



Public Record Office Standard

PROS 99/007 Version 2.0

Standard

Management of Electronic Records
PROS 99/007
(Version 2)



*Department for
Victorian Communities*

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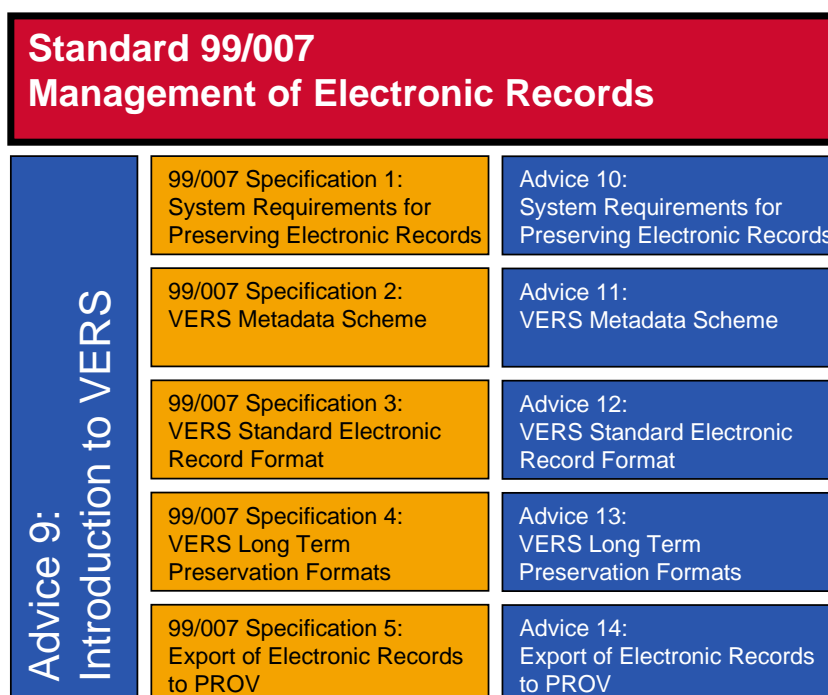
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The Victorian Electronic Records Strategy (VERS)

This document is the Victorian Electronic Records Strategy (VERS) Standard (PROS 99/007). The relationship between the VERS Standard, the Specifications that support this Standard, and the Introduction and Advices that explain VERS is shown below.



These documents have the following purposes:

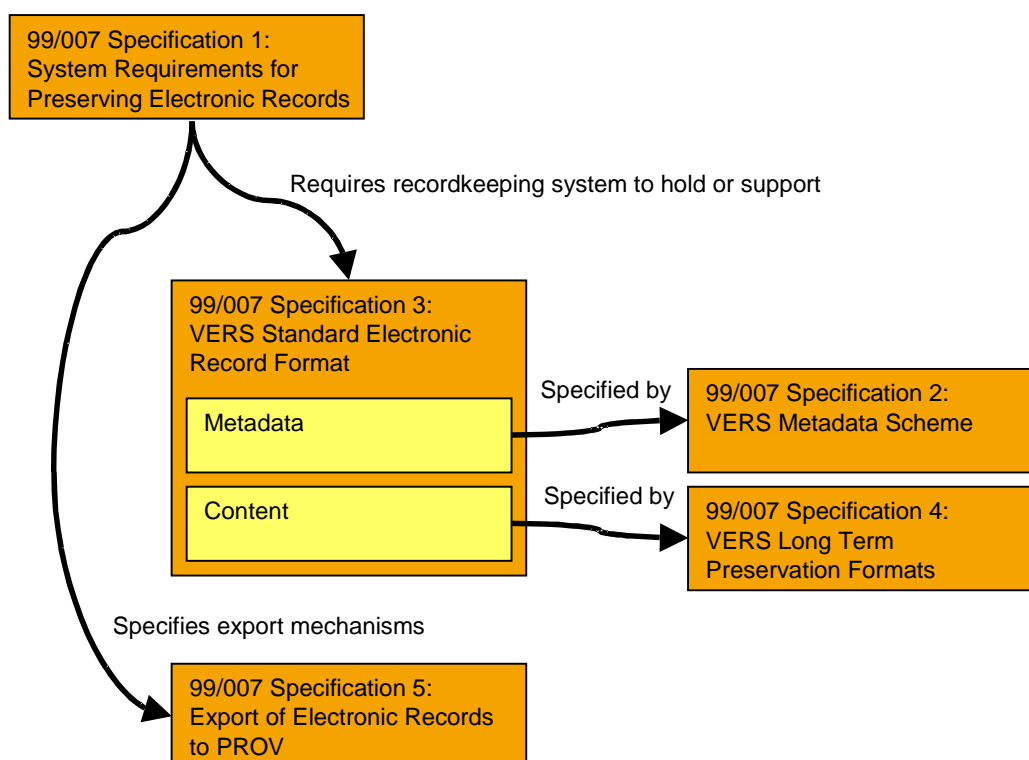
- *Management of Electronic Records*. This document is the Standard itself and is primarily concerned with conformance. The technical requirements of the Standard are contained in five Specifications.
- *Introduction to VERS*. This document provides background information on the goals and the VERS approach to preservation. Nothing in this document imposes any requirements on agencies.
- *Specifications*. These five documents provide the technical requirements that support the Standard. Agencies *must* conform to the mandatory requirements of the specifications, *must* conform to the conditional requirements of the specifications if the appropriate conditions are satisfied, and *may* conform to the optional requirements. Some optional requirements are strongly recommended and these are noted as such.

