BOBCatSSS

ANKARA 2013

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Introduction to Electronic Records Management Applications in Public Agencies
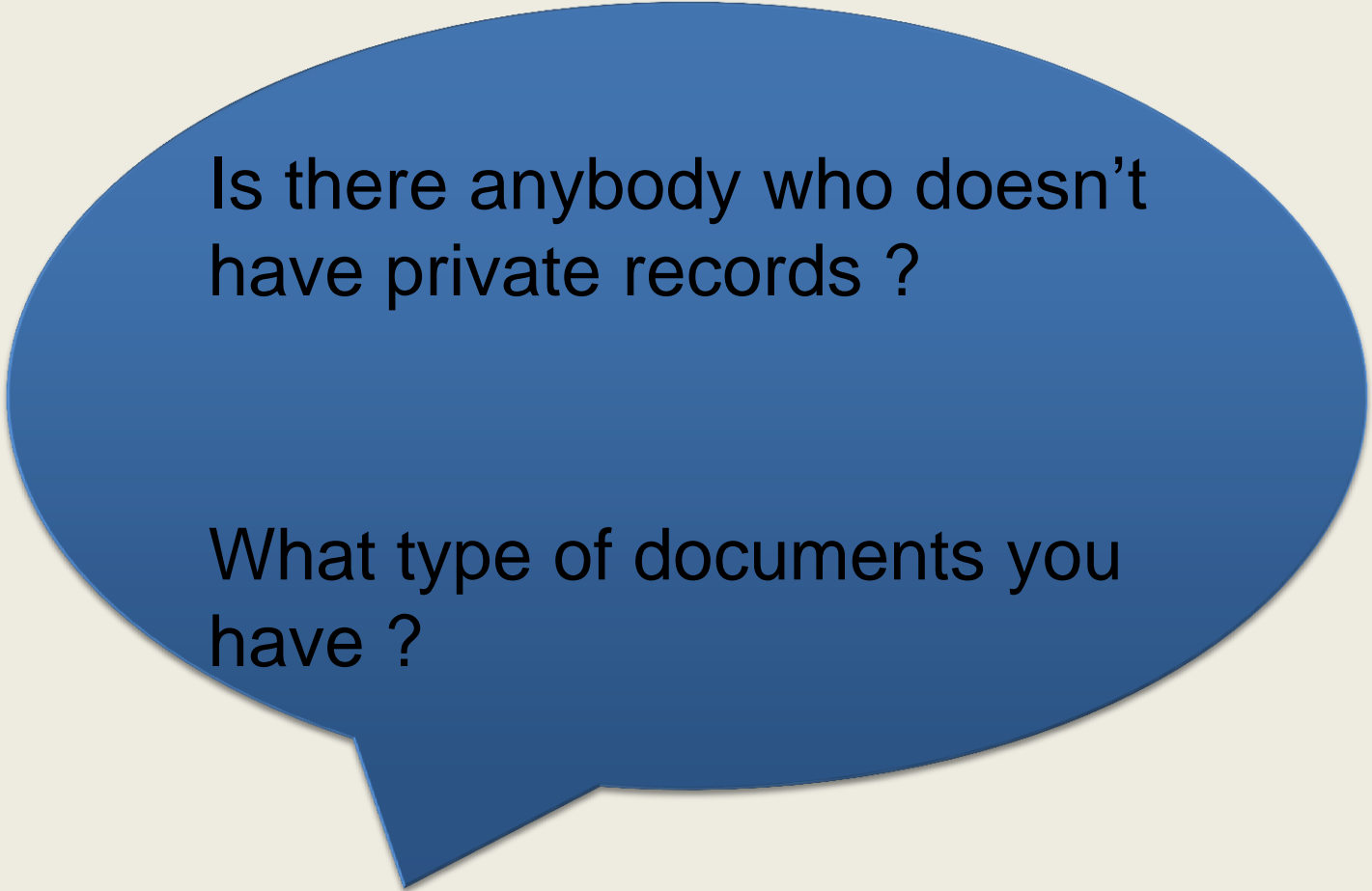
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2013

