

# MoReq 2010 - a new world standard for compliance & best practice information management for all sectors

**T**he last ten years has seen a significant growth in the number of projects and initiatives in North America, Europe and Australasia in developing requirements/specifications for electronic records management systems. The combinations of stricter regulatory requirements and realisation by organisations that their e-document archives and repositories are out of control

has been the driving force for these developments. This is illustrated by the many examples of "information neglect" that are committed by organisations and their staff. These can be procedural, intent or just poor attitude epitomised by lost discs, staff leaving without handover or criminal activity.

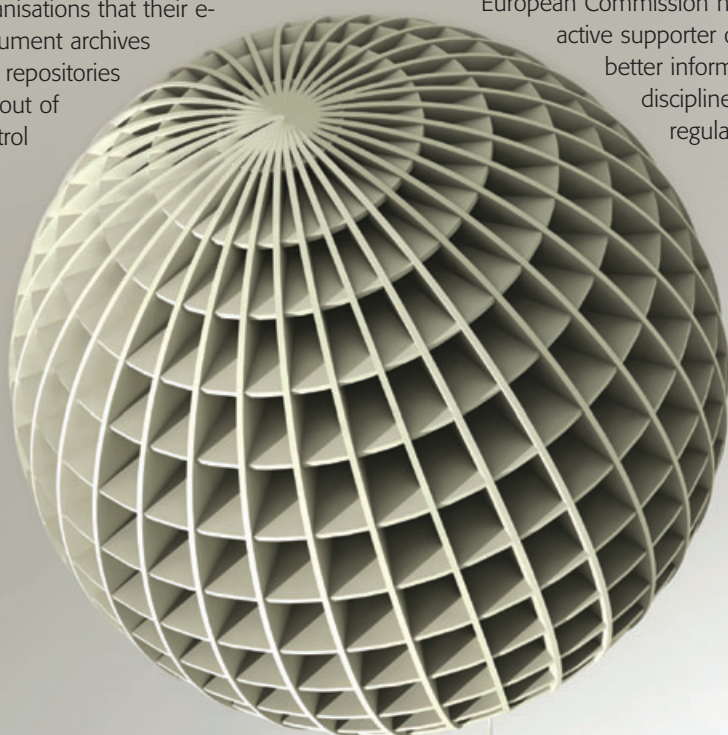
## MoReq & the European Commission

European Commission have been an active supporter of encouraging better information disciplines by regulation and

investing in guidelines on IT management. MoReq "Model Requirements for Electronic Records" has been one of its projects which is having a big influence on improved information practices not only in Europe but world wide. It was original published in 2001 and included both functional requirements and operational and system considerations for the development and specification of Electronic Records Management systems. MoReq is unique in that it was the first ERM specification written to be equally applicable to public and private sector organisations which wish to introduce an ERMS, or which wish to assess the ERMS capability they currently have in place. MoReq proved to be widely adopted and was translated into Portuguese, Spanish, French, Slovenian, Italian, Czech, Hungarian, Russian and Croatian. MoReq was also incorporated into National Standards in Norway, UK, Germany, Finland, Holland

MoReq had a substantial revision in 2008 – MoReq 2, again funded by the European Commission, that included updating existing functional specifications and also new ones added. MoReq 2 main change was the inclusion of a testing and certification specification and the addition of a Chapter Zero section to provide guidance on member state unique legislative or regulatory requirements.

MoReq 2 since publication in April 2008, as with original MoReq, has been well received by the market with translations completed or underway into Catalan, Czech, French, including Chapter Zero, Hungarian, Korean, Russian, Slovenian and Spanish.



MoReq2 differs substantially from the original MoReq specification by incorporating a broader scope to the original, and by the inclusion of an XML schema and a testing and certification regime. Under MoReq2, Electronic Records Management Systems (ERMS) may be certified by an accredited MoReq2 test centre. The first MoReq2 test centre was imbus AG, accredited in December 2008. The first off-the-shelf software to be certified against MoReq2 was Fabasoft Folio 2009, which was certified in August 2009. Two others are planned this year.

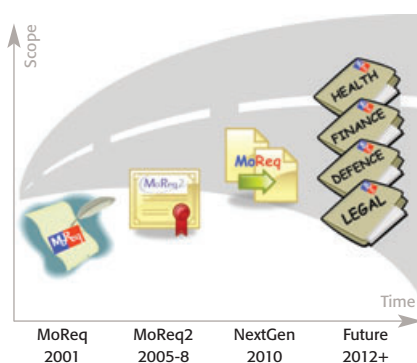
To date, MoReq2 has been highly successful and has made a distinct impact in the field of records management in Europe and beyond.

Since the publication of MoReq2, and the commencement of the testing programme, the MoReq Governance Board has received considerable feedback from suppliers, consumers, translators, records management experts and industry groups.

The success of MoReq2 and the feedback it has received has allowed the MoReq Governance Board to outline a broad roadmap for the future development of the MoReq specification, starting with the MoReq 2010 work programme.

### Roadmap

At its last general meeting in Härnösand, Sweden on 5 November 2009, the MoReq Governance Board released its roadmap for MoReq.

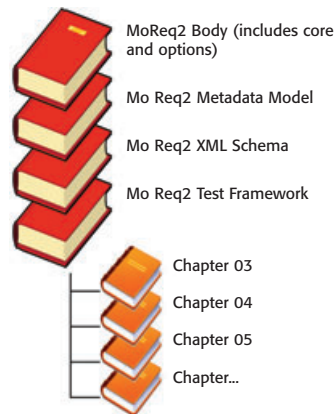


### MoReq 2010 structural change for wider adoption

**Current organisation of MoReq materials**  
MoReq2 is currently organised into sets of information. The requirements are gathered in the body; the metadata model includes metadata for all elements across all the requirements; and the XML schema is likewise applicable to the model as a whole.

