

THE MANAGEMENT OF ONLINE RESOURCES AND LONG-TERM SAVING OF ELECTRONIC DOCUMENTS BY TRANSFER INTO THE DIGITAL SPACE

Marius Daniel MAREȘ

The Faculty of Accounting-Financial Management Bucharest
Spiru Haret University
mdmares.mfc@spiruharet.ro

Valerica MAREȘ

The Academy of Economic Studies, Bucharest
maresvalerica@yahoo.com

Abstract

Information is a rare and expensive resource, therefore it needs to be pointed at, appreciated and evaluated. In terms of the specific issue of multiple use, the process of generating and use has to be placed in a subordinate position compared to the management level, thus making up and updating via a particular strategy a list of the available information.

The development of the activity generates documents that, on their turn, go through several stages to be presented for approval, approved and sent to the beneficiary. A system of managing the flows and documents provides an easy and quick access to the stored information, assists each employee to organize his activity with the documents and to manage the data in an unitary way.

The electronic archive refers to the electronic storage system, along with the totality of electronic-type stored documents, while using as storage support any environment that can support storing and from which an electronic document can be presented.

Keywords: *information management, electronic-type document, holder of document ownership right, integrity and confidentiality of documents*

JEL Classification: M15, M54, O17

Introduction

The concept of information management relies on the all-agreed opinion that the informational resources represent an asset in a company, therefore they can and should be managed.

Information is a rare and expensive resource, therefore it needs to be pointed at, appreciated and evaluated. In terms of the specific issue of multiple use, the process of generating and use has to be placed in a subordinate position compared to the management level, thus making up and updating via a particular strategy a list of the available information.

Information management involves carrying out specific activities, such as:
and updating strategic projects in the online environment, implementing

certain coherent solutions, definition and compliance with standards of collection, distribution, processing and storage of data, high-level assistance for the end users.

This activity must become a priority of the economic agents, while the manager becomes a catalyst of information, effectively involving himself into the inclusion, administration and updating of the pertinent information, of thousand of available data.

Literature review

In Romania, the adoption process of document management solutions is in full expansion, about 10% of large companies use this type of application, [Nicolescu, O., 2006], this figures are small compared with EU countries, where the rate approaches 30%, [Boulescu, M., 2009], being important the changing mentality and the fact that managers have become aware of the importance of adopting document management solutions.

At this point it is a fact that most romanian companies use databases and archives as files on paper support. These are changing gradually by their transffer on electronic support into structured databases, [Mareş, MD.,2009].

Under a dynamic business environment and increasing flow of information circulating both within an organization and externally, [Popescu, V., 2009], A powerful documents and knowledge management system essentially influence the management of working time.

At the level of this study, authors summarizing the main results of studies taken, treats the main formal information flow involving the three major players (economic agent, electronic archiving services provider and Regulatory and supervisory Authority).

It is considered useful for the economic agent to use certified electronic documents management services wich are capable to ensure integrity, security, privacy, confidentiality through security systems approved, making easier in the same time the activity at the level of their own structural compartments.

The development of the actual documents in the field of the online resources

The development of the activity generates documents that, on their turn, go through several stages to be presented for approval, approved and sent to the beneficiary. A system of managing the flows and documents provides an easy and quick access to the stored information, a management of the non-structured information, assists each employee to organize his activity with the documents and to manage the data in a unitary way.

We notice the fact that, by secured solutions of flows and documents management, the aim is to avoid the online overloading, to locate the valuable information in a short time, to filter and store the information in a sure way.

The legal framework regarding the archiving electronic documents is given by the Act nr. 135/15.05.2007, and the authority of regulating and supervising is the Department of Communications and Information Technology.

The field of providing electronic archiving services does not need a beforehand authorization, and the people intending to provide services of electronic

storage will have to notify the Authority of regulation and supervision 30 days before the starting data of their activity.

This moment, all the information concerning the security and saving procedures will be notified about. Should an intention of changing the above procedures is present during the activity of electronic storage, this needs to be notified to the Authority of regulation and supervision at least 10 days prior that action (in compliance with the Act 135-2007).

The realization of the E-Archives

The *E-Archives* electronic storage services may be accessed by any person, either natural or legal.

The electronic archive refers to the electronic storage system, along with the totality of electronic-type stored documents, while using as storage support any environment that can support storing and from which an electronic document can be presented.

The electronic archiving system is managed by the administrator of electronic archive, namely by the natural or legal person assigned to by the Authority of regulation and supervision. The archive administrator is responsible for the online system that is meant to collect, store, organize and catalogue the electronic documents in order to preserve, consult and present them.

