

DAVID project bimonthly Newsletter, nr. 18, June 2003

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DAVID-WORKSHOP

Some 100 interested people showed up for the DAVID-workshop on June 25th. In the morning, an overview was given of the best-practices which are drawn up by DAVID. The workshop opened with an exposition on the concept of electronic record-keeping. Afterwards, the DAVID-members ran through the best practices for electronic record-keeping of office documents step by step, to demonstrate that everyone can apply them. This was shown through the e-mailcase. The record-keeping of integrated informationsystems was presented after the coffeebreak. To illustrate this strategy, the procedure for record-keeping of the populationregister and websites was explained. The morningsession ended with lunch at the university canteen.

In the first session of the afternoon, Carolien Schönfeld of the municipal archives Amsterdam gave an overview of the problems with which records managers are confronted in an electronic environment. The last presentation of the day was given by Ferdinand Ector. He outlined the situation in Eindhoven. Their was ample time to meet up with colleagues at the reception afterwards. The participants reaction was positive.

The presentations which were given during this workshop, can be viewed on our website. (<http://www.antwerpen.be/david>)

DAVID-CONFERENCE

On June 26th, the DAVID-project organized the conference “e-Archiving for posterity” in Louvain. The goal of this international conference was to bring IT-personnel, lawyers and archivists together to confront the different viewpoints on electronic record-keeping and to search for solutions together. The conference started with a lecture by Luciana Duranti. She started out with a general introduction on the problems of electronic record-keeping. Afterwards she explained how the InterPARES project - of which she is the director- contributes to practical solutions with their theoretical research. After the different lectures, there was time for a panel discussion and the opportunity to ask questions. An

important conclusion is that the gap between IT-personnel and archivists is still very large when it comes down to the conceptual approach of the electronic record. You can read the article in “Het Nederlands Archievenblad” for a brief overview of the different presentations which were presented. The translated version of this article will become available on the DAVID-website soon. You can also find an article on the problems surrounding electronic record-keeping and the different viewpoints of IT-personnel and archivists further on in this newsletter.

The presentations will be accessible on the DAVID-website soon.

DAVID-HOSTING

From June 22nd until June 25th, DAVID and the city of Antwerp were hosts for the InterPARES project. InterPARES is one of the most important international projects in the field of electronic record-keeping. For a few days, Antwerp was home to some of the most important researchers of electronic record-keeping. During the meetings, the proceedings of the study groups were evaluated and proposals for new case-studies were discussed. DAVID will prepare such a proposal for the next meeting.

DISCUSSING THE ELECTRONIC SIGNATURE

The European Union has been working on an adjustment of the law to fit the needs of the information society for quite some time now. The guideline concerning the electronic signature is an important step forwards in this process, moreover, because the particular evidential value which is traditionally reserved for documents which are hand-signed, is now attributed to electronic documents which bear an electronic signature. The goal of this change is obvious: to promote the electronic trade within the united market.

But apparently, the long term aspects of digital documents weren't taken into account. Nevertheless, an electronically signed document will only be used as evidence several years later, at the moment a conflict goes to court. According to IT-specialists, this poses no problem. The bitstream can be copied effortlessly from medium to medium and the original software application can be emulated to a future platform. This strategy contains big risks. If emulation fails, the information which is captured by the bitstream will be irreversibly lost. If the electronic signature can no longer be validated, what is the judicial status of the document? Archivists do not put their trust in one separate technique to guarantee the authenticity of documents, but depend on a whole set of procedures which outline and register who has the right to alter documents, for which purpose and how.

STANDARDS PDF/A

They're still working on a standardisation for a PDF subset for record-keeping purposes with which the PDF/A documents are as autonomous as possible. External dependencies such as encryption, proprietary or patented compression methods, use of fonts that are protected by copyright, references to external fonts and files, enclosed executables etc., are being avoided. These principles can already be applied when creating PDF-documents which will be archived.

E-MAIL RECORD-KEEPING

The DAVID-website offers tools to implement the DAVID e-mail record-keepingstrategy. The following instruments for archiving e-mails can be downloaded and used freely.

- Adjusted e-mailform with extra headerfields and vbscripts
- Registerfiles to change the windowsregistration
- VBA macro to export e-mails as MSG-files
- VBA macro to export e-mails as XML-files
- Guideline for the use and installation of the adjusted e-mail template

These instruments were created for application within the e-mailconfiguration of the administration of the city of Antwerp (MS Exchange/ Outlook 2000)

RECORD-KEEPING TOOLS

To implement the DAVID record-keeping procedures for electronic office documents and integrated informationsystems, a win32-tool was programmed. The installation files for this tool can be downloaded from the DAVID-site.

- Win 32-tool to create an XML filelist
- Win 32-tool to filter out invalid control characters and replace the reserved XML-characters by entities.
- Win 32-tool for a full text search in XML documents within the same file.

RECORD-KEEPING PROCEDURE FOR INTEGRATED INFORMATIONSYSTEMS

A contribution on the DAVID record-keepingprocedures for integrated informationsystems has been written for the newsletter Digicult.Info. The Dutch version is already available on the website.