





## Analitic summary

### **Transparency towards open government. Technological and organizational challenge**

Daniel Neira Barral

The activity object of analysis and study focuses on the changes and commitments that must occur in public administration for the implementation of a culture of transparency and the provision of open data.

TRANSPARENCY / INFO ACCESS / ORGANIZATION CHANGES / OPEN GOVERNMENT

### **The commitment to transparency. A first report, prospects and future challenges**

Esperanza Zambrano Gómez

Transparency, a key public policy in order to strengthen our institutions, is in an important moment due to the recent entering into force of the Law on Transparency, Access to Public Information and Good Governance. These are first key steps not only to make a first analysis but also to identify and address the diverse questions that need to be taken into account to achieve the real implementation of the culture of transparency in our public organizations.

TRANSPARENCY / ACCOUNTABILITY / CITIZEN PARTICIPATION / PUBLIC GOVERNANCE

## **Documenting opened governments, governing opened archives: deficits in the Spanish model**

Francisco Fernández Cuesta

Does the current model of documenting and archiving public activity support properly the development of open governments?

Based on the definition of open government as a new governance and a relational paradigm grounded on the principles of transparency, participation and collaboration, this essay analyzes from the Spanish example some of the challenges that Archives have to overcome regarding the construction of an open government. Besides, the need to align its governance to the mentioned principles, so that they become true agents for transforming public institutions.

For this purpose, the role of records and archives in the "Republic of Data" is claimed to adopt a model to document from a broader and an inclusive way the activity of these open governments and the society in which they are inscribed, including collaborative strategies to build inclusive or total Archives in which multiple voices may have a place.

OPEN GOVERNMENT / OPEN DATA / RECORDS MANAGEMENT / TRANSPARENCY/  
PARTICIPATION / COLLABORATION

## **Stakeholder participation in choosing open data from procurement records**

Isabel Medrano Corrales, Gema Bueno de la Fuente,  
Eva Méndez Rodríguez

This paper stands from the quality of the data that can be extracted from electronic records, as the Spanish legal system recognizes the electronic administrative documents proof of administrative action. This makes the electronic records excellent providers of open government data.

To validate the selection of the datasets to be published as open data, and set the priority for publication, we have used the methodology of stakeholder's participation through direct interview. Then, we have promoted all stakeholders' interaction through a focus group like debate. The interesting results have led the customization of the metadata application profile in order to add the stakeholder's suggestions. Finally, this study shows sampling datasets that can be extracted from electronic procurement dossiers.

ELECTRONIC RECORDS MANAGEMENT / TRANSPARENCY / OPEN DATA / PUBLIC  
PROCUREMENT / CITIZEN PARTICIPATION / STAKEHOLDERS

## **Participatory archiving. When the archival processing of photographic collections begins at home**

Susanna Muriel Ortiz, Ricard Martínez

We have adapted our professional skills -carried out in various public and private institutions- to the domestic sphere, in order to preserve the family photographic archives. So we have created a teaching program, in which we propose a participative approach in the management of photographic records. From a memory to a gaze. Organize and rephotograph your family archive provides an active role to citizenship in the organization and preservation of their own photographic archives, until the moment of the integration of such files into archival institutions. Through this teaching proposal citizens achieve a basic technical knowledge for the management of photographic documents preserved at home. Other guidelines are also provided to ensure their preservation over time and space. But at the same time, with the help of Rephotography – a photographic technique in which two times overlay in the same space. Past and present melt together to propel these images into the future. Our proposal is an innovative way to dramatize as the family archives build the future.

FAMILY ARCHIVES / REPHOTOGRAPHY / PHOTOGRAPHIC COLLECTIONS / FAMILY CURATOR

## **Valuation of networks in Municipal Archives of provincial capital**

Javier González Cachafeiro, Rebeca Andrés Laso

The main goal of this article is to show the state of art of Social Media in the municipal archives of province capital analyzing potential mistakes, and laying the cards on the table to evaluate strategies in order to improve online reputation.

