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.

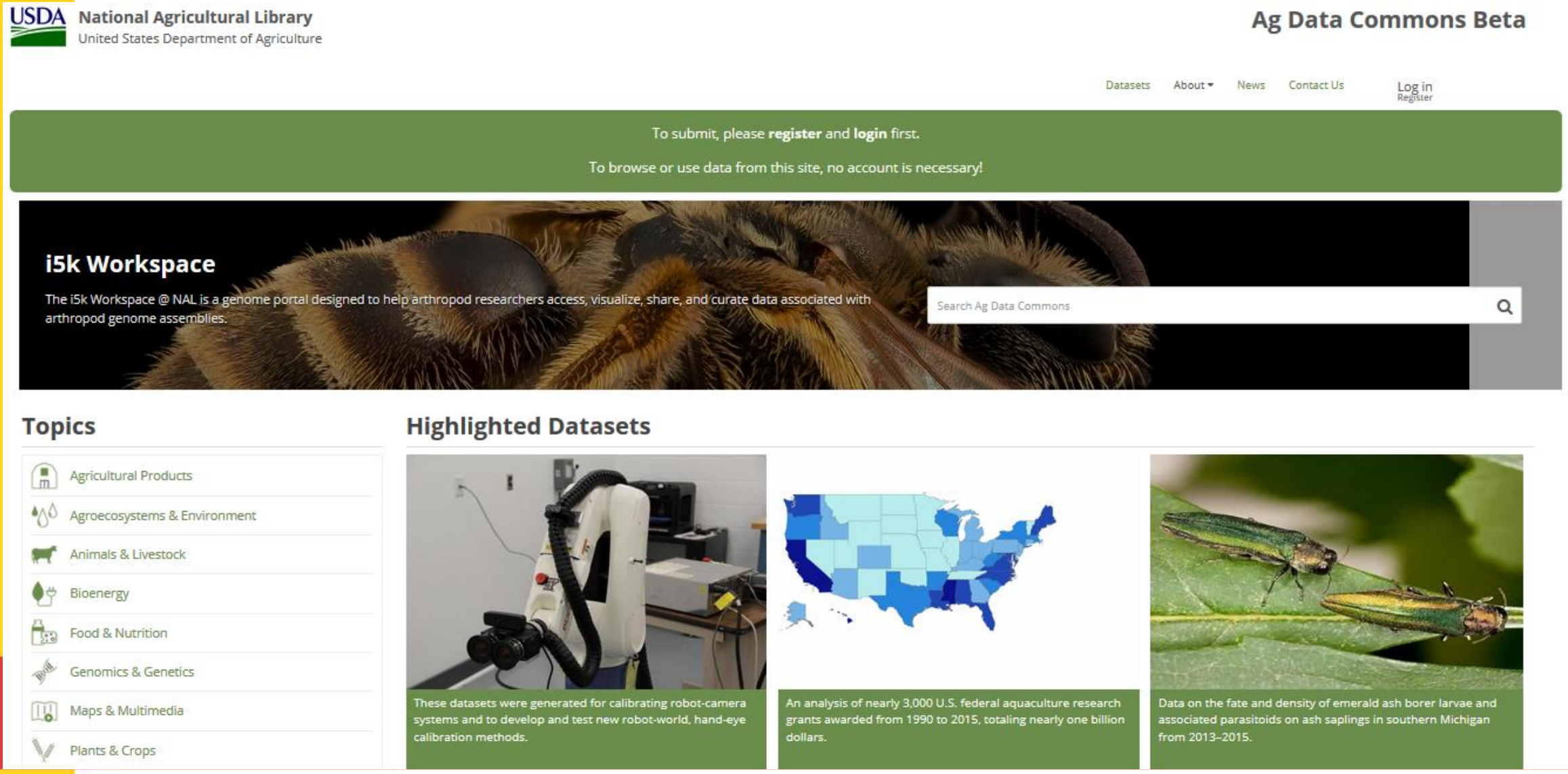
Recordkeeping System Principles

- 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.

