

# Development of the Slovenian Public Electronic Archives



Photo: Klemen Razinger, 2017

*The past is just a click away!*

Preteklost na dosegu klika!

# Project e-ARH.si: ESF 2016 – 2020

Keeping digital  
cultural heritage  
alive for us and our  
descendants.



The development of the Slovenian e-ARH.si public electronic archives project is partly financed by the European Union, i.e. from the European Social Fund (ESF) within the Operational Programme for the Implementation of the EU Cohesion Policy in the period 2014–2020.

**Priority axis:**

11. Rule of law, enhancing institutional capacity, efficient public administration and capacity building of NGOs and social partners

**Investment priority:**

11.1 Investment in institutional capacity and in the efficiency of public administration and public services at the national, regional and local levels with a view to reforms, better regulation and good governance

**Specific objective:**

11.1.3 Improving governance and greater transparency in public administration with the introduction of new tools, methods and interoperable solutions

**Short code:**

e-ARH.si: ESS 2016–2020

**Approval decision:**

11-1/3/MK/0 of 2 August 2016 (document no. 3032-16/2016/16)

**Name of beneficiary:**

Ministry of Culture, Archives of the Republic of Slovenia

**Period:**

2016–2020

**Value:**

EUR 4 million (80% EU, 20% SI)

# LEGAL BASIS

The Slovenian public archival service manages a common information communications infrastructure for keeping registers, storage, and the use of electronic archival records (eAR) in the archives, and oversees the efficient interconnection of archival information systems and similar systems when protecting cultural heritage in the Republic of Slovenia and the European Union.

*Article 59  
of the Protection  
of Documents and  
Archives and Archival  
Institutions Act  
(ZVDAGA)*

## FRAMEWORK FOR ESTABLISHING A STABLE AND TRUSTWORTHY SLOVENIAN e-ARCHIVES



On the basis of Article 59 of the ZVDAGA, the archival public service drafted, and the Government of the Republic of Slovenia approved, *the Strategy and Implementation Plan for the Development of the Slovenian Public Electronic Archives for the 2016-2020 Period* in March 2016, which marks the continuation of the five-year strategy for the 2010-2015 period that established the foundations of Slovenian public e-archives. The 2016-2020 Strategy is based on current progress, and presents the activities planned within the current operational and strategic environment

The Slovenian electronic archives is a common service for the long-term preservation of eAR, whose custodians are Slovenian public archives.

This is the business strategy of the Slovenian public archival service regarding the long-term preservation of eAR, and is important for all employees responsible for eAR and metadata in any phase of the records' life cycle. It clearly defines strategic priorities, roles and responsibilities of all those responsible for implementing the strategy, and indicators to measure its success.

In order to preserve and use eAR, we wish to enable access to the best e-solutions to all interested parties from any location.

**We thus want to become a leading innovator in the field of e-archiving in the Republic of Slovenia and wider region.**

Our mission and vision are being realised with clear strategic objectives and implementation plans. The plans for achieving the objectives were confirmed by the Government of the Republic of Slovenia.

## SLOVENIAN e-ARH.si ELECTRONIC ARCHIVES

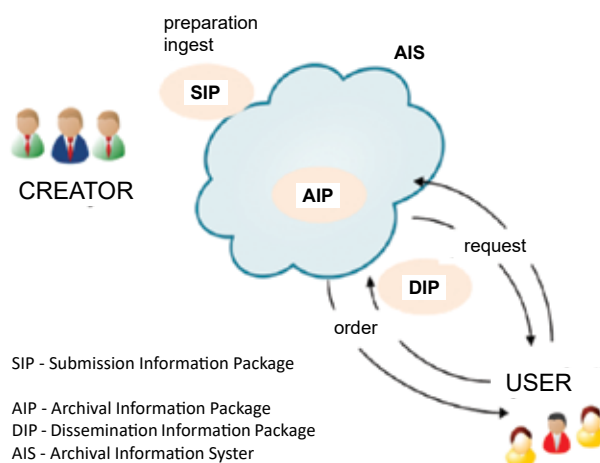
e-ARH.si denotes a complex environment intended for e-archiving, and also includes procedures for acquiring archival records (digitised and born digital) by competent public archives, their expert processing, long-term storage in compliance with the applicable legislation and their further use.

When developing the e-ARH.si, we comply with the European and national interoperability framework, which means that within e-ARH.si and business processes the system supports, we can exchange data, information and knowledge at the European and national level.

The e-archives will be established in compliance with **the ISO 14721 Standard** (OAIS reference model) within the Slovenian public archival service on our own organisational and information infrastructure.

