



Governance and Recordkeeping *Around the World*

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Canada

Canada

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

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Comments and requests to be added to the distribution list may be sent to the following address:

Liaison Centre
Archives Branch
Library and Archives Canada
550 de la Cité Boulevard
Gatineau, Quebec
J8T 0A7

Email: pdt-drkp@bac-lac.gc.ca

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Section 1—General News

Canada

Library and Archives Canada (LAC)

[Vision 2030: A strategic plan to 2030](#)

Vision 2030 was built around the concepts “Discover. Understand. Connect.” This strategic plan defines the institution’s goals until 2030 and the measures by which it plans to accomplish them. Vision 2030 provides LAC with a framework that will enable it to better acquire, process, preserve and provide access to Canada’s documentary heritage.

See also: [LAC opens its new Preservation Storage Facility](#)

Federal Government—Treasury Board of Canada Secretariat

[Updated Access to Information and Privacy online platform launched](#)

The platform has been enhanced to make it faster and easier for Canadians to request information. Access to information and personal information requests can be submitted to 227 institutions through this single platform. These updates will streamline the process of requesting information and allow international users to submit *Privacy Act* requests.

Australia

[The Data Availability and Transparency Act 2022 is in force](#)

The [Act](#) establishes the [DATA Scheme](#) through which Commonwealth bodies are authorized to share their public sector data with accredited users. The DATA Scheme is focused on increasing the availability and use of Australian government data. The Act establishes the role of the National Data Commissioner, who is the regulator for the DATA Scheme.

Brazil

[Government amends digital strategy to include govtechs](#)

The plan is to create a framework to facilitate the interaction between public sector agents working on digital transformation and start-ups in 2022. The government sees the role of govtechs (technology-based start-ups focused on the public sector) as one of the key measures to enable these improvements.

Estonia

[AI Govstack to help other countries digitalize, will offer virtual administrative assistant](#)

The government is developing artificial intelligence (AI) components that can underpin digital services and is making them available through its [AI Govstack](#). The initiative includes Bürokratt, an AI virtual administrative assistant. Bürokratt is expected to be implemented across 10 government departments by the end of 2022.

France

[National Archives 2021–25 strategy](#) (French only)

The strategy has four themes: Citizens at the centre of our policies; Open archives about the city; Documents and data more accessible to all; and A collective memory for future generations.

Ireland

[Connecting Government 2030: A digital and an information and communications technology \(ICT\) strategy for Ireland's public service launched](#)

The design principles of this strategy are digital by default and cloud-first; all-of-government approach; new ways of working; and privacy-driven and secure by design. The aims include better access to trusted, high-quality digital government services, and secure and transparent reuse of personal data.

See also: [Civil service to recruit over 100 ICT apprentices](#)

Jamaica

[Jamaica Archives and Records Department \(JARD\) preserves documentary heritage](#)

JARD remains steadfast in its quest to preserve the documentary heritage of the country. By collecting archival materials relating to Jamaica, primary materials of cultural value will be preserved. JARD also ensures the efficient and effective management, use and preservation of official information and archival records at all stages of their life cycle.

Japan

[Laws requiring use of floppy disks to be changed](#)

The government has pledged to change laws that require floppy disks and CD-ROMs to be used when sending data to the national government. A review of laws governing the process of submitting information has been initiated.

Netherlands

[Public cloud services can now be used by government departments](#)

The government was previously allowed to use private clouds only, because of risks concerning privacy and security.

Nigeria

[500,000 public servants to be trained on digitization and information technology](#)

This training is intended to improve service delivery. It is in line with the goal of making the public service paperless and fully digitized by 2030.

See also: [Le gouvernement annonce un projet pour former les fonctionnaires au numérique](#) (French only); [Government to adopt blockchain technology for operation efficiency](#)

Saudi Arabia

["Inclusive Government Program" launched](#)

The program provides integrated digital services to the government sector, encouraging the use of infrastructure and common applications. It also raises the level of data sharing among government agencies and achieves integration between them. This enables and accelerates sustainable digital government transformation.

Singapore

[New website to be launched for submission of heritage material in digital formats](#)

The National Library Board (NLB) will launch a new website to allow the submission of materials about Singapore in digital formats such as images and videos. Called "Documenting Singapore Together," the online platform will also allow members of the public to improve access to the NLB's collections by lending their expertise in transcribing, translating and transliterating heritage material.

Tunisia

[Restoration of audiovisual archives to preserve collective memory continues](#) (French only)

The restoration, digitization and preservation of Tunisia's audiovisual archives is a major national project. As of June 2022, some 4,500 reels out of nearly 32,000 have been restored. These archives will be useful for researchers, academics, artists and audiovisual students in particular.

