DAM Central Archive System

By

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Background

- As an longstanding and reputed organization DAM has a long and rich experience in various development sectors. It has enormous resources, history, data, good practices and innovations. Due to not having a proper archiving system these getting lost day by day.
- DAM management and relevant officials need various old or current documents but these cannot be found easily.
- Therefore establishing a central archive becomes a demand of the day.
- DAM is prioritize to establish a central archive system through its **Strategy Plan 2015-25** (Page no 53).
- A draft ToR on Archive was developed by MIS Unit on January 2021. But **Stopped due to COVID lockdown March-July 2021**
- A Concept Note was prepared and finalized by series of meeting with the representatives from different entities of DAM
- The Concept Note was approved by honorable DAM president on 30 June 2022 and we are on the way accordingly.

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Organization Highlights

Name of Item	Present Number	Cumulative Number
Project	49	350 +
Donor/Development Partner	41	---- 100 +
Geographical Coverage	35 Districts	All Districts
Population Coverage	17,00,628	30,519,001
Institutions	36	37
Unit	5	5
Division	3(HR & Admin, PRD, Accounts & Finance)	5(HR & Admin, PRD, Accounts & Finance, TMD, Research)
Published Materials	2000 +	
Human Resources	4110	14063

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What we lost

- Resources of TMD (Soft and hard copy)
- Resources of Research Division : Report of different Baseline Survey, Research, Study, Evaluation etc.
- Project Related : Contract/Agreement, Project Proposal, Different Reports.
- Institution – Resources of ABCL, CINED, Robotics etc.
- Photos
- Videos

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Current Practice in DAM

- Hard copy preserve in different office room.
- Soft copy preserve in individual computer hard disk.
- Data transfer through email, LANE, CD, pen drive etc.

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Difficulties we are facing

Demand of any period information

Lack of proper handover process and guideline

Computer Damage/Crash/File corruption

Why is archiving important?

Document archiving is securely storing information (both digital and paper format) that no longer use regularly.

It's important because it:

✓ Stops losing data
✓ Ensures only the right people can access the right documents
✓ Keeps documents organised and easy to access
✓ Saves valuable storage space in office and on server
✓ Helps to meet legal business requirements

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DIGITAL DOCUMENT ARCHIVING VS PHYSICAL ARCHIVES: WHICH IS BETTER?

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Physical Archiving

Physical archives usually refer to the process of archiving paper documents. However, archiving important information like forms, legal documents, customer files, or conference papers in paper may not be a good idea.

Maintaining a physical document archive costs both time and money and takes up valuable physical space, either in your office or at a third-party storage service.

over the years the archive suffered from damp, dirt, poor storage, and even the attacks of insects and mice. Some documents became fragile and could not be handled without falling apart. Others incurred localised damage, losing corners and sections of text.

This can cause several health and safety violations and cause irreversible damage to records

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Digital Archiving

Digital archiving is a process of preserving digital content for future use. It is important for organizations to archive their digital content to keep it safe from data loss and other disasters in order to avoid any adverse effects.

With digital capturing, documents can be accessed and shared from a single user to multiple users, with a decentralized approach, while maintaining high security and confidentiality to finally satisfy customers with the easiest & more convenient way of archiving.

It saves time, office space and makes it easy to access records in few mouse clicks.

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Benefits of Digital Archiving

There are many benefits of digital archiving, including:

1- Increased efficiency

Digital archiving can help organizations become more efficient by automating many of the tasks associated with managing paper records, such as filing, retrieving, and destroying records.

2- Improved access

Digital archiving can provide anytime, anywhere access to records, which can be a major advantage for organizations that need to share records with employees or customers located in different geographic areas.

3- Enhanced security

Security is considered one of the top digital archiving benefits as it can help protect records from physical damage or destruction, as well as unauthorized access.

4- Cost savings

The biggest cost savings come from not having to print documents. Printing documents can be expensive, especially if you need to print in color, by reducing the need for storage space, as well as the costs associated with managing paper records.

5- Increased productivity

The biggest productivity gains come from not having to search for documents. If you can find documents quickly, you can get work done faster. This is especially important if you need to find documents that are not in your office.