### MISSION

**Appraising, acquiring, expert processing, preserving and enabling the use of archival cultural heritage in the Republic of Slovenia in e-form.**



**ISO 14721  
OAIS Reference Model**

The work in the e-ARH.si: ESF 2016–2020 project is organised in eight competence centres (CC), which unite employees from all archives of the Slovenian archival public service. Each competence centre has its own head and its selection of tasks and expected products as per their respective project plans

## PROJECT ORGANISATION - COMPETENCE CENTRES



# PLANNING ORGANISING COORDINATING MONITORING

**UCC**  
#coordination

The e-ARH.si development project consists of a number of organisational, expert and technological tasks for a period of five years. Simultaneous work on several project tasks requires an overview of planned, scheduled and implemented tasks – this is the task of the **umbrella competence centre (UCC)**.

## PROJECT OFFICE

A project office has been established within the project's organisation for its entire duration (until the end of 2020).



The project office provides methodological support to the project manager and project group. Its tasks include:

- methodological, operational and technical support in project management;
- assistance with preparing and harmonising tender documentation and implementing public procurements;
- reporting and implementing activities related to drawing EU funds;
- implementing expert tasks according to the project manager's instructions.

The UCC ensures that members of the project group communicate with each other, work together on project tasks within competence centres and subsequently exchange knowledge, experience and project documentation.







# MANAGING eAR AT CREATORS OF ARCHIVES AND DELIVERY TO THE COMPETENT ARCHIVES

## GUIDELINES

We disseminate general Slovenian guidelines on the safe capture and storage of eAR in their original/creator's environment:

- by updating Uniform Technological Requirements (UTR), which will be combined into rules;
- by simplifying the programme and material for training to obtain skills for working with records;
- by training and advising on the preparation of internal rules, and
- by preparing a uniform risk assessment methodology regarding risks to eAR and their management.

## TOOLS

We design tools which will enable public archives' employees to provide high-quality and useful support for eAR creators when handling their e-records, from production to delivery to the competent archives:

- substantive tools – templates for preparing Professional and Technical Instructions (tPTI) for creators of various types of eAR;
- functional specification of tools for designing a Submission Information Package (SIP) for delivery to the competent archives.

The starting points for preparing our project products include the findings from examining domestic and foreign practices, legislation and standards, and the guidelines for their design include expert clarity and practical applicability.

