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Abstract

* Developing Electronic Records Management System (ERMS)
  * Formal communication systems
  * Business transactions
  * National/international standards,
  * Legal regulation
  * Expectations!!!
* Integrations with E-government applications, Trustworthy, Interoperable, Accessible, Reliable electronic systems for formal communication and business transaction
* Structure of ERMS
  * Transforming
  * Creating a model like Ankara University’s “Electronic Records Management and Archive System” (e-BEYAS) Application.
Introduction

* ERMS Applications should consist of several variants such as the **type, management and legal system** of the university
* Its **structure (nature)** of **management applications and administrative system**,  
* The **traditions** of the country, substructure of **national records management** and development level of records management activities in the country (Özdemirci, 2012, p.9).
* ERMS means: **creating the records, signing it with electronic signature, destruction and archiving** of the records in electronic media.
* **Hardware and software** are not adequate alone in order to manage electronic records.
* **Meeting the requirements** of the institution and complementing the application (Özdemirci et al., 2013; Bayram, Özdemirci and Şen, 2012).
Creating Records Management Applications

* Organizational systems together with its technical infrastructure
* Work flows and processes, modules, system architecture and other elements
* Organizational culture and characteristics are depending on the institutionalization process
* Standard applications in everywhere
* ERMSs, which is managed within the frame of long-term plan, purpose and target decided by the institution.
* Ankara University e-BEYAS application is not only a unique example of ERMS that are applied by being institutionalized in the universities in Turkey, but also an application that can be guide for developed ERMS or ERMS that will be developed in the future.
Since the universities are contemporary education institutions among the institutions

First of all some studies were carried out on records management and archive procedures in the universities.

As part of these studies BEYAS Model developed by Prof. Dr. Fahrettin Özdemirci and practiced in Ankara University, is a study that leads for records management and archive system to the other institutions.

The successful practice of BEYAS model in Ankara University paved the way for transition of this model into electronic media.

The project “Modeling of The Transition Process to Electronic Records Management and Archive System for Universities (e-BEYAS-M)” which is the second stage of BEYAS project was developed by Prof. Dr. Fahrettin Özdemirci.

The requirements, organizational structure and work flow process of the university, and basic characteristics of Ankara University ERMS application were determined according to the data obtained in the studies on e-BEYAS-M project and BEYAS model.
**Development of e-BEYAS**

* Ankara University started to work through preparing the project of “Electronic Records Management and Archiving System”, in short “e-BEYAS”

* The studies targeted to develop and implement its own ERMS application.

* e-BEYAS is a software and integration project which includes procedures of trainings and practicing

* A software conducting establishment and institutionalization procedures in the university that enables transferring work flow of Ankara University into electronic media

* e-BEYAS is producing, managing, accessing, preserving, archiving and reporting of records and documents in electronic media in accordance with the institutional structure and the concerned regulations by of applications.
e-BEYAS completed by implementing following institutionalization works, but its institutionalization process is still ongoing

* A project was prepared on e-BEYAS, project plan and project team were created.
* Ways and methods were determined,
* Different analysis carried out by question-answer in rectorate units, all faculties/colleges/vocational schools/conservatories and all research and application centers.
* Record flows, usage scenarios, work diagrams and schemes developed
  * Determined through institutional analysis
  * by taking the Regulation on Official Correspondence Rules and Principles and TS13298 Electronic Records Management Standard as references in Turkey.
Records Production Process

First Initials Owner (producer of the record)
- Personnel (Standard user) writes and signs in initials through record editor.
- Records are given number with first initials.

Other Initial Signers
- Other initial signers examine the record.

Signer
- Signer examines the record.

*Record is given a date when it is signed.
*If it is an internal record, it is sent to registration clerk of the concerned unit after signed.
*When it is signed, a message is sent to the personnel on the signature route.

Internal

External
*Record is given a date when it is signed.
*Record that will be sent to external is given a date and sent to postal service. (It is sent to unit/central registry postal service)
*When it is signed, a message is sent to the personnel on the signature route.

Necessary corrections are made and record is signed in initials again.

Route of record should be determined by writer (initial signer and full signer).

If record is updated or resent, it is sent to the chosen person/persons in signature route.

Records in ongoing process can be erased/cancelled by the last signer before signing in approval flow. But the number of the record cannot be used again. But the information about the record is kept in system logos.

The copy with initials of the signed record is filed with standard plan code determined when it was produced.
Life Cycle of Records

- Created or received records
- Classified file units
- Re-access
- Transferring
- Usage

- No Information belongs to you if you couldn’t access to it

F. Özdemirci
Development of e-BEYAS

As part of the The process of “records creation” e-BEYAS electronic correspondence is created capable of sent, read, resent, answered and filed, consists of 6 (six) parts as editor, information, template, the associated record, concerned record and annexes.

In information part, metadata of e-correspondence are defined.

File plan, theme, classification level of records, priority level of records, and approval flow metadata are defined as “obligatory field”

The records retention schedule, requirements, duration and meaning of law (Right to Information Law, Normal and Personal Data Protection Law) are defined as “non compulsory” fields.

Compulsory and non compulsory parts are determined according to BEYAS IK 05 Regulatory Statute of Correspondence and document/record registration procedures of Ankara University.
Development of e-BEYAS

- Units having different work flow and work process
- Differences of these units were identified according to the main work flow process
- In the analysis, characteristics of the records and recor workflows were determined.
- The differences between general records flow in universities and general records flow in ERMS determined by TURKSAT were specified.
- In the preliminary/differential analysis, general targets and expectations were identified.
- Logical model of e-BEYAS application was formed according to the results of the preliminary/differential analysis.
Development of e-BEYAS

* Determining technical infrastructure requirements of the university thanks to E-BEYAS application, and necessary hardware, software and systems received from semi-commercial company TURKSAT.

* Basic infrastructural needs of e-BEYAS applications were determined.

* E-signatures, e-signature library, time stamp and other applications were obtained in order to use in e-BEYAS application.

* Statement and logo changes in the interfaces in e-BEYAS application software were changed within the frame of records management and archive discipline.
Development of e-BEYAS

* Characteristics of test servers, where trials and tests can be made independently from live application servers determined

* The software and applications established on test servers.

* Codes of units, personnel, titles, duties and institutions, which are the basic data of e-BEYAS application, were prepared in the appropriate format of standard file plan, and transferred to e-BEYAS application.

* The roles in e-BEYAS application were determined by taking the personnel, who take place in usage scenarios of work flow processes in the preliminary/differential analysis, as reference.
Development of e-BEYAS

- Dynamic system was used in flows and signature routes in e-BEYAS application.
- E-BEYAS responsibilities were determined in the units.
- All guide, education and support documents concerning e-BEYAS application were prepared according to the user and manager of e-BEYAS application.
- In e-BEYAS application, trainings/informings/meetings were grouped according to the personnel and made in different periods.
For the BEYAS and e-BEYAS models developed by Ankara University, trademarks in the name of BEYAS and e-BEYAS Ankara University were registered.

E-BEYAS application “call center” and “help desk” was established.

An internet website (http://beyas.ankara.edu.tr) belonging to BEYAS Coordination Office was established.

A training application of e-BEYAS, different from live e-BEYAS application, was developed in order to make the trainings more efficient and provide the personnel with trials in e-BEYAS applications.
Conclusion

* To manage electronic records in ERMS application not only standards and regulations but also organizational structure organizational needs should be analyzed.

* A system designed, developed and applied for one institution may not meet the requirements of another institution.

* But created systems and practical knowledge can be good example for the other organizations.

* Interoperability is so important for organizations not only in universities but also national and international relations.
Conclusion

- From Organizational archive to organizational data warehouse ...
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MANY THANKS

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