

Management of Electronic Documents in State and Local Government Institutions Creating the State Archival Resource

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ABSTRACT

The Law of the 17th February 2005 on the Computerization of Subjects Realising Public Tasks has imposed new obligations on both these subjects and also the state archives themselves. This has entailed the preparation and publication of new legal regulations or the amendment of existing legislation, in order to prepare state and local government institutions for the appropriate creation, protection and collection of archival materials in the form of electronic documents. Furthermore, this has also created the need for the correct preparation of the state archives for taking those materials over for perpetual storage. Documents regarded as archival value, regardless of how they were created, constitute the state archival resource which, together with non-state archival resource, are a part of the national cultural heritage – the national archival resource.

Archivi di documenti elettronici e loro gestione

SINTESI

La legge del 17 febbraio 2005 sulla Computerizzazione dei soggetti che eseguono funzioni pubbliche ha imposto nuovi obblighi a questi soggetti ed anche agli Archivi di Stato. Ciò ha comportato la preparazione e pubblicazione di nuove norme di legge o la modifica della legislazione vigente, al fine di preparare le istituzioni governative statali e locali per la corretta creazione, protezione e raccolta di materiali d'archivio in forma di documenti elettronici. Inoltre ciò ha anche indotto la necessità di una corretta preparazione degli Archivi di Stato nell'accogliere tale materiale in vista di una conservazione perpetua. Indipendentemente da come sono stati creati, i documenti considerati di valore archivistico costituiscono la risorsa archivistica di stato che, insieme con quelli non-statali, costituiscono una parte del patrimonio culturale nazionale - la risorsa nazionale archivistica.

Arhiv elektronskih dokumentov ter upravljanje z elektronskimi arhivi

IZVLEČEK

Zakon, sprejet 17. februarja 2005, o kompjuterizaciji subjektov za realizacijo javnih nalog je naložil nove obveze tako tem subjektom kot tudi državnim arhivom. Obveze so vsebovale pripravo in objavo novih pravnih predpisov ali popravke obstoječe zakonodaje z namenom pripraviti državne in lokalne organe za pravilno ustvarjanje, zaščito in zbiranje arhivskega gradiva v obliki elektronskih dokumentov. To je prav tako botrovalo potrebi po pravilni pripravi državnih arhivov za prevzem in trajno hrambo tega gradiva. Dokumenti za katere se domneva, da so arhivski, tvorijo, ne gleda na način nastanka, državne arhivske vire in so skupaj z nedržavnimi arhivskimi viri del narodne kulturne dediščine – narodni arhivski viri.

Zarządzanie dokumentacją elektroniczną w instytucjach państwowych i samorządowych tworzących państwowy zasób archiwalny

ABSTRAKT

Ustawa z dnia 17 lutego 2005 r. o informatyzacji działalności podmiotów realizujących zadania publiczne nałożyła nowe obowiązki zarówno na te podmioty jak i na archiwa państwowe. Pociągnęła za sobą przygotowanie i wydanie kolejnych, nowych aktów prawnych lub wprowadzenie zmian do już istniejących, tak aby

przygotować instytucje państwowe i samorządowe do właściwego wytwarzania, zabezpieczania i gromadzenia a archiwa państwowe do przejmowania na przechowywanie wieczyste materiałów archiwalnych w postaci dokumentów elektronicznych. Dokumenty zliczone do materiałów archiwalnych, niezależnie od sposobu ich sporządzenia, stanowią bowiem państwowy zasób archiwalny tworzący wraz z niepaństwowym zasobem archiwalnym dobro kultury i dziedzictwa narodowego – narodowy zasób archiwalny.