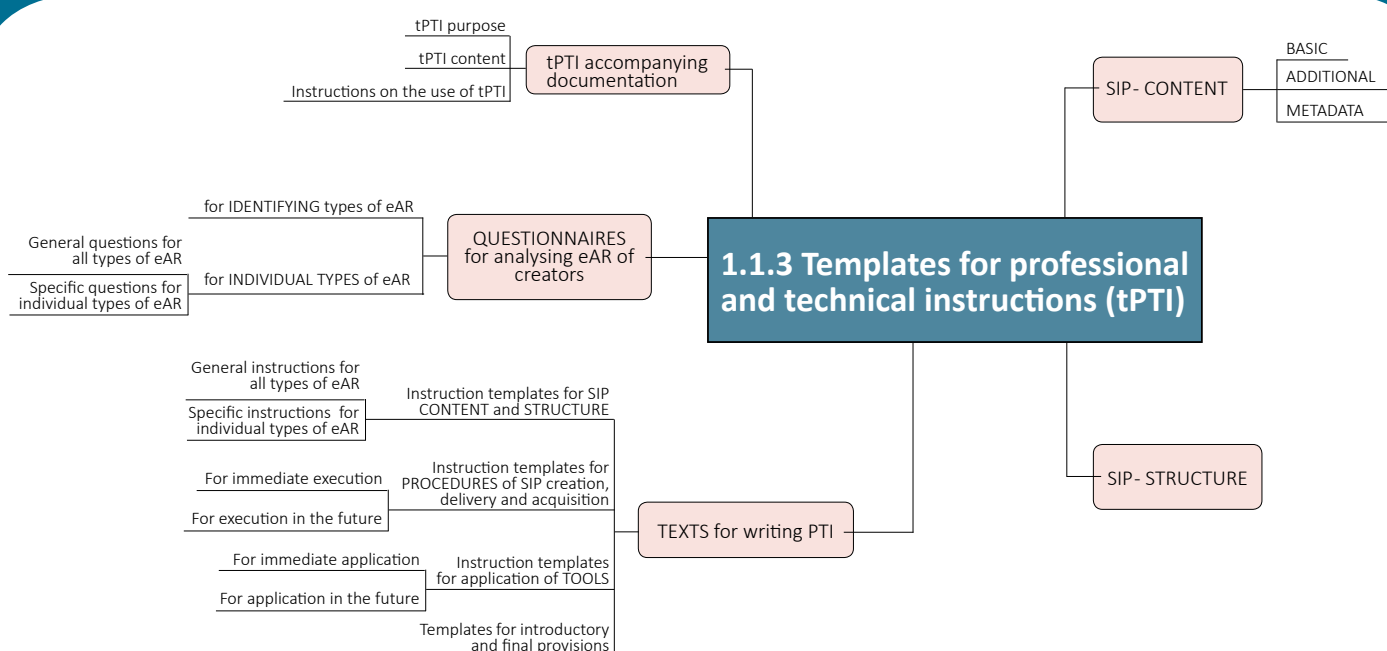
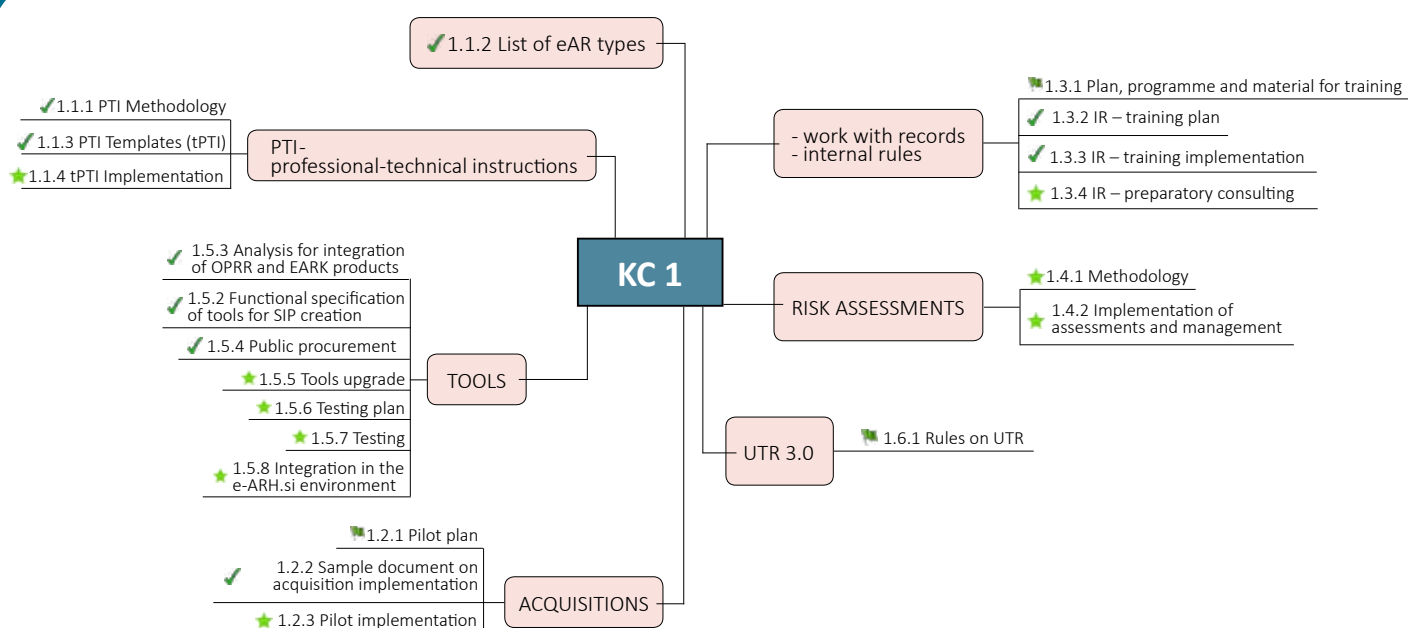
At the end of the first quarter of the project's duration, the first versions of the majority of products are being completed, and these will be further upgraded with findings based on application. Testing and modifying the tool for designing the Submission Information Package (SIP) from the creator to the e-ARH.si system will be the most challenging task.





The work of CC 1 could be symbolized as *connecting*.

*We design starting points and develop fundamental knowledge* for cooperation between all Slovenian public archives and eAR creators.





## WE ENSURE LONG-TERM STORAGE OF eAR

### SECURITY CHECKS - CONDITIONS FOR SECURE eAR STORAGE

We implement security checks of the e-ARH.si system with the aid of external independent experts. We eliminate vulnerabilities, thereby ensuring that the acquired eAR is kept in the e-ARH.si system in compliance with all the principles of secure e-storage.



#### Advantages of security checks:

- detecting vulnerabilities of the information system and thus the risk posed to stored eAR;
- objective assessment of the current situation;
- improving efficiency of recognising and monitoring incidents;
- justified requirements for modifications.



