

# AC<sup>+</sup>erm Resource List



The list is divided into a number of sections, each representing a broad category of resource type. The index covers entries under all types except individual publications—books, journal articles, reports, etc—which are laid out in alphabetical order of author (or publishing body, in the absence of a named author).

## **Sections—Resource Types**

**Universities, colleges, and educational institutes (e.g. Smithsonian) >>>**

**Archives, record offices, and libraries run by national, regional, or municipal government >>>**

**Books and publishers >>>**

**Journals >>>**

**Government agencies (except for archives, records offices, libraries) >>>**

**Major non-government bodies with quasi-regulatory, normative or policy development functions, e.g. ISO, DPC >>>**

**Organisations and consortia (profit and non-profit) >>>**

**Professional recordkeepers' associations / organizations >>>**

**Consultancies >>>**

**Individuals—Websites and blogs >>>**

**Reports, journal articles and conference papers >>>**

**Index >>>**

## **Notes on order of entries:**

*Organisations or projects are listed in order of full title, though the abbreviation comes first in the entry. However, the index is ordered by abbreviation / acronym.*

*Universities are generally listed according to location: Glasgow University rather than University of Glasgow. Exceptions are made where the institution is most commonly known in a different order – e.g. University of British Columbia (UBC), University College London (UCL).*

*National or regional archives / records offices / libraries are listed separately; all other national and local government bodies are listed under the appropriate country. Thus The National Archives, but UK Government – Cabinet Office.*

## Education / Research (Universities, colleges, institutes (e.g. Smithsonian))

<p>Bath University [UK]</p> <p>UKOLN “a research organization that aims to inform practice and influence policy in the areas of: digital libraries, information systems, bibliographic management, and web technologies.” <a href="http://www.ukoln.ac.uk/">http://www.ukoln.ac.uk/</a></p>
<p>BRTF-SDPA (Blue Ribbon Task Force on Sustainable Digital Preservation and Access) See <i>SDSC</i></p>
<p>Cedars Project see <i>RLUK</i>.</p>
<p>CTG (Center for Technology in Government) at State University of New York (SUNY) “works with government to develop information strategies that foster innovation and enhance the quality and coordination of public services ... through applied research and partnership projects..” <a href="http://www.ctg.albany.edu/sitemap/sitemap?chapter=sitemap">http://www.ctg.albany.edu/sitemap/sitemap?chapter=sitemap</a></p> <p>Electronic records projects <a href="http://www.ctg.albany.edu/projects/projects?sub=records">http://www.ctg.albany.edu/projects/projects?sub=records</a></p>
<p>CERP (Collaborative Electronic Records Project—Smithsonian Institution Archives (SIA) and the Rockefeller Archive Center (RAC) “a collaborative three-year project to develop, test, and share the technology to preserve digital documents with other non-profit organizations. SIA and RAC will develop and test electronic records preservation, focusing on e-mail ...” <a href="http://siarchives.si.edu/cerp/index.htm">http://siarchives.si.edu/cerp/index.htm</a></p>
<p>CAUSE (College and University Systems Exchange) see <i>EDUCAUSE</i>.</p>
<p>CURL (Consortium of University Research Libraries) See <i>RLUK</i> [UK]</p>
<p>Cornell University</p> <p>PRISM (Preservation, Reliability, Interoperability, Security, and Metadata) project <a href="http://prism.cornell.edu/main.htm">http://prism.cornell.edu/main.htm</a></p>
<p>CAMiLEON project (<b>C</b>reative <b>A</b>rchiving <b>A</b>t <b>M</b>ichigan and <b>L</b>eeds <b>E</b>mulating the <b>O</b>ld on the <b>N</b>ew) Joint undertaking between the Universities of Michigan (USA) and Leeds (UK), funded by JISC and NSF (q.v.). “[D]eveloping and evaluating a range of technical strategies for the long term preservation of digital materials. User evaluation studies and a preservation cost analysis are providing answers as to when and where these strategies will be used.” <a href="http://www.si.umich.edu/CAMILEON/">http://www.si.umich.edu/CAMILEON/</a></p>
<p>DCC (Digital Curation Centre) [“The purpose of our centre is to provide a national focus for research and development into curation issues and to promote expertise and good practice, both national and international, for the management of all research outputs in digital format.”] <a href="http://www.dcc.ac.uk/">http://www.dcc.ac.uk/</a> <a href="http://digitalcuration.blogspot.com/">http://digitalcuration.blogspot.com/</a></p>
<p>EDUCAUSE [US] (formerly CAUSE (College and University Systems Exchange)). “A nonprofit association whose mission is to advance higher education by promoting the intelligent use of information technology.” [Somewhat similar to JISC in the UK, but without anything like as strong a focus on RM.] <a href="http://www.educause.edu/">http://www.educause.edu/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>Florida State University [US]</p> <p>Information Use Management and Policy Institute “conducts research that focuses on the information user, and the interaction of the user with information products, services, policies, technologies, and organizations.” <a href="http://www.ii.fsu.edu/">http://www.ii.fsu.edu/</a></p>
<p>Glasgow University [UK]</p> <p>HATII (Humanities Advanced Technology and Information Institute) “encourages and facilitates the use of information and communication technology to enhance research and teaching in the arts and humanities.” <a href="http://www.hatii.arts.gla.ac.uk/">http://www.hatii.arts.gla.ac.uk/</a></p>
<p>HATII <i>See Glasgow University.</i></p>
<p>Indiana University Electronic Records Project “[A] multi-phase project follow-up to the University of Pittsburgh Functional Requirements for Evidence in Recordkeeping Project ... funded by the ... NHPRC.”</p> <p>Phase I (1995–1997) There is no longer any direct online link to material generated by Phase I. However, the findings are reported in Bantin, PC &amp; Bernbom, G ‘The Indiana University Electronic Records Project: analyzing functions, identifying transactions, and evaluating recordkeeping systems; a report on methodology’, <i>Archives and Museum Informatics</i> 10 (3) 1996, pp346–366.</p> <p>Phase II (2000–2002) <a href="http://www.libraries.iub.edu/index.php?pagelid=3313">http://www.libraries.iub.edu/index.php?pagelid=3313</a></p>
<p>Information Use Management and Policy Institute <i>See Florida State University.</i></p>
<p>InterPARES Project (<b>I</b>nternational <b>R</b>esearch on <b>P</b>ermanent <b>A</b>uthentic <b>R</b>ecords in <b>E</b>lectronic <b>S</b>ystems) “InterPARES aims at developing the knowledge essential to the long-term preservation of authentic records created and/or maintained in digital form and providing the basis for standards, policies, strategies and plans of action capable of ensuring the longevity of such material and the ability of its users to trust its authenticity.” <a href="http://www.interpares.org">http://www.interpares.org</a></p> <p>InterPARES 1 (1999–2001) <a href="http://www.interpares.org/ip1/ip1_index.cfm">http://www.interpares.org/ip1/ip1_index.cfm</a> InterPARES 2 (2002–2006) <a href="http://www.interpares.org/ip2/ip2_index.cfm">http://www.interpares.org/ip2/ip2_index.cfm</a> InterPARES 3 (2007–2012) <a href="http://www.interpares.org/ip3/ip3_index.cfm">http://www.interpares.org/ip3/ip3_index.cfm</a></p> <p>An international collaborative project initiated by the University of British Columbia (UBC) School of Library, Archival and Information Studies (q.v.).</p> <p>International InterPARES sites: USA: <a href="http://www.gseis.ucla.edu/us-interpares/">http://www.gseis.ucla.edu/us-interpares/</a></p> <p>Publications: Duranti, L and Preston, R 2008 – see separate entry.</p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

JISC (Joint Information Systems Committee) [UK]  
“The mission ... is to provide world-class leadership in the innovative use of ICT to support education and research. JISC funds a national services portfolio ... and a range of programmes ... and projects ...”

<http://www.jisc.ac.uk/>

Initiatives and resources include:

Records Management

[http://www.jisc.ac.uk/whatwedo/themes/eadministration/recordsman\\_home.aspx](http://www.jisc.ac.uk/whatwedo/themes/eadministration/recordsman_home.aspx)

Digitization

<http://digitisation.jiscinvolve.org/>

Digital Preservation Policies Study

<http://www.jisc.ac.uk/publications/documents/jiscpolicyfinalreport.aspx>

Publications

<http://www.jisc.ac.uk/publications.aspx>

JISC infoNet

“aims to be the UK’s leading advisory service for managers in the post-compulsory education sector promoting the effective strategic planning, implementation and management of information and learning technology.”

<http://www.jiscinfonet.ac.uk/>

Records management resources

<http://www.jiscinfonet.ac.uk/records-management>

EDRM Toolkit: Implementing an Electronic Document Management (EDRM) System

[http://www.jiscinfonet.ac.uk/InfoKits/edrm/index\\_html](http://www.jiscinfonet.ac.uk/InfoKits/edrm/index_html)

Impact Calculator

[http://www.jiscinfonet.ac.uk/records-management/measuring-impact/impact-calculator/index\\_html](http://www.jiscinfonet.ac.uk/records-management/measuring-impact/impact-calculator/index_html)

Records Management Maturity Model for the Further & Higher Education Sectors

[http://www.jiscinfonet.ac.uk/records-management/measuring-impact/maturity-model/index\\_html](http://www.jiscinfonet.ac.uk/records-management/measuring-impact/maturity-model/index_html)

LDB-Centrum / LDP Centre *See Luleå University of Technology*

Liverpool University [UK]

LUCAS (Liverpool University Centre for Archive Studies)

<http://www.liv.ac.uk/lucas/>

Video podcast of presentation by Luciana Duranti at LUCAS AGM on 07.02.2008: ‘It’s All About Trust: the reliability, accuracy and authenticity of digital records’

[http://www.liv.ac.uk/lucas/Archived\\_News\\_and\\_Events.htm](http://www.liv.ac.uk/lucas/Archived_News_and_Events.htm)

Loughborough University [UK]

Institutional Records Management and E-mail project

<http://www.webarchive.org.uk/wayback/archive/20070302174042/http://www.lboro.ac.uk/computing/irm/index.html>

Luleå University of Technology [Sweden]

LDB-Centrum / LDP Centre (Centre for Long-term Digital Preservation)

“A competence centre for research and technical development and testing of methods and technologies for long-term digital preservation and access. We strive to create immediate benefit for our partners. Parts are archives, libraries and universities are jointly working on this issue to find good methods, practices and as far as possible common solutions.”