The introduction of the Law of the 17th February 2005 on the Computerization of Subjects Realising Public Tasks¹ meant that the state archives had to be ready to take over also electronic documents created within the public administration. This has also had an impact on the changes in the provisions of the Law on the National Archival Resource and the Archives². Article 5 of the Law states, among other things:

- paragraph 2. The minister responsible for culture and national heritage³, at the request of the Head Director of the State Archives, by means of a regulation, determines the rules for classification⁴ and qualification⁵ of documents concerning the periods of their storage as well as the rules and way of transfer of archival materials to the state archives, and the rules and procedures for disposing of other documentation.
- paragraph 2a. The minister responsible for information technology, after consultations with the Head Director of the State Archives, shall, by means of a regulation, determine the necessary elements of the structure of electronic documents created and held in state bodies and state organisational units as well as the bodies of local government and local government organisational units, taking into account the minimum requirements for public records and the exchange of information in electronic form, as well as the need to ensure the integrity of electronic documents.
- paragraph 2b. The minister responsible for information technology, after consultations with the Head Director of the State Archives, shall, by means of a regulation, determine a detailed method of dealing with electronic documents in state bodies and state organisational units as well as the bodies of local government and local government organisational units, in particular the principles of recording, classification and qualification of electronic documents and the rules and way of their disposing of⁶, taking into consideration the need to ensure the integrity of electronic documents and their long-term storage.
- paragraph 2c. The minister responsible for information technology, after consultations with the Minister responsible for culture and national heritage, at the request of the Head Director of the State Archives, shall, by means of a regulation, establish the technical requirements for the formats and electronic data carriers, as defined by the Law of the 17th February 2005 on the Computerization of Subjects Realising Public Tasks, of the archival materials transferred to state archives and recorded on electronic data carriers.

In accordance with the above provisions of the Law, the Minister of Internal Affairs and Administration (then responsible for computerization) issued three regulations:

- Regulation of the 30th October 2006 on the necessary elements within the structure of electronic documents⁷,

1. Journal of Law 2005, Nr 64, item 565 and Journal of Law 2006 r. Nr 12, item. 65 and Nr 73, item. 501 ; Journal of Law 2008, Nr 127, item. 817 ; Journal of Law 2009, Nr 157, item. 1241 ; Journal of Law 2010, Nr 40, item. 230, Nr 167, item. 1131, Nr 182, item. 1228.

2. Law of the 14th July 1983 on national archival resource and archives (unified text: Journal of Law 2011, Nr. 123, item 698).

3. State archives in Poland are supervised by the Ministry of Culture and National Heritage.

4. The use of a division of files according to the subject.

5. Ascribing the files to the appropriate archival categories, which means determining the period of their storage.

6. Transfer for destruction of this part of the non-archival documentation whose period of storage – in accordance with the binding regulations – has expired and which was considered not useful for practical purposes of the institution where the documentation was created or accumulated.

7. Journal of Law 2006, Nr 206, item 1517. The basis for the development of the regulation was the Standard Dublin Core. A document prepared in accordance with version 1.1 of the Dublin Core should be described by 15 parameters: title (name of the document), creator (a person or organization), subject (a question the document refers to), description (eg. abstract, table of contents, text description), publisher (the institution responsible for making the document avail-

- Regulation of the 30th October 2006 on the detailed method of dealing with electronic documents⁸,
- Regulation of the 2nd November 2006 on technical requirements of formats for storage and electronic data carriers on which such archival materials, transferred to state archives, were stored⁹.

The following, Article 6 of the archival Law, reads:

