RECORD MANAGEMENT

RECORD → ACCESS
Use

Conception

Creation/Reciept
(Classification/Quality/Size etc)

Live/Active

USE → SUPPLY-MOVEMENT
(Method- Location)

MAINTAIN

STORE / RECORD ROOM
(INERT /NON ACTIVE)
1- Maintain
2- Retrieve/ Access
3- Disposal
　　　1- How Much
　　　2- When/ Classification Based

MANAGE IT ?
HOW !

- **BEST WAY - REDUCE CREATION**
  (GROWTH)

- ← **Introduction to Technology**
- ← **Process re- engineering**
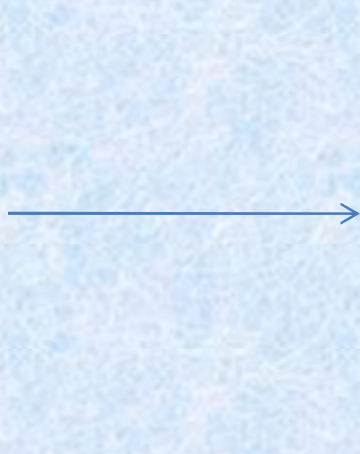- **MOVEMENT / LOCATION**

  STORE — **Live**
  — **INERT/Archival**

- **HUMAN RESOURCE**

- **TIME**

- **SPACE** — **Off Site**
  — **On Site**   **DECIDE**

- **RETRIEVAL / LOSS**

- **We are on our Way**

- **E- COURTS**   **09.09.2007**
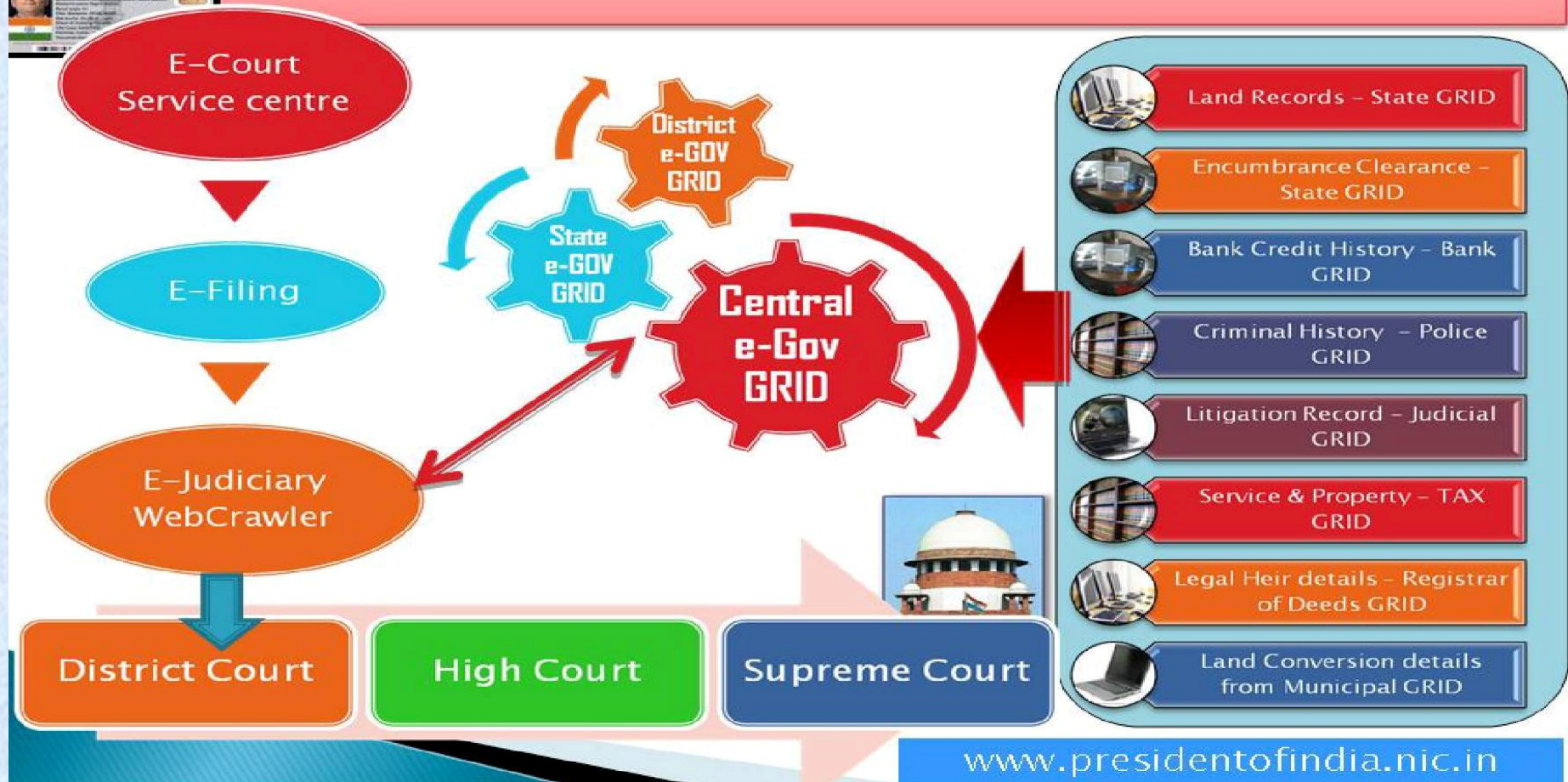
- **IInd Phase - Digitization of Records**
  - **1- Scanning**
  - **2- Storage**
  - **3- Maintenance**
  - **4- Retrieval**

  DMS

PAPERLESS WORD

1- Digital Record – Record by I.T.

2- Ephermal Record

3- Migration

4- Technology

5- Data etc

  INTEGRITY

Digital Word

DIGITAL WORLD

Creation

- **Digital Record   -   By I.T**

Maintain

- **CIS –   Integration** — **Horizontal**
                                   Vertical

- **Technology** ——— **Data Structure (Meta data)**

STORE

- **ITEROPERABILITY**

- **Standardization Integration and Unification**

RETRIEVE

- **Nomenclature**

Creation

- DATA MANAGEMENT SOLUTION
  Scan - Digitized - Store - Retrieve
- National Digital Preservation Programme (NDPP)
  Change in Technology

Software Solution of Digital Preservation
1- Open Archival Information System
2- Trusted Digital Repositories (TDRs)

Maintain

The Memory of the World in the Digital Age: Digitization and Preservation

UNESCO
United Nations Educational, Scientific and Cultural Organization

20 Memory of the World 20th Anniversary

The initiatives of Centre of Excellence for Digital Preservation were showcased at UNESCO's Memory of the World in Digital Age Conference during 26-28 September 2012 at Vancouver, Canada.

STORE

RETRIEVE