



Activities to facilitate the authentic interpretation of archived databases

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The purpose of archiving

*“Records come in the archive when they **die**.”*

*“Records come in the archive when they **retire**.”*

Legal framework – archives have to take care on:

- integrity,
- authenticity,
- accessibility,
- usability and
- durability.

OAIS

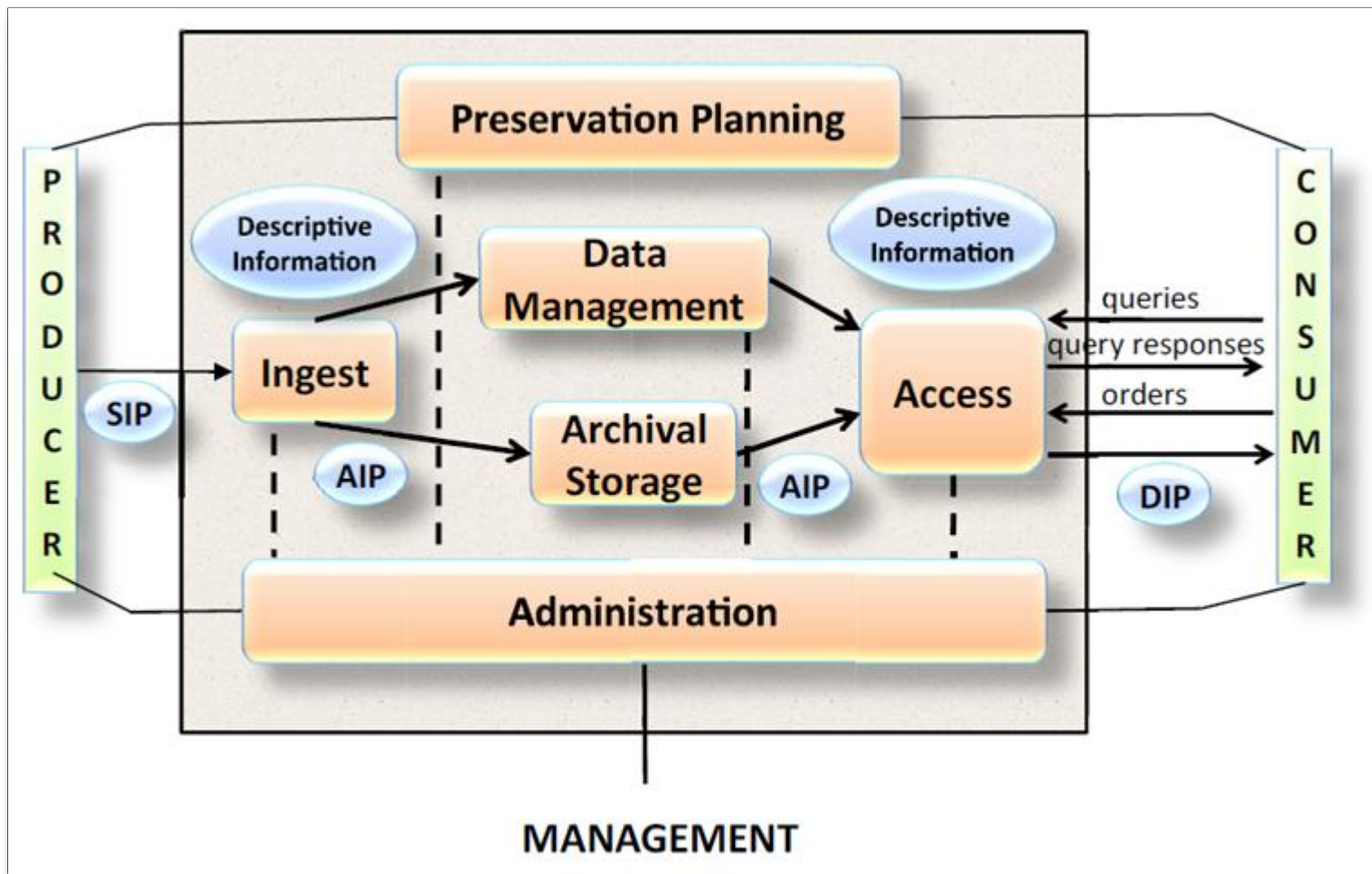


Figure 4-1: OAIS Functional Entities



Not just “access”, but...

OAIS – mandatory responsibilities

- Define Knowledge Base of the Designated Community
- Information shall be preserved independently understandable, without assistance of the experts



Method and tool

By the check list should be provided:

- guidance for all involved
- control over the procedure;
- areas of documentation of the process (record of changes and activities);
- comparability of implemented procedures;
- repetitiveness of individual stages of the procedures;
- needed level of records' usability.



Not just DB content, additional documentation too

- User documentation (user manuals and instructions for end users);
or
Use of important functionalities or its description and screenshots;
- Code lists – it should include all code lists and values for the each of them;
- Description of data sources;
- Forms, reports and queries;
- Typical queries (technical description);
- Security scheme in the original environment.



To be Proactive

Dossier of each active database/public register:

- Legal regulations
- List of roles and competencies for individual roles;
- List of software and periods of their use;
- Description of data model, data structure, data sources
- Description of technical terms used (semantics);
- Specification or description of changes for data structure;
- Description of any deletion or cancellation of the chosen data transfer.



Thank you for your attention!

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