E-Records Management Using Alfresco Governance Services

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August 30, 2018

Outline

- Introduction to Records Management
- Contemporary Records Management in Zambia
- Alfresco Platform Overview
- Alfresco Usage Statistics
- Alfresco Architecture
- Alfresco Governance Services
- Alfresco Community Edition Requirements & Cost Implications
- Benefits of Using Alfresco Platform
- Workflow Demonstration

Concept of a Record

- Records are any means of documenting communication in an enduring format, which is, written, verbal, photographic or computer-captured, which preserves the communication and can be recalled.
- Records document individual events or transactions, or may form aggregations that have been designed to document work processes, activities or functions (ISO15489-1-2016).

Records Management in Zambia

- **Paper records system in Zambia has been characterized by:**
  - Many government departments manage paper-based records.
  - Missing records, resulting in delays or failure to provide services to the people.
  - Long delays in retrieving the records.

Record Lifecycle

- Records life cycle should be managed through its life cycle.

Value of Records

- **Records are kept because of three core organisational functions:**
  - Legal—Litigation in courts or compliance with regulatory authorities.
  - Administrative—Decision making, planning, reference etc.
  - Historical—Research.
- **Records need to be captured and retained in the system for the required period.**

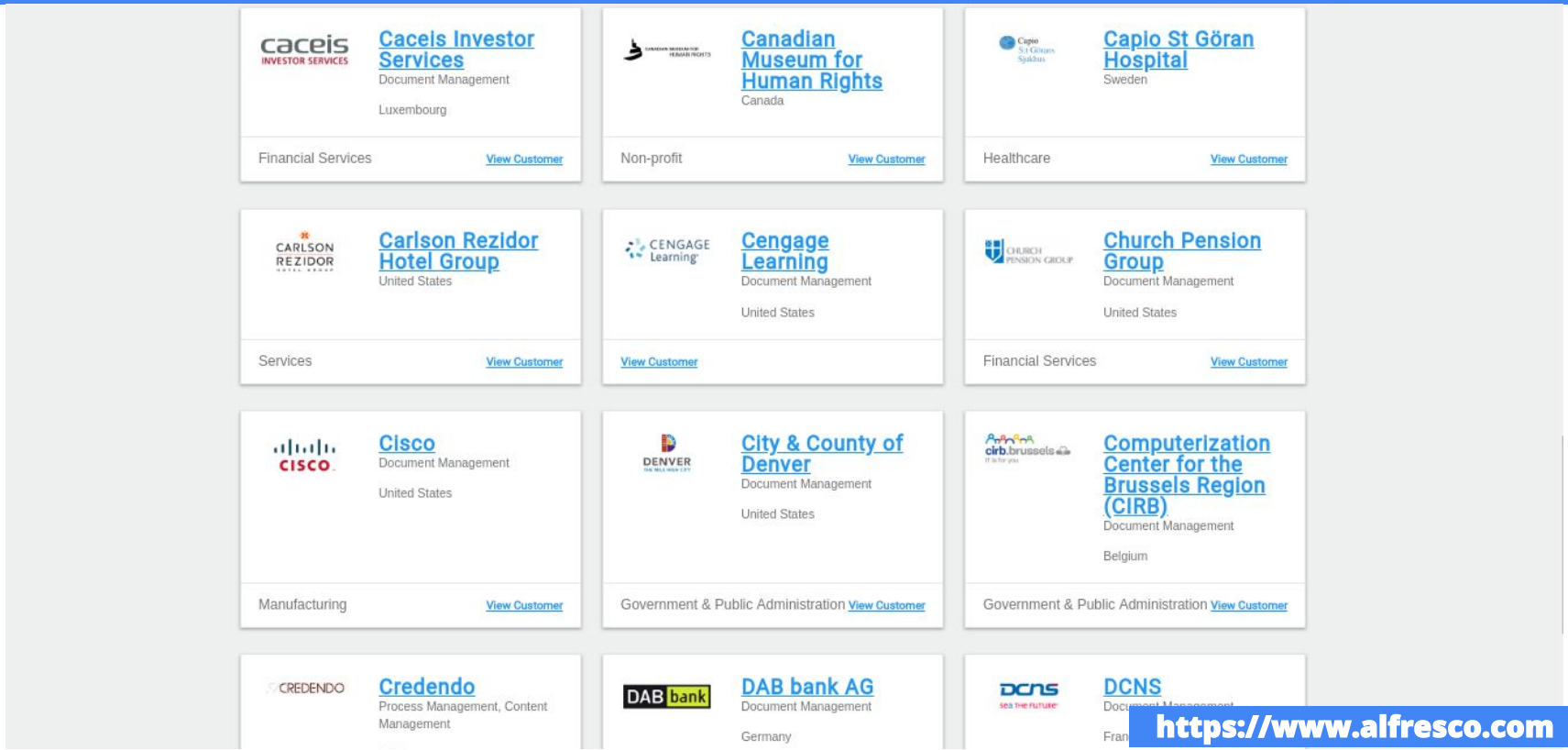
Alfresco Platform Overview

- **Alfresco started by Alfresco Software, Inc as document management in 2005.**
- **It has evolved into Digital Business Platform providing three products:-**
  - Alfresco Content Services (ACS)—Includes a central content and metadata repository, a web interface named Share etc.
  - Alfresco Process Services (APS)—Includes graphical design tools, business rules editors, and data integration to external business systems.
  - Alfresco Governance Services (AGS)—Provides records management functionality to address information governance.

Alfresco Governance Services

- AGS integrates Records Management into business processes and automating the complete record lifecycle—from capture through retention to final destruction.
- Alfresco offers the only DoD 5015.02 certified open source Records Management solution offering a highly scalable repository which manages business content and corporate records of any type.

