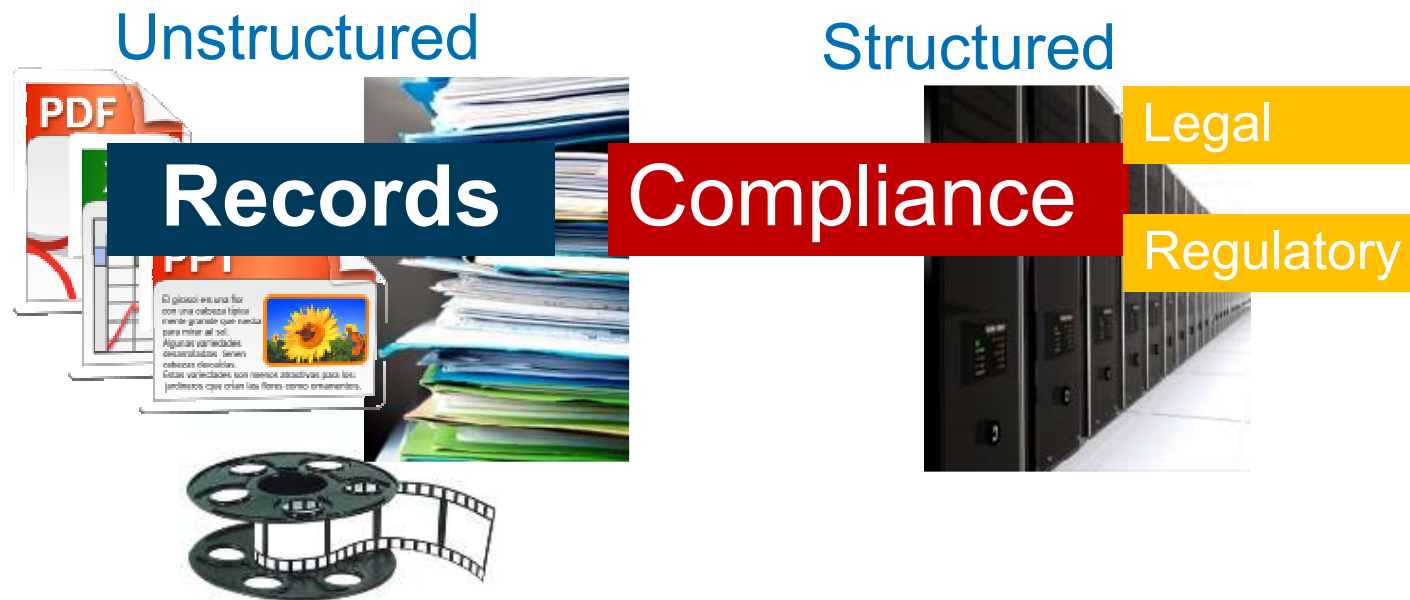


217 new mobile web users

Yottabytes

Today's Challenge

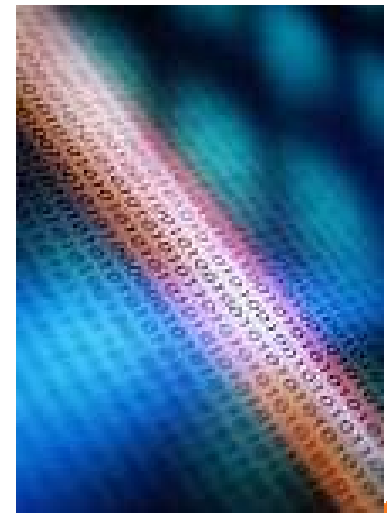
Organizations create 80% of their business information in an unstructured form – electronic documents, email, web contents and of course physical paper – some of which are **records** and are subjected to **compliances**



What are records?

*“information created, received, and maintained as **evidence** and **information** by an organization or person, in pursuance of **legal obligations** or in the **transaction of business**”.*

ISO 15489 / MS 2223 – Records Management



What defines a record?