- paragraph 1. State bodies and state organisational units, the bodies of local government and local government organisational units are obliged to ensure the adequate recording, storage and protection against damage, destruction or loss:
 1. documentation created by them in the way which reflects the course of dealing with and solving the cases;
 2. documentation sent and submitted to them, in the manner referred to in paragraph 1
- paragraph 2. In the state bodies, state organisational units and local government organisational units, excluding those listed in paragraph 2a, instructions specifying the principles and ways of dealing with the documentation referred to in paragraph 1, must be approved by the Head Director of the State Archives. The Head Director of the State Archives may authorize the directors of the state archives to approve the instruction.
- paragraph 2a. The provisions of paragraph 2 do not apply to:
 1. local district bodies and inter-district associations and offices providing services to these bodies and associations;
 2. county bodies and the *starost* offices;
 3. voievodship local government bodies and offices of the *marshal* of a province;
 4. bodies of governmental administration in voievodships and offices providing services to these bodies.
- paragraph 2b. The Prime Minister, at the request of the minister responsible for public administration and the minister responsible for culture and national heritage, for the bodies referred to in paragraph 2A, shall, by means of a regulation, determine:
 1. the office instruction determining detailed rules and procedures for performing clerical activities;
 2. the way of classification and qualification of the documentation, in the form of uniform, subject lists of files;
 3. the instruction concerning the organization and scope of activity of company archives with specific rules and procedures of dealing with the documentation in the archive.
- paragraph. 2c. The regulation referred to in paragraph. 2b **should take into consideration the need to provide a uniform method of creating, recording and storing documents in various forms, including electronically, as well as their protection against damage, destruction or loss.**

The Regulation of the 18th January 2011, issued by the Prime Minister concerning office instruction, uniform, subject lists of files and the instructions on the organization and scope of activity of the archives¹⁰ for the bodies and offices specified in Article 6, paragraph. 2a of archival Law¹¹, came

able), sponsor (the organization supporting financially the creation of the document), date of creation of the document, resource type (type of the document, eg. image, film, text, sound), format (technical format of the document, eg. DOC, PDF), resource identifier (a tag for unambiguous identification of the document in a given collection of documents), source (a link to the collection where document is placed), language, references (to other documents), scope (description of possible restrictions on the themes of the document), rights to the document (copyright, right of access to the document).

8. Journal of Law 2006, Nr 206, item. 1518.

9. Journal of Law 2006, Nr 206, item. 1519.

10. Journal of Law 2011, Nr 14, item 67.

11. That means for 1) district bodies and inter-district associations, and offices providing services to these bodies and associations 2) county bodies and the county *starost* offices, 3) The voievodship self-government bodies and offices of the *marshal* of a province 4) organs of unified governmental administration and the in voievodships and the offices providing services to these bodies.

into force on the 20th January 2011. This regulation applies both to traditional – paper and electronic documentation.

First of all, it provides some important definitions, both from the point of view of the state or local government institution that produces and collects archival materials, also in electronic form, and from the point of view of a state archive acquiring these materials for perpetual storage. And so, in paragraph 2, it specifies among other things: metadata (set of structured information logically related to a consignment, case or other documentation which facilitates their search, control, understanding, long-term storage and management), digital mapping (electronic document which is an electronic copy of any content stored in any other than electronic form, allowing the reading of the content and understanding it, without direct access to the original), chronological content (a set of documents in a non-electronic form, ordered chronologically according to their entry into the EZD system - system of Electronic Management of Documents), the composition of electronic data carriers (an ordered set of electronic data carriers containing documentation in an electronic form), EZD system (a computer system for electronic management of documents, which enables office activity, to document the course of dealing with cases and to collect and create electronic documents).

The annexes to the Regulation are: an office instruction (determining detailed principles and procedures of various clerical activities in particular offices), four lists of files for different types of offices (a list of files includes all the matters and issues relating to the activities of an institution, marked under various headings with symbols, slogans and archival category; it is used for marking, registering, linking and storing files and is based on a system of decimal classification) and an archival instruction (it regulates the dealing in a company archive with any documentation of completed cases, regardless of the techniques of its creation, its physical form or the information contained therein).

In the introduction to office instruction, again, we find important definitions, such as: a natural electronic document (a document which from the beginning of its existence is a set stored in an electronic form) and a register (a tool used for recording of individual consignments or letters that is carried on the EZD system as a separate electronic document or auto-generated report).

Chapter two of the instruction – for our consideration the most important one – describes the conducting of office operations carried out in the EZD system. It discusses in detail the consecutive steps performed by the appropriate persons and organizational units of institutions from the incoming of a letter (opening the file) until the final response is sent (closing the file). Very important is annex 1 to the instruction, which gives the minimal set of the structure of metadata describing the incoming and outgoing consignment, components of the file which are not consignments, and the case itself.

