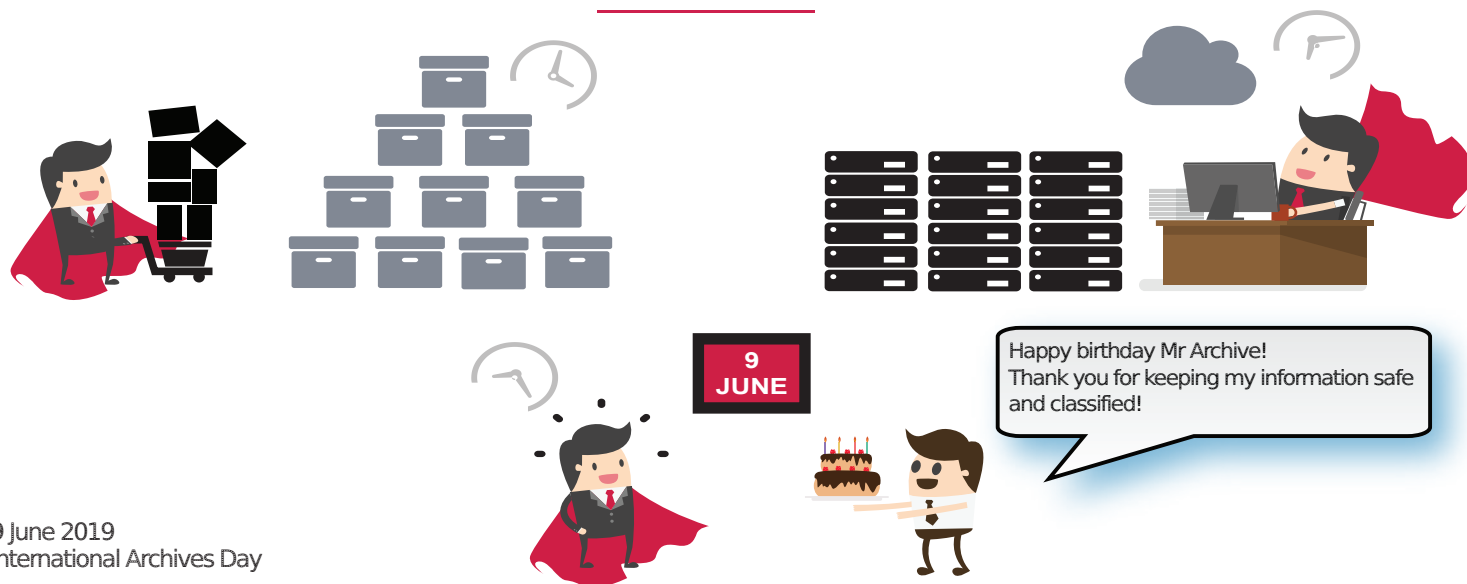


THE ADVENTURES OF MISTER ARCHIVE AND MISS DIGITAL

« Designing archives in the 21st century »



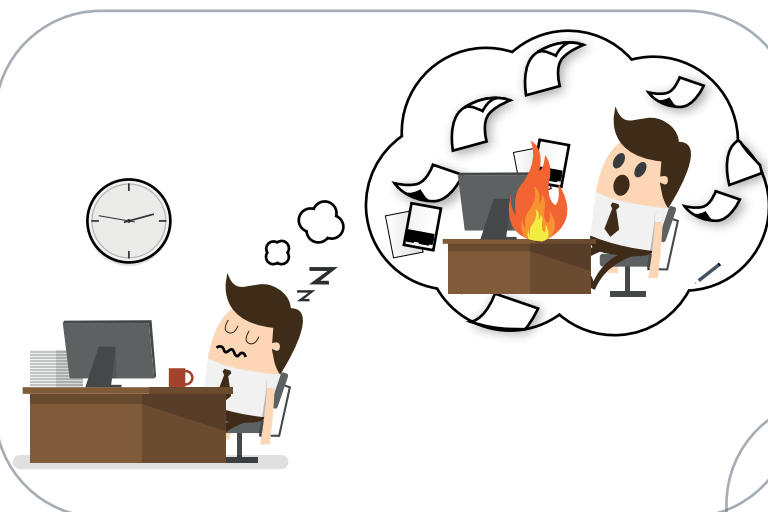
9 June 2019
International Archives Day

The International Archives Day aims to raise awareness amongst organisations of the public and private sector regarding the importance of the archiving, the classification of different types of documents, and the management of the retention periods.

This day is also an opportunity to thank all the people who are committed to easing our research and information exchanges like Mister Archive and Miss Digital.

WHAT DOES "ARCHIVES" MEAN?

Archives include information of different types, age or support that are produced by an organisation as part of its activity. Archives must be maintained by organisations but also by people as evidence and trace in case of control or dispute. They may also contribute to the future decisions of an entity through data analytics. Therefore, proper preservation of records is required.



Archives explain and justify, through good management, **the past and future actions** of an organisation, thus contributing to its proper functioning.

Triple administrative, legal and testimonial functions, the archives allow to:

- **Optimise** document flow,
- **Improve** traceability of information,
- **Increase** performance and efficiency by reducing costs,
- **Be compliant** with the legislation.

By archiving and classifying, organisations own **clear and accessible information**.

Testimony of the past, archiving is also a means of guaranteeing and proving the rights of organisations in case of disputes.



By working together, your bad dream can't happen to you!



Mission accomplished!
No more bad dreams
about document and
data management!



Like Mister Archive, Labgroup ensures the proper management of information of organisations throughout its lifecycle. An efficient ILM (Information Lifecycle Management) system ensures that an archive is:

- **Authentic** - ensures the integrity of the information,
- **Traced** - determines the history of the information lifecycle,
- **Perennial** - ensures the readability of information in time.

It is impossible to find a document in this mess!

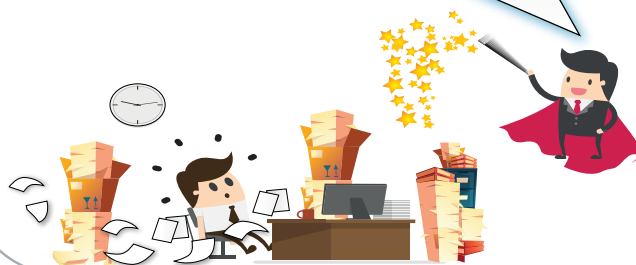


Thank you Mr. Archive, but you forgot the digital documents.

Don't worry, I am here to help with this! Tada!



Don't worry about your documents anymore! I will help you to implement an archiving policy. I promise that all your problems will disappear... like magic!



That's better! Now you don't have to worry about any of your documents... even those that are electronic!

Good job Ms Digital!



Well done!
With your archiving policy, you are perfectly compliant!

See you soon!

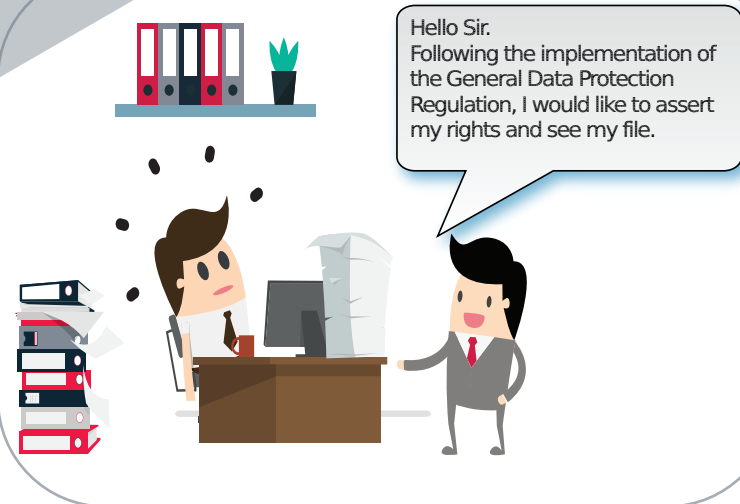


End.

You don't know how to implement an archiving policy?

Don't worry, Labgroup assists organisations in the development of an adapted archiving policy by providing advisory services. As being members of the Labgroup team, Mister Archive and Miss Digital are willing to help your organisation thanks to their magical expertise and deep experience in the field of document and data management.

With the help of Mister Archive, your organisation will achieve to create and implement an archiving policy, while new content and records management tools will optimise and centralise information management, thanks to Miss Digital.



