



The Process of Institutionalization of Electronic Records Management Systems in Universities: Ankara University e-BEYAS Application

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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, Accesible, 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.**





Ankara University e-BEYAS Application and Institutionalization

- * 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

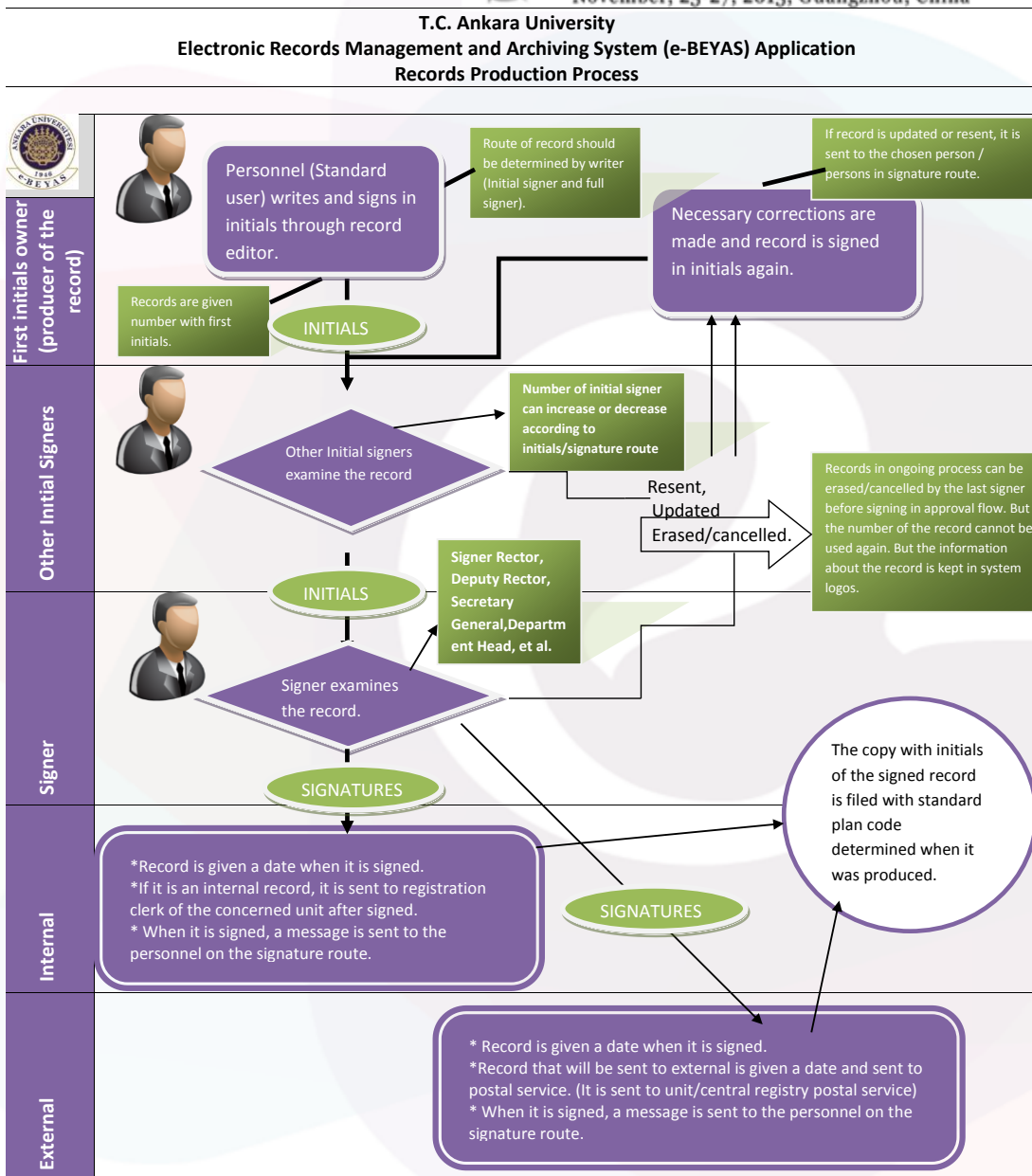
- * Ankara University started to work through preparing the project of “Electronic Records Management and Archiving System”, in short “e-BEYAS”
- * The studies targeted to develop and implement its own ERMS application.
- * e-BEYAS is a software and integration project which includes procedures of trainings 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.





