

No Archiving Without Records Management

Practical Insights from the
Municipal and Provincial Archives of Vienna

**Stadt
Wien**

Wiener Stadt- und
Landesarchiv

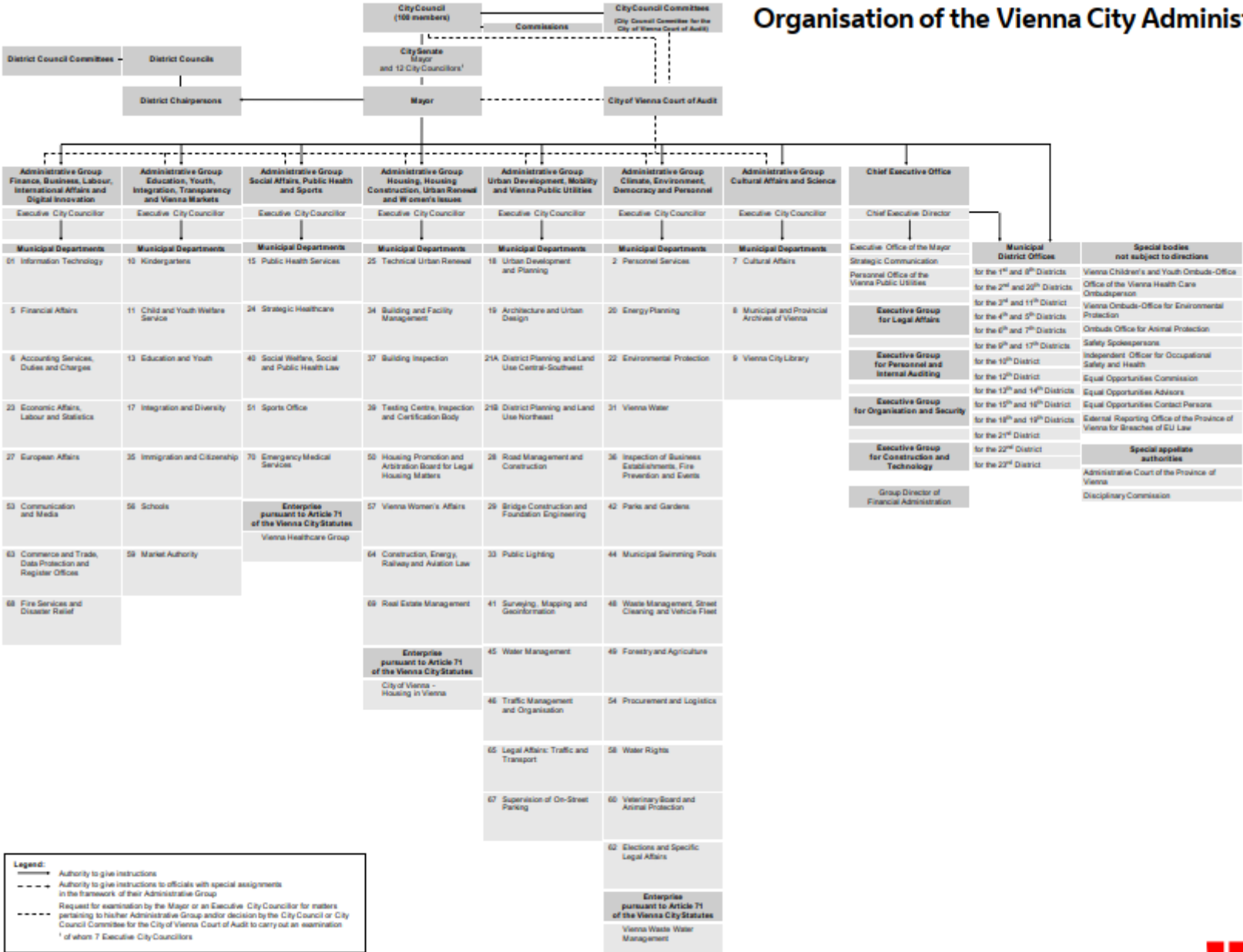


GEMMA 3.0 project (2023-2028)