It is evident that the holder of the disposition title upon the document decides, in compliance with the current legislation, on the access conditions to the document. The access conditions to the document represent the degree of access that is granted by the document owner, a natural or legal person who holds the ownership title or who issued the document.

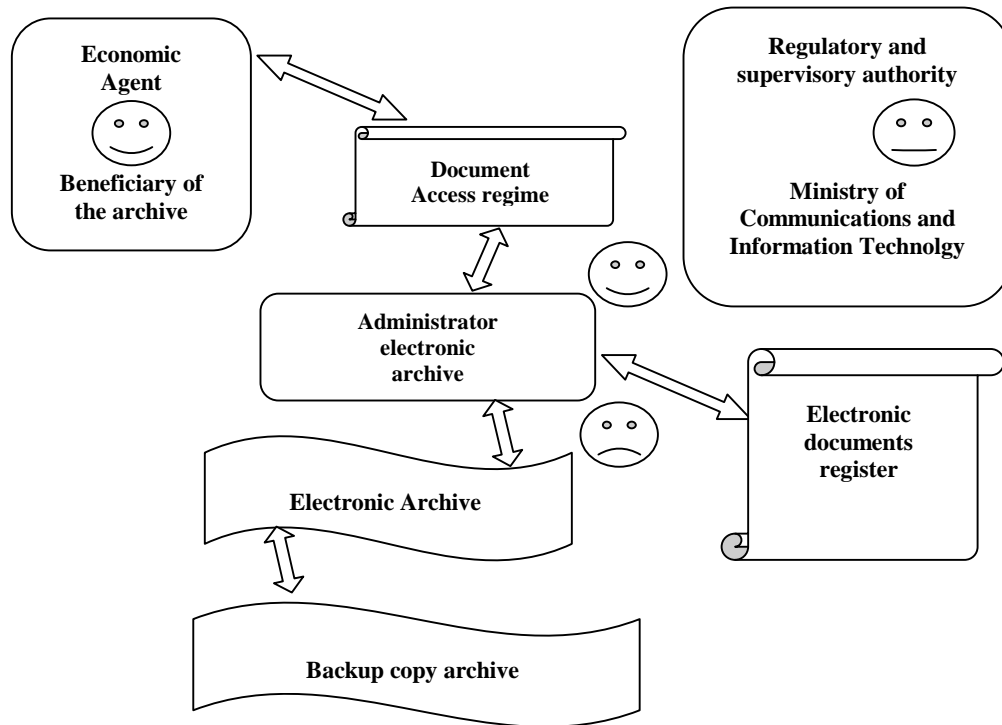
The building of the electronic archive is done by following certain conditions applied to receiving a document to be electronically archived. Some of the conditions are shown below:

- ◆ The document in an electronic form needs to be signed with the extended electronic signature of the holder of the disposition right upon the document. At this moment, the electronic signature is to be checked for validity;

- ◆ The encoding and decoding key for the coded documents be given for the documents that fall under the jurisdiction of Act of National Archives nr. 16/1996, with its further modifications and additions;

- ◆ Information about the document owner should be sent, its issuer, the holder of the disposition right upon the document, background of the document, the type of document, the level of document classification, the digital format in which the document is archived, the key words that are necessary to identify the document, the localization elements of the technical support, the single identifier of the document, the issuance date, the archiving date, the deadline of document saving.

Fig. 1. *Information flow in the economic agent-provider of electronic archiving service – Regulation authority equation*



In compliance with the procedure, the documents archiving is initiated the moment when the electronic document fulfills all the conditions above-mentioned. The archiving is certified by the administrator of the electronic archive by his own electronic signature. Thus, the administrator confirms that the document is original or a copy, according to the decision taken by the holder of disposition right upon the document. The electronic document, such identified, is archived in the location established by the administrator of the electronic archive.

The archived documents are listed in the Electronic Register, compiled by the administrator of the electronic archive, and the access to this register is public only for the documents for which the holder of the disposition right has set forth conditions of public access.

The graphic representation below tracks the formal information flow to which three major actors take part (the economic agent that benefits from the service, the provider of the electronic archiving service and the Authority of regulation and supervision).

The manner of access to an electronic document, the consultation of archive is exclusively established by the holder of the disposition right upon the document

via a document, which will be signed by both the holder of the disposition right and by the administrator of the electronic archive.