The five Specifications are:

- *Specification 1: System Requirements for Preserving Electronic Records*. This document specifies the overall functions that a recordkeeping system must perform to preserve electronic records for a substantial period.
- *Specification 2: VERS Metadata Scheme*. This document specifies the metadata that a recordkeeping system must hold to conform to VERS.
- *Specification 3: VERS Standard Electronic Record Format*. This document contains the technical definition of the VERS Encapsulated Object (VEO) format; the mandatory long-term format for records.

- *Specification 4: VERS Long Term Preservation Formats.* This document lists the data formats that PROV accepts as suitable for representing documents for a significant period.
 - *Specification 5: Export of Electronic Records to PROV.* This document lists the approved media and mechanisms by which PROV will accept an export of electronic records.
- *Advices.* These six documents provide background information, explanatory material, and examples in support of the Standard and associated Specifications. None of the information in the Advices imposes any requirement on agencies.

Relationship between Specifications. A second view of the relationship between the five Specifications is shown in the following diagram:



Specification 1 (System Requirements for Preserving Electronic Records) details the overall requirements on a recordkeeping system for preserving electronic records over a significant period. Amongst other requirements, the recordkeeping system must be capable of exporting the records in a standardised format.

The overall features of this standardised format are defined in *Specification 3 (VERS Standard Electronic Record Format)*, but some details are defined in two other Specifications. *Specification 2 (VERS Metadata Scheme)* defines the meaning and allowed values of the metadata that appears in a record. *Specification 4 (VERS Long Term Preservation Formats)* defines the formats in which the record content must be expressed.

Specification 5 (Export of Electronic Records to PROV) defines the mechanisms by which records are exported to PROV.

Relation to Version 1 of this Standard. This version of the VERS Standard completely replaces Version 1 of the Standard. Version 2 is identical in its base requirements, but makes those requirements clearer and more explicit. It also contains a number of conditional and optional extensions to Version 1.

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Under section 12 of the *Public Records Act 1973*, the Keeper of Public Records is responsible for the establishment of standards for the efficient management of public records and for assisting public offices to apply those standards to records under their control. Officers in charge of public offices are responsible under section 13 of the *Act* for carrying out, with the advice and assistance of the Keeper, a program of records management in accordance with the standards established under section 12 of the *Act*.

1 Introduction

Government recordkeeping provides a mechanism to support evidence of activity in an agency (public office). It requires, particularly in the electronic environment, a thorough understanding of the functions and legislative requirements that may affect individual agencies and the particular recordkeeping needs of those agencies.

The Victorian Electronic Records Strategy (VERS) is designed to assist agencies in managing their electronic records. The strategy focuses on the data or information contained in electronic records, rather than the systems that are used to produce them.

VERS was developed with the assistance of CSIRO, Ernst & Young, the Department of Infrastructure, and records managers across government. The recommendations included in the VERS Final Report¹ issued in March 1999 provide a framework for the management of electronic records.

Under various provisions of the *Public Records Act 1973*, Public Record Office Victoria and agencies share responsibility for the management of records in all formats and, where appropriate, their long-term preservation. In order to assist agencies to meet their responsibilities under the *Public Records Act*, Public Record Office Victoria publishes Standards for the management of public records². These include Standards for the creation and maintenance, management, destruction and transfer of public records. They apply equally to records in all formats, including electronic records.

The determination of disposal sentences for electronic records must be done in consultation with Public Record Office Victoria. PROS 97/003³ outlines the various means by which records disposal may be authorised. Determining which electronic records need to be kept for extended periods of time will enable the integration of disposal sentences into record keeping systems. This in turn will lead to greater efficiencies in the management of public records, as the processes are readily automated, integrated and implemented in the electronic records environment.

This Standard should be used in conjunction with:

- PROS 99/007 Specification 1: System Requirements for Preserving Electronic Records
- PROS 99/007 Specification 2: VERS Metadata Scheme
- PROS 99/007 Specification 3: VERS Standard Electronic Record Format
- PROS 99/007 Specification 4: VERS Long Term Preservation Formats
- PROS 99/007 Specification 5: Export of Electronic Records to PROV.

¹ *Victorian Electronic Records Strategy Final Report*, Public Record Office Victoria 1999. Available from the PROV Web site <http://www.prov.vic.gov.au/vers/>

² Available from the PROV Web site <http://www.prov.vic.gov.au/>

³ *Destruction of Public Records PROS 97/003*. Available from the PROV Web site <http://www.prov.vic.gov.au/>

2 Victorian Electronic Records Strategy

The VERS approach provides a framework within which it is possible to capture and archive electronic records into a long-term format that is not dependent on a particular computer (hardware or software) system.

The VERS model considers that **records exist within folders (files)**. It supports the aggregation of data (information) relating to a particular topic and advocates the management of this information at the file level rather than the individual record level. This is a continuation of the approach taken to records and files in the paper environment.

The approach relies on the use of published 'standards' for software and storage (e.g. XML – eXtensible Markup Language – a text-based standard) rather than the use of specific applications or programs which may change over time and become incompatible with requirements for recordkeeping.

VERS is sufficiently flexible to support any electronic record in any format. The strategy is primarily focused on providing long-term preservation of electronic records, but day-to-day use of electronic records is also supported.

Recordkeeping requires a long-term approach, but computer systems and applications change or become obsolete very rapidly. Several issues have been identified as an impediment to the long-term management of electronic records.

- Document formats change and become unreadable over time.
- Electronic objects can be subject to undetectable change, thereby making it difficult to maintain the evidentiary and accountability status of the records.
- The context of an electronic record, and its relationship to other records, can easily be lost.
- Existing systems for managing electronic documents do not preserve the content, structure, context and evidential integrity of the record for as long as the record may be required.

Each of these issues has been addressed in the development of the Victorian Electronic Records Strategy.

3 Electronic Records

Electronic records are **evidence** of organisational activities. They are generally the computerised versions of traditional paper records. Sources of electronic records range from desktop applications such as Word, Excel, and email, to corporate applications such as financial systems, human resource systems and corporate databases.

4 Electronic Records Format

An electronic records format must be able to support:

- *Long life*. Records must have an indefinite life. That is, the contents of a record must be capable of being viewed forever. This has three aspects:

- *Preservation.* The records must be in a form that can be physically preserved (for example easily copied from one media to another without loss of quality).
 - *Accessibility.* It is useless to save records unless they can be found again.
 - *Readability.* Records must be able to be viewed as the creators and users originally saw them.
- *Comprehensibility.* Records must be able to be understood in their context.
 - *Evidence.* Electronic records must be admissible as evidence and given due weight in a court of law. This requires the ability to prove that a record has not been altered in an unauthorised or undocumented fashion since creation, and to demonstrate who created the record and when it was created.
 - *Disposal.* It must be possible to dispose of records (that is, evaluate and determine the record's status) and, where authorised, subsequently transfer or destroy records in a controlled manner.
 - *Modification.* It must be possible to be able to modify a record without disturbing the evidentiary integrity of the record.

The VERS long-term format (detailed in *PROS 97/007 Specification 3: VERS Standard Electronic Record Format*) is able to support all these functions.

