

FORMPIPE

LONG-TERM
ARCHIVE

FormPipe Long-Term Archive is a software application for long-term digital preservation. The system has been developed in close dialogue with the National Archives of Sweden and is based on the OAIS reference model (ISO 14721:2003). FormPipe Long-Term Archive is able to save and keep track of information from different systems and ensures that the information complies with requirements on preservation, accessibility and traceability – and, most importantly, that the information remains accessible and understandable in the future.

FormPipe Long-Term Archive in brief

- » The system can manage documents and metadata in different formats.
- » Compilations from different business processes can be recreated, i.e. all metadata and documents can be retraced to their original context.
- » The data can be adapted to an optional structure or established standards such as MoReq2 or Dublin Core.
- » The software allows migration and export, independent of supplier.
- » The software carries out regular checks of the electronic documents to ensure their integrity.
- » All changes are documented and saved with the original documents.
- » The software ensures that all documents are kept in the formats chosen for the long-term digital preservation.

Why use a system for long-term digital preservation?

The world around us is becoming more and more digital and the amount of information is growing exponentially. Information often originates from many different business processes, such as information management systems, systems for web publishing or ERPs. Furthermore, the information may be stored in many different formats. Technical development will soon make current software and hardware obsolete and older formats may no longer be compatible with newer versions of software. There is a great risk of important digital information becoming lost.

Many business processes - one system for preservation

There is a great need for standardised methods and system-independent solutions to ensure the preservation of electronic documents and to make all information within them easily accessible. As the amount of digital information constantly increases, we need to make use of fully or partly automated systems.

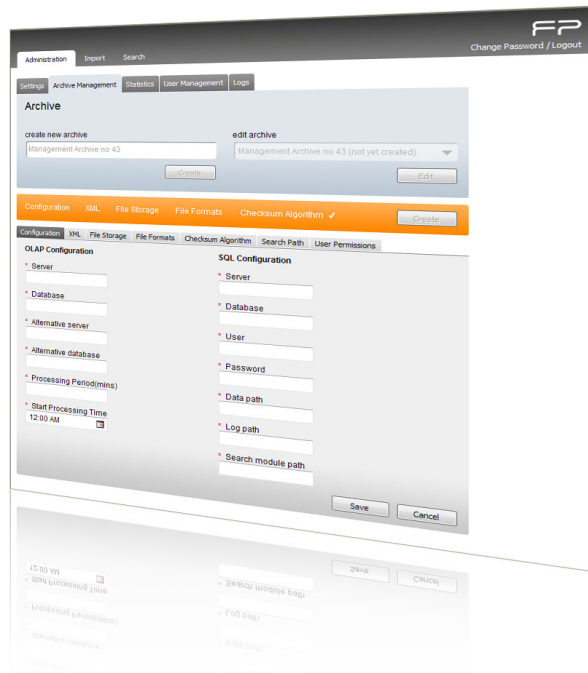
Regardless of business process or the specific requirements of the structure of documents to be preserved, FormPipe Long-Term Archive can receive the exported information. File formats to be approved for preservation are easily chosen in the system. Typically, the documents should be preserved in supplier-independent formats that are widely used today, e.g. XML, PDF/A, PNG or TIFF. FormPipe Long-Term Archive ensures that the documents are in the right format and saves them for long-term digital preservation. Metadata is stored as XML and can simply be saved according to the original structure. In this way, the original relationship between documents and the context in which they were created is preserved.

Following rules, laws and regulations

In addition to the risk that important information may be lost, there is also a risk that the requirements from authorities such as the FDA cannot be met if information is not stored correctly. For many companies within the Life Science sector there are strict regulations to store all documentation and information for extensive periods of time. This must be done in a correct manner in order to ensure readability and traceability for compliance with both GxP and 21 CFR Part 11.

FormPipe Long-Term Archive helps companies to comply with the requirements on archiving. In order to do this the software must be able to:

- » Preserve information over long periods of time.
- » Guarantee that the information that was stored does not change over time.
- » Keep and administer information describing how the documents are to be read and interpreted.
- » Track, find, and provide the information that was stored.
- » Trace the history of each document and also how any information has been changed.



Save time and get access to valuable information

With FormPipe Long-Term Archive the manual archiving is minimised and you will get full control of all stored documents. This will save time, both by the automation of the archiving process and by the easy access to the information sought for. Using the web interface and the permissions-control and integration options, it is possible for users to access the whole archive or specific parts of it. The system's web services make it possible to easily create individual search functions on the website or intranet.

The information management system FormPipe Platina is fully integrated with FormPipe Long-Term Archive. The archiving can be a fully automated process, but it is also possible to manually choose which documents are to be archived by the user interface. Naturally, the archived documents can be found and retrieved directly from FormPipe Platina.

About FormPipe

FormPipe Software's products help organisations to gather, manage and distribute information, and to place it in the correct context. Reduced costs, minimised risk exposure and structured information are all benefits that stem from using FormPipe Software's products.

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