



Progress Report

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DLM Forum Members' Meeting Luxembourg

October 2015

Overview

MoReq as a reference

Completing 6 additional modules

Future work (new modules)

MoReq services

MoReq online

MoReq self-assessment

Validation of MoReq Export

Vendor registration and assessment



MoReq2010[®]
as a Reference...

Jon Garde, DLM Forum
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Overview

Previously

- Completion of update to test scripts H1 2015
- Publication of version 2 of Disposal Script

Now

- Completing 6 additional modules
- Publication by end of 2015

To come

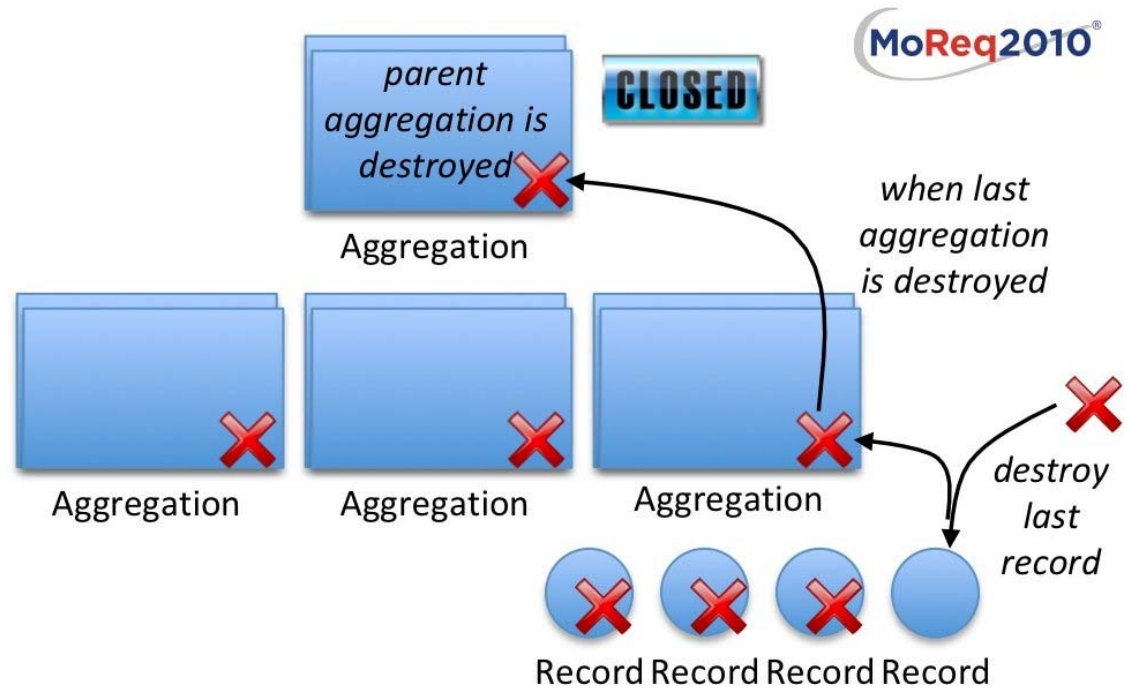
- Starting work on 2 (large) additional modules
- For review by early 2016

Test Framework

Test Module 5 – Disposal (published)

This module has been rewritten and updated – as a result of issues found during certification testing by a MoReq Test Centre.

The latest versions of all test scripts can be downloaded from the moreq.info website



6 new modules (publish by end 2015)

