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FILING PLANS – REFERENCE DATA FROM THE PAST OR BRIDGE TO AUTO-CLASSIFICATION ?

Round table

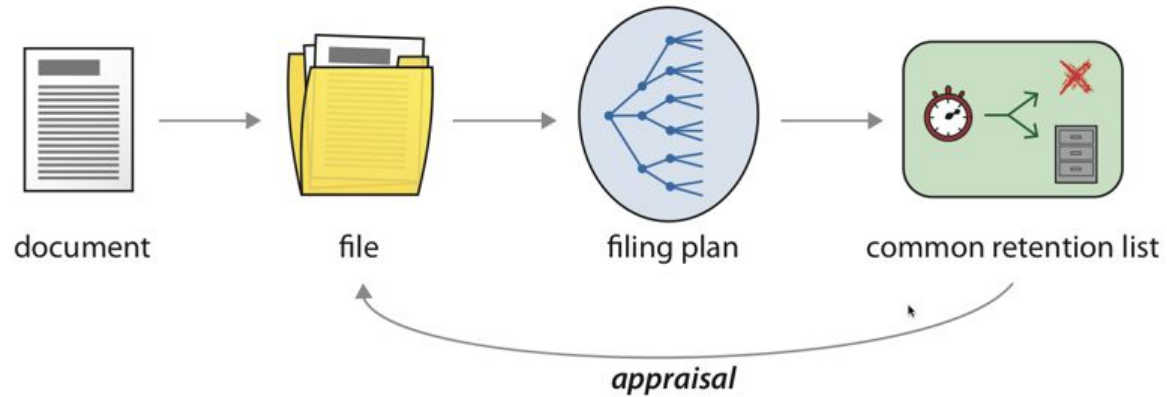
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Agenda

- Introduction
- Tour de table of invited experts
- Guided discussion based on a set of transversal questions
- Discussion & conclusions

Introduction



Tour de table

- Prisca Giordani (International Monetary Fund)
- Bernice Ibiricu (European Central Bank)
- Isabel Salgueiro & Constantin Stancu (Council)
- Kuldar Aas (Estonian National Archives)
- Frederik Rosseel (Docbyte)

Creating and maintaining a filing plan

- When did your institution start and where are you now ?
- Lessons learned from the last decades ?
- What role do you see in regards to change management - role ?
- What resources & skills do you need ?

Opportunities and challenges for re-use

- Every organisation has to manage HR, financial contracts, facility management etc and developing a filing plan is terribly expensive => catalyser for re-use
- In practice, many organisations start from scratch ...
- Format: filing plans are stored, at best, in spreadsheets or in custom-built plug-ins for Sharepoint, Alfresco, Documentum etc with limited export facilities
- “Retention rules as a Service” (RaaS) : opportunities to set up a structured (using SKOS e.g.) library with components to be reused, in combination with retention rules per geographic/judicial area ?

Destruction

- One of the core responsibilities of an archivist
- Experience of exercising intellectual control over the process through a filing plan?
- Solution for GDPR compliance and managing reputational risks ?
- Feedback on how it can save IT management costs ?

Automation

- Software vendors praise the use of Machine Learning (ML) for auto-classification
- Experiences / experiments ?
- In practice, a combination of rules (e.g. Capstone approach) and statistics (supervised ML) works probably best
- Challenge : avoid bias in test- and training sets + number of potential “features” of ML
- Opportunity to set up benchmarking with open data sets and well-documented & freely available software

Conclusions

- Feedback from the audience ?
- How should the field make progress ?
- Follow-up event ?

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