

InterPARES 3 Project

International Research on Permanent Authentic Records in Electronic Systems

TEAM Italy

UN SISTEMA DI GESTIONE DOCUMENTALE ALL'ICCROM

Case study 01

Bologna, 12 Aprile 2011

María Mata Caravaca: mmc@iccrom.org

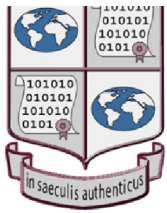
ICCROM



International Centre for the Study of the Preservation and Restoration of Cultural Property



Complexo di San Michele, Roma



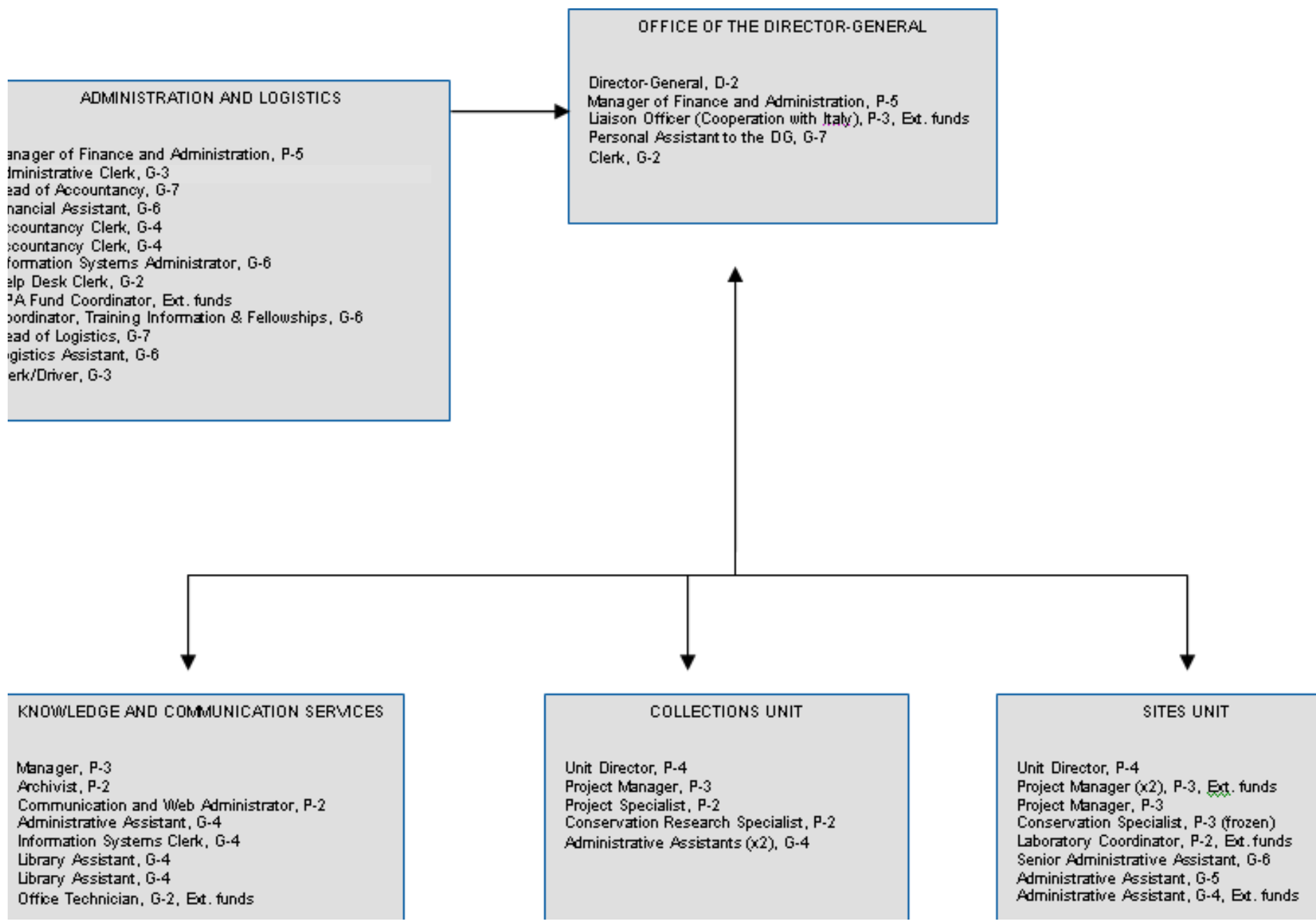
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ICCROM

- Fondato dall'**UNESCO** nel **1956**
- Organizzazione intergovernativa: **129** Stati Membri
- Staff: **35**
- Funzioni: **Formazione, Informazione, Ricerca, Consulenza Tecnica, Sensibilizzazione**





Kareima, Sudan



Behdaidat, Lebanon



Philippines



Venice, Italy

Conservation of Japanese Paper



Tokyo, Japan

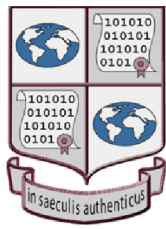


Santiago de Chile

SOIMA



India



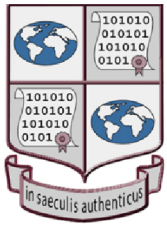
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OBIETTIVI DEL PROGETTO

- Gestire l'archivio corrente con un sistema elettronico di gestione documentale affidabile
- Pianificare la conservazione digitale dal momento della creazione dei documenti
- Applicare i risultati della ricerca di InterPARES: metodologie, metadata, etc.



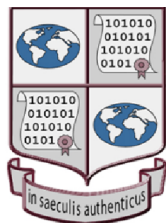
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METODOLOGIA

- **Gruppo di lavoro**
- **Schema di analisi del contesto per i case study**
- **Schema per la relazione sui case study**



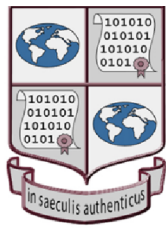
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PIANO D'AZIONE (2009-2012)

1. Quadro di classificazione e di conservazione
2. Software per la gestione documentale
3. Formazione dello staff
4. Manuale di gestione



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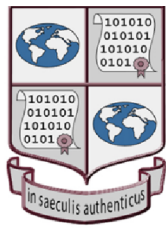
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RISULTATI RAGGIUNTI (2009)

1. Quadro di classificazione e di conservazione

Cod.	I level	II level	III level	Files	Sub-files	Content / Notes	Retention/ Disposal	Confid. records
1	Governance							
1.1		General Assembly						
				No. of Assembly				
					Preparatory work	Correspondence, Forms, ICCROM Award, Inauguration, Exhibition, Open house, Visits, Lists, Services...	4	
					Credentials Committee		4	
					Candidature Committee		4	
					Final documents		P	

Cod	I level	II level	III level	Files	Sub-files	Content / Notes	Retent./ Disposal	Confidential records
1.2		Council						
1.2.1			Appointment of DG				P	Confidential
1.2.2			Council meeting					
				No. of meeting				
					Preparatory work		4	
					Final documents		P	



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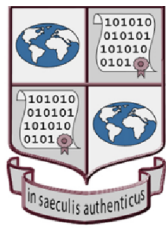
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RISULTATI RAGGIUNTI (2010)

2. Software per la gestione documentale:

- **Requisiti funzionali**

- Ricerca di mercato: selezione del software



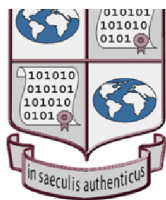
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Requisiti Funzionali

- **Archivistici:**
 - **Protocollare e Repertoriare**
 - **Classificare e fascicolare**
 - **Gestire i tempi di conservazione dei documenti**
 - **Gestire la sicurezza dei documenti**
 - **Reperire / ricercare i documenti registrati**



INTERPAKES 3 PROJECT

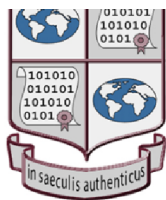
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Requisiti Funzionali

- **Tecnologici:**

- Piattaforme applicative
- Gestione degli e-mail
- Formati
- Altri (Trasferire ed esportare documenti, lavorare in remoto, single sign on)



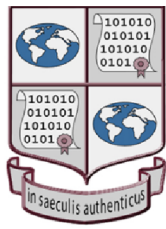
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REFERENZE

- **InterPARES**
 - The Requirements for Assessing and Maintaining the Authenticity of Electronic Records, produced by the Authenticity Task Force in 2002.
 - the General Study on Selecting Digital File Formats for Long-Term Preservation, by Evelyn P. McLellan, from 2007.
- **ISO 15489:2001**, Standard per la gestione documentale.
- **Cheklis**: Supporto alla verifica e alla valutazione dei Sistemi di protocollo informatico e di gestione dei flussi documentali, AIPA / RUPA, 2003.
- **MoReq2 (2008)**. *Model Requirements for the Management of Electronic Records*.



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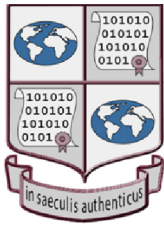
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RISULTATI RAGGIUNTI (2010)

2. Software per la gestione documentale:

- Requisiti funzionali

- **Ricerca di mercato: selezione del software**



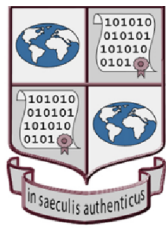
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Ricerca di mercato

- Valutazione del software
- Tre parametri principali:
 - Open source
 - ERMS
 - Software senza vincoli delle normative nazionali
- Selezione del software: Alfresco



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FASE CORRENTE

2010-2011

3. Software per la gestione documentale:

Sviluppo / Implementazione

MEDATADA FOR RECORDS REGISTRATION IN THE PROTOCOL REGISTER

	Incoming mail	Outgoing mail	Internal records
1	ID (given by the db)	ID (given by the db)	ID (given by the db)
2	Registration number	Registration number	Registration number
3	Date of registration	Date of registration	Date of registration
4	Date of receipt		
5	Date of the receipt record	Date of creation	Date of creation
6	Registration number of the receipt record		
7		Writer	Writer
8		Author	Author
9	Name of sender	Name of recipient	Name of recipient (opt.)
10	Address of sender	Address of recipient	
11	Subject	Subject	Subject
12	Number of attachments	Number of attachments	Number of attachments
13	Description of attachments	Description of attachments	Description of attachments
14	Documentary form (<i>letter, e-mail, report, contract, image, video, etc.</i>)	Documentary form (<i>letter, e-mail, report, contract, image, video, etc.</i>)	Documentary form (<i>letter, e-mail, report, contract, image, video, etc.</i>)
15	Classification code	Classification code	Classification code



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REFERENZE

- **InterPARES 2, 2008**
- **Doqui-Acta, Requisiti Funzionali, Parte I (2008)**
- **MoReq2, Appendix 9 (2008)**

[Customize Dashboard](#)

My Tasks

All Tasks ▾

[Start Workflow](#)

1 - 4 of 4

[All Tasks >](#) **Incoming registration for "SRC_SIPA_04.docx"**

Register a document, Not Yet Started

Incoming registration for "Analisi funzionale-SAP.doc"

Register a document, Not Yet Started

Incoming registration for "SRC_SIPA_04.docx"

Register a document, Not Yet Started

Incoming registration for "SRC_SIPA_04.docx"

Register a document, Not Yet Started

UNASSIGNED

Records Management

Configuration and Setup for Records Management site.

Records Management Site

My Profile

[View Full Profile](#)

Administrator

Email: admin@alfresco.com**Phone:****Skype:****IM:**

My Offices

[Create Office](#)

All Offices ▾

[Accountancy](#)

Office

Accountancy

[Archives](#)

Office Archives

Navigation

- File Plan
 - 01 Governance
 - 01 General Assembly
 - 01 Number of assembly
 - 02 Council
 - 01 Selection of Director-General
 - 02 Council Meeting
 - 03 Bureau
 - 04 Director-General
 - 02 Regulatory Activity
 - 01 Headquarters agreement
 - 02 Statutes
 - 03 Policies and Procedures
 - 03 Planning
 - 04 Management
 - 05 Liaison with Member states, institutio
 - 06 Legal Affairs

New Folder | New File | File | Import

Selected Items... ▾

Up | File Plan > 01 Governance > 02 Council

Select ▾



01 Selection of Director-General

Record Folder Identifier: 2011-001031

Vital Record Indicator: No

Created by: [Administrator](#)

Modified on: Thu 10 Mar 2011 12:44:52



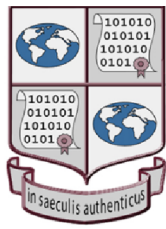
02 Council Meeting

Record Folder Identifier: 2011-001033

Vital Record Indicator: No

Created by: [Administrator](#)

Modified on: Thu 10 Mar 2011 12:45:19



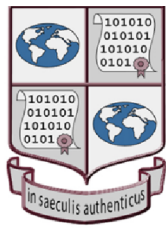
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Prossime fasi (2011-2012)

3. Software per la gestione documentale:
Implementazione
4. Formazione dello staff
5. Manuale di gestione



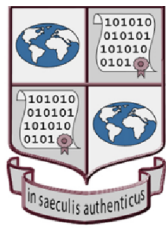
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InterPARES Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records: Principles for Records Creators

- **Trusted record-making system**
 - Documentary procedures
 - Metadata schemes
 - Records forms
 - Access privileges
 - Technological requirements



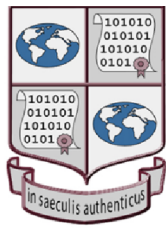
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InterPARES Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records: Principles for Records Creators

- **Trusted record-keeping system**
 - Classification scheme
 - Retention schedule
 - Registration system
 - Metadata
 - Retrieval system
 - Access privileges, etc.



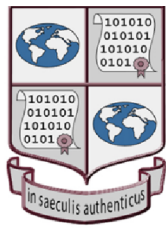
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InterPARES Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records: Principles for Records Creators

- Preservation considerations should be integrated in all activities involved in record creation and maintenance



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Criticità

- Formati
- Autenticazione dei documenti