

Electronic Records Schedule – a tool for the organization's enterprise architecture work

The organization's enterprise architecture is a plan describing how the organization's business processes - data/records and information systems work - as a whole. The organization's enterprise architecture development is action-oriented, and starts out with the organization's strategic goals and improved service offering. In operational processes data is needed from different information systems and data are processed in different information systems. The enterprise architecture describes data in useful logical entities, and also the information systems where the data are processed.

In accordance the Archives Act (831/1994) each public organization is required establish and maintain an Electronic Records Schedule, describing organization's services / tasks and related processes at workflow level, data or records included in processes as well as metadata, for instance, publicity or storage period, as well as the information system where the data/record is located.

The aim is that the structure of the Electronic Records Schedule is consistent and made according to uniform principles using uniform concepts and codes. The use of uniform concepts and codes promotes the interoperability of information systems and data interoperability. The tasks are described using Municipalities' common task classification. The classification includes tasks/services for social welfare and tasks for health care services. The organization must adapt the classification to the organization's tasks. Next the organizations describe processes and data/records in each task and also metadata. Document management metadata definitions can be found in the SÄHKE2 rules which have been exported to national code server.

Health care organizations are not required to describe to the Electronic Records Schedule the patient's individual care process (assessing, planning, delivery, and

evaluation) to the extent that the data is transferred to eArchive. The SÄHKE2-standard set of metadata is stored partly in the patient information systems and partly in the Social Insurance Institution's eArchive. Patient information systems and eArchive use rules of inference and the criteria for SÄHKE2 metadata processing can be found in national code server. Thus health care organizations should describe processes and data, for example, management, appointment booking, waiting lists and billing in the Electronic Records Schedule.

In social welfare the Electronic Records Schedule the work done on the national social information technology project can be utilized. Social welfare service tasks and service processes are described, likewise the types of documents. All processing steps of the tasks form the service process. The processing steps and their order may vary between organizations. It would also be necessary to consider whether the processes differ from each other or if it is possible to use the common descriptions of all organizations. The Electronic Records Schedule can easily be exchanged between different organizations and thereby taking advantage of work already done once.

The Electronic Records Schedule can be made using the templates of the National Archives or in Electronic Records Schedule systems. The existing data in the Electronic Records Schedule describe the current state of the organization. In Electronic Records Schedule systems it is also possible to describe the target state in the draft version of Electronic Records Schedule.

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