Drafting Guidelines for Electronic Record Keeping: A Collaboration

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About us:

Lorraine Marrey: Secretary

- Training and Engagement Manager with the DRI.
- Librarian (academic, school & public libraries)
- Former chair of School Library Association
- Former Council member of Library Association of Ireland

Joanne Rothwell: Chair of group

- Local Authority Archivist
- Previously Chair of LGARM
- Served as Training Officer with ARA,I.
- Worked on National Retention Policy 2002 and is working on on update to NRP with the LGMA

Topics:

- Electronic Recordkeeping Guidelines Project
- Getting started: The Booksprint event
- Outcomes from the Booksprint
- Electronic Record Keeping working group
- Advice from experts in the field
- Where we are now and what we need from you!
- The future/ expected outcomes
- Lessons learned

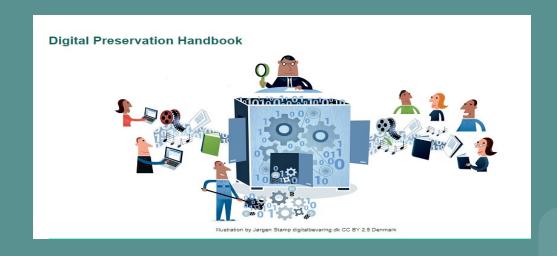
Guidelines for Electronic Recordkeeping Project

- What do we want?
- Specific advice on practical steps
- Taking into account Irish landscape and culture
- Bearing in mind limited resources
- Stepped development
- "Not doing anything to make things worse" "Start on the right foot"



Getting Started

Digital Preservation Coalition <u>www.dpconline.org</u>
Booksprint to gather expertise - advice and guidance from Jenny
<u>Mitcham and Sharon McMeekin</u>



Getting Started

Sprinting to Digital Preservation Event

- Free event
- Online Booking
- LGMA Dublin (transport links)
- 70+ registrations from most counties
- Archivists/record managers/DPOs

SPRINTING TO DIGITAL PRESERVATION

Getting to grips with Digital Recordkeeping: FREE EVENT

Date: 1 February 2023

Venue: Local Government Management Agency, Local Government House, 35-39 Ushers Quay, Dublin 8

Organisations now operate in a digital environment and records are created electronically in that environment But:

- Do you know how to ensure that the records you create electronically will meet the legal requirements for your organization?
- Will you be able to access and store your records in the long term as electronic systems evolve and update?
- Are your records stored securely?

Managing electronic records (born digital records and digitised records) requires collaboration across a range of experiences and expertise and the best approach to electronic recordkeeping is to collaborate. The Digital Repository of Ireland are working with the Local Government Archivists and Records Managers Group and the Local Government Management Agency on new Electronic Recordkeeping Guidelines. A practical and useful support for organisations working with electronic records in Ireland which needs the input of a range of experiences in IT, digital services, data protection, legal requirements, records management and archives. Bringing together a collaboration group provides attendees with the opportunity to exchange ideas, experiences and to discover more about the issues of electronic records and the solutions to electronic recordkeeping.

This event will combine expert speakers and facilitated break-out sessions to collaborate in a "book sprint" to produce practical Electronic Recordkeeping Guidelines.

Programme:

9am	Registration
9.30am	lem:problem:problem:problem:what's the Problem? What's the Solution?-William Kilbride, Digital Preservation Coalition
9.50am	Next Steps in Digital Transformation - Digital Preservation? - Dominic Byrne, Digital Strategy and ICT
10.10am	A Case Study in Digital Preservation-Tamara Thornhill, Transport for London
10.30am	Tea Break
11.00	Facilitated Break out Session : 3 Groups
12.30	Lunch
1.15	Facilitated Break Out Session : 3 Groups
2.15	Report Back on Break Out Sessions and Next Steps

Getting Started

Sprinting to Digital Preservation Event

- Short expert talks
- Facilitated breakout sessions on assigned topics
- Room facilitators/facilitators/scribes
- Live editing of Google Docs to capture outcomes/issues
- Reporting back to main group & discussion
- Practical/ on-the-ground/real-time issues
- Collaboration!



Booksprint Outcomes

- Topics with input from groups
 - File formats
 - CRM Systems
 - GIS Records
 - Financial Management Systems
 - Web Archiving
 - Storage and Back-Ups
 - Records Retention
 - Records Preservation
 - Open Data
 - Legal Compliance and Audit
 - Legacy Media
 - Glossarv



GUIDANCE ON THE USE OF ELECTRONIC SIGNATURES

VERSION CONTROL

VERSION NUMBER	INTERNAL REVIEW	PEER REVIEW	ISSUED TO DRI AND LAS
0.1 JR 20/10/21			

Digital signatures are data which is attached to an electronic document to verify its contents and the interrollies of the signaturione. Digital signatures allow documents to be authorized through electronic transmission and facilitate the authorization of actions and transactions electronically. They can consist or codes that are created using a public key infrastructure (PRQ or encryption or can be the act of affixing a digital image or text to a document. Electronic signatures are admissible as evidence in court and the quality of the evidence they provide can vary depending on the type of digital signature used.