Appendix 1 to Office Instruction

A — Structure of metadata describing an incoming consignment (minimal set)

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A — Structure of metadata describing an incoming consignment (minimal set)

No	Name of item	Way of recording	If required ¹²	Repeatability
1	Determining the party responsible for the content of the consignment, including:			yes
1a	name of party when not an individual	text	required, if 1b is not stated	No

12. The requirement of the metadata element refers to the obligation to determine it if such a determination is possible.

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required ¹²	Repeatability
1b	surname and other names of individual <i>(equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks)</i>	text written in a way that permits automatic separation of surname and other names	required, if 1a is not stated	No
2	Address of the party referred to in point 1 a, including:			No
2a	post code	text	optional	No
2b	place name <i>(equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks)</i>	text	required	No
2c	street <i>(equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks)</i>	text	optional	No
2d	building <i>(equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks)</i>	text	optional	No
2e	flat No <i>(equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks)</i>	text	optional	No
2f	PO box (Box number at post office)	text	optional	No
2g	country	text	required	No
2h	E-mail (address of electronic mail)	text	optional	Yes
3	Date visible on correspondence	date in the format: RRRR-MM-DD, where RRRR are the four digits of the year, MM are the two Arabic digits referring to the month, DD are the two day digits-it is allowed to give an incomplete date, for example, only RRRR or RRRR-MM, if the exact date is not known	required	no
4	Date of postage	date in the format: RRRR-MM-DD, where RRRR are the four digits of the year, MM are the two Arabic digits referring to the month, DD are the two day digits-it is allowed to give an incomplete date, for example, only RRRR or RRRR-MM, if the exact date is not known	optional	No

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required ¹²	Repeatability
5	Date of receipt of the consignment	date in the format: RRRR-MM-DD, where RRRR are the four digits of the year, MM are the two Arabic digits referring to the month, DD are the two day digits	required	No
6	Date and time of registration of the document in the EZD (electronic management of documents) system (recorded automatically)	date and time in the format: RRRR-MM-DD T hh: mm:ss, where RRRR are the four digits of the year, MM are the two month digits, DD are the two day digits, hh are two hour digits, mm are two minute digits, ss are two second digits, for example, 1997-07-16T19:20:30	required	No
7	Indication of the type of document on the basis of the defined and accepted dictionary of the types of documents (for example a letter, invoice, application, complaint, accountant note, contract, opinion, memo, etc.)	text	optional	Yes
8	Document ID, assigned automatically and unique in the entire EZD system	text with no spaces or the following punctuation marks: (\) — backslash (/) — forward slash (*) — asterisk (?) — question mark (:) — colon (=) — equality sign (,) — comma (;) — semicolon	required	No
9	Title — a concise description relating to the content of the document (e.g. report on the preparations for Euro 2012, an official instruction referring to a project, a note from a trip to Brussels, invoice for refuse collection)	text	required	No
10	Determination of availability	possible options: <i>public — available in its entirety</i> <i>public — available in part,</i> <i>not public</i>	required	No
11	Number of enclosures	number	optional	No
12	Format	text — name of the data format used when creating the document	required for electronic documents	No
13	Notes — additional information concerning the registration of received item/s (for example, a single page scan— an appendix of over 500 pages — a calendar in format larger than A3, an enclosed additional CD of 500 MB, a video film on DVD)	text	optional	Yes

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required ¹²	Repeatability
14	Type (according to the Dublin Core Metadata Initiative. Type Vocabulary) http://dublincore.org/documents/dcmi-type-vocabulary/ in accordance with the regulations following from art. 5 point. 2a of the Law	possible options: Collection (unordered set of data), Dataset (ordered set of data), MovingImage, Physical Object, Software, Sound, Stillimage (still image), Text — meaning a text consisting of words intended to be read, regardless of how they were stored, including writing or print on paper, photographic copy of a text, a text saved in both a raster file and text; it is recommended to enter the default type = text markings	required	no
15	Method of delivery, on the basis of an approved dictionary definition (e.g. <i>simple letter, registered mail, courier, electronic mail, electronic inbox</i> , etc.)	text	optional	No
16	Signifying mark given to the item by the party responsible for its content	text	required, if exists	No

