

**Interim Report on the  
Implementation of MoReq2 –  
Czech Experience**

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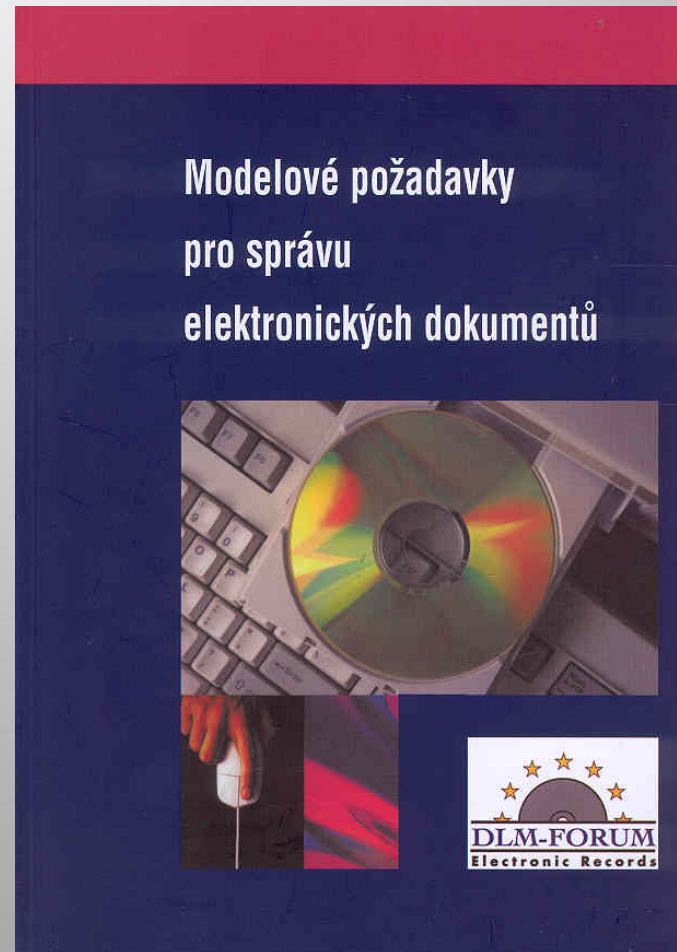
# MoReq2 – Czech experience

- 2004 - Department of Archives Administration and Records Management of the Ministry of the Interior becomes member of DLM Forum.
- First documents focusing on the creation of the National Digital Archives
- Need to standardise electronic records management in the Czech Republic
- Need to create a metadata model that would define metadata for documents of permanent value
- Possible only in ERMS systems



# MoReq2 – Czech experience

- MoReq specification translated.
- Published in 2007.
- Unusual amount of interest shown by companies producing systems and other software.
- Remained academic text nevertheless.



# MoReq2 – Czech experience

- Cornerstone of records management in Czech Republic remained the so-called incremental register.
- Initial work on MoReq2 standard.
- Decision made to wait for new “binding” version of standard (MoReq2) and apply that one.

