

# **Preservation of the Integrity of Electronic Records**

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Springer-Science+Business Media, B.V.

# Preservation Of The Integrity Of Electronic Records

**Murtha Baca**



## **Preservation Of The Integrity Of Electronic Records:**

Preservation of the Integrity of Electronic Records L. Duranti, T. Eastwood, H. MacNeil, 2013-03-09 By Terry Eastwood

This book reports the findings of a research project on the means of protecting the integrity of active and semi active electronic records The project which is commonly referred to as the UBC Project was conceived by two of the authors of this book Luciana Duranti and Terry Eastwood and conducted between 1994 and 1997 The third author Heather MacNeil who worked formally as the principal research assistant on the project acted as an equal in the research and in the writing of this book The project investigated a number of fundamental questions that have arisen over the past decade as a consequence of the rapid development and use of computer technology for the creation maintenance and preservation of recorded information One of the first comprehensive studies of the issues associated with the management of electronic records was conducted by the United Nations The study commonly known as the ACCIS report aimed to develop guidelines for implementation of electronic archives and records management programmes for use by United Nations organizations taking into account traditional archives and records management practices The report of the study of electronic records in eighteen United Nations organizations identified a number of enduring issues It recognized that the United Nations had to distinguish between record and non record material It recognized the problem of ensuring the authenticity of records which rather narrowly it construed as assuring legality

### **Preservation of the Integrity of Electronic Records** L. Duranti, T.

Eastwood, H. MacNeil, 2014-01-15 *Research and Advanced Technology for Digital Libraries* Panos

Constantopoulos, Ingeborg T. Solvberg, 2003-06-30 Digital libraries DLs are major advances in information technology that frequently fall short of expectations 7 28 Covi Kling 7 argue that understanding the wider context of technology use is essential to understanding digital library use and its implementation in different social worlds Recent health informatics research also suggests that social and organisational factors can determine the success or failure of healthcare IT developments 8 11 12 Heathfield 11 suggests that this is due to the complex autonomous nature of the medical discipline and the specialized clinician or software engineer approach to system development Negative reactions to these systems is often due to inappropriate system design and poor implementation However there may be other less obvious social and political repercussions of information system design and deployment Symon et al 26 have identified within a hospital scenario how social structures and work practices can be disrupted by technology implementation Although these systems often deal with sensitive personal information other system design research has found that apparently innocuous data can be perceived as a threat to social and political stability 1 2 3 To understand the impact of DLs within the medical profession an in depth evaluation is required of the introduction and later development of these applications within their specific social and organisational settings However as Covi Kling 7 have highlighted there are few high level theories that aid designers in understanding the implication of these issues for DL design and implementation

### **Managing Electronic Records** Julie

McLeod, Catherine Hare, 2005 One of the biggest challenges faced by any organization today is that of managing electronic records a vital but complex undertaking involving multiple roles within the organization and strategies that are still evolving Bringing together for the first time the views experience and expertise of international experts in the records management field in the public and the private sectors this book covers the theory and practice of managing electronic records as business and information assets It focuses on the strategies systems and procedures necessary to ensure that electronic records are appropriately created captured organized and retained over time to meet business and legal requirements In addition to chapters covering principles research and developments there are case studies relating to practice and lessons learned The chapters are written by a fully international line up of contributors Readership This book explores issues and addresses solutions not only for records professionals but also for information IT and business administration specialists who as key stakeholders in managing electronic information may have taken on crucial roles in managing electronic records in their organization It will also be a key textbook for records management courses

**Encyclopedia of Library and Information Science** Allen Kent, 2002-03-26 This supplement examines achieving synergy between computer power and human reason to the unified medical language system UMLS

*Currents of Archival Thinking* Heather MacNeil, Terry Eastwood, 2017-01-09 With new technologies and additional goals driving their institutions archives are changing drastically This book shows how the foundations of archival practice can be brought forward to adapt to new environments while adhering to the key principles of preservation and access Archives of all types are experiencing a resurgence evolving to meet new environments digital and physical and new priorities To meet those changes professional archivist education programs now one of the more active segments of LIS schools are proliferating as well This book identifies core archival theories and approaches and how those interact with major issues and trends in the field The essays explore the progression of archival thinking today discussing the nature of archives in light of present day roles for archivists and archival institutions in the preservation of documentary heritage Examining new conceptualizations and emerging frameworks through the lenses of core archival practice and theory the book covers core foundational topics such as the nature of archives the ruling concept of provenance and the principal functions of archivists discussing each in the context of current and future environments and priorities Several new essays on topics of central importance not treated in the first edition are included such as digital preservation and the influence of new technologies on institutional programs that facilitate archival access advocacy and outreach the changing legal context of archives and archival work and the archival collections of private persons and organizations Readers will also learn how communities of various kinds intersect with the archival mission and how other disciplines perspectives on archives can open new avenues

