

# Document and Knowledge Mangement

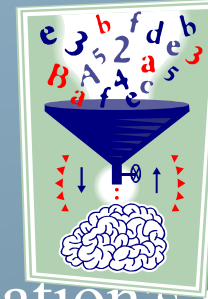
*with*

*Long Term Preservation of data and*

**VIKTOR JENSEN**

AN INDEPENDENT PERSPECTIVE

# Knowledge Management



- The collective knowledge of an organization's ability to conduct business
- Lawfully, Customer-oriented, Economically, Environmentally, Efficient, etc..
- Deals include information management and behavioural science
- Applies internally within the company or to the outside world

# Knowledge Mangement



- Good strategic decisions is based on knowledge
  - Trends and business environment analysis
  - Business plans
  - New products, patents
  - New markets, market research
  - Complaints and customer statistics
  - Directives, laws and regulations

# Knowledge Management

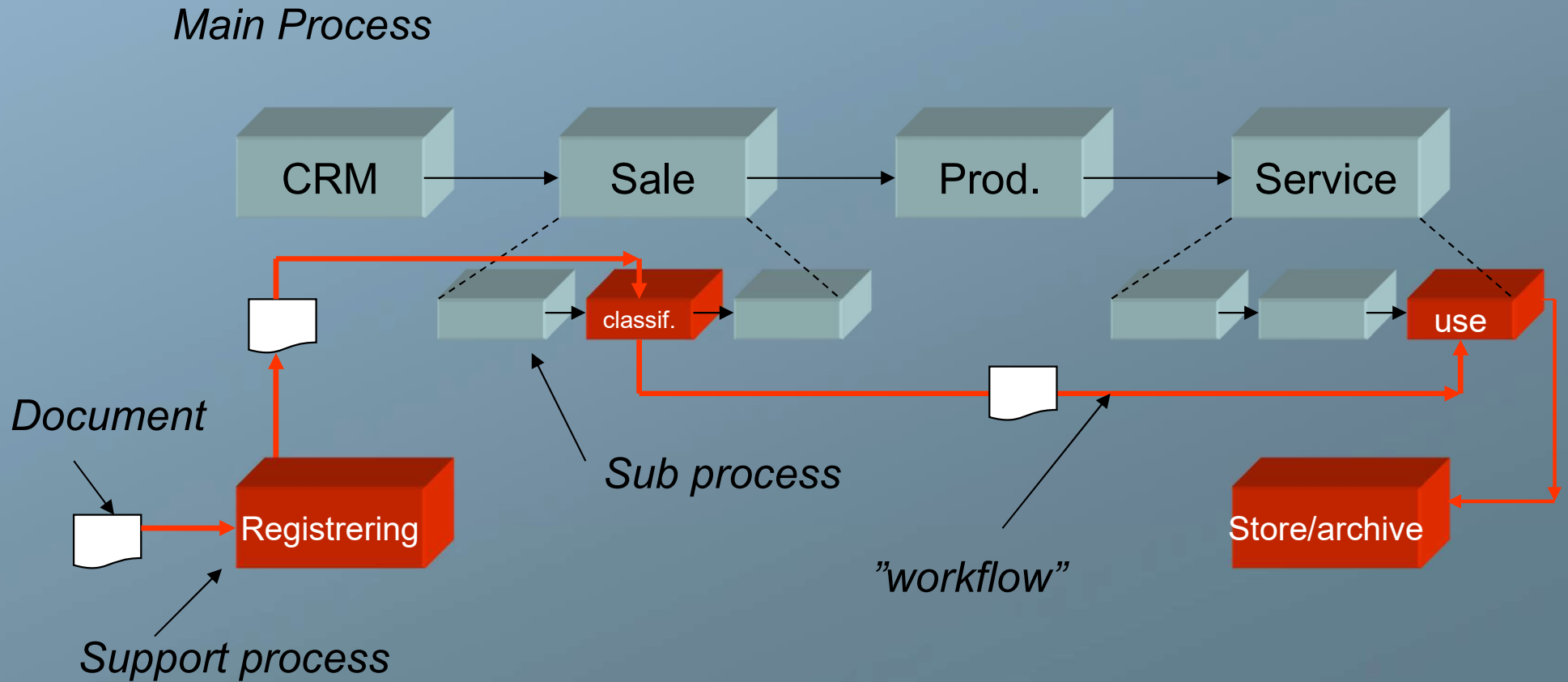
*continue.....*

- Knowing what knowledge should be used for
- Quick and direct access to information
- Systematic stored information
  - *Can be accomplished with a document management system*
  - *It is not enough to have information.....!*
  - *You have to have access to it at the right time,*
  - *and be able to know that it is reliable*

