Functional Requirements of Electronic Documents and Records Management System in National Records and Archives Authority in Sultanate of Oman: Evaluative Study in light of international standards

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Abstract:
Several disposals have been taken towards the establishments of the electronic government in the sultanate of Oman. The royal decree number 60/2007 has been issued to construct an electronic system for the management of the governmental documents in all national authorities. The national authority of the records and archives has been established by the royal decree #70/2008. National electronic system for the management of the documents and governmental records was developed in the year 2013. As we are in the first few years of applying this system, the necessity called for this investigation to examine the concordance of the system with the international standards of archiving. Special attention has been payed to standards of the functional requirements of the Omani national system as it is closely related to the arrangement and cataloging of the documents and its management.

The descriptive and analytical approach has been adopted in the present study. Tool of the study is represented in a list of functional requirements standards which is necessary for the sub systems of the management of the documents. This list was derived from the international standards of archiving. Functional requirements international standards have been decided and compared to those of the Omani national system.

The operational guide of the Omani authority of national records and archives was the experimental material of the study. The conclusion of the study referend to the concordance of the Omani national electronic system with the national standards of archiving and management of documents.

Keywords: