

# HOW THE NATIONAL ARCHIVE SUPPORTS THE CREATORS OF DIGITAL RECORDS IN PUBLIC SECTOR

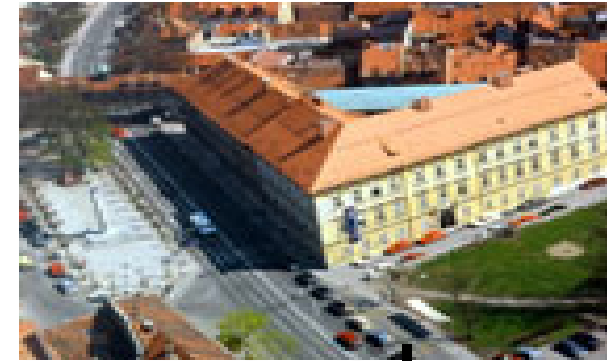
**The National Archives of the Republic of Slovenia**

**Tatjana Hajtnik**

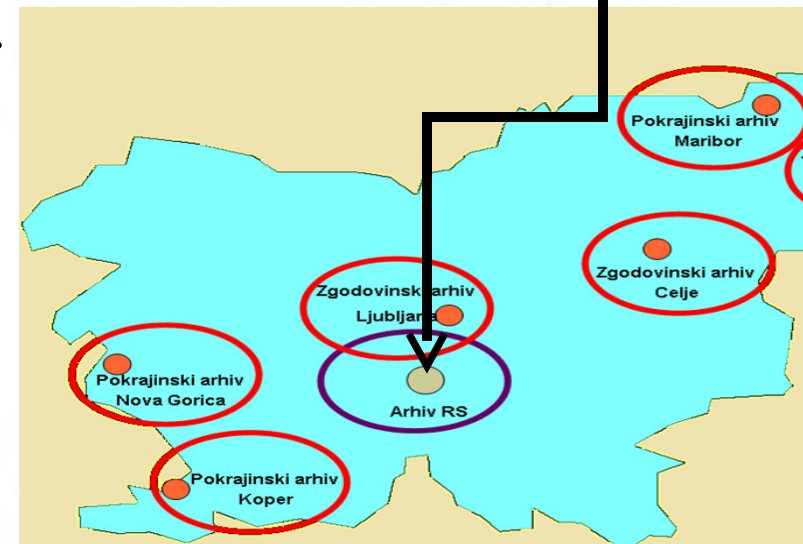
**Judita Mesarič**

# The National Archives of the Republic of Slovenia (ARS)

- Part of the Slovenian public archival service.
- Administrative institution within the organizational structure of the Ministry of Culture.
- The administrator of the national archival cultural heritage of the Republic of Slovenia.
- The regulator in the field of long-term preservation and archiving in the RS.



*Ljubljana*



# 21st century long-term preservation challenges in Slove

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Explosion of documents in digital form places before us great challenges such as:

- understanding the whole life-cycle of a digital data;
- develop appropriate technical guidance, methodologies and national standards for the creators of archival e-records to ensure the long-term preservation on the principles of accessibility, usability, integrity and authenticity;
- providing suitable system for digital archiving to ensure long-term existence of digital heritage.



# Archival material – definition in Slovenian law

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“Archives” are documents being of permanent **significance for science and culture** or **for legal safety** of persons, in compliance with professional instructions by competent archival institutions.

ARCHIVES



# Legal basis for digital preservation in the Republic of Slovenia

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- Electronic Commerce and Electronic Signature Act (**ECESA** – ZEPEP).
- Protection of Documents and Archives and Archival Institutions Act (**PDAAIA** – ZVDAGA).
- Regulation on Documents and Archives Protection (**DAP** – UVDAG).
- Uniform Technological Requirements (**UTR** – ETZ).
- Correlated legislation of different spheres (jurisdiction, health, educational,..) – retention period.



# Regulation of long-term digital preservation in Slovenia

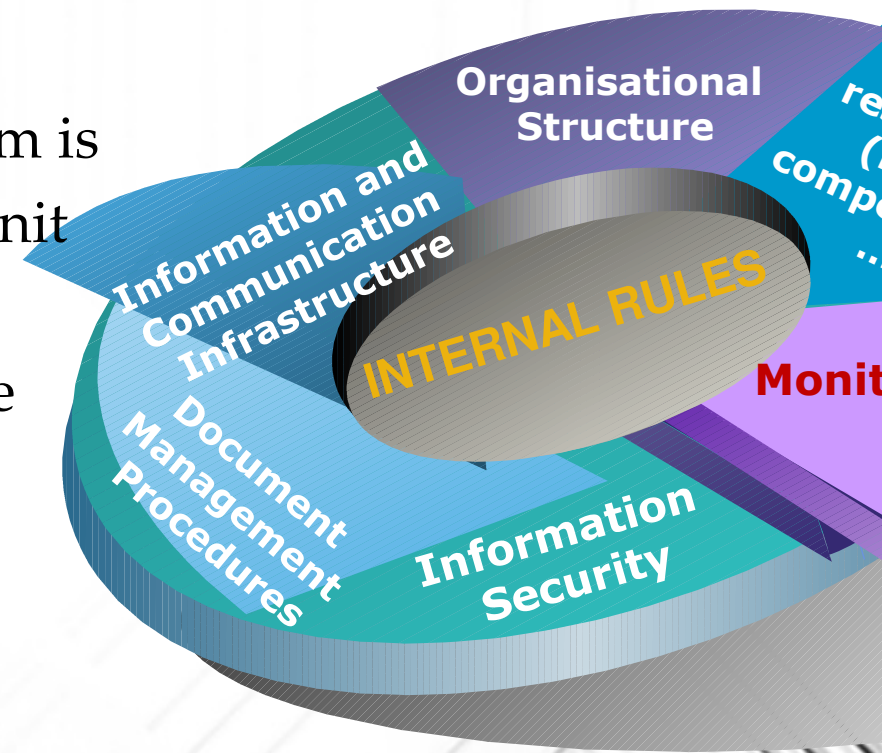
- Uniform Technological Requirements (UTR).
- Education of the employees dealing with documents.
- Registration of equipment and services:
  - obligatory,
  - minimal conditions,
  - administrative requirements.
- Certification of equipment (hardware, software) or services:
  - no certification requirement,
  - minimal conditions,
  - no actual relationship.

**Procedures performed by the National Archives of the RS.**

# Regulation of long-term digital preservation in Slovenia (

- **Internal rules** for capture and storage of material in the digital form

According to the law, every unit of securely stored material in the digital form is considered to be equal to an individual unit of original material if capture and secure storage have been executed in accordance with the internal rules confirmed by the National Archives. (*PDAAIA, article 31*).



# Regulation of long-term digital preservation in Slovenia (

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- **Internal rules** for capture and storage of material in the digital form

**Who should adopt?** Entity (public or commercial), which intent to capture or store materials in the digital form.

**Why should be adopted?** To ensure the legal validity and evidential value of the documents in digital form.

**Legal requirement:** to be confirmed by ARS.

**Mandatory for:** public administration, service providers running for service accreditation.

**Monitoring:** internal or external; at least once a year.

**Supervision authority:** ARS; deploying certified information system auditor.



## Present situation: The results of the implementation of the law (23.9.2013)

	Registration (equipment and services providers)	Certification (equipment and services)
Hardware	47	170
Software	86	26
Services of storing material in digital form	27	4
Accompanying services	24	4
<b>Together</b>	<b>184</b>	<b>204</b>

Confirmed internal rules	Number
<b>Private sector</b>	
Creators	
Providers	
Model internal rules	
<b>Together</b>	

Education (passed a qualification  
National Archives of the Slovenia  
(23.6.2006 – 4.6.2013): **868**

Source: <http://reh.ars.gov.si/index.php?page=webInterface&idDefinition=2#>

# Strategy of the Slovenian public e-archives (e-ARH.si) and Action plan

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- To develop a national e-archive ([project e-ARH.si](#))
- E-archive = common information system for all Slovenian public archives.
- Confirmed by the Government of the Republic of Slovenia in 2010.
- Implementation since 2011.



# Situation today

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- Archive of Republic of Slovenia **is constantly preparing professional technical instructions and check lists** for our ensure safe long-term preservation, **preparation and ing** of e-archival records (f.e. databases, official records, structured or unstructured format, pictures, web pages, e-mail ...).
- Archive of Republic of Slovenia **and assists creators in preparing the e-archival records** (conversion into appropriate formats for long-term preservation, the determination of the metadata)
- Archive of Republic of Slovenia **consults and assists creators in the selection of various tools** (eg, tools for conversion of formats, for long-term protection of web pages,..)
- **Urgent preservation of web-pages and tools** within project e-ARH.si.

**There are no perfect solutions!**

# Project e-ARH.si – tools for creators

- **Software tools** for creators for the preparation and archiving (SIP):

- official records (databases)
- structured and
- unstructured

- **Software** for the retrieval of archival e-records via:

- digital archives (query),
- reading rooms (authorized query - DIP).

- **International standard for digitalization** of archival material.

- Setting up a **portal** for access to software tools, instructions, methodologies....

**This tools will be license-free and every creator will have the opportunity to use them.**



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SECTOR**

**THANK YOU FOR YOUR ATTENTION!**

**The National Archives of the Republic of Slovenia**

**Tatjana Hajtnik**  
**Judita Mesarič**