*By introducing supervisory systems, we will provide active supervision of the e-ARH.si system.*

## AUTOMATED eAR APPRAISAL

## PACKAGE CONVERSION OF eAR TO FORMATS FOR LONG-TERM STORAGE

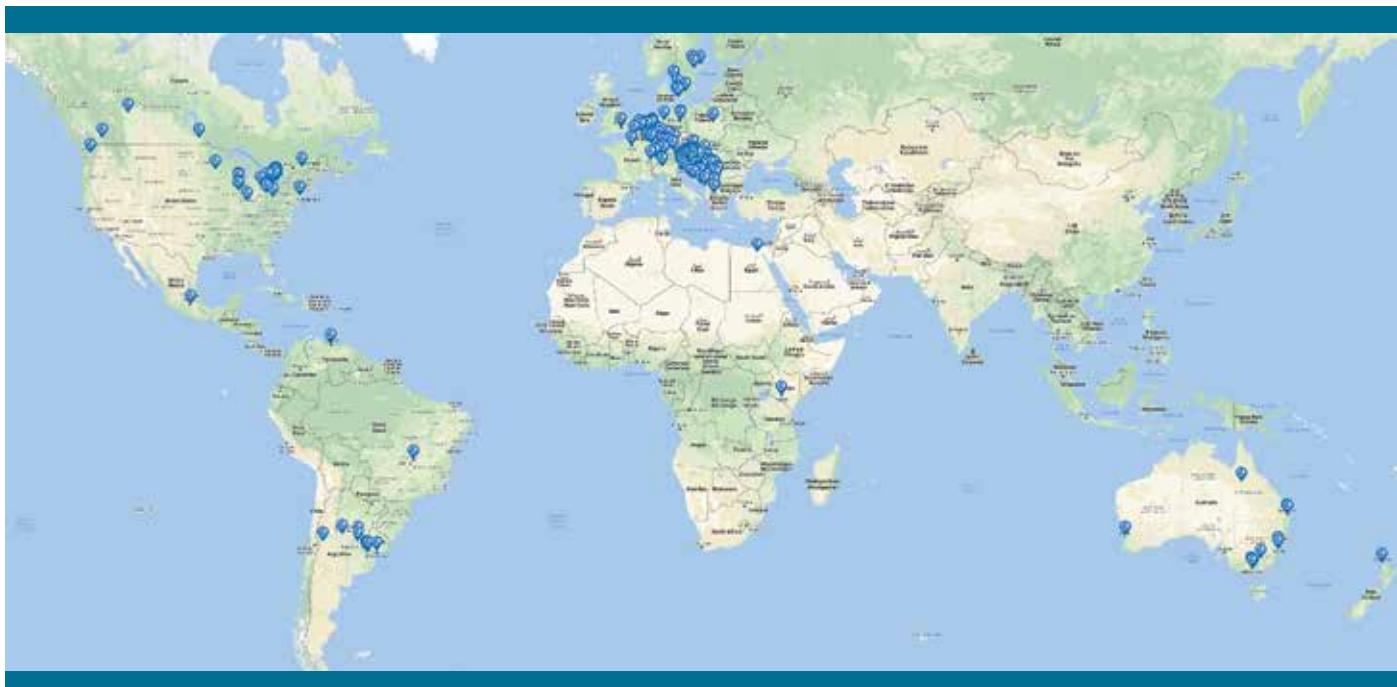
From the viewpoint of management, classical (analogue) archival records differ from eAR, which is why appraisal procedures will also be established and standardised for the latter. For this purpose, we wish to develop *software to at least partially automate (hardware) appraisal of the eAR acquired*.

The strategy of converting e-records to enable their long-term storage is legally prescribed in Slovenia. The project is aimed at identifying, testing and proposing software for package conversion of various types of eAR into formats suitable for long-term storage.

As per Articles 53 and 56 of the ZVDAGA, the Archives of the Republic of Slovenia, within the framework of its regular work, keeps a register of archival records, which refer to Slovenia and Slovenians, and are kept outside the Republic of Slovenia.

## WE SAFEGUARD eAR OF SLOVENIANS LIVING ABROAD

Slovenians around the world do not dispose of trained archivists, but they are aware of the importance of archival records which are being produced in their respective countries, and they wish to preserve them. With the help of the **Government's Office for Slovenians Abroad**, Slovenian archivists visit Slovenian emigrant associations and help them with records processing and description. When our experts leave, Slovenians living abroad have no effective tool to help them continue with description in a professional manner.



The figure above shows Slovenian emigrant associations in neighbouring countries and around the world which could contribute their archival records to the e-ARH.si system. Source: *Office of the Government of the Republic of Slovenia for Slovenians Abroad* (<http://slovenci.si>)

Slovenians around the world need software to simply and efficiently describe and transfer archival records to the e-ARH.si system and to the Register of archival records abroad which refers to Slovenia and Slovenians. On the other hand, the archivists of the Archives of the Republic of Slovenia require remote access to this programme, since they offer direct assistance from Slovenia when resolving problems that arise.



# STANDARDISATION OF ARCHIVAL PROFESSIONAL WORK

*“We archive and standardise”*

*Researching and  
comparing archival  
practices*

70  
tasks

Over 70 different tasks are planned within the project, which will be performed or coordinated by 20 CC 3 members from all archives of the Slovenian public archival service by the end of 2020.