<http://www.ltu.se/ies/ldb-centrum> [Swedish]

<http://www.ltu.se/ies/ldb-centrum?l=en> [English]

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>Monash University [Australia] RCRG (Records Continuum Research Group) <a href="http://www.sims.monash.edu.au/research/rcrg/index.html">http://www.sims.monash.edu.au/research/rcrg/index.html</a></p> <p>Projects include:</p> <p>Clever Recordkeeping Metadata Project (2003–2005) <a href="http://www.infotech.monash.edu.au/research/groups/rcrg/crkm/">http://www.infotech.monash.edu.au/research/groups/rcrg/crkm/</a></p> <p>Recordkeeping Metadata Project (1998–1999), including SPIRT <a href="http://www.sims.monash.edu.au/research/rcrg/research/spirt/index.html">http://www.sims.monash.edu.au/research/rcrg/research/spirt/index.html</a></p>
<p>Northumbria University (UNN) [UK]</p> <p>Information, Knowledge and Systems Research Group:</p> <p>Records management research. <a href="http://northumbria.ac.uk/sd/academic/ceis/re/isrc/themes/rmarea/">http://northumbria.ac.uk/sd/academic/ceis/re/isrc/themes/rmarea/</a></p> <p>AC<sup>+</sup>erm Project (Accelerating Positive Change in electronic records management). <a href="http://www.northumbria.ac.uk/sd/academic/ceis/re/isrc/themes/rmarea/erm/">http://www.northumbria.ac.uk/sd/academic/ceis/re/isrc/themes/rmarea/erm/</a> <a href="http://acerm.blogspot.com/">http://acerm.blogspot.com/</a></p>
<p>OCLC (Online Computer Library Center) [US]</p> <p>“A nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world’s information and reducing the rate of rise of library costs. More than 71,000 libraries in 112 countries and territories around the world use OCLC services to locate, acquire, catalog, lend and preserve library materials.”</p> <p>PREMIS (PREservation Metadata: Implementation Strategies) Working Group <a href="http://www.oclc.org/research/activities/past/orprojects/pmwg/default.htm">http://www.oclc.org/research/activities/past/orprojects/pmwg/default.htm</a></p>
<p>PARADIGM Project (<b>P</b>ersonal <b>A</b>rchives <b>A</b>ccessible in <b>D</b>igital <b>M</b>edia) [UK]</p> <p>Collaboration between “the major research libraries of the Universities of Oxford and Manchester ... to explore the issues involved in preserving digital private papers.” <a href="http://www.paradigm.ac.uk/">http://www.paradigm.ac.uk/</a></p>
<p>Pittsburgh University [US]</p> <p>Functional Requirements for Evidence in Recordkeeping [“Pittsburgh Project”]. <a href="http://www.archimuse.com/papers/nhprc/">http://www.archimuse.com/papers/nhprc/</a> <a href="http://web.archive.org/web/20000818163633/www.sis.pitt.edu/~nhprc/">http://web.archive.org/web/20000818163633/www.sis.pitt.edu/~nhprc/</a></p>
<p>PREMIS (PREservation Metadata: Implementation Strategies) Working Group <i>See OCLC</i></p>
<p>PRISM project <i>see Cornell University</i></p>
<p>RCRG (Records Continuum Research Group) <i>See Monash University</i></p>
<p>RLUK (Research Libraries UK) <i>formerly CURL</i></p> <p>“RLUK’s vision is that the UK should have the best research library support in the world RLUK’s mission is to work with our members and with our partners, nationally and internationally, to shape and to realise the vision of the modern research library.” <a href="http://www.rluk.ac.uk/">http://www.rluk.ac.uk/</a></p> <p>Initiatives include the Cedars (<b>CURL Exemplars in Digital Archives</b>) Project on digital preservation <a href="http://www.webarchive.org.uk/wayback/archive/20050410120000/http://www.leeds.ac.uk/cedars/index.html">http://www.webarchive.org.uk/wayback/archive/20050410120000/http://www.leeds.ac.uk/cedars/index.html</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>SDSC (San Diego Supercomputer Center)</p> <p>BRTF-SDPA (Blue Ribbon Task Force on Sustainable Digital Preservation and Access) <a href="http://brtf.sdsc.edu/">http://brtf.sdsc.edu/</a></p> <p>Publications <a href="http://brtf.sdsc.edu/publications.html">http://brtf.sdsc.edu/publications.html</a></p> <p>Bibliography <a href="http://brtf.sdsc.edu/bibliography.html">http://brtf.sdsc.edu/bibliography.html</a></p> <p>Project on Persistent Archives and Electronic Records Management for NARA – list of project publications (some available for viewing / download) on digital preservation. <a href="http://www.sdsc.edu/NARA/Publications.html">http://www.sdsc.edu/NARA/Publications.html</a></p>
<p>SUNY (State University of New York) See CTG.</p>
<p>SPIRT Project (Strategic Partnerships with Industry – Research &amp; Training) See Monash University.</p>
<p>UKOLN See Bath University.</p>
<p>UBC (University of British Columbia)</p> <p>'UBC Project', <i>The Preservation of the Integrity of Electronic Records</i> <a href="http://www.interpares.org/UBCProject/index.htm">http://www.interpares.org/UBCProject/index.htm</a></p> <p>See also InterPARES.</p>
<p>UCL (University College London) [UK]</p> <p>ICARUS (International Centre for Archives and Records Management Research and User Studies)</p> <p>"Established in recognition of the need to develop a significant body of research which seeks to identify, understand and meet the rapid social, technological and intellectual changes sweeping through the archives and records management discipline." <a href="http://www.ucl.ac.uk/infostudies/research/icarus/">http://www.ucl.ac.uk/infostudies/research/icarus/</a></p>
<p>UL (University of London)</p> <p>ULCC (University of London Computer Centre) <a href="http://www.ulcc.ac.uk/">http://www.ulcc.ac.uk/</a></p> <p>Digital Preservation "The Digital Preservation Team at ULCC has more than 10 years' experience dealing with the preservation of valuable digital materials, and has played a leading role in major digital archives projects and initiatives." <a href="http://www.ulcc.ac.uk/digital-preservation.html">http://www.ulcc.ac.uk/digital-preservation.html</a></p> <p>Digital Archives blog <a href="http://dablog.ulcc.ac.uk/">http://dablog.ulcc.ac.uk/</a></p>
<p>VUW (Victoria University of Wellington) [NZ]</p> <p>e-Government unit <a href="http://e-government.vuw.ac.nz/index.aspx">http://e-government.vuw.ac.nz/index.aspx</a></p> <p>Research <a href="http://e-government.vuw.ac.nz/research_projects.aspx">http://e-government.vuw.ac.nz/research_projects.aspx</a></p> <p>Publications <a href="http://e-government.vuw.ac.nz/publications.aspx">http://e-government.vuw.ac.nz/publications.aspx</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Archives, record offices, and libraries run by national, regional, or municipal government

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

Archives New Zealand recordkeeping advice

<http://archives.govt.nz/advice/continuum>

Recordkeeping Publications. <http://continuum.archives.govt.nz/recordkeeping-publications.html>

ADRI (Australasian Digital Recordkeeping Initiative)

“The Australasian Digital Recordkeeping Initiative (ADRI) was established by the Council of Australasian Archives and Records Authorities (CAARA) in 2004 as a formal collaboration of the ten government archives and records authorities in Australia and New Zealand.”

<http://www.adri.gov.au/>

Australian Archives *see NAA (National Archives of Australia)*

CoSA (Council of State Archivists) [US].

Prior to 2005, Council of State Historical Records Coordinators (COSHRC).

[www.statearchivists.org](http://www.statearchivists.org).

COSHRC (Council of State Historical Records Coordinators)

Since 2005, Council of State Archivists (CoSA) *see CoSA*.

Dioscuri (Open-source emulator developed by National Library of the Netherlands)

[“An x86 computer hardware emulator written in Java. It is designed by the digital preservation community to ensure documents and programs from the past can still be accessed in the future.”]

<http://dioscuri.sourceforge.net/>

Dutch National Archives *See Nationaal Archief*.

Library of Congress [US]

National Digital Information Infrastructure and Preservation Program (NDIIPP)

<http://www.digitalpreservation.gov/>

Metadata Encoding and Transmission Standard (METS)

<http://www.loc.gov/standards/mets/>

Nationaal Archief [Netherlands] (Dutch National Archives)

<http://www.nationaalarchief.nl/default.asp> (Dutch)

<http://www.en.nationaalarchief.nl/> (English)

Digitale Duurzaamheid (Digital Longevity)

“to help ensure that Dutch government digital information is sustainable, properly managed, and can be preserved in an authentic and re-usable manner for the long-term.”

<http://www.digitaleduurzaamheid.nl/home.cfm> (Dutch)

<http://www.digitaleduurzaamheid.nl/index.cfm?paginakeuze=286&lang=en> (English)

National Archives [UK] *See TNA*

NAA (National Archives of Australia): Records Management.