NETWORKS / ARCHIVES / LOCAL ADMINISTRATION / ONLINE REPUTATION / WEB 2.0

## **Disruptive innovation. Public sector organizations Disruptive** Virginia Moreno Bonilla

The digital transformation and innovation will be a completely transform the way to offer services from public sector organizations. and to do so they will need to use available resources in them, both human and financial. The ultimate goal of this transformation will be to make citizens copartner with the aim that the citizens identify needed services, have an opinion on how to building them and make them available. And thus it produces social innovation whose ultimate goal is to share management with citizens. Disruptive innovation is socially necessary.

DIGITAL TRANSFORMATION / INNOVATION / DISRUPTIVE INNOVATION / SMART CITIES / INTELLIGENT CITIZENS

## **Innovation methodology and tools in the Municipal Archives of Malaga: between tradition, technology and the future**

**María Isabel Vila González**

The duality of the Municipal Archives of Malaga, as document manager and memory manager of our organization and the current regulatory and technological environment made us rethink many quarters in the structure of our working model. Through the Strategic Plan of Municipal Archives System, it is intended to respond to both internal and external, enhancing the role of the Archive as a basic pillar for information, transparency, knowledge management, innovation or real demands of its users eGovernment.

MUNICIPAL ARCHIVES OF MALAGA / RECORDS MANAGEMENT / STRATEGIC PLAN / INNOVATION

## **Archives and Big Data**

**Granada Giménez-Vacas**

This paper presents a general overview to BiG Data phenomena. This introduction is not just a check list or analysis of the emerging software products for massive data management. This paper pretends to explain the generic characteristics of the Big Data in terms of the technical challenge to be solved.

A second aspect analyzed in this paper is the current economical and social impact due to the Big Data phenomena. The advantages, risks and challenges of the new Big Data era are analyzed in the principal industries context.

The last part of the article is dedicated to the challenges of the document management presents to the Big Data technologies. The merging between the search technologies and the Content Analytics will lead the natural language technology evolution in the landscape of Big Data technologies maps.

BIG DATA / TECHNOLOGY / RECORDS MANAGEMENT / ARCHIVES / DATA ANALYTICS

## **Records management vs electronic records management. One or two?**

**Antonia Heredia Herrera**

In Spain record management definitions incorporated in the latest Archives laws, refer to all archival functions implemented by archivists throughout the

records life cycle. That is, from the records production to its permanent preservation. The implementing rules have been developed both by Spanish Ministry of Culture, and by the autonomous regional institutions with competence on this subject

However it is from the enactment of the Spanish Law 11/2007 June 22th on electronic access to public services for citizens, and the development of eGovernment, when the management of electronic records begins to have importance, especially after the publication of the model policy on electronic records management by the Spanish Ministry of Finance and Public Administration. From this moment the record management lifecycle becomes enlarged and standardized encompassing from capture by the system, to preservation.

The different times, spaces and responsibilities, allows us to ask if we are placed front of a single records management model, or otherwise we are talking about two different records management models.

LIFE CYCLE / RECORD MANAGEMENT / ELECTRONIC RECORD MANAGEMENT / RECORDS MANAGEMENT POLICY / MANAGEMENT PROCESSES ON ELECTRONIC RECORDS / ELECTRONIC RECORDS MANAGEMENT / TERMINOLOGY SYSTEM / TERMINOLOGY

## **Archives and digital transformation. Impact of the documentary reengineering in the administrative production**

Joan Carles Faus

Society demands to review current practices of administrative production. Therefore, we must design flexible administrative procedures leveraging existing technology. In order to achieve this flexibility we should employ not only both e-Government and document management strategies, but also indicators of the required administrative competitiveness. In this regard, the experience of the City of Gandia is an example of the creation of files with a significant reduction of documents. In order to measure the impact of this simplification of document productivity, a cost model is applied to documents. This cost model assesses savings, and identifies unnecessary documentary burdens on citizens. The documentary re-engineering is key to the administrative effectiveness, and should be reflected in the design of more efficient production system of public activity: it facilitates automation, it contributes to properly evidencing decision making, and it determines both the quality and availability of the informative heritage.

