

In This Issue: Archiving Records
Updates on Records, ELNs, Archiving and Organizing.

eOrganizedWorld
the Online Information Management Newsletter
for Information Professionals
from Charlie Sodano

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Archiving Records
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Do you or members of your family save old photographs, newspapers, letters, certificates, etc.? Unless you live in a climate of moderate temperatures and humidity, a lot of your collection may be yellowing, crumbling and becoming unreadable. How about electronic information stored on removable media like 3.5 inch floppy disks, zip drives, and laser disks? How about information originally created in WordStar, Lotus 123 or even old versions of Microsoft Word? Chances are that a lot if not all of this information cannot be retrieved or recovered because it is corrupted or your current software and hardware cannot view it.

All computer media ages and wears out just like us! Hardware and software become obsolete right before our eyes. The CDs, DVDs and USB drives that are popular right now may be gone within 10 years. And replaced with ??? A big chunk of the computer data from early NASA space flights was lost forever. NASA attempted to create a living hardware/software museum. Somewhere along the line the hardware broke or the software degraded. Even in the 1960's technology changes were occurring quickly.

We are still in the early stages of a computer information explosion. Digital photographs are being generated by the hundreds, compared to the 20-300 per roll that were printed in the past from film cameras. Personal as well as business information needs to be preserved to last a lifetime or more. This poses many problems besides media and file format selection. How are you going to be able to find the record of photograph that you are interested in from a collection of many terabytes or more 30 years from now? A file name of "Uncle Franks birthday cake" will probably be long forgotten.

There are some easy ways to get organized for the future. Sort all of your records into 3 piles. First identify what are the really important things that you need to retain for a long period of time. Second, get rid of unnecessary information immediately. The third pile should contain things that you are unsure of. Take that third pile and put it off-line location. Make a note on your calendar to review it in a year. Chances are that within the year you won't look at it.

The information that you want to retain for more than 10 years should be converted into a standard archive format; pdf or tif. You also can keep a copy in the files native format. Organize your information by date and copy onto a digital tape. Don't make the mistake of organizing by folders having some descriptive name. These names will probably make no sense to you or your successor in the future. If you don't have access to a tape drive you can make at least one copy on an external magnetic media drive or even burn onto DVDs if your collection is small. If you choose the latter, be prepared to migrate/refresh at least every 5 years.

Finding your information in the future will be greatly facilitated if you had generated metadata for every archived file. The metadata can be exported as an xml file and searched using any basic engine. We'll talk more about metadata in a future EZine.

Contact us (consultants@eorganizedworld.com) for additional information about getting your archiving program started. We'll give you more free advice and explain how we can continue to work together.

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What's New?
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ELN/LIMS:

Cheap ELN? PDF Portfolio in Acrobat 9, creates a Portfolio which can hold many types of documents in addition, of course, to PDF. The Portfolio can be digitally sealed. This receptacle can hold all of the information in varying formats that normally compose a laboratory experiment. For example, you could have PDFs, Word Files, Excel documents, instrument data files and more that "live" inside a single PDF document.

IDBS won the SelectScience Scientists' Choice Award for Best Drug Discovery Product 2008, for their flagship E-WorkBook product Suite. The E-WorkBook Suite is a scalable, fully searchable enterprise data management solution, handling access to all research data from compound through to candidate.

Labtronics Inc. announced the latest release of Nexxis ELN, their Electronic Laboratory Notebook for routine analyses, featuring the introduction of ReDI (Rapid eForm Development and Implementation) a revolutionary technology that creates electronic forms from paper documents - in minutes.

The 2008 Frost & Sullivan European Laboratory Information Systems Company of the Year Award was presented to LabWare for providing versatile, easily configurable laboratory information management systems (LIMS) solutions that can be successfully deployed at low cost and implementation times across several industries.

Archiving:

IBM announced a new family of products, Content Collection and Archiving for archiving email, classifying content and searching multiple information sources that are independent of where and how the content was created, processed and archived.

AXS-One Inc. announced that the AXS-One Compliance Platform(TM), the industry leader for high performance integrated content archiving, has been recognized by KMWorld magazine as a "Trend-Setting Product" for the fourth straight year.

ZyLAB announced that its ZyIMAGE Information Access Platform (IAP) has been named to KMWorld Magazine's "Trend Setter" list for 2008. ZyIMAGE IAP is a complete XML-based system that provides a robust foundation for the archiving and long-term management of organizations' critical information assets, including digitized paper documents, electronic files, e-mail and attachments, and multimedia.

Records:

IBM FileNet Records Manager v4.5 received the U.S.Department of Defense's (DoD) Standard for Records Management (DoD5015.2-STD V3 April 2007) certification. This certification verifies IBM FileNet Records Manager's ability to control the creation, declaration, classification, retention, application of legal holds, transfers, and destruction of electronic and non-electronic records.

Thermo Fisher a provider of LIMS and CDS solutions entered into a collaborative agreement with **NextDocs**, which enables a comprehensive web-based document management system assuring compliance with FDA 21 CFR Part 11, GMP, GLP, GCP and other regulations and industry standards.

Organizing:

PRIVACY and SPAM POLICY: I never rent, trade or sell my email list to anyone for any reason whatsoever. You'll never get an unsolicited email from a stranger as a result of joining this list.

To unsubscribe or change subscriber options contact us at ezine@eorganizedworld.com