How does Labgroup design archive management in the 21st century?

This year, the theme of the International Archives Day is "Designing archives in the 21st century".

What are the approaches offered by our profession, people-centred, to ensure a direct benefit for the citizens, the clients, stakeholders, and communities?

For Labgroup, this involves punctual consultancy services, particularly to help implement information management strategies such as an archiving policy, but also by providing "in-house" archivists over short or long periods.

Focus on « in-house » archivist.

What is an "in house" archivist and how can he/she help you manage your archives on a daily basis?

An « in-house » archivist intervenes equally in all stages of the information life cycle by setting up the archiving policy and its application on a daily basis or by targeting its intervention on a specific issue such as the management of information/personal data.



The tasks of our "in-house" archivists, seconded to the companies/administrations, are multiple and intervene both on paper documents and electronic documents.



It can be, for example :

- > The development of a sorting chart/management chart using the Arcateg™ method,
- > The description, classification, registration and control of documents/data,
- > The enrichment of metadata,
- > The administration/storage in electronic archiving systems,
- > The drafting of procedures,
- > The support and advice to users,
- > The organisation and animation of awareness campaigns about archiving,
- > The preparation of the archives to destroy,
- > The reconditioning,
- > ...



Labgroup

Your documents. Your data.
Our business.



The use of the Arcateg™ method.

During their missions, the "in-house" archivists use the Arcateg™ method, developed by Marie-Anne Chabin and of which Labgroup is a reseller.

The Arcateg™ method is a frame of reference regarding the conservation that complies with the record management principles (= archive management) that allows to optimise and facilitate the information lifecycle management of a company/administration.

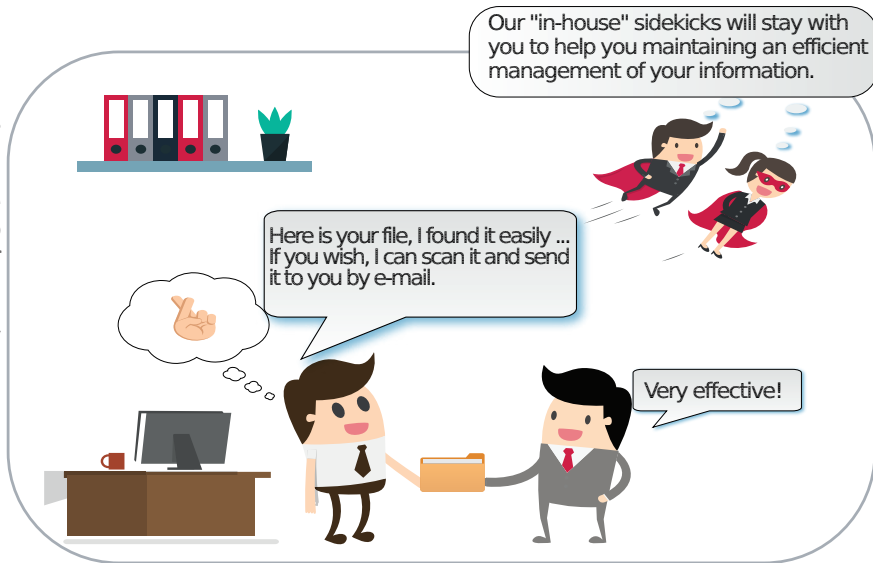
What are the advantages?

Sorting is simplified by the use of strict and predefined conservation categories, but whose terminology can be adapted. These categories are associated with retention periods,

The method is sustainable since it focuses on the notions of the information value /conservation value which make it possible to overcome the possible restructurings of an organisation or process evolution,

It allows better upstream management of the documentary risk particularly by defining the rule attached to each document/data from its creation,

It can also be used on a limited perimeter, such as a project to collect personal data.



<https://www.labgroup.com/parteneriat-entre-labgroup-et-archive-17-pour-la-diffusion-de-la-methode-arcateg-archivage-par-categorie/>

Anticipate and organise the management of your information before facing a problem! Our Labgroup archivists can help you!



End.

Labgroup has the multidisciplinary know-how that allows us to understand the issue of archives in a transversal manner.

From the creation to the destruction through the digitisation and the protection of the personal data, all the stages of the archives' life are taken into account.