- **Goal:** Disposal and archiving of electronic records from the city's electronic file management system (ELAK)
- **Scope:** 68 municipal departments and administrative offices
- ~ 15.000 subject areas, 214 clients in ELAK

Organisation of the Vienna City Administration

As per 01.07.2025

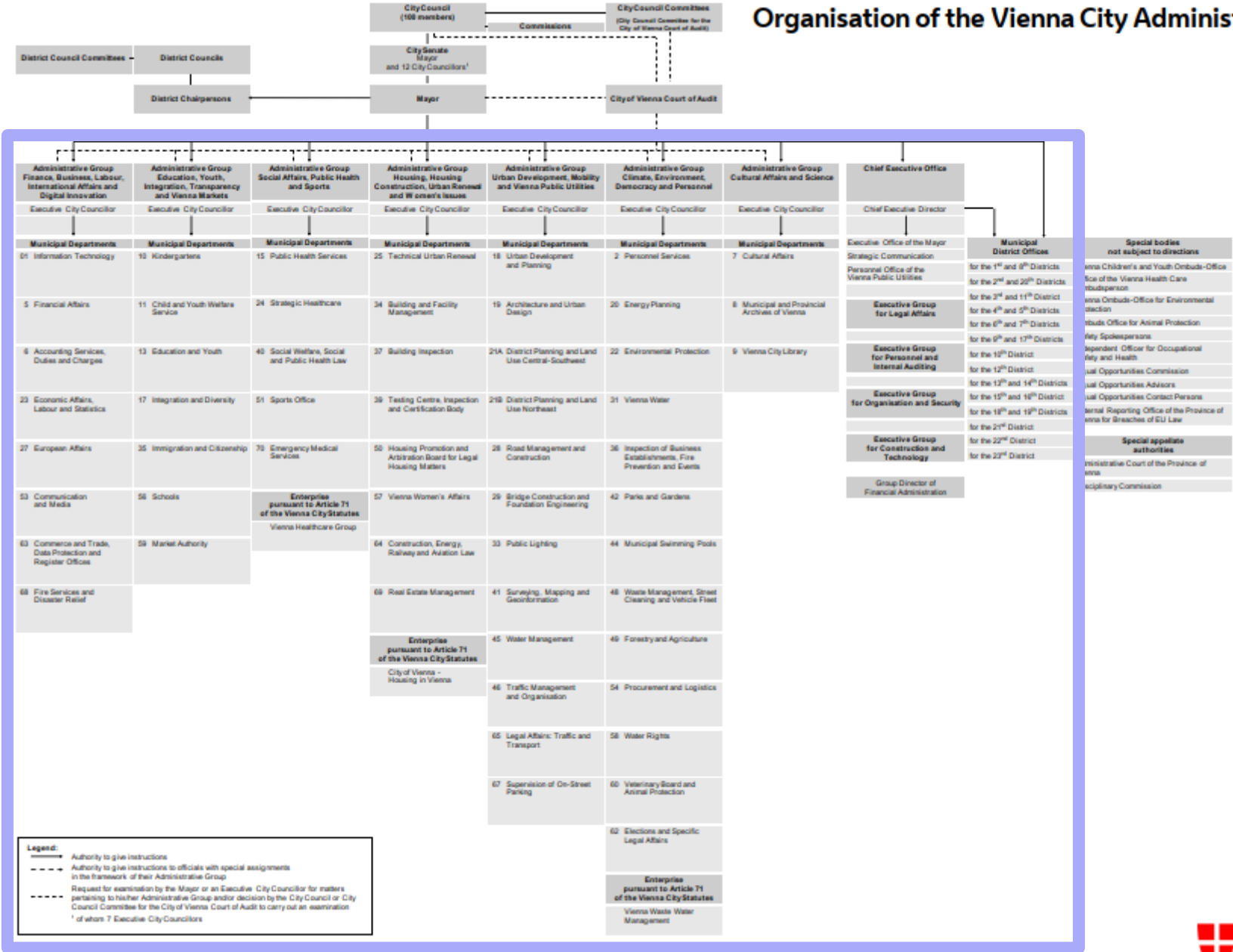


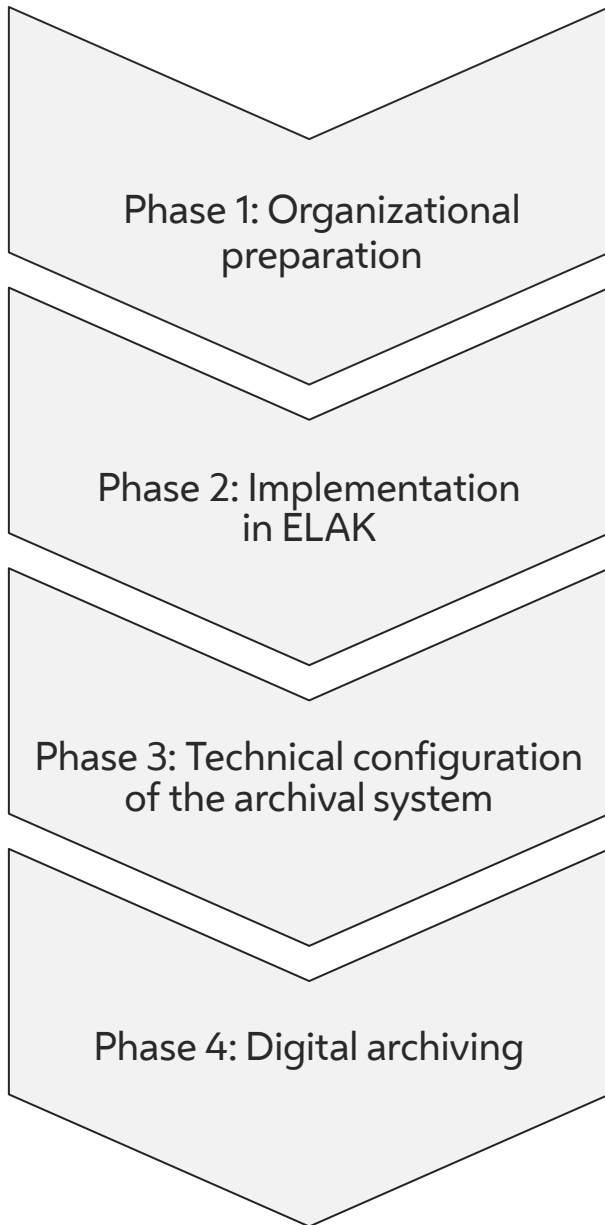
Legend:

- Authority to give instructions
- Authority to give instructions to officials with special assignments in the framework of their Administrative Group
- Request for examination by the Mayor or an Executive City Councilor for matters pertaining to his/her Administrative Group and/or decision by the City Council or City Council Committee for the City of Vienna Court of Audit to carry out an examination¹ of whom 7 Executive City Councilors

