

Digitalization of Archival Documents: Current Situation and Measures of Digitalization Process

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Many types of documents stored in the State Archives have uniquely valuable information that reflects the historical development of the nation.

In nowadays, not only the number of paper based documents has been growing year by year, but also the amount of digitalized records dramatically increased. Therefore, managing the archival database of digitalized information and resolving of related issues with it become one of the daily activities.

So, the archival activities are focusing not only execution of precious documents in the past, but also perform variety digitalized records based on the current advanced technological situation as well as to create modern archival environment which is based on the technical and technological perspective.

1. Digitalization of archival records

In order to solve the goal of automation for archival and records management sequentially and to establish the sophisticated system for serving information by State Archives using by technical innovation and utilization of the latest technological achievements widely at archival field, **“National Program of Introducing Information Technology into Archive and Records Management Process”** approved by the Government of Mongolian in 2006. The digitalization of archival materials has started since 2013 and currently the following digital databases have been created at 37 state archives.

- a/ Digital database of paper based documents of management;
- b/ Digital database created by special type of documentation;
- c/ Digital database created by documentation of outer space, land, point and marks;
- d/ Digital database created by geology and exploration documentation;
- e/ Digital database created by civil documentation;
- f/ Digital database created by environmental and meteorological documentation

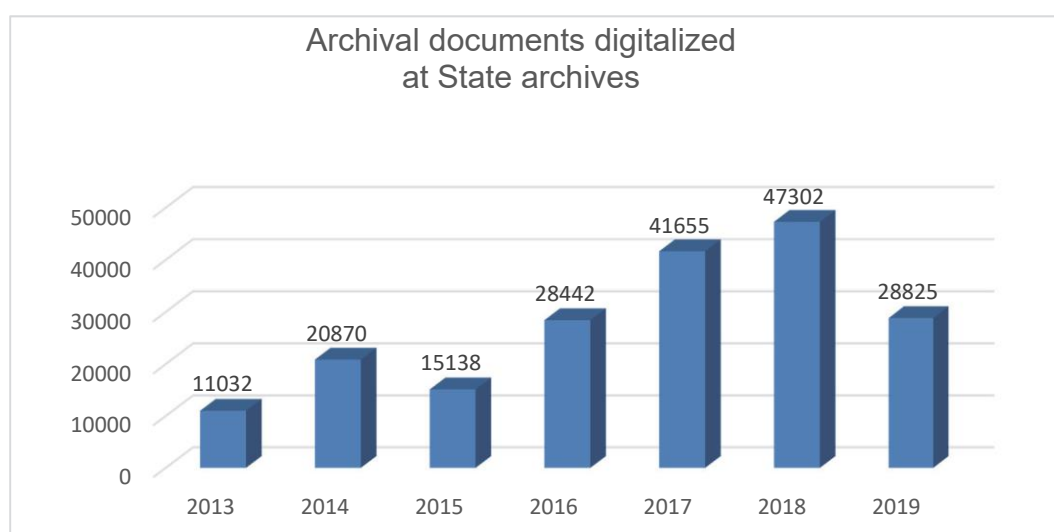
The General Authority for Archives of Mongolia /GAAM/ created 2 programs: the program for census registration-search “E-ONE” and program for archival paper based documents transferring into to the digital form “AMS” and they were installed at State Archives. Additionally “ORG-AMS” program is provided by GAAM and installed at organization archives. So digital database created using by the above programs and references as well as

other related information from the digitalized documentation are provided for citizens, public and entities.

In addition, GAAM takes the necessary action of management and technical arrangement for locating the registration of holdings, file and units at the website of State Archives openly, and created the banner /field/ for “Online documentation search” and “Online Documentation order” at our website <http://www.archives.gov.mn>

User can see and order the required information and utilize the above banner for searching by date, content and words

Quantity of digitalized units
/2013-2019/



Currently, we have been transferring approximately 20% of depository units of total paper based documents that are constantly used in circulation and are being used for reference and service.

However, we are carrying out the digitalization of archival documentation and providing the service for reference for public, actually the digital archives incomplete and quite stunted compared to the level of member countries of EASTICA.

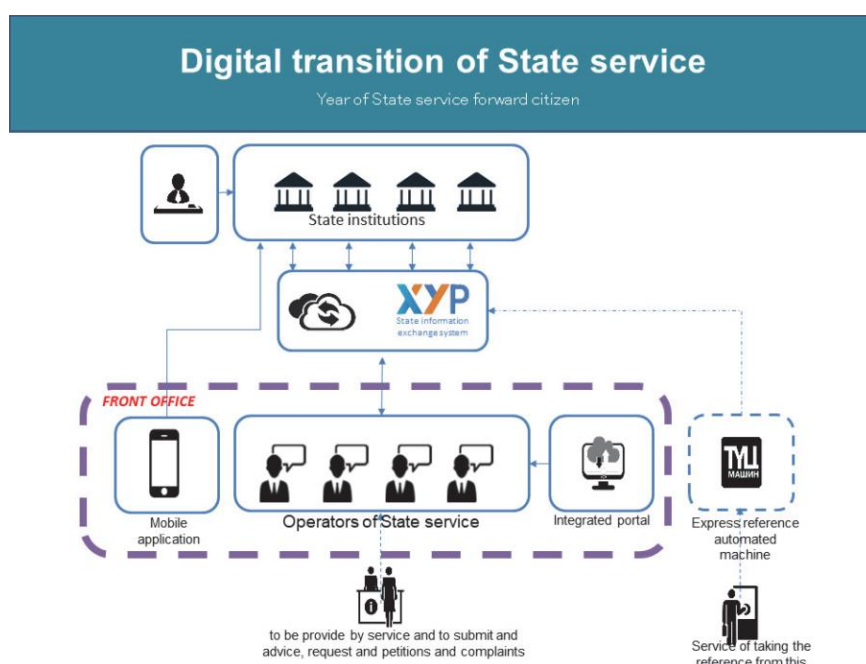
On the other hands, from the survey regarding of use of software for digital registration and records management of State organizations, however more than 90% of them are using the software at their daily activity, but there is still lacking of exchange the information by digital type, usage of electronic signature is insufficient, as well as the conditions for implementation of creating the digital archives and archival database from digital records, which generated by proper organization are not provided.

