

Models for Action: Developing Practical Approaches to Electronic Records Management and Preservation

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Organizations often lack adequate tools to manage the growing number and variety of electronic records. Some are in danger of losing access to records stored in personal computers, e-mail boxes or personal local area network (LAN) directories. Others face the problem of linking documents created in different forms and formats to business transactions. Many organizations are finding that their electronic records do not meet their organization's evidentiary needs.

This article discusses the Models for Action Project, which is focused on the development of practical tools to support incorporating electronic records management capacity in the design of new information systems. The project is being conducted by the Center for Technology in Government (CTG) at the University at the Albany, in partnership with the New York State Archives and Records Administration. The project seeks to develop and promote practical tools that will assist organizations, particularly state and local government agencies, in addressing electronic records management and archival requirements as they develop networked computing and communications applications.