302. Email components

401. Extracting, Redacting and
Transforming Records

402. File Aggregations and Volumes

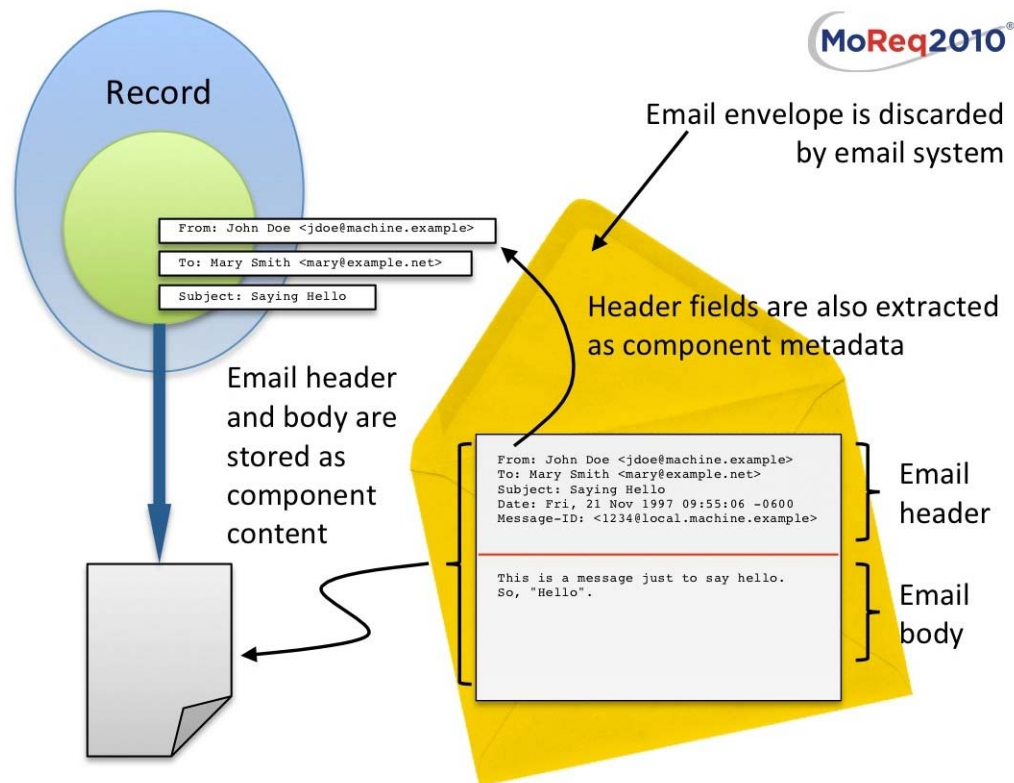
502. Security Classification Service

504. Relation Service

601. Email Client Integration

302. Email components

Covers the capture of email messages as components of records by an MCRS.



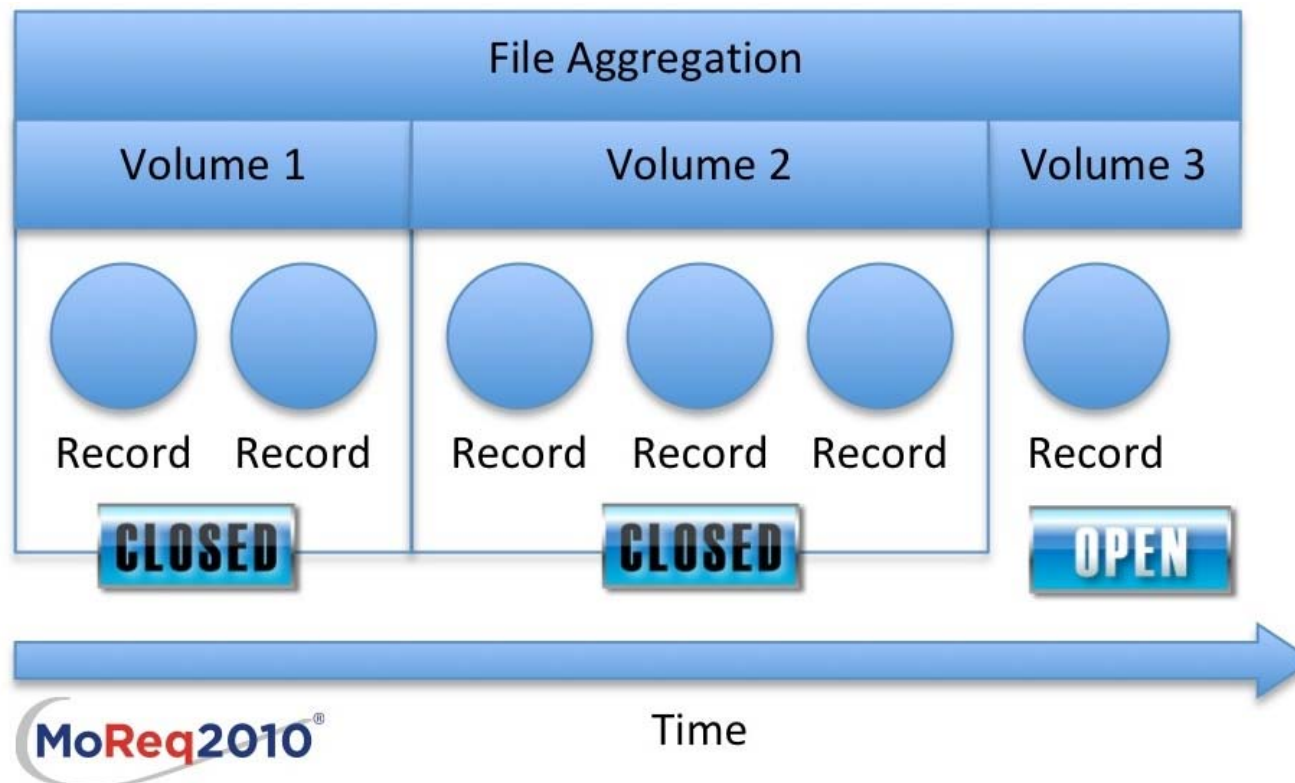
401. Extracting, Redacting and Transforming Records