AGENDA

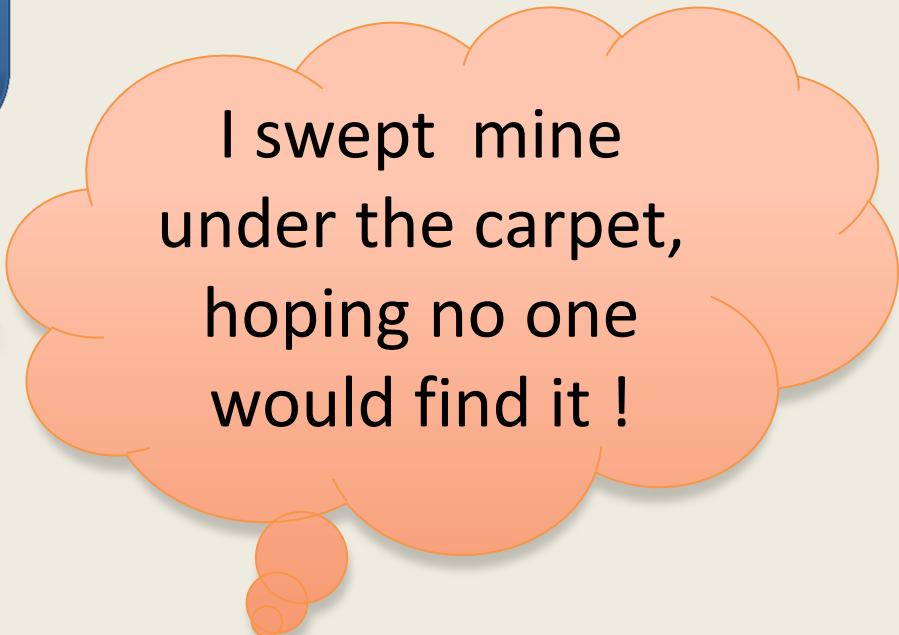# Let's chit chat a little and set something up !

Is there anybody who doesn't have private records ?

What type of documents you have ?

Let's chit chat a little and set something up !

Do you conduct a search for your birth certificate ?

I swept mine under the carpet, hoping no one would find it !

Let's chit chat a little and set something up !

- When are you given your birthday certificate ?

- Can you make one up yourself ?

- Have you ever attempt to change your given name at birth ?

