

# MoReq2

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Consultants in Management and IT

## MoReq2: The revised Model Requirements for Electronic Records Management

Presentation to  
**The Society of Archivists, Ireland and the Records Management Society, Ireland Group**

Presented by  
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EDM & ERM Consulting Services Director




14 June 2007



## Agenda

- Documents, Records
- Why MoReq?
- The MoReq2 Project
- What is in MoReq2?
- Impact of MoReq2 in Europe




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## Documents, Records

- **Document:**
  - A "piece" of information you can handle or manage
  - May be important, or not
  - Under the management of its "owner" (usually author or recipient), so...
  - Can be changed at will
  - Can be deleted at will
- **Record:**
  - A "piece" of information you can handle or manage
  - Represents important "evidence" of decision or act
  - Under corporate management, so...
  - Cannot be changed
  - Cannot usually be deleted




## Documents, Records

- A record is information that your organisation needs to keep, and needs to manage well
- See ISO 15489 for more details



## Records...

- "Live" records...
- Archives...
- ERMS





# MoReq2

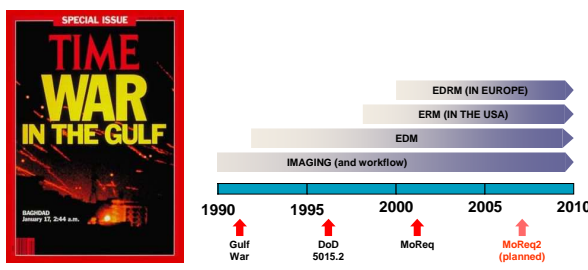


## Electronic Records Management Systems

- Records can be structured or unstructured
- Electronic Records Management Systems (ERMS) mainly manage unstructured records
- For example
  - Text documents
  - e-mail messages
  - Presentations
  - Some web pages
  - etc., Ad nauseam
- Structured records are mostly managed in other systems
  - Accounting, Manufacturing control systems, etc.

ERMS






## ERMS Timeline

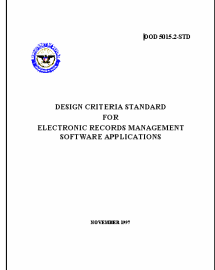


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## The first ERMS Standard

- US DoD 5015.2
- 1997
- Updated twice
- Originally for US Defence sector
- Gradually spread throughout USA
- Not suitable for use in Europe

## MoReq

- Requirements Specification
- 2001
- European
- Now used around the world
- Widely translated

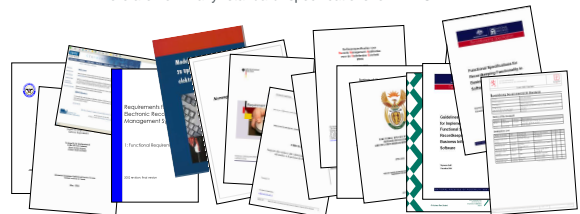


 Croatia	 Czech	 Dutch	 French	 Hungarian
 Italian	 Portuguese	 Russian	 Slovenian	 Spanish






## Standard Specifications

- There are now many "standard" specifications for ERMS



- Only one is INTERNATIONAL: **MoReq**



# MoReq2

## MoReq2 Specialists Panel

- Records Management Society 
- Society of Archivists 
- ARMA International
- DigitalPreservationEurope
- Document@work
- European Commission on Preservation and Access
- International Council on Archives
- International Records Management Trust
- Records Managers' Guild
- Scientific Archivists Group



## MoReq2 Vendor Panel

ALMOST ALL THE CONTENT MANAGEMENT INDUSTRY




Also later joiners: Acadre, Capgemini, Civica, ErgoGroup, Freesoft, Fujitsu, Getronics, Iterija, Lockheed Martin, Mobius, Morse





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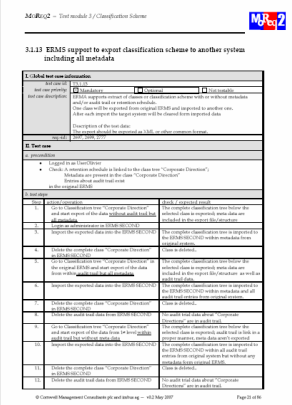

## Testing




- There has never been a MoReq testing scheme
- MoReq2 Project will deliver testing materials developed by  [www.imbus.de](http://www.imbus.de)
- Europe-wide testing to be administered by the DLM Forum
- Testing likely to start in 2008



## Test Scripts

## Plans for software testing



# MoReq2



## MoReq2: Modularisation

**CORE MODULE**

- Records management
  - Classification
  - Retention
  - Administration
  - etc.




**OPTIONAL MODULES**

- Physical records
- Document management/ collaboration
- Workflow integration
- Case work
- Content management integration
- Electronic signatures, encryption, etc.
- Distributed systems
- Offline and remote working
- Record keeping processes (new);
- Fax integration
- Security

## Localisation

- 'Chapter Zero' concept
  - Allows each country to add unique national requirements and context and terminology
  - Allows for national standards, laws, and guidance
  - Likely to be limited by EC licence (not certain)

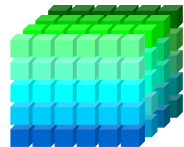
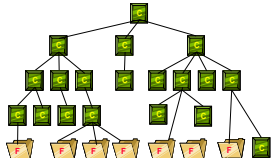






## Classification Scheme

- Alternative (i.e. non-hierarchic) classification schemes (?)
- May allow mixing files and classes (?)
- Record types (?)
  - Documentary Form
  - Record Form

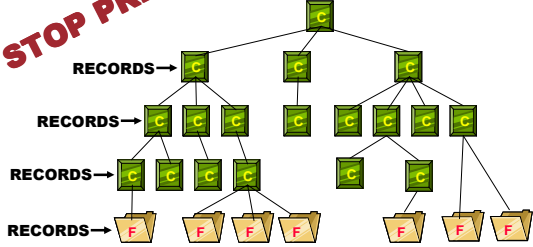


NO NO

Yes?