Covers the transformation of records including (but not limited to):

- Copying information into a record from another record or records,
- Rendering a record from its original format to a different format,
- Redacting or annotating a record,
- Translating a record into a different language,
- Extracting an individual record from an omnibus record,
- Encrypting or decrypting a record,
- Compressing or decompressing a record, and
- Digitising a physical record to convert it to an electronic record.

402. File Aggregations and Volumes

Covers aggregations that represent traditional files with volumes.

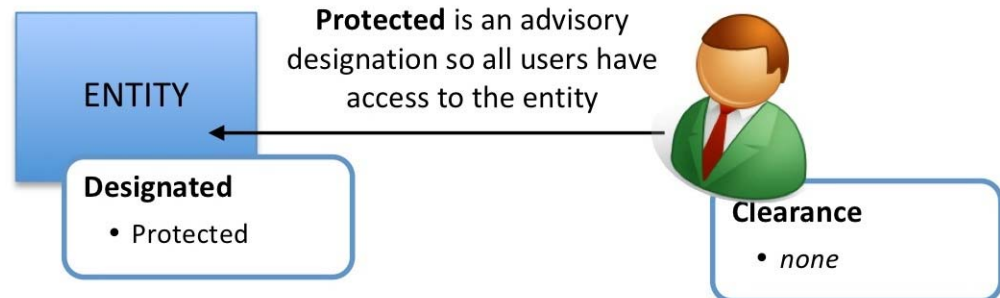


502. Security Classification Service

Covers Security Classifications often used by government, military, security agencies and related industries.