Organisations Using Alfresco



https://www.alfresco.com

Alfresco Architecture (1)

Document Management Software

Process Management

Mobile Content & Process Services

Information Governance

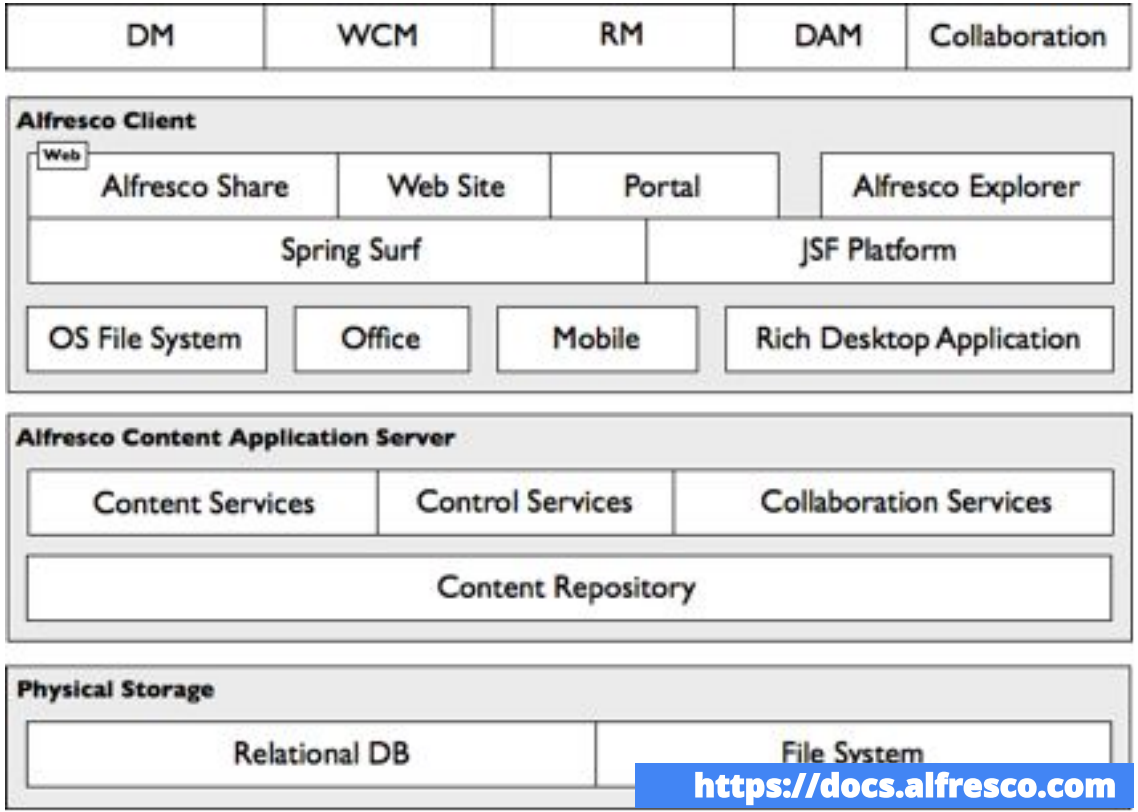
https://www.alfresco.com

Enterprise Collaboration

Document Scanning and Capture

Alfresco Architecture (2)

```
lis@LIS:~/alfresco-commur
.
├── alf_data
├── amps
├── amps_share
├── bin
├── common
├── java
├── libreoffice
├── licenses
├── modules
├── postgresql
├── scripts
├── solr4
└── tomcat
```



https://docs.alfresco.com

Alfresco Architecture (3)

```
alfresco=> \l
                                 List of databases
   Name    |  Owner   | Encoding | Collate | Ctype |   Access privileges
-----------+----------+----------+---------+-------+-----------------------
 alfresco  | alfresco | UTF8     | en_ZM   | en_ZM |
 postgres  | postgres | UTF8     | en_ZM   | en_ZM |
 template0 | postgres | UTF8     | en_ZM   | en_ZM | =c/postgres          +
           |          |          |         |       | postgres=CTc/postgres
 template1 | postgres | UTF8     | en_ZM   | en_ZM | =c/postgres          +
           |          |          |         |       | postgres=CTc/postgres
```

- Metadata storage in a relational database management system (RDBMS).

Alfresco Architecture (4)

```
./contentstore/2018/2/10/11/5/4edc22e3-68f3-4a2f-bc10-a9a69eef44f8.bin
./contentstore/2018/2/10/11/5/277230ef-7e6f-4dbd-bf11-b2bb31945815.bin
./contentstore/2018/2/10/11/5/8c3ba9c9-d67c-4491-9d17-da110628a772.bin
./contentstore/2018/2/10/11/5/41f27a38-befa-4bdd-9aaf-b69f69d3518e.bin
./contentstore/2018/2/10/11/5/ae84055c-9b08-4c14-aa9b-dc4f8e652427.bin
./contentstore/2018/2/10/11/5/5b55f830-2dae-44fe-9b76-5757b685407d.bin
./contentstore/2018/2/10/11/5/28d58fdf-0323-4846-a1f1-630718589e1b.bin
./contentstore/2018/2/10/11/5/6abf4966-753a-41eb-afc2-3f1bf238457b.bin
./contentstore/2018/2/10/11/5/c7b9e7e0-967e-4720-8e4a-9a5895bc1453.bin
```

- Bitstreams are stored on the native filesystem using hashes, nested in hierarchical directories.