A “collection of information,” not a single document



Documents

E-mails

Physical objects

All of the information, managed in context, that makes up an activity or business transaction

Meetings

Tasks

Instant message conversations

Websites and intranet sites

Records provide documentary evidence of business activities

What is Records Management

- The **control** of the creation, receipt, maintenance, use and disposal of records.
- The **management** of records authenticity, reliability, integrity and useability over time.

Problems faced by organization without a proper records management program

- Records are being stored
 - too long,
 - too short, or
 - not at all
- The security for records is not managed properly
- Finding or reporting the right information takes too much time
- Lost of vital information



Why is records management important?

1. Provide **evidence** of activities/business transacted
 - to recall the details of what was done or what was decided
2. Meet **legislative & regulatory** requirements
3. Make **informed decisions** and formulate policy on a solid basis of knowledge;
4. Improves **efficiency** and **service delivery**



Why is records management important to Govt?

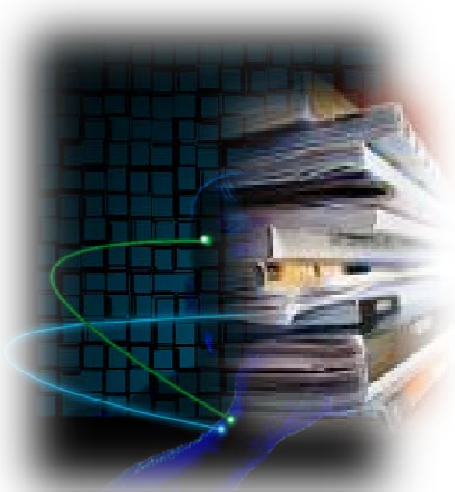
“The **Electronic Records Management System (ERMS)** will ensure that all our records are complete, valid, reliable and trustworthy,”

“... this would ensure more accountability and integrity on the part of departments and agencies.”



Tan Sri Mohd Sidek Hj Hassan.
Ketua Setiausaha Negara
Konvensyen Pengurusan Rekod

THE INTERNATIONAL STANDARDS & COMPLIANCES



Records Management

- Arkib Negara (eSPARK ERMS 2003)
- MS ISO 2223
- ISO 15489
- AS ISO 15489
- MOREQ1 & MOREQ2
- UK Public Record Office (UK PRO 2000/2002)



Security Standards

- United States Department of Defense 5015.2-STD – Chapters 2 and Chapter 4



Metadata Standards

- Victorian Electronic Records Strategy (VERS)
- Dublin Core
- ISO 2788 (Thesaurus Standards)
- ISO 15489
- eSPARK ERMS