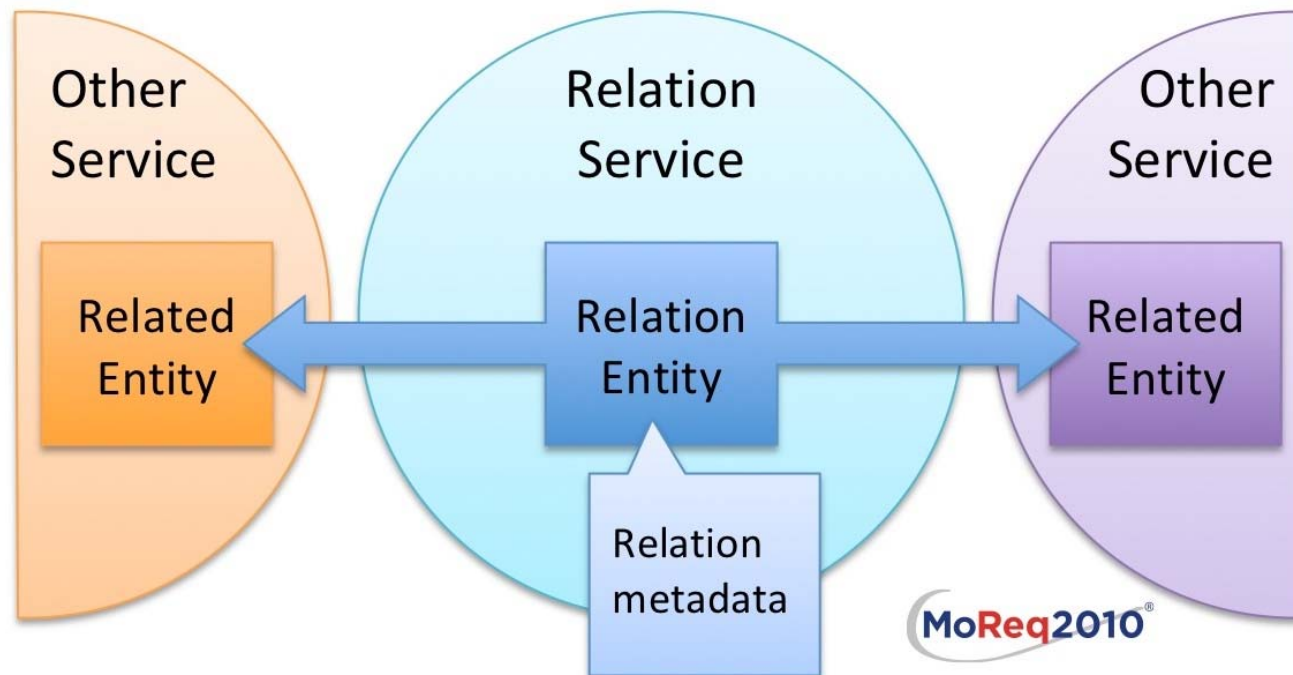


In ranked security categories, advisory designations cannot be given a higher priority than any other designations



