

The National Program for Transferring Information Technology into the Records Management and Archives

One. Justification and Need of developing the Program

- 1.1. It has accepted by the International Level that The State Archives is the memory of the Nation, caused of this archival materials are not only valuable heritage of society, but essential recourse and root of Information. Connecting with its, in this period of highly developed information technology, the major duty of the State Archives is to let use archival materials preserving in its custody for research work of society and science and to provide quick service to the public.
- 1.2. Connection of Social need of using archival materials with the socio- economic change, running in the country, Mongolian State Policy for re-developing National History and Culture. But nowadays use of archival materials is unsatisfied and impossible to access for public, because of not transferred modern reference system and information technology.
- 1.3. Connecting with increasing a number of documents and information, electronic records management, right and professional arrangement and keeping it in archives are becoming a leading goal of society. In this period of Democracy and Market Economy system, civil service and business operations must to be quick and well organized. The base of implementing these works is to automate an organizational records management, to develop informational environment of administrative operation.
- 1.4. Nowadays, transfer operation of information technology into the State Archives and Records management is just in a stage of beginning, there is not unified management on its and backwarded from not only international organizations, but from domestic organizations.
- 1.5. The Government of Mongolia, based on need and requirement of our country and international tendency of archives, pays more attention and mentioned that implement this work with providing more manpower, time, technique and technology according to created National Program.

Two. Problems, facing on transferring information Technology into the Operation Archives and Records Management

2.1. Policy Environment

- 2.1.1. There is need to create legal environment for coordinating issues on transferring Information technology into archival operation, operate with unified policy
- 2.1.2. Absence of unified concept and lack of research and methodology work

2.2. Managerial and organizational environment

- 2.2.1. There is not unit which is responsible for its work, in the field of archives
- 2.2.2. Lack of cooperation with professional organizations and lack of providing support to the operation of archives and records management from Ministries, Agencies and Central and Local organizations
- 2.2.3. Not decide the investments of huge of money for buying technique and technology and creating programs even the State archives is finance by the State budget
- 2.2.4. Not implemented long term program and plan on archives and records management operation
- 2.2.5. Not accepted loans and Grant Aids from International Organizations Donor countries.

2.3 Research and methodology environment

- 2.3.1. Non satisfied operation of creating archival register and scientific reference system
- 2.3.2. Delayed an operation of archival classification, description and codification
- 2.3.3. Creating of Secondary information fund, about contents and consist, is in the stage of beginning.
- 2.3.4. Non developed methodological and organizational work of archives and records management

2.4. Management and Human resource

- 2.4.1. Loss of unified policy of human resource
- 2.4.2. Miscalculating duties and significance of documentation and secretarial work
- 2.4.3. Lack of professional and specified in information technology staffs.
- 2.4.4. Limited possibility of learning from international archival experience on information technology

Three. Program Mission and Strategic Goal

3.1. Mission

The main goal of the Program is to make renovation of techniques, automate archival and records management operation by using information technology achievements and implement it with stages, and to create modern system of providing state archival information.

3.2. Strategic mission

- 3.2.1. To implement an Archival Policy of establishing a Society with Information
- 3.2.2. To pay more attention for transferring an information technology into archives and records management operation and make a legal environment
- 3.2.3. To create modern structure of archives based on information, technique and communication technology
- 3.2.4. To improve a role of implementation in a society with Information
- 3.2.5. Effectively use of information technology for safely preserving of historical and archival heritage.
- 3.2.6. Create Registration, Information and Reference electronic system of the State Archives
- 3.2.7. To make renovation of techniques, improving organization and documentation order based on automation of organizational records management
- 3.2.8. To transfer an electronic records system which is basic condition of the State information system to organizational and branch operation.

Four. Basic Direction of transferring information technology into archives and records management operation

4.1. Information Technology will be transferred into Archives and records management operation with following direction.

- 1. Registration of archival documents
- 2. Use and Reference of Archival Documents
- 3. Preservation and Protection of Archival Documents
- 4. Acquisition and Appraisal of archival Documents
- 5. Archival Management, Planning and Organization
- 6. Records management the State Organizations
- 7. Creating unified system of archival Information

4.1.1. Registration of archival Documents

Main content: To register all documents, keeping in the State archives, calculate a number of all files and fund and to make right and quick registration of changes made in number of documents.