*Preparing  
instructions for  
description*

Field of work of  
CC 3

The field of work of CC 3 encompasses archival professional, terminological, technological and methodological solutions regarding capturing, linking, exchanging, preserving and using metadata on archival content.

*Introducing  
e-business in  
regional archives*

Description of  
archival records

**The methods of describing archival records, which were established for the needs of preparing classical finding aids, are no longer suitable for the modern information needs of various users.**

Increasingly larger quantities of preserved records and archival records in physical and electronic form and an increase in their use require detailed, standardised and particularly long-term sustainable archival finding aids in the form of metadata records down to the lowest levels of describing archival records.

*Developing modern  
methods of archival  
professional work*

*Integrating and  
standardising  
archival information  
systems*

- **research** and development of archival professional work methods;
- **promotion and harmonisation** of archival theory and practice;
- **verification and testing** of results of Slovenian and foreign research;
- **search and definition** of good archival professional, information, organisational and procedural practice among creators and archival institutions at home and abroad;
- **education and transfer of new knowledge**;
- **connection**;
- **preparation of instructions and guidelines**.

- standardisation of managing and describing archival records,
- provision of basic archival professional principles, and
- selection of a suitable document management system for regional archives.

- publication of scientific and professional publications;
- analysis of domestic and foreign archival practice;
- development of methods and rules for designing individual elements of description;
- integration of existing databases of archival metadata.

We harmonise and formalise methods and procedures of archival professional work, and also form clear rules and instructions on the description of archival records regardless of their form. We strive to formalise and upgrade existing theoretical and practical knowledge, and develop necessary professional procedures and methods of archival professional work for the needs of high-quality archiving of electronic and hybrid archival records.

2

Activities  
planned:

1

Task  
systematisation:

Standardisation  
of managing and  
describing archival  
records

Harmonisation  
and formalisation  
of methods and  
procedures

Technological  
support for office  
operations in  
regional archival  
institutions

3

We wish to attain a higher level of professional management of our own documentation in public regional archival institutions and, in particular, to establish an environment for the direct formation and development of a proactive role for professional archives employees. Through the synergy of these two and other factors, we will build the basis of interoperable solutions in the field of e-archiving in the Slovenian archival public service.



# MANAGING ACCESS TO eAR

*Eliminating barriers  
and enabling access  
to archives also for  
vulnerable groups*



*Virtualising the use of  
archival records*

When enabling access and the use of eAR, we devote special attention to vulnerable groups:

- we arrange physical access to archives buildings and reading rooms;
- we provide technologies adjusted to support access to, and use of, eAR, and install them in archives' reading rooms.

*Disabilities should not hinder  
individuals from learning about their  
past or Slovenian cultural heritage.*

## ESTABLISHING A VIRTUAL ARCHIVES' READING ROOM (VAR)

### REMOTE ACCESS

VAR will enable remote access to eAR and will thus provide support to various types of users and forms of use, including vulnerable groups.

### INTERACTIVITY

VAR will automate reading room procedures and enable interactive communication between users and archives.

### COMPLIANCE WITH PROFESSION AND LEGISLATION

VAR will observe expert archival requirements in compliance with the relevant legislation and will protect data subject to legal protection accordingly.

### SECURE and UPDATED

VAR will ensure efficient, safe and technologically sophisticated information and communication infrastructure for the Slovenian archival public service.

REMOTE ACCESS

INTERACTIVITY

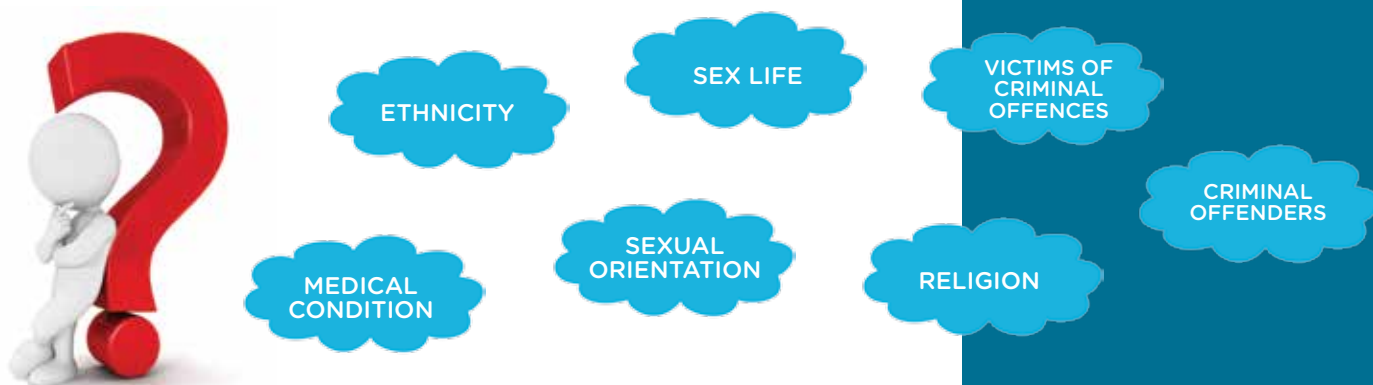
COMPLIANCE WITH  
PROFESSION AND  
LEGISLATION

SECURITY AND  
UPDATEDNESS

**VAR**

Archival records are the legacy of our common past, and as cultural heritage accessible to all. Archival records also include data referring to individuals and their mutual interrelationships. Certain data should not be accessible to everyone, since their disclosure could reveal an individual's most intimate concerns and actions.

*We enable  
accessibility, but  
protect privacy –  
anonymisation*



Archival records found in public archives become publicly available 75 years after the records were produced or 10 years after the death of the individual to whom the information relates. However, this does not mean that archival records containing **sensitive data** such as **data on a person's sex life, medical condition, religious beliefs or ethnicity are inaccessible**. On the contrary, archival records are **accessible**, but such data is **anonymised**.

## Article 65 of the ZVDAGA

*(paragraphs two and four)*

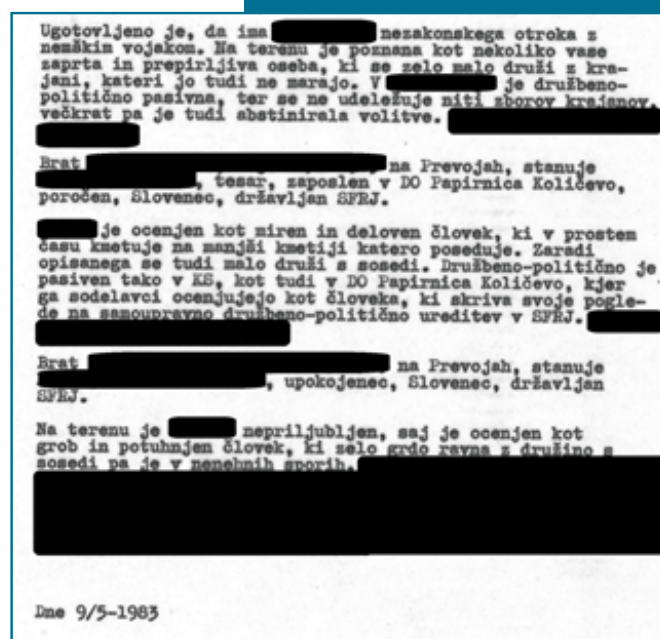
## ANONYMISATION broadens accessibility, but respects and protects individual privacy

Anonymisation is a measure which enables and expands the possibilities of accessing archival records containing sensitive data.

It places Slovenia alongside other European countries which have enacted it as a mechanism that, while protecting individuals mentioned in archival records, the disclosure of whose personal data would violate their human rights and freedoms, also enables the broadest possible use of archival records.

The digitisation of archival records is one of the positive sides of anonymisation. Slovenian archives digitise archival records rapidly, and not only material consisting of sensitive data.

Anonymisation is one of the main reasons for the digitisation of personal files from our recent history that are kept on paper, microfilms and microfiches, since anonymisation can thus be implemented with the application of ICT.





# DIGITISATION CENTRE

## Digitisation

*Decree on the protection of documentary and archival material, 2017*

All forms of digitisation are considered as the conversion and capture of records and archival records originally produced in physical or electronic analogue form.

The security and accessibility of records, simplicity and saving of time are the main ideas highlighted in the use of digitised material.

Irrespective of the fact that the legal value of archival records in physical form is ensured by their original format, it must be taken into consideration that this format may become useless over time. Therefore, digitisation procedures must be implemented in a way that ensures accessibility and the legal value of digitised copies of archival records. Special attention is thus also devoted to the digitisation of physical archival records. Digitisation includes professional, technological and organisational procedures for converting content and various formats of documents from their physical format into an electronic format to ensure the physical security of archival records (protection from damage) and enable fast and broad accessibility to archival (cultural) contents.

## Tasks of CC 5:

- analysis of the existing situation;
- establishment of the digitisation centre;
- digitisation of existing material within the network of Slovenian public archives;
- implementation of digitisation and access to archival records of the former SFRJ to which the Republic of Slovenia is entitled as per the Agreement on Succession;
- management of already digitised material.

Since it would not be financially sustainable to digitise all archival records in Slovenian public archives, a list of archival records for digitisation was created and analysed. On its basis we defined digitisation priorities.

The list of records, defined for digitisation, showed the need for:

- **a large-format book scanner** for books and documents up to A1 format;
- **a production scanner** for conventional archival records;
- **a microfilm scanner.**

Analysis and determination of priorities

Establishing the digitisation centre

- We made an extensive analysis and, based on its results, we will select a business model for the future digitisation centre.
- We analysed the market and prepared specifications for selecting equipment.



