Paul Wester

TRANSFORMING FEDERAL RECORDS MANAGEMENT
Directive Goals

• Require electronic recordkeeping to ensure transparency, efficiency, and accountability.
  – By 2019, agencies manage all permanent electronic records in electronic formats
  – By 2016, agencies manage permanent and temporary email in accessible, electronic format

• Demonstrate compliance with Federal records management statutes and regulations.
  – Role of Senior Agency Officials
  – Accountability and training
Transforming Federal Records Management

- **2019**
  - Federal agencies manage all permanent records electronically

- **2016**
  - Agencies manage all email records in electronic format
  - SAOs ensure records Schedules submitted to NARA

- **2015**
  - NARA issues improved Request for Records Disposition Authority process

- **2017**
  - NARA completes overhaul of GRS
Transforming Federal Records Management

All updates can be found on the Records Express Blog

http://blogs.archives.gov/records-express/

General Questions: PRMD@nara.gov

Contact Information: Paul.Wester@nara.gov
Managing Digital Records
In the Government of Canada

April 24th, 2014
Canadian Context

Over 50% of enterprises identified that the introduction of technology lead to greater information sharing and changes to data collection.

The Canadian Government plans to ensure that over 98% of Canadians have access to high speed internet, even in the most remote parts of the country, by 2017.

More than half of Canadian enterprises used Internet-enabled mobile devices (2012).
Government of Canada Context

Facilitate Acquisition - Enable Preservation - Offer Access
Library and Archives Context

- Ensure the documentary heritage of Canada is preserved
- Be the source of enduring knowledge accessible to all
- Facilitate cooperation among Library and Archive communities
- Serve as the continuing memory of the government of Canada

240+ linear km of government and private textual records - 3 million architectural drawings - 30 million photos - 90,000 films - 425,000 works of art - 20 million books published in various languages

$96M Annual Budget - 866 Employees

Mandate is enshrined in legislation - Library & Archives Act
Government-wide Information Management Policy Framework

- IM Directive
- Recordkeeping Directive
- Data Stewardship Directive

Standards
- Geospatial
- Metadata
- EDRMS
- ERP

Guidelines
- IM Basics
- Web 2.0
- Business Value
- Litigation Readiness
- Repositories
- IM Planning
- Email
- Retention
- Disposition

Tools

Facilitate Acquisition - Enable Preservation - Offer Access
Delivering Value
Access-based Business Model

- Government Records - Value Stream(s)
- Web Archive - Value Stream(s)
- Published Material - Value Stream(s)
- Other - Value Stream(s)

Value Creation
Service Delivery
Clients

Facilitate Acquisition - Enable Preservation - Offer Access
Services to Government of Canada

- **Legal Deposit:**
  - acquisition, preservation and accessibility of all GC publications

- **Records Management:**
  - disposition authorizations and preservation of government records of enduring value

- **Recordkeeping Advice:**
  - training, RK Portal, RK tools, guidelines, procedures

- **Web Archiving:**
  - harvest of GC websites for preservation and access

- **Risk Management of Documentary Heritage:**
  - monitoring, advice and strategies to address records at risk
Digital Strategy: A Digital Curation Model

LAC recognized as a Trusted Digital Repository

Bibliothèque et Archives Canada

550, boulevard de la Cité
Gatineau (Québec)
K1A 0N4
Canada

Téléphone : 613-996-5115 ou 1-866-578-7777
ATS : 613-992-6969 ou 1-866-299-1699

Télécopieur : 613-995-6274

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