ARChives: Bridging the Gap

9th Annual Conference of the International Council on Archives

19-23 September 2022 | Rome, Italy

ICA ROMA 2022

ARCHIVES: BRIDGING THE GAP
ARCHIVES: COMBLER LES FOSSÉS

September 19th-23rd, Italy

DISTRICT / CITY
CATALOG OF OPEN PUBLIC RECORDS:

A Contribution for Open Government and Direct Democracy for Bogota City, Colombia.

Alvaro Arias Cruz
Director of the Bogota’s Archives
Colombia, South America.
CONTENT

1. WHERE I COME FROM
2. WHAT IS TEH BOGOTA’S ARCHIVE
3. WHAT IS THE OPPORTUNITY TO BRIDGING THE GAP
4. HOW WE THINKING TO DO IT
5. OUR EXPECTATION
1. WHERE I COME FROM

BOGOTA CITY HALL

The Mayor
Claudia López

GENERAL SECRETARY

Clemencia Mejía

UNDERSECRETARY OF INSTITUTIONAL STRENGTHENING

Patricia Rincón

DIRECTOR OF BOGOTÁ DISTRICT ARCHIVE OFFICE

Alvaro Arias
BOGOTA ARCHIVE’S BUILDING
2. WHAT’S THE BOGOTA’S ARCHIVES?

MISSION
ARCHIVO DE BOGOTÁ

LEADER OF THE RECORDS AND DOCUMENT’S PUBLIC POLICY FOR BOGOTA CITY

Strengthening of the District Public Archives

- Efficiency of Public Management.
- Transparency.
- Institutional Memory.
- Knowledge Management.
- Information Assets.
- Intellectual capital = Now How

ARCHIVAL FUNCTION IN THE CAPITAL DISTRICT

District Archives System of Bogotá
SCOPE: 60 PUBLIC INSTITUTIONS

MANAGEMENT OF THE CITY’S DOCUMENTARY HERITAGE

Strengthening the Documentary Heritage and Historical Memory

- Documentary Heritage.
- History of the city.
- Source of citizen information.
- Access to citizen memory.
- Territory of peace

Public Policy: Archive’s General law of Colombia No. 594 / 2000

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District/City Records and Archive System - Network

This system is made by: 60 public institutions grouped in 17 specialized public sectors
WHAT IS THE OPPORTUNITY?

The question was: HOW WE CAN DO TO CONTRIBUTE THE TRANSPARENCY OF THE PUBLIC ADMINISTRATION FROM THE RECORDS AND ARCHIVES?

VALUE PROMISE:

CITIZENS → CONNECT → PUBLIC DOCUMENTS/FILES

TRUE ACCESS → EFFECTIVE USE

THERE MANY WAYS....THIS IS THE ONE OF THEM.
Digital Transformation Agenda

Vision of digital transformation in document management and administration of public archives in Bogotá

FOUR DIMENSIONS:
1. STRATEGIC
2. PROCESS
3. MAN POWER
4. TECHNOLOGY

- New products y services
- New document management model for Bogotá
- Improved document management process
- More trained people
- Simplicity and agility of the processes
- Redefine the way of delivering value
- Stop doing repetitive and routine tasks
- Process optimization to improve work, quality and time

CITIZEN-ORIENTED DIGITAL TRANSFORMATION

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Benefits of the digital transformation

Digital transformation is an ongoing strategic process to improve the products and services of the Bogotá Archive and achieve greater efficiencies in our work.

- Strengthen the governance of information and improve response times to users
- Promote collaboration and citizen participation and transparency
- Improve services to citizens and entities of the district
- Increase the productivity of the public administration
- Improve the availability and access to public information
- Reduce costs and generate savings

Benefits
Strategic Proposal

**BIG GOAL PDD**

Formulate and implement a strategy for district document management and the use and appropriation of historical memory.

