

Transition Process of E-records Management and Archiving System in Universities: Ankara University

S. Özlem Bayram[†] and Fahrettin Ozdemirci[‡]

[†]Information & Records Management, Ankara University, Faculty of Letters, Atatürk Bulvarı No: 45 Ankara, 06100, Turkey

[‡]Information & Records Management, Ankara University, Faculty of Letters, Atatürk Bulvarı No: 45 Ankara, 06100, Turkey

Abstract: *How the records management and archiving system should be structured in universities is firstly defined by means of "The Project of Records Management and Archiving System for Universities (BEYAS)", and doing fieldwork it was realized in Ankara University. As the continuation of BEYAS Project completed in October 2009, the Modeling of Transition Process of e-Records Management and Archiving System in Universities (e-BEYAS-M) Project was started in April 2011. In the paper, the studies of the project, which is carried out within the cooperation of Ankara University and National Archive and supported by The Scientific & Technological Research Council of Turkey, are discussed.*

Keywords: *Records management, E-records, Archiving system, Information management.,*

I. INTRODUCTION

In the transition process of e-state portal all over the country, important progresses directly about records management have been made particularly in public institutions since 2002. E-State* Service designed in order to present integrated public services for the citizens and the business world need was put into service in 2008. To widen the service area is planned in next days.

An important part of public institutions has technologic structure that can operate information in electronic media. However, they have not completed the studies that must be done on management of information processed in electronic media (Özdemirci & Bayram 2009). Particularly universities among the public institutions have not displayed acceleration on a level enough for taking part in e-state portal. This situation might be attributed to not transforming universities into a substructure that provide managing the records produced in work process in a systematic way and transferring the whole process to electronic media. The records concerning public activities should be discussed as a managerial component of work process and they also should be seen as a part of e-transformation. BEYAS (Records Management and Archiving System in Universities) Project has been carried out in order to constitute a substructure that can

provide managing the records produced in work process in a systematic way before the transition process of universities to e-records management. BEYAS Project*, which was carried out within the cooperation of Ankara University and National Archive and supported by TÜBİTAK (The Scientific and Technological Research Council of Turkey), was completed in 2009. With this project, basic models and processes that will help forming an e-records management and archiving system have been brought up. By means of this model, an applicable structure for all universities was defined; all work procedure was determined and realized in Ankara University. The model, which has being applied in Ankara University, has been suggested to the other universities by YÖK (Higher Education Council) since January 2010. Today, an important part of records management and archiving is undoubtedly its electronic dimension. However, the transition process of electronic records management and archiving will be possible only after forming the structure of records management and archiving system in universities. For this reason, the conclusions and outcomes of BEYAS Project are the basis of making suitable modeling for universities' structures and designing the suitable software for this in transition to ERMS (Electronic Records Management System).

In the paper, the studies on e-BEYAS Project*, which will be basis of transition process of ERMS (Electronic Records Management System) that is projected to be model for the universities and will be realized by doing fieldwork, is discussed.

II. ANKARA UNIVERSITY AND THE PROCESS COMPONENTS OF BEYAS

A. Ankara University and BEYAS Model

Ankara University, founded in 1946, is a big and rooted university including 14 Faculties, 12 Institutions, 1

* The executor of the "Project of Development of Records Management and Archiving System in Universities" is Fahrettin Özdemirci; (TÜBİTAK-SOBAG Project No: 107K195), 2009.

* "Modelling of Transition Process of Electronic Records Management and Archiving System in Universities Project (e-BEYAS)" The executor of the Project: Fahrettin Özdemirci; Researchers: S. Özlem Bayram, Mehmet Torunlar, Selvet Saraç (TÜBİTAK-SOBAG Project No: 110K592), 2011.

* E-State Service of Turkey can be accessed through <https://www.turkiye.gov.tr>

Conservatory, 10 Institutions of Higher Education, 35 Research and Application Centers, 2 Hospitals; and totally 7411 personnel of which 3402 are academic, 4009 are administrative.

BEYAS Model is created by forming an institutional structure and determining process that are appropriate for ISO 15489 Records Management Standard for the purpose of executing the records and archiving procedure according to the principles and methods of records management and archiving in the frame of the studies of BEYAS Project.

Studies on analyses about records management and archiving processes were made in Ankara University, a structure of records management and archiving system for Ankara University was formed by depending on the obtained data; and processes on records management and archiving were determined and application guides were produced and put into practice.

