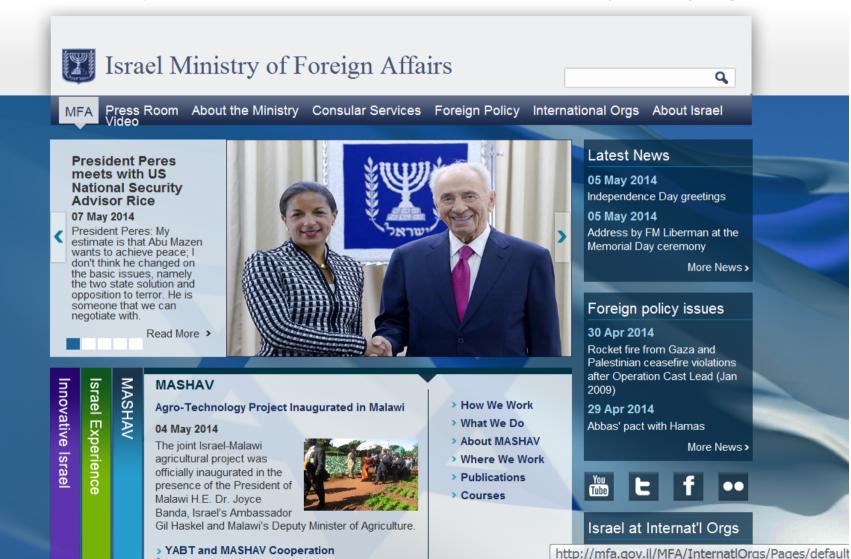# Research of Retention and Disposition Processes on an Internet Website of the Government of Israel:

The Ministry of Foreign Affairs as a Case Study

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The Ministry of Foreign Affairs

The Ministry of Foreign Affairs Website

- Established in 1993
- Five websites
  - Hebrew
  - English – public relations site
  - Arabic
  - Russian
  - Persian
- 103 Israel's legations has its own website

The Ministry of Foreign Affairs Website

- Servers' farm for all ministries web sides (government cloud)
- The Ministry of Foreign Affairs has its own servers
- Services of a government cloud: open, suited to meet the needs, under supervision, legally protect

The Ministry of Foreign Affairs Website

- Study of:
  - Ties and inter-relationship between the site and the cloud's operator
  - Ministry bodies that created the records displayed
  - Judicial bodies
  - E-government complex providing internet services
  - Israel State Archives – retention and disposition policy

objective

- The objective of the research project is to examine the process of:
  - Archival retention
  - Disposition (Disposition or transfer to another repository or suitable archival institution)
  - A set of procedures and guidelines:
  - Records to be select for permanent preservation
  - Records to be disposed of

Research Questions

1. Is there a procedure for setting the schedules during which records will be retained on the website?

2. Is there a procedure for disposition of records, whether by disposal or transfer to another repository?

3. What are the relationships between the organization and the provider of internet services concerning retention and disposition of records?

4. What is the role of other bodies (Ministry bureaus, Israel State Archives) in the context of retention and disposition records?

Research Procedure

A. Examination and analysis of the types of records, policies, work procedures, and processes of retention and disposition on and relating to the Ministry's website

B. Comparison with the process of appraisal and retention adopted by the InterPARES 2

C. Comparison with procedures and standards in Israel and the world

D. Literature review

Selected Bibliography

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Sources for the Information

- **Internal**:
  - Minister's bureau
  - Deputy minister's bureau
  - The spokesman's announcements
  - Departments that wish disseminate information
  - Legations

Sources for the Information

- **External:**
  - Government Press Office
  - External company writes for the Ministry
  - Science and research institutes
  - Independent sub- sites
  - Consular Division
  - MASHAV

Eleven sub-sites

- Home site page   Contact us
- Press room   International organizations
- About us   MASHAV
  News   Video
- Consular Services   About Israel
- Foreign policy

Press room

- Announcements and articles from the beginning of the site (1993)
- Announcements of the Prime Minister's Office
- Few items from IDF (Israeli Defense Forces)
- Summary of news edited by the Government Press Office
- List of approximately 5000 email addresses
- Distribution of a newsletter

MASHAV

- Governmental agency that specializes in aid to developing countries
- As part of OECD is required to have a web side
- MASHAV operate the sub-site by itself
- Activities : Asia, Africa and Latin America
- For example, agriculture – instruction in irrigation methods
- Articles, publications and photographs

Consular Service

- Legal and administrative aspects of the service
- Control of the texts presented on the site
- Computerized list of regulations that details the consular procedures
- Updated at level of singles words
- Only the part of the regulations that relate to service ton the general public appear on the site

Contact us

- Interaction with the public
- The site manager directs the enquiries or comments to an aide to
- The minister
- Public relations department
- Consular division
- Political departments
- After an unspecified period the questions and answer are deleted

Video

- Present clips that have been taken from an external YouTube site that retains the ministry's   material

- It is possible to make changes to the clips which will affect   the look of the clip and influence safeguarding their authenticity

International Organizations

- Material posted on the site by the site manager
- Material from the Department of International Relations

Foreign Policy

- Material posted on the site by the site manager and creates the links to additional pages.

Technically description

- The site is operated by a Share Point system
- Only The Content Management module is operated . Not Documents and Record module
- Lacks uniformity in the style of writing and for using metadata
- No module to lock the document; therefore it can change during its life cycle

Vocabulary

- 400 items in English
- Items are translated to other languages
- There is no supervision of the translation and the method of writing terminology
- There is not is not enforcement of the use of keywords
- The terms are saved as part if the metadata of the document

Back-up procedures

- Back-up procedures conducted once a month
- The server farm reports to the ministry every change in the hardware and software The ministry relies on reports from the server farm that the material underwent changes without any harm
- There is no real supervision of the authenticity of the documents

Conclusions

- We have not yet conducted research on the users

- It seems that the site as public relations tool for the most part, and as a service provider in the least part, fulfills its function successfully

- Before we begin the task of appraising material, there is a need to deal with the following facts:

Conclusions

- There are not clear rules of policy about managing the contents of the site (other than MASHAV and the Consular Service)

- Metadata and retrieving information does exist but it also is only partially applied and not according to clear rules

- It isn't full use of the total potential of the Share Point

- There are no tools for ensuring the authenticity of the documents

Conclusions

- The ministry has good programs for managing traditional and electronic records and for appraising material, which includes retention periods

- Its not adapted for the website.

- Total content of the records saved during the updating of the site

Conclusions – Next steps

- Comparing system for appraising archival material of the ministry records with the records in the site
- In accordance with the nature of the website, harvesting periods will be have to determined
- Location of retaining those parts to be keep on a permanent basis
- The government cloud
- Israel State Archives

Thank you
For your attention!!