B — Structure of metadata describing an outgoing consignment (minimal set)

No	Name of item	Way of recording	If required	Repeatability
1	Determining the party responsible for the content of the consignment, including:			Yes
1a	name and surname of the employee who performs the activities in the EZD system (preparation of a draft of the letter, referred to in § 30 point 1, acceptance of the letter, referred to in § 12)	text written in a way that permits automatic separation of surname and other names (it is recommended to record automatically on the basis of user identified by EZD system)	required	no
1b	position of the employee performing the activities in the system, referred to in 1a	text (it is recommended to record automatically on the basis of user identified by EZD system)	required	no
2	Determining the addressee, including			yes
2a	name of party when not an individual	text	required, if 2b is not stated	no
2b	surname and other names of individual (<i>equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks</i>)	text written in a way that permits automatic separation of surname and other names	required, if 2a is not stated	no
3	Address of the party referred to in point 1 a, including:			no

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required	Repeatability
3a	post code	text	optional	no
3b	place name (<i>equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks</i>)	text	required	no
3c	street (<i>equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks</i>)	text	optional	no
3d	building (<i>equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks</i>)	text	optional	no
3e	flat No (<i>equivalents of the information features included within regulations issued on the basis of Art. 18 of the Law on the Computerisation of Subjects Realising Public Tasks</i>)	text	optional	no
3f	PO box (Box number at post office)	text	optional	no
3g	country	text	required	no
3h	E-mail (address of electronic mail)	text	optional	yes
4	Date visible on correspondence	date in the format: RRRR-MM-DD, where RRRR are the four digits of the year, MM are the two Arabic digits referring to the month, DD are the two day digits-it is allowed to give an incomplete date, for example, only RRRR or RRRR-MM, if the exact date is not known	required	no
5	Date of postage	date in the format: RRRR-MM-DD, where RRRR are the four digits of the year, MM are the two Arabic digits referring to the month, DD are the two day digits-it is allowed to give an incomplete date, for example, only RRRR or RRRR-MM, if the exact date is not known	optional	no
6	Indication of the type of document on the basis of the defined and accepted dictionary of the types of documents (for example <i>a letter, invoice, application, complaint, accountant note, contract, opinion, memo, etc.</i>)	text	optional	yes

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required	Repeatability
7	Document ID, assigned automatically and unique in the entire EZD system	text with no spaces or the following punctuation marks: (\) — backslash (/) — forward slash (*) — asterisk (?) — question mark (:) — colon (=) — equality sign (,) — comma (;) — semicolon	required	no
8	Title — a concise description relating to the content of the document <i>(e.g. report on the preparations for Euro 2012, an official instruction referring to a project, a note from a trip to Brussels, invoice for refuse collection)</i>	text	required	no
9	Determination of availability	possible options: <i>public — available in its entirety</i> <i>public — available in part,</i> <i>not public</i>	required	no
10	Number of enclosures	number	optional	no
11	Format	text — name of the data format used when creating the document	required for electronic documents	no
12	Notes — additional information concerning the registered item	text	optional	yes
13	Type (according to the Dublin Core Metadata Initiative. Type Vocabulary) http://dublincore.org/documents/dcmi-type-vocabulary/ in accordance with the regulations following from art. 5 point. 2a of the Law	possible options: Collection (unordered set of data), Dataset (ordered set of data), MovingImage, Physical Object, Software, Sound, Stillimage (still image), Text — meaning a text consisting of words intended to be read, regardless of how they were stored, including writing or print on paper, photographic copy of a text, a text saved in both a raster file and text; it is recommended to enter the default type = text markings	required	no
14	Method of delivery, on the basis of an approved dictionary definition <i>(e.g. simple letter, registered mail, courier, electronic mail, electronic inbox, etc.)</i>	text	required	no

