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ABSTRACT:

e-Archiving System (eAS), Methodology and Process

eAS consists of a set of holistic approach methodology and process solution for organizations to archive and retain large volume of electronic documents in a repository management or other generic filing systems. **eAS** is based on XML (Extensible Markup Language), an industry standard format for data storage and exchange

Developed by the WWW committee, XML provides a standard language format to described data, so as to facilitate document exchange. This standard format allows authorized users to retrieve and display specific data files at a point in the future, without relying on the original vendor's software, operating system or hardware

The use of cryptography and XML technologies are key to the process of transfer, accounting for the integrity and authenticity of electronic transferred documents. Document properties and metadata described the document and any information that relates to them are also preserved and transferred. This information includes document profile, system parameters, author, date and time of creation, history log, security setting, application type, etc

Long term availability of the electronic documents is paramount where electronic documents are likely to be kept for many decades. For this reason, the choice of storage media can be regular magnetic drives, CD-R, DVD-RAM, Microfilm etc., or either directly attached to a Storage Area Network (SAN). As mass storage technologies change, **eAS** is designed to allow easy migration of all archive documents from one media to another

The **eAS** method consists of four processes that are interlink and interface with a repository management or other generic filing systems. There are:

- ❖ Archival Appraisal Policy
- ❖ Archival Transfer
- ❖ Archival Reference
- ❖ Archival Preservation

