



Rikssarkivet

# Common Specifications (CS) Förvaltningsgemensamma specifikationer (FGS)



## The swedish vision for information

It needs to be simple to find, reuse and archive information from all public agencies no matter where or how the information have been stored.

*“As simple as possible for as many as possible”*



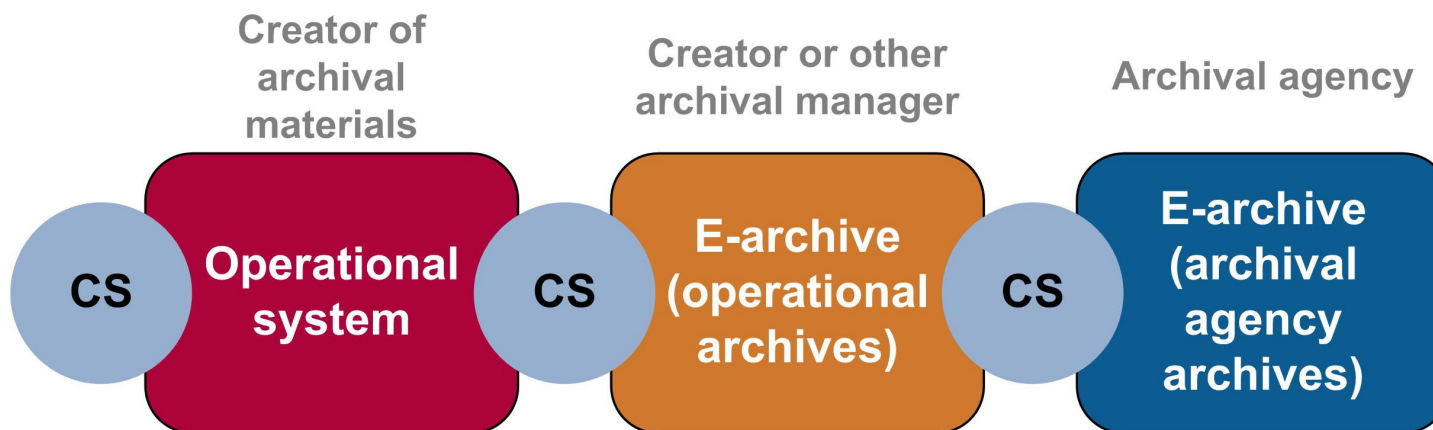
# Concept of Common Specifications

- Swedish Common Specifications (CS)  
(In Swedish, **F**örvaltnings**G**emensamma **S**pecificationer)
- Should always be based on an existing well-known international standard and its exchange format
- Can require special adoptions of existing standards to fit the needs from the Swedish public sector
- The term specification is in formal standardisation used as the description for documents of a standard like information but not an established standard
- Voluntarily, but can be normative by being referred to for example in regulations or procurement



# CS and its use

## Information model for the use of CS



CS is demands of metadata for the information and packaging of the information in Information Packages (IP)

### Transfers

- between systems
- original systems to e-archives
- between e-archives

### Procurement and development of

- e-archive systems
- agency systems



## But what is a CS?

- A well defined exchange format that allows the information to be transferred between different IT-systems.
- The CS's developed can be used by vendors, agencies, municipality agencies and health agencies for buying, develop and give the public access to on-line services of e-archiving and e-records management.
  - Services fulfilling the vision of: As simple as possible for as many as possible