2. Digital transition of State service – Online archival service:

The Mongolian Government briefly named that "Digital transition", which is a way of reaching to the new phase of innovation and development supporting by information technology. The “Digital transition” strategy will start from the Government itself and its relevant state organization and as a result of this activity, citizens will get most of the state service by online.

“Khur” system of State Information Exchange was introduced by Government and private sector jointly for public service and it is the most advantage that private sector can access to and use the data of government organizations. Initially, the banking sector is actively using the “Khur” system.

The Government of Mongolia provides 496¹ type of public services and the list of state services was approved by the Government Resolution #259 in 2018, which is to link all of the government service and digital information exchange entirely. So that the system involves various of archival reference and services.

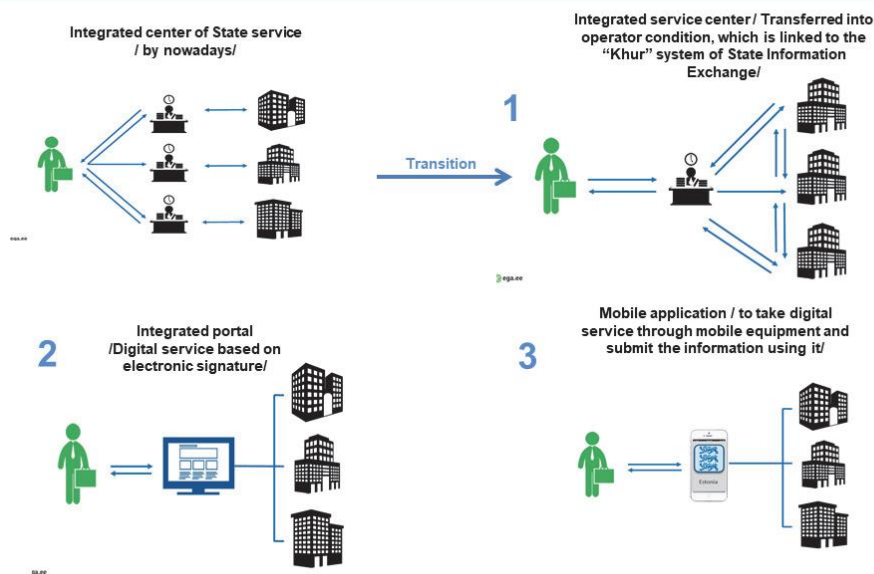


The digital records management activity has been organizing in process through the State organizations under the work of “Digital transition”. In connection with it, the following actions have been performing. Such as: to provide availability of technical facilities in order to trail at 6 governmental institutions and improve the level of Information technology knowledge as well as to make the digital signature of employees and etc.

¹ Information by 2018

Further measurements

Year of State service forward citizen



Further measurements

Year of State service forward citizen

No	Name of action	Date	Implementing organization
1	To provide infrastructure and availability of technical facilities	July 2019	National data center
2	Trail of integrated management system of Records management	Sep 2019	Cabinet of Government, MOF, GAAM, Municipal INTC, Governance of Darkhan uul province
3	To organize training for employees and staffs	Oct 2019	Cabinet of Government, MOF, GAAM, Municipal INTC, Governance of Darkhan uul province
4	To upgrade the relevant legalizations	Nov 2019	Cabinet of Government, Municipal INTC
5	To introduce the system integrated management system of Records management through the country	Jan 2020	Cabinet of Government,
6	To provide safety of information system	July 2019	The General Intelligence Department

3. Further activities and trends:

Under the negotiation awarded between the Government of Mongolia and Republic of Korea, the project “Modernization of National Archives in Mongolia” has been implementing in 2019 and it is proposing to transfer “Integrated system of State archival management” and “Portal service”

The Law on Archive approved and enforced in 1998 and regulates the archival process properly. In fact, there is required to correct the defect and failure during 20 years since implementation of Law on Archives and need to improve the archival sector’s activity in due to social development and expanding scope of archival field.

Therefore, the Law on Archives and Records project was prepared and discussed through the Government meeting and supported by relevant authorities. The project includes and mentions as follows: to have the issues of digital archive and records management newly, to satisfy the availability of paper based and digital documents, to transfer archival documents into the digital formats and to create the database as well as to introduce online service for archival operation.