# Knowledge Management

- The combined knowledge affects what and how a company's organization will act in the future
- By improving knowledge management, we can improve operations
- A large part of the information that makes up knowledge is found in the form of documents
- Document management involves managing a company's documented knowledge in a systematic way

# Business Process and document flow



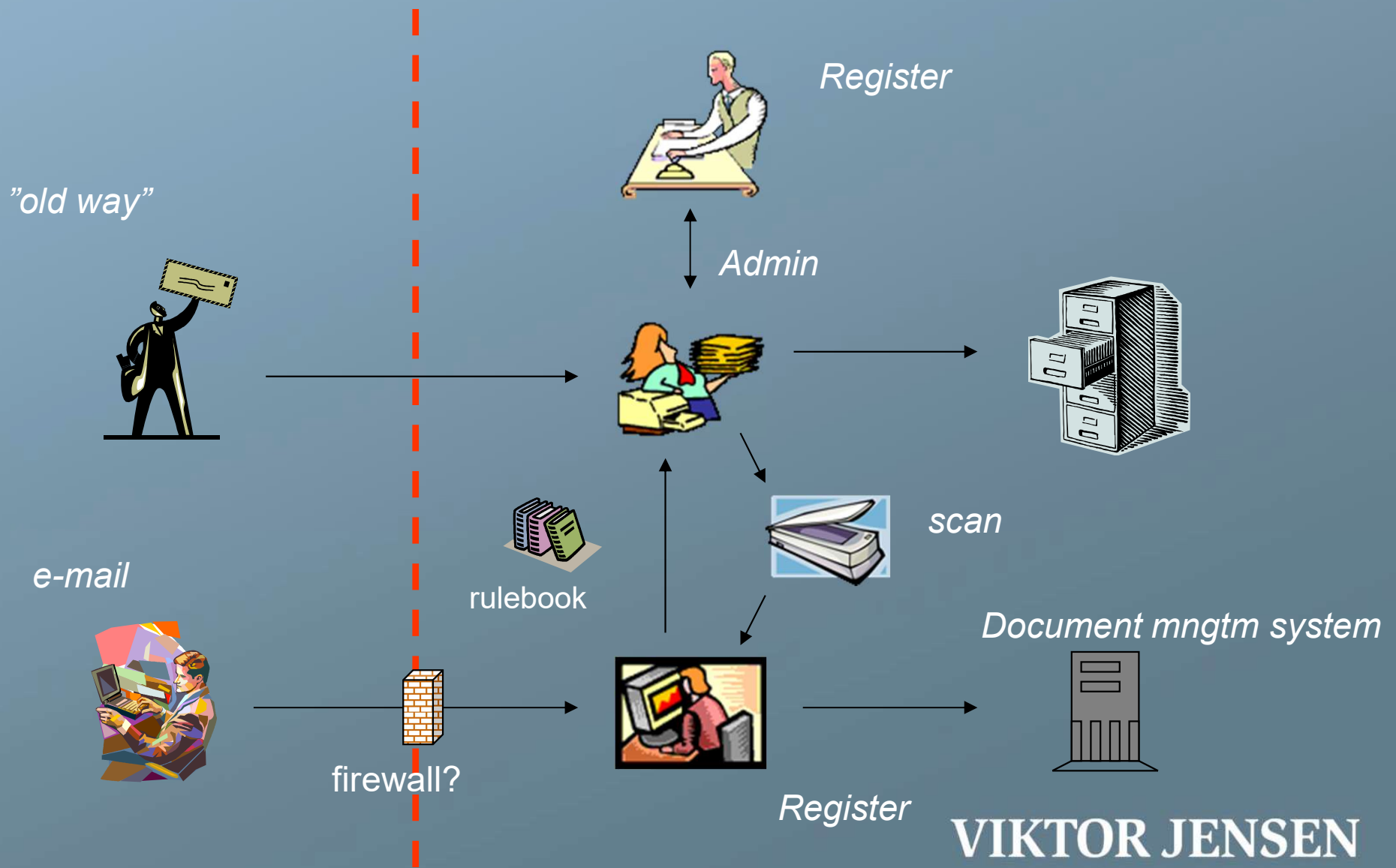
# Document management

(ref. ISO-15489)