<http://www.naa.gov.au/records-management/index.aspx>

Current versions of publications:

<http://www.naa.gov.au/records-management/publications/index.aspx>

<p>NARA (National Archives and Records Administration) [US]. Records Management (main resource links page) <a href="http://www.archives.gov/records-mgmt/">http://www.archives.gov/records-mgmt/</a></p> <p>Other RM resources <a href="http://www.archives.gov/records-mgmt/resources/">http://www.archives.gov/records-mgmt/resources/</a></p> <p>Electronic Records Archive (ERA) “strategic initiative to preserve and provide long-term access to uniquely valuable electronic records of the U.S. Government, and to transition government-wide management of the lifecycle of all records into the realm of e-government.” <a href="http://www.archives.gov/era/">http://www.archives.gov/era/</a></p>
<p>NDIIPP (National Digital Information Infrastructure and Preservation Program) <i>See Library of Congress.</i></p>
<p>NHPRC (National Historical Publications and Records Commission) [US] <a href="http://www.archives.gov/nhprc/">http://www.archives.gov/nhprc/</a></p> <p>Details of grants given for electronic records research projects <a href="http://www.archives.gov/nhprc/projects/electronic-records/projects.html">http://www.archives.gov/nhprc/projects/electronic-records/projects.html</a></p> <p>WGBH Educational Foundation: NHPRC-funded Unified Preservation Format (UPF). <a href="http://info.wgbh.org/upf/">http://info.wgbh.org/upf/</a></p> <p><i>See also McClure &amp; Sprehe.</i></p>
<p>NLA (National Library of Australia) PADI initiative (Preserving Access to Digital Information) <a href="http://www.nla.gov.au/padi/">http://www.nla.gov.au/padi/</a></p>
<p>NYSA (New York State Archives) – records management. <a href="http://www.archives.nysed.gov/a/records/index.shtml">http://www.archives.nysed.gov/a/records/index.shtml</a></p> <p>e-Records <a href="http://www.archives.nysed.gov/a/records/mr_erecords.shtml">http://www.archives.nysed.gov/a/records/mr_erecords.shtml</a></p> <p>e-Mail <a href="http://www.archives.nysed.gov/a/records/mr_erecords_email.shtml">http://www.archives.nysed.gov/a/records/mr_erecords_email.shtml</a></p> <p>GIS <a href="http://www.archives.nysed.gov/a/records/mr_erecords_gis.shtml">http://www.archives.nysed.gov/a/records/mr_erecords_gis.shtml</a></p> <p>Voicemail <a href="http://www.archives.nysed.gov/a/records/mr_erecords_vmail.shtml">http://www.archives.nysed.gov/a/records/mr_erecords_vmail.shtml</a></p>
<p>PADI <i>See NLA (National Library of Australia)</i></p>
<p>PRO (Public Records Office) [UK] <i>See TNA</i></p>
<p>PRONI (Public Records Office of Northern Ireland) [UK] Records and information management <a href="http://www.proni.gov.uk/index/professional_information/records_and_information_management.htm">http://www.proni.gov.uk/index/professional_information/records_and_information_management.htm</a></p> <p>Electronic records <a href="http://www.proni.gov.uk/index/professional_information/electronic_records.htm">http://www.proni.gov.uk/index/professional_information/electronic_records.htm</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)



<p>PROV (Public Record Office of Victoria)</p> <p>Recordkeeping resources <a href="http://www.prov.vic.gov.au/records/">http://www.prov.vic.gov.au/records/</a></p> <p>Standards and advice <a href="http://www.prov.vic.gov.au/records/standards.asp">http://www.prov.vic.gov.au/records/standards.asp</a></p> <p>VERS (Victorian Electronic Records Strategy) <a href="http://www.prov.vic.gov.au/vers/vers/default.asp">http://www.prov.vic.gov.au/vers/vers/default.asp</a></p>
<p>SESAM project, a collaboration between the Swedish national Archives and Astra AB, the pharmaceutical firm.</p> <p>McDonald, J. 'Review of Workshop on Electronic Archiving, An Evaluation of the SESAM Report', <i>Archives &amp; Museum Informatics</i> 12(2) 1998, pp147–150.</p>
<p>TNA (The National Archives) [UK] [formerly the Public record office (PRO)].</p> <p>Records management <a href="http://www.nationalarchives.gov.uk/recordsmanagement/">http://www.nationalarchives.gov.uk/recordsmanagement/</a></p> <p>Electronic records management. <a href="http://www.nationalarchives.gov.uk/electronicrecords/">http://www.nationalarchives.gov.uk/electronicrecords/</a></p> <p>Digital preservation <a href="http://www.nationalarchives.gov.uk/preservation/digital.htm">http://www.nationalarchives.gov.uk/preservation/digital.htm</a></p> <p>e-Government Policy Framework <a href="http://www.nationalarchives.gov.uk/documents/egov_framework.pdf">http://www.nationalarchives.gov.uk/documents/egov_framework.pdf</a></p> <p>PRONOM online registry of technical information <a href="http://www.nationalarchives.gov.uk/PRONOM/Default.aspx">http://www.nationalarchives.gov.uk/PRONOM/Default.aspx</a></p>

## Books and publishers

Facet Publishing [UK] “the leading international publisher of books for the library and information profession.” Catalogue <a href="http://www.facetshop.co.uk/mm5/merchant.mvc">http://www.facetshop.co.uk/mm5/merchant.mvc</a>
Ambacher, B. <i>Thirty Years of Electronic Records</i> , Scarecrow Press, 2003.
Bailey, S. <i>Managing the Crowd: Rethinking Records Management for the Web 2.0 World</i> . Facet, 2008
Bantin, P.C. <i>Understanding Data and Information Systems for Recordkeeping</i> (London: Facet Publishing, 2008)
Choksy, C. <i>Domesticating Information: Managing Documents Inside the Organization</i> . Scarecrow Press, 2006
Coleman, L. et al <i>Managing Records in Global Financial Markets: Ensuring Compliance and Mitigating Risk</i> . London: Facet, Due 2010
Dearstyne, B. <i>Effective approaches for managing electronic records and archives</i> . Scarecrow Press, 2002
Dearstyne, B. (ed) <i>Leading and Managing Archives and Records Programs: Strategies for success</i> . Facet, 2008.
Duranti, L. and Preston, R. <i>International Research on Permanent Authentic Records in Electronic Systems (InterPARES) 2: Interactive, Dynamic and Experiential Records</i> . Rome: ANAI, 2008 <a href="http://www.interpares.org/ip2/book.cfm">http://www.interpares.org/ip2/book.cfm</a>
Foulonneau, M. and Riley, J. <i>Metadata for Digital Resources</i> . Oxford: Chandos Limited, 2008
Gilchrist, A. and Mahon, B. (eds) <i>Information architecture: Designing information environments for purpose</i> . London: Facet, 2003
McDonald, J. ‘The wild frontier ten years on’. In: McLeod, J and Hare, CE (eds) <i>Managing electronic records</i> , pp1–17.
McKemmish, S. et al (eds). <i>Archives: recordkeeping in society</i> . Charles Sturt University, 2005.
McLeod, J. and Hare, C.E. (eds) <i>Managing electronic records</i> . London: Facet Press, 2005
Nicholas, D. and Rowlands, I. <i>Digital Consumers: Reshaping the Information Professions</i> . Facet, 2008
Proffitt, J. <i>Outsourcing Records Management</i> . Routledge, 2009
Saffady, W. <i>Managing Electronic Records</i> (4th edn). London: Facet Publishing, 2009
Smith, K. <i>Planning and Implementing Electronic records Management</i> . London: Facet Publishing, 2007. ISBN: 978-1-85604-615-2
Tough A. & Moss, M. (eds) <i>Record keeping in a hybrid environment. Managing the creation, use, preservation and disposal of unpublished information objects in context</i> . Chandos, 2006. ISBN 978 1 84334 142 0
Weinberger, D. <i>Everything is Miscellaneous: The Power of the New Digital Disorder</i> . New York Times Books, 2007.

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Journals

<p><i>American Archivist</i>                  Semi-annual journal of the Society of American Archivists (q.v.). Full text available freely on line except for most recent three volumes, parts of which are restricted to subscribers only.  <a href="http://archivists.metapress.com/home/main.mpx">http://archivists.metapress.com/home/main.mpx</a></p>
<p><i>Archival Issues</i>                  Semi-annual journal of the MAC (Midwest Archives Conference) (q.v.). TOCs and abstracts partly available on line.  <a href="http://www.midwestarchives.org/mc/page.do?sitePageId=92945">http://www.midwestarchives.org/mc/page.do?sitePageId=92945</a></p>
<p><i>Archival Science</i>                  Independent international quarterly journal.</p>
<p><i>Archivar. Zeitschrift für Archivwesen</i>                  Quarterly journal of the VdA (q.v.)  <a href="http://www.archive.nrw.de/archivar/hefte/2001/index.html">http://www.archive.nrw.de/archivar/hefte/2001/index.html</a></p>
<p><i>Archivaria</i>                  Semi-annual journal of the ACA (Association of Canadian Archivists) (q.v.). Full text available freely on line except for most recent eight issues, which are restricted to subscribers only.  <a href="http://journals.sfu.ca/archivar/index.php/archivaria">http://journals.sfu.ca/archivar/index.php/archivaria</a></p>
<p><i>Archives and Manuscripts</i>                  Semi-annual journal of the Australian Society of Archivists (q.v.). TOCs and abstracts partly available on line.  <a href="http://www.archivists.org.au/asa-journal-archives-and-manuscripts">http://www.archivists.org.au/asa-journal-archives-and-manuscripts</a></p>
<p><i>Archives and Museum Informatics</i>                  Quarterly journal, edited by David Bearman.  <a href="http://www.archimuse.com/">http://www.archimuse.com/</a></p>
<p><i>Archives and Social Studies: A Journal of Interdisciplinary Research</i>                  On-line journal, published in Spain but English-language. Full text available freely on line.                  ["A creative use of theory, practice, concepts, uses, paradigms, models, etc., drawn from other disciplines, in order to solve current issues in archival science and recordkeeping."  <a href="http://socialstudies.cartagena.es/">http://socialstudies.cartagena.es/</a></p>
<p><i>Ariadne</i> - quarterly online magazine published by UKOLN (q.v.). Full text available freely on line.  <a href="http://www.ariadne.ac.uk/">http://www.ariadne.ac.uk/</a></p>
<p><i>Digital Document Quarterly.</i>                  [Online journal of H.M. Gladney, a US consultant. Fundamentally focused on digital preservation, but in a very broad context, and deals with records as well as cultural digital products.] Full text available freely on line.  <a href="http://home.pacbell.net/hgladney/ddq.htm">http://home.pacbell.net/hgladney/ddq.htm</a></p>
<p><i>Documentaliste – Sciences de l'information</i>                  Journal of the ADBS (Association des professionnels de l'information et de la documentation) [France].  <a href="http://www.adbs.fr/revue-documentaliste-sciences-de-l-information-20748.htm?RH=REVUE&amp;RF=REVUE">http://www.adbs.fr/revue-documentaliste-sciences-de-l-information-20748.htm?RH=REVUE&amp;RF=REVUE</a></p>
<p><i>e-Health Insider</i>                  "E-Health Insider is the independent online news and information service dedicated to healthcare information technology issues. This portal attracts a readership of IT industry and healthcare professionals worldwide."  <a href="http://www.e-health-insider.com/">http://www.e-health-insider.com/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p><i>Human IT</i> Swedish journal, issue devoted to ERM. Full text available freely on line. <a href="http://www.hb.se/bhs/ith/1-9/index.htm">http://www.hb.se/bhs/ith/1-9/index.htm</a></p>
<p><i>InfoRMAA Quarterly</i> Quarterly journal of the Records Management Association of Australasia (q.v.).</p>
<p><i>Information Management and Technology</i> Monthly journal of Cimtech (q.v.). TOCs available on line. <a href="http://www.imat.cimtech.co.uk/Allcontents/IMON_Home_Contents_x.htm">http://www.imat.cimtech.co.uk/Allcontents/IMON_Home_Contents_x.htm</a></p>
<p><i>Information Management Journal</i> Bi-monthly journal of ARMA International (q.v.). A full-text version of some issues is available on line at The Free Library <a href="http://www.thefreelibrary.com/Information+Management+Journal-p261">http://www.thefreelibrary.com/Information+Management+Journal-p261</a></p>
<p><i>Information Overload</i> Electronic newsletter of IEA, an Australian RM consultancy. <a href="http://www.iea.com.au/web/Publications/Information_Overload_Newsletter/">http://www.iea.com.au/web/Publications/Information_Overload_Newsletter/</a></p>
<p><i>Information Systems Management</i> 24 (3) 2007. Electronic Records Management Special Issue. <a href="http://ejournals.ebsco.com/Issue.asp?IssueID=674336">http://ejournals.ebsco.com/Issue.asp?IssueID=674336</a></p>
<p><i>Journal of the Society of Archivists</i> Semi-annual journal of the Society of Archivists [UK &amp; Irl] (q.v.).</p>
<p>Law.com Legal Technology [Legal technology news site, a useful resource for legal implications of electronic records management, such as discovery.] <a href="http://www.law.com/jsp/legaltechnology/index.jsp">http://www.law.com/jsp/legaltechnology/index.jsp</a></p>
<p><i>Records Management Bulletin</i> Bi-monthly magazine of the Records Management Society (q.v.).</p>
<p><i>Records Management Journal</i> Independent international journal, issued three times each year.</p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Government agencies (except for archives, records offices, libraries); including UN agencies