4.1.2. Use and Reference of Archival Materials

Main Content: To develop use and registration of documents in archival Fund, to create an environment of providing quick accessible service to the public by founding secondary information fund about location, content and consist

4.1.3. Preservation and Protection of Archival Documents

Main content. To transfer Documents from State Organizations into electronic format and ensuring protection safety, to make use quick and make electronic protection copy for the most valuable and valuable records, and hand them safely to our next generation.

4.1.4. Acquisition and appraisal

Main content. The beginning of creating automate system of information by registering the source organizations of acquisition, calculating total number of documents transferred to the State archives, taking control on organizational archives and records management operation, evaluating the implemented work by the appraisal Commission and appraising the documents of the state archives

4.1.5. Archival management, Planning, Organization

Main content. To consist an environment of transferring into automate system the planning, reporting, registering and make monitoring on the state archival Implementation yearly as 1st January.

4.1.6. Records management of the State Organizations

Main content. To develop a work of documentation by automating registering, distributing of official letters and taking control on its decision, founding electronic information fund, working in network area and changing information in electronic format

4.1.7. Unified Information Fund

Main content. To create secondary information fund about the contents, consists and location of the State archival documents and to make possible of using it by public

Five. Stages implementing the Program

The program goal will be implemented with next 2 stages.

1. First stage or 2006-2008 /Short term/
2. Second Stage or 2009- 2012 /Mid term/

5.1. First Stage. /2006-2008/: To establish legal environment, organizational and professional capacity and supply the State archives with computers with purpose of to acquire skills of implementing the Program and actively organize archival and records management automation operation.

5.2. Second Stage. /2009- 2012/ Will be implemented works such as creating automation reference system, creating unified information fund and transferring an electronic records management system.

Six. Principle of Implementing the Program

For Implementing the Program will be followed principles as below.

- 6.1. To implement the program based on unified policy and methodology by systematically developing archives and records management policy
- 6.2. Using all domestic capacity and to expand useful of financial recourse.
- 6.3. To generate traditional method, type of working and organization
- 6.4. The program of archival information and reference must be safe of preserving documents from previous period

6.5. All programs, which will be used in archives and records management, in same format and standard

Seven. Short term goal

7.1. To work out methodological advice on electronic records fund and use of it, and making research work.

7.2. To create classification scheme of archival documents and according to its make description, classification and codification

7.3. To prepare of transferring documents, appraised science and technical development, renovating register, into electronic format

7.4. To organize work of creating secondary archival information fund by the most used archival fund with important significance of information.

7.5. To support and develop the operation of creating, making experiment the program of automation of the State archival registration, information, reference and records management of organization.

7.6. To organize a work of preparing archival scientific reference using an information technology

7.7. To make broad the use of records management standard and transfer electronic records system to the certain organizations

7.8. As stated in the “E- Mongolia” program will be taken measures of transferring a records management into electronic format

Eight. Mid term Goal

8.1. Fully transfer the secondary Information into Information Fund based appropriate program.

8.2. To create an automate information fund with purpose of providing possibility of searching by the theme and contents, making description the main documents of archival fund according to the International Standards

8.3. To transfer archival references into electronic formats, create an electronic catalogue and data base and providing with possibility of being open for public and distance use.

8.4. The Information about the State archives and reference letter will have possibility to reach to public online.

8.5. To create electronic funds with archival documents by theme and name of person

8.6. Creating an electronic copy of specific documents /movie, audio- visual, science and technology/ and taking a measure improving its preservation and use

8.7. To organize a work of using, preserving and transferring documents of the president of Mongolia, Parliament and the Government.

8.8. To provide a possibility of changing documents through the net and preserve it in electronic format

Nine. Program management, Organization and Assignment

9.1. Management, organization

9.1.1. Coordinating Board of Archives will be responsible of organizing and taking control on its implementation in whole country.

9.1.2. The Head of the Coordinating Board of Archives will be the Minister of Justice and Home Affairs, and in its structure will work Director General of the National Archives of Mongolia, Director of the Information and Communication Agency and heads of Administration Divisions of Agencies.