United States

Federal Government

[Library of Congress selects digital platform developer for its vast holdings](#)

A contract has been awarded to implement an open-source information technology platform that will revolutionize how the library's vast physical and digital collections are managed and made accessible. When the platform is fully operational, it will enable users to perform comprehensive searches of the extensive collections of the library.

[Approach for managing email records to be expanded](#)

To assist agencies that are dealing with increasing amounts of electronic records, the National Archives and Records Administration (NARA) is focusing on guidance to help implement ways of managing these records. The "[Capstone](#)" records management guidance approach for email records will be expanded to other forms of digital communications, including text messages, chats and instant messages.

Section 2—Events

Notice: Please be advised that certain conferences may be held online, postponed or cancelled. The following is the most recent information available at date of publication.

Annual Meetings and Conferences

National

April 2023

[2023 British Columbia Library Conference](#)

12–14 April; Richmond, British Columbia, Canada

May 2023

[Saskatchewan Libraries Conference 2023](#)

3–5 May; Saskatoon, Saskatchewan, Canada

[Archives Association of Ontario \(AAO\) Conference 2023](#) (Virtual)

10–12 May

[Workshop for Instruction in Library Use \(WILU\) 2023](#)

16–19 May; Montréal, Quebec, Canada

[52^e Congrès de l'Association des archivistes du Québec 2023](#) (French only)

17–19 May; Québec, Quebec, Canada

[International Association of Privacy Professionals \(IAPP\) Canada Privacy Symposium 2023](#)

25–26 May (training 23–24 May; workshops 24 May); Toronto, Ontario, Canada

June 2023

[Canadian Association of Professional Academic Librarians \(CAPAL\) Congress 2023](#)

1–2 June; Toronto, Ontario, Canada

June/July 2023

[Association of Canadian Archivists \(ACA\) 2023 Conference](#)

28 June to 1 July; Charlottetown, Prince Edward Island, Canada

International

March 2023

[#RLUK23 \(Research Libraries UK\) Virtual Conference](#) (Virtual)

22–24 March

May 2023

[Information and Records Management Society \(IRMS\) Annual Conference](#)

14–16 May; Manchester, England

[Australian Library and Information Association \(ALIA\) Information Online 2023](#) (Virtual)

17–18 May

June 2023

[68^e Congrès de l'Association des Bibliothécaires de France](#) (French only)

8–10 June; Dunkerque, France

[18th Open Repositories Conference \(OR 2023\)](#)

12–15 June; Stellenbosch, South Africa

[American Library Association \(ALA\) Annual Conference and Exhibition 2023](#)

22–27 June; Chicago, Illinois, United States

July 2023

[LIBER 2023 Annual Conference](#)

5–7 July; Budapest, Hungary

[2023 National Association of Government Archives and Records Administrators \(NAGARA\) Annual Conference](#)

18–21 July; Cincinnati, Ohio, United States

[Joint Annual Meeting of the Council of State Archivists and the Society of American Archivists](#) (Hybrid)

22–29 July; Washington, D.C., United States

[10th Annual International Conference on Library and Information Science](#)

24–27 July; Athens, Greece

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada

[Office of the Privacy Commissioner of Canada \(OPC\)—Privacy impact assessment summary for Microsoft Office 365 cloud project](#)

The technology that the OPC currently uses to enhance its operations will be modernized. Additional functions and features beyond the OPC’s current on-premise products will be provided, allowing the OPC to achieve efficient and effective information management to support its program and service delivery.

Belgium

[DIGHIMAPS \(Digital Maps and Archives: Activating Cartographic Collections in a Digital World\) project](#)

Geo-referencing and vectorization of maps and (semi-)automatic recognition of their content will enable more and more maps to be linked to other digital content. The [potential of digital cartographic collections](#) as a key to this new digital environment is examined.

See also: [Cartesius project maps](#)

Finland

[International Standard Name Identifier \(ISNI\) project](#)

Coordinated by the National Library of Finland, the [ISNI project](#), launched in February 2022, will run until the end of 2023. During this time, a comprehensive range of ISNIs will be acquired for the rights holders represented by the copyright management organizations.

France

[Socface project: Artificial intelligence applied to archive documents](#)

The [Socface project](#) will develop technologies for large-scale processing of large series of historical documents. The project uses automatic handwriting recognition to analyze all of the lists of names from the 1836 to 1936 censuses (20 censuses in total). The information available in these nominal lists will be disseminated in Open Access, allowing anyone to browse hundreds of millions of records.