Alfresco Platform (1)

Community - 5.2.0 (re21f2be5-b22)

Online Documentation

Alfresco Share

Alfresco WebDav

Alfresco WebScripts Home (admin only)
Alfresco Administration Console (admin only)

Alfresco Forums
Alfresco JIRA

CMIS 1.0 AtomPub Service Document
CMIS 1.0 Web Services WSDL Document
CMIS 1.1 AtomPub Service Document
CMIS 1.1 Browser Binding URL

http://lis.unza.zm:8080/alfresco

Alfresco Platform (2)

Community - 5.2.0 (re21f2be5-b22)

Online Documentation

Alfresco Share

Alfresco WebDav

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CMIS 1.1 Browser Binding URL

http://lis.unza.zm:8080/share

Username: unzademo
Password: unzademo

http://lis.unza.zm:8080/alfresco

Alfresco Governance Services Integration (1)

Document Management Software

Process Management

Mobile Content & Process Services

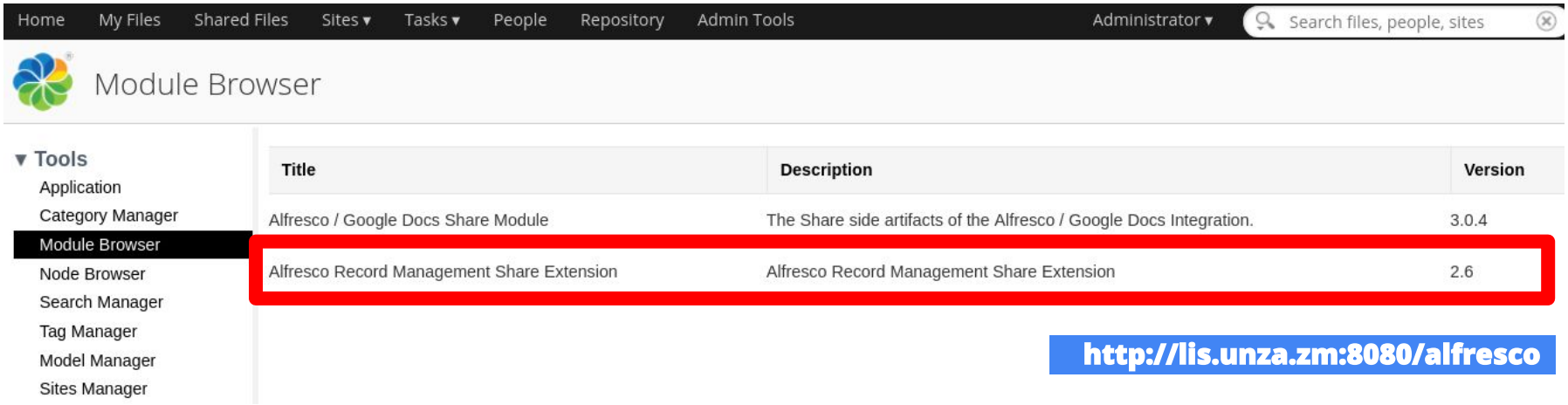
Information Governance

Enterprise Collaboration

https://www.alfresco.com

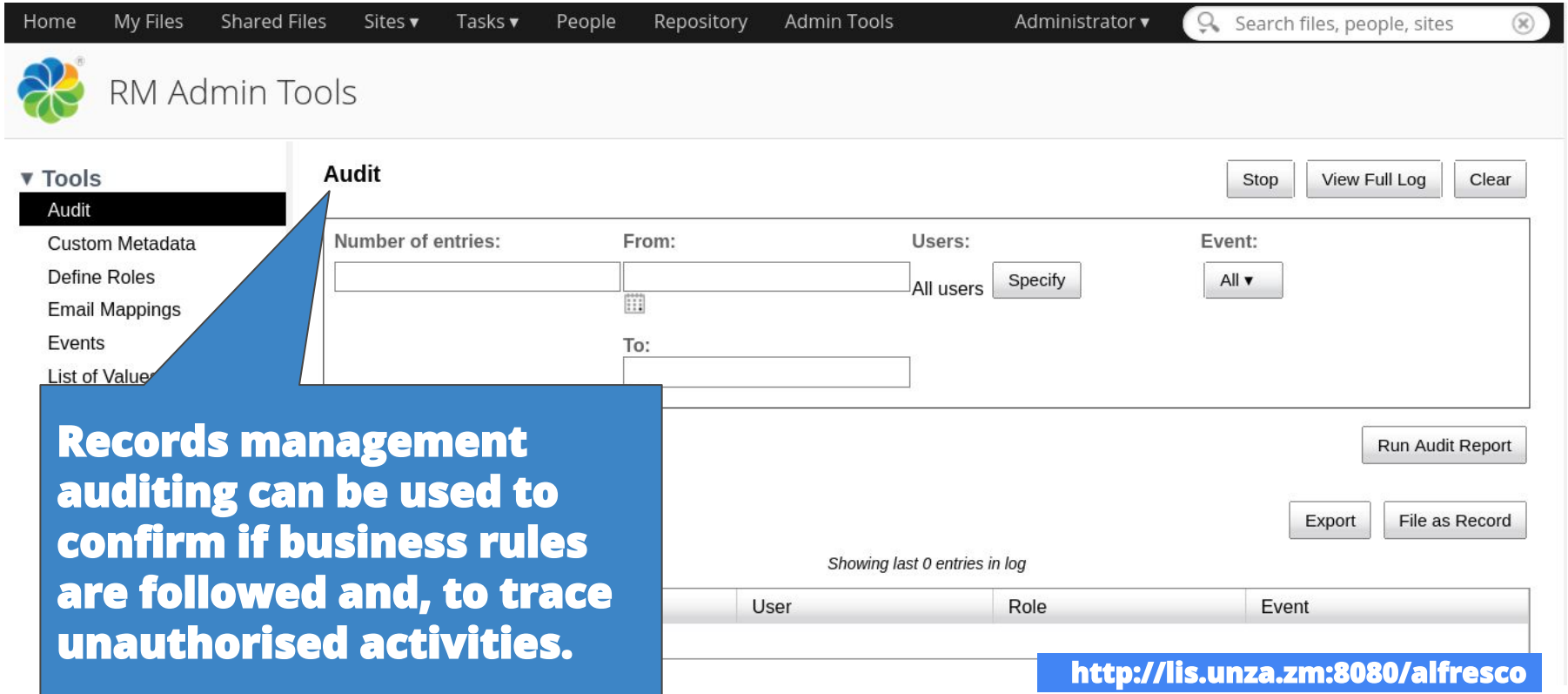
Document Scanning and Capture

Alfresco Governance Services Integration (2)

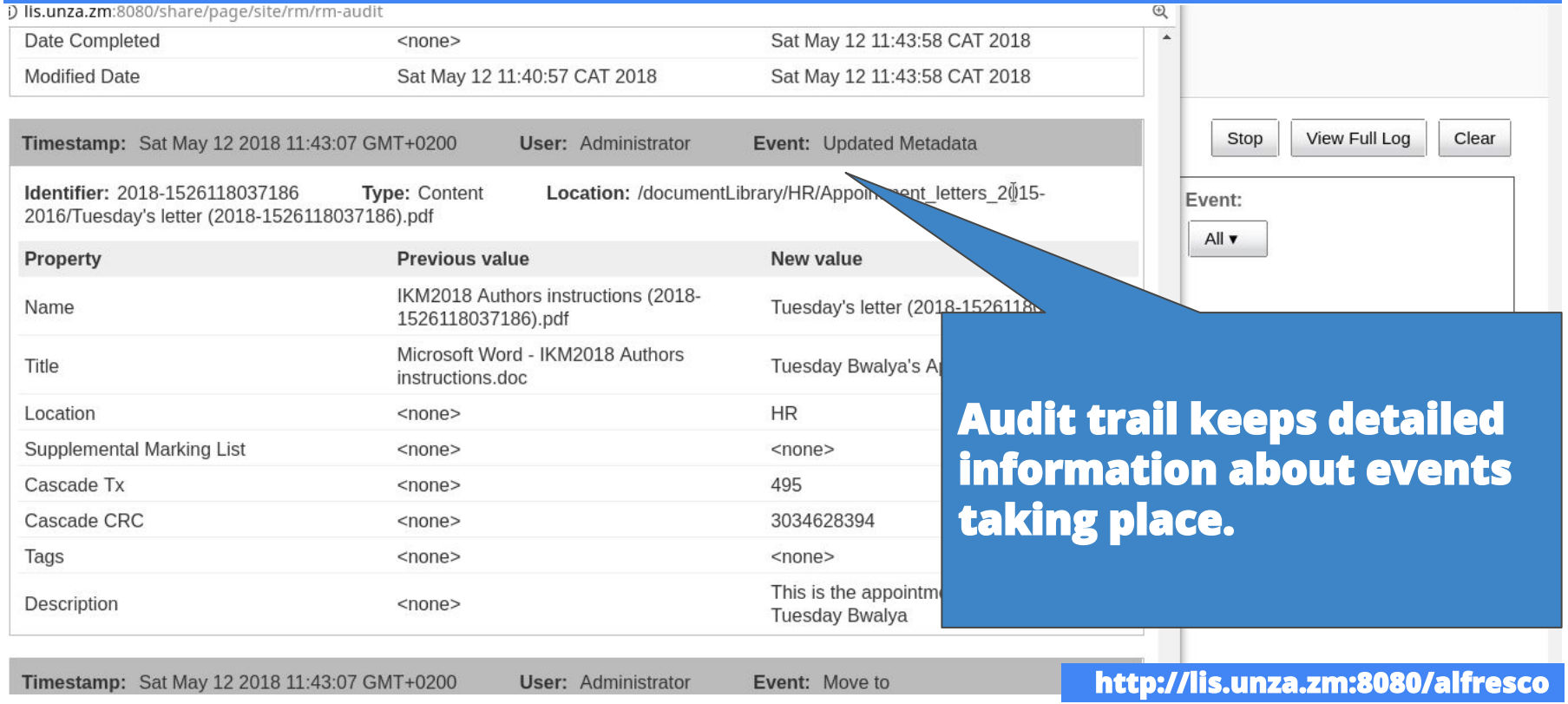


- **Alfresco modules are used to extend and enhance functionality.**
  - Activating AGS requires the installation of appropriate AMP files.

Alfresco Governance Services Auditing (1)