Organisation of the Vienna City Administration

As per 01.07.2025



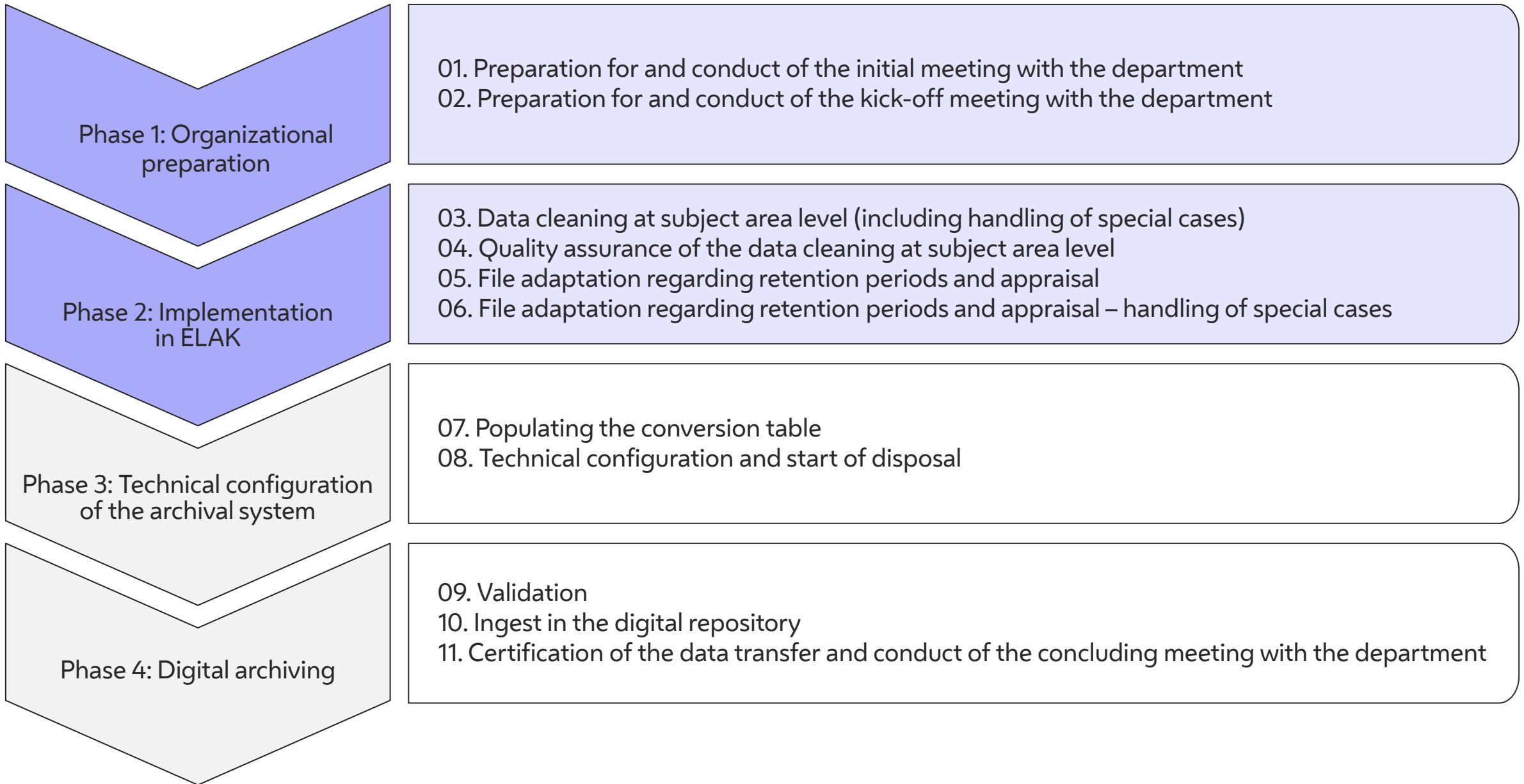


- 01. Preparation for and conduct of the initial meeting with the department
- 02. Preparation for and conduct of the kick-off meeting with the department

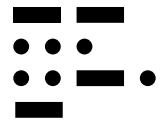
- 03. Data cleaning at subject area level (including handling of special cases)
- 04. Quality assurance of the data cleaning at subject area level
- 05. File adaptation regarding retention periods and appraisal
- 06. File adaptation regarding retention periods and appraisal – handling of special cases

- 07. Populating the conversion table
- 08. Technical configuration and start of disposal

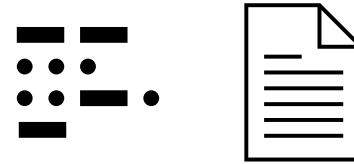
- 09. Validation
- 10. Ingest in the digital repository
- 11. Certification of the data transfer and conduct of the concluding meeting with the department