### Australian Government

APSC (Australian Public Service Commission) Management Advisory Committee (2007),  
*Note for File: A Report on Recordkeeping in the Australian Public Service.*

<http://www.apsc.gov.au/mac/noteforfile.htm>

<http://www.apsc.gov.au/mac/noteforfilecasestudies.htm>

NSW (New South Wales) Government – Recordkeeping

<http://www.records.nsw.gov.au/recordkeeping/>

The DIRKS Manual – Strategies for Documenting Government Business (Revised Edition 2007)

<http://www.records.nsw.gov.au/recordkeeping/dirks>

Future Proof initiative

<http://futureproof.records.nsw.gov.au/>

Resources: <http://futureproof.records.nsw.gov.au/resources/>

Office of the Privacy Commissioner

Publications: <http://www.privacy.gov.au/materials>

VAGO (Victorian Auditor-General's Office)

<http://download.audit.vic.gov.au/>

*Records Management in the Victorian Public Sector*, Mar 2008

[http://download.audit.vic.gov.au/files/Records\\_Report.pdf](http://download.audit.vic.gov.au/files/Records_Report.pdf)

Records Management Checklist, Jul 2008

[http://download.audit.vic.gov.au/files/Rec\\_Manage\\_Checklist.pdf](http://download.audit.vic.gov.au/files/Rec_Manage_Checklist.pdf)

### Canadian Government

Treasury Board of Canada Secretariat—CIO Branch

Information Management Resource Centre

<http://www.tbs-sct.gc.ca/im-gi/index-eng.asp>

CKU (Center for Kultur og Utvikling) [DCCD (Danish Centre for Culture and Development)] – E-arkiv.com

“The purpose of E-arkiv.com is to share knowledge about permanence of electronic media. This website collects articles and links related to this issue.”

Provides a very large and useful collection of links, including material not otherwise available, e.g. an EU-sponsored report no longer available on any EU site.

Danish: <http://www.dccd.dk/earkiv.nsf?Open&lang=dk>

English: <http://www.dccd.dk/earkiv.nsf?Open&lang=uk>

DCCD (Danish Centre for Culture and Development) E-arkiv.com see CKU.

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>Danish e-government website <a href="http://www.e.gov.dk/">http://www.e.gov.dk/</a> [Danish] <a href="http://modernisering.dk/da/english/">http://modernisering.dk/da/english/</a> [English – not a comprehensive equivalent]</p> <p>Resources / initiatives include:</p> <p><i>The Danish e-government strategy 2007–2010: Towards better digital service, increased efficiency and stronger collaboration</i>, Danish government / Local Government Denmark (LGDK) / Danish Regions, June 2007 [English] <a href="http://modernisering.dk/fileadmin/user_upload/documents/Projekter/digitaliseringsstrategi/Danish_E-government_strategy_2007-2010.pdf">http://modernisering.dk/fileadmin/user_upload/documents/Projekter/digitaliseringsstrategi/Danish_E-government_strategy_2007-2010.pdf</a></p> <p>Various projects [Danish] <a href="http://modernisering.dk/da/projektside/andre_projekter/">http://modernisering.dk/da/projektside/andre_projekter/</a>, including FESD (Fællesoffentlig Elektronisk Sags- og Dokumenthåndtering [Joint Electronic Case and Document Management]) <a href="http://www.e.gov.dk/da/projekter/fesd/">http://www.e.gov.dk/da/projekter/fesd/</a>.</p>
<p>DoD (Department of Defense) <i>See US Government.</i></p>
<p>DLM Forum (EU Document Lifecycle Management Forum) [“ A community of Public Archives and interested parties in archive, records and information management throughout the EU.”] <a href="http://www.dlmforum.eu/">http://www.dlmforum.eu/</a> <a href="http://ec.europa.eu/transparency/archival_policy/dlm_forum/index_en.htm">http://ec.europa.eu/transparency/archival_policy/dlm_forum/index_en.htm</a></p> <p>DLM initiatives include MoReq (q.v.).</p>
<p>e-arkiv.com <i>see CKU.</i></p>
<p>EU (European Union) <i>See DLM, EU Secretariat General, Europa, MoReq, PARSE.Insight</i></p>
<p>EU (European Union) Secretariat-General – publications relating to archives and records. Site archived on 12.08.2009, but still available. <a href="http://ec.europa.eu/dgs/secretariat_general/publications/archive/index_en.htm">http://ec.europa.eu/dgs/secretariat_general/publications/archive/index_en.htm</a></p> <p><i>See also Europa</i></p>
<p>Europa – portal to the European Union, where it is possible to search for documents produced by the EU. <a href="http://europa.eu/index_en.htm">http://europa.eu/index_en.htm</a></p> <p>Within the main site are a number of particularly relevant areas, including:</p> <p>Information Society <a href="http://europa.eu/pol/infso/index_en.htm">http://europa.eu/pol/infso/index_en.htm</a></p> <p>Archival Policy (includes sites for DLM Forum, MoReq, and INSAR) <a href="http://ec.europa.eu/transparency/archival_policy/index_en.htm">http://ec.europa.eu/transparency/archival_policy/index_en.htm</a></p> <p>The Official Journal of the European Union, where the full text of EU Directives are available online, using the journal date and/or issue number. <a href="http://publications.europa.eu/official/index_en.htm">http://publications.europa.eu/official/index_en.htm</a></p> <p>Some important directives:</p> <ul style="list-style-type: none"><li>95/46/EC on data protection (L 281, 23.11.1995)</li><li>1999/93/EC on a Community framework for electronic signatures (L 13, Vol 43, 19.01.2000)</li><li>2000/31/EC on electronic commerce (L 178, Vol 43, 17.07.2000)</li><li>2002/58/EC on privacy and electronic communications (L 201. Vol 45, 31.07.2002)</li></ul>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>GAO (Government Accountability Office) [US] (formerly General Accounting Office)</p> <p>A wide range of US Government reports on IT, records and information management, and information security dating from before 1970 to the present day. Select 'Information Management' as the topic for browsing, along with the appropriate date range. <a href="http://www.gao.gov/docsearch/topic.php">http://www.gao.gov/docsearch/topic.php</a></p>
<p>MoReq (Model Requirements for the management of electronic records). An initiative of the EU DLM Forum (q.v.). First specifications published in 2000; complete revision published in 2008 as MoReq 2. <a href="http://ec.europa.eu/transparency/archival_policy/moreq/index_en.htm">http://ec.europa.eu/transparency/archival_policy/moreq/index_en.htm</a> <a href="http://www.moreq2.eu/">http://www.moreq2.eu/</a></p>
<p>NHS (National Health Service) [UK]</p> <p>Information governance <a href="http://www.connectingforhealth.nhs.uk/systemsandservices/infogov">http://www.connectingforhealth.nhs.uk/systemsandservices/infogov</a></p> <p>Comprehensive set of resources and tools, including:</p> <ul style="list-style-type: none"><li>Records management <a href="http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/records">http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/records</a></li><li>Information governance toolkit <a href="https://www.igt.connectingforhealth.nhs.uk/">https://www.igt.connectingforhealth.nhs.uk/</a></li><li>Publications and related links <a href="http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/links">http://www.connectingforhealth.nhs.uk/systemsandservices/infogov/links</a></li></ul> <p>Records management: NHS code of practice (Dept of Health, 2006) <a href="http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4131747">http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4131747</a></p>
<p>OCI (Office of Cyberinfrastructure) <i>See US government.</i></p>
<p>PARSE (Permanent Access to the Records of Science in Europe)</p> <p>"The EU-funded project PARSE.Insight is concerned with the preservation of digital information in science. Its aim is to develop a roadmap and recommendations for developing the e-infrastructure in order to maintain the long-term accessibility and usability of scientific digital information in Europe." <a href="http://www.parse-insight.eu/">http://www.parse-insight.eu/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

UK Government e-records and e-government resources / initiatives.