New Zealand

[National Archives—From atoms to pixels: Digitizing very large format archives](#)

Archives New Zealand holds over seven million archives, which come in many different sizes and formats. Some are “Very Large Format,” which means that they are bigger than A0 paper. Our digitization team has made a survey of the very large items, and more than 2,000 were larger than A0. The ones that needed preservation work to address damage or deterioration were identified, and more than 300 were digitized. (Includes video.)

Somaliland

[E-government Capability Enhancement project](#)

The main aims of the project are to enhance Somaliland's e-government capability by establishing a data exchange platform among government institutions, capacity building and institutional strengthening, and improving government network management. A national information and communications technology (ICT) centre will also be established as a hub for ICT capacity building.

Sri Lanka

[National Archives—Digitization of collections project \(phase one\)](#)

Sri Lanka's Department of National Archives is on a major digitization drive that will see 10 petabytes of digital and digitized content archived by 2027. Existing storage will be expanded to 500 terabytes and include digitized documents, and audio and video files. A trusted digital procedure and a "digital store" to preserve digital content archived at the department will be established.

United Kingdom

[British Library—Single Digital Presence project](#)

The Single Digital Presence project will develop a digital platform to improve public access to the collections, exhibitions and online events of libraries across the United Kingdom. The platform will allow libraries to share content and resources with audiences around the world, promote two-way traffic with local library websites, and give national visibility to local events and collections. The beta version will be available for users and the sector by early 2023. See also: [February 2022](#); [May 2022](#); [October 2022](#)

[National Archives—An access service for government project \(born-digital records\)](#)

The UK's archives face the challenge and opportunity to develop an access service for born-digital records. There is currently no tailored solution for government teams to access born-digital records after their transfer to The National Archives. This project will uncover the opportunities and challenges in developing a sustainable, secure and effective solution for government access to these records.

United States

[Library of Congress—Diving into digital ephemera: Identifying defunct URLs in the web archives](#)

This project investigated ways to identify content in the Library of Congress Web Archives that is no longer available on the live web. Identifying and communicating the status of uniform resource locators (URLs) captured in a collection can not only demonstrate the value of web archives, but also illustrate the impermanence of the Internet more broadly.

Products and Tools from Around the World

Canada

[Bibliothèque et Archives nationales du Québec—Guide sur la gestion de l'information des cabinets de ministres](#) (PDF), May 2022 (French only)

Documents in a minister's office must be managed and organized to allow for identification and efficient use. This guide aims to make ministers and their staff aware of the importance of sound management of information and to inform them of their responsibilities.

Australia

[National Archives—Developing an enterprise-wide information management strategy](#)

Topics include: What is an information management strategy?; Things to include; Interaction with other strategies; Information management strategy template; and Parts of an information management strategy.

[State Records Office of Western Australia—Records Management Advice: Working Remotely \("Work from Home"\)](#)

The State Records Office is aware that state and local government employees work remotely, whether occasionally or for extended periods. It is important to remember that recordkeeping responsibilities are the same, whether at home, in another office, in a mobile workplace or in a public space. The advice includes Records and Information Management Working Remotely Checklist, and Recordkeeping Tips and Guidance for All Employees.

Europe

[The Recommendation System](#)

This artificial intelligence–based system recommends cultural heritage objects on the Europeana website to users based on their previous interactions. Every time a user opens an item or gallery page, a set of recommended items is presented at the bottom of the page, helping users to engage with more items on the website.

France

[Doxtreem: Electronic Document Management \(EDM\) solution](#)

Doxtreem is an open, interoperable platform that makes it possible to classify documents, index them and set up business spaces (human resources, contract management, invoices, etc.), integrating classification plans and predefined workflows. This allows organizations to reduce start-up costs and accelerate the deployment of EDM.

See also: [Avec Doxtreem, Numen met la GED à portée de tous](#) (French only)

Kuwait [Sahel app](#)

In line with the government’s vision for Kuwait 2035, “A New Kuwait,” the app unifies and digitizes a wide range of Kuwait government services. The app is dedicated to the modernization of government transactions that deliver e-government services for a range of departments.

Scotland [Scottish Government records management plan](#)

This sets out the Scottish Government’s records management plan, policy and retention schedules as well as plans to digitize its records. There are 15 elements and supporting documents.

South Africa [KYOCERA Cloud Information Manager \(KCIM\)](#)

With the transition to remote and hybrid working, KCIM is an easy-to-implement, user-friendly solution for digitizing all physical business documents and enabling a more agile approach to work. Organizations can move from paper-based to digital document management, enabling remote staff to access documentation anytime and from different locations.