DOCUMENTARY REENGINEERING / SIMPLIFICATION / DOCUMENTARY BURDENS / PRODUCTIVITY

## **Between “Archive” and the Electronic Records Management Policy**

**Gerardo Bustos Pretel**

At the core of the technological revolution that we are living, trying to outline the electronic administration, the electronic document has an itinerary marked by two fundamental periods: the design of an electronic document management policy and the definitive archive. In order to walk this path we count on a technical regulatory framework and a large-scale technological boost (including the “Archive” application) which allow the progress towards digitalisation as long as we make a cultural effort in the same direction. As is always the case with transitional moments, the uncertainties, questions and unconscious inaction of the new paths constitute the invisible enemy who renders difficult the leap from centuries of paper to the digital future. New concepts such as data conservation and the single archive are awaiting the appropriate response.

ELECTRONIC ARCHIVE / E-ARCHIVE / ELECTRONIC DOCUMENT / E-DOCUMENT / ELECTRONIC FILE / E-FILE / DATA / SINGLE ARCHIVE / INTEROPERABILITY

## **The General Sub-direction of the State Archives of Spain and the new changes of records management**

**Severiano Hernández Vicente, Blanca Desantes Fernández,  
Beatriz Franco Espiño, Ricard Pérez Alcázar**

This article presents certain strategic projects developed by the Ministry of Education, Culture and Sport (MECD), through the General Sub-direction of the State Archives, in the field of records management, with special emphasis on the Management Policy of Electronic Records of the MECD and in the analysis of the main processes of archival treatment that the aforementioned policy articulates and the regulatory frame of application. Also analyzes the structure, methodology and implementation of the Records Management and Archives Administration Model for the Transparency and Access to Public Information Network (RTA), project promoted by the European Commission through the EUROsociAL II Programme. At the same time, the text opens new reflections and lines of action on the professional and technical challenges relating to the preservation and electronic archiving of born digital documentary heritage and the correct records management as a support for the principles of transparency, access to public information and good governance.

RECORDS MANAGEMENT / LEGISLATION / DOCUMENTARY HERITAGE / ACCESS / TRANSPARENCY / GOOD GOVERNANCE / ELECTRONIC ARCHIVE / ELECTRONIC RECORDS / PROCESSES / ARCHIVAL TREATMENT

## **The records management sustainability at organizations' digital transformation**

Fátima Rodríguez Coya

Despite the advantages of organizations' digital transformation, this work wants to raise awareness of its high reliance on energy and nonrenewable natural resources. At this state of digital future uncertainty, we need to improve strong and sustainable record management strategies to become efficient at business and resilient to change and possible economic or technological crisis.

PEAK EVERYTHING / RESILIENCIA / SUSTAINABILITY / INFORMATION TECHNOLOGY / ELECTRONIC RECORDS / RECORD MANAGEMENT / BUSINESS PROCESS MANAGEMENT / CHANGE MANAGEMENT / BIG DATA / CLOUD STORAGE / LONG-TERM PRESERVATION / ARCHIVES

## **The interoperability as an excuse: policies on records management in Spain**

M<sup>a</sup> del Carmen Fernández-Vega

In so far as that any public organization in Spain reflected in its Policy on Electronic Records Management the strategic principles on which must be based management, this legal norm necessarily will reflect organizational adjustments and / or technological upgrades necessary to achieve for this purpose.

Once accepted this assumption, in the framework of standardization established in the National Interoperability Framework (ENI), our purpose is make a comparative analysis of policies on records management recently approved in Spain, in order to assess, as a whole, the operational and organizational solutions adopted to ensure the recovery and conservation of electronic records throughout their life-cycle, and therefore interoperability for a long-time.

Through analysis of selected legal rules for this study, the idea that, beyond the mere adoption of a legislative text on policy on electronic records management, there are many issues regarding interoperability and records management that have not been resolved because not always from public institutions has been taken on the need for these changes.

RECORDS MANAGEMENT / RECORDS MANAGEMENT POLICY / INTEROPERABILITY / ELECTRONIC RECORDS / E-GOVERNMENT

## **NEDA: Description models and formats for the presentation**

Javier Requejo Zalama

This article shows an updated review of the overall situation about Archival Description, introducing a brief summary of the most important events in the last

years related to this topic and that they lead us to a new horizon in which the key is in the Description of multiple entities and relationships between them.

Subsequently, an explanation about the difference between the current description models, and the data presentation models is provided, making particular emphasis on the confusion generated when some organizations identify and appoint as mono-entity a system that implements a multi-entity model with a presentation based on non-relational descriptive records.