#### Cabinet Office

Office of the e-Envoy [replaced by e-Government Unit Sept 2004]

“primary focus ... is to improve the delivery of public services and achieve long term cost savings by joining-up online government services around the needs of customers.”

<http://archive.cabinetoffice.gov.uk/e-envoy>

##### Resources

[http://archive.cabinetoffice.gov.uk/e-envoy/resources-top/\\$file/resources.htm](http://archive.cabinetoffice.gov.uk/e-envoy/resources-top/$file/resources.htm)

Government Metadata Framework (e-GMF)

[http://archive.cabinetoffice.gov.uk/e-envoy/framework-egmf/\\$file/egmf.htm](http://archive.cabinetoffice.gov.uk/e-envoy/framework-egmf/$file/egmf.htm)

#### e-Government Unit (eGU)

UKGovTalk: Information on policies and standards for e-government

<http://www.govtalk.gov.uk/>

#### CIO Council – Transformational Government

Government Action Plan on open source, open standards and re-use

[http://www.cabinetoffice.gov.uk/cio/transformational\\_government/open\\_source.aspx](http://www.cabinetoffice.gov.uk/cio/transformational_government/open_source.aspx)

#### ESD (Electronic Service Delivery)

Toolkits, standards, forums, information for suppliers.

<http://www.esd.org.uk/>

#### ICO (Information Commissioner's Office)

Decisions on cases / complaints heard by ICO – a number of these highlight failures in ERM.

[http://www.ico.gov.uk/tools\\_and\\_resources/decision\\_notices.aspx](http://www.ico.gov.uk/tools_and_resources/decision_notices.aspx)

Privacy Impact Assessment (PIA) Handbook (Version 2, June 2009)

[http://www.ico.gov.uk/for\\_organisations/topic\\_specific\\_guides/pia\\_handbook.aspx](http://www.ico.gov.uk/for_organisations/topic_specific_guides/pia_handbook.aspx)

*Further resources for e-government are available from The National Archives, see TNA. See also separate entry for NHS.*

UKOLN *See Bath University*

#### UN (United Nations)

UNARMS (Archives and records Management Section)

<http://archives.un.org/unarms/>

UN/CEFACT (Centre for Trade Facilitation and Electronic Business)

<http://www.uncefactforum.org/index.htm>

TBG (Trade and Business Group, incl e-government)

[http://www.uncefactforum.org/TBG/TBG%20Home/tbg\\_home.htm](http://www.uncefactforum.org/TBG/TBG%20Home/tbg_home.htm)

TMG (techniques and methodologies group)

[http://www.uncefactforum.org/TMG/TMG%20Home/TMG\\_home.htm](http://www.uncefactforum.org/TMG/TMG%20Home/TMG_home.htm)

#### UNESCO

Guidelines for the Preservation of Digital Heritage [Doc No CI-2003/WS/3], UNESCO / National Library of Australia, 2003

<http://unesdoc.unesco.org/images/0013/001300/130071e.pdf>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)



US Government e-records and e-government resources / initiatives.

DoD (Department of Defense)

*DoD 5015.2-STD Records Management Applications Design Criteria Standard* (1997; revised 2002, 2007)

<http://jitic.fhu.disa.mil/recmgt/standards.html>

FGDC (Federal Geographic Data Committee) standards for geographic / geospatial data and metadata

[http://www.fgdc.gov/standards/standards\\_publications](http://www.fgdc.gov/standards/standards_publications)

GeoMAPP (Geospatial Multistate Archive and Preservation Partnership)

<http://www.geomapp.net/>

National Science Foundation (NSF) Office of Cyberinfrastructure (OCI) [US]

[Not directly concerned with ERM, but relevant in broader of digital preservation and architecture/infrastructure.]

<http://www.nsf.gov/dir/index.jsp?org=OCI>.

*See separate entries for GAO (Government Accountability Office), NARA (National Archives and Records Administration), NHPRC (National Historical Publications and Records Commission), NYSA (New York State Archives), and Library of Congress.*

## Major non-government bodies with quasi-regulatory, normative or policy development functions, e.g. ISO, DPC

ANSI (American National Standards Institute) standards:

ANSI/ARMA 9-2004 Requirements for Managing Electronic Messages as Records, ARMA International, 2004

ANSI/AIIM/ARMA TR48-2006 Revised Framework for Integration of Electronic Document Management Systems and Electronic Records Management Systems, AIIM International, 2006

ANSI/ARMA 16-2007 The Digital Records Conversion Process: Program Planning, Requirements, Procedures, ARMA International, 2007

BSI (British Standards Institution) See also ISO

Information and records management:

<http://www.bsi-global.com/en/Shop/Publication-Detail/?pid=000000000030168213>

The publications listed under this link are the records management standard BS ISO 15489-1:2001 and the corresponding guidelines PD ISO/TR 15489-2:2001, along with the auxiliary BIP 0025 series.

See also

<http://www.bsi-global.com/en/Standards-and-Publications/Industry-Sectors/ICT/Information-and-records-management/>

Legal admissibility of electronic documents

<http://shop.bsigroup.com/en/ProductDetail/?pid=000000000030172973>

This link leads to the evidential weight / legal admissibility standard BS 10008:2008; included on the web page are further links to the corresponding compliance workbooks and codes of practice BIP 0008-1:2008, BIP 0008-2:2008, BIP 0008-3:2008, BIP 0008-9:2008.

Other publications include:

PD 0010:1997 *The principles of good practice for information management*

BS 10012 Data protection. Specification for a personal information management system (2009)

BIP 0012 *Data Protection guide* [replaces PD 0012 series]

Data Protection Online tool

<http://shop.bsigroup.com/en/Navigate-by/Assessment-Tools/Assessment-Tools/Self-assessment-tools/DP-Online/Data-Protection/>

CCSDS (Consultative Committee for Space Data Systems) See ISO

CEN (Comité Européen de Normalisation – European Committee for Standardization)

Records Exchange Standard, endorsed by ICA, UN/CEFACT and CEN, in liaison with ISO: draft for comments (Dec 2007)

<http://www.ica.org/sites/default/files/Records%20Exchange%20Standard.pdf>

CLIR (Council on Library and Information Resources) [US]

“CLIR works to expand access to information, however recorded and preserved, as a public good.”

<http://www.clir.org/>

DAVID Project (Digital archiving in Flemish institutions and administrations) [Belgium]. Expertisecentrum DAVID (eDAVID).

<http://www.expertisecentrumdavid.be/>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p><b>DPC (Digital Preservation Coalition)</b> [“The Digital Preservation Coalition (DPC) was established in 2001 to foster joint action to address the urgent challenges of securing the preservation of digital resources in the UK and to work with others internationally to secure our global digital memory and knowledge base.”] <a href="http://www.dpconline.org/graphics/index.html">http://www.dpconline.org/graphics/index.html</a></p>
<p><b>DigitalPreservationEurope (DPE)</b> [“Fosters collaboration and synergies between many existing national initiatives across the European Research Area.”] <a href="http://www.digitalpreservationeurope.eu/">http://www.digitalpreservationeurope.eu/</a></p>
<p><b>Dublin Core Metadata Initiative</b> <a href="http://dublincore.org">http://dublincore.org</a></p>
<p><b>ERPANET (Electronic Resource Preservation and Access Network)</b> [“The European Commission funded ERPANET Project will establish an expandable European Consortium, which will make viable and visible information, best practice and skills development in the area of digital preservation of cultural heritage and scientific objects.”] <a href="http://www.erpanet.org/">http://www.erpanet.org/</a></p>
<p><b>ETSI (European Telecommunications Standards Institute)</b> <a href="http://pda.etsi.org/pda/">http://pda.etsi.org/pda/</a></p>
<p><b>IRMT (International Records Management Trust)</b> [“In many countries, records and information systems fail to meet users’ needs, even as technology offers new possibilities for sharing and disseminating information. The Trust, a UK-registered charity, works with governments throughout the world to develop new strategies for managing public sector records.”] <a href="http://www.irmt.org/">http://www.irmt.org/</a></p>
<p><b>ISO (International Standards Organisation) See also BSI, ANSI, Standards Australia.</b> Publications produced by TC 46/SC 11 – Archives/Records Management <a href="http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=48856">http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=48856</a></p> <p>ISO 15489-1:2001 <i>Information and documentation – records management – Part 1: General.</i></p> <p>ISO/TR 15489-2:2001 <i>Information and documentation – records management – Part 2: Guidelines</i></p> <p>ISO 22310:2006 <i>Information and documentation – guidelines for standards drafters for stating records management requirements in standards</i></p> <p>ISO 23081-1:2006 <i>Information and documentation – records management processes – metadata for records – Part 1: Principles</i></p> <p>ISO/TS 23081-2:2007 <i>Information and documentation – records management processes – metadata for records – Part 2: Conceptual and implementation issues</i> [undergoing revision]</p> <p>*ISO/CD TR 26102 <i>Information and documentation – requirements for long-term preservation of electronic records</i> [being developed]</p> <p>* ISO/PRF TR 26122 <i>Information and documentation – work process analysis for records</i> [being developed]</p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>ISO (<i>cont'd</i>)</p> <p>Publications produced by TC 46/SC 4 – Technical interoperability <a href="http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=48798">http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=48798</a></p> <p>Publications produced by TC 176 – Quality management and quality assurance (includes 9000 and 10000 series) <a href="http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=53882">http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=53882</a></p> <p>Publications produced by JTC 1 – Information technology <a href="http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=45020">http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=45020</a></p> <p>Publications include:</p> <p>ISO/IEC 14662:2004 <i>Information technology – open-edi reference model</i></p> <p>Publications produced by TC 171 – Document management applications <a href="http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=53650">http://www.iso.org/iso/iso_catalogue/catalogue_tc/catalogue_tc_browse.htm?commid=53650</a></p> <p>Publications include:</p> <p>ISO/TR 15801:2004 <i>Electronic imaging – information stored electronically – recommendations for trustworthiness and reliability</i></p> <p>Publications by other committees:</p> <p>ISO 14721:2003 <i>Space data and information transfer systems – open archival information system – reference model</i> [OAIS] [See also CCSDS (Consultative Committee for Space Data Systems) <i>Reference Model for an Open Archival Information System (OAIS)</i>, CCSDS Blue Book 650.0-B-1 Jan 2002 <a href="http://public.ccsds.org/publications/archive/650x0b1.pdf">http://public.ccsds.org/publications/archive/650x0b1.pdf</a></p>
<p>OAIS (Open Archival Information Systems) model See ISO.</p>
<p>Sedona Conference [US]</p> <p>“The Sedona Conference exists to allow leading jurists, lawyers, experts, academics and others, at the cutting edge of issues in the area of antitrust law, complex litigation, and intellectual property rights, to come together ... and engage in true dialogue ... in an effort to move the law forward in a reasoned and just way.”</p> <p>Publications (including current and past versions of <i>The Sedona Guidelines for Managing Information and Records in the Electronic Age</i> <a href="http://www.thesedonaconference.org/content/miscFiles/publications_html">http://www.thesedonaconference.org/content/miscFiles/publications_html</a></p>
<p>Standards Australia AS4390-1996 – <i>Records Management</i> (superseded by ISO15489)</p>
<p>Standards New Zealand</p> <p><i>Scoping report for Electronic Recordkeeping Systems Standard</i>. Wellington, 2009</p>
<p>W3C (World Wide Web Consortium )</p> <p>eXtensible Markup Language (XML) <a href="http://www.w3.org/XML/">http://www.w3.org/XML/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Organisations and consortia (profit and non-profit)