The conditions of the access to an electronic document are set forth by the holder of the disposition right upon the document, as this person is directly responsible for this; as for compliance with the conditions of access to the electronic document, both during archiving and for granting access to the document, the administrator of the electronic archive is the person in charge.

The preservation of the electronic archive is the duty of the archive administrator.

The main tasks are as such: saving the source code of all the programs used to build and exploit the electronic archive, in electronically signed and classified files; filing with the National Archives of a copy of the source code; providing archive maintenance; making available computer-based programs, which will allow the shifting of any archived document from the initial format into a format that will permit that document to be visualized, reproduced and stored.

The archive administrator will have to create an archive safety copy that will include all the archived electronic documents, constantly off-line updated.

Conclusions

It is obvious that the administrator of the electronic archive needs to guarantee for the integrity, security and confidentiality of the documents by using a homologated security system. When the archiving period of the document is expired, the administrator will destroy the document.

The electronic archives are stored in data centers that are subjected to beforehand approval, in compliance with the norms regarding the integrity and security of the electronic documents; security and integrity of the space filled with the equipment hosting the electronic archives; the information recovery following the natural disasters.

When the administrator of the archive intends to end his activity, he will notify the Regulation Authority about it at least 60 days prior to this ending date. In terms of the archived documents until that date, we cannot fail to notice the duty of the administrator to transfer the electronic archive to another provider of archiving services, upon being approved by the Regulation Authority.

The authors assent to the fact that, for an economic agent, the electronic archiving via an authorized administrator is a way to facilitate his activity of his own structural compartments.

REFERENCES

- Boulescu Mircea, Ispir Ovidiu, Elena-Doina Dascalu, *Uniunea Europeana-Institutii, buget, audit*, Editura Didactică și Pedagogică, București, 2009.
- Laudon, K., Laudon, J., *Essentials of Management Information Systems. Organization and Technology in the Networked Enterprise*, Fourth Editions, JWS, New York, 2001.
- Malciu Liliana, *Cererea & oferta de informații contabile*, Editura Economică, București, 2005.
- Mareș Marius Daniel, Mareș Valerica, *Fluxul informațiilor financiar-contabile*, Editura Tribuna Economică, 2010.
- Mareș Marius Daniel, Mareș Valerica, *History of the organisation through electronic archiving and IT*, AMIS 2009 „Knowledge, information and communication”, ASE, 2009.
- Mareș Marius Daniel, Mareș Valerica, *Documente și evidențe în format electronic*, Editura Tribuna Economică, 2008.
- Mareș Marius Daniel, Mareș Valerica, *On-line cohabitation end electronic data management*, The International Economic Conference, Romania Within The Eu: Opportunities, Requirements And Perspectives, Universitatea “Lucian Blaga, Sibiu, 2009.
- Mareș Marius Daniel, Mareș Valerica, *Restructuring the organizational memory under the conditions of european integration*, International Scientific Conference „European Integration – New Challenge for the Romanian Economy”, The Annals of the University of Oradea 2007.
- Mareș Valerica, Mareș Marius Daniel, *IT&C during the crisis*, The Annals of Dunarea de Jos University. Fascicle I. Economics and Applied Informatics, 2009 indexed data bases www.csa.com; www.econis.eu.
- Mareș Valerica, Mareș Marius Daniel, *Information dissemination inside companies*, The International Economic Conference, Romania within the EU: Opportunities, Requirements and Perspectives, Universitatea “Lucian Blaga”, ISI Thomson, Sibiu, 2007.
- Năstase Floarea, *Arhitectura rețelelor de calculatoare*, Editura Economică, București, 2005.
- Nicolescu Ovidiu, *Management comparat*, Ediția a II-a, Editura Economică, București, 2006.
- Nicolescu Ovidiu Plumb Ion, Mihai Pricop, Ion Vasilescu, Ion Verboncu, *Abordări moderne în managementul și economia organizației*, Managementul general al organizației, Editura Economică, București, 2006.
- Popescu Veronica, Popescu Gheorghe, *From Creative Accounting to the Moral and Financial Crisis*, Metalurgia International VOL XIV, Issue N0. 9/2009, revistă indexată în EP Products, SCOPUS și EBSCO .
- Ptak, C.A., Schragenheim, E. – *ERP: Tools, Techniques, and Applications for Integrating the Supply Chain*, Second Edition, The St.Lucie Press/APIC Series Resource Management, 2003.
- Radu, I., Ursăcescu, M., Vlădeanu, D., Cioc, M., Burlacu, S., *Informatică și management*, O cale spre performanță, Editura Universitară, București, 2005.