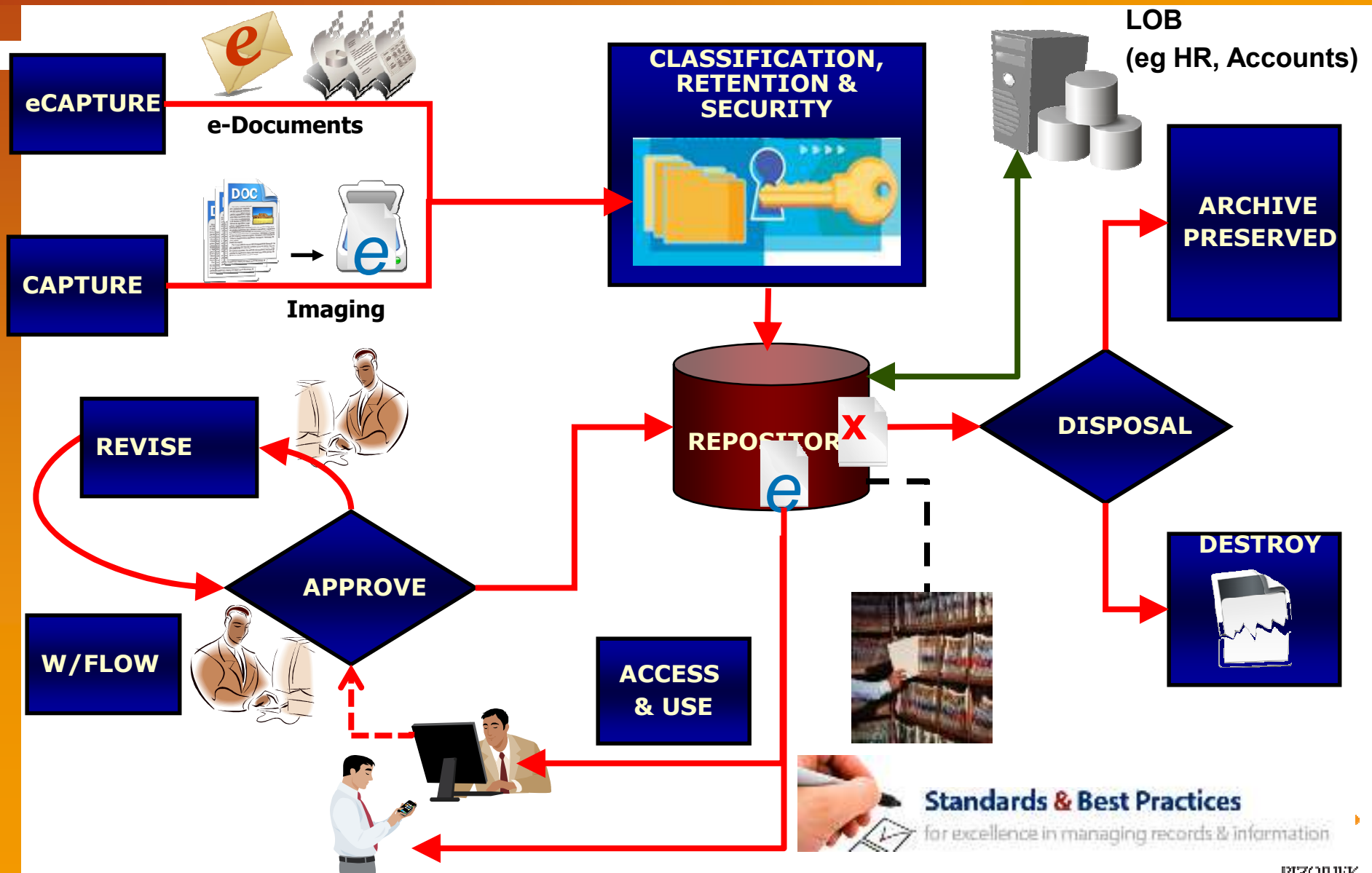


Standards & Best Practices

for excellence in managing records & information

REZODJLK

BEST PRACTICES IN MANAGING ELECTRONIC RECORDS



The current..... The future digital era?



PART 2 : PRESERVING ELECTRONIC RECORDS



The Long-Term Preservation of Digital Information

- Information management of electronic/digital contents is becoming increasingly challenging.
- Information contained in documents and files created many years ago, today and in the future, is often required for periods **exceeding the supported life of the application** used to create/render it.
- As the complexity and interconnectivity of information grows, the challenge of long-term access becomes greater

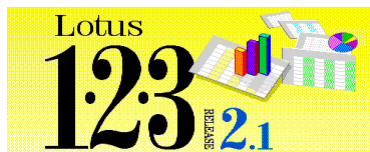
Two entirely different things:

Digitization (for preservation)	Digital preservation
• Reduce handling of non-digital originals • Increase access and distribution	• How to ensure long-term usability of digital objects • Protect from loss of data, media and software obsolescence • Maintain authenticity and understandability

Why Digital Preservation?

File format obsolescence

- Key information is held in file format that may no longer be readable by future computer platforms and software.
- As information becomes more complex and integrated this threat is set to increase



Why Digital Preservation? (cont.)

Media obsolescence.

- Data can be lost because the media on which it is stored becomes **unreadable or is replaced**
 - Tapes or old films,
 - Laser Disc



Why Digital Preservation? (cont.)

Distributed and disjointed data

- This challenge is compounded by **information being held** in diverse IT systems across several organisations.



