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INTEGRATED INFORMATION

International Conference on Integrated Information

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Aims and Scope of the Conference

The International Conference on Integrated Information 2011 took place in Kos Island, Greece, between September, 29 and October, 3, 2011. IC-ININFO is an international interdisciplinary conference covering research and development in the field of information management and integration.

The conference aims at creating a forum for further discussion for an Integrated Information Field incorporating a series of issues and/or related organizations that manage information in their everyday operations. Therefore, the call for papers is addressed to scholars and/or professionals of the fields of Library and Archives Science (including digital libraries and electronic archives), Museum and Gallery Studies, Information Science, Documentation, Information Management, Records Management, Knowledge Management, Data management and Copyright experts the latter with an emphasis on Electronic Publications. Furthermore, papers focusing on issues of Cultural Heritage Management and Conservation Management are also be welcomed along with papers regarding the Management of Nonprofit Organizations such as libraries, archives and museums.

One of the primary objectives of the IC-ININFO will be the investigation of information-based managerial change in organizations. Driven by the fast-paced advances in the Information field, this change is characterized in terms of its impact on organizations that manage information in their everyday operations.

Grouping emerging technologies in the Information field together in a close examination of practices, problems and trends, IC-ININFO and its emphases on integration and management will present the state of the art in the field. Addressed jointly to the academic and practitioner, it will provide a forum for a number of perspectives based on either theoretical analyses or empirical case studies that will foster dialogue and exchange of ideas.

Topics of general Interest


Symposia

The Conference offered a number of sessions under its patronage, providing a concise overview of the most current issues and hands-on experience in information-related fields.

- Symposium on Integrated information: Theory, Policies, Tools
- 4th Symposium on Business and Management and Dynamic Simulation Models supporting management strategies
• Session on Open Access Repositories: Self-archiving, Metadata, Content policies, Usage
• Session on Evidence-Based Information in Clinical Practice
• Session on Business Management and Communication Strategies supporting Decision Making Process in Tourism Sector
• Session on Electronic Publishing: A Developing Landscape
• Session on Information and Knowledge Management
• Session on Information Content Preservation as Outcome of Conservation of Cultural Heritage: Ethics, Methodology and Tools
• Session on Advances Information for Strategic Management
• Session on Information History: Perspectives, Methods and Current Topics
• Session on Divergence and Convergence: Information Work in Digital Cultural Memory Institutions
• Session on Contemporary issues in Management: Organisational Behaviour, Information Technology, Education & Hospital leadership.

The wide range of aspects that the sessions covered, highlighted future trends in the Information Science.

**Paper Peer Review**

More than 300 papers had been submitted for consideration in IC-ININFO 2011. From them, 91 were selected for presentation, after peer review in a double blind review process. The accepted papers were presented at IC-ININFO 2011.

**Thanks**

We would like to thank all members that participated in any way in the IC-ININFO 2011 Conference and especially:

- The famous publishing house Emerald for its communication sponsorship.
- The co-organizing Universities and Institutes for their support and development of a high-quality Conference scientific level and profile.
- The members of the Scientific Committee that honored the Conference with their presence and provided a significant contribution to the review of papers as well as for their indications for the improvement of the Conference.
- All members of the Organizing Committee for their help, support and spirit participation before, during and after the Conference.
- The Session Organizers for their willing to organize sessions of high importance and for their editorial work, contributing in the development of valued services to the Conference.
- PhDc Marina Terzi for her excellent editorial work, contributing in the production of the Conference proceedings.
CONFERENCE DETAILS