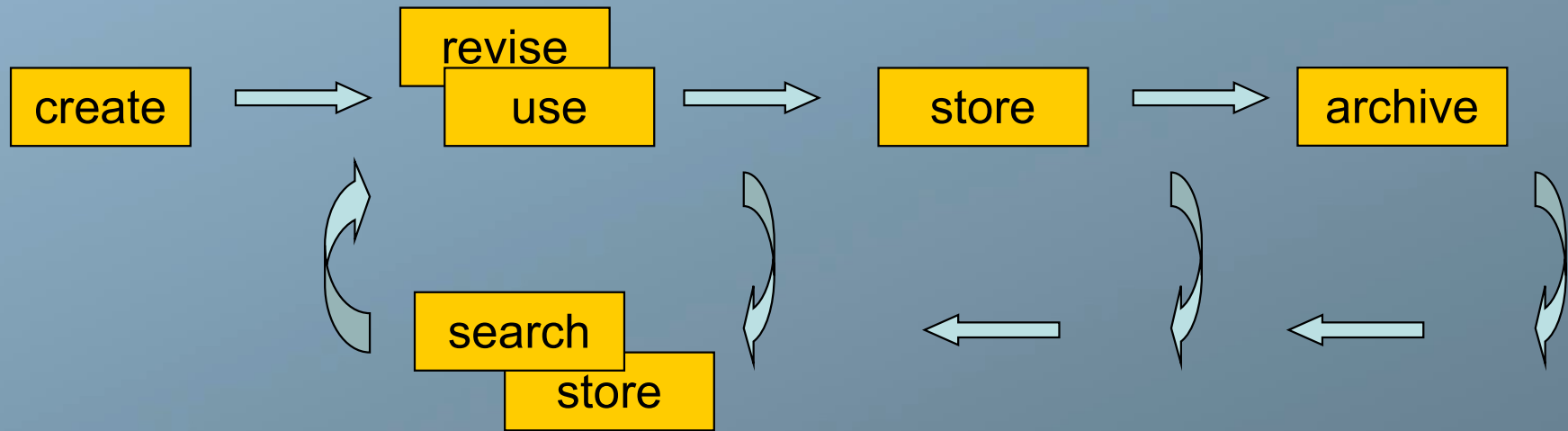
- Data Capture and Registration
- Classification
- Availability and Security
- Classification
- Identification and Thinning Rules
- Usage
- Storage - Archiving?

# Document mngtm

## Capture and register, old and new way



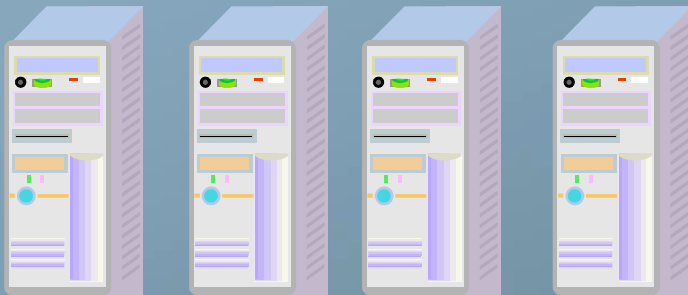
# Documents lifecycle



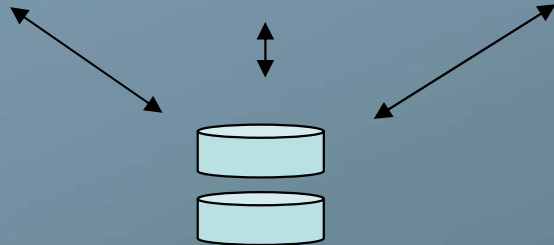
*Problems that occur in business processes can often be connected to problems in information flow and document management*

# Systems principles

Different applications



Document Management engine



Native formats

- Quick Access
- Versioning
- High Security
- Reliability
- Approval Management
- Workflow.....etc.

