

# HECTOR

## Hybrid Electronic Curation, Transformation & Organization of Records

DURATION  
1/12/2013 - 28/02/2018

BUDGET  
935.130 €

### PROJECT DESCRIPTION

Despite major technological advances and standardization efforts in the field of electronic records management, ***the reality of public and private administrations provides countless examples which debunk the myth of the paperless office.*** Every kind of administrative structure is currently confronted with a hybrid environment of records: paper-based, digitized and digital born, some of them being (re)printed for several reasons. The lack of clear management policies for such heterogeneous records results in a lot of confusion, redundant or lost information, waste of valuable resources and potential legal conflicts which hamper the efficiency of public services.

The HECTOR research project aims at developing a ***model for the transformation, organization and curation of hybrid records*** in Belgian federal administrations in order to facilitate the transition to a trustful, secure and effective electronic government. More specifically, the project will deliver a coherent framework for the following issues:

- Documents & files digitization processes that preserve the authenticity of the document (traceability & integrity) and ensure its effective use (quality, accessibility & content exploitation)
- Appraisal & disposal policy after digitization with criteria for
  - The need for retention or destruction of the paper original & of its digital copy,
  - The determination of the respective retention durations of the original paper & of its digital copy (disposal schedules based on the administrative, legal, organizational & patrimonial value of the document)
- Metadata schemes and filing plans: appropriate classification & description of the digitized documents/files, including elements of authenticity, traceability, retention & accessibility
- Effective access to digitized information policy with regard to the balance to be found between transparency (access to public sector information) & privacy/confidentiality
- Policy for the joint management of paper and digital documents/files, incl. the hypothesis where such a joint management is necessary.

The research will be based on an ***interdisciplinary approach***, crossing law & information sciences (records management & archival sciences). A ***bottom-up approach*** will be followed: from a selection of relevant and generalizable case studies from different administrations, the project will proceed to field analysis in order to identify the functions performed by the type of selected document/file, the needs, opportunities, risks, constraints & barriers for hybrid management and for full electronic records management. Finally, two transverse models focusing on the above mentioned issues will be jointly elaborated, respectively for hybrid documents management & for hybrid files management, which could be applied in other administrations and services.

Throughout the project, ***close collaboration*** will be developed ***with the Follow-up Committee*** which will act as a sort of external partner gathering potential users' representatives, providing insightful feed-back, facilitating the integration of the results within the target application field and its strategic matching with the action plans of the federal government.



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**To support the research progress**, research tools, products and workshops will be developed all along the project:

- Research tools :
  - extranet platform with collaborative tools,
  - toolkit for case study analysis
- Research products :
  - Functional model for hybrid document management (draft & final version)
  - Functional model for hybrid files management (draft & final version)
- Research workshops:
  - Interdisciplinary launching seminar between the Research team and the Follow-up Committee
  - Two testbed workshops to present the functional models to the Case study representatives and to the Follow-up Committee for discussion & feed-back

**To promote and valorize the research results**, the following actions will take place:

- Awareness rising through the organization of training sessions towards project managers of the federal administrations & the publication of Guidelines based on the functional models
- Valorisation through scientific publications, participation in / organization of national & international conferences & integration of the research results within existing teaching and training programmes of the partners' institutions
- Diffusion on the web, notably on the open-access website of the project (in FR, NL & EN)
- Network diffusion within the contacts, networks and communication channels of the partners.



## CONTACT INFORMATION

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### Partners

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## LINKS

[www.hector-project.be](http://www.hector-project.be)