



## CASE STUDY LIBRARY

# Trove: One repository to rule them all

Taking a user centric approach and creating a single repository for all current, non-current and legacy information at Wellington City Council

Wellington City Council is currently implementing **Opentext Content Server** as its new EDRMS. It will replace five existing systems and exposes archival material to users to support business processes.

Trove, or “The Repository of Virtually Everything”, presents an **integrated approach** to management of electronic and physical documents, records and archives. Users have a single repository to access current and historic information as required.



**Finalist for the 2014 ALGIM  
Information Management /  
Records Project of the Year**

Migrating the archive collection into Trove has **fundamentally changed** how the archives are used and in doing so has provided numerous efficiency and community benefits, including but not restricted to:

- Staff can search and browse the archive to find information. In turn, this **reduces archivist time** on routine reference work and enables better utilisation of specialist archive capability.
- Where archives are digitised, staff can access these scans in Trove. They can also **create shortcuts** to specific records, or groups of records, as required, avoiding the need to create duplicates.
- Additional functionality allows users to tag records with additional description or content, which can become searchable metadata and, once validated, be added to the formal description.
- Reporting can identify how **successful searching** is, and where there is a lack of success archive records can be tagged with additional keywords or terms to allow them to be found and improve discoverability
- Where records have not yet been digitized, a **workflow** allows staff to request this; they are notified when scans are available.
- City Records and City Archives no longer manage information as two separate teams, with the inherent duplication of effort required. There is increasing integration between the teams as the processes around **creation, disposition and archival arrangement** become merged.

Users have a single repository to access current and historic information as required. Presentation of historic content allows seamless access alongside current records as well as retaining historic archival context and arrangement. Some recordkeeping control has also been transferred to selected users across the organisation through the creation of a Business Administrator role.

### ENQUIRIES

If you'd like to know more about Trove: One Repository to rule them all, please contact **Adrian Humphris** (Wellington City Council) on [adrian.humphris@wcc.govt.nz](mailto:adrian.humphris@wcc.govt.nz)



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