

5th Municipal Archives Symposium

The Municipal Archive in the Framework of Electronic Administration

Barcelona, 27 February, 2008

**CCCB- Centre de Cultura Contemporània de Barcelona
Montalegre 5,
08001 Barcelona**

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Presentation

The Sub-Directorate General for Archives of the Government of Catalonia, the Cultural Heritage Office of Barcelona Provincial Council, the Barcelona Municipal Archive and the Archivists Association of Catalonia (AAC) present the 5th Municipal Archives Symposium. This 5th symposium will once again be a meeting point where the exchange of experiences, debate and reflection by municipal archivists will contribute to the advancement of municipal archives.

The symposium will begin with two presentations: *The experience of implementing electronic documents in Dorset County Council* and *Models for a network archive system in local administration*. Electronic documents have become a reality in municipal administration. But at the same time, the impulse and the growing presence of ICT in public administration have not provided a replacement for the pre-eminent legal and probative value of paper documents. Various projects exist on configuring electronic administration at a local level but these initiatives have only a partial conception and in the majority of cases they are not integrated with document management and archive systems. In this context, the legislation and the constant appearance of new regulations play a determining role in the progressive consolidation of this electronic administration. Consequently, the following questions arise: What is the role of archivists, IT specialists, organisation engineers and jurists in this changing administration? Are archivists prepared to face these changes? Do municipal archive services find themselves in a good strategic position central to government agencies when the time comes to participate in these new projects? Does the local authority have sufficient human and technical resources to tackle the projects? What will the new relationship be between government agencies and the public? What are the different challenges, opportunities and threats for the different agents involved? Is a countrywide corporate project needed to direct a single local electronic administration with clear and attainable objectives?

Three concurrent workshops will be held where attendees will participate in group work.

The first workshop will analyse *Regulations in the electronic administration environment*.

The appearance of regulations in the electronic administration environment has provided a legal base for the progressive advancement and consolidation of electronic administration as a central part of local administration. What is the degree of participation of archivists in the process of preparing these regulations? What role do municipal archive services play? How much distance is there between the regulations and the reality in the municipal councils? Are there sufficient human and technical resources to apply these regulations?

The second workshop will be about *Access to and preservation of electronic documents: digitisation policies*.

Various projects have already been undertaken with the objective of making electronic documents available to the public. Electronic access, as well as facilitating virtual management of administrative documents also ensures the preservation of the unique and original documents that are part of the local documentary heritage. What experience do we currently have? What priorities do archivists establish in these policies? What role do the different agencies play in support and coordination when directing these policies?

The third workshop will focus on *Strategies for the introduction of electronic administration*. Electronic administration is now an undeniable reality in its progressive implementation. All things considered, are we on the right path for a continuing and sustainable implementation? What strategies and alliances should be formed by the different agents involved? What role will municipal archive services need to play? Which sections of the government agencies need to take the lead? How can we approach the entirety of local government in all of its diversity?

In the afternoon session a round table discussion will take place on *The transition to electronic administration: Opportunities and threats*.

It is obvious that we still find ourselves at the halfway point between paper and electronic administration in spite of the notable advancement and penetration of ICT. Barriers in time and space which maintained a distance between the public and the administration up until recently have been overcome. At the same time, we must guarantee the integrity, authenticity and conservation of electronic documents. What are the opportunities offered by electronic administration when compared with conventional administration? What are the inherent threats, in terms of accessibility, security, confidentiality and privacy, to data under electronic administration? Where are we at now, in the first decade of the 21st century?

The symposium will end with a presentation of conclusions.

Programme

9:00 am **Documentation available for collection.**

9:30 am **Presentation of the Symposium** by representatives of the Government of Catalonia, Barcelona Provincial Council, Barcelona City Council and the Association of Archivists of Catalonia.

10:00 am **1st Paper: *The experience of implementing electronic documents in Dorset County Council*** by David Reeve (Records manager for Dorset County, England)

10:45 am **Coffee break.**

11:15 am **2nd Paper: *Models for a network archive system in local administration*** by Vicent Gil (Vila-real Municipal Archive)

12:00 pm - 2:00pm **Workshops:**

• **1st Workshop: *Regulations in the electronic administration environment***

Coordinator: Teresa Cardellach (Terrassa Municipal Archive).

Panel: Ferran Agelet (Head Archivist's Office. Barcelona Municipal Archive), Jaume Sardà (Sub-Directorate General for Archives. Government of Catalonia), Emma Vila (Sant Vicenç de Castellet Municipal Archive).

• **2nd Workshop: *Access to and preservation of electronic documents: digitisation policies***

Coordinator: Raimon Nualart (Catalan Certification Agency. CATCert)

Panel: Joan Comasòlivas (Sabadell Historic Archive), Pere Pastallé (Cultural Heritage Office. Barcelona Provincial Council), Roser Rodríguez (Granollers Municipal Archive).

• **3rd Workshop: *Strategies for the implementation of electronic administration***

Coordinator: Lluís Cermeno (Sub-Directorate General for Archives. Government of Catalonia)

Panel: Anna Roca (Municipal Institute of Information Technology. Barcelona City Council), Consol Cervera (Office for the Development of Electronic Administration. Government of Catalonia), Fina Solà (Coordination and Local Government Section. Barcelona Provincial Council).

4:00 pm **Round table discussion: *The transition to an electronic administration: Opportunities and threats***

Moderator: Lluís-Esteve Casellas (Document Management, Archive and Publications Service. Girona City Council)

Participants: Jordi Cases (Secretary General. Barcelona City Council), Sònia Oliveras (School of Archival and Records Management (ESAGED). Autonomous University of Barcelona), Miquel Palet (Taxation Management Institution. Barcelona Provincial Council), Jordi Piqué (Tarragona Municipal Archive), Estanis Vayreda (Localret).

6:30 pm **Conclusions and close.**

Date:

27 February, 2008

Venue:

Centre de Cultura Contemporània de Barcelona

C/ Montalegre 5,
08001 Barcelona

Information and registration:

Archivists Association of Catalonia)

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Registration is free of charge.

When finalising your registration you will need to choose which workshop you wish to participate in.

End of registration period: 15 February 2008

Places are limited.

A simultaneous interpreting service will be provided.

Organised by:

The Sub-Directorate General for Archives of the Government of Catalonia
The Cultural Heritage Office of Barcelona Provincial Council
Barcelona Municipal Archive
Archivists Association of Catalonia