

DAVID project bimonthly Newsletter nr.20 October 2003

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### INTERNET ENGINEERING TASK FORCE

The main priority of the working group LTANS (Long-Term Archive and Notary Services) are the long term aspects of electronically signed documents. At the centre of the discussion is the question how data can be validated when the original technique can be cracked or when the data has been migrated to a new format. They also examine the part a ‘notary service’, like an archival institution, can play in this. They don’t intend to offer the solutions themselves, but only to design the necessary standards which allow long term solutions.

IETF: <http://www.ietf.org>

LTANS: <http://ietf.org/html.charters/ltans-charter.html>

### METADATA IN MS WORD DOCUMENTS

A userfriendly solution was found for registering the describing document properties of MS Word documents. In this elaborated example, four metadata fields are provided for: title, author, version, subject. A macro with adjusted messagebox was developed. The filling out of all four fields is compulsory. This VBA-macro was put into a template. Such a template can be used by an organisation to create standard documents. This sourcecode was published on the DAVID-website to enable Flemish institutions and administrations to adjust this macro to fit their needs.

[http://www.antwerpen.be/david/eng/word\\_metadata.htm](http://www.antwerpen.be/david/eng/word_metadata.htm)

### METADATA ON ELECTRONIC DOSSIERS

Metadata does not necessary need to be registered on a document level. Metadata can also be registered on dossier level. However, the common operatingsystems don’t dispose of the necessary functionalities thus a special solution is necessary. DAVID is developing an application for users to assign metadata to every dossier in the common folder structure. The following metadatafields are registered: dossiername, full path, description, year of destruction of the dossier, year of archivation

of the dossier, finding place of the related paper dossier (room, cabinet, drawer). This metadata is placed in the electronic dossier as an XML-document. This makes it possible to go through the folderstructure, for instance once a year, and automatically select all files which have to be destroyed or archived that year. More information on this will become available on the DAVID-website soon.

### **VALIDATION OF LARGE XML-FILES**

A DOM-parser was programmed to validate XML-documents with a large fileseize. The installationfiles of this DOM-parser can be downloaded from the DAVID-website. With the aid of this parser, small as well as large (> 500 MB) XML-files can be checked on their well-formedness or validaty against a DTD/XML Scheme. This tool works on .NET-framework.

[http://www.antwerpen.be/david/downloads/xml\\_validator.zip](http://www.antwerpen.be/david/downloads/xml_validator.zip)

### **ARCHIVING POWERPOINT PRESENTATIONS**

DAVID is examining how PowerPoint presentations should be archived. PDF-archiving is the main line of thinking. We are examining which parts can be migrated to PDF and how this migration can be automated.

### **WORKSHOP “CONTRACTING WITHOUT PAPERS”**

On November 20th, the institute for corporate lawyers organizes a workshop on “contracting without papers”. It goes without saying that the preservation of electronic contracts, is very important. Professor Jos Dumortier and Hannelore Dekeyser will give a presentation on the record-keeping problem. One of the subjects will be the archiving of electronic signatures.