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Steps of Successful Digital Archive

1- Developing a digital archive policy

An important first step in preserving digital assets is to develop a digital archive policy. Without this important set of guidelines, it can be difficult to know what constitutes an appropriate digital record, what should be included in the archive, and how long to keep data.

2- Selecting proper manpower

It is very much important to have a group of well trained manpower to implement a successful archive system. It is supposed to have a committee for the overall process.

3- Creating a digital archive plan

A digital archive plan is an outline for the process of organizing and storing data for future use.

A digital archive plan is important for any business that relies on data to function. It is also important for any person that may have a need for data at a later date.

4- Develop the software

According to the planning it is very much important to have well structured software system.

5- Upload content and Monitoring

After the completion of the development process it is required to upload and monitor contents.

6- Regular maintenance

After the development process, the system that is in operation may cause occasional problems. It needs constant monitoring by the developer for regular troubleshooting.

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Proposed DAM Digital Archiving system

1- Document selection

The institution/sector/division/units will select and upload their documents. The documents could be Books, Policies and Rules, Manuals and Guidelines, Reports, Project papers, Audio, Video, Photography, Case Studies, Materials and Organizational Documents which have future values.

2- User Management

Different User Role will be created for specific task like: content uploading, manage access limit, approval system, monitoring and so on.

3- Data Security

- Both coding level and server level security will ensure to protect data.
- By confirming the proper user management unauthorized access to the document will be restricted.
- Resistance to attacks as Cross-site scripting (XSS), Cross-site request forgery (CSRF), SQL injections, distant inclusions, path transversal
- E-mail's headers injections blocked
- Password's encryption in database

Features of DAM Archiving system

✓ Online System accessible to anywhere
✓ Multi user management system
✓ 100% Responsive Design (compatible on all devices)
✓ Compatible to all major browsers
✓ Simple and User-friendly layout
✓ Standard Security system for both coding and server level.

DAM Archiving system-Login

❖ Every User must be authorized and also his/her user's name and password should be authenticated.
❖ After authenticated, the user role will be checked from the database and the user interface will be created according to that role/roles.
❖ Users who have focal person role have authorization to upload the archive documents. Head of institution/sector/division/unit role gives authorization to manage all archive documents including verification of his/her own institution/sector/division/unit documents. And Super Admin role gives user right to see all management data.

Welcome to Central Archive System

Dhaka Ahsania Mission

Login to your account

Username
Password

Login

Forgot your password ?

DAM Archiving system-User Role

User Type

User Type Name	Status	Permission	Action
Admin	Active	Permission	
Entry	Active	Permission	
Top Management	Active	Permission	
monitoring	Active	Permission	
verification	Active	Permission	

DAM Archiving system-Content Upload

DAM Archiving system-Index

Choosing the Right hosting for the Archive
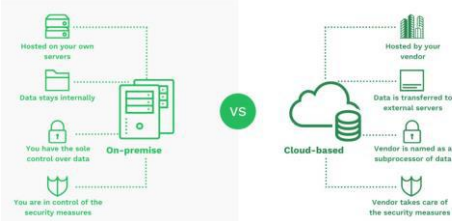
PROS & CONS OF **The Cloud**	PROS & CONS OF **On Premise**
COST: No up-front hardware cost	COST: High up-front cost
SCALABILITY: Easy to scale up and down	SCALABILITY: Limited scalability
MAINTENANCE: Minimal maintenance costs	MAINTENANCE: High maintenance fee
BACKUP: Automatic backup included	BACKUP: Manual backup
FEES: Monthly/Yearly fees required	FEES: No monthly/Yearly fees
Uptime : Minimum risk of uptime	Uptime : Need to rely on internet connectivity, electricity or external factors.
SECURITY: Professional security included	SECURITY: Requires IT personnel and firewall
MOBILITY: Remote storage = easy access	MOBILITY: Limited access
FLEXIBLITY: Enhanced flexibility	FLEXIBILITY: Limited flexibility
CONTROL: Limited control	CONTROL: Local control