1751

| č. j. | Dne    | Zastal               |        |                            |             | Věc   |
|-------|--------|----------------------|--------|----------------------------|-------------|---|
|       |        | kdo                  | dne    | č. j.                      | počet listů |   |
| 1     | 2      | 3                    | 4      | 5                          | 6           | 7   |
| 1751  | 19.10. | LG                   | 19.10. | LG-1859/07                 | 1/om        | zápis - správa majitelství div. ul. 1857 a ul. 1858<br>T: J. H.                 |
| 1752  | 22.10. | NL-MV (NST)          | 19.10. | NL-1572/2007 (NST-1162/07) | 1/12        | Právní - Dělná, Úč. organizace pro rekreační členy, kámen<br>T: J. H.           |
| 1753  | 23.10. | VLAŠKA / 8.11. NL-MV | 23.10. |                            |             | ZÁNE ČESTA PŘÍR. BABIČKA - EBVA - LIČEBAN<br>rekreační kámen, cestý             |
| 1754  | 23.10. | LG                   | 23.10. | LG-1373/2007               | 1/om        | Materiál k výk. a ukládání tříd řízení  |
| 1755  | 25.10. | LG                   | 23.10. | LG-1366/2007               | 2/om        | NV, Právní k měř. vyhl. 475/2005 Sb.  |
| 1756  | 27.10. | LG                   | 27.10. | LG-1362/2007               | 1/om        | NV, Právní k měř. vyhl. MF-500/2005   |
| 1757  | 27.10. | LG                   | 27.10. | LG-1360/2007               | 1/om        | NV, Právní k měř. vyhl. 503/2005 Sb.  |
| 1758  | 28.10. | LG                   | 28.10. | LG-1358/2007               | 2/om        | NIV c. úprava náhrady za škodu vydaná po dohodě princ. zachování                |
| 1759  | 28.10. | BO                   | 22.10. | BO-1497/2007               | 1/6         | Zápis z místn. řu. šetřeno (Kamyk)  |
| 1760  | 24.10. | LG                   | 28.10. | LG-1344/2007               | 2           | Stín vyhledávání vč. MV on I. pol. 2007 - přehled o cel. stavu<br>T: B. H. 2007 |

MV č. skl. 2

# MoReq2 – Czech experience

- Involvement of Czech archivists in creation of MoReq2.
- Comments provided via the “archives panel”.
- Lack of qualified personnel with knowledge of English.
- Lack of experience with electronic records management models, or experience limited to systems based on the so-called incremental register.



# MoReq2 – Czech experience

## MoReq2 implementation team

### Representatives of

- Department of Archives Administration and Records Management of the Ministry of Interior
- National Archives in Prague
- Prague City Archives
- State Regional Archives in Zámorsk (State District Archives Hradec Králové)
- Group of private firms

### Team members

- PhDr. Michal Wanner, Ph. D. (team leader)
- Mgr. Tomáš Dvořák
- PhDr. Radek Pokorný
- Jiří Bernas
- Mgr. Miroslav Kunt
- Ing. Oskar Macek
- Ing. František Fiala
- Ing. Miroslav Čejka

# MoReq2 – Czech experience

## Two lines of implementation

- Publication of classic translation of standard, i.e., publication with an explanatory Chapter 0 (so-called academic translation)
  - For introduction to the issue
  - Basis for education and training
  - Shows MoReq2 in its original form.
- Parallel implementation of this standard in the national legal environment
  - Clearly and briefly sets out obligatory requirements, modified to conditions in the Czech Republic.

# MoReq2 – Czech experience

- Czech Republic first country to have translation of MoReq2 standard.
- On the other hand, faces time and substantive constraints arising from
  - Concurrent adoption of a number of related regulations
  - Concurrent codification of metadata arising from the implementation of the data repositories project and other e-government instruments in the Czech Republic.



# MoReq2 – Czech experience

- Specification will be published as the national standard for electronic records management systems.
- Will be legally binding.
- Has to be amended to comply terminologically with other legal regulations:
  - Act No. 499/2004 Coll., on archiving and records management and on amendments to certain other acts, in the wording of the draft amendment
  - Act No. 300/2008 Coll., on data boxes and authorised conversion (basic legislation on Czech e-government)
  - Draft decree on the particulars of performing records management.

# MoReq2 – Czech experience

Specification MoReq2 forced Czech archivists to rename some existing Czech terms to those used in MoReq2, explain them using examples, and accept some new terms.

## Terms

- Díl (*volume*)
- Součást (*sub-file*)
- Komponenta (*component*)
- Nezbytné dokumenty (*vital records*)
- Posuzovatel skartačních operací (*reviewer*)
- Skartační operace (*disposition action*)
- Skartační režim (*retention and disposition schedule*)
- Spouštěcí událost (*trigger event*)
- Typový spis (*case file*)

## Occurrences

- Konflikt skartačních režimů (*conflict between retention and disposition schedules*)
- Pozastavení skartační operace (*disposal hold*).