United Kingdom [Digital Preservation Coalition—Computational Access: A beginner's guide for digital preservation practitioners](#)

Computational access, often linked with text mining, machine learning and artificial intelligence, is mentioned with increasing frequency by those in the digital preservation community. This guide has been created to provide an introduction to this topic, and to help the community move forward in applying computational access techniques.

United States [Texas State Library and Archives Commission—One-Page Quick Reference Guides](#)

The Records Management Guidance Library has developed one-page quick reference guides on important topics, with frequently asked questions. The quick reference guides cover disposition, email records, imaging and scanning, local government compliance, and social media records.

Global [ISO/TS 18759:2022 Document management—Trustworthy storage system \(TSS\)—Functional and technical requirements](#)

This document specifies the functional, technology-neutral requirements for trustworthy storage systems. They ensure that electronically stored information will be kept and managed in a protected, secure fashion during the life cycle of the information.

Studies and Surveys

Canada

[2022 Institutional RDM Strategy Survey Report](#)

Written by Lucia Costanzo, Digital Research Alliance of Canada (Alliance) Research Data Management (RDM) Research Intelligence Expert Group (RIEG) Coordinator (University of Guelph), and Alexandra Cooper, Chair, Alliance RDM RIEG (Queen's University); published by the Digital Research Alliance of Canada, July 14, 2022.

The survey was launched in March 2022. Ninety-two responses were received from post-secondary institutions and research institutes with RDM professionals responsible for particular stages related to the RDM life cycle working in conjunction with the Alliance RDM team.

Institutional strategy development across Canada is summarized. Using data from the March 2022 survey, the report suggests additional resources needed to support Canadian institutions in developing RDM strategies.

Australia and New Zealand

[The Pulse of the Industry Report 2022](#) (PDF)

Survey conducted by RecordPoint in partnership with the Records and Information Management Practitioners Alliance (RIMPA), May 2022.

The report is based on a survey that provides an industry-wide health check for RIMPA members and the organizations they support. It provides the opportunity to establish an ongoing annual benchmark.

Key goals of the survey included understanding the maturity of RIMPA member organizations' information management programs, transition to the cloud initiatives, the impact of the pandemic, and approaches to managing a growing data estate. The report provides a number of key strategic and operational insights. It includes recommendations that inform records and information management practices, and it highlights several opportunities for improvement.

France

[Secteur public : quelles perspectives pour automatiser les processus et optimiser les développements d'applications?](#) (French only)

Survey conducted for Appian by Markess by exægis; published September 2022.

Interviews were conducted with 50 decision makers in the French civil service between March and May 2022.

Process automation is recognized as a "high priority" goal for 2025 by 80 percent of French public sector decision makers. Although digital management systems are often used to store public documents, the lack of interconnection and automation is often a major obstacle to effective implementation. The [Appian survey](#) (PDF) highlights the approaches, solutions and skills in terms of process automation and rapid development of applications.

Section 4—Selected Readings and Recordings

Articles, White Papers, Presentations, Reports, Videos and Podcasts

Canada

Statistics Canada: [A Use Case on Metadata Management](#)

Written by Ekramul Hoque, Senior Data Scientist; modified June 21, 2022.

Metadata are data that provide information about other data; in other words, “data about data.” Metadata are core components of data governance, as they impose management discipline on the collection and control of data. Faster insights can be generated when there is access to underlying metadata. Topics include: Why does an organization need a metadata management system?; Metadata use case; and A metadata management solution.

Australia

Article: [Is your information governance being sabotaged by content sprawl? Recognising the red flags](#)

Written by Objective Corporation; featured in *Government News*, August 29, 2022.

As organizations grow in size and complexity, so too does the volume of content they create and govern. It is becoming increasingly difficult to identify what content needs to be kept, and this makes applying correct retention policies a near-impossible task. The article discusses the red flags of content sprawl.

France

[Prédire l'état matériel des documents : Dalgocol, un programme de recherche en intelligence artificielle à la BnF](#) (French only)

Interview with Philippe Vallas, Deputy Director of the Department of Conservation, National Library of France (BnF); featured in *Bulletin des bibliothèques de France*, 2022-1.

Philippe Vallas discusses the opportunities opened up by Dalgocol (Data mining and ALGOritms for the prediction of the state of COLlections). The objective is to test the possibility of using artificial intelligence methods on the computer data produced by the BnF as part of its conservation activities. Approximately two million documents were tested.

Ghana

Article: [Privacy Impact Assessment... why it is important for organizations](#)

By Emmanuel K. Gadasu, Data Protection Officer, Institute of ICT Professionals Ghana (IIPGH), and Data Privacy Consultant and Practitioner at Information Governance Solutions; featured in *Modern Ghana*, April 29, 2022.