We have established a work process for digitising archival records kept in Slovenian public archives, which will ensure the security and integrity of records in physical form, accessibility, authenticity and durability of digitised records, and the establishment of links with the database of archival records of the Archives of the Republic of Slovenia and regional archives (Siranet).

- We prepared a single description form and a list of already digitised archival records.
- We also devised a form for metadata for the needs of analysing the suitability of past digitisation.
- Discrepancies in metadata in existing digitised records will be eliminated.
- Digitised records will be transferred into the e-ARH.si system.

	Archives
	Reference code
	Title
	Date of creation (of original)
	Type of original archival records
	Type of original archival records - description
	Extent of digitized units
	Digitization procedure
	Additional procedures
	Date of digitization
	AIP format
	Quality (dpi)
	Resolution
	Number of files

Transfer of already digitised records into e-ARH.si

*“Careful with records, kind to users”*

Film archives

Article 43 of the  
ZVDAGA

Slovene Film  
Archives at the  
Archives of the  
Republic of  
Slovenia (SFA)

*Film archival records are edited original pictorial and tone negative of a film in the form of a celluloid and a projection copy (print) of that film, as well as any film made on digital or analogue media produced by Slovenian or foreign producers (hereinafter referred to as “producers”) and/or having been produced in co-production between Slovenian and foreign producers in the Republic of Slovenia and which is considered a Slovenian film.*

*Archival records also include other audiovisual works considered to be Slovenian according to the regulations in force.*

The SFA is the central institution for the protection of Slovenian film heritage. Since its establishment in 1968, it has collected and professionally and technically processed over ninety per cent of Slovenian films.



The SFA manages:

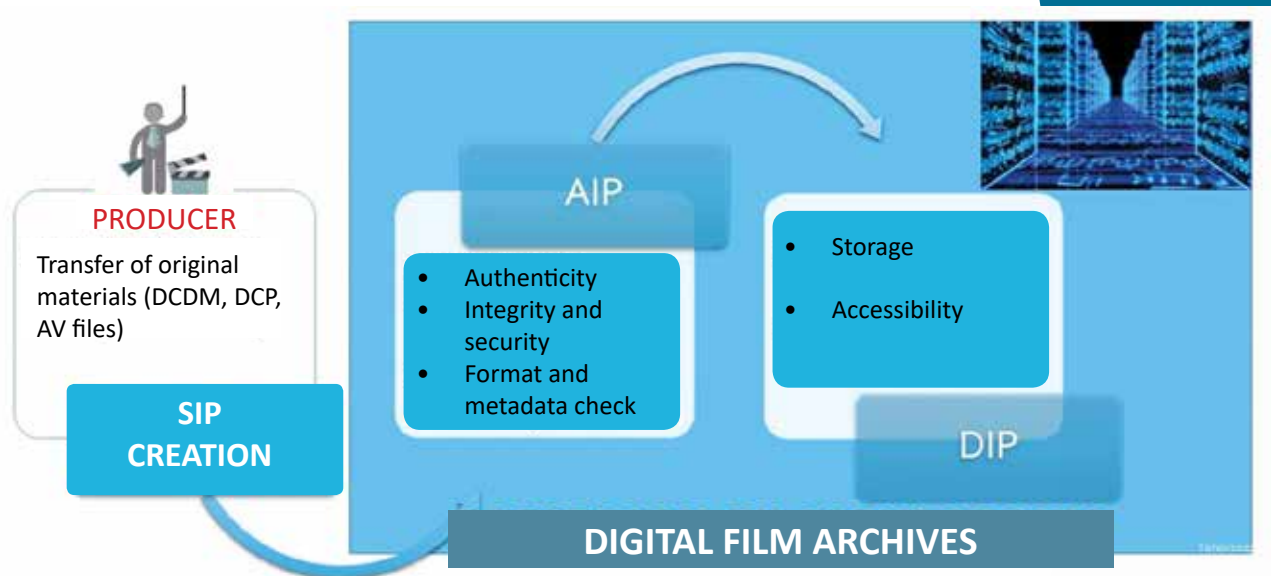
- the oldest film footage in Slovenia;
- original material of Slovenian films of various genres;
- nitrate film.



In the past, producers delivered film archives on celluloid. The content was available by means of classic film projectors and film projection desks. Modern digital production enables new forms, formats and recording media for film and AV material, which the producers are obliged to deliver to the SFA after completing a film or any other audiovisual work.

Access and use of such archival material are also linked to the aforementioned. If we wish to implement all the tasks required by law, we need a suitable and surveyable audiovisual system, consisting of software and hardware which will support specific functionalities.

Surveyable  
audiovisual  
system



- access information about AV material;
- access AV and related content in review forms at various locations;
- use material in accordance with the applicable copyright legislation.