<p><b>AIIM</b>                  ("For over 60 years, AIIM - The Enterprise Content Management Association has been a neutral and unbiased source for helping individuals and organizations understand the challenges associated with managing documents, content, records, and business processes.")  <a href="http://www.aiim.org/">http://www.aiim.org/</a></p> <p>AIIM Market Intelligence (Research Papers)  <a href="http://www.aiim.org/research/">http://www.aiim.org/research/</a></p>
<p><b>Alliance for Permanent Access to the Records of Science</b>                  ("The big challenge for the coming years will be to establish a viable and sustainable European infrastructure for access to the records of science, which means research data as well as scientific publications. The Alliance ..., in which major stakeholders from the world of science have joined together, aims to become the driving force in the efforts to realise such a European organisational infrastructure.")  <a href="http://www.alliancepermanentaccess.eu/">http://www.alliancepermanentaccess.eu/</a></p>
<p><b>Avenio, a module for the archival management of current records, used in French Town Halls and other organizations with in-house archives.</b>  <a href="http://pagesperso-orange.fr/avenio/index.htm">http://pagesperso-orange.fr/avenio/index.htm</a></p>
<p><b>BPE (Best Practices Exchange)</b>                  US initiative that "brings together archivists, attorneys, information technology professionals, librarians, educators, product developers, records managers, and others interested in the management and preservation of digital information in state government."  <a href="http://www.bpexchange.org">http://www.bpexchange.org</a>.</p>
<p><b>BCS (British Computer Society)</b></p> <p>Personal Data Guardianship Code (2009)  <a href="http://www.bcs.org/server.php?show=nav.10666">http://www.bcs.org/server.php?show=nav.10666</a></p>
<p><b>CREW (Citizens for Responsibility and Ethics in Washington)</b>                  CREW is a US advocacy / pressure group that "uses high-impact legal actions to target government officials who sacrifice the common good to special interests."  <i>Record Chaos: The Deplorable State of Electronic Record Keeping in the Federal Government</i>  <a href="http://www.citizensforethics.org/files/FINAL%20REPORT.pdf">http://www.citizensforethics.org/files/FINAL%20REPORT.pdf</a></p>
<p><b>CENS (Collaborative Electronic Notebook Systems) Consortium for laboratory notebooks see CENSA</b></p>
<p><b>CENSA</b>                  ["CENSA is an international industry association and consulting firm, focused on driving the state of the art for electronic records systems and collaborative informatics technologies in software end user and developer organizations."]  <a href="http://www.censa.org/index.htm">http://www.censa.org/index.htm</a></p>
<p><b>Collections Link</b>                  "the national advisory service for Collections Management managed by the <a href="#">Collections Trust</a> in partnership with the Institute of Conservation (ICON) and the National Preservation Office (NPO)."</p> <p>RM e-learning tool for museums  <a href="http://www.collectionslink.org.uk/RM-Tool">http://www.collectionslink.org.uk/RM-Tool</a></p>
<p><b>CMIS (Content Management Interoperability Services)</b>                  Proposal for a new interoperability standard for content management  <a href="http://en.wikipedia.org/wiki/Content_Management_Interoperability_Services">http://en.wikipedia.org/wiki/Content_Management_Interoperability_Services</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p><b>DigitalNZ</b> “DigitalNZ is a collaborative initiative led by the National Library of New Zealand. We work with a wide range of contributing institutions and organisations.” <a href="http://www.digitalnz.org/">http://www.digitalnz.org/</a></p> <p><b>Make It Digital</b> “Make It Digital is a place for people who are interested in making content digital. New Zealand is a small place with big ideas, and we need to be creating and digitising more content – be it our pictures, our stories, our 3D creations, or our knowledge and culture. Need some advice, got a digitisation project, got some expertise to contribute? This is the place for you.” <a href="http://makeit.digitalnz.org/">http://makeit.digitalnz.org/</a></p>
<p><b>EDRM (Electronic Discovery Reference Model)</b> [“an industry group created to develop and establish practical guidelines and standards for electronic discovery” – US] <a href="http://edrm.net/">http://edrm.net/</a></p>
<p><b>IDEAlliance (International Digital Enterprise Alliance)</b> “A not-for-profit membership organization that has been a leader in information technology and publishing since 1966.” <a href="http://www.idealliance.org/">http://www.idealliance.org/</a></p> <p><b>PRISM specification (Publishing Requirements for Industry Standard Metadata)</b> “Defines an XML metadata vocabulary for managing, aggregating, post-processing, multi-purposing and aggregating magazine, news, catalog, book, and mainstream journal content.” <a href="http://www.idealliance.org/industry_resources/intelligent_content_informed_workflow/prism/about_prism">http://www.idealliance.org/industry_resources/intelligent_content_informed_workflow/prism/about_prism</a></p>
<p><b>ISOC (Internet Society)</b> “The Internet Society (ISOC) is a nonprofit organisation founded in 1992 to provide leadership in Internet related standards, education, and policy.” <a href="http://www.isoc.org/">http://www.isoc.org/</a></p> <p><b>IETF (Internet Engineering Task Force)</b> “[A] large open international community of network designers, operators, vendors, and researchers concerned with the evolution of the Internet architecture and the smooth operation of the Internet. It is open to any interested individual.” <a href="http://www.ietf.org/">http://www.ietf.org/</a></p>
<p><b>KIM (Kompetenzzentrum Interoperable Metadaten)</b> “an information and communications platform for metadata users and developers on the themes of: - integration of metadata for overlapping applications - national and international metadata standards - alignment of the German-language community with the Dublin Core community” [in German] <a href="http://www.kim-forum.org/">http://www.kim-forum.org/</a></p> <p>Initiatives and resources include: KIM / Keßler, M, Haslhofer, B, &amp; Schwarzmaier, M <i>Umfragerport zur Nutzung von Metadaten</i> <a href="http://www.kim-forum.org/material/pdf/KIM-Umfragerport.pdf">http://www.kim-forum.org/material/pdf/KIM-Umfragerport.pdf</a></p>
<p>Make It Digital See <i>DigitalNZ</i></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>NMC (New Media Consortium) “An international not-for-profit consortium of learning-focused organizations dedicated to the exploration and use of new media and new technologies. ... For more than 15 years, the consortium and its members have dedicated themselves to exploring and developing potential applications of emerging technologies for learning, research, and creative inquiry.” <a href="http://www.nmc.org/">http://www.nmc.org/</a></p> <p>Publications Including the annual <i>Horizon Reports</i>, “timely and authoritative sources of information on new and emerging technologies available to education.” <a href="http://www.nmc.org/publications/">http://www.nmc.org/publications/</a></p>
<p>OASIS (Organization for the Advancement of Structured Information Standards) “A not-for-profit consortium that drives the development, convergence and adoption of open standards for the global information society.” <a href="http://www.oasis-open.org/">http://www.oasis-open.org/</a></p>
<p>PRISM specification <i>See IDEAlliance</i></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Professional recordkeepers' associations / organizations