Privacy Impact Assessment (PIA) is a tool for measuring compliance, identifying and minimizing privacy-related risks, and demonstrating accountability. PIAs systematically identify the risks that a planned initiative poses to privacy and personal data, as well as examine and evaluate alternative ways for data processing to mitigate these potential risks. The article includes the Office of the Privacy Commissioner of Canada's PIA assessment flow chart.

South Africa

Article: [File analysis, encryption and management of unstructured data](#)

Written by Tiana Cline for Meniko Records Management Services; featured in *ITWeb*, March 15, 2022.

With file analysis, encryption and management of unstructured data, it is important to know what unstructured data exists, with respect to content and volumes, and where it is located. The encryption of files should not be related to a platform but rather be based on the data itself, to protect personal information regardless of whether it is in transit or not, in the cloud or on-premises, or solution-based.

United Kingdom

Article: [Building a bigger home for the British Library collection](#)

Written by Tom Airey, *BBC News*, March 12, 2022.

The British Library's main storehouse, situated at Boston Spa, West Yorkshire, is a marvel. Its collection is stored on 300 miles (approximately 485 km) of shelves tended by robot librarians. But as the library's millions and millions of titles continue to grow, it desperately needs somewhere to put them. The British Broadcasting Corporation (BBC) took a rare tour inside its vaults and found out about plans to ensure that the nation's printed works are preserved.

United States

Article: [Records Inventory 101](#)

Written by Lisa Morris, Municipal Master Clerk, City of Brooksville, Florida; featured in *ARMA Magazine*, April 11, 2022.

In records administration, an inventory is a detailed listing of each record/record series or system, along with a location indicator, and other essential data. It is not a list of each document or folder. An inventory of an agency's documents is required as part of a successful records management program, as is the identification of present retention schedules or the design of new retention schedules for those records. Subjects include: Creating an Inventory Plan; Where and How Are Your Records Kept?; Calculating Eligibility Dates; and Creating an Agency Inventory File Plan or Road Map.

Global

Article: [Bright future for libraries in the cloud](#)

Written by Siân Harris, Publications and Engagement Manager at INASP (International Network for Advancing Science and Policy); featured in *Research Information*, Summer 2022 issue, July 4, 2022.

Despite the widespread enthusiasm for cloud-based library services, their adoption is not evenly distributed around the world. This article looks at what role cloud-based services play in libraries today, their benefits and limitations, and what challenges remain. Organizations profiled include Lancaster University, SAGE Publishing (Talis and Lean Library), and Zepheira, part of EBSCO Information Services.

Books

Selected Readings

Gomes, Daniel, Elena Demidova, Jane Winters and Thomas Risse, editors, [*The Past Web: Exploring Web Archives*](#), 2021.

Structured in six parts, this book provides practical information about web archives, offers inspiring examples for web archivists, raises new challenges, and shares recent research results about access methods to explore information from the past preserved by web archives.

Kipps, Kayla and Allison Kaiser Jones, [*Collection Management in the Cloud: A Guide for Using Cloud Computing Technologies in Libraries*](#), 2022.

As remote work has become routine, cloud-based technology tools have become increasingly necessary to communicate with staff. This guide provides insights into how collaborative, dynamic and accessible these cloud-based solutions are for a technologically shifting workspace, and it considers the challenges to adopting cloud-based solutions.

Miller, Steven Jack, [*Metadata for Digital Collections \(Second Edition\)*](#), 2022.

Since it was first published, library and information science students and professionals have relied on this authoritative manual for clear instruction on the real-world practice of metadata design and creation. Now fully updated, it is even easier for readers to use to acquire the knowledge and skills they need, whether they use the book on the job or in a classroom. The book contains numerous practical examples that clarify common application issues and challenges.

Vialle, Coline and Vanina Gasly, [*La gestion des archives : Maîtriser les documents et les données*](#), 2022.

The management of a community's documents and data is a challenge for the control of information. This book gives an overview of the major missions to be carried out to manage the documents and data of a community. It makes it possible to position the management of "paper" and digital information in a project approach, and to have avenues for reflection and tools to create, collect, store, transmit, communicate and enhance this information.

Wheeler, Christina and Johnny Lopez, [*Mastering Microsoft Teams: Creating a Hub for Successful Teamwork in Office 365*](#), 2022.

This book shows readers how to communicate intelligently and effectively within Microsoft's Office 365. All of the topics required for a full and comprehensive understanding of collaborating within the Microsoft suite of software are covered. Readers are introduced to the architecture and structure of the software before being shown, in a straightforward and simple way, how to optimize the collaboration experience.