**STRATEGIC OBJECTIVES**

- Strengthening and moving towards electronic document management
- Strengthen the public archives at Bogotá
- Improve the recovery, preservation, dissemination and appropriation of the documentary heritage and historical memory of Bogotá

**DIGITAL TRANSFORMATION AGENDA**

- Bogotá District Archives Network & District Catalog of Open Public Records
- New document management model
- Institutional Digitalization Plan
- Bogotá a Common History 2.0: collaborative description platform for the construction of local memory by communities
- District Plan for Human Rights Archives, Historical Memory, Peace and Reconciliation

**OPERATING MODEL OPTIMIZATION**

- Design of strategic projects
- Detailed design of strategic projects
- PHASE 1 implementation of strategic projects
- PHASE 2 implementation of strategic projects
- PHASE 3 implementation of strategic projects

**BOGOTA DEVELOPMENT DISTRICT PLAN 2020-2024**

- 2020: Design of strategic projects
- 2021: Detailed design of strategic projects
- 2022: PHASE 1 implementation of strategic projects
- 2023: PHASE 2 implementation of strategic projects
- 2024: PHASE 3 implementation of strategic projects

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HOW WE CAN DO TO OPEN ACCESS TO THE PUBLIC RECORDS?

VALUE OF THE PUBLIC RECORDS

- INFORMATION FOR SELF-GOVERNMENT
- INFORMATION TO PROTECT PUBLIC HEALTH, SAFETY, AND PROPERTY
- INFORMATION TO INFORM THE PUBLIC
- INFORMATION TO VERIFY IDENTITY AND LOCATE INDIVIDUALS
- INFORMATION TO TARGET INTERESTED CITIZENS
- PUBLIC RESPONSIBILITY
- CITIZEN OVERSIGHT
- ACCOUNTABILITY TO CITIZENS
- PARTICIPATION
- EXERCISE RIGHTS OF CITIZENS
- DEFEND THE INTERESTS OF CITIZENS
- RESOLVE CITIZEN REQUESTS

WHAT WERE THE ELEMENTS OF OUR PROPOSAL?

To have early profits, we consider the following elements:
WE CARRY OUT A DIAGNOSIS ABOUT RECORDS MANAGEMENT STATUS

TO SOLVE A PARTICULAR SITUATION ON THE PRODUCTION OF RECORDS IN THE PUBLIC INSTITUTIONS OF BOGOTÁ.

- FOCUS ON ACTIVE FILES
- PUBLIC ACCESS DOCUMENTATION
- FOCUSES ON INVENTORIES
- ACCESS TO RECORDS AND DOCUMENTS
- INTEGRATED METADATA
- PUBLICATION OF RECORDS INFORMATION
- USING A TECHNOLOGY PLATFORM
EVERYONE KNOWS THE RECORDS LIFE CYCLE OR DOCUMENT LIFE CYCLE

**CYCLE (6 STEPS)**

**WORKFLOW (3 PHASES)**

DISTRICT CATALOG OF OPEN PUBLIC RECORDS PROJECT
BOGOTA´S RECORDS MANAGEMENT MODEL

INVENTORY PARTIAL OF RECORDS

- There is no good access to files
- Documents and files are not quickly found it takes more time searching for files
- Low productivity
- No trust in the file system
- Inventory systems are not up to date

1. INACTIVE
   - Documentos ++++=
   - +=+++++Archivos
   - Central File
   - Archivio di deposito
   - Histórico
   - Archivio storico

2. SEMIACTIVE

3. ACTIVE
   - Gestión
   - Archivio corrente

INSTITUTIONAL ARTICULATION INSTANCE

60 DISTRICT PUBLIC INSTITUTIONS

CITY NETWORK OF ARCHIVES (TECHNOLOGICAL INTEGRATION)