LTP – Long Term Preservation of data

# The questions is!

How to long-term store (archive) digital information.  
To ensure that information is accessible in the future?

And!

How much are we willing to pay for it?

# Long Term Preservation Definitions

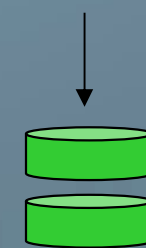
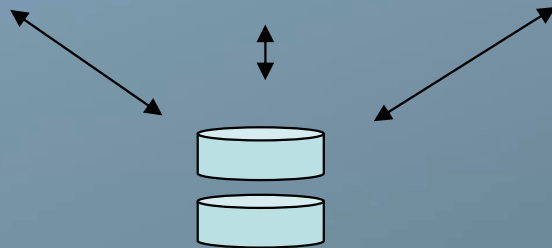
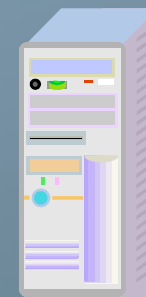
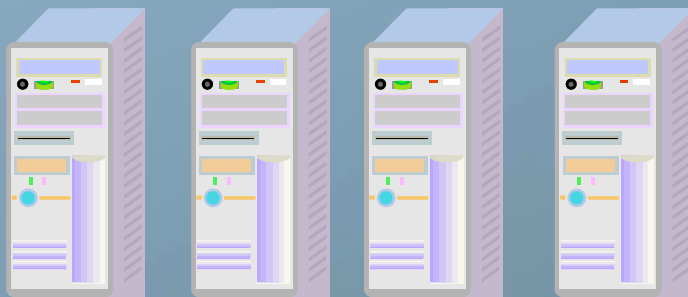
## What is Long Term?

- As long as needed to avoid concern or uncertainty about the availability of the information from now to the indefinite future!
- The organization must define the time perspective based on current laws, needs, guarantees etc.