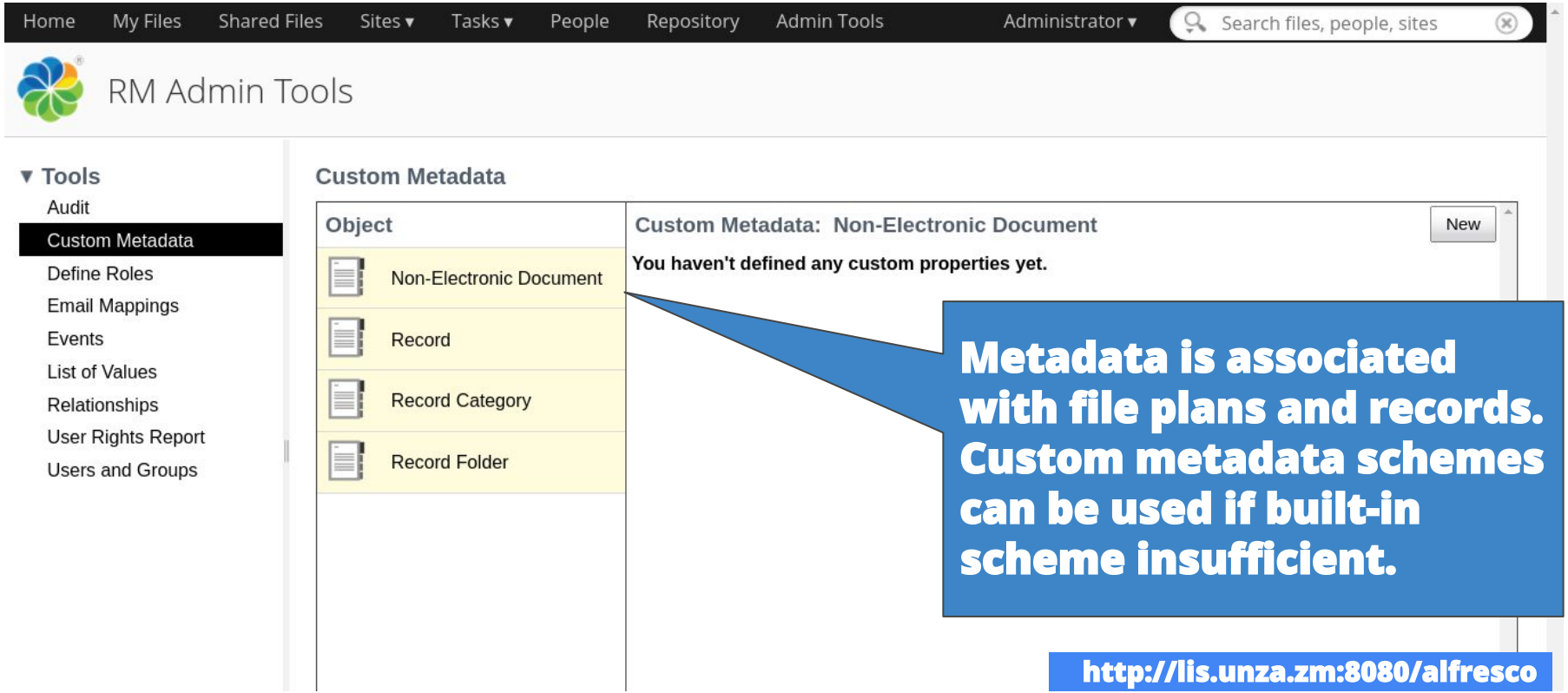
Alfresco Governance Services Auditing (2)



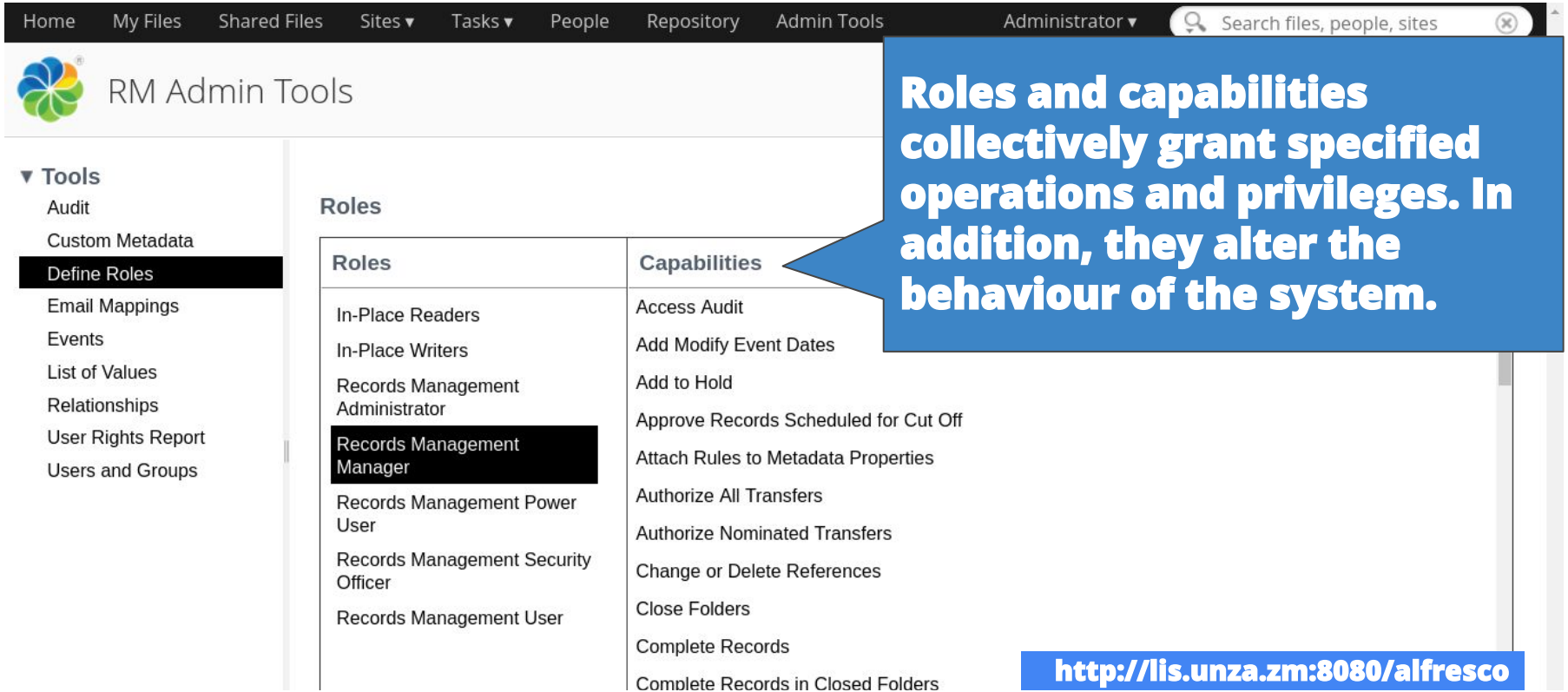
Audit trail keeps detailed information about events taking place.