The Data to Be Processed



metadata



metadata & content



The Data to Be Processed



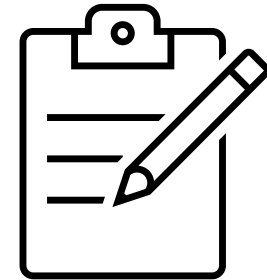
data not
regulated in a
file plan

data regulated
in a file plan



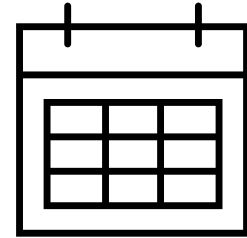
Checklists

- Systematic approach for examining and gathering information about records management structures
- Exchange of knowledge
- Documenting information about the administrative context



Old Data Plans

- Systematic processing of old data
- Tool for archival appraisal
- Official documentation about decisions on retention periods and appraisal
- Provided descriptions

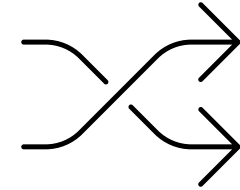


Old Data Plans

COO Address [unique identifier]	Client	Subject Area	Description	Created on	Valid until	Retention Period	Appraisal	Notes
COO.2039.2181.2.1000251	M20	Training	<i>to be completed by the department</i>	02.11.2011	01.03.2012	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.1000037	M20	Business Travel	<i>to be completed by the department</i>	17.01.2011	01.03.2012	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.15	M20	Energy	<i>to be completed by the department</i>	14.01.2011	01.03.2012	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.1000069	M20	Finance	<i>to be completed by the department</i>	22.02.2011	01.03.2012	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.1000047	M20	Green Energy Subsidies	<i>to be completed by the department</i>	18.01.2011	01.03.2012	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.1000262	M20	Events	<i>to be completed by the department</i>	16.12.2011	30.06.2016	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	
COO.2039.2181.2.1000034	M20	Housing Subsidies	<i>to be completed by the department</i>	14.01.2011	30.06.2016	<i>to be completed by the department</i>	<i>to be completed by the archives</i>	

Data Matching Process

- Systematic analysis of the data
- Practical guide for the municipal departments for implementing their file plans



Data Matching Process

Code	Title_ELAK	Title_FilePlan	FileReference Number_ELAK	FileReference Number_FilePlan	RetentionPeriod_ELAK	RetentionPeriod_FilePlan	Appraisal_ELAK	Appraisal_FilePlan
0	Budget	Budget	BUD	BUD	7 years	7 years	Archival value (metadata)	Archival value (metadata)
2	Controlling Contract	Controlling Contract	CC	CON	7 years	7 years	Archival value (metadata)	Archival value (metadata)
1	Internal Organization	Organization	ORG	ORG	12 years	12 years	Archival value (metadata & content)	Archival value (metadata & content)
0	Energy Planning Projects	Energy Planning Projects	EPP	EPP	10 years	10 years	Archival value (metadata & content)	Archival value (metadata & content)
4	Renewable Energy	Renewable Energy	RE	RE	10 years	10 years	Archival value (metadata & content)	Archival value (metadata)
3	Public Relations	Public Relations	PR	PR	12 years	7 years	Archival value (metadata & content)	Archival value (metadata & content)

Code Legend

0 = no correction needed

1 = title to be corrected

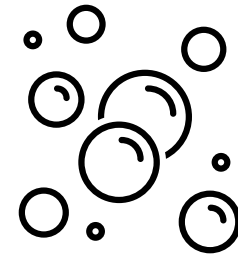
2 = file reference number to be corrected

