

Introduction to Electronic Records Management

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Electronic Records Management (ERM)

- ERM is the set of tools and techniques to apply archives and records management theories to electronic materials, regardless of format



Electronic Records Management Principles

- Accessibility and readability over time
- Appraisal
- Audit Trail
- Authenticity
- Classification
- Central Repository
- Collaboration
- Disposition
- Document Scanning
- File Formats
- Metadata
- Physical Records Mgmt
- Retention Schedules
- Search and Retrieval
- Security
- Storage media
- Version Control
- Vital Records
- Workflow



Metadata

- Data about data...descriptive information



Types of Metadata

- Descriptive – e.g. what is this record?
- Administrative – e.g. who owns this record?
- Structural – e.g. what relationships does this record have to others?
- Technical – e.g. what file format is this record?
- Preservation- e.g. when was this record transferred to the archives?



Questions to Ask When Developing Metadata

- Who is the audience?
 - Who is this metadata being created for?
 - Who is doing the creation?
- Who can help?
 - Gathering stakeholder input
- How can metadata governance be implemented and maintained?
 - Guidelines, policies, accountability
- What will training look like?
- What is the communications plan?



Keys for Electronic Records Management

- Electronic records are more vulnerable than paper materials.
- Effective management of electronic records requires archivists to have a good working relationship with various record creation units.
- Technology solutions alone will not answer every question surrounding electronic records



ISO 23081

- Standard related to metadata for Records
- Core ideas:
- Recordkeeping metadata, data which describes the context, content and structure of records and their management through time.
- There are two types of metadata:
 - Point of capture metadata
 - Process metadata which keeps accumulating for the
- Lifespan of the record
- Levels of aggregation
- Policies required and roles & responsibilities
- Links to the processes of records management in ISO 15489-1 (Overarching records standard)



ISO 16175

- Principles and Functional Requirements for Records in Electronic Office Environments
- Developed by the International Council on Archives and the Australian Digital Recordkeeping Initiative



Records Management Principles

- Electronic business information has to be actively managed and reliably maintained as authentic evidence of business activity.
- Business information has to be linked to its business context through the use of metadata.
- Business information has to be kept and must remain accessible to authorized users for as long as required.
- Business information has to be able to be disposed of in a managed, systematic and auditable way.



Recordkeeping System Principles

- Systems should support good business information management as an organic part of the business process.
- Systems for capturing and managing business information have to rely on standardized metadata as an active, dynamic and integral part of the recordkeeping process.
- Systems have to ensure interoperability across platforms and domains and over time.
- Systems should rely as far as possible on open standards and technological neutrality.
- Systems should have the capacity for bulk import and export using open formats.
- Systems must maintain business information in a secure environment.
- As much metadata as possible should be system generated.
- It should be as easy as possible for users to create/capture records of business activity.



Electronic Records at NARA

- Strategic Goal: **“By December 31, 2022, NARA will, to the fullest extent possible, no longer accept transfers of permanent or temporary records in analog formats and will accept records only in electronic format and with appropriate metadata.”**
- <https://www.archives.gov/about/plans-reports/strategic-plan/strategic-plan-2018-2022>



Electronic Records Example at US Department of Agriculture

To submit, please **register** and **login** first.
To browse or use data from this site, no account is necessary!

i5k Workspace

The i5k Workspace @ NAL is a genome portal designed to help arthropod researchers access, visualize, share, and curate data associated with arthropod genome assemblies.



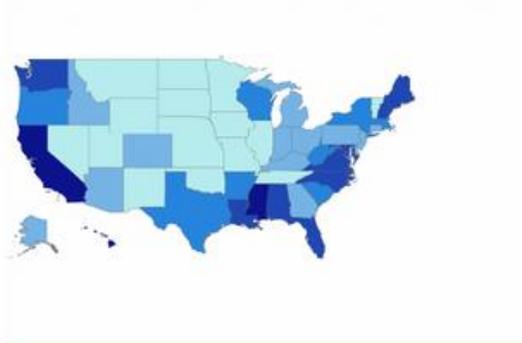
Topics

-  Agricultural Products
-  Agroecosystems & Environment
-  Animals & Livestock
-  Bioenergy
-  Food & Nutrition
-  Genomics & Genetics
-  Maps & Multimedia
-  Plants & Crops

Highlighted Datasets



These datasets were generated for calibrating robot-camera systems and to develop and test new robot-world, hand-eye calibration methods.



An analysis of nearly 3,000 U.S. federal aquaculture research grants awarded from 1990 to 2015, totaling nearly one billion dollars.



Data on the fate and density of emerald ash borer larvae and associated parasitoids on ash saplings in southern Michigan from 2013–2015.

Electronic Records at the University of Maryland

The screenshot shows the DRUM website interface. At the top, there is a red navigation bar with the University of Maryland logo and the text "UNIVERSITY OF MARYLAND". Below this, the "UNIVERSITY LIBRARIES DRUM" logo is displayed, with the subtitle "Digital Repository at the University of Maryland". A "Login" button is visible in the top right corner. The breadcrumb trail reads: "DRUM / Theses and Dissertations from UMD / UMD Theses and Dissertations / View Item".

The main content area features the title "Phylogenetic analysis of swine influenza viruses isolated from humans in Alma-Ata, Kazakhstan". To the left of the abstract is a thumbnail image of the document cover. Below the thumbnail, the file name "Padmanabhan_umd_0117N_10405.pdf (881.8Kb)" and the number of downloads "No. of downloads: 906" are listed. The abstract text describes the study's focus on the genetic analysis of swine influenza viruses and their evolution over time. Below the abstract, the "Date" is listed as "2009", the "Author" as "Padmanabhan, Rangarajan", and the "Advisor" is listed. The "URI" is provided as "http://hdl.handle.net/1903/9355". The "Collections" section lists "Cell Biology & Molecular Genetics Theses and Dissertations" and "UMD Theses and Dissertations".

On the right side of the page, there is a search bar with the text "Search" and a magnifying glass icon. Below the search bar, there are radio buttons for "Search DRUM" (selected) and "This Collection". Underneath, a "BROWSE" section contains a list of navigation options: "All of DRUM", "Communities & Collections", "By Issue Date", "Authors", "Titles", "Subjects", "This Collection" (highlighted), "By Issue Date", and "Authors".

- <https://drum.lib.umd.edu/handle/1903/9355>



Digital Repository at the University of Maryland

The screenshot shows the homepage of the University of Maryland Digital Repository (DRUM). At the top, there is a red navigation bar with the text "UNIVERSITY OF MARYLAND" and a small upward-pointing arrow. Below this, the University of Maryland Libraries logo is on the left, followed by the "DRUM" logo and the text "Digital Repository at the University of Maryland". On the right side of this header, there is a "Login" button. Below the header is a dark grey bar with a home icon and the text "DRUM".

The main content area features a large heading: "Welcome to the repository for University of Maryland research." Below this is a paragraph explaining that DRUM collects, preserves, and provides public access to scholarly output. It lists various research products that can be shared and preserved, such as articles, data, supplemental material, presentations, and theses. A "Submit" button is located at the bottom left of this section.

On the right side, there is a search bar and a "BROWSE" section with a list of categories: "All of DRUM", "Communities & Collections", "By Issue Date", "Authors", "Titles", and "Subjects". Below this is a "MY ACCOUNT" section with "Login" and "Register" buttons. At the bottom right, there is a "DISCOVER" section with an "Author" button.

At the bottom left of the page, there is a red banner with the University of Maryland logo and the text "COMMUNITIES IN DRUM".



COMMUNITIES
IN
DRUM

Communities in DRUM

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