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KEYNOTE SPEAKER

Professor Amanda Spink

Professor Amanda Spink has published over 340 scholarly journal articles, refereed conference papers and book chapters, and 6 books. Many of her journal articles are published in the Journal of the American Society for Information Science and Technology, Information Processing and Management, and the Journal of Documentation. She is Editor of the Emerald journal Aslib Proceedings. Amanda’s research has been published at many conferences including ASIST, IEEE ITCC, CAIS, Internet Computing, ACM SIGIR, and ISIC Conferences. Her recent books include Information Behavior: An Evolutionary Instinct and Web Search: Multidisciplinary Perspectives, both published by Springer. Amanda’s research focuses on theoretical and empirical studies of information behavior, including the evolutionary and developmental foundations. The National Science Foundation, the American Library Association, Andrew R. Mellon Foundation, Amazon.com, Vivisimo.com, Infospace.com, NEC, IBM, Excite.com, AlltheWeb.com, AltaVista.com, FAST, and Lockheed Martin have sponsored her research. In 2008 Professor Spink had the second highest H-index citation score in her field from 1998 to 2008 [Norris, M. (2008)]. Ranking Fellow Scholars and their H-Index: Preliminary Survey Results. Loughborough University, Dept of Information Science Report].

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Abstract: How the records management and archiving system should be structured in universities is firstly defined by means of “The Project of Records Management and Archiving System for Universities (BEYAS)”, and doing fieldwork it was realized in Ankara University. As the continuation of BEYAS Project completed in October 2009, the Modelling of Transition Process of e-Records Management and Archiving System in Universities (e-BEYAS) Project was started in April 2011. In the paper, the studies of the project, which is carried out within the cooperation of Ankara University and National Archive and supported by The Scientific & Technological Research Council of Turkey, are discussed.

Keywords: Records management, E-records, Archiving system, Information management

I. INTRODUCTION

In the transition process of e-state portal all over the country, important progresses directly about records management have been made particularly in public institutions since 2002. E-State* Service designed in order to present integrated public services for the citizens and the business world need was put into service in 2008. To widen the service area is planned in next days.

An important part of public institutions has technologic structure that can operate information in electronic media. However, they have not completed the studies that must be done on management of information processed in electronic media (Özdemirci & Bayram 2009). Particularly universities among the public institutions have not displayed acceleration on a level enough for taking part in e-state portal. This situation might be attributed to not transforming universities into a substructure that provide managing the records produced in work process in a systematic way before the transition process of universities to e-records management. BEYAS Project*, which was carried out within the cooperation of Ankara University and National Archive and supported by TÜBİTAK (The Scientific and Technological Research Council of Turkey), was completed in 2009. With this project, basic models and processes that will help forming an e-records management and archiving system have been brought up. By means of this model, an applicable structure for all universities was defined; all work procedure was determined and realized in Ankara University. The model, which has been being applied in Ankara University, has been suggested to the other universities by YÖK (Higher Education Council) since January 2010. Today, an important part of records management and archiving is undoubtedly its electronic dimension. However, the transition process of electronic records management and archiving will be possible only after forming the structure of records management and archiving system in universities. For this reason, the conclusions and outcomes of BEYAS Project are the basis of making suitable modeling for universities’ structures and designing the suitable software for this in transition to ERMS (Electronic Records Management System).

In the paper, the studies on e-BEYAS Project*, which will be basis of transition process of ERMS (Electronic Records Management System) that is projected to be model for the universities and will be realized by doing fieldwork, is discussed.

II. ANKARA UNIVERSITY AND THE PROCESS COMPONENTS OF BEYAS

A. Ankara University and BEYAS Model

Ankara University, founded in 1946, is a big and rooted university including 14 Faculties, 12 Institutions, 1

* The executor of the “Project of Development of Records Management and Archiving System in Universities” is Fahrettin Özdemirci; (TÜBİTAK-SOBAG Project No: 107K195), 2009.
Conservatory, 10 Institutions of Higher Education, 35 Research and Application Centers, 2 Hospitals; and totally 7411 personnel of which 3402 are academic, 4009 are administrative.

BEYAS Model is created by forming an institutional structure and determining process that are appropriate for ISO 15489 Records Management Standard for the purpose of executing the records and archiving procedure according to the principles and methods of records management and archiving in the frame of the studies of BEYAS Project.