Users will be able  
to:



# INTERNATIONAL COOPERATION, PROMOTION AND TRAINING

Recognisability of  
the e-ARH.si project  
and preparation of  
corporate design

Informing the  
public by means  
of websites,  
promotional  
brochures

CC 7 manages the **recognisability of the e-ARH.si project** and **public relations**. It manages the implementation and realisation of the **corporate design** of the project, production of **promotional material**, and renovation of **websites**.



**The e-ARH.si project** resulted in positive changes in understanding the importance of the contact of Slovenian archives with the public. Unlike museums, Slovenian archives neglected the importance of how we are perceived by our society.

The **e-ARH.si project** changed this. We began a thorough **renovation of websites**, which are **available in Slovenian and English**. We also prepared **information brochures**, **promotional materials** and **presentation videos**, which will make our findings and results accessible to the widest range of users also **on social networks**

2. Digitalizacija in uporaba skupne arhivske dediščine po nekdanji SFRJ na podlagi sporazuma o nasledstvu.  
Podatkovna zbirka za hrambo eAG Slovencev v zamejstvu in po svetu.  
Digitalizacija prevzetega specifičnega AG v fizični obliki glede na stopnjo ogroženosti in pogostost uporabe.  
Prenos v preteklih letih digitaliziranega AG vseh javnih arhivov v e-ARH.si.  
Center za digitalizacijo kot integralni del e-ARH.si.  
Digitalni filmski arhiv kot integralni del e-ARH.si.
3. Virtualne čitalnice.  
Programsko orodje za anonimizacijo z zakonom varovanih podatkov.  
Prilagoditev programskih orodij in eAG za omogočanje dostopa do tega gradiva vsem zainteresiranim uporabnikom ne glede na njihove zmožnosti, torej tudi invalidnim osebam.
4. Članstvo v strokovnih združenjih.  
Sodelovanje v evropskih projektih, financiranih za potrebe digitalizacije AG in hrambe izvornega eAG.  
Izmenjava znanj in izkušenj v širši mednarodni skupnosti na področju e-arhiviranja.
5. Programi in izvedba usposabljanj in pridobivanja specifičnih znanj.
6. Diseminacija rezultatov projekta (konferenice, predstavitveni seminarji in drugi promocijski dogodki).  
Pridobitev CAF (celovito obvladovanje kakovosti na podlagi modela poslovne odličnosti Evropskega sklada za upravljanje kakovosti EFQM).  
Promocijski material.

## SPREMLJANJE IN MERJENJE NAPREDKA IN USPEŠNOSTI PROJEKTA

Kazalnik	do 2020
Št. storitev / programskih orodij za dolgoročno ohranjanje eAG s strani javnega arhiva	7
Št. popisnih enot eAG, prilagojenih za dostop invalidnim uporabnikom (npr. slepi, slabovidni)	1000
Št. varnostnih pregledov e-ARH.si	3
Št. izvedenih ocen tveganj pri ustvarjalcih	5/leto
Št. udeležencev (izobraževani / usposabljeni) za ustvarjalce	2.000
Št. objavljenih publikacij / člankov / predstavitev	5/leto
Št. virtualnih čitalnic	7
Implementacija sistema kakovosti (CAF)	1

## SKUPAJ ZMOREMO VEČ.

Partnerji v projektu e-ARH.si:



**NADALJNI RAZVOJ SLOVENSKEGA  
JAVNEGA ELEKTRONSKEGA ARHIVA  
e-ARH.si**

*Ohranjamo digitalno kulturno dediščino pri širjenju  
za nas in naše potomce*

Many archives around the world face the **challenges of eAR, e-archiving** and **issues of long-term storage**. Within **the e-ARH.si project**, CC 7 is the first contact point for similar institutions around the world. It manages contact with the outside world and organises knowledge and best practice exchange.

Establishing  
contacts  
with similar  
institutions,  
best practice  
and knowledge  
exchange



One of the fundamental tasks of CC 7 **is the transfer of knowledge and findings of the e-ARH.si project to the interested public**. The latter is implemented in various ways. Together with CC representatives, we **organise training, workshops, work meetings and international conferences**. We make sure that the **e-ARH.si project** is on the agenda of expert and scientific meetings at home and abroad

#networking  
#socialising  
#educating









*Photo: Klemen Razinger, 2017*





**More about the e-ARH.si project: ESF 2020** can be found on the website of the Archives of the Republic of Slovenia, where information is available in Slovenian and English.

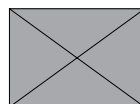


Website: [http://www.arhiv.gov.si/en/areas\\_of\\_work/e\\_arhsi/](http://www.arhiv.gov.si/en/areas_of_work/e_arhsi/)

## Project partners:



REPUBLIKA SLOVENIJA  
MINISTRSTVO ZA KULTURO  
ARHIV REPUBLIKE SLOVENIJE



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ARHIV V  
NOVI GORICI  
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