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## CONTENT

New reports  
 The digital archiving of the electoral register (continued)  
 Archive terminology  
 Website: XML-DTD  
 Agenda

## NEW REPORTS

Two new DAVID project reports will appear at the beginning of May 2001:

F. BOUDREZ, *Typology of the digital government documents*, Antwerp, 2001.

The initial purpose of this report was to work out a typology of digital government documents and on that basis to develop a general archiving strategy for each type (part 1). The digital documents of the city administration, the O.C.M.W. (Municipal Centre for Health Care and Social Welfare) and the port authorities of Antwerp provided the necessary material. When information about all these digital documents was gathered, it became clear that the information system itself, rather than the type of digital document, should serve as the basis for an archiving strategy. Given that each information system has to be examined for its functionalities and dependences, there is little sense in designing a typology for information systems. Instead, the information systems were grouped according to function (part 2). This provides an overview of all the digital information systems coupled with the business processes, whose archival value can then be assessed. The overview lays the foundations for an inventory of the digital information systems. In preparing the archiving of the digital information the same questions present themselves time and time again. These questions determine which model should be used and are covered in the third part of the report.

S. VAN DEN EYNDE, *Digital archiving: the legal status quo*. Part 1, Leuven, 2001.

This report is the first part of the research into the relevant legislation relating to digital archiving. It begins by looking at the relationship between preservation and the law and at the preservational obligations our legal system imposes with regard to legally relevant documents. The second and greater part of the report studies the requirements with regard to the form of juridical documents as laid down by law. These requirements aim to ensure that documents are dealt with in a safe and reliable manner. In many cases, however, they are no longer relevant in a digital environment. Therefore, the legislator has to take measures to ensure that digital legal documents are governed by the same guarantees as their paper equivalent. The discussion of the law of October 20<sup>th</sup> 2000 with

regard to the recognition of the electronic signature constitutes the essence of this analysis. The last part endeavours to answer the question of how long digital durability must last from a legal point of view on the basis of limitation periods and preservation times.

The second part of this study will look more closely at how the regulations regarding privacy, legislation with regard to public access and rules regarding copyright affect digital archives.

## **THE DIGITAL ARCHIVING OF THE ELECTORAL REGISTER (CONTINUED)**

Once the electoral register of the year 2000 had been archived as a XML file on CD-ROM (see previous newsletters), the archival service of the city of Antwerp decided to convert the digital versions of the electoral registers of the elections of 1994, 1995 and 1999 to XML as well. The ASCII files of these electoral registers served as the basis for the migration, which was carried out by means of a macro in an ordinary text editor. The macro added a header and footer and replaced the delimiters in the ASCII file with the beginning and end tags of the elements. As each electoral register has its own structure, three macros and three DTDs had to be developed. All the files have since been parsed as validated files. The files are being placed on CD-ROM together with the log files and the metadata. Experience has shown that migration to XML can be carried out relatively easily by the archival service itself. Further information on the macros is to be found on our website.

## **ARCHIVE TERMINOLOGY**

Those involved in the DAVID project have taken a critical look at the draft text for an archive terminology for the Netherlands and Flanders. The draft text was tested for its workability for digital archive records and for the description according to the ISAD(G) standard. Generally speaking, the staff would favour bringing the terminology more into line with the international consensus. Furthermore, they propose introducing a number of new terms and adapting several of the definitions used initially.

## **WEBSITE**

The DAVID website will keep you up-to-date on Antwerp City Archive's use of XML as a standard archiving format. You will find recent information about:

the migration of the electoral registers of 1994, 1995 and 1999 to XML

the problem of diacritic signs and reserved XML syntax characters in the XML files with data from Antwerp's municipal register.

## **AGENDA**

## Reports

F. BOUDREZ, *The digital archiving of websites.*

S. VAN DEN EYNDE, *The OAIS reference model:: what should be preserved and how?* (May 2001)

*Authenticity and integrity of digital archive files: the use of the digital signature* (September 2001)

## Newsletter

Next Newsletter: end June 2001

The previous Newsletters can be consulted on the website.