Studies on analyses about records management and archiving processes were made in Ankara University, a structure of records management and archiving system for Ankara University was formed by depending on the obtained data; and processes on records management and archiving were determined and application guides were produced and put into practice.

B. Process Components of BEYAS Model

Records and archiving procedures is a whole beginning from production of record with filing system, storing plans, and studies on assessment-selection-destruction and arrange of files, continuing with transfer procedures and it necessitates process management. In this context, the process components can be summarized as following below:

1. Forming Policy and Strategy: Records management and archiving policy and strategy texts formed for Ankara University are examples for other universities.
2. Process of Correspondence and Records Production: Common rules were developed in order to use in all service units for effective written communication and the rules of written communication applied in Ankara University started to be used in other universities.
3. Process of Filing Procedure: The file plan of main subjects showing institutional functions, activities and procedures of universities in a hierarchical way was prepared with National Archive in Ankara University in the scope of the project. The file plan, which was prepared and applied in Ankara University, was made obligatory to use in all universities by the directive of National Archive in 2010.
4. Application Process of Retention Plans: Storing durations of records/file, which will be used as guides in elimination procedures (assessment-selection-destruction) of records in universities, were determined and they were related to file plan.
5. Process of Assessment-Selection-Destruction Procedures: The structure and working essentials of “Records/File Assessment – Selection - Destruction Commissions” were determined again as appropriate for the institutional structure and processes of BEYAS and put into practice in Ankara University. This application, which envisages adding the responsibilities in records creation to assessment-selection-destruction of the records as well, is considered to be applied in other universities, too.

Process of Archive Records’ Transfer Procedure: The processes of records/files’ transfer from units to archive of units, from archive of units to archive of institutions, and from archive of institutions to National Archive, were determined.

Awareness education for every personnel in every position in Ankara University was arranged in order to achieve workability in applications of records management and archiving on university level. Furthermore, documents on every kind of forms and procedures about the process are provided to be shared on website. BEYAS website (http://beyas.ankara.edu.tr) has been put into service for access of the other universities. A guide book was prepared and published as the outcome of the project (Özdemirici, Torunlar & Saraç, 2009).

C. Model of E-BEYAS and Institutionalization

E-records management is an application that consists of all records and information flow, life period of each record and e-archiving processes in an institution (Özdemirici & Bayram, 2009).

The study of “Modeling of Transition Process of Electronic Records Management and Archiving System in Universities Project (E-BEYAS-M)”, which was started on April 1, 2011, will be built on the conclusions and applications of BEYAS. This study will be the initiator of effective managing of transition process of e-records management and archiving systems and developing sustainable e-records systems. The following study topics will be aimed at executing in the scope of this project:

- Defining the targets of institution, unit and process and making institutional, functional and legal analyses,
- Developing, practicing and evaluating of forms for information obtain on processes,
- Making examination, negotiations and papering in units for necessary cases,
- Determining work processes and records flow and preparing flow schemes of concerning process,
- Defining the hierarchies,
- Determining the owner and responsible ones of the process and determining the relations between the processes,
- Revising the critical processes,
- Determining and designing standard e-record patterns/forms belonging to the work processes, and creating process schemes,
- Making Ankara University BEYAS process to overlap with Electronic Records Management,
- Fictionalizing and modeling the design of transition process of e-records management and archiving system,
- Evaluating the obtained findings and outcomes, papering and publishing the guide book.
III. CONCLUSION

The experience gained from Ankara University’s BEYAS (BEYAS & E-BEYAS-M) Projects show that the components structured as “Work Process”, “Institutional Culture” and “Institutionalization” in transition to ERMS, are basic fields changing according to the institution. For this reason, to realize these three components necessitates different application approaches for each institution. The institutions invest in ERMS software in order to increase their productivity and rivalry power. However, administrative and working structure of the institution should not be structured according to the software; the software should be provided to serve the institutional structure. This needs that the institutions should consider forming ERMS systems in national and international standards and manage the process well by taking the differences of institutional features into consideration.

REFERENCES


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