

# Discussion

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# Project

A Global XML Data Model for New  
Mexico's Public Records

# Project Goals

- I. Test the extensibility of the Global Justice XML Data Model (GJXDM)
- II. Identify GJXDM data “gaps” for records and archives purposes
- III. Create an XML data model for New Mexico’s Public Records based on the analysis of GJXDM

# Methodology

1. Identified New Mexico's public records data needs (general retention schedules).
2. Mapped to GJXDM and identified "gaps".
3. Filled in "gaps" by adding created elements or other data model elements.

# New Mexico's Public Records

## Records Retention and Disposition Schedules (RRDS)

1. Describe and assign a legal retention period to all public records.
2. General RRDS describe records that are produced by all state organizations.
3. Agency RRDS describe records that are unique to each agency.
4. RRDS are published in the New Mexico Administrative Code (NMAC).



# General RRDS

1.15.2 NMAC

General Administrative Records

1.15.4 NMAC

General Financial Records

1.15.6 NMAC

General Personnel Records

# Analysis of General RRDS

A total of 242 record series were reviewed.

18 record series were deemed permanent, transfer to archives or had a retention period of 55 years or longer.

Administrative : 17

Financial: 0

Personnel: 1

# Identified Data Needs

## **Persons**

name, job title, etc.

## **Organization**

name, identifying number, location, etc.

## **Date**

federal and state fiscal years, calendar year

## **Record Disposition**

record series, retention, etc.

## **preservation**

software, hardware, file format, etc.



# Global Justice XML Data Model

<http://it.ojp.gov>

A data reference model that enables the effective exchange of information between various public safety and justice organizations.

Developed by U.S. Dept. of Justice.

1. Data Dictionary (jxdm 3.0.3)
2. Information Exchange Package Documentation (record specific)

# GJXDM Process

1. Users meet to define common data based on a record type (i.e. warrants).
2. Users identify desired data to be shared.
3. An Information Exchange Package Documentation (IEPD) is created.
  - The IEPD is an XML schema.
  - Allows organizations exchange information across systems.

## GJXDM

### Core Categories

Activity

Person

Property

Location

Contact Information

Organization

Miscellaneous

**Metadata**

## NM

### Data Needs

Person

Organization

Date

**Disposition**

**Preservation**

# GJXDM Data “Gaps”

Metadata core category was inadequate in its coverage of disposition/retention and preservation.

Disposition elements were created and added:

**DocumentDispositionNumber**

**DocumentDispositionDeclarationDate**

**DocumentDispositionTriggerDate**

**DocumentDispositionFinalDate**

# Preservation Metadata: Implementation Strategies (PREMIS)

<http://www.loc.gov/standards/premis>

Core Implementable Preservation Data  
Elements

- Object
- Event
- Agent
- Right

# PREMIS

DocumentOtherMetadata-Field	<a href="#">MetadataFieldType (SuperType)</a>	A user-defined document metadata field.	
	MetadataFieldName	<a href="#">TextType</a>	A name of a user-defined document metadata field.
	MetadataFieldValueText	<a href="#">TextType</a>	A value of a user-defined document metadata field.
DocumentPreservation-Metadata	-	-	Details about preservation information of a document. (PREMIS)
	objectIdentifier	-	A designation used to uniquely identify the object within the preservation repository system in which it is stored.
	preservationLevel	-	A value indicating the set of preservation functions expected to be applied to the object.
	objectCategory	-	The category of object to which the metadata applies.
	objectCharacteristics	-	Technical properties of a file or bitstream that are applicable to all or most formats.
	creatingApplication	-	Information about the application that created the object.
	originalName	-	The name of the object as submitted to or harvested by the repository, before any renaming by the repository.
	storageEnvironment	-	Information about how and where a file is stored in the storage system.
	signatureInformation	-	Hardware/software combinations supporting use of the object.
	relationship	-	Information needed to use a digital signature to authenticate the signer of an object and/or the information contained in the object.
	linkingEventIdentifier	-	Information about a relationship between this object and one or more other objects.
	linkingIntellectualEntityIdentifier	-	The eventIdentifier of an event associated with the object.
	linkingPermissionStatementIdentifier	-	An identifier for an Intellectual Entity associated with the object.
	eventIdentifier	-	An identifier for a Permission Statement associated with the object.
		-	A designation used to uniquely identify the event within the preservation repository.

# Mandatory Semantic Units

- Object
  - objectIdentifier
- Event
  - eventIdentifier
  - eventType
  - eventDateTime
- Agent
  - agentIdentifier

# Sample Semantic Units

Object

fixity

messageDigestAlgorithm

messageDigest

messageDigestOriginator

relationship

relationshipType

relationshipSubType



# Global XML Data Elements

- Three general categories of elements.
  - Person
  - Organization
  - Metadata
- 300 data elements.
- Data elements created or incorporated from PREMIS in metadata category.

# Project Goals

Two out of the three project goals were completed:

1. test the extensibility of the GJXDM.
2. identify data “gaps” for records and archives purposes

# Next Steps – New Mexico

1. Completion of ECM/EDMS project

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2. Centralized Electronic Records Repository (CERR)

More Information: [www.nmcpr.state.nm.us](http://www.nmcpr.state.nm.us)



# Next Steps - Nevada

1. Electronic Records Working Group
2. Statewide Digital Planning Project
3. Working relationship with DoIT
  - approval of EDMS requests during budget cycle



# Lessons Learned I

“Buy-in” from stakeholders (records creators and information professionals) is required.

A deeper understanding of records creators’ business requirements is needed.



# Lessons Learned II

A coherent and relevant digital solution requires strong collaboration between information professionals (records managers, archivists, librarians, IT staff).



# Lessons Learned III

Successful implementation of any strategy is tied directly to the system's ability to automate actions .



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