3 = retention period to be corrected

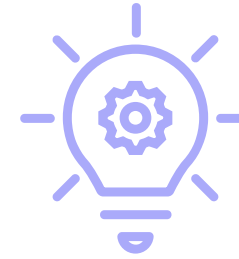
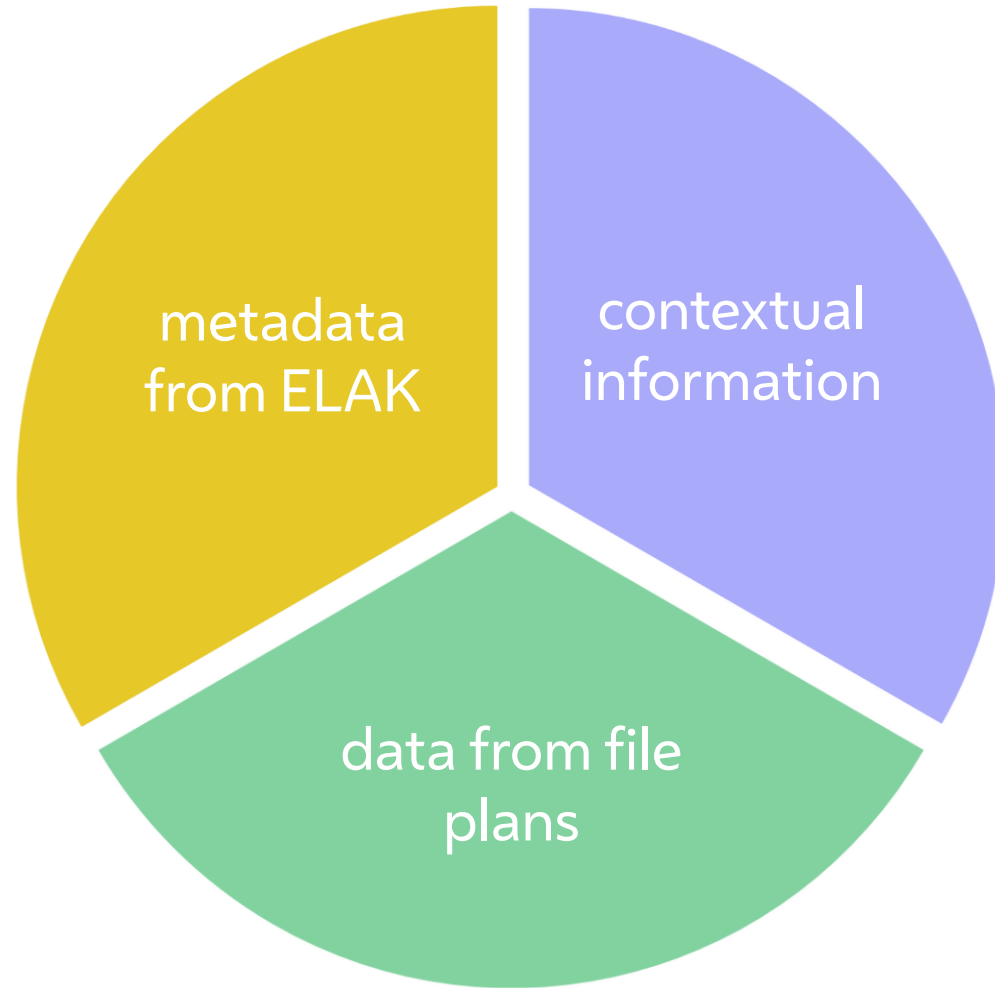
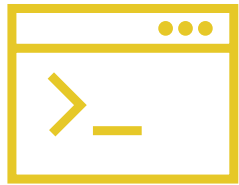
4 = appraisal to be corrected

Additional Data Cleaning Measures

- Ensuring that technical requirements are met
- Addressing shortcomings that may have occurred in the record-keeping process
- Facilitating future archival use of the records

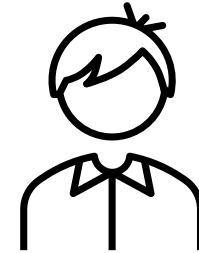


From Archive to Access



The Disposition Manager

- Single point of contact for the archive
- Permanent role responsible for records management and disposal



Conclusion

- Digital archiving – not just a technical challenge, but also an organizational and records management challenge
- Early archival involvement as a must-have
- Focus on archival use: responsibility to ensure long-term retrievability, accessibility and usability!

Thank you!

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