Born at Home

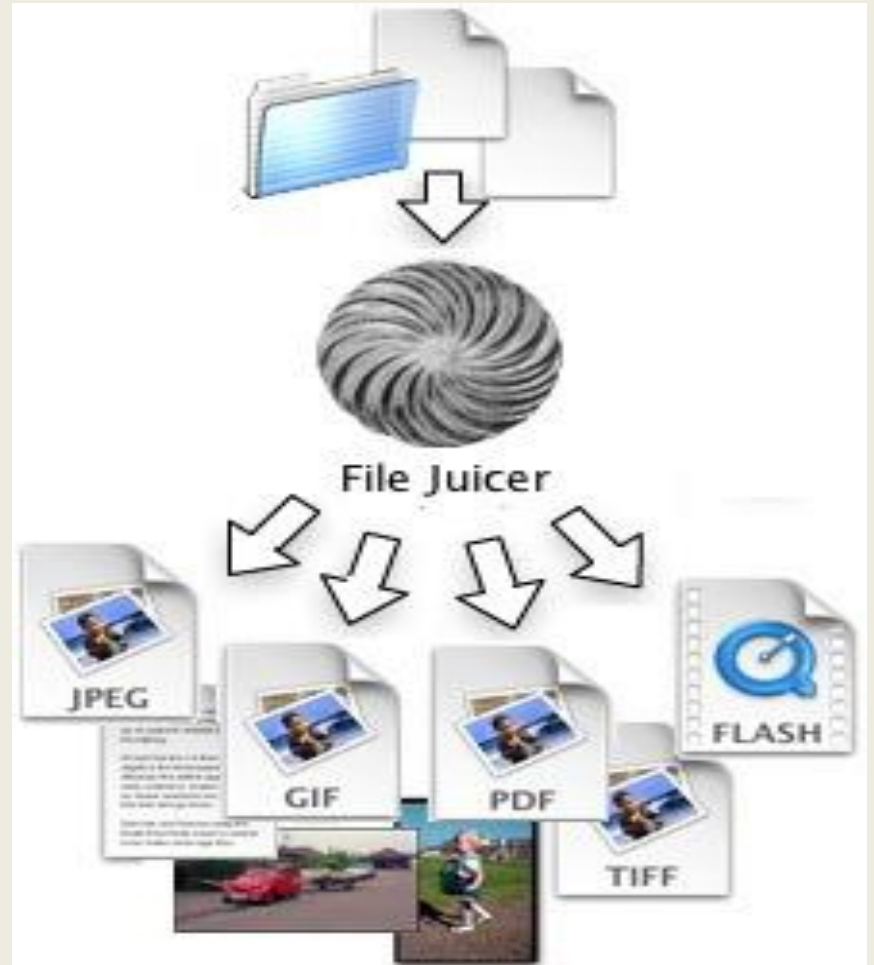Length _____

Weight _____
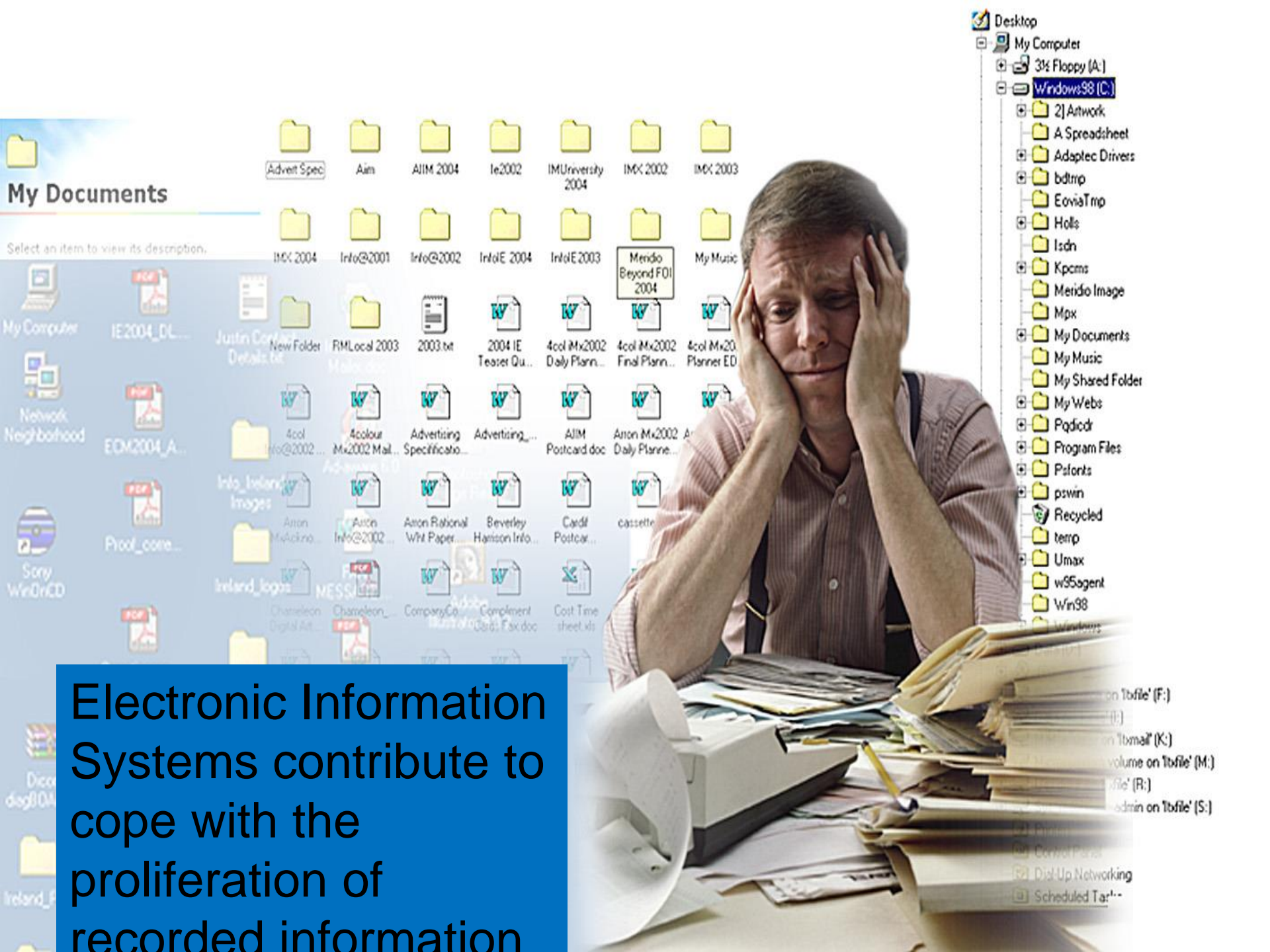
Born On _____

Born To _____

Midwives _____

Prolog

Likewise, the institutions have their own private records through business activities

With, so much information produced daily, how is specific information accessed when needed ?

Electronic Information Systems contribute to cope with the proliferation of recorded information

Electronic Information Systems

Definitions

1 Electronic Content Management	2 Electronic Document Management
facilitates the organization, control & publication of a large body of documents & other content, such as images & multi-media resources. ECMS often facilitates the collaborative creation of documents.	allows you to create a document or capture a hard copy in electronic form, store, edit, print, process & otherwise manage documents in image, video & audio, as well as in text form.

Definitions

3 Electronic Records Management

System used by an organization to manage its records from creation to final disposition. The system's primary management functions are categorizing and locating records and identifying records that are due for disposition.

allows you to create a document or capture a hard copy in electronic form, store, edit, print, process & otherwise manage documents in image, video & audio, as well as in text form.

Definitions

Electronic Records Management
ERMS depends on the legislation related to how business must operates and keep records.
A **Record** is information created, received, and maintained as evidence and informaiton by an organization or person, in pursuance of legal obligations or in the transaction of business   *(ISO 15489)*

Electronic Records Management

Document is placed in proper folder

1 year
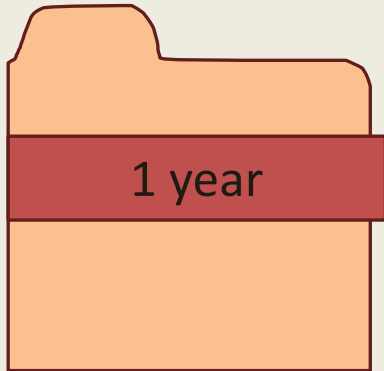
Standards for retention/ destruction