Preservation challenges

To access digital records in the future we need:



Properly indexed information

Managed file formats

Usable application software

Compatible operating system

Accessible Hardware

Management system

Migrate

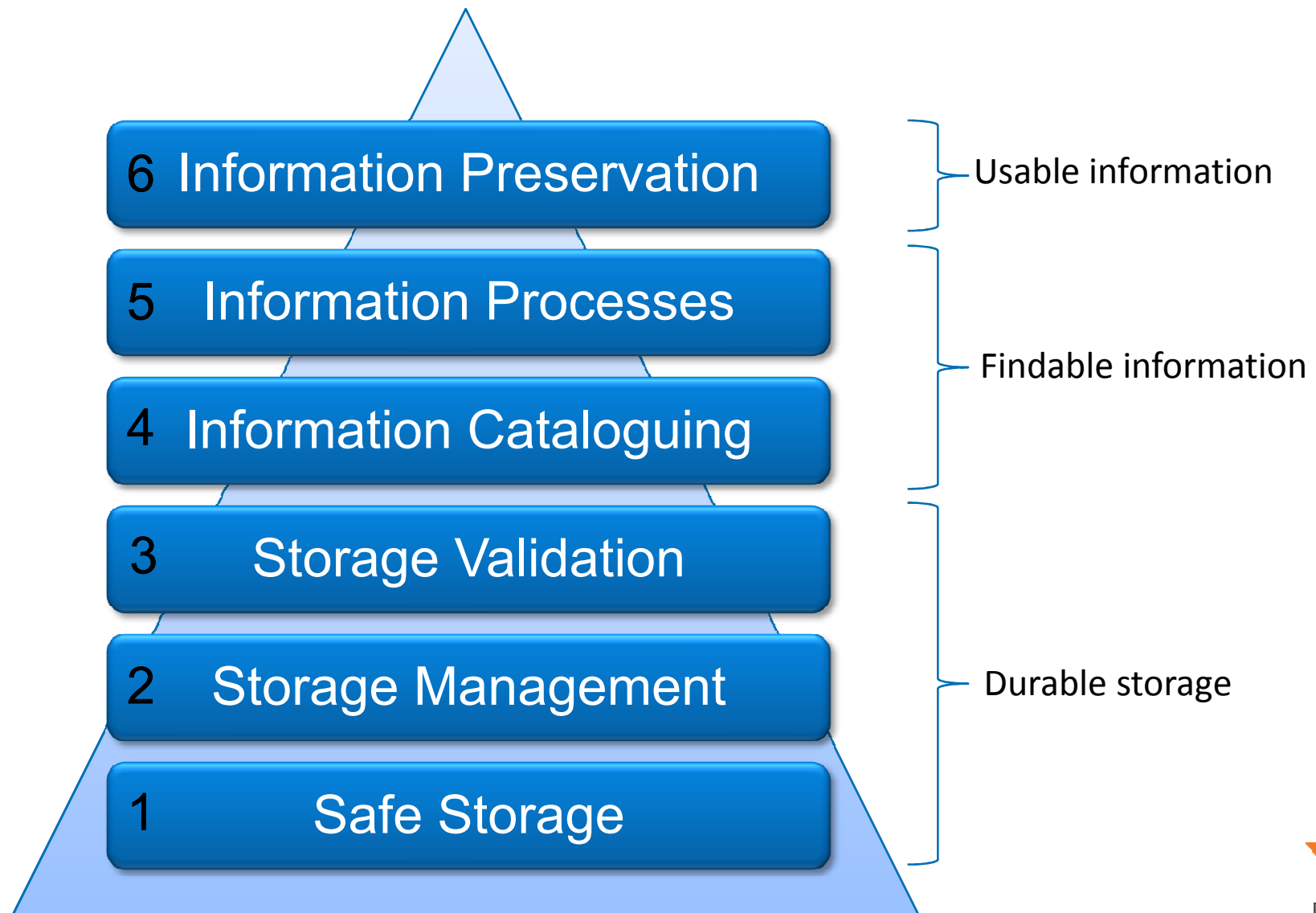
Emulation

Central storage



RIZODJLK

Preservation challenges



Provision for SMEs

- Related trends
 - Large investment currently required to engage in digital preservation
 - SMEs where archiving is not core activity want to outsource digital preservation
- How Preservica can help
 - **Multi-tenancy**
 - Independent archives
 - Share server configuration & facilities
 - Reduces costs
 - **Can be run as a service**