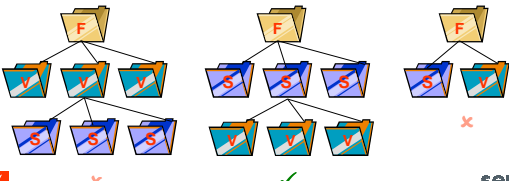


## Classification Scheme

STOP PRESS

## Sub-files




- Possibility of sub-files
  - Especially useful in casework
- Relationship of sub-files and volumes

## Controls and Security


- Roles
- More granular controls over administration rights
- Vital records
- Better alignment with ISO 15489 for record authenticity



ISO 15489	ISO 15489-1	ISO 15489-2	ISO 15489-3	ISO 15489-4	ISO 15489-5	ISO 15489-6	ISO 15489-7	ISO 15489-8	ISO 15489-9	ISO 15489-10	ISO 15489-11	ISO 15489-12	ISO 15489-13	ISO 15489-14	ISO 15489-15	ISO 15489-16	ISO 15489-17	ISO 15489-18	ISO 15489-19	ISO 15489-20	ISO 15489-21	ISO 15489-22	ISO 15489-23	ISO 15489-24	ISO 15489-25	ISO 15489-26	ISO 15489-27	ISO 15489-28	ISO 15489-29	ISO 15489-30
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

## Retention and Disposal


- Conflict avoidance and resolution
- Clarification of "transfer"
  - Records
  - Metadata
  - Audit trails








## Records Capture (1)

- Automated metadata extraction
- More detail on bulk importing
  - Import of classification scheme
  - Closing classes
  - Import of audit trail
- Compound and complex records

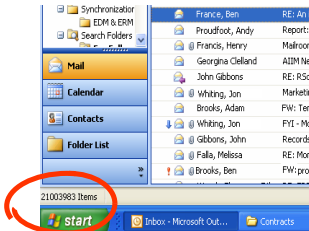




6 CSS, 12 GIF, 5 JPEG,  
2 Jscript, 1 XML

## Records Capture (2)

- More detail on e-mail capture
- More detail on scanner integration








## Referencing

- Possible references to emerging referencing schemes
  - DOI
  - URN
  - PURL
  - GUID

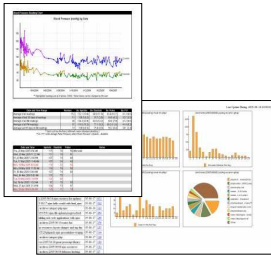
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```

## Reporting

- Better administrative reports



## Metadata model

- Better
- (much better)



12.5 Class, File, Sub-file, Volume and Record Metadata Elements

**Identifier - system**

<b>M004</b>	<b>Obligations:</b>	Optional	Occurs:	Once	
<b>Definition:</b> An identifier that is unique within the ERM4S					
<b>Applies to:</b>	class	file	sub-file	volume	record
<b>Populate:</b>	System-generated when the entry is created				
<b>Use condition:</b>	Cannot be modified.				
<b>Comment:</b>	This identifier does not have to be "user-friendly" - it is primarily used by the ERM4S rather than by users.				
<b>Requirements:</b>	<to be added>				

**Identifier - hierarchie**


<b>M004</b>	<b>Obligations:</b>	Mandatory	Occurs:	Once	
<b>Definition:</b> An identifier that is unique within parent class, file, or volume.					
<b>Applies to:</b>	class	file	sub-file	volume	record
<b>Populate:</b>	System-generated when the entry is created				
<b>Use condition:</b>	Cannot be modified.				
<b>Comment:</b>	This identifier identifies entities in a user-friendly way. For example, within a specified class the fourth class might be allocated an identifier of "4" or "004", and the 17th record in a volume might be allocated an identifier of "017".				
<b>Requirements:</b>	<ID277>, <ID2099>				

# MoReq2

More information from...

<http://www.moreq2.eu>



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### MoReq2

Cornwell Management Consultants plc, Europe's leading supplier of independent consultancy in electronic document and records management, has been awarded the European Commission contract to define the next generation of the Model Requirements for Electronic Records Management specification, known as MoReq2. Since its release in 2000 the original **MoReq**, also developed by Cornwell, has gained widespread international recognition as the de facto standard for electronic records management (ERM) systems. Cornwell will work closely with Imbus ag, a leading independent specialist software testing organisation based in Germany, to develop MoReq2 software certification testing materials.

Imbus AG is one of Germany's leading specialists for software quality assurance and testing. With more than 100 personnel at three locations, Imbus supports companies and IT-users in verifying and validating complex and demanding software.

**imbus**

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## MoReq2 in Europe

- Visible world wide
- Places Europe in the lead
- Advantages for users of ERM
- Advantages for suppliers of ERM



## Records Managers have the edge...

- CRM?
- Accounting?
- HR?
- Manufacturing control?
- Records Management?



## MoReq2 in the Future

- Possible link to ISO 15489...
- ICA project...



## Questions

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