Digital signatures tend to be generated through the use of third party software systems e.g. DocuSign AdobeSign and other "trust services".

eIDAS

Documents required as evidence in court should be gIDAS compliant.

The Betretonic Identification and Trust Services Regulation (eIDAS Regulation 910/2014/EC bittor/flow-de-nounces unfrased-contest/MIXIX/Devision(eVI). 2014 257; 0.007.01 (Fig. 1) a single, standardised regulation that applies across all EU member states and provides a consistent legal framework for accepting electronic identification and signatures. eIDAS requires systems to meet complance requirements as failed out in the Regulation. The Regulation does not faceous reparticular technology but requires any technology to meet the requirements of the Regulation and receive authorisation in an Ultramburstate or for its complance — his recognition as "availatified rusts veriveir" in one EU member state is recognitived in common across all EU member states. Each EU member state has a national body that is an eIDAS acception of the complete of the state of the state has a national body that is an eIDAS acception of the state of the s

There are five types of trust services in e-IDAS

- Electronic signatures
- Electronic seals
- Electronic time stamps
 Electronic registered delivery service:
- · Website authentication certificates

There are 3 levels of e-signature within eIDAS

Electronic signatures: this is the basic foundation level that provides an e-signature in the form
of a digital image or piece of data

ARC-MAN-

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Electronic Record Keeping Working Group

Joanne Rothwell, Waterford City and County Council
Lorraine Marrey, Digital Repository of Ireland
Kevin Long, Digital Repository of Ireland
Joan Murphy, Digital Repository of Ireland
Michael Kirwan, Office of Attorney General
Karel Kiely, Kildare County Council
Patricia Fallon, Meath County Council
Lorraine McLoughlin, Dublin City Council
Jacqui Hayes, Sarah Hayes-Hickey, Limerick City and County Council

Electronic Record Keeping Working Group

- Collaboration
- Met online via DRI Zoom, action points taken & circulated, date for next meeting set (all using Google Docs)
- Each person edited a guideline for cohesion (knowledge/skills)
- All accessed & edited in Google Docs
- Next meeting suggested experts/for each topic central list documented.

Experts feedback to date

Awaiting feedback from Law Society of Ireland and GIS Group UCD Archives, National Archives

"References and aligns with baseline standards" - National Cyber Security Centre

"Everything covered" - Local Authority Internal Auditors Network

Tamara Thornhill Transport for London File Formats - Add email

to Digital Presetavation

present slightly different preservation risks! Legacy Media - Should this be a standalone section or part of Basic Approaches

There are over 35 different files that can have the extension .pdf?! They each have slightly different characteristics, and functionalities and therefore

DID YOU KNOW?

Where we are now

We have drafts for:

- Records Retention
- Records Preservation
- Open Data
- Metadata and Fixity
- Legal Compliance and Audit
- Legacy Media
- Information Security
- Geographic Information Systems
- Web Archiving
- Digital Signatures
- Cloud Storage
- Very draft Basic Introduction

What we need from you!

What do you need?
Is it all covered in the drafts?
Is it in Plain English and clearly explained?
Logical Order?

Please take a look at the drafts and add your comments and feedback.

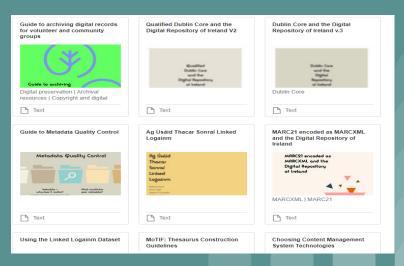
Collaborate and make it a useful tool for yourself

Any suggested experts to approach for feedback?



The Future/ Expected Outcomes

- A Practical Toolkit for Eelectronic Recordkeeping
- Available free online for all organisations
- Good advice to get any organisation started with Digital Recordkeeping
- A resource that is kept up to date so that people will continue to find it useful
- ♦ NOT A SOLUTION but a start
- ❖ A GOOD START



Lessons Learned

Everyone would love to know what the best plan of action is Electronic Recordkeeping is time consuming and can be off putting Therefore:

Collaboration is key to Digital Recordkeeping

- ★ Share our experiences
- ★ Divide up aspects of the work
- ★ No one is an expert in all aspects of Digital Recordkeeping but together we can develop our expertise
- ★ Keep communicating

Thank you!

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