http://lis.unza.zm:8080/alfresco

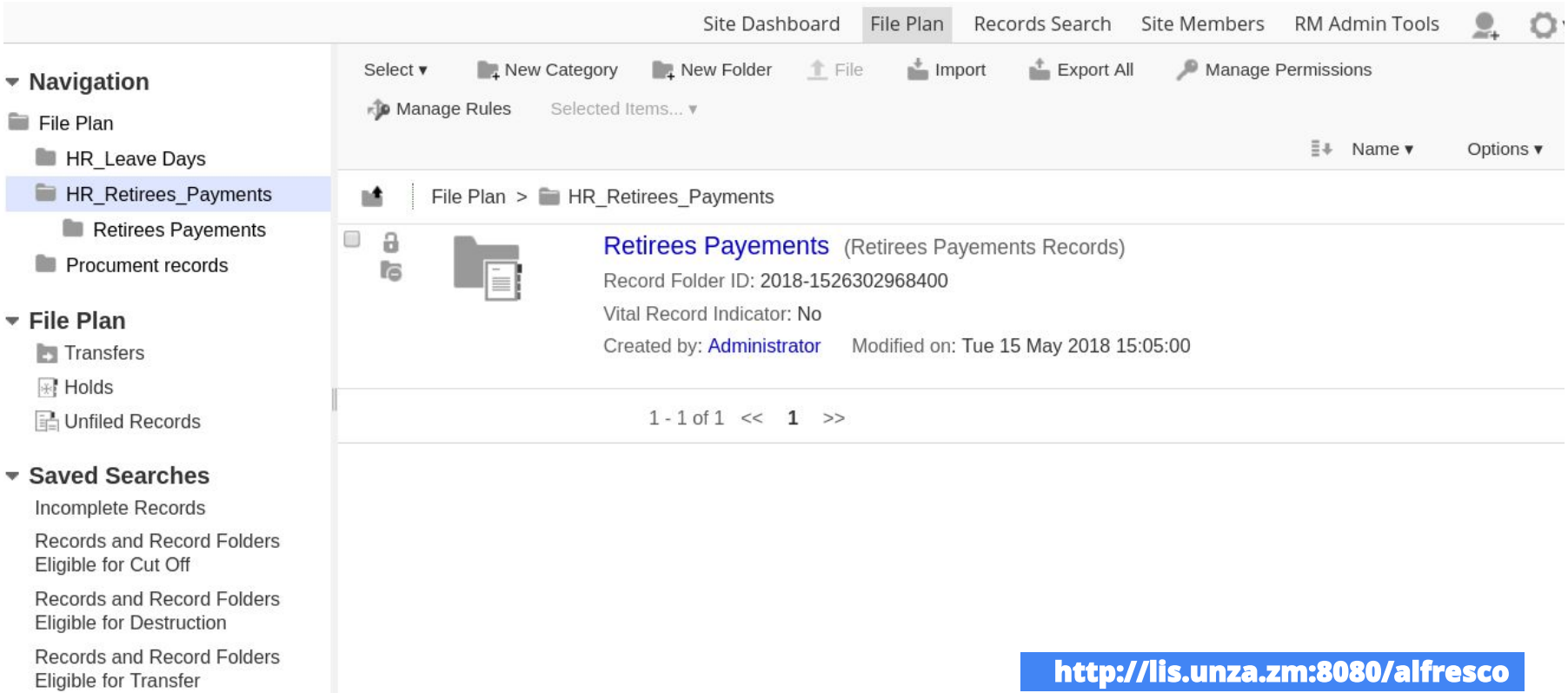
Alfresco Governance Services Metadata (1)



Alfresco Governance Services Capabilities (1)



Alfresco Governance Services Workflow (1)