# MoReq2 – Czech experience

## Problems with text:

### 1. Lack of clarity and consistency.

- The normative interpretation of the terminology used is scattered throughout a number of chapters. In addition to the main chapters 2.1 (*Key Terminology*) and 13.1 (*Glossary*), more extensive terminological explanations can also be found in chapters 2.2 (*Key Concepts*), 13.3 (*Entity Relationship Narrative*) and in the introductory parts of each chapter.
- This also concerns the entity relationship model (2.3, 13.2, and 13.3).

# MoReq2 – Czech experience

## Problems with text:

### 2. Terms are not used systematically and are occasionally confusing

- E.g., in requirements 4.1.23 and 4.2.14, the term “*object*” appears for aggregations, files, sub-files, volumes, or documents, although the term “*entity*” had already been defined for these.
- In requirements 6.1.1 and 9.2.26, the term “*kinds of records*” appears, although the term “*record types*” already exists for the same thing, etc.

# MoReq2 – Czech experience

## Problems with text:

3. In certain cases, the level of inconsistency borders on the nonsensical.

- E.g., requirements 10.2.3 and 10.2.4 deal with the export of physical documents. However, export is normatively interpreted as “The process of producing a copy of electronic records, along with their metadata, for another system.”

# MoReq2 – Czech experience

## Problems with text:

4. Discrepancies are rampant between the requirements and the metadata model.
  - E.g., requirement 3.2.9 discusses the creation of new entities (aggregation, file, sub-file, volume). Under the requirement, the date of their creation should only be recorded in the metadata of the aggregation or file, while no mention is made of the need to also record the respective data into the metadata or volume. This goes against the strict object-related perception of these entities and their context (metadata). It violates the metadata model, which ties the M048 component – which correctly records the date of creation only in respect of the entity to which it pertains – to this requirement.

# MoReq2 – Czech experience

## Problems with text:

- It would be beneficial for the standard if its requirements were trimmed, simplified and clarified.
- Examples, of which there are none for metadata, would help remove ambiguity.
- Length of text is not automatically an attribute of complexity.

# MoReq2 – Czech experience

- Amendment to the Archives Act authorises the Ministry of Interior to issue the national standard, which will be published in the *Gazetteer of the Ministry of the Interior* and will be accessible remotely.
- Benefit of publishing the regulation in this form is that it can be amended flexibly.
- National standard for electronic records management is in essence the MoReq2 standard modified for Czech conditions.



# MoReq2 – Czech experience

- Some requirements have been made stricter and more specific.
- Certain elective requirements have been made obligatory (6.3.17).
- Certain requirements have been expanded (9.2.20).
- In two cases, the persons carrying out a given operation have been specified (5.1.28; 9.3.2).
- For similar reasons, automatic disposal operations have been prohibited in the national standard (5.1.23).

# MoReq2 – Czech experience

- The Czech national standard will not contain the chapter Non-functional Requirements, as according to the majority opinion in the Czech Republic, these requirements are quickly becoming outdated.
- The Czech national standard has, on the other hand, accepted certain redefined modules and elements that are not contained in the MoReq2, but whose use in the Czech Republic is so common that their omission would be problematic (incremental register , reference number, certain workflow specifications).
- Czech national standard has its **own metadata model** based on the MoReq2 model and its own XML schemas.
- A part of the national standard for records management will also be provision of the exact SIP definition that corresponds to the National Digital Archives project.

# MoReq2 – Czech experience

- ERMS systems are not and will not be tested in the Czech Republic.
- No suitable testing infrastructure exists.
- Creation of a testing infrastructure and subsequent testing would complicate the launch of e-government in the Czech Republic.
- ERMS producers have three years to modify the system to comply with the national standard.
- If they intend to enter foreign markets, they will certainly consider testing at a European tester.

# MoReq2 – Czech experience

- The above-describe documents and processes are in an advanced state.
- They are not completed and so partial modification cannot be ruled out during application.
- Czech archivists and records managers consider the MoReq2 standard as a good foundation for a national level document.

# MoReq2 – Czech experience

## Thank you for your attention!

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