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MODEL ADJUSTMENT PROPOSAL

STRATEGIC MONITORING FOR RECORDS MANAGEMENT OF BOGOTA

SEMIACTIVE

Documento++++=

COLLABORATIVE DESCRIPTION AND DIGITALIZATION OF FILES

BEGINNING

NEW MODEL OF TECHNICAL ASSISTANCE IN RECORDS & DOCUMENT MANAGEMENT

DISTRICT CATALOG OF OPEN PUBLIC RECORDS

Gestión

Archivo corrente

Active

=+++++++Archivo

Central File

Histórico

Archivo storico

INACTIVE

Primary Transfers

Accumulated funds (backfiles)

secondary transfers

RECORDS RETENTION

RECORDS RETENTION

60 DISTRICT PUBLIC INSTITUTIONS

POINT 0

INSTITUTIONAL ARTICULATION INSTANCE

CITY NETWORK OF ARCHIVES (TECHNOLOGICAL INTEGRATION)

POINT 1

THE END

*PROJECTS

BOGOTA`S ARCHIVE

BOGOTÁ A COMMON HISTORY 2.0: COMMUNITY ARCHIVES

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ROAD MAP

1. MODEL ADJUSTMENT PROPOSAL
2. NEW GUIDELINE FOR ALL INSTITUTIONS
3. ADJUST INVENTORIES
4. PUBLICATION INVENTORIES ON THE WEB PAGES
5. HARVESTING OF METADATA INVENTORIES
6. CITIZEN ACCESS
7. SEARCHING SERVICE

ACTIVE FILE-BASED INVENTORY FROM THE ZERO POINT
SINGLE STANDARD OF METADATA FOR INVENTORY
UPDATED INVENTORY
VISIBLE INVENTORIES
A UNIFIED DATABASE FOR THE CITY
PORTAL ACCESS BOGOTA’S ARCHIVE
“EL COFRE” ENGINE SEARCH

“EL COFRE” IS THE CHEST WITH THE DOCUMENTARY TREASURES

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ARCHITECTURE OF THE TECHNOLOGICAL PLATFORM

PORTAL Acceso Web Archivo de Bogotá

PUBLIC ACCESS LAYER

EL COFRE ENGINE SEARCH
SIAB (FrontEnd)
Acceso Plan Distrital de Archivos de Derechos Humanos MHPR
DISTRICT / CITY CATALOG OF OPEN PUBLIC RECORDS
Acceso Bogotá Historio Común 2.0
Acceso Servicios Red Distrital de Archivos
Formulario en línea EAGED
Programa de Gobierno Abierto

PUBLIC ACCESS LAYER

Elasticsearch
OCR ICR
Mesa de Ayuda GLPI
Descripción y catalogación Colaborativa
SIAB
Gestión de Contenidos y Cursos Virtuales
SERVICES FOR DISTRICT / CITY CATALOG OF OPEN PUBLIC RECORDS
Seguimiento estratégico EAGED
Tableros de Control BI
KOHA
Extracción e Interoperabilidad

SECURITY & PROTECTION OF DATA

Preservación Recuperación y Protección de Documentos
CRM
SIAB (Backend)
Software Abby Fine Reader Server
BIG DATA & ANALYTICS
Solución tecnológica de Descripción Colaborativa
E-learning
OFFICE 365 (Sharepoint)
Power BI

APPLICATIONS LAYER

Almacenamiento NAS / SAN
Almacenamiento Cloud
Sharepoint
OneDrive

DATA BASES LAYER

Aprovisionamiento Cloud (Servidores y Bases de Datos)
Aprovisionamiento Onpremise (Redes, bases de datos y servidores)

INFRASTRUCTURE LAYER

TECHNOLOGICAL ELEMENTS FOR THE CATALOG
5. OUR EXPECTATION

This new service is to make visible and facilitate the search and access to the files that are produced in the 60 public institutions of the district during the first phase of the record management life cycle.

Through the catalog we intend to guarantee citizens the exercise of the right to access public information.

This catalog is an excellent example of open government, public transparency and direct democracy.
Thanks a lot for your kind attention

Scan this QR code with the whatsapp camera to have my contact
“Centro de memoria y transparencia”

Concurso arquitectónico: Arq. Juan Pablo Ortiz

Inauguración 6 de agosto de 2003

BOGOTA ARCHIVE´S BUILDING:
draft architectural scheme