Only the test framework supports the independent testing of a single discrete part of the specification.

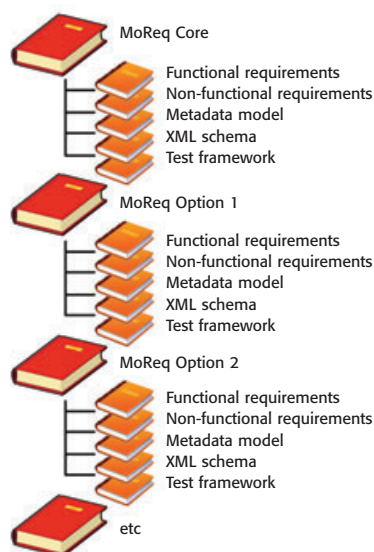
Under the current model if a requirement within a single module is changed then the whole of the specification must be reissued. An alternative model is posed below:



### Proposed future organisation of MoReq materials – MoReq 2010

Within the proposed physical re-organisation of the MoReq specification each module is discrete. Not only is each module discrete but it can also be individually updated independently to the specification as a whole. In other words, under the new approach each module is separately versioned.

This requires careful planning, for example the core metadata model and XML schema must be built with well designed extension points for additional data elements that may be added in the future (including data elements that have not yet been added to the model).



### MoReq going forward

MoReq has a number of differentiators from other initiatives encapsulating effective information management disciplines to address regulatory/compliance requirements and effective corporate information management disciplines:

- It is applicable to both public and private sector:
  - Address sector requirements: oil & gas, pharmaceuticals, banking
  - Provide a template for regulatory bodies to apply to their compliance requirements
- The specification is available in a multiplicity of languages with guidance for local national requirements.
- It is developing a network of compliance testing requirements for suppliers of both corporate and application requirements.

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- A programme of approved centres to provide end user courses and academic qualifications in MoReq capability.
- Supported and endorsed by the European Commission.

### DLM Forum Foundation

The DLM Forum Foundation – European group supported by the European Commission, European National Archives and organisations in the Information Management field has overseen MoReq development and has continued its commitment to the European standard for electronic record management by establishing the MoReq Governance Board (MGB) to oversee the MoReq development programme.

The MGB is responsible for:

- The administration of the MoReq2 certification testing regime;
- Protection of the MoReq and MoReq2 “brands”;
- Monitoring and approval of Chapter Zero additions and MoReq2 translations;
- Ongoing maintenance of the specification, testing framework and XML schema;
- Managing the MoReq development programme.

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The following initiatives are on the DLM roadmap for 2011 and 2012:

- Issues surrounding the transfer of

records from the originating bodies to

archival services, in particular by encouraging the use of the MoReq2 XML schema in joint pilot projects for interoperability between records

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management and archive applications;

- Evaluate the impact of new software technologies on records management and archives systems in practice;
- Provide guidance for developing electronic records management skills and competencies within user communities across Europe through developing accredited MoReq training courses. ©

## Contacts

For more information contact  
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Or visit the Web site  
<[www.dlmforum.eu](http://www.dlmforum.eu)>

## DeepStore awarded Manchester Central Library contract

DeepStore has been appointed as Manchester Central Library's records management partner.

As the library embarks on a 3-year renovation and refurbishment programme, more than one million items will be moved from Central Library, the most rare and precious of which will be stored by DeepStore. In total, over 22 miles of shelving will

Security and protection were at the forefront of the Central Library's decision-making process; amongst the assets are around 44,000 volumes published before 1850 and 30 works dating back to the 15th Century. DeepStore's facility, 150 metres underground within a Cheshire-based salt mine, offers consistent temperature and humidity levels and is naturally free from the dangers of ultraviolet light, vermin and flooding.

"With so many rare and precious books of significant historical



be catalogued, packed, expertly handled and transported for secure storage.

The library awarded DeepStore the contract on the basis of the site's natural security and high protection, its proximity to Central Library and the flexibility DeepStore is naturally able to offer. Unlike other records management companies, the DeepStore facility allows clients to specify and create space and configure racking to accommodate assets of all dimensions, rather than requiring them to conform to pre-racked warehouses.

importance being temporarily removed from Central Library, it is vital that they are stored securely and in the best conditions," said Neil MacInnes, head of library and information services at Manchester City Council. "The salt mine is an absolutely invaluable resource for this. The team at DeepStore are extremely experienced and we have the peace of mind that the collections will be kept safely until they can be returned to the library once it reopens in 2013".

Stephen Holmes, DeepStore managing director, said the company are delighted to be working with Manchester Central Library. "We are privileged to be handling and storing such important assets on their behalf. The uplift is now under way and we are on track to have all assets securely stored underground within an 8-week period", he said.

The contract is likely to be in place for 3 years, until the Central Library's refurbishment is complete, after which all archives will be returned to the Library.

## ARMA International testifies on "federal electronic records management"

ARMA International was invited to provide testimony on "Federal Electronic Records Management: A Status Report" to the U.S. House of Representatives' Information Policy, Census, and National Archives Subcommittee on 17 June 2010.

The panellists reviewed the status of management of electronic records at federal agencies, and explored ways to improve the scheduling and preservation of electronic records. <<http://bit.ly/9tZayW>>