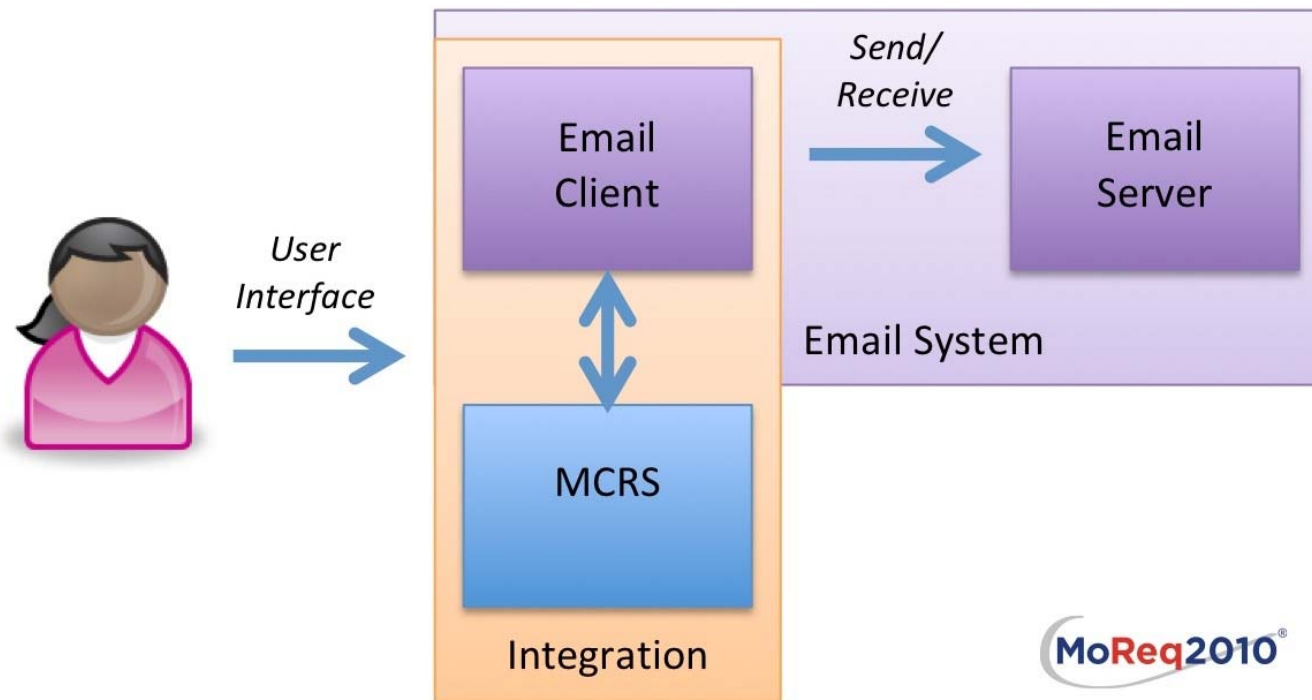
504. Relation Service

A service that keeps track of the secondary relationships (links) between different entities in an MCRS.



601. Email Client Integration

Covers the integration between an email client (such as MS Outlook) and an MCRS.



2 additional modules (aiming for H1 2016)

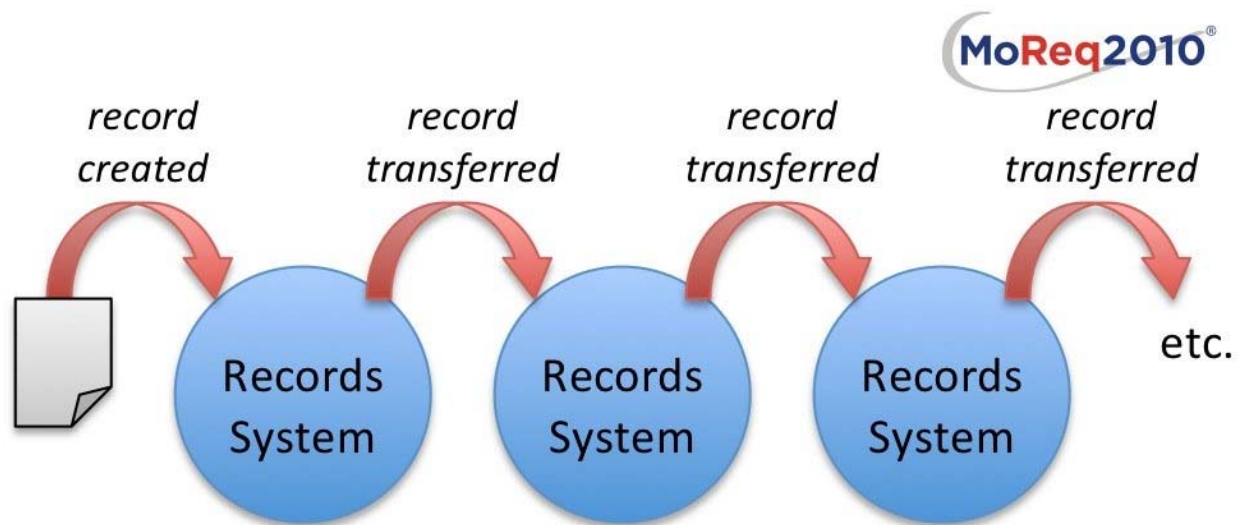
501. Import Service

503. Physical Management Service

*Please contact us if you
would like to participate in
the review of draft
MoReq2010 modules as
they are produced.*

501. Import Service

Will cover the import of entities exported by the export service, completing the transfer from one MCRS to another.

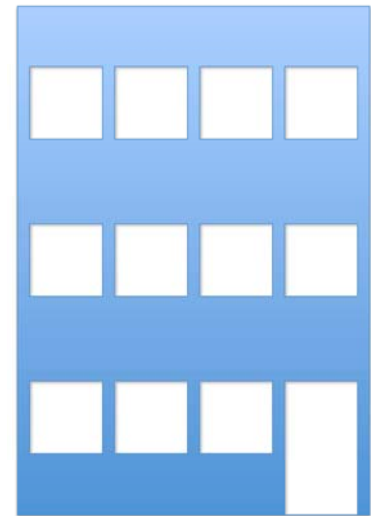


While all MCRS solutions must be able to export, only some MCRS solutions import.

503. Physical Management Service

Will cover the management of physical records, including:

- Definition of physical records
- Location, storage and transport
- Physical covers/folders/files
- Boxes and containers
- Request and recall
- Disposal, etc.