# Digital Archiving

Documents created in Business App's

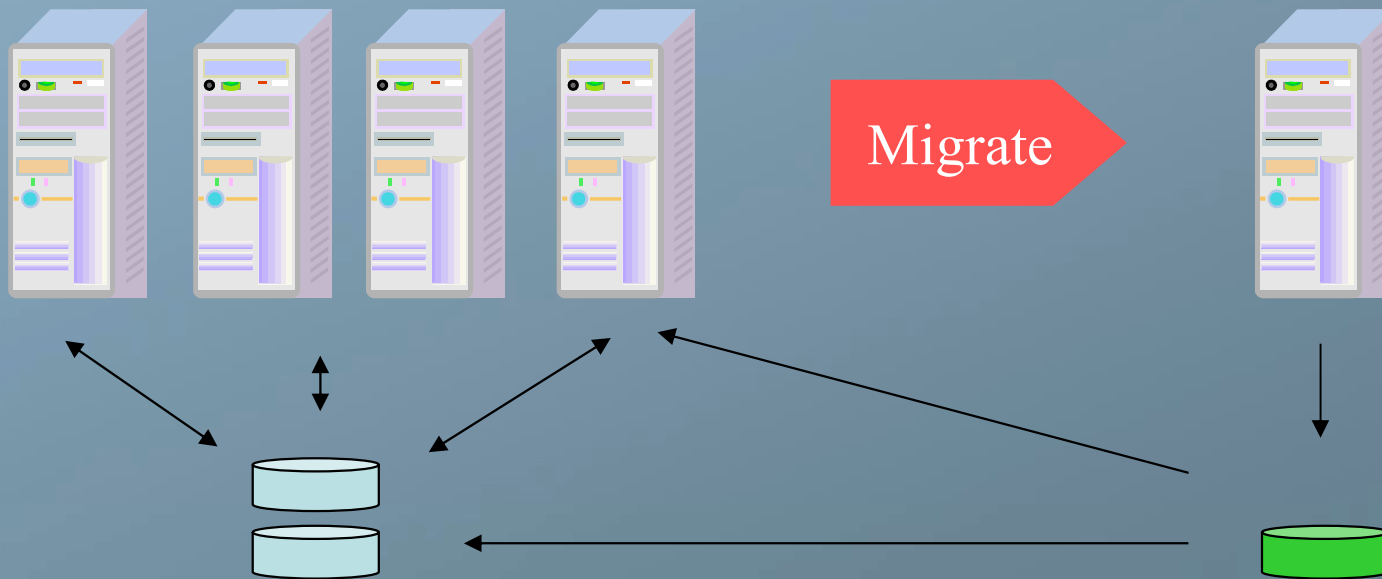
Digital Archives  
Separate environment



Documents /records) stored in  
Native file formats or database

Documents stored in  
neutral and Open formats

# Long Term Preservation Archive Triggers



# Digital Archives

- *Storing documents in electronic form requires special storage plans and strategies!*
- Backup system
- Media and maintenance to avoid media destruction
- Selection of hardware and software
- Storage conditions
- Management procedures
- Security, disaster plan, backup routines, archiving  
Migration plans
- But above all – An OPEN FILE FORMAT

# Open in the Archive context

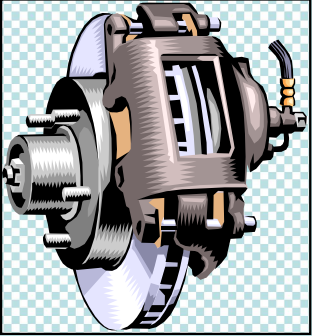
- The file format has an open specification and available without any conditions restrictions
- 
- It is easy to use, independent and accessible without any specific Hardware

# Some File formats

Break unit dok.nr 1234567  
Assembly date 1. june 2004  
3456-4, vers 2

---

Blaha blaha blaha  
*Alskkjflkajsflö*  
*Aslfkjlakksjffasf*  
*Asöfljaösliööalis*

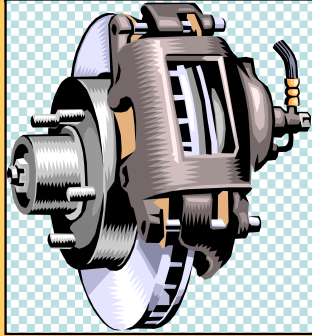


Native format  
Word, exel etc

Break unit dok.nr 1234567  
Assembly date 1. june 2004  
3456-4, vers 2

---

Blaha blaha blaha  
*Alskkjflkajsflö*  
*Aslfkjlakksjffasf*  
*Asöfljaösliööalis*

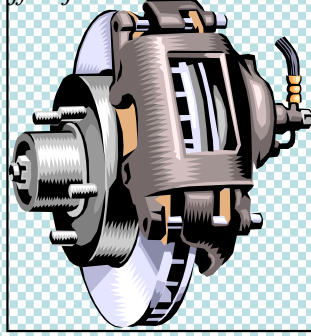


”Neutral format”  
defactostandard  
tex. STEP, PDF

Break unit dok.nr 1234567  
Assembly date 1. June 2004  
3456-4, vers 2

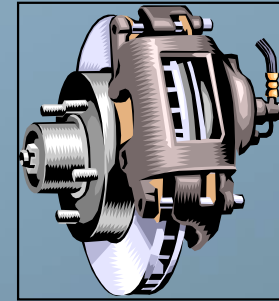
---

Blaha blaha blaha  
*Alskkjflkajsflö*  
*Aslfkjlakksjffasf*  
*Asöfljaösliööalis*



”bitmap”  
TIFF, CALS, JPG

# Some Fileformats för graphical representation



- Vektorformat
  - CGM, Internal CAD format (dwg), Adobe Illustrator, photoshop etc
- BITMap
  - CALS, TIFF, JPEG, JPEG 2000 ("loss" komprimering), GIF, PNG
- Other
  - PostScript, HPGL2, PDF
  - CAD format, neutralformat (STEP, IGES etc.)
  - SGML, HTML, XML

# Filecompressing

- "Loss" – Remove information from file (tex. JPEG)
- "Lossless" – No information loss "bit-för-bit"
- "Freeware" eller "Shareware"
  - With or without support
  - Customer consortiums
  - Patent or not, licensed or not
    - PKzip, Gzip, Winzip etc.
- Commercial products
  - Flate
  - LZW