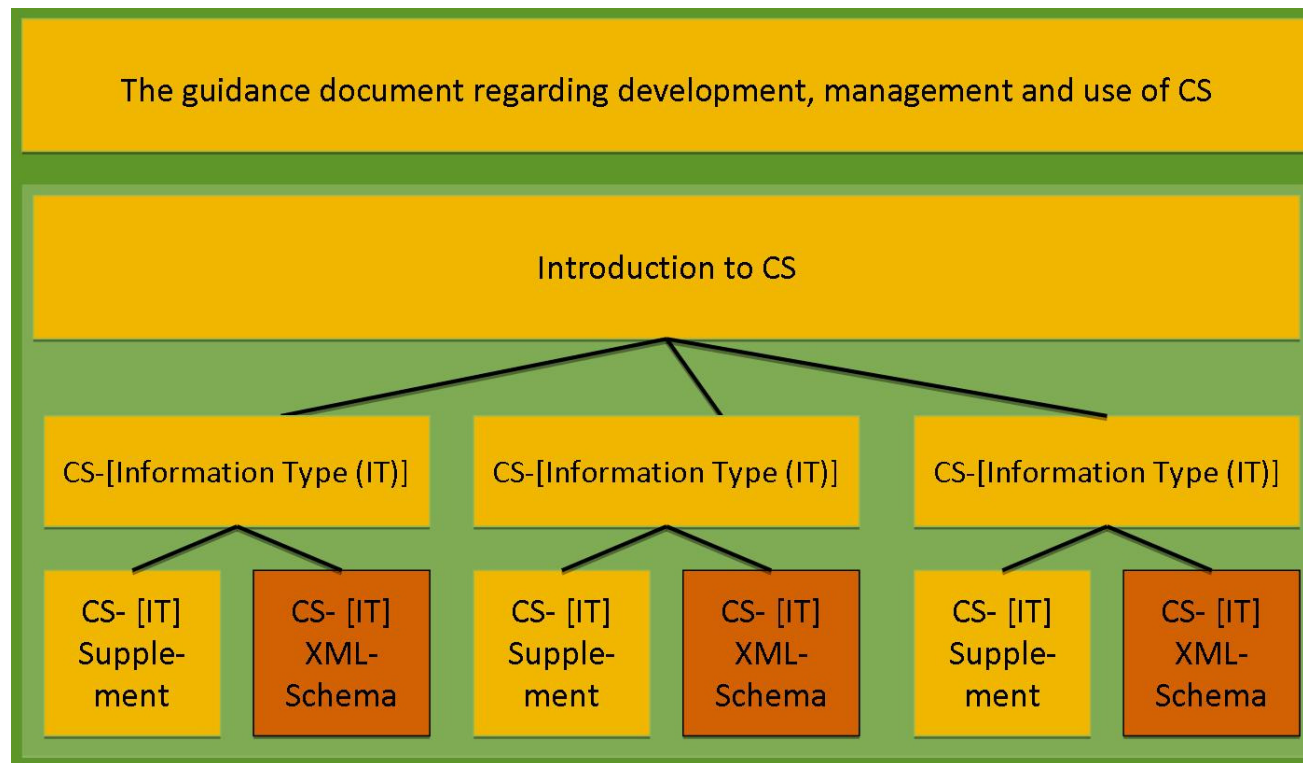


## The CS can be used for

- Transfers between systems
- Procurement and development of e-archive systems and agency systems
- Transfers from original systems to e-archives
- Transfers between e-archives



# Document hierarchy



- Top level is the introduction which is all things common for all CS
- Middle level is the technical description and the metadata fields
- Lowest level is supplement (pictures, valuelist explanations and more) and the actual XML-schema/schemas



# CS documents

- The specification, description in text
- Supplements, consists of pictures, value lists and more
- XML-Schema
- Examples

Element	Definition	Förklaring	Kard.	MEIS
Identitet	Identifiering av paketen	En kod som unikt identifierar SIP:en. En UUID eller GUID kan användas för att skapa globalt unika identiteter. Exempel: "UUID:550e8400-a29b-41d4-a716-44665544000f"	1	<met:OBJID>[Identitet]
Beskrivning	Beskrivning av paketen	En kort text som beskriver vad paketet innehåller. Exempel: "Example of SIP for delivery of personal information"	0..1	<met:LABEL>[Beskrivning]
Pakettyp	AIP/SIP/DLP	Anger var i OAIS-modellen detta paket hör hemma. I leveranspaket sätts värdet alltid till "SIP". Exempel: "SIP"	1	<met:TYPE>[Typ]
Datum och tid	Tidpunkten när paketet skapats	Datum och tid för paketet enligt XML-standard för tidsangivelser. Denna tidsangivelse anger när [ip.xml] skapats. Exempel: "2007-01-01T00:00:00Z"	1	<met:CRDATE>[Datum och tid]

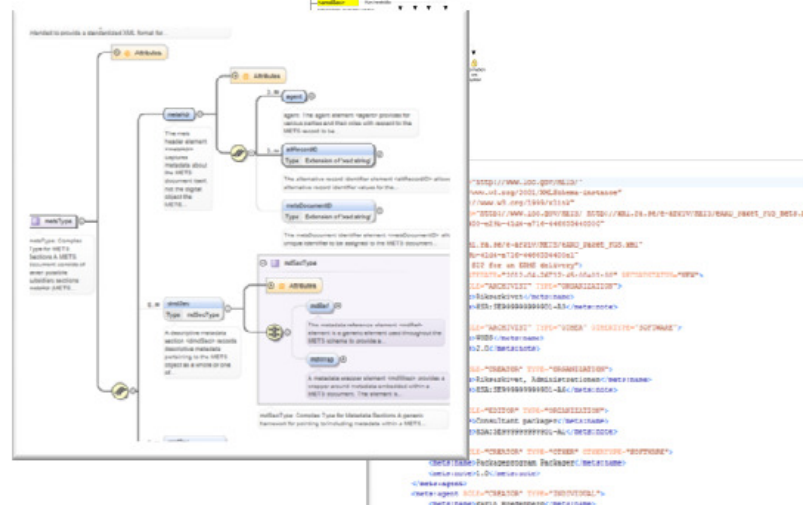


Specifications:

<http://riksarkivet.se/fgs-earkiv>

XML-schema:

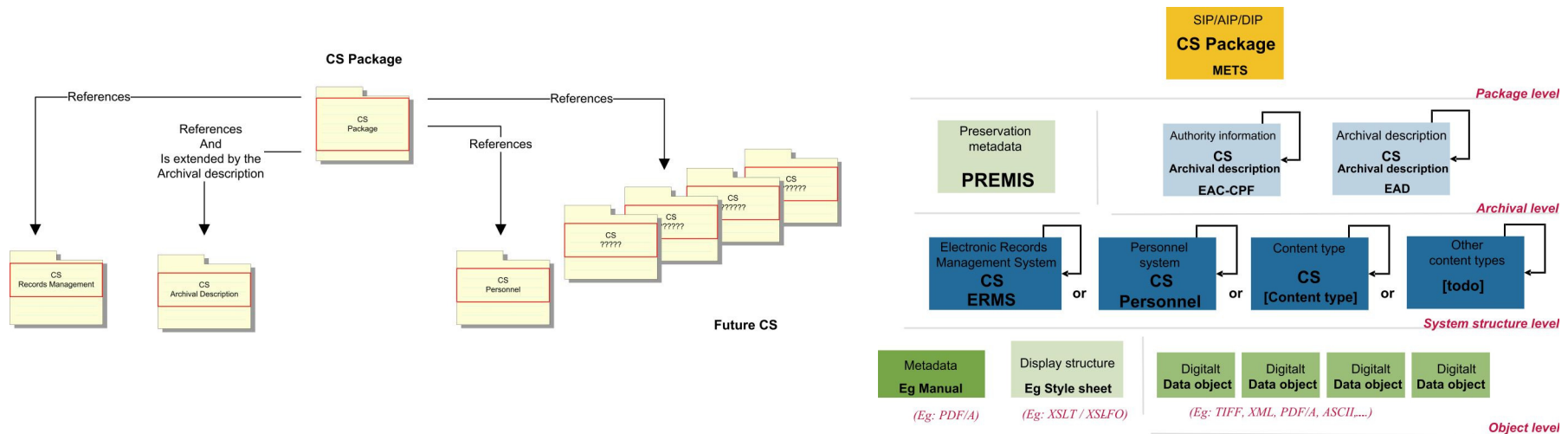
<http://xml.ra.se/e-arkiv/>





# The CS are used in combinations

- Common for all information packages are the package structure
- A package can contain a full archival description or a pointer to its place in the archival description
- From the package structure digital objects containing the content type specification is referenced for instance records management or personnel information that is used for describing the transferred information



# Submission agreement

- For a transfer a submission agreement is always demanded
- No CS is describing the submission agreement!
- REcommended to follow:
  - PAIMAS (Producer Archive Interface Methodology Abstract Standard)  
CCSDS 651.0-M-1, ISO 20652:2006  
<http://public.ccsds.org/publications/archive/651x0m1.pdf>
  - PAIS (Producer-Archive Interface Specification)  
CCSDS 651.1-B-1  
<http://public.ccsds.org/publications/archive/651x1b1.pdf>



# CS and the regulations from the National Archives of Sweden

- When a CS is developed the process is always looking at all regulations and demands so that relevant information can be transferred with the help of the CS.
  - Exemple: Metadata demands in the regulation Ra-FS 2008:4 for archival description is part of the future CS Archival description
- A CS is voluntarily to use, but can be normative by being referred to for example in regulations or procurement



# Management organisation

- The organisation:
  - A function in the Public Information Management department of the National Archives of Sweden:
    - One expert in metadata who at the same time is responsible for the CS work
    - One expert in metadata
    - One administrator/coordinator/metadata specialist in training
- A management board
- References groups as needed
- Working groups or sub projectes as needed



# Schedule for the work

- Quick adjustments of errors found, always
- Update of publications when larger changes are made
- During 2016 and spring 2017 the work of creating CS of the drafts from the eARD-project is going on as well as the work with CS Archival description
- Development of new CS, schedule is set up in consultation between the management board and the project who is going to do the work
- the Swedish Service Agency with cooperation from the National Archives of Sweden works with procurement of e-archiving as a service to the Swedish Agencies. First report delivered in 2015, project ready during 2017



## Contact and more information

- News letter in swedish, registration on the webpage
- Specifications in Swedish: <http://riksarkivet.se/fgs-earkiv>
- XML-schema: <http://xml.ra.se/e-arkiv/>
- Contact: [ra-fgs@riksarkivet.se](mailto:ra-fgs@riksarkivet.se)
  - Questions and comments are tentatively left by a e-mail to this adress



**Thank you for the attention!**