MoReq2010[®]
Services...

José Borbinha, DLM Forum
Members' Meeting Luxembourg
October 2015

MoReq Online (work in progress...)

The image displays two overlapping screenshots of the MoReq Online web application. Both screenshots show a sidebar on the left with a tree view of the document structure and a main content area on the right.

Top Screenshot:

- Header:** MoReq 2010
- Section:** 1.2.1 Objective
- Tree View:**
 - Part One - Core Services
 - 1. Fundamentals
 - 1.1 Important Information
 - 1.2 Purpose
 - 1.2.1 Objective** (highlighted)
 - 1.2.2 Audience
 - 1.2.3 Best practice
 - 1.3 Background
 - 1.4 Primer
 - 2. System Services
 - 3. User and Group Service
 - 4. Model Role Service
 - 5. Classification Service

- Main Content:** MoReq2010® aims to provide a comprehensive, but simple and easily understood Set of requirements for a Records system that is intended to be adaptable and applicable to divergent Information and business activities, industry sectors and types of organisation. It avoids a "one size fits all" approach to implementing a Records management Solution by establishing instead a Definition of a common Set of core services that are shared by many different types of Records system, but which are also modular and flexible, allowing them to be incorporated into highly specialised and dedicated applications that might not previously have been acknowledged as records systems.

Bottom Screenshot:

- Header:** MoReq 2010
- Section:** 1.2.1 Objective
- Tree View:**
 - Part One - Core Services
 - 1. Fundamentals
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 - 1.2.1 Objective
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 - 1.2.3 Best practice
 - 1.3 Background
 - 1.4 Primer
 - 2. System Services
 - 3. User and Group Service
 - 4. Model Role Service
 - 5. Classification Service
 - 6. Record Service
 - 7. Model Metadata Service
 - Part Two - Plug-in Modules

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The bottom screenshot shows a more detailed view of the sidebar, including items 6. Record Service and 7. Model Metadata Service, and a new section 'Part Two - Plug-in Modules' at the bottom.

Available since H1 2015...



The screenshot shows the MoReq2010 website interface. At the top, there is a navigation menu with tabs for 'MoReq', 'Executive Summary', 'Specification', 'Translations', 'Certification', and 'Validator'. A red arrow points to the 'Validator' tab. Below the navigation menu is the MoReq2010 logo, which consists of the text 'MoReq2010' in blue and red, with a registered trademark symbol (®) to the right. Below the logo is the text 'MODULAR REQUIREMENTS FOR RECORDS SYSTEMS'. Underneath that is the text 'MoReq®'. To the right of the text 'MoReq®' is a small dropdown menu showing the number '8'. Below the text is a paragraph of text: 'MoReq® is a records management specification published by the DLM Forum that describes "modular requirements for records systems". The latest edition of the MoReq® specification is MoReq2010®.' Below this paragraph is another paragraph: 'MoReq2010® aims to provide a comprehensive, but simple and easily understood set of requirements for a records system that is intended to be adaptable and applicable to divergent information and business activities, industry sectors and types of organisation. It avoids a "one size fits all" approach to implementing a records management solution by establishing instead a definition of a common set of core services that are shared by many different types of records system, but which are also modular and flexible, allowing them to be incorporated into highly specialised and dedicated applications that might not previously have been acknowledged as records systems.'

From the MoReq2010® Purpose and Objective, section 1.2.1, page 12









MoReq Export Validation

This services aims to validate data files according to the XML Export Schema as defined [here](#).

The requirements of the Export Service define how entities must be exported by a MoReq-Compliant Records System (MCRS). These requirements are agnostic about the technical representation of the data, but meanwhile the DLM Forum also defined the MoReq2010 XML Schema, which is the reference XSD for this service.

This service therefore accepts the upload of an XML file, analysis it according to this XSD, and provides a report.

