

HOW TO ARCHIVE DATA FROM STATE INFORMATION SYSTEMS?

CURRENT SITUATION AND CHALLENGE

The challenge is to find a solution for the effective transfer of the data from registers and state information systems to the state archives for the purposes of historical and other research so that this information is preserved and accessible to future generations.

WHY IS THIS A PROBLEM

Public sector bodies are managing more and more historically valuable documentary information not in the form of paper or electronic documents, but in the form of information system records. As institutions change their business processes in this way, some of the historically valuable information is not transferred to archives for preservation, as archives to date do not have the means to intercept, store and disseminate information stored in this way. In the absence of the solution on how to take over the data from these information systems for permanent storage, state archives do not preserve part of the documentary heritage – valuable data stored in information systems and registers of state and municipal institutions. Therefore, state archives, institutions storing the data, the public, and potential historical and other researchers suffer.

WHAT IS THE SCOPE OF THE PROBLEM

It is a state-wide problem, as state archives would seek to take over data from part of the Registers, systems registered in the State Information Systems Register, as well as evaluate the data from other public sector-managed information systems for historical and other research purposes.

WHAT TARGET GROUPS DOES THIS EFFECT

This solution would be important both for the state archives (the state archives would supplement the documents stored with significant system data) and for the society (based on these data a new service for users would be created and the quality of services provided by the state archives would improve). The institutions storing the data would also benefit from this solution – they would not have to store excess data, as the data to be permanently stored would be preserved by the state archives.

SOLUTION

After the implementation of the solution, selected records from the state and municipal institutions' information systems and registers for the purposes of historical and other research would be transferred to the state archives in accordance with the requirements set by the Chief Archivist of Lithuania and with defined data selection criteria. The state archives would not take over all the records from the state and municipal institutions' registers and state information systems, but only a small part of the pre-selected records (analogy with the selection of documents (paper, electronic) of historical significance). The scope and the frequency of the records from intercepted registers and state information system would be determined separately for each state information system registry, as this would depend on the nature, scope, frequency of updating and updating method of the accumulated records. Hereby, it will be possible to make valuable content of digital origin (digital copies of documents, electronic documents and records of registers, state information systems) available by means of the information system used by one state archival system institution.

WHAT FUNCTIONS SHOULD THE DEVELOPED SOLUTION HAVE

The solution should ensure:

- export and packaging of selected information system records, together with descriptive information, into information transfer packages and their transfer to archives;
- reception of information transmission packages in archives, their transformation by preparing information storage packages for long-term information storage;
- formation and display of information dissemination packages to provide stored information to consumers (like an e-shop).

WHAT WILL THE DEVELOPED SOLUTION HAVE TO ADAPT TO

It should be possible to integrate the developed solution into/with the currently operating Electronic Archive Information System (EAIS), which is used for the storage of electronic documents.

APPROPRIATENESS OF THE SOLUTION

By the implementation of the solution the mission of the LVAT will be directly implemented – collecting, preserving the unique state's documentary heritage and sharing it. The decision would also contribute to the development of the LVAT priority activity – accumulating the documents and digital content of the National Document Fund and ensuring the development of interactive access to them.

WHAT INDICATORS DO WE AIM TO IMPROVE

The expectation is that the number of digital documents issued to readers, including ADOC format e-documents, available online or on internal networks (reading rooms) will increase. After evaluating the statistical data, it can be concluded that the need and relevance of archival documents is increasing. As the number of state information systems and registers increases, so will the number of documents (ISR records) transferred for storage. And as the number of documents stored, their diversity and ease of access increase, their usability will increase. User queries are expected to be counted.

CONTINUITY OF THE PROJECT

The investment project "Development of Long-Term Preservation and Transfer of Information Systems and Register Records to State Archives" has already been prepared. The Office of the Chief Archivist of Lithuania seeks to obtain funds for such a project.

HOW DO WE PLAN TO DEVELOP IT FURTHER

If the solution is implemented, the Electronic Archive Information System (EAIS) will be modernized, creating opportunities to receive and process, systematize, store, and provide ISR records from state and municipal institutions, establishments, and companies for permanent storage. We also intend to develop and validate the requirements for ISR records and their descriptive information transmission, storage, and dissemination packages, and to establish and validate procedures for the transmission and reception of ISR records and their descriptive information in the EAIS. Legislation establishing the procedures and processes for the reception, storage, and dissemination of ISR records to be kept permanently by state and municipal institutions, establishments, and enterprises will be prepared.

The developed solution could be used by other institutions performing similar functions in other countries. The Office of the Chief Archivist of Lithuania will have to assess how public sector institutions' social network information and e-mails could be intercepted in state archives.

ADDITIONAL INFORMATION

- Investment project „Informacinių sistemų ir registrų įrašų ilgalaikio išsaugojimo ir perdavimo į valstybės archyvus sukūrimas“ (in Lithuanian)
- [CEF eArchiving resources \(specifications, software components, etc\) related to this challenge](#)