C — Structure of metadata describing the elements of the case files that are not consignments (minimal set)

No	Name of item	Way of recording	If required	Repeatability
1	Determining the party responsible for the content			yes
1a	name and surname of the employee who performs the activities in the EZD system (preparation of a draft of the letter, referred to in § 30 point 1, preparation of a note, opinion, position, referred to in § 8 point 2, acceptance of the letter, referred to in § 12)	text written in a way that permits automatic separation of surname and other names (it is recommended to record automatically on the basis of user identified by EZD system)	required	no
1b	position of the employee performing the activities in the system, referred to in 1a	text (it is recommended to record automatically on the basis of user identified by EZD system)	required	no
2	Date and time of registration of the document in the EZD (electronic management of documents) system (recorded automatically)	date and time in the format: <i>RRRR-MM-DD T hh:mm:ss</i> , where <i>RRRR</i> are the four digits of the year, <i>MM</i> are the two month digits, <i>DD</i> are the two day digits, <i>hh</i> are two hour digits, <i>mm</i> are two minute digits, <i>ss</i> are two second digits, for example, 1997-07-16T19:20:30	required	no
3	Indication of the type of document on the basis of the defined and accepted dictionary of the types of documents (for example <i>a letter, opinion, presentation</i> , etc.)	text	optional	yes
4	Document ID, assigned automatically and unique in the entire EZD system	text with no spaces or the following punctuation marks: (\) — backslash (/) — forward slash (*) — asterisk (?) — question mark (:) — colon (=) — equality sign (,) — comma (;) — semicolon	required	no
5	Title — a concise description relating to the content of the document (<i>e.g. report on the preparations for Euro 2012, an official instruction referring to a project, a note from a trip to Brussels, invoice for refuse collection</i>)	text	required	no

**Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141**

No	Name of item	Way of recording	If required	Repeatability
6	Determination of availability	possible options: <i>public</i> — <i>available in its entirety</i> <i>public</i> — <i>available in part, not public</i>	required	no
7	Format	text — name of the data format used when creating the document	required for electronic documents	no
8	Type (according to the Dublin Core Metadata Initiative. Type Vocabulary) http://dublincore.org/documents/dcmi-type-vocabulary/ in accordance with the regulations following from art. 5 point. 2a of the Law	possible options: Collection (unordered set of data), Dataset (ordered set of data), MovingImage, Physical Object, Software, Sound, Stillimage (still image), Text — meaning a text consisting of words intended to be read, regardless of how they were stored, including writing or print on paper, photographic copy of a text, a text saved in both a raster file and text; it is recommended to enter the default type = text markings	required	no

D-Structure of metadata describing the case (minimal set)

No	Name of item	Way of recording	If required	Repeatability
1	Determining the party responsible for the content			yes
1a	name and surname of the employee accepting who starts dealing with the case	text written in a way that permits automatic separation of surname and other names (automatic recording on the basis of user identified by EZD system)	required, if 1b is not stated	no
1b	name and surname of the employee who conducts the case	text written in a way that permits automatic separation of surname and other names automatic recording on the basis of user identified by EZD system)	required, if 1a is not stated	yes

Magdalena MAROSZ: Management of Electronic Documents in State and Local Government Institutions
Creating the State Archival Resource, 129-141