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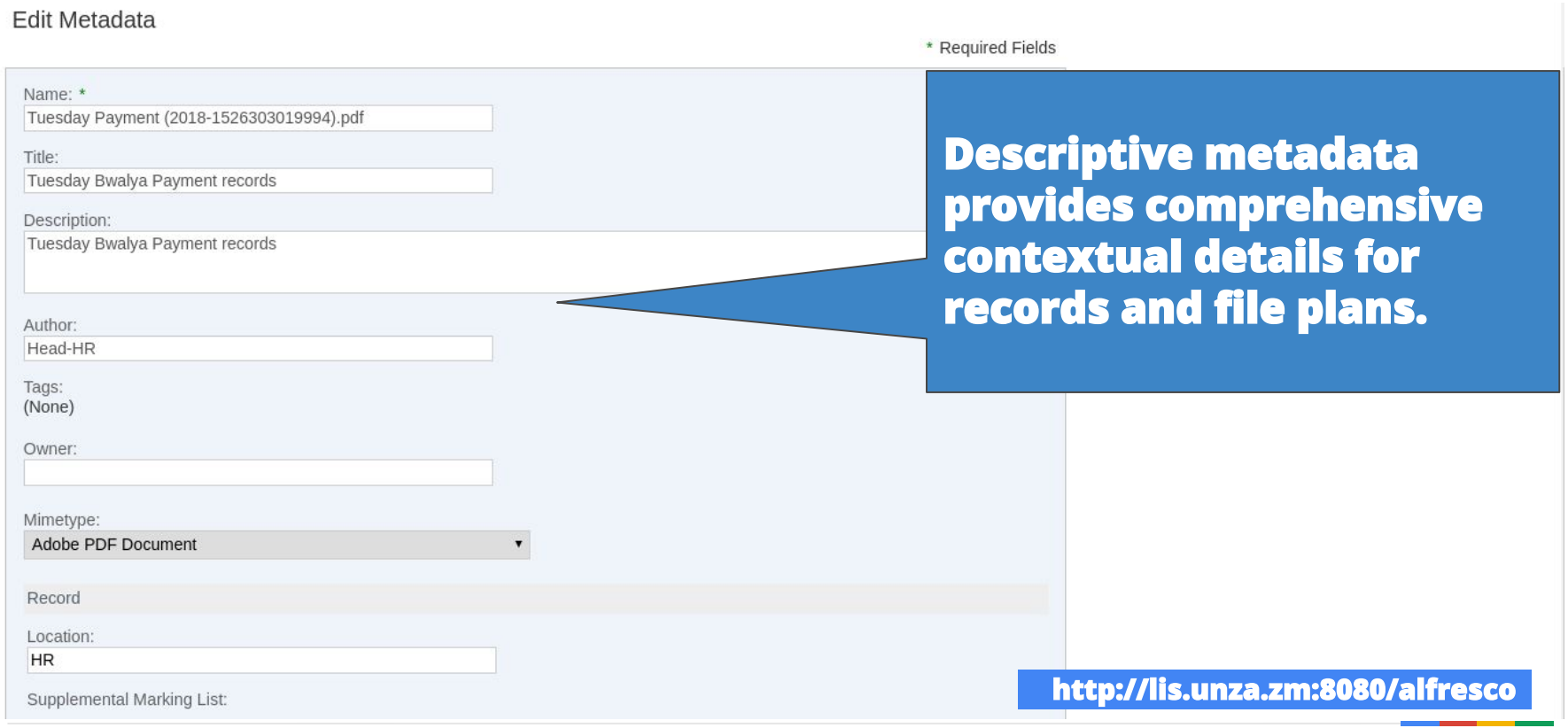
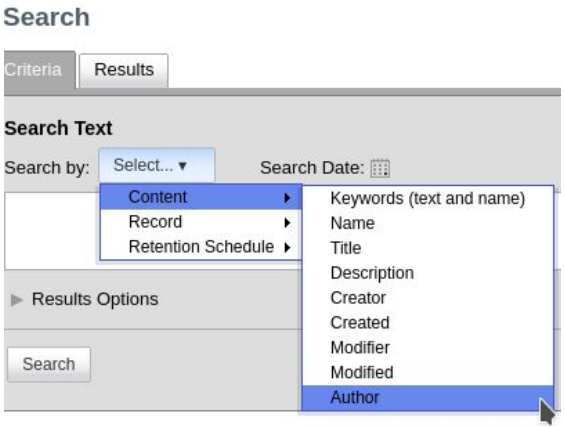
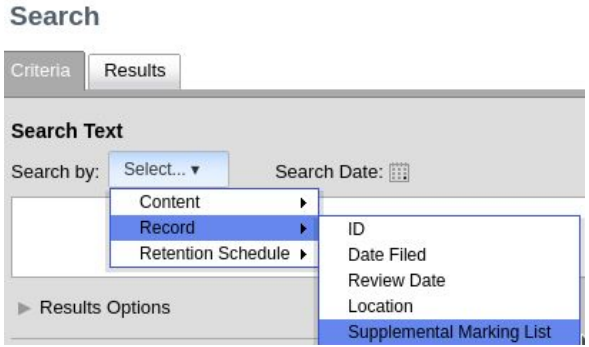
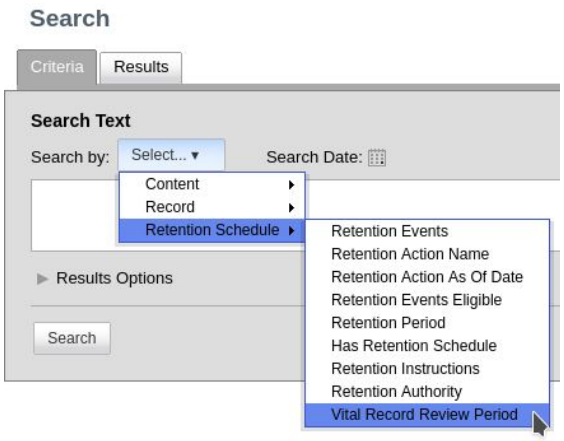
Alfresco Governance Services Workflow (2)

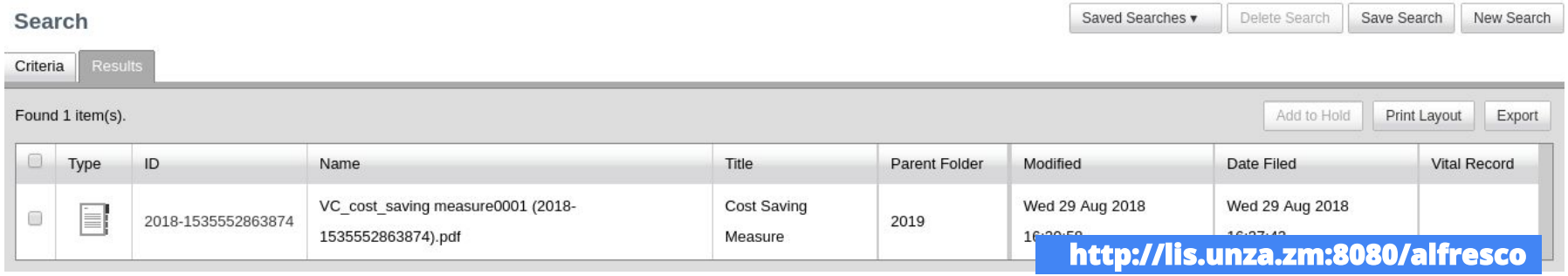


Alfresco Governance Services Searching (1)









http://lis.unza.zm:8080/alfresco

Alfresco Setup Requirements and Cost (1)

Alfresco Community Editions

If you are a tech enthusiast with the ability to self-support, our Community Edition products are freely available and offer powerful capabilities for non-critical business process or content needs. Alfresco's open source software is widely adopted for community-driven development and contributions as well as for researching new features.