By placing in folder, document is assigned proper retention & disposition by ERMS
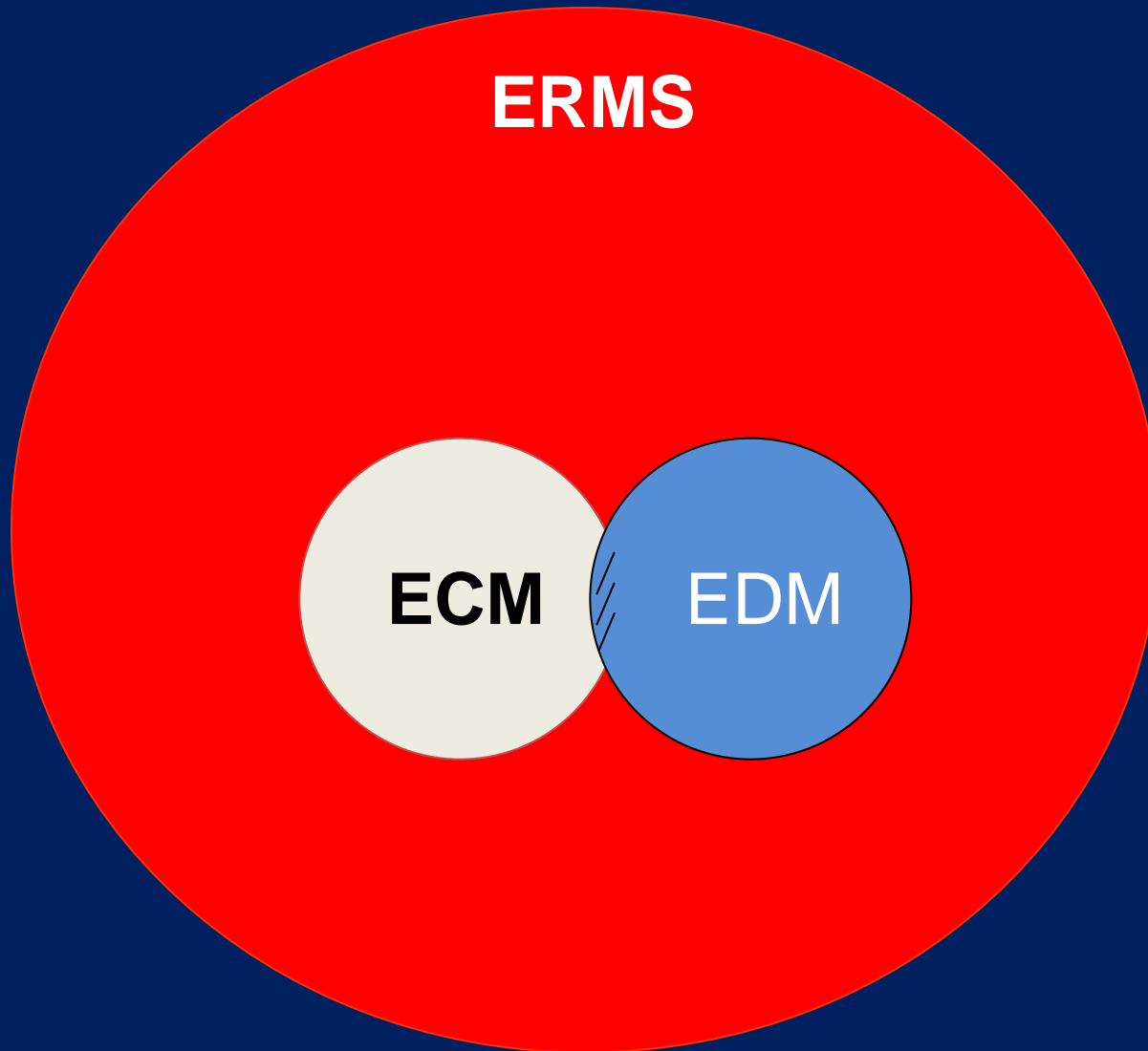
Document is accessible until final disposition

System Administrator is prompted when document is ready for destruction

ERMS – Electronic Records Management System
ECM – Electronic Content Management
EDM – Electronic Document Management

ERMS

ECM

EDM

Electronic Records Management Systems

Apply Corresponding rules

↓

Assure legal validy

↓

Integrate e-signature into business process

→

easing the management of legally recognized elements of proof within the **ERM**

Electronic Records Management Systems

Develop file structure
& assign retention at
lowest folder level

Authorized user is allowed to
approve and /or sign records
electronically

Authorized user is allowed to view, upload or
download the records and may make changes
on any contents or information

Benefits of ERM

- provides registration of information as a component of e-government transformation in Public administration" (*2005 Yılı E-dönüşüm Eylem Planı)*
- Reducess cost- increases benefit
- Standardization
- Performance control in operations
- Easiness, efficiency, speed in communication
- Support organizational workflow

Benefits of ERM

- Ensure 'systematic control' and 'credible evidence'

- Ensure authoritative records

- Protect commercially sensitive information

- Protect personal information

- Limit access to protectively marked information

Benefits of ERM

Provide comprehensive records management capabilities

- File plan/retention schedule development

- Records classification and storage

- Access and retrieval

- Retention and disposition

May integrate with or be part of an ECM system

Benefits of ERM

Persistent Document Security
Control that stays throughout the life of the document

- Provide or limit access to specific classes,
 files or records
- Provide or limit access to features
- Provide or limit access by security
 classification
  – 'Need to know'

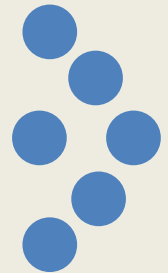# Operational Framework for ERM
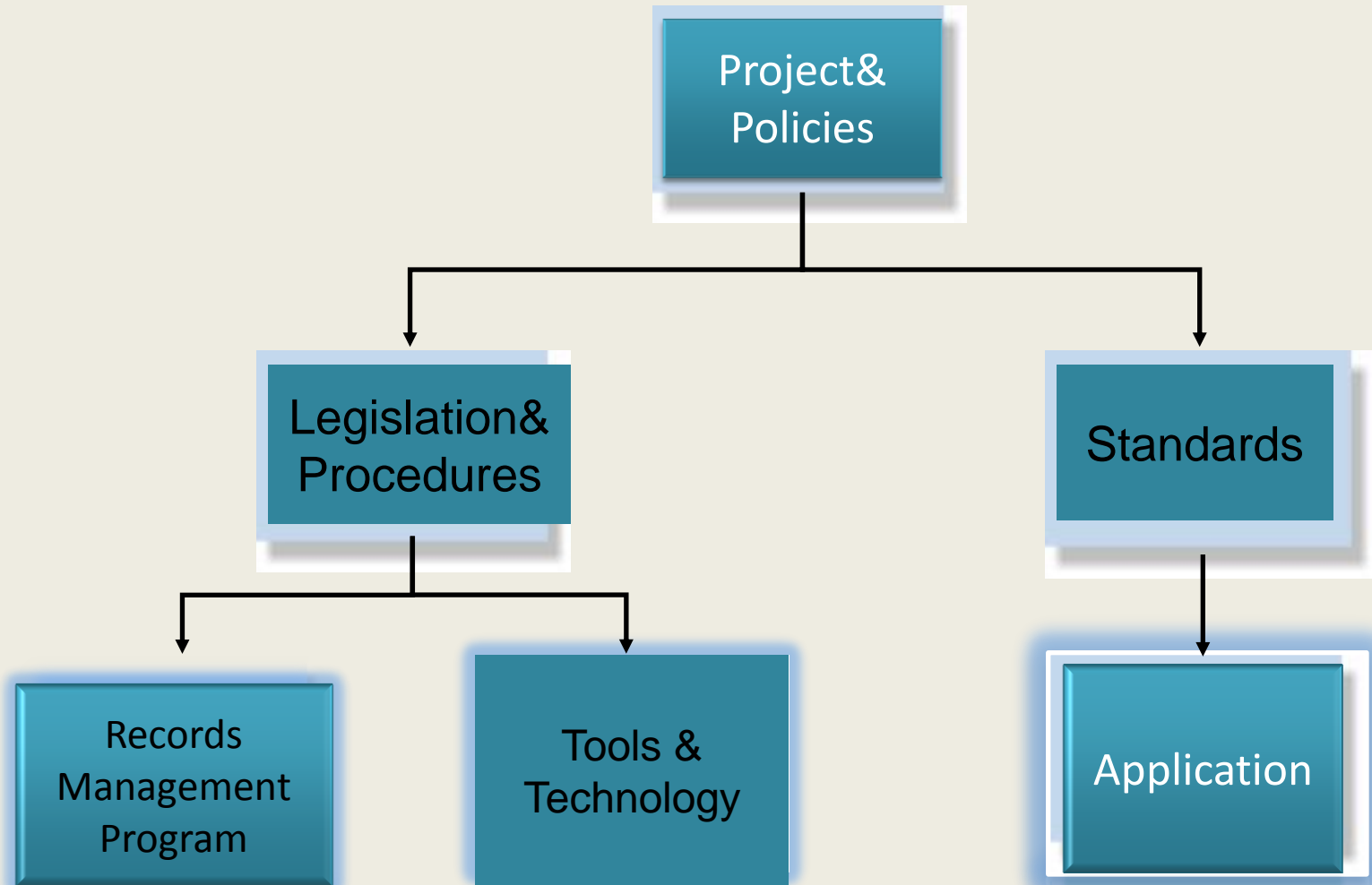
Installation vs Implementation

Institutionalisation of ERM

Defining tasks, work processes, records flows, differential analysis between sections

Standard rules,

Organizational analysis

Organizational culture (collective behaviour of individuals)

«ERM Culture Alignment to Enhance Competitive Advantage»
Althonayan, A. Killackey, H.Joanna Keith
2012 ERM Symposium

