

# Practical Tools for Electronic Records Management and Preservation

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Most organizations are increasingly managing work, and making decisions using electronic information. Organizations need electronic records that are reliable, authentic, usable, and accessible. But with the shift from paper to digital information, many organizations find that their current electronic records are insufficient to support their business needs, or that they are in danger of losing access to those records.

This guide was designed to help information and program managers integrate essential records management requirements into the design of new information systems. It details techniques that seamlessly integrate into the system design process, and result in the identification of technology specifications and opportunities for improving performance through improved access to records. The guide came out of the Models for Action: Practical Approaches to Electronic Records Management and Preservation project that CTG conducted with the New York State Archives and Records Administration, which was funded in part by the National Historical Publications and Records Commission.

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