Managing Electronic Records Robert F. Smallwood, 2013-04-15 The ultimate guide to electronic records management featuring a collaboration of expert practitioners including over 400 cited references documenting today's global trends standards and best practices Nearly all business records created today are

electronic and are increasing in number at breathtaking rates yet most organizations do not have the policies and technologies in place to effectively organize search protect preserve and produce these records Authored by an internationally recognized expert on e records in collaboration with leading subject matter experts worldwide this authoritative text addresses the widest range of in depth e records topics available in a single volume Using guidance from information governance IG principles the book covers methods and best practices for everything from new e records inventorying techniques and retention schedule development to taxonomy design business process improvement managing vital records and long term digital preservation It goes further to include international standards and metadata considerations and then on to proven project planning system procurement and implementation methodologies Managing Electronic Records is filled with current critical information on e records management methods emerging best practices and key technologies Thoroughly introduces the fundamentals of electronic records management Explains the use of ARMA s Generally Accepted Recordkeeping Principles GARP Distills e records best practices for email social media and cloud computing Reveals the latest techniques for e records inventorying and retention scheduling Covers MS SharePoint governance planning for e records including policy guidelines Demonstrates how to optimally apply business process improvement techniques Makes clear how to implement e document security strategies and technologies Fully presents and discusses long term digital preservation strategies and standards Managing e records is a critical area especially for those organizations faced with increasing regulatory compliance requirements greater litigation demands and tightened internal governance Timely and relevant Managing Electronic Records reveals step by step guidance for organizing managing protecting and preserving electronic records      Annual Review of Information Science and Technology Blaise Cronin,2004 ARIST published annually since 1966 is a landmark publication within the information science community It surveys the landscape of information science and technology providing an analytical authoritative and accessible overview of recent trends and significant developments The range of topics varies considerably reflecting the dynamism of the discipline and the diversity of theoretical and applied perspectives While ARIST continues to cover key topics associated with classical information science e g bibliometrics information retrieval editor Blaise Cronin is selectively expanding its footprint in an effort to connect information science more tightly with cognate academic and professional communities      Developing Metadata Application Profiles Malta, Mariana Curado,Baptista, Ana Alice,Walk, Paul,2017-01-18 The prevalence of data science has grown exponentially in recent years Increases in data exchange have created the need for standards and formats on handling data from different sources Developing Metadata Application Profiles is an innovative reference source that discusses the latest trends and techniques for effectively managing and exchanging metadata Including a range of perspectives on schemas and application profiles such as interoperability ontology based design and model driven approaches this book is ideally designed for researchers academics professionals graduate students and practitioners

actively engaged in data science      Encyclopedia of Library and Information Sciences John D. McDonald, Michael Levine-Clark, 2017-03-15 The Encyclopedia of Library and Information Sciences comprising of seven volumes now in its fourth edition compiles the contributions of major researchers and practitioners and explores the cultural institutions of more than 30 countries This major reference presents over 550 entries extensively reviewed for accuracy in seven print volumes or online The new fourth edition which includes 55 new entries and 60 revised entries continues to reflect the growing convergence among the disciplines that influence information and the cultural record with coverage of the latest topics as well as classic articles of historical and theoretical importance      **Museums in a Digital Age** Ross Parry, 2013-01-11 The influence of digital media on the cultural heritage sector has been pervasive and profound Today museums are reliant on new technology to manage their collections They collect digital as well as material things New media is embedded within their exhibition spaces And their activity online is as important as their physical presence on site However digital heritage as an area of practice and as a subject of study does not exist in one single place Its evidence base is complex diverse and distributed and its content is available through multiple channels on varied media in myriad locations and different genres of writing It is this diaspora of material and practice that this Reader is intended to address With over forty chapters by some fifty authors and co authors from around the world spanning over twenty years of museum practice and research this volume acts as an aggregator drawing selectively from a notoriously distributed network of content Divided into seven parts on information space access interpretation objects production and futures the book presents a series of cross sections through the body of digital heritage literature each revealing how a different aspect of curatorship and museum provision has been informed shaped or challenged by computing **Museums in a Digital Age** is a provocative and inspiring guide for any student or practitioner of digital heritage      **Developing and Maintaining Practical Archives** Gregory S. Hunter, 2020-04-14 Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline      **The Record** United States. National Archives and Records Administration, 1996      *Advances in Computers* Marvin Zelkowitz, 2003-08-05 *Advances in Computers* remains at the forefront in presenting the new developments in the ever changing field of information technology Since 1960 *Advances in Computers* has chronicled the constantly shifting theories and methods of this technology that greatly shape our lives today *Information Repositories* focuses on the use of large data repositories to store and retrieve information This series is an invaluable addition to any university course in computer technology as well as finding itself at home on the bookshelf of industrial practitioners Includes in depth surveys and tutorials on advances in Computer Technology Features the work of well known authors and researchers in the field Provides a broad overview of important developments Contains extensive bibliographies      Digital Curation: Breakthroughs in Research and Practice Management Association, Information Resources, 2018-08-03 The effective use of technology offers

