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## ARCHIVING MS WORD-DOCUMENTS AS PDF-DOCUMENTS

MS Word is a populair word processing programme for creating governmental documents and/or records. These documents however, shouldn't be kept as Word files for long term preservation. The PDF format can easily incorporate the content, the structure and the lay-out from Word-documents. A tool for the transformation of large quantities of MS Word-files has been programmed. This tool works in combination with MS Word and Acrobat and transfers all \*.doc files into PDF. The basic broncode in Visual Basic 6.0 will become available soon on the DAVID-website (<http://www.antwerpen.be/david> --> cases --> office documents).

## DIGITAL RECORD-KEEPING ON THE POLITICAL AGENDA

The Belgian coalition agreement of July 10, 2003 contains the following text:

“In the light of the valid terms of limitation, research will be done into the archivingsobligation of organisations. The objective is to bring back the term of limitation to a maximum of 5 years. Moreover, the government will work out a legal framework for electronic record-keeping.”

Electronic record-keeping has made it onto the political agenda, even though it is only for the business world. The department for administrative simplification, led by Vincent van Quickenborne, has to enforce some simplifications which will make a tangible difference, as soon as possible. A lot of Belgian corporations are demanding to digitize their paper archive and to preserve it only in an electronical form. Several government services, the Social Security for instance, have already begun to digitize their paper archive. As more transactions are made electronically, the need for archiving electronic documents will receive more attention.

## **TECHNICAL REPORT**

The next report in the series of Technical Reports published by the City Archives of Antwerp is “E-mail: how to preserve and archive them well?”. This report discusses step by step how the archiving procedures for e-mails and their attachments are implemented and applied at the administrations of the city of Antwerp. This archiving procedure is based on the DAVID model solution for e-archiving and was reshaped for the Antwerpian context. Besides the judicial and archival demands, the implementation criteria such as user friendliness and scalebleness were also taken into account. This led to an archiving procedure which goes from creation to the opening up. The chances which e-mail archiving offers to introduce a digital document management in general into the organisation, is also looked into. The report is available on the website of the city archive of Antwerp (<http://stadsarchief.antwerpen.be>) and on the DAVID-website (<http://www.antwerpen.be/david>) from October 15. (Dutch only)

## **DAVID-MANUAL**

The long awaited DAVID-manual will be published by the end of the year. This manual will take the place of the current DAVID-website at the familiar DAVID- webaddress. All the DAVID publications and cases will stay available here.

The manual will consist out of two parts: a judicial- and an archival part. Publishing the manual as a website was a deliberate choice. This offers the advantage of easy access and finding aids.

This manual will be a user friendly and easily controllable instrument for anyone who is involved with electronic record-keeping. It will give a comprehensive overview of the findings and guidelines which have been developed in the scope of the DAVID-project over the last 4 years.

## **POSTREGISTRATION- AND RECORD MANAGEMENT SYSTEMS**

A lot of Flemish administrations use electronic postregistration and record management system or they are interested in establishing such a system. Archiving these informationsystems and their related electronic or digitized documents raise a lot of questions. Based on the DAVID decisionmodel a solution for this is being worked out. This solution is tested against the record-keeping procedure of such information systems at the city of Antwerp. Briefly described, the DAVID-decisionmodel starts from 4 key questions: Who archives? What is being archived? When will this archiving action be done? How do we need to archive? The DAVID-article dedicated to this subject will be published in one of the next issues of the Library-and Archive guide (Bibliotheek- en archiefgids).