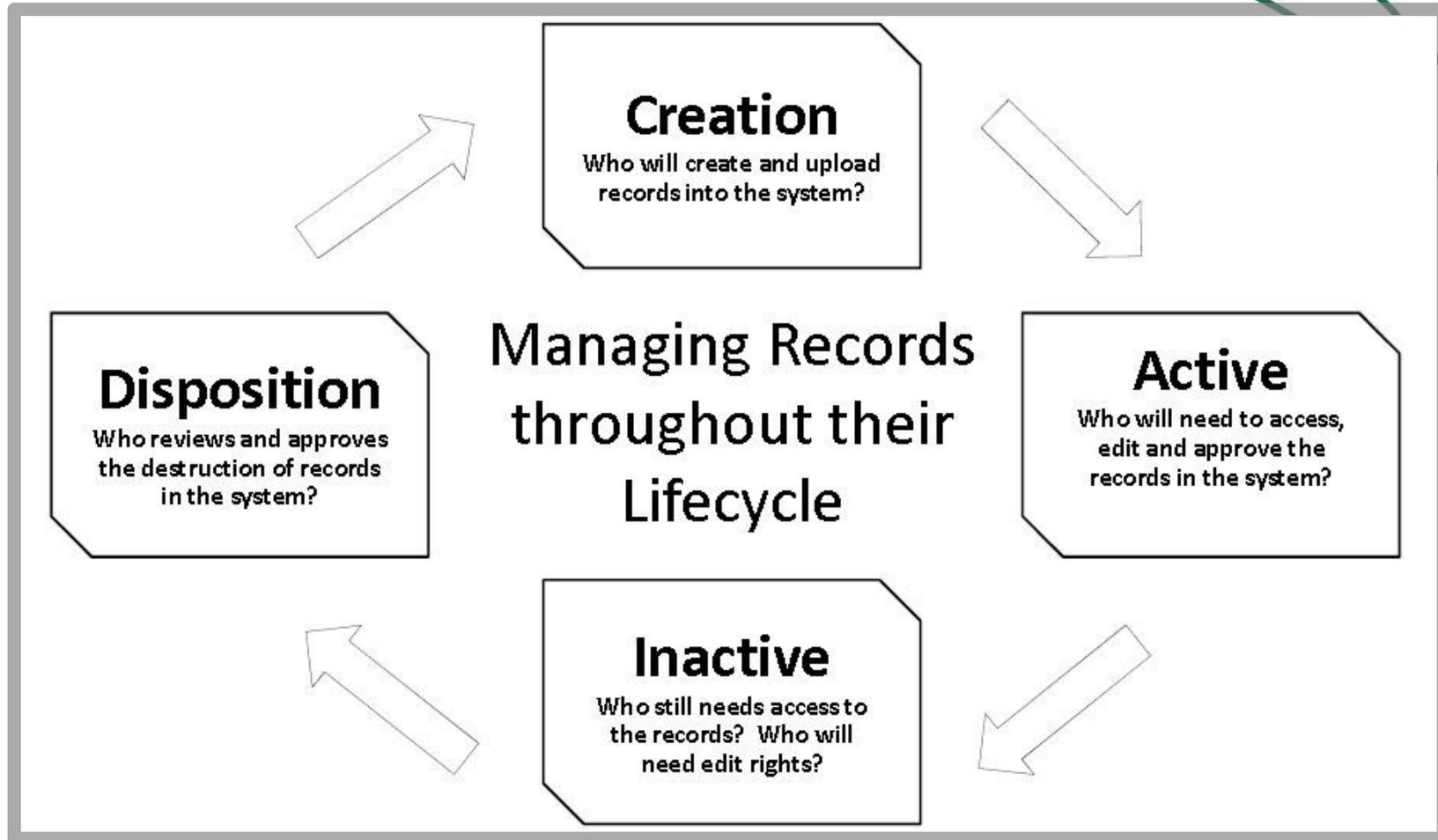


Archiving project management



How to go?

Paper archiving or numerical archiving





What is an record?

“records that have been naturally and necessarily generated as a product of regular legal, commercial, administrative or social activities”

Record management

≠

Document management

≠

Archive management

Things to consider:

- Do I have to keep the document? And is it really an archive?
- What type of people need to have access to the information?
- How often I will need the archive?
- How fast will I need the archive?



Please, can you help me archive?



Do I need a professional Archiving company?

Where should I store it?



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Digital archive, to consider:

- ✓ Access to the archive.
- ✓ Why PDF? And not .doc or .ods .jpg
- ✓ OCR is it a good solution?
- ✓ Technology is an important part





Sample of a OCR document, made with ADOBE

New law 4 August 2015,
archivage électronique
PSDC-C / PSDC-D

“ Prestataire de services de dématérialisation ou de conservation”



Pros & Cons of PSDC

Positive points:

- ✓ Easy to share
- ✓ Easy to find
- ✓ Easy to retrieve.
- ✓ “Low cost” storage

Draws backs, risks:

- × Only Luxembourg
- × Digital hacking
- × Implementation cost
- × Where is it stored?
- × Destruction proof
- × Not possible for all types of legal documents



New EU Regulation General Data Protection Regulation

- In force from first half of 2018
- Possible fine if breached: Up to 4% of total revenue





VIDEO to follow:

On the night of July 19, 64 A.D Rome was
burned

The emperor NERO is said to be responsible for
this.

STREFF uncovers the mystery.



Archiving at Streff