Scalability

- Related trends
 - 25-fold increase in material
 - 2009 - < 20 TB
 - 2019 - > 500 TB
 - Scalability is important for:
 - Large volumes of content
 - High ingest rates
- How Preservica can help
 - **Preservica is scalable**
 - Preservica can ingest >1.5 TB / day on a single, entry-level server
 - Ingest is network & I/O bound, not CPU usage
 - Preservica's storage is limited only by the 3rd party storage system(s) used

Demand for Digital Preservation Tools

- Related trends
 - Demand for
 1. Preservation Planning tools
 2. Characterisation tools
 3. Migration tools
- How Preservica can help
 - Active Preservation Framework
 - Preservica already makes use of several characterisation & migration tools
 - Preservica User Group reporting back on how tools perform in practice & what best practice should be
(You can't do it alone)

Standards

- Related trends

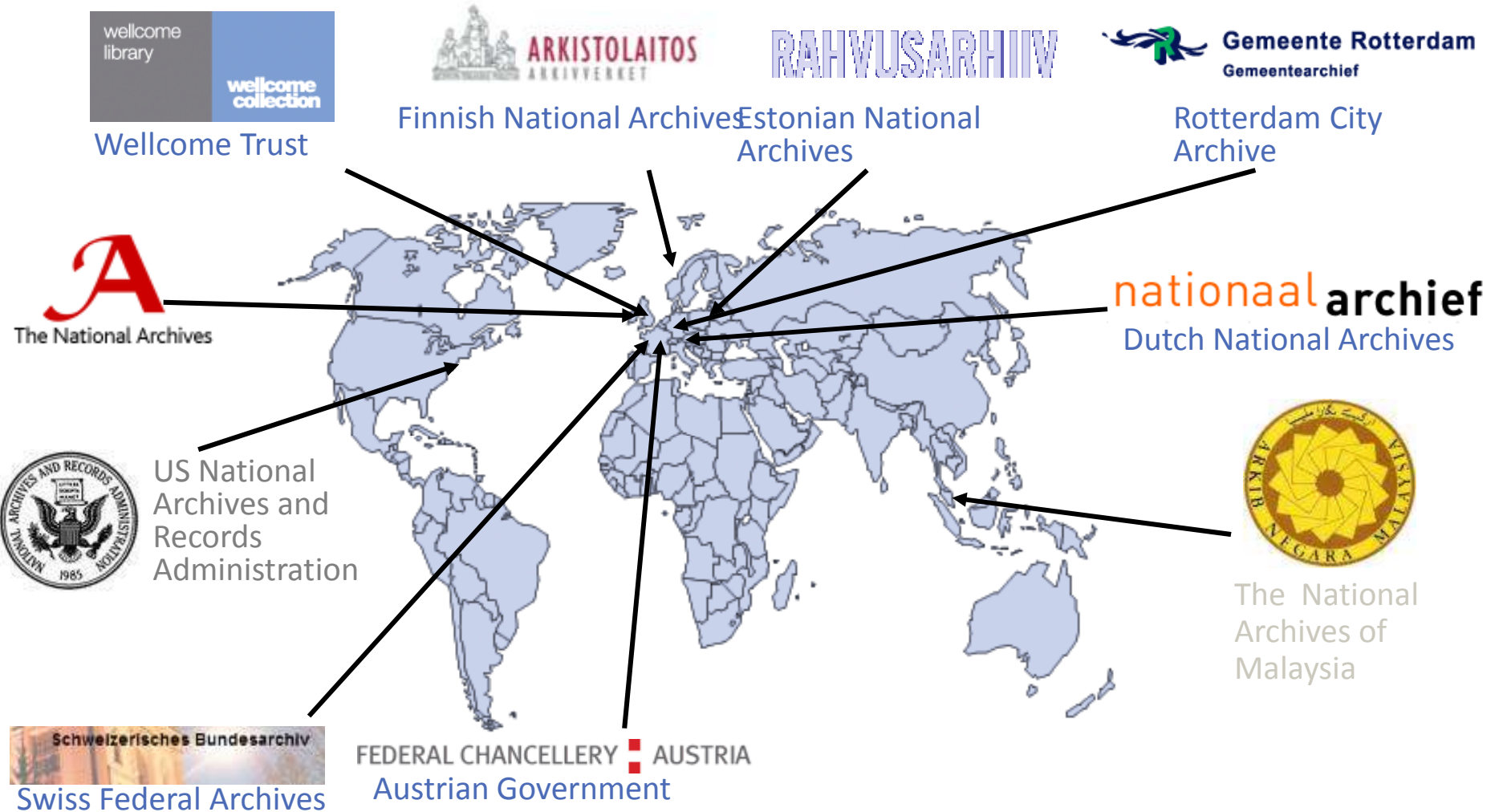
- Compliance with standards important, but too many standards