B. Process Components of BEYAS Model

Records and archiving procedures is a whole beginning from production of record with filing system, storing plans, and studies on assessment-selection-destruction and arrange of files, continuing with transfer procedures and it necessitates process management. In this context, the process components can be summarized as following below:

Forming Policy and Strategy: Records management and archiving policy and strategy texts formed for Ankara University are examples for other universities.

Process of Correspondence and Records Production: Common rules were developed in order to use in all service units for effective written communication and the rules of written communication applied in Ankara University started to be used in other universities.

Process of Filing Procedure: The file plan of main subjects showing institutional functions, activities and procedures of universities in a hierarchical way was prepared with National Archive in Ankara University in the scope of the project. The file plan, which was prepared and applied in Ankara University, was made obligatory to use in all universities by the directive of National Archive in 2010.

Application Process of Retention Plans: Storing durations of records/file, which will be used as guides in elimination procedures (assessment-selection-destruction) of records in universities, were determined and they were related to file plan.

Process of Assessment-Selection-Destruction Procedures: The structure and working essentials of "Records/File Assessment – Selection - Destruction Commissions" were determined again as appropriate for the institutional structure and processes of BEYAS and put into practice in Ankara University. This application, which envisages adding the responsibilities in records creation to assessment-selection-destruction of the records as well, is considered to be applied in other universities, too.

Process of Archive Records' Transfer Procedure: The processes of records/files' transfer from units to archive of units, from archive of units to archive of institutions, and from archive of institutions to National Archive, were determined.

Awareness education for every personnel in every position in Ankara University was arranged in order to achieve workability in applications of records management and archiving on university level. Furthermore, documents on every kind of forms and procedures about the process are provided to be shared on website. BEYAS website (<http://beyas.ankara.edu.tr>) has been put into service for access of the other universities. A guide book was prepared and published as the outcome of the project (Özdemirci, Torunlar & Saraç, 2009).

C. Model of E-BEYAS and Institutionalization

E-records management is an application that consists of all records and information flow, life period of each record and e-archiving processes in an institution (Özdemirci & Bayram, 2009).

The study of "Modeling of Transition Process of Electronic Records Management and Archiving System in Universities Project (E-BEYAS-M)", which was started on April 1, 2011, will be built on the conclusions and applications of BEYAS. This study will be the initiator of effective managing of transition process of e-records management and archiving systems and developing sustainable e-records systems. The following study topics will be aimed at executing in the scope of this project:

- Defining the targets of institution, unit and process and making institutional, functional and legal analyses,
- Developing, practicing and evaluating of forms for information obtain on processes,
- Making examination, negotiations and papering in units for necessary cases,
- Determining work processes and records flow and preparing flow schemes of concerning process,
- Defining the hierarchies,
- Determining the owner and responsible ones of the process and determining the relations between the processes,
- Revising the critical processes,
- Determining and designing standard e-record patterns/forms belonging to the work processes, and creating process schemes,
- Making Ankara University BEYAS process to overlap with Electronic Records Management,
- Fictionalizing and modeling the design of transition process of e-records management and archiving system,
- Evaluating the obtained findings and outcomes, papering and publishing the guide book.

III. CONCLUSION

The experience gained from Ankara University's BEYAS (BEYAS & E-BEYAS-M) Projects show that the components structured as "Work Process", "Institutional Culture" and "Institutionalization" in transition to ERMS, are basic fields changing according to the institution. For this reason, to realize these three components necessitates different application approaches for each institution. The institutions invest in ERMS software in order to increase their productivity and rivalry power. However, administrative and working structure of the institution should not be structured according to the software; the software should be provided to serve the institutional structure. This needs that the institutions should consider forming ERMS systems in national and international standards and manage the process well by taking the differences of institutional features into consideration.

REFERENCES

- [Özdemirci, F. and Ö. G. Bayram \(2009\). Approaches of E-Records Management in E-State Transformation Process in Turkey, WSKS-2, 2009, Chania, Crete, Greece, September 16-18, Proceedings. M. D. Lytras et al. \(Eds.\) WSKS 2009, CCIS 49, pp.395-403, 2009, Springer-Verlag Berlin Heidelberg.](#)
- Özdemirci F., M. Torunlar and S. Saraç (2009). *Üniversiteler için belge yönetimi ve arşiv sistemi-işlemleri (BEYAS) el kitabı*, Ankara

* This Project is supported by "The Scientific & Technological Research Council of Turkey" and "Ankara University