Hide examples for testing 

Example Description	Download	Try it
Success Example Export - Classification Service with Hierarchical Classification		
Success Example Export - Record with Electronic Component		
Error Example Export - Classification Service with Hierarchical Classification - Syntax error		
Error Example Export - Record with Electronic Component - Schema fields erased		

Select file to validate:

Structure Analysis Report

Select file to validate:

Browse Submit

Report [Print Report](#) [Get as CSV](#)

File Properties

Imported File Name: MoReq2010 - Example Export - Classification Service with Hierarchical Classification.xml

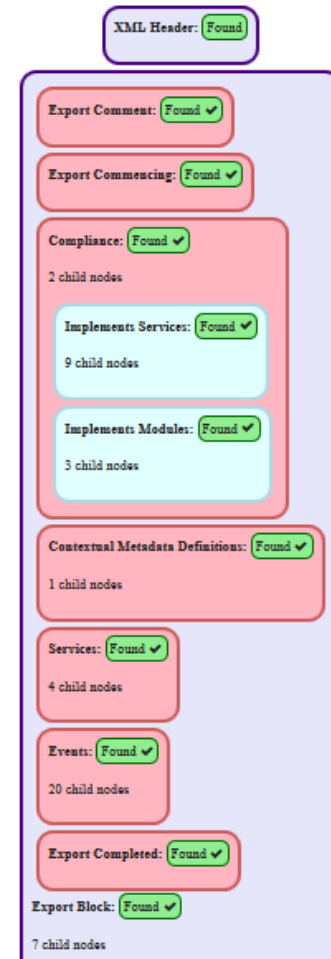
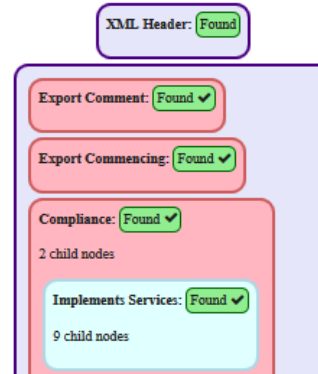
Number of lines: 992

Imported File Size: 68 KB

Errors Report

No errors were found in the submitted file

Structure Analysis Report



Select file to validate:

Browse

Report [Print Report](#)