Finally, this situation is exemplified using a practical case study where multiple entities according to de CNEDA Conceptual Model for Archival Description can be identified. The case shows the implementation of multiple entities in the Spanish Interoperability Framework and in the Policies for managing electronic records of the Public Administrations.

DESCRIPTION / ARCHIVES / RECORDS MANAGEMENT / ENTITIES / RELATIONSHIPS / STANDARDS / CONCEPTUAL MODELS / EGAD / CNEDA

## **We succeed in carrying out OAIS standard but what we do now? Beyond the myth of OAIS self-sufficiency abstract**

Pepita Raventós, Alessandro Alfier

The paper analyzes the challenging relationship between the OAIS standard and its implementation in specific and concrete frameworks, represented by complex systems used by the public administration and made up of digital archives preservation functions, lined up with digital records management functions. At first the paper points out the nature of OAIS as a reference model. For this reason the standard does not enable to resolve, directly, all the challenges that creators and custodians have to face when they concretely decide to put into operation a long-term preservation archival system. In fact the solutions can arise only from an OAIS interpretation process – that is from its contextualization – carried out by each creator and custodian, who thus can make concrete the general concepts of the standard and adapt them to its legal, organizational and archival contexts. In the paper this dynamic is illustrated through two examples belonging to different realities: the first one is the records and archives management program of the Spanish University of Lleida, representing the creator perspective; the second one is the long-term preservation system of the Italian corporate body ParER, representing the custodian vision.

DIGITAL ARCHIVE / LONG-TERM PRESERVATION / OAIS / RECORDS MANAGEMENT

## **EAD3, authority records, open data and linked open data**

Xavier Agenjo Bullón, Francisca Hernández Carrascal

The paper presents a review of significant milestones in the evolution of the presence of Archives on the Web, and the standards that have contributed to it, especially Encoded Archival Description. It summarizes the goals to achieve in the revision of this standard to its latest version, EAD3. It also analyzes the evolution of Open Data and Public Sector Information, and exemplifies the application of EAD3 for reusing this information.

REUSE OF PUBLIC SECTOR INFORMATION / ENCODED ARCHIVAL DESCRIPTION / OPEN DATA / LINKED OPEN DATA

## **Digital preservation in the cloud as a model for future**

Francisco José Valentín Ruiz, Federico Gramage Roselló

The discipline of digital preservation has accompanied the evolution of information technology from its origins but the problems identified have not undergone major changes. However, the main challenge facing the coming years is related to the management and preservation of growing volumes of information which requires storage systems and functions derived from the digital age that surpass capacities offered by conventional physical media. In this line, the strengths and weaknesses of three types of storage solutions are analyzed and compared: optical disks, storage arrays and cloud services. In conclusion, the work states that cloud solutions provide a more complete response to the needs of digital preservation but there is no storage solution that can answer alone to the demands of preservation of digital objects in the long term.

DIGITAL PRESERVATION / CLOUD PRESERVATION / CLOUD COMPUTING / OPTICAL MEDIA / STORAGE ARRAYS

## **The digitization documents process in the archives of the Palencia County Council**

Pilar Rodríguez González, Areños Muñoz Rodríguez

Since 1996 the Palencia County Council has carried out several copying programs from the original documents in formats that have developed at the same time as new technologies and resources available. Keeping the documents in proper conditions and offering a good service to the community were our first and foremost aims.

Digitalization and its incorporation into the new approaches to the electronic Government administration are often being difficult and lacking or

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similar criteria. A joint and coordinated action among archives, administrations and citizens is required.

PROVINCIAL ARCHIVES / MUNICIPAL ARCHIVES / PRESERVATION / ACCESSIBILITY / DATA OPERATING

### **Progress on the digitization of documentation reparcelling**

**Maria Antonia Fernández Amor, Margarita Ausín Íñigo**

The archive of Land Consolidation of Palencia is seeing the evolution of its documentary collections, by the introduction of an on-line administrative procedure in the Ministry of Agriculture and Livestock website, which results in the digitalization of their collections.

LAND CONSOLIDATION / ADMINISTRATIVE PROCEDURE ON-LINE

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