Institutionalisation Process

- Organizational Analysis
- Developing RM program

- Designing components of ERM
- Integration to the Organization

- Testing &
- Dissemination
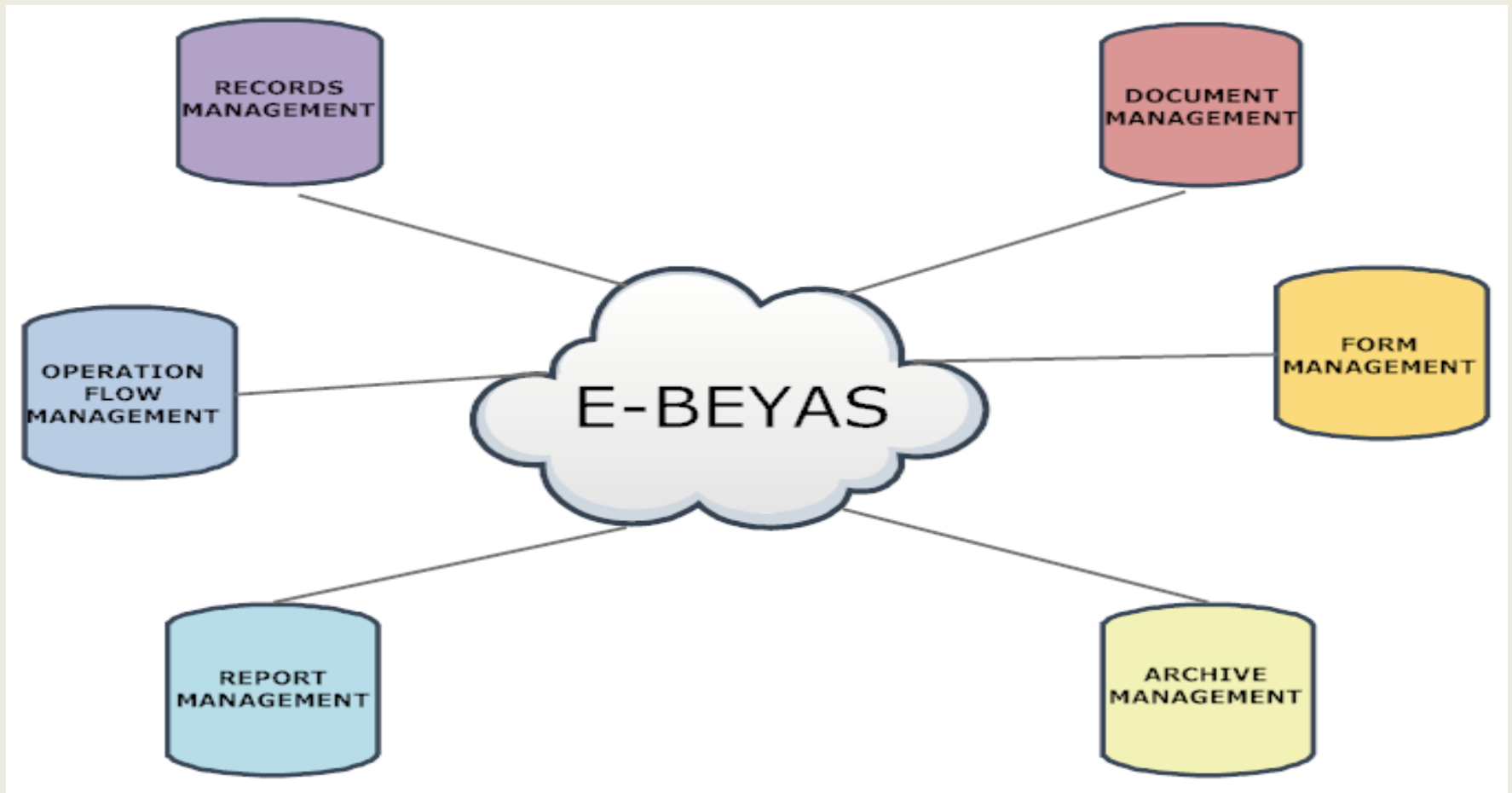
Institutionalization Framework at Ankara University

Key elements of ERM project at Ankara University
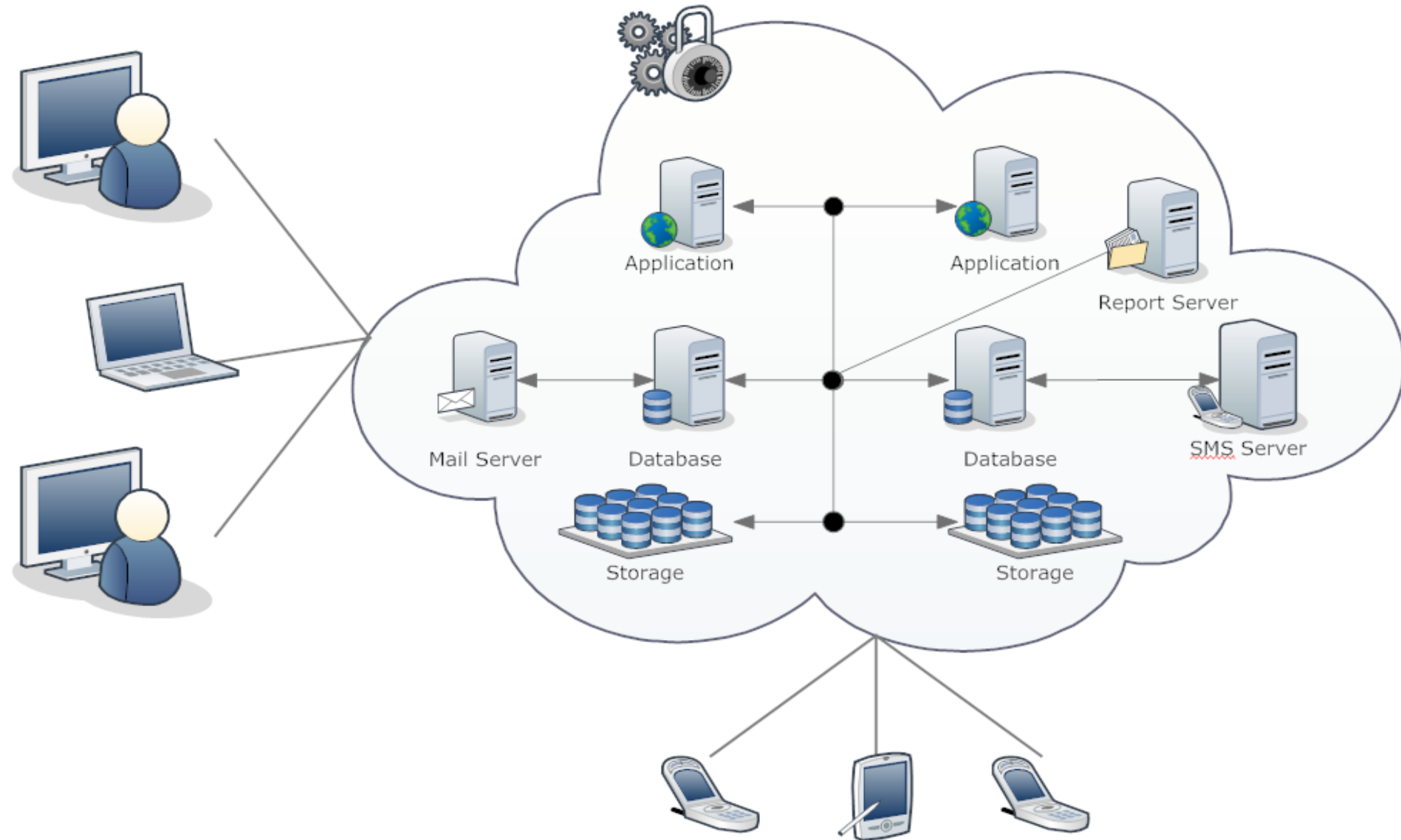

- E-beyas LOGO (Brand registration)
- Based on TÜBİTAKProject in 2007
- BEYAS organizational framework
- BEYAS Coordination center
- Designing e-BEYAS Model
- e-BEYAS (Institutionalization Process

E-BEYAS Model

System Architecture

Just before ending..

Registration of the information goes with the aim of access to the information

Software of e-records management should have an architectural structure that can highlight access and share again like producing of the records.

Institutional differences should be adapted to the software

Otherwise, the companies developing ERMS software will have to spend more time and more human power in institutionalization of each institution and the costs will increase.

Epilog

Electronic Records/Document Management Systems are becoming an essential part of the e-State infrastructure.

ERMS needs to be modified greatly for each institution.

Records managers and software creators should work together in developing ERMS software.

THANK YOU!