File Properties

Imported File Name: ex_err1.xml

Number of lines: 994

Imported File Size: 68 KB

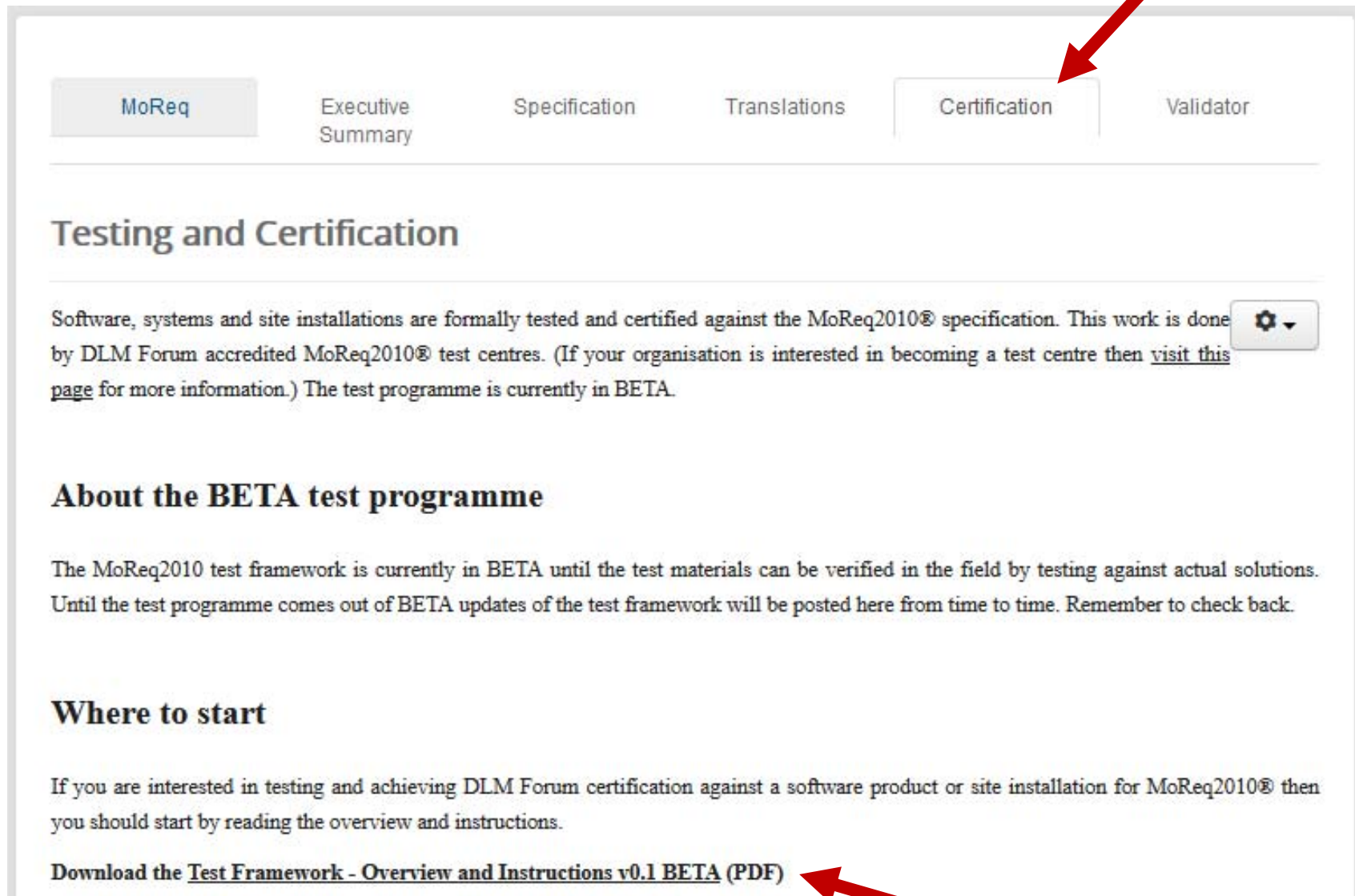
Errors Report

Line Number	Column Number	Error Message
20	14	Error: cvc-complex-type.2.4.a: Invalid content was found starting with element 'Compliance'. One of '{'http://moreq.info/files/export":ExportCommencing}' is expected.
643	4	FATAL ERROR: The element type "Export" must be terminated by the matching end-tag "".

Structure Analysis Report

Schema structure check is not possible due to fatal error (See Error List) .

MoReq Self-Assessment Service...



MoReq Executive Summary Specification Translations **Certification** Validator

Testing and Certification

Software, systems and site installations are formally tested and certified against the MoReq2010® specification. This work is done by DLM Forum accredited MoReq2010® test centres. (If your organisation is interested in becoming a test centre then [visit this page](#) for more information.) The test programme is currently in BETA.

About the BETA test programme

The MoReq2010 test framework is currently in BETA until the test materials can be verified in the field by testing against actual solutions. Until the test programme comes out of BETA updates of the test framework will be posted here from time to time. Remember to check back.

Where to start

If you are interested in testing and achieving DLM Forum certification against a software product or site installation for MoReq2010® then you should start by reading the overview and instructions.

Download the [Test Framework - Overview and Instructions v0.1 BETA \(PDF\)](#)

MoReq Self-Assessment Service...

Download the [Test Framework - Pre-Qualification Questionnaire v0.1 BETA \(DOCX\)](#)

Test Modules

The test modules for MoReq2010® contain formal test cases for assessing how a product meets each of the functional requirements. They will be completed by an accredited test centre in accordance with the procedure laid out in the overview and instructions (see above). A product must pass **all** test cases to be certified against MoReq2010®. The Test Modules are provided in Microsoft Word format so that they may be completed by the test centre.

Download the [Test Framework - Test Module 0: Familiarisation and training v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 1: Users and groups v0.2 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 2: Model roles v0.2 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 3: Records v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 4: Model metadata v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 5: Disposal v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 6: Searching and reporting v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 6: Appendix B test data v0.1 BETA \(DOCX\)](#)

- *Note that this document contains the test data needed for the previous test module*

Download the [Test Framework - Test Module 201: Hierarchical classification v0.1 BETA \(DOCX\)](#)

Download the [Test Framework - Test Module 301: Electronic components v0.1 BETA \(DOCX\)](#)

Certification

MoReq Self-Assessment Service (simplified) process overview....

