



Effective Approaches for Managing Electronic Records and Archives

Bruce W. Dearstyne

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This is a book of fresh insights, perspectives, strategies, and approaches for managing electronic records and for addressing the implications for archival programs operating in a digital environment. The authors draw on first-hand experience to present practical solutions, including recommendations for building and sustaining strong electronic records programs. The book addresses several themes: ·Historical development of digital technologies and their impact on records creation and recordkeeping practices ·Definition and concept of "electronic record" ·Institutional and legal contexts for development of electronic records policies Roles for archival and records management programs in broader digital initiatives of their parent institutions ·Moving from theory to practice ·Strategies for developing and sustaining successful programs, including leadership approaches, partnering with records creators, fostering development of new knowledge, skills, and abilities for information professionals, and adapting and customizing programs.



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