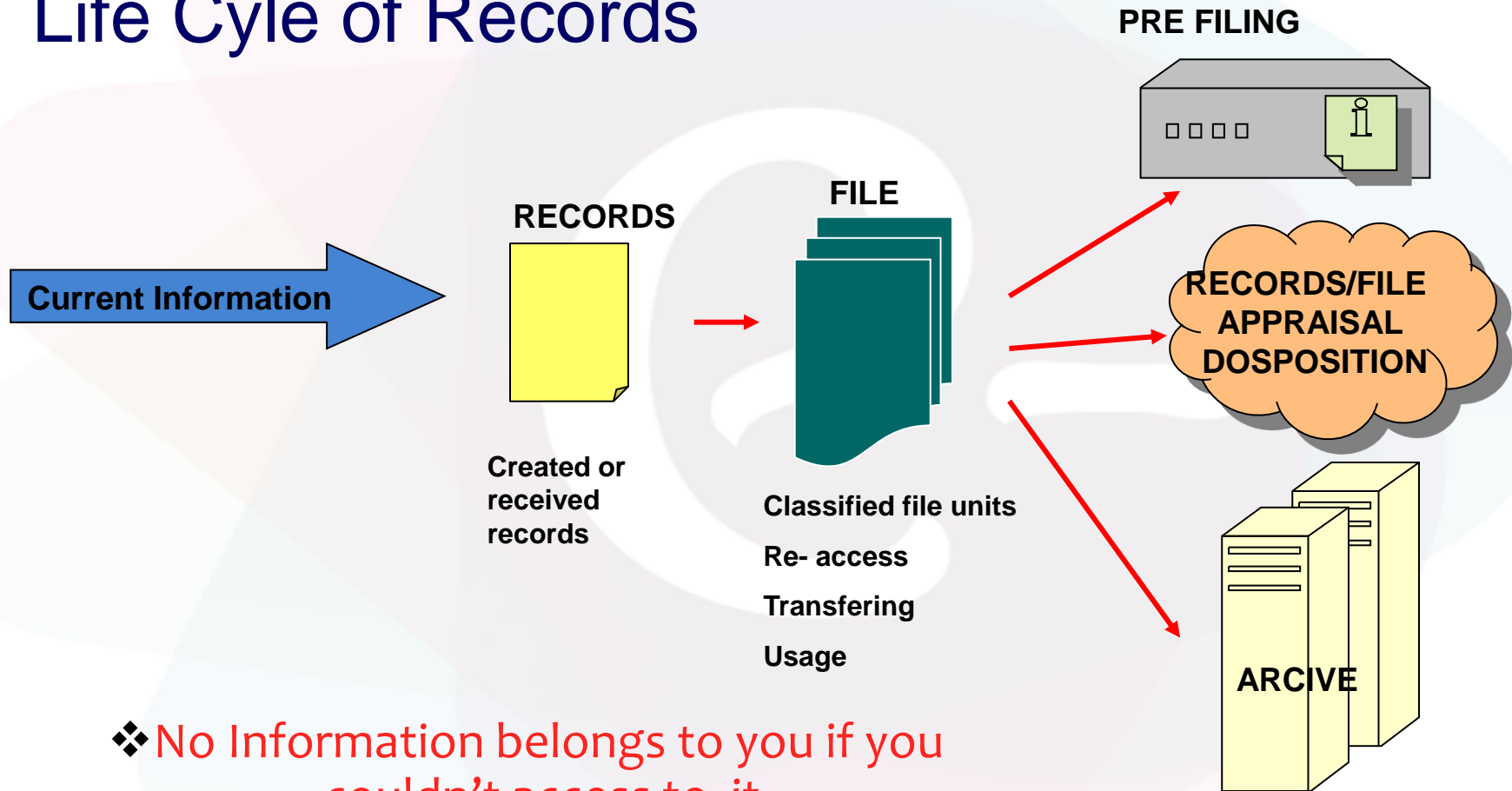
e-BEYAS completed by implementing following institutionalization works, but its institutionalization process is still ongoing

- * 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 .





Life Cycle of Records



❖ 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
 - * cabable 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.