5 Common Structure for Electronic Records

The Victorian Electronic Records Strategy requires that electronic records of all types have a common structure to ensure their effective management. A common structure aids agencies, PROV and vendors by enabling a common interchange format for government information.

The following characteristics have been identified for all types of electronic records.

- Records must be **self-documenting**. It is possible to interpret and understand the content of the record without needing to refer to documentation about the system in which it was produced
- Records must be **self-contained**. All the information about the record is contained within the record itself
- The record structure must be **extensible**. It must be possible to extend the structure of the record to add new metadata or new record types without affecting the interoperability of the basic structure.

5.1 Content

Content is the original information that is being preserved. There are many different types of content (for example, documents, databases, and images). Content types may be encoded in different formats. For example, documents in Portable Document Format (PDF) encoded as Base64, and plans encoded as TIFF. The electronic record format must be sufficiently flexible to contain a variety of content encodings and types.

5.2 Metadata (Context)

Metadata is information associated with the record. Metadata can describe the record, describe the content of the record, document its relationship with other records and the

organisation (the record's context) and describe the encoding of the content. Metadata can also document the use and continuing management of the record.

PROS 99/007 Specification 2, VERS Metadata Scheme describes the metadata required for VERS compliance.

6 VERS Compliance

The specifications for electronic records that accompany this Standard are designed to ensure uniformity in record structure and management without limiting an agency's choice in systems and support processes for business activity.

There are two options for VERS compliance:

6.1 Export compliance

6.1.1 Export compliance (Version 1)

Export compliance (Version 1) with this Standard requires that an agency manages all permanent records in a recordkeeping system that complies with Version 1 of this Standard. As a guide, such a system has the following characteristics:

- Supports the functions in *PROS 99/007 Specification 1: VERS System Requirements for Preserving Electronic Records*.
- Holds or is capable of generating the mandatory metadata listed in *PROS 99/007 Specification 2: VERS Metadata Scheme*, except for Lock Signature Block. It must also hold or be capable of generating the conditional metadata listed in that specification if the relevant conditions apply.
- Holds the record contents in one of the long-term preservation formats listed in *PROS 99/007 Specification 4: VERS Long Term Preservation Formats*, or is capable of converting the contents to one of the listed formats.
- Is capable of exporting the records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format* except that the VEOs may or may not be digitally signed and that it is not necessary to include attributes within the elements.
- Is capable of exporting the records and folders to the PROV using the mechanisms and on one of the media specified in *PROS 99/007 Specification 5: Export of Electronic Records to PROV* except that the system may or may not automatically process the acceptance message.

This level of compliance is restricted to recordkeeping systems certified under Version 1 of this Standard.

6.1.2 Export compliance (Version 2)

Export compliance (Version 2) with this Standard requires that an agency manages all permanent records in a recordkeeping system that has the following characteristics:

- Supports the functions in *PROS 99/007 Specification 1: VERS System Requirements for Preserving Electronic Records*.

- Holds or is capable of generating the mandatory metadata listed in *PROS 99/007 Specification 2: VERS Metadata Scheme*. It must also hold or be capable of generating the conditional metadata listed in that specification if the relevant conditions apply.
- Holds the record contents in one of the long-term preservation formats listed in *PROS 99/007 Specification 4: VERS Long Term Preservation Formats*, or is capable of converting the contents to one of the listed formats.
- Is capable of exporting the records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Is capable of exporting the records and folders to the PROV using the mechanisms and on one of the media specified in *PROS 99/007 Specification 5: Export of Electronic Records to PROV*.

6.2 Native compliance

This optional level of compliance requires that the recordkeeping system manage VEOs natively.

6.2.1 Native compliance (Version 1)

Native compliance (Version 1) with this Standard requires that an agency manages all permanent records in a recordkeeping system that complies with Version 1 of this Standard. As a guide, such a system has the following characteristics::

- Supports the functions in *PROS 99/007 Specification 1: VERS System Requirements for Preserving Electronic Records*.
- Holds records internally as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Is capable of modifying records and producing 'onion' records according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Holds or is capable of generating the mandatory metadata listed in *PROS 99/007 Specification 2: VERS Metadata Scheme*, except for Lock Signature Block. It must also hold or be capable of generating the conditional metadata listed in that Specification if the relevant conditions apply.
- Holds the record contents in one of the long-term preservation formats listed in *PROS 99/007 Specification 4: VERS Long Term Preservation Formats*, or is capable of converting the contents to one of the listed formats.
- Is capable of exporting the records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Is capable of exporting the records and folders to PROV using the mechanisms and on one of the media specified in to *PROS 99/007 Specification 5: Export of Electronic Records to PROV* except that the system may or may not automatically process the acceptance message..

This level of compliance is restricted to recordkeeping systems certified under Version 1 of this Standard.

6.2.2 Native compliance (Version 2)

Native compliance (Version 2) with this Standard requires that an agency manages all permanent records in a recordkeeping system which has the following characteristics:

- Supports the functions in *PROS 99/007 Specification 1: VERS System Requirements for Preserving Electronic Records*.
- Holds records internally as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Is capable of modifying records and producing Modified VEO records according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Holds or is capable of generating the mandatory metadata listed in *PROS 99/007 Specification 2: VERS Metadata Scheme*. It must also hold or be capable of generating the conditional metadata listed in that Specification if the relevant conditions apply.
- Holds the record contents in one of the long-term preservation formats listed in *PROS 99/007 Specification 4: VERS Long Term Preservation Formats*, or is capable of converting the contents to one of the listed formats.
- Is capable of exporting the records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*.
- Is capable of exporting records and folders to PROV using the mechanisms and on one of the media specified in to *PROS 99/007 Specification 5: Export of Electronic Records to PROV*.

6.3 Conditional compliance

In addition to the levels discussed in the previous two sections, compliance to the following features is conditional.

6.3.1 Structured documents

This optional level of compliance allows the ability to structure the documents contained within a record. This requires the following characteristics:

- The ability to structure the documents within a record as described in *PROS 99/007 Specification 2: VERS Metadata Scheme*.

This optional feature may be used with export compliance and native compliance (Version 2).

6.3.2 Import (Version 1)

This optional level of compliance allows the ability to import VEOs generated by a Version 1 VERS compliant recordkeeping system. This requires the following characteristics:

- The capacity to import records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format*, including the ability to handle 'onion' records.

This optional feature may be used with export compliance and native compliance (Version 2).

The ability to import VEOs does not imply the ability to handle VEOs natively; the information in the VEO may be extracted into the internal data structures of the recordkeeping system.

6.3.3 Import (Version 2)

This optional level of compliance allows the ability to import VEOs generated by a Version 1 or Version 2 VERS compliant recordkeeping system. This requires the following characteristics:

- The capacity to import records and folders (files) as VERS Encapsulated Objects according to *PROS 99/007 Specification 3: VERS Standard Electronic Record Format* (including the ability to handle both 'onion' records and modified VEOs).

This optional feature may be used with Export Compliance and Native Compliance (Version 2).

The ability to import VEOs does not imply the ability to handle VEOs natively; the information in the VEO may be extracted into the internal data structures of the recordkeeping system.

7 Differences Between Version 1 and 2

The most significant change between version 1 and version 2 of this Standard is that the information in the Specifications has been reorganised to aid clarity and understanding. The three original Specifications have been broken into five Specifications and each Specification only contains requirements. Explanatory information has been moved to six associated Advices (one Advice for each Specification and one overview Advice).

The contents of the Specifications have been changed in the following ways (details of the changes can be found in the Advice associated with each Specification):

- Specification 1 (Preservation requirements) has been altered so that it only contains those requirements dealing with the long-term preservation of records. General recordkeeping functions have been deleted as these are dealt with in many published standards.
- Additional elements have been added to Specification 2 (metadata scheme); these are primarily related to the changes in Specification 3. The definitions of some of the elements have been changed. The values accepted for some elements have been tightened.
- Specification 3 has been modified to focus exclusively on the VERS Encapsulated Object and now gives more precise details about the XML requirements. An additional VEO type has been added, Modified VEO, to replace the onion records of Version 1. Attributes have been added to allow documents to be structured.
- Details about the accepted long-term preservation formats have been moved from Specification 3 to a separate specification (Specification 4). This is to make clear the distinction between the VEO that encapsulates the record, and the accepted formats that represent the documents in the record.
- Information about media has been moved from Specification 3 to the new Specification 5. This scope of this Specification has been broadened to cover mechanisms by which records are exported to PROV.

8 Further Reading

Records Management Standards, available from the PROV Web site

<http://www.prov.vic.gov.au/>

- PROS 97/001 Management of Public Records
- PROS 97/002 **Creation and Maintenance of Public Records**
PROS 97/002 Specification 1: Storage of Public Records in Agencies
- PROS 97/003 **Destruction of Public Records**
PROS 97/003 Specification 1: Destruction of Records Covered by a Disposal Schedule
PROS 97/003 Specification 2: Destruction of Records Not Covered by a Disposal Schedule
- PROS 97/004 **Transfer and Storage of Public Records**
PROS 97/004 Specification 1: Documentation of Public Records
PROS 97/004 Specification 2: Transfer of Records to the Public Record Office Victoria
PROS 97/004 Specification 3: Transfer of Records to an APROSS

PROS 97/004 Specification 4: Access to Public Records
PROS 97/004 Specification 5: Processing and Listing Public Records

Victorian Electronic Records Strategy Final Report, Public Record Office Victoria 1999.
Available from the VERS Web site <http://www.prov.vic.gov.au/vers/>

Keeping Electronic Records Forever, Public Record Office Victoria 1995-96. Available from
the VERS Web site <http://www.prov.vic.gov.au/vers/>

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The original VERS Project team members (CSIRO, Ernst & Young, and PROV) were instrumental in devising the concepts and ideas which underpin this Standard.

10 Glossary

access (ISO15489.1 term). Right, opportunity, means of finding, using, or retrieving information.

accountability (ISO 15489.1 term). Principle that individuals, organisations, and the community are responsible for their actions and may be required to explain them to others.

agency see [public office](#).

application A complete, self-contained software program that performs a specific function directly for a user or group of users.

archival authority/agency/institution/program (ISO 15489.1 term). Agency or program responsible for selecting, acquiring and preserving archives, making them available, and approving destruction of other records.

authentic (record). An authentic record is one that can be proven to be what it purports to be (i.e. the content is what it appears to be, it was created by the person who appears to have created it and it was created at the time it appears to have been created).

certificate see [public key certificates](#).

certificate authority An organisation that creates and signs [public key certificates](#).

certificate chain To check the signature on a [public key certificate](#), you need the [public key](#) of the [certificate authority](#) that created and signed the certificate. This is obtained from a second public key certificate, the signature of which must be verified in turn. The resulting chain of public key certificates is called a certificate chain.

classification (ISO 15489.1 term). Systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules represented in a classification system.

classification system (ISO 15489.1 term). see [classification](#).

computer file An element of data storage in a computer file system. A file is interpreted by a computer application (program) to display (render) the contents of the record. A file has an associated [file format](#). There is a distinction between a computer file and a 'file' in a records management sense, where it commonly denotes a collection of paper documents grouped together in a paper binder.

content The actual information in a record (as distinct from its context).

context How a record relates to other records and how it relates to the environment into which it was created and where it has been used. Relationships may be explicit (e.g. explicit linkages such as 'see also' and 'supersedes') or implicit (e.g. by being placed in the same folder).

controlled vocabulary A simple list of valid terms or values.

conversion (ISO 15489.1 term). Process of changing records from one medium to another, or from one format to another.

destruction (ISO 15489.1 term). Process of eliminating or deleting records, beyond any possible reconstruction.

digital signature A security mechanism that demonstrates that a particular piece of data (e.g. a record) has not been altered since creation. See [certificate](#), [certificate authority](#), [private key](#), [public key](#), and [public/private keypair](#).

disposal The process of deciding whether to retain records. Within the Victorian public sector, records are appraised to determine their significance (business, legal or historical) and then judged to be either of temporary or permanent value to the state. Disposal is one aspect of [disposition](#).

disposition (ISO 15489.1 term). Range of processes associated with implementing records retention, destruction or transfer decisions which are documented in disposition authorities or other instruments. These are also known as Disposal Schedules or, in Victoria, Retention & Disposal Authorities.

document (ISO 15489.1 term). Recorded information or object which can be treated as a unit. In its widest sense a document may be a sound [file](#), an image, a digital video or any other recorded information format as well as the more traditional word processing document or email. A paper document. Any [computer file](#) which may be printed.

In this Standard, a record may consist of multiple documents. A document may either contain other documents or one or more [encodings](#).

Document Type Definition (DTD) A template that defines a valid [XML](#) document, consisting of a set of mark-up tags and their interpretation.

DTD see [Document Type Definition](#).

EDMS Electronic Document Management System. A computer system that manages the production of documents (e.g. managing versions, preventing two people from editing the same document at the same time). Compare [ERMS](#).

electronic record A [record](#) expressed in an electronic digital format. A record stored in a form that only a computer can process.

encoding The physical representation of a [document](#) (e.g. a Word file or a PDF file). Each encoding has a different [file format](#). The part of the [VERS Encapsulated Object](#) containing a representation of the actual document data.

encryption Any procedure used in cryptography in order to prevent any but the intended recipient from reading that data.

ERMS Electronic Records Management System. A recordkeeping system that manages electronic records. Compare [EDMS](#).

evidentiary integrity An intangible property of an [electronic record](#) that determines the value of the record as evidence.

export Part of the process of [transferring](#) folders (and their associated records) from the custody of a [recordkeeping system](#) with the implication that they are [imported](#) into another recordkeeping system.

file (Recordkeeping) see [folder](#).

file (Computer) see [computer file](#).

file format The organisation of the information in a computer file. The same type of object (e.g. an image) can be encoded in many different formats (e.g. an image can be represented as a TIFF or a JPEG). Formats are defined in several ways. File formats may be defined by the application that reads them (e.g. Word files are defined by the Word program), by a company and published (e.g. PDF by Adobe), or by a committee or consortium (e.g. XML by the W3C). In VERS, each different file format is represented by an [encoding](#).

finding aid Any guide such as an index, list, inventory, or catalogue that is descriptive or analytical with respect to a body of [records](#), and having the purpose of clarifying the subject content and organisation of the records in order to facilitate their use.

folder A logical collection or accumulation of records (also known as a (recordkeeping) [file](#)). In this standard, we generally use the term 'folder' for this concept, as this avoids confusion with a computer file. An object in the [recordkeeping system](#) that 'contains' ([linked](#)) [VERS Encapsulated Objects](#). All VERS Encapsulated Objects must be 'contained in' ([linked to](#)) a [folder](#). The folder is itself a VERS Encapsulated Object.

government agency see [public office](#).

hash function A computer [algorithm](#) that calculates a [hash value](#) as part of the process of calculating or verifying a digital signature.

hash value Part of the process of creating a [digital signature](#) is to turn the message to be signed into a number known as the hash value which is then [encrypted](#) to form the digital signature.

import Part of the process of [transferring](#) folders (and their associated records) into the custody of a [recordkeeping system](#) with the implication that they have been [exported](#) from another recordkeeping system.

integrity Integrity refers to the record being complete and with no unauthorised alterations. Note that records can be altered and retain their integrity provided the alterations are allowed by policy, are authorised, and are documented.

key In [Public/Private Key Security](#), this is a very long prime number. Common key lengths are 40 bits, 128 bits, and 1024 bits. A [private key](#) must be kept secret and be held by only one user and is used to generate a [digital signature](#). The [public key](#) is published so as to be accessible to all users of the security system and is used to verify a digital signature.

link Any connection between or within [records](#) or [files](#). These connections may be textual (e.g. a 'see also' reference) or by means of [electronic pointers](#) (e.g. a URL).

long term preservation format Computer file format selected by an archival authority to be likely to survive for a very long period of time

media Physical storage media. A means of storing data. A piece of media allows data to be copied on to it which can then be read back by a computer. Some types of media allow data to be recopied (destroying the original data in the process) while other types of media will only allow data to be copied to the media once. Common types of media are CD-Rom, magnetic tape, floppy disk.

media migration see [media refresh](#).

media refresh The copying of the contents of a piece of [media](#) to fresh media (possibly using a different storage technology or density).

metadata (ISO 15489.1 term). Data describing context, content, and structure of records and their management through time.

metadata element A specific piece of information contained in a [VERS Encapsulated Object](#).

metadata field see [metadata element](#)

metadata schema The organisation and structure of the [metadata](#). See PROS 99/007: Specification 2 for the VERS Scheme.

migration (ISO 15489.1 term). Act of moving records from one system to another, while maintaining the records' authenticity, integrity, reliability, and useability. See [conversion](#).

preservation (ISO 15489.1 term). Processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

private key A [key](#). One half of a [public/private keypair](#). A private key is kept secret and is used to sign objects. See *also* [public key](#).

public key A [key](#). One half of a [public/private keypair](#). A public key is published and is used by other parties to verify digital signatures. See *also* [private key](#).

public key certificate A container for a [public key](#). A certificate contains information about the public key (e.g. its period of validity), and is signed by the organisation that issued the certificate to demonstrate its authenticity. See *also* [certification authority](#), [digital signature](#).

public office As defined in the *Public Records Act* means:

- any department, branch or office of the Government of Victoria
- any public statutory body corporate or unincorporate
- any municipality or other body constituted by or under the *Local Government Act 1958*
- any other local governing body corporate or unincorporate, and
- a State-owned enterprise within the meaning of the *State Owned Enterprises Act 1992*.

public/private keypair A pair of linked [keys](#). One key is the [public key](#), the other key is the [private key](#). The keys are linked such that anything [encrypted](#) or [digitally signed](#) using one key can be decrypted or verified using the other.

record (ISO 15489.1 term). Information created, received, and maintained as evidence and information by an organisation or person, in pursuance of legal obligations, or in the transaction of business.

In VERS a record consists of one or more documents. A record can take many forms and in Victoria is defined under the *Public Records Act 1973* to mean:

- a document in writing
- a book, map, plan, graph or drawing
- a photograph
- a label marking or other writing which identifies or describes any thing of which it forms part, or to which it is attached by any means whatsoever
- a disc, tape, sound track or other device in which sounds or other data (not being visual images) are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced therefrom
- a film, negative, tape or other device in which one or more visual images are embodied so as to be capable (as aforesaid) of being reproduced therefrom
- anything whatsoever on which is marked any words, figures, letters or symbols which are capable of carrying a definite meaning to persons conversant with them.

recordkeeping system The complete system which captures, manages, exports and provides access to records. A recordkeeping system normally contains hardware, software, people, policies, and procedures. A key aspect of the system is normally a recordkeeping application.

records management (ISO 15489.1 term). Field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including processes for capturing and maintaining evidence of and information about business activities and transactions in the forms of records.

registration (ISO 15489.1 term). Act of giving a record a unique identifier on its entry into a system. In VERS, registration is considered to be the act of entering a record into a recordkeeping system; placing it under the control of that system.

tracking (ISO 15489.1 term). Creating, capturing, and maintaining information about the movement and use of records.

transfer (custody) (ISO 15489.1 term). Change of custody, ownership, and/or responsibility for records.

transfer (movement) (ISO 15489.1 term). Moving records from one location to another.

VEO see [VERS Encapsulated Object](#).

VERS Encapsulated Object A record which has been encapsulated using [XML](#) as outlined in PROS 99/007 Specification 3 and which conforms to the VERS [metadata scheme](#) as outlined in PROS 99/007 Specification 2 and which contains documents expressed in a [long term preservation format](#).

XML eXtensible Markup Language. A language standard that defines the structure of a set of documents using a [Document Type Definition](#).

11 Establishment of Standard

Pursuant to section 12 of the *Public Records Act 1973*, I hereby establish these provisions as a Standard applying to the records of all public offices, courts or persons acting judicially in Victoria. This standard as varied or amended from time to time, shall have effect for a period of ten (10) years from the date of issue unless revoked prior to that date.

Acting Keeper of Public Records

Justine Heazlewood

Date of Issue:

31 July 2003

Appendix A. Role and Responsibilities of the Public Record Office Victoria

Public Record Office Victoria (PROV) was established under the *Public Records Act 1973* for the better preservation, management and utilisation of the public records of Victoria.

Public records include any records made or received by a person employed in a public office in the course of his or her duties, or by a court or person acting judicially in Victoria. Record is defined to mean any document within the meaning of the *Evidence Act 1958*, and includes information whether on paper, film, magnetic tape or disc, or any other media.

The term 'Public Office' is defined in sub-section 2(1) of the *Public Records Act* to mean:

- any department, branch or office of the Government of Victoria
- any public statutory body corporate or unincorporate
- any municipality or other body constituted by or under the *Local Government Act 1958*
- any other local governing body corporate or unincorporate, and
- a State-owned enterprise within the meaning of the *State Owned Enterprises Act 1992*.