No	Name of item	Way of recording	If required	Repeatability
2	Date and time of registration of the document in the EZD (electronic management of documents) system (recorded automatically)	date and time in the format: <i>RRRR-MM-DD T hh:mm:ss</i> , where <i>RRRR</i> are the four digits of the year, <i>MM</i> are the two month digits, <i>DD</i> are the two day digits, <i>hh</i> are two hour digits, <i>mm</i> are two minute digits, <i>ss</i> are two second digits, for example, 1997-07-16T19:20:30	required	no
3	Date and time of the last element in the case file (the latest of the dates listed in parts A, B or C of the Annex, saved automatically)	date and time in the format: <i>RRRR-MM-DD</i> where <i>RRRR</i> are the four digits of the year, <i>MM</i> are the two month digits, <i>DD</i> are the two day digits, eg. 1997-07-16	required when exporting data to an archival consignment, referred to in the regulations issued on the basis of paragraph 5, point 2c of the Law	no
4	Signifying mark of the case (recorded automatically when you select the correct position of the list of files)	in accordance with the principles described in § 5	required	no
5	Title — a concise description relating to the content of the case (e.g. <i>preparation of a draft of an office instruction, a trip to Brussels for..., preparation of a contract for refuse collection</i>)	text	required	no
6	Determination of availability (automatic allocation of the appropriate value, based on the metadata of electronic documents found in the files of the case)	possible options: <i>public — available in its entirety</i> <i>public — available in part,</i> <i>not public</i>	required when exporting data to an archival consignment, referred to in the regulations issued on the basis of paragraph 5, point 2c of the Law	no
7	Format	defined option: „Multipart/Header-Set”	required when exporting data to an archival consignment, referred to in the regulations issued on the basis of paragraph 5, point 2c of the Law	no
8	Type (according to the Dublin Core Metadata Initiative. Type Vocabulary) http://dublincore.org/documents/dcmi-type-vocabulary/ in accordance with the regulations following from art. 5 point. 2a of the Law	defined option: Collection (unordered set of data)	required when exporting data to an archival consignment, referred to in the regulations issued on the basis of paragraph 5, point 2c of the Law	no

Sources

The Law of the 17th February 2005 on Computerization of Subjects Realising Public Tasks, "Journal of Law", 2005, n. 64, item 565, with further amendments.

The Law of the 14th July 1983 on national archival resource and archives, unified text, "Journal of Law" 2011, n. 123, item 698 (unified text).

Prime Minister's Regulation of the 18th January 2011, concerning the office instruction, uniform, subject lists of files and the instruction on the organization and scope of activity of company archives, "Journal of Law" 2011, n. 14, item 67.

Prime Minister's Regulation of the 14th September 2011 on the creation of letters in the form of electronic documents, delivery of electronic documents and availability of forms, templates and copies of electronic documents, "Journal of Law", 2011, n. 206, item 1216.

Regulation of the 30th October 2006 on the elements necessary in the structure of electronic documents, "Journal of Law", 2006, n. 206, item 1517.

Regulation of the 30th October 2006 on the specific procedures of deling with electronic documents, "Journal of Law", 2006, n. 206, item 1518.

Regulation of the 2nd November 2006 on technical requirements of formats of storage and electronic data carriers on which such archival materials, transferred to state archives, were stored, "Journal of Law", 2006, n. 206, item 1519.

SUMMARY

The new office instruction, archival instruction and the substantive lists of files are universal documents. They are intended both for computerized institutions, applying electronic systems of document management, and for those institutions which still maintain the traditional paper system. Of course, these instructions do not always fully solve all the problems; for example a discussion continues on how to manage e-mails, due to the special nature of this form of communication. The offices which use new office and archival norms and regulations, introduced through the Regulation of the 18th January 2011, already recognize the need to introduce changes and updates, even during the present year. Such a need has also been recognized by the Head Director of the State Archives, who has appointed a team to support the state archives and the State Archive Head Office in matters concerning the development and providing of opinions on drafts for chancery and archival legislation. It cannot be denied, however, that the new office instruction has introduced significant and orderly regulations for the organization and functioning of offices, which is especially important for those already using or intending to use electronic systems of document management. From the standpoint of the state archives, which supervise both the performance of office activities and the running of the archives in state and local government institutions and after a set time limit prescribed by the law (for paper documents – 25 years, for electronic – 10 years) take over to their resource the archival materials produced and collected by these institutions, it is also beneficial to introduce uniform rules for archival chancery for the most important local state and self-government offices.

Original scientific article

Submitting date: 03.04.2012

Acceptance date: 30.06.2012