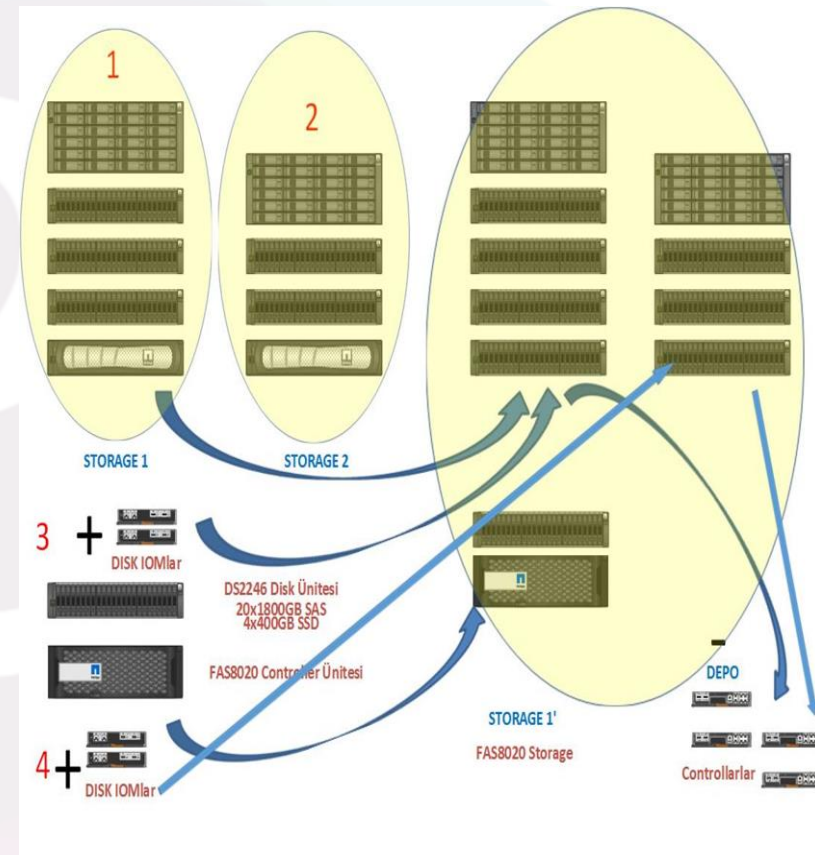
Development of e-BEYAS

- * 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 infrustratural 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.



Elektronik Belge Yönetimi ve Arşivleme Sistemi(e-BEYAS), T.C. Ankara Üniversitesi'nin iş süreçlerinin gerektirdiği her türlü belge/evrak ve dokümanların içerik, format ve ilişkisel özelliklerinin korunarak kurumsal yapıya uygun bir modelde güvenli olarak üretilmesi, merkezi kayıt altına alınması, saklanması, arşivlenmesi, erişimi ve rapor alınabilmesi fonksiyonlarını yerine getiren elektronik sistemdir.

TURKSAAT


Elektronik Belge Yönetimi ve Arşivleme Sistemi - Uygulama Sayfası


Kullanıcı Adı

Şifre

e-imza (NES) ile Giriş

e-BEYAS GİRİŞ






Konfigurasyon Testi

v3.5.67.9.17831 | © Tüm hakları saklıdır. [Türksaat A.Ş.](#)

Belge No: TSE-65890

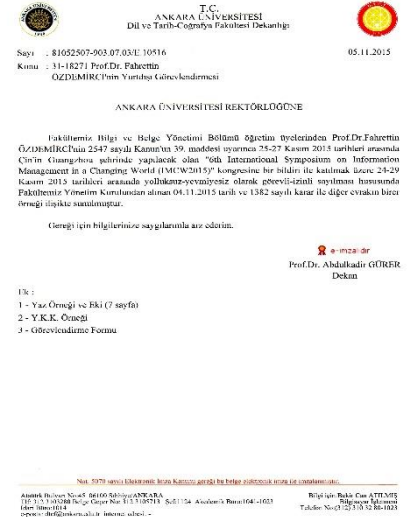


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Development of e-BEYAS

- * 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 ...



2007 - 2009



2013 Trademark of eBEYAS



2011-2013



2013



2012-2013



2014-2015





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MANY THANKS

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