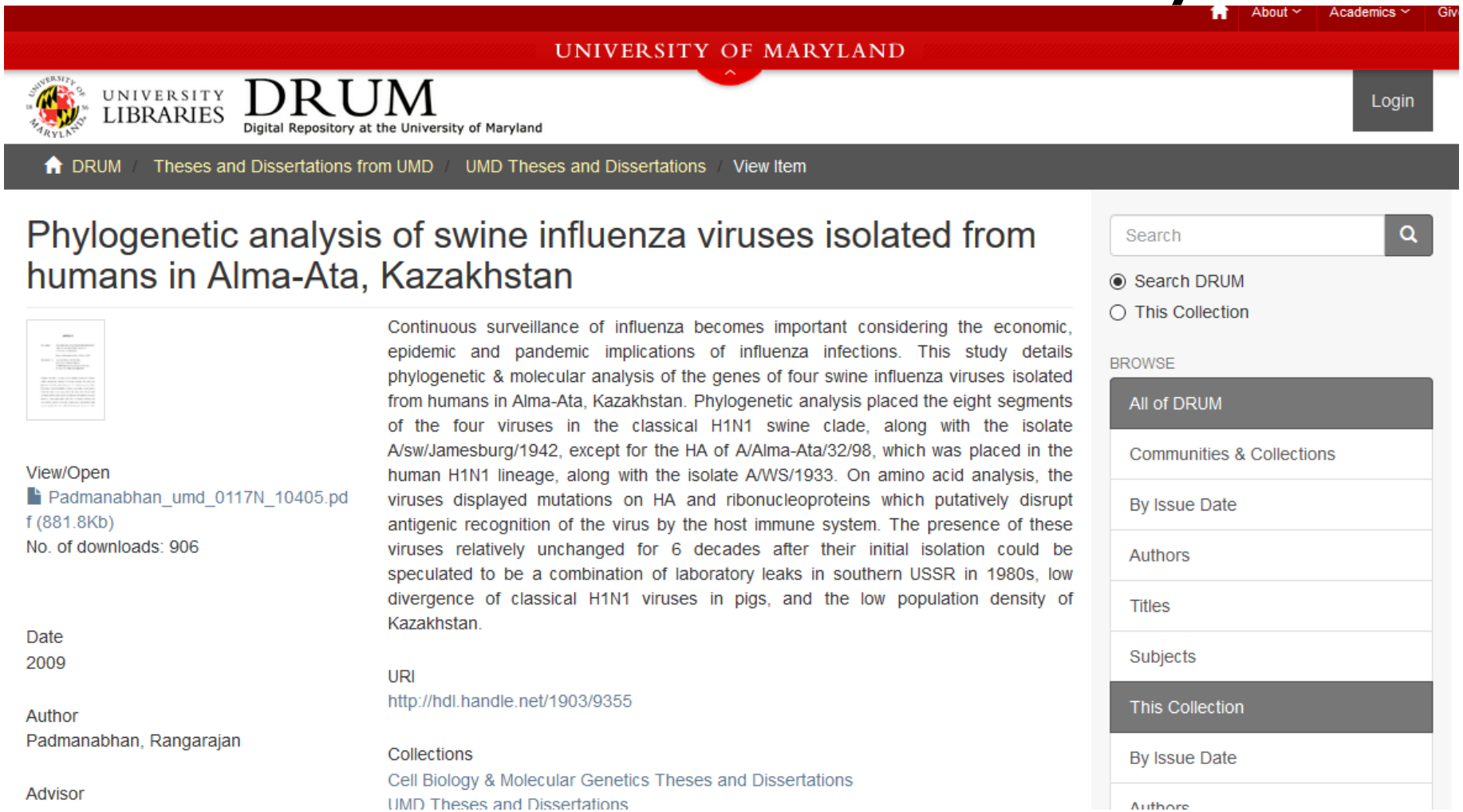
Electronic Records at NARA

- 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



Electronic Records at the University of Maryland



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

Digital Repository at the University of Maryland

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