

Standard for the Management of Electronic Records PROS 99/007

Justine Heazlewood
Business Development Manager



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Office
Victoria

PROS 99/007

- Launched April 2000
- Applies to all government agencies
- Applies to electronic records in agencies
- Applies to permanent electronic records transferred to PROV custody



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Availability

■ 3 forms

- ◆ HTML - for browsing (available on PROV website)
- ◆ PDF - for printing (available on PROV website)
- ◆ Paper - cost is \$70.00 (\$77.00 post GST) (available from PROV)



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PROV Website

PROS 99/007 Management of Electronic Records - Netscape

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Standard for the Management of Electronic Records

PROS 99/007
Version 1.0 • April 2000

Public Record Office Victoria Victorian Electronic Records Strategy Other PROV Standards

Welcome to the Public Record Office Victoria's **Standard for the Management of Electronic Records** in the Victorian Government

The **Standard for the Management of Electronic Records** is a major achievement and will aid the Victorian Government to realise good information management as well as maintaining the digital records of the state.

The **Standard** details the primary requirements for the management and preservation of electronic records in the Victorian public sector. It has three specifications which provide technical detail about the long term preservation of electronic records, the requirements necessary for records management systems which maintain electronic records and the metadata required for the proper management and retention of electronic records.

The Standard is available in **two** forms: a browsable **HTML** version and a printable **PDF** version.

Browse

- Standard
- Spec 1

[PROS 99/007 Standard for the Management of Electronic Records](#)

- [Specification 1 System Requirements for Archiving Electronic Records](#)
- [Specification 2 VERS Metadata Scheme](#)
- [Specification 3 VERS Standard Electronic Record Format](#)

http://www.prov.vic.gov.au/vers/standard/99-7toc.htm

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www.prov.vic.gov.au/gservice/standard/pros9907.htm

What's in the Standard?

- General information on managing electronic records over time
- 3 specifications
 - ◆ System specifications for a system which manages long term records
 - ◆ The metadata necessary for long term management and preservation
 - ◆ Technical information about formats, storage media, digital signatures, etc



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General Standard

- Introduces VERS
- General principles of long term preservation
 - ◆ long term formats
 - ◆ 'electronic' records
 - ◆ common structure
 - content
 - context
- Glossary of terms



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Spec 1: System Requirements

- 3 areas
 - ◆ Capture systems
 - ◆ Archive systems (long term management)
 - ◆ Discovery systems
- Checklist of functions for long term management, preservation and access
- Not system specific



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Spec 2: Metadata

- 2 different types
 - ◆ long term preservation metadata
 - ◆ record description and management metadata (derived from NAA recordkeeping metadata)
- Many values may be automatically generated
- Many values are not mandatory or may use default values



Spec 3: Long Term Format

- Requirements of a long term format
- XML and PDF meet most of the requirements
- Using digital signatures
- Physical storage media recommendations



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VERS website

www.prov.vic.gov.au/vers/



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