numerous benefits in protecting cultural heritage With the proper implementation of these tools the management and conservation of artifacts and knowledge are better attained Digital Curation Breakthroughs in Research and Practice is a critical source of academic knowledge on the preservation selection collection maintenance and archiving of digital materials Highlighting a range of pertinent topics such as electronic resource management digital preservation and virtual restoration this publication is an ideal reference source for digital curators technology developers IT professionals academicians researchers and graduate level students interested in the curation and preservation of digital resources **Information**

**Governance** Robert F. Smallwood, 2019-11-26 The essential guide to effective IG strategy and practice Information Governance is a highly practical and deeply informative handbook for the implementation of effective Information Governance IG procedures and strategies A critical facet of any mid to large sized company this super discipline has expanded to cover the management and output of information across the entire organization from email social media and cloud computing to electronic records and documents the IG umbrella now covers nearly every aspect of your business As more and more everyday business is conducted electronically the need for robust internal management and compliance grows accordingly This book offers big picture guidance on effective IG with particular emphasis on document and records management best practices Step by step strategy development guidance is backed by expert insight and crucial advice from a leading authority in the field This new second edition has been updated to align with the latest practices and regulations providing an up to date understanding of critical IG concepts and practices Explore the many controls and strategies under the IG umbrella Understand why a dedicated IG function is needed in today s organizations Adopt accepted best practices that manage risk in the use of electronic documents and data Learn how IG and IT technologies are used to control monitor and enforce information access and security policy IG strategy must cover legal demands and external regulatory requirements as well as internal governance objectives integrating such a broad spectrum of demands into workable policy requires a deep understanding of key concepts and technologies as well as a clear familiarity with the most current iterations of various requirements Information Governance distills the best of IG into a primer for effective action **Electronic**

**Records in the Manuscript Repository** Elizabeth H. Dow, 2009-04-13 Electronic Records in the Manuscript Repository defines the problems related to electronic records and digital documents describes the steps the curator should take to manage those electronic records and digital documents and suggests ways to learn the specific skills and perspectives needed to do the job well It provides an introduction to vocabulary basic concepts and best practices to date by collecting and contextualizing data from several real world projects and it contains almost 30 pages of references to resources that the curator can consult for information on specific topics Dow starts with a review of archival concepts including a look at archival practices and then discusses the problems created by electronic materials in that context as well as the research in progress to tackle these problems **Introduction to Metadata** Murtha Baca, 2016-07-20 Metadata provides a means of

indexing accessing preserving and discovering digital resources The volume of digital information available over electronic networks has created a pressing need for standards that ensure correct and proper use and interpretation of the data by its owners and users Well crafted metadata is needed more now than ever before and helps users to locate retrieve and manage information in this vast and complex universe The third edition of Introduction to Metadata first published in 1998 provides an overview of metadata including its types roles and characteristics a discussion of metadata as it relates to Web resources and a description of methods tools standards and protocols for publishing and disseminating digital collections This revised edition is an indispensable resource in the field addressing advances in standards such as Linked Open Data changes in intellectual property law and new computing technologies and offering an expanded glossary of essential terms

Proceedings of the DLM-Forum on Electronic Records ,2000      **Handbook of Research on Complexities,**

**Management, and Governance in Healthcare** Comite, Ubaldo,2022-10-14 Over the years the complexity of health systems has grown due to the continuous and constant introduction of new technologies process production and organizational which have increased the number of stakeholders involved creating new relationships and new channels through which the various subjects interact It is necessary to highlight the critical issues and opportunities relating to the innovation of the organization and governance of health services as well as the complementarity of management and leadership The new health needs require a Copernican revolution in the organization of services not only offering individual services but also effective permanent care of the patient within institutional and professional assistance networks and effective efficient and appropriate pathways This requires that on an organizational and managerial level the internal relationships between the branches of the healthcare companies must be reviewed and closer relationships built with the managing bodies of the social and welfare services The Handbook of Research on Complexities Management and Governance in Healthcare proceeds with a reasoned reconstruction of healthcare issues through the problems connected to the complexities management and governance in healthcare in light of the recent COVID 19 pandemic It discusses both the ethical side of health and the economic organizational and legal content Covering topics such as healthcare innovation taxation for public health and waste disposal this major reference work is a comprehensive resource for healthcare administration directors executive boards lawyers sociologists government officials and policymakers students and faculty of higher education libraries researchers and academicians



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