<p>ARMA International [“A not-for-profit professional association and the authority on managing records and information.”] <a href="http://www.arma.org/index.cfm">http://www.arma.org/index.cfm</a> <a href="http://armablog.typepad.com/informationoverload/">http://armablog.typepad.com/informationoverload/</a></p>
<p>ACA (Association of Canadian Archivists) <a href="http://archivists.ca/">http://archivists.ca/</a></p>
<p>Australian Society of Archivists <a href="http://www.archivists.org.au/">http://www.archivists.org.au/</a></p>
<p>ICA (International Council on Archives). <a href="http://www.ica.org">http://www.ica.org</a></p> <p>Resources include the following toolkits and publications:</p> <p><i>Principles and Functional Requirements for Records in Electronic Office Environments – Module 1: Overview and Statement of Principles</i> (2008) <a href="http://www.ica.org/sites/default/files/ICA%20Overview-principles%20and%20Functional%20Requirements%20Module%201.pdf">http://www.ica.org/sites/default/files/ICA%20Overview-principles%20and%20Functional%20Requirements%20Module%201.pdf</a></p> <p><i>Principles and Functional Requirements for Records in Electronic Office Environments – Module 2: Guidelines and Functional Requirements for Electronic Records Management Systems</i> (2008) <a href="http://www.ica.org/sites/default/files/ICA-Guidelines-principles%20and%20Functional%20Requirements%20Module%202.pdf">http://www.ica.org/sites/default/files/ICA-Guidelines-principles%20and%20Functional%20Requirements%20Module%202.pdf</a></p> <p><i>Principles and Functional Requirements for Records in Electronic Office Environments – Module 3: Guidelines and Functional Requirements for Records in Business Systems</i> (2008) <a href="http://www.ica.org/sites/default/files/ICA-Guidelines-Principles%20and%20Functional%20Requirements%20Module%203.pdf">http://www.ica.org/sites/default/files/ICA-Guidelines-Principles%20and%20Functional%20Requirements%20Module%203.pdf</a></p> <p><i>Electronic records: a workbook for archivists</i>. ICA Study 16 (2005) <a href="http://www.ica.org/sites/default/files/Study16ENG_5_2.pdf">http://www.ica.org/sites/default/files/Study16ENG_5_2.pdf</a></p> <p><i>Guide for managing records from an archival perspective</i>. ICA Studies 8 (1997) <a href="http://www.ica.org/sites/default/files/ICA%20Study%208%20guide_eng_0.pdf">http://www.ica.org/sites/default/files/ICA%20Study%208%20guide_eng_0.pdf</a></p> <p><i>Electronic Records Programs: Report on the 1994/95 survey</i>. ICA Studies 9 (1996) <a href="http://www.ica.org/sites/default/files/ICA%20Study%209%20Eng.pdf">http://www.ica.org/sites/default/files/ICA%20Study%209%20Eng.pdf</a></p> <p>Erlandsson A (1996). <i>Electronic records management: A literature review</i>. ICA Studies 10. Paris, International Council on Archives, pp.144. ISBN 0-9682361-2-X. <a href="http://www.ica.org/biblio.php?pdocid=5">http://www.ica.org/biblio.php?pdocid=5</a></p> <p>PARBICA (Pacific Regional Branch International Council on Archives) Recordkeeping for Good Governance Toolkit <a href="http://www.parbica.org/Toolkit%20pages/ToolkitIntropage.htm">http://www.parbica.org/Toolkit%20pages/ToolkitIntropage.htm</a></p> <p>Other initiatives include:</p> <p>Not Just Another Archive Blog (ICA-sponsored blog for young archivists) <a href="http://archivists.wordpress.com/">http://archivists.wordpress.com/</a></p>
<p>Midwest Archives Conference [US] “the nation’s largest regional professional association for archivists.” <a href="http://www.midwestarchives.org/">http://www.midwestarchives.org/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)



<p>NAGARA (National Association of Government Archives and Records Administrators) [US]. Regular publications include <i>NAGARA Clearinghouse</i>. Formerly the National Association of State Archives and Records Administrators (NASARA). <a href="http://www.nagara.org">www.nagara.org</a></p> <p>Resources / Document Library Repository where “material, relative to government archives and records administration, which has been developed by local, state and federal agencies” can be downloaded and uploaded. <a href="http://www.nagararesources.org/">http://www.nagararesources.org/</a></p> <p>Electronic records resources <a href="http://www.nagararesources.org/index.php?page=electronic-records">http://www.nagararesources.org/index.php?page=electronic-records</a></p>
<p>NASARA See NAGARA.</p>
<p>RMAA (Records Management Association of Australasia) <a href="http://www.rmaa.com.au/">http://www.rmaa.com.au/</a></p>
<p>Records Management Conventie [Netherlands] <a href="http://www.rmconventie.nl/">http://www.rmconventie.nl/</a></p>
<p>RMS (Records Management Society) [UK &amp; Irl] <a href="http://www.rms-gb.org.uk/">http://www.rms-gb.org.uk/</a></p>
<p>SAA (Society of American Archivists) [US] <a href="http://www.archivists.org/">http://www.archivists.org/</a></p> <p>Records Management Round Table (RMRT) Records and Information Management Bibliography <a href="http://www.archivists.org/saagroups/recmgmt/resources/RMRTBibliography.pdf">http://www.archivists.org/saagroups/recmgmt/resources/RMRTBibliography.pdf</a></p>
<p>SoA (Society of Archivists) [UK &amp; Irl] <a href="http://www.archives.org.uk/">http://www.archives.org.uk/</a></p>
<p>VdA (Verband deutscher Archivarinnen und Archivare e.V) [Association of German Archivists] <a href="http://www.vda.archiv.net/">http://www.vda.archiv.net/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Consultancies

<p><b>Cimtech [UK]</b> “The UK’s centre of expertise on all aspects of information management and technology.” <a href="http://www.cimtech.co.uk/">http://www.cimtech.co.uk/</a></p>
<p><b>CMS Watch</b> “CMS Watch™ evaluates content-oriented technologies, publishing head-to-head comparative reviews of leading solutions.” <a href="http://www.cmswatch.com/">http://www.cmswatch.com/</a></p>
<p><b>Cohasset Associates Inc.</b> [A major US consultancy which has published a number of white papers, surveys and other material.] <a href="http://www.cohasset.com/">http://www.cohasset.com/</a></p> <p>Initiatives include:</p> <p><b>MER (Managing Electronic Records) annual national conference [US]</b> (“Delivering ‘cutting edge’ information on the key operational, technical and legal issues associated with the management of electronic records”). <a href="http://www.merconference.com/">http://www.merconference.com/</a></p> <p><b>RIM Education (formerly MER (Managing Electronic Records) Resource Service)</b> “RIM Education – advancing Records and Information Management (RIM) and eDiscovery knowledge around the globe ... Our goal is that not only our visitors, but the entire industry, will benefit from the knowledge gained through RIM Education.” <a href="http://www.rimeducation.com/">http://www.rimeducation.com/</a></p>
<p><b>Forrester Research</b> [“An independent technology and market research company that provides pragmatic and forward-thinking advice to global leaders in business and technology”. It produces a large number of reports, some of which are freely available to download.] <a href="http://www.forrester.com/rb/research">http://www.forrester.com/rb/research</a></p>
<p>MER (Managing Electronic Records) Resource Service <i>See Cohasset Associates</i></p>
<p>RIM Education (formerly MER Resource Service) <i>See Cohasset Associates</i></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## Individuals—Websites and blogs

Doug Allen, President-Elect of ARMA International RIM Thought [blog] <a href="http://www.rimthought.com/">http://www.rimthought.com/</a>
Steve Bailey Records Management Futurewatch [blog] “The purpose of this blog is to give records managers ... a 'heads up' as to what [technological] changes might mean and how the profession needs to adapt to keep pace and maintain its relevance in the years ahead.” <a href="http://rmfuturewatch.blogspot.com/">http://rmfuturewatch.blogspot.com/</a>
Rick Barry MyBestDocs [website] Very useful personal compilation of resources relating to records and information management, including documents not otherwise available online. <a href="http://www.mybestdocs.com">www.mybestdocs.com</a>
Alan Bell One Man Typing [blog] “Thoughts on online technology, information legislation and record keeping.” <a href="http://one-man-typing.blogspot.com/">http://one-man-typing.blogspot.com/</a>
Richard J. Cox List of publications, many of them on ERM. [website] <a href="http://www.sis.pitt.edu/~rcox/publicat.htm">http://www.sis.pitt.edu/~rcox/publicat.htm</a>
Patrick Cunningham Above the RIM [blog] “Issues that are at the edges of the Records and Information Management (RIM) profession.” <a href="http://cunninghamabovetherim.blogspot.com/">http://cunninghamabovetherim.blogspot.com/</a>
Gordy Hoke Positively RIM [blog] “Records & Information Management is much more than a strategy for business. It is one of the glues that hold society together, and it has serious moral, ethical, and societal aspects. As such, it can elevate and ennoble the endeavors of humans. RIM can be a powerful force for good.” <a href="http://positivelyrim.blogspot.com/">http://positivelyrim.blogspot.com/</a>
Russell James, chair of the SAA's Records Management Round Table Records Junkie [blog] “A blog about the world of archives and archivists.” <a href="http://recordsjunkie.blogspot.com/">http://recordsjunkie.blogspot.com/</a>
James Lappin Thinking Records [blog] <a href="http://thinkingrecords.co.uk/">http://thinkingrecords.co.uk/</a>
Cal Lee (University of North Carolina) Personal compilation of on-line ERM resources. [website] <a href="http://www.ils.unc.edu/callee/ermlinks/ermlinks.htm#top">http://www.ils.unc.edu/callee/ermlinks/ermlinks.htm#top</a>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

<p>Cathy Marshall (Microsoft)</p> <p>A researcher at Microsoft, Marshall has written on diverse topics related to digital information, including personal archives; a publication list is available through her blog <a href="http://www.csdl.tamu.edu/~marshall/pubs.html">http://www.csdl.tamu.edu/~marshall/pubs.html</a></p>
<p>David Mattison</p> <p>Ten Thousand Year Blog “Archivist-historian David Mattison’s musings and Web tracks on digital culture preservation issues.” Includes a great many links. <a href="http://davidmattison.ca/wordpress/">http://davidmattison.ca/wordpress/</a></p>
<p>Jakob Nielsen</p> <p>useit.com [website] Internet usability issues <a href="http://www.useit.com/">http://www.useit.com/</a></p>
<p>Chris Prom</p> <p>Practical e-Records [blog] “Intended to share information concerning a research project I am directing at ... CAIS at the University of Dundee. ... to evaluate software and conceptual models that archivists and records manager might use to identify preserve, and provide access to electronic records.” <a href="http://e-records.chrisprom.com/">http://e-records.chrisprom.com/</a></p>
<p>Kate Theimer</p> <p>Archives Next [blog] Thoughtful and interesting in the wider context of recordkeeping and Web 2.0; very much focused on archives rather than RM. <a href="http://www.archivesnext.com/">http://www.archivesnext.com/</a></p>
<p>Jesse Wilkins</p> <p>Informata [blog] ERM, ECM, Web 2.0 technologies (and some cracking recipes!) <a href="http://informata.blogspot.com/">http://informata.blogspot.com/</a></p> <p>Wilkins on Information Management [blog] “Articles of interest to the broader information management community ... available for syndication. What that means is that anything I publish here can be re-used ... subject to a couple of minor caveats ...” <a href="http://jessewilkins.wordpress.com/">http://jessewilkins.wordpress.com/</a></p>

