

II Process of Dataset Record Management

□ Process - ② Agency's Record Management

Dataset record management criteria table



Change management

- Reflect the changes in datasets, functions, Systems)
- (Major changes) SW/HW and Add. Tables, data fields, etc.

Criteria table management

- Maintaining the D.M.Criteria Table
- Notice to Nat. Archives about manor changes and reviews

Keep the process (registration, disposal..), **Efficient Procedure** (volume disposal..)



II Process of Dataset Record Management

□ Process - ② Agency's Record Management

Dataset Management



Creation

- Create new data by entering or linking input from another sys.
- automatically classified and compiled according to the control unit at generation

Operation-Refer.

- Adding, modifying and using the dataset for business and control of the changes
- No more changes in dataset, fixation is recommended (CRMD change/at least log. files)

Preservation

- Store data which is no longer in operation or split it for storage
- Save as Preservation package

Disposal-Trans.

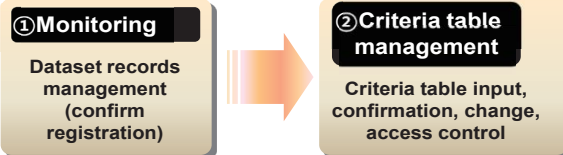
- Disposal based on system abolition, work closure, retention period, etc.
- The dataset transfer shall be agreed upon method, time, scope,.. In advance



II Process of Dataset Record Management

□ Process - ③ Archival Records Management

D.M. Criteria Table Management



Monitoring

- Monitoring of the overall dataset management of the creation agency
- Support the dataset creation agency by inspection, verification & feedback

Criteria table management

- Manage the input, confirmation, change & access control of the D.M.C. Table



II Process of Dataset Record Management

□ Process - ③ Archival Records Management

Preservation Access



Acquisition

- acquisition by important national data, abolition agencies, agency requests, etc
- Confirm the transfer, collaborate the size, standard, timing & method(migration, emulation, etc.)

Preservation

- preservation by Package form(like SIARD)

Access Service

- Dataset Archiving Management Sys.(service)





Dataset Record Management Criteria Table (DMC table)

Objective

Efficient management of diverse administrative datasets

Function

Presenting information on system, data, business, records management (unit function, retention periods, reason) etc. for records management of dataset

Operation

Preparation in system unit, and updating changes

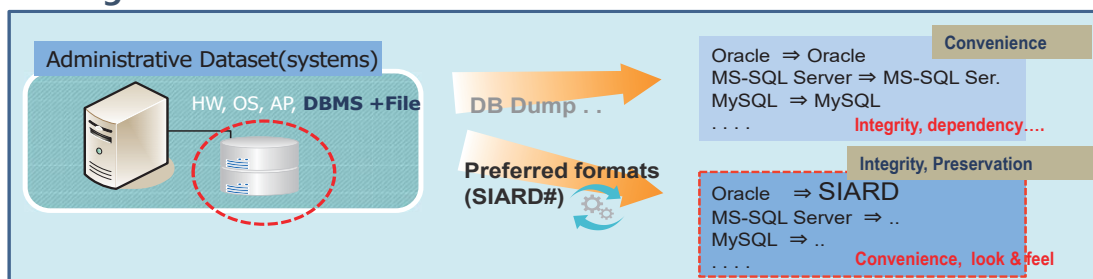


Sort.	Composition Items	type
1.General Management Info.	Agency name	mandatory
	Department name	mandatory
	Person in charge	optional
2.Related statutes	statute, administrative rules, regulation, standard	mandatory
	System name	mandatory
	System Overview	optional
3.System Info.	Date of development	mandatory
	EA Info.(Admin. Enterprise Architecture portal)	optional
	DBMS Info. (1~N)	mandatory
	Business info.(at DB)	mandatory
	Development Output(ERD, Manuals)	mandatory
	Master Table(representative data)	mandatory
3.Dataset Info.	DBMS의 file (0~N)	mandatory
	file type	mandatory
	driving SW for file	optional
	storage method & location	optional
	Data encryption(solution/method)	mandatory
	Linked Systems	mandatory
4.Business Info.	Linking method (Interface Info...etc.)	optional
	Business name	mandatory
	details of job/business	mandatory
	Purpose of job/business	mandatory
	Target of business service	optional
	Business unit name(functional Job)	mandatory
5.Record Management Info.	Job application purpose	mandatory
	Key words	mandatory
	data ownership(agency/department)	optional
	data management rights(system management-agency/department)	optional
	Access authority	mandatory
	Info. Disclosure classification	mandatory
	Retention period	mandatory
	Reasons for period assignment	mandatory
	Scope of application(business)	mandatory
	Disposal method(tools, SW menu..)	optional
5.Record Management Info.	Disposal information(table info. & range of DB)	optional
	Disposal restrictions(constraints)	optional

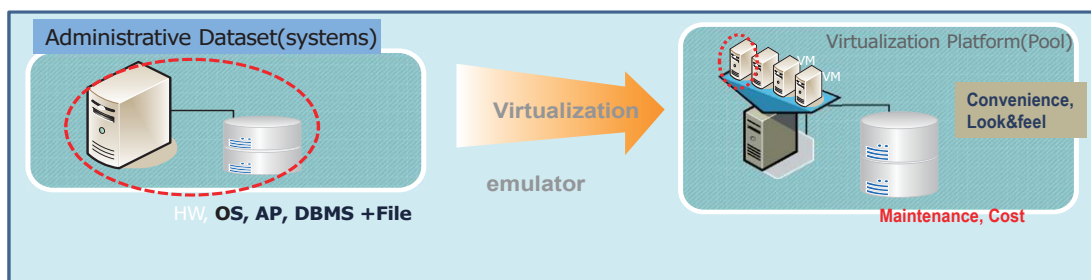


Dataset Preservation & Transfer(ingestion & acquisition)

□ Migrations



□ Emulation



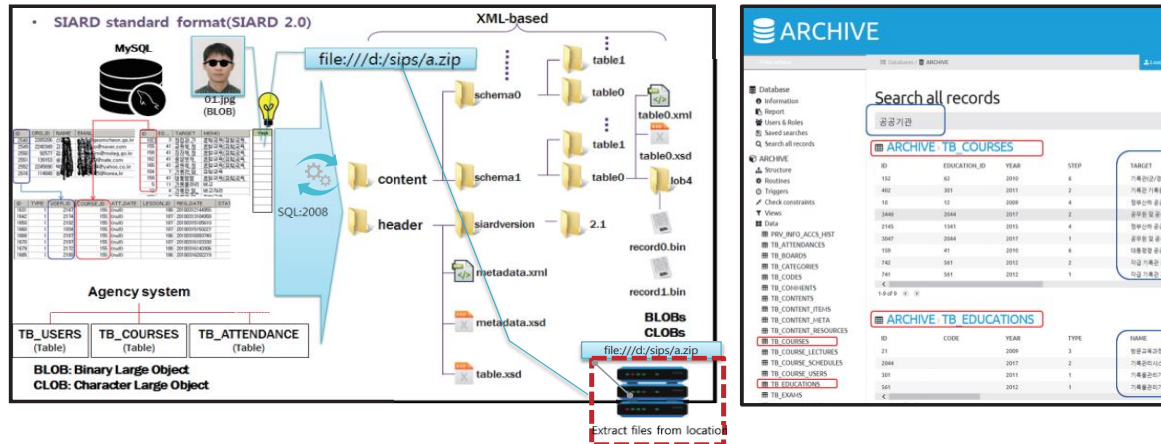
Dataset Preservation tools(SIARD_KR)

SIARD : Software Independent Archiving of Relational Databases

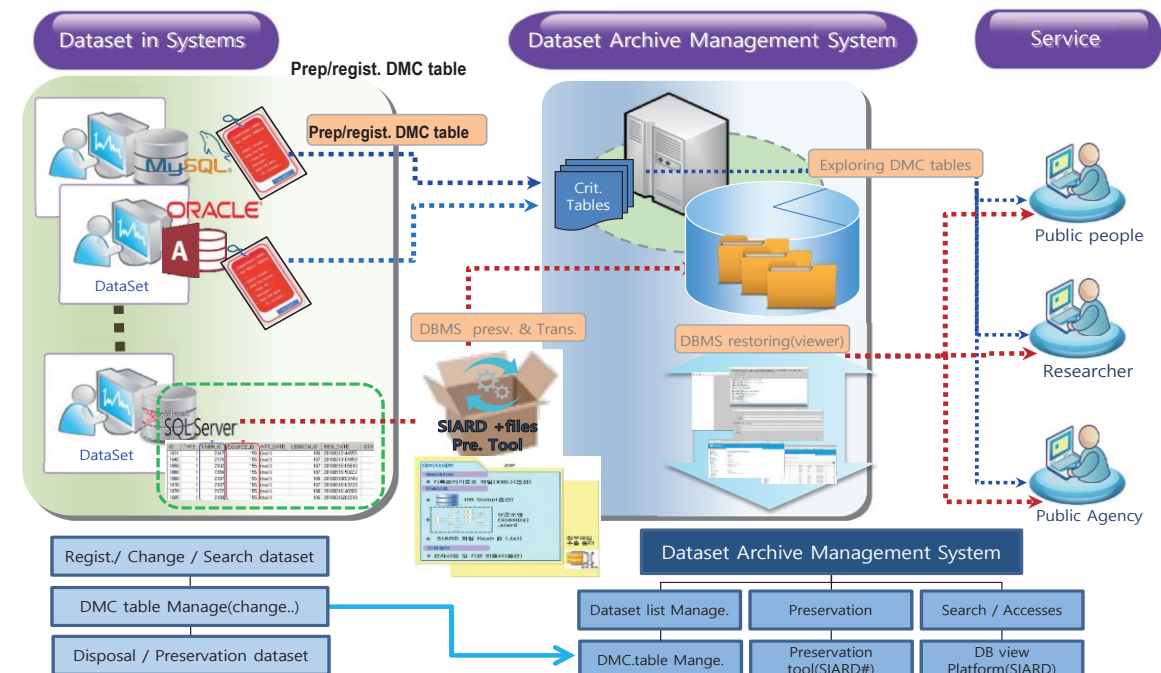
Develop by Swiss Fed. Archives(Enter AG, 2008) / RODA project(Swiss & EU, Keep co.)

RDB(DBMS)  XML-base folder & files in One Zip(*.siard)

Composition : SIARD standard(document), **Preservation toolkit**, **Visualization Toolkit** (by keep co.), **SIARD Suite**(GUI + CMD, by SFA)



Dataset Preservation System(working model)



Q&A



End