If you need enterprise-class features, scalability and performance, or if you plan to use the software in a production environment that requires support from Alfresco, you should consider Alfresco Process Services or Alfresco Content Services.

https://www.alfresco.com

- Alfresco Community Edition is released under an LPGLv3

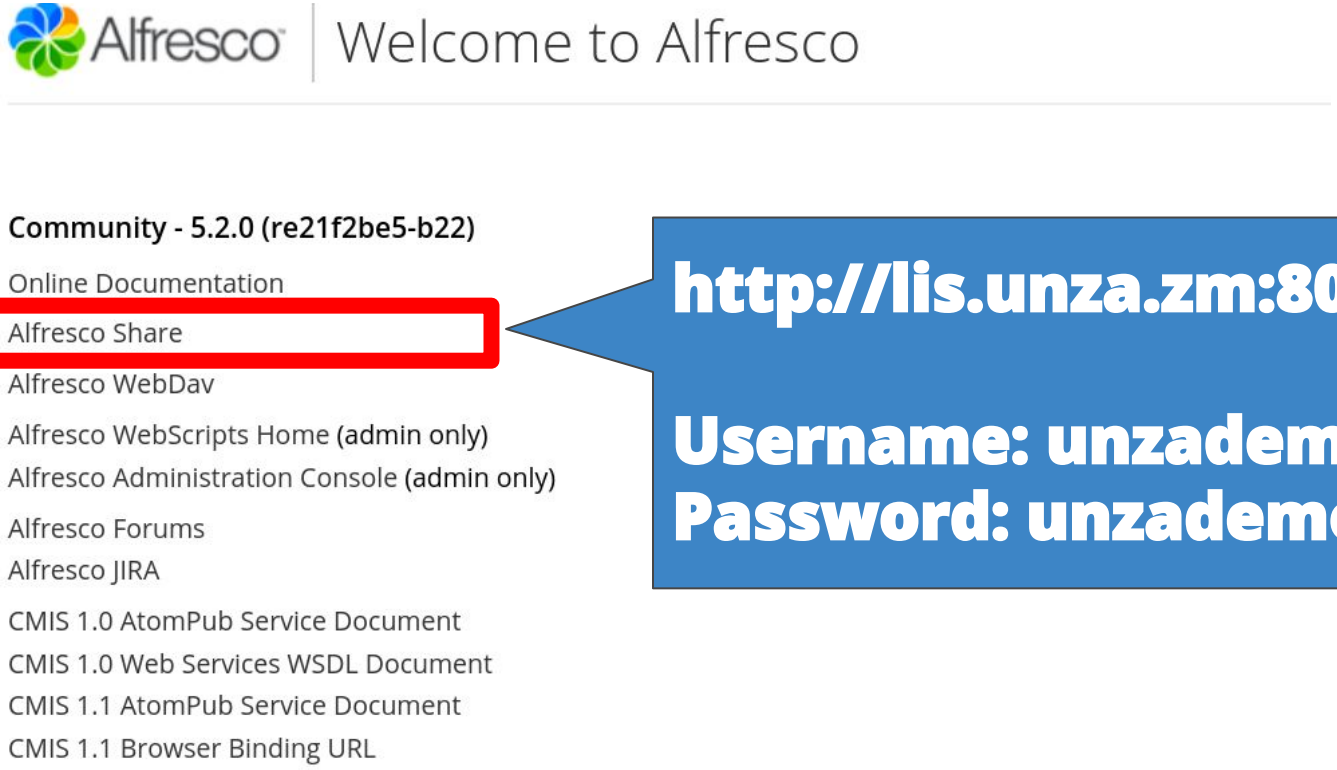
Alfresco Setup Requirements and Cost (2)

	Community Edtion	Enterprise Edition
Server O/S	Linux, Mac OSX, Windows	Linux, Mac OSX, Solaris, Windows Server 2008 R2
Client OS	Linux, Mac OSX, Windows	Linux, Mac OSX, Windows
Database	MySQL, Postgres	MySQL, PostgreSQL, MS SQL, Oracle, DB2
App Server	Tomcat	Tomcat, JBoss, WebLogic, WebSphere
Auth	Alfresco, OpenLDAP	Active Directory, NTLM, Oracle Directory Server, Kerberos, JAAS, etc.
Browser	Chrome, Firefox, Safari, IE 7/8/9	Chrome, Firefox, Safari, IE 7/8/9

Benefits of Alfresco Governance Services

- It is certified by Department of Defence in USA (DoD 5015.02)
- Conforms to many international standards on electronic records management (ISO 16175-2:2011).
- AGS facilitates the implementation of the records retention and disposal schedule in managing records.
- AGS has inbuilt audit trail.
- AGS can easily be integrated with the Alfresco Community Edition—It is open source solution (free of subscription fees).

AGS Workflow Demonstration



http://lis.unza.zm:8080/share

Username: unzademo
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Bibliography

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