

# **A Survey of Key Concepts and Issues for Electronic Recordkeeping**

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As the public sector moves from working in a largely paper-based environment to one in which government agencies offer more and more information and services electronically, a number of new issues and concepts arise.

This report presents the results of a review of technology standards, government policies, legal principals, and best practices for electronic recordkeeping in government. This review was conducted in April 1996 to understand the key issues a CTG team expected to encounter during the design and development of a prototype for the New York State Adirondack Park Agency. This report outlines the results of that survey and is intended to serve as an introduction to key concepts and to guide the associated choices that APA is expected to face as they move from a largely paper-based business