- Archiving: OAIS, OAI-PMH, OAI-ORE, TRAC...
 - Metadata: Dublin Core, ISAD(G), PREMIS, METS...
 - ERMS: ISO-15489, MoReq2, DoD5015.3...
 - Domain-specific

- How Preservica can help

- OAIS-compliant
 - Can use any descriptive metadata schema
 - Uses own schema (XIP) internally to allow full Active Preservation
 - Can export to PREMIS (characterisation), & METS (packaging)

World Leading Digital Archiving Solutions



The elite group of forward looking Archives and Libraries

Overall Benefits

- Ready to go
 - Out of the box
- Flexibility
 - Flexible workflows and open API
- Open Access
 - Allow 3rd parties
- Thought Leadership
 - International intellectual development
- Solution sharing
 - Share workflows and Digital Preservation steps with other Preservica users
- World Leading Active Preservation
 - most advanced approach to Digital Preservation
- Designed using experience
 - based on many years of delivering Digital Archiving solutions
- Large implementation team / consultancy service
 - 25 archiving developers and consultants
- OAIS Compliant

Strategic Alliances on Managing
& Preserving Electronic Records

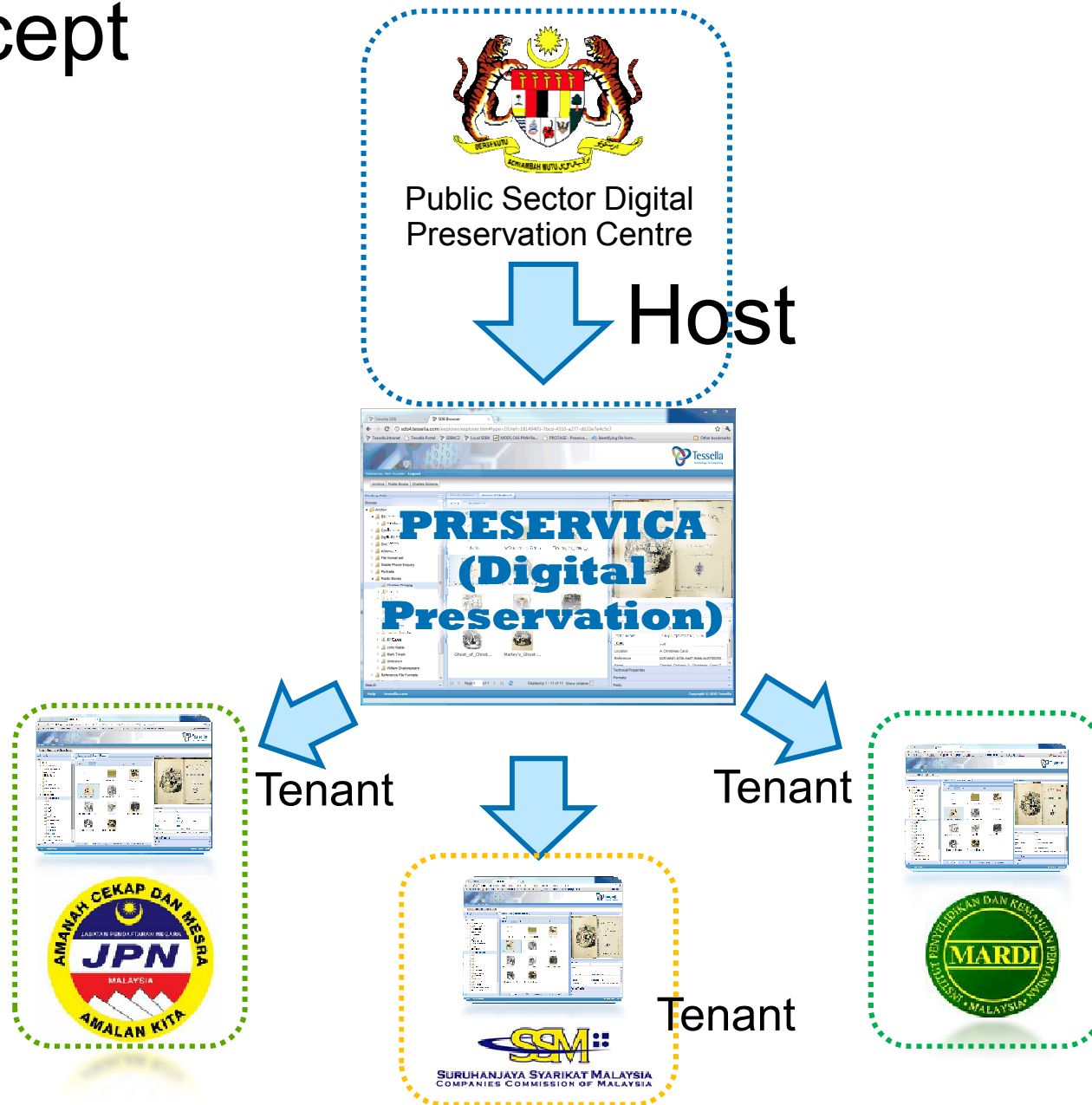
DIGITAL PRESERVATION CENTRE



Public Sector Digital Preservation Centre

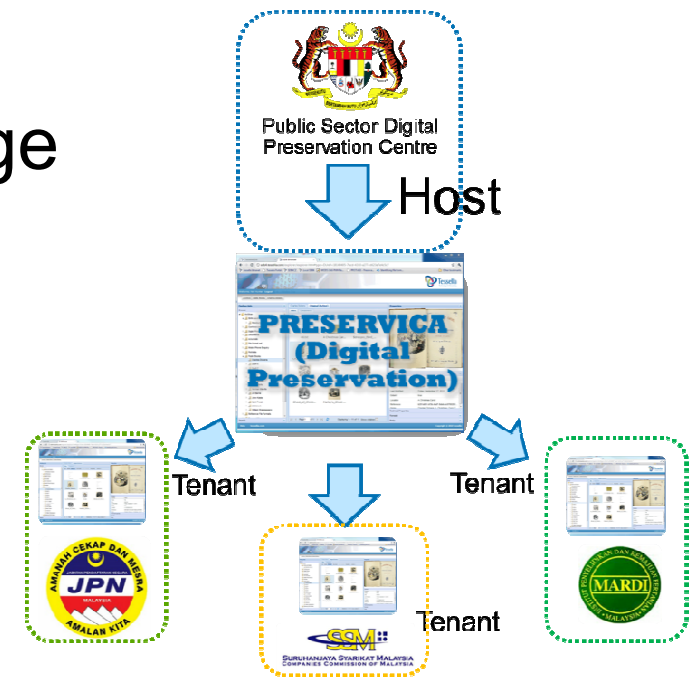
- A strategic partnership proposal
- Proposal for the setting up and operating a Public Sector Digital Preservation Centre by
 - Solution provided on SaaS platform
 - Hosted at “Government designated” Data Centre
 - Arkib Negara and selected Government Agencies
 - Biz Objek and its consortium partners
- Leverage on Tessella and “Perservica on Cloud” experience

Public Sector Digital Preservation Centre - concept



Multi-tenant Digital Archives/Repository

- System where agencies share a service
- Usually some agency is in charge
 - Arkib Negara
- Handles “semi-active/semi-permanent” records
- Might handle archival records
 - Examples:
 - Austrian Federal Chancellery
 - UK Digital Continuity System
 - Finland, Netherland



THANK YOU