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

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***This list is not intended to be in any way comprehensive – it consists of material that has come to our attention, or has been suggested by colleagues, in the course of the project. The main project resources of this type are those identified through the Systematic Literature Review and which will be itemised and analysed as part of the formal outputs of the project.***

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[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

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[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

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[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

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[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)



## A

Above the RIM *See Cunningham, Patrick*  
 AC<sup>+</sup>erm Project *See Northumbria University*  
 ACA (Association of Canadian Archivists) 24  
 ADRI (Australasian Digital Recordkeeping Initiative) 7  
 AIIM 21  
 Allen, Doug 27  
 Alliance for Permanent Access to the Records of Science 21  
*American Archivist* 11  
 ANSI (American Nat Standards Institute) 18  
 APSC *See Australian Government*  
*Archival Issues* 11  
*Archival Science* 11  
*Archivar. Zeitschrift für Archivwesen* 11  
*Archivaria* 11  
*Archives and Manuscripts* 11  
*Archives and Museum Informatics* 11  
*Archives and Social Studies: A Journal of Interdisciplinary Research* 11  
 Archives New Zealand 7  
 Archives Next *See Theimer, Kate*  
*Ariadne* 11  
 ARMA International 24  
 Australian Archives *See NAA*  
 Australian Government 13  
 Australian Society of Archivists 24  
 Avenio 21

## B

Bailey, Steve 27  
 Barry, Rick 27  
 Bath University 2  
 BCS (British Computer Society) 21  
 Bell, Alan 27  
 BPE (Best Practices Exchange) 21  
 BRTF-SDPA (Blue Ribbon Task Force on Sustainable Digital Preservation and Access) *See SDSC*  
 BSI (British Standards Institution) 18

## C

Cabinet Office [UK] *See UK Government*  
 CAMILEON project 2  
 Canadian Government 13  
 CAUSE *see EDUCAUSE*  
 CCSDS (Consultative Committee for Space Data Systems) *See ISO*

Cedars Project *see RLUK*  
 CEFACT *See UN*  
 CEN (European Committee for Standardization) 18  
 CENS *See CENSA*  
 CENSA 21  
 CERP (Collaborative Electronic Records Project) 2  
 Cimtech 26  
 CKU (Center for Kultur og Utvikling) 13  
 CLIR (Council on Library and Information Resources) 18  
 CMIS (Content Management Interoperability Services) 21  
 CMS Watch 26  
 Cohasset Associates 26  
 Collections Link 21  
 Cornell University 2  
 CoSA (Council of State Archivists) 7  
 COSHRC (Council of State Historical Records Coordinators) 7  
 Cox, Richard J. 27  
 CREW (Citizens for Responsibility and Ethics in Washington) 21  
 CTG (Center for Technology in Government) 2  
 Cunningham, Patrick 27  
 CURL *See RLUK*

## D

Danish Government 14  
 DAVID Project 18  
 DCC (Digital Curation Centre) 2  
 DCCD (Danish Centre for Culture and Development) *See CKU*  
 Department of Defense *See US Government*  
*Digital Document Quarterly* 11  
 DigitalNZ 22  
 Digitale Duurzaamheid (Digital Longevity) *See Nationaal Archief*  
 Dioscuri (Open-source emulator) 7  
 DIRKS *See Australian Government*  
 DLM Forum 14  
*Documentaliste–Sciences de l'information* 11  
 DPC (Digital Preservation Coalition) 19  
 DPE (DigitalPreservationEurope) 19  
 Dublin Core Metadata Initiative 19  
 Dutch National Archives *See Nationaal Archief*

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## E

e-DAVID See *DAVID*  
EDRM (Electronic Discovery Reference Model) 22  
EDUCAUSE 2  
e-Government Unit (eGU) See *UK Government*  
*e-Health Insider* 11  
ERA (Electronic Records Archive) See *NARA*  
ERPANET (Electronic Resource Preservation and Access Network) 19  
ESD (Electronic Service Delivery) See *UK Government*  
ETSI (European Telecommunications Standards Institute) 19  
EU Secretariat-General 14  
Europa – portal to the European Union 14

## F

Facet Publishing 10  
FGDC (Federal Geographic Data Committee) See *US Government*  
Florida State University 3  
Forrester Research 26  
Future Proof See *Australian Government*

## G

GAO (Government Accountability Office) 15  
GeoMAPP See *US Government*  
Glasgow University 3  
Government Metadata Framework (e-GMF) See *UK Government*

## H

HATII See *Glasgow University*  
Hoke, Gordy 27  
Horizon Report See *NMC*  
*Human IT* 12

## I

ICA (International Council on Archives) 24  
ICARUS See *UCL*  
ICO (Information Commissioner's Office) See *UK Government*  
IDEAlliance (International Digital Enterprise Alliance) 22  
IETF (Internet Engineering Task Force) See *ISOC*  
Indiana University Electronic Records Project 3  
*InfoRMAA Quarterly* 12  
Informata See *Wilkins, Jesse*  
*Information Management and Technology* 13

*Information Management Journal* 13  
*Information Overload* 13  
*Information Systems Management* 13  
Information Use Management and Policy Institute See *Florida State University*  
InterPARES Project 3  
IRMT (International Records Management Trust) 19  
ISO (International Standards Organisation) 19 - 20  
ISOC (Internet Society) 22

## J

James, Russell 27  
JISC (Joint Information Systems Committee) 4  
*Journal of the Society of Archivists* 12

## K

KIM (Kompetenzzentrum Interoperable Metadaten) 22

## L

Lappin, James 27  
*Law.com Legal Technology* 12  
LDB-Centrum / LDP Centre See *Luleå University of Technology*  
Lee, Cal 27  
Library of Congress 7  
Liverpool University 4  
Loughborough University 4  
LUCAS See *Liverpool University*  
Luleå University of Technology 4

## M

Make It Digital See *DigitalINZ*  
Marshall, Cathy 28  
Mattison, David 28  
MER Conference See *Cohasset Associates*  
MER Resource Service See *Cohasset Associates*  
METS See *Library of Congress*  
Midwest Archives Conference 24  
Monash University 5  
MoReq (Model Requirements for the management of electronic records) 15  
MyBestDocs See *Barry, Rick*

## N

NAA (National Archives of Australia) 7  
NAGARA (National Association of Government Archives and Records Administrators) 25

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

- NARA (National Archives and Records Administration) 8
- NASARA *See* NAGARA
- Nationaal Archief 7
- National Archives [UK] *See* TNA
- NDIIPP *See* *Library of Congress*
- NHPRC (National Historical Publications and Records Commission) 8
- NHS (National Health Service) 15
- Nielsen, Jakob 28
- NLA (National Library of Australia) 8
- NMC (New Media Consortium) 23
- Northumbria University (UNN) 5
- NSW (New South Wales) Government *See* *Australian Government*
- NYSA (New York State Archives) 8
- O**
- OAIS (Open Archival Information Systems) model *See* ISO
- OASIS (Organization for the Advancement of Structured Information Standards) 23
- OCI (Office of Cyberinfrastructure) *See* *US Government*
- OCLC (Online Computer Library Center) 5
- Office of the e-Envoy *See* *UK Government*
- Office of the Privacy Commissioner *See* *Australian Government*
- Official Journal of the European Union *See* *Europa*
- One Man Typing *See* *Bell, Alan*
- P**
- PADI Initiative *See* NLA
- PARADIGM Project (Personal Archives Accessible in Digital Media) 5
- PARBICA *See* ICA
- PARSE (Permanent Access to the Records of Science in Europe) 15
- Pittsburgh University 5
- Positively RIM *See* *Hoke, Gordy*
- Practical e-Records *See* *Prom, Chris*
- PREMIS (PREservation Metadata: Implementation Strategies) *See* OCLC
- PRISM *See* *Cornell University*
- PRISM specification *See* *IDEAlliance*
- PRO *See* TNA
- Prom, Chris 28
- PRONI (Public Records Office of Northern Ireland) 8
- PRONOM *See* TNA
- PROV (Public Record Office of Victoria) 9
- R**
- RCRG (Records Continuum Research Group) *See* *Monash University*
- Records Junkie *See* *James, Russell*
- Records Management Bulletin* 12
- Records Management Conventie 25
- Records Management Futurewatch *See* *Bailey, Steve*
- Records Management Journal* 12
- RIM Education *See* *Cohasset Associates*
- RIM Thought *See* *Allen, Doug*
- RLUK (Research Libraries UK) 5
- RM e-learning tool for museums *See* *Collections Link*
- RMAA (Records Management Association of Australasia) 25
- RMS (Records Management Society) 25
- S**
- SAA (Society of American Archivists) 25
- Sedona Conference 20
- SDSC (San Diego Supercomputer Center) 6
- SESAM project 9
- SoA (Society of Archivists) 25
- Standards Australia 20
- Standards New Zealand 20
- SUNY (State University of New York) *See* CTG
- T**
- Ten Thousand Year Blog *See* *Mattison, David*
- Theimer, Kate 28
- Thinking Records *See* *Lappin, James*
- TNA (The National Archives) 9
- Transformational Government *See* *UK Government*
- Treasury Board of Canada Secretariat *See* *Canadian Government*
- U**
- UBC (University of British Columbia) 6
- UCL (University College London) 6
- UK Government 16
- UKOLN *See* *Bath University*
- ULCC (University of London Computer Centre) 6
- UN (United Nations) 16
- UNESCO *See* UN
- US Government 17

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)

## V

VAGO (Victorian Auditor-General's Office)  
*See Australian Government*

VdA (Verband deutscher Archivarinnen und  
Archivare e.V) [25](#)

VERS *See PROV, Australian Government*

VUW (Victoria University of Wellington) [6](#)

## W

W3C (World Wide Web Consortium) [20](#)

WGBH Educational Foundation *See NHPRC*

Wilkins, Jesse [28](#)

Wilkins on Information Management *See  
Wilkins, Jesse*

[Top](#)

[Universities](#)

[Archives](#)

[Books](#)

[Journals](#)

[Government](#)

[NGOs](#)

[Organisations](#)

[Professional RM  
Bodies](#)

[Consultants](#)

[Individuals](#)

[Reports etc](#)

[Index](#)