9.2. Assignment

The assignment for implementing will consist from sources as below.

- 9.2.1. The State Budget Assignment
- 9.2.2. Regional Budget Assignment
- 9.2.3. Donor countries, Loans from International countries, technical grant aid benefactions
- 9.2.4. Benefaction, Grant Aid, from International and Domestic organizations
- 9.2.5. Others

Ten. Policy on Supporting and Methodology the Program

10.1. To make appropriate amendments on Law on Archives, Major Guideline of the State Archival Operation and Records Management Standard

10. 1.1. To create a unified centralized classification scheme for documents of archival fund and work out guidelines and instruction for description by to its theme and contents according to the international standards

10.1.4. Work out appropriate guideline for electronic record's preservation in archives, use and its secretion, and take control on its implementation

10.2. Supporting the Program

10.2.1. The financial source for Implementation of the program will be set yearly in the state and regional budget and will take some measures for founding financial source with policy of accepting long term loans, provided by donor and international organizations

10.2.2. To improve the professional and management capacity for implementing the program, support State Organization's operation directed to implement its program and coordinate

10.2.3. To organize Implementation of the Program Goals as Stages

10.2.4. To take a measure on reorganizing the structure of the National Archives Administration and the State Archives, regarding with transferring an information technology into archives and records Management operation

10.2.5. To involve secretarial officers from the State Archives, and Organizational Archives

10.2.6. To improve records management operation of Ministries, Agencies, Governor Office of the city and aimaks, to connect its operations with each others

10.2.7. To take measures for setting expenses for implementing research work and projects in frame work of the Program, classifying archival documents in funds and creating secondary information fund, in the Fund of General Coordinator of the Budget

10.2.8. To cooperate with record managers from the State Organizations by providing an advice of using an information and communication technology, and support they operations

10.2.9. To open an Bank Account for Donations from International and Domestic Organizations, for implementing the Program

10.3. To develop an Infrastructure

10.3.1. To make research on programs for archives and records management, need and its market

10.3.2. To take measures for providing the State Archives with high capacity computer and accessories

10.3.3. To connect the National Central Archives and its Branches to the centralized Information net

10.4. Research work, Training and Consulting

10.4.1. To make comparative analyze on today's records management of the State Archives

10.4.2. To expand a research work and experiments on issues of using information Technology in operations of Archives and records Management.

10.4.3. To systematically educate professional staffs in international and domestic institutes, to educate information technology officers, who will work in the field of archives, in high developed countries

10.4.4. To give information about the Program to Foreign countries, to accept an international support and to include issues on transferring information technology in cooperation agreements with other countries.

10.4.5. To study about information technology from experiences of other countries to invite professionals

Eleven. Expected results

11.1. Expected result

Implementing the Program will lead following results such as implementing related articles of the “Program E- Mongolia”, “Government Action Plan 2004- 2008”

11.1.1. Will be improved efficiency of archival and records management operation, will be have possibility of changing information, consist unified system of information, and will be have technique and technological development

11.1.2. Will be the beginning of entering in an area of International Archives, and will have possibility of changing information with them

11.1.3. Information and reference system will transfer to the new stages of qualification

11.1.4. Will have quick service to the public with information about location, number and contents of documents in the National Archival Fund and archives will be open and accessible to everyone

11.1.5. Will be improved arrangement of documentation, will consist quick control on document decision by automated records management

11.1.6. Will be increased number of public, who have interest and need of archives, improved use of State Archives

11.1.7. Will have possibility of creating data base, changing and transferring information with other organizations, working in group making decision and taking control on documents in area of network

11.1.8. The Administrators of Organizations will be provided information regularly will have quick run of secretarial work and will be decreased expenses for documentation and techniques

11.1.9. Will have safe environment of document preservation created by organizational operation, in electronic format

11.1.10. Increased duties and responsibilities of staffs and consist a possibility of working open and quickly by automated records management

11.2. Reporting the result of the Program

11.2.1 The report of Implementation of the Program will be reported by Central Organization which is responsible for Justice and Home Affairs to the Government of Mongolia.