Mobile Approaches to Electronic Records Management in Transformation of Government Organizations in Turkey: Sample Practice in Ankara University

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Presentation Overview

- EI&RM System Integration to e-Government Procedures
- Breaking barriers to EI&RM
- Project- based approach
- Ankara University’s Policy & Strategy
- Structuring and Institutionalization of BEYAS & e-BEYAS models
- Software and System Architecture
- Transition to Mobile Records Management
- The Last Word

WSKS 2012
5th World Summit on the Knowledge Society
Major fields of study

- health
- natural sciences
- social sciences
- art and humanities
# General Picture of Ankara University

<table>
<thead>
<tr>
<th>Faculties</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleges</td>
<td>13</td>
</tr>
<tr>
<td>Institutions</td>
<td>13</td>
</tr>
<tr>
<td>Research &amp; Application Centers</td>
<td>35</td>
</tr>
<tr>
<td>Hospital</td>
<td>2</td>
</tr>
<tr>
<td>Personnel</td>
<td>3402 + 4009 = 7411</td>
</tr>
</tbody>
</table>
General Picture of Ankara University

3500 real time user

1 million records per year
Structuring and Institutionalization of ERM System

- BEYAS Model Transition Process to e-BEYAS
- E-BEYAS-M Model

Records Management & Archiving System in Universities

E-Records Management & Archiving System in Universities
Process of Correspondence and Records Management Production

File Plan

App. Pross. of Retention Plans

Pross. of Ass. Selection Destruction Pross.

Process of Ass. & Selection Destruction Procedures

Records management and archiving policy and strategy texts formed for Ankara University

Records’ Transfer Procedure

Process of Filing Procedure

Retention Plans

Records Production

Forming Policy & Strategy
Institutionalization of e-BEYAS

- Workflow and Transaction Processes Management
- Records Management
- Form Management
- Archiving Management
- Document Management

e-BEYAS

Archiving Management
Transition Process to e-BEYAS

- 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
Transition Process to e-BEYAS

- 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
Three layer interaction is presented. MVC is developed to make JAVA-based web implications easy.
e-BEYAS and Mobile Records Integration

Variety of Mobile Communication Systems. Source: Gartner (August 2011) [8].
Mobile Compatible Infrastructure

Disadvantages

- Variety of smart devices
- Different operating systems
- Different applications dependent one certain system
- Increasing cost
Transition to Mobile Records Management

Advantages:
- Variety of smart devices
- One application as HTML5 compatible
- Applications in appearance and quality of native application on web browser regardless of the operating systems of mobile device
- Produces updated output
- Displaying audio and video on a correspondence or work process and information notes
- Easier & more productive usage: faster feedback
- Cost effective
Mobile Compatible Infrastructure

Integration of Mobile Signature

- Independent platform type of e-signature
- Independent from platform, time and place with remote access.
Mobile Compatible Infrastructure

Integration of E-Mail and SMS

- Facilitates quick inquiries about correspondence
- Informing by writing document numbers via SMS
- 5 different security levels
- Unique web address (like booking.com)
- Only to institutional e-mail addresses and the system defined mobile numbers
Conclusion

- Mobile services and operators will play a leading role in current e-government integration.

- RMS need to adapt to the structure that can respond to changes in vision and searches that occurred in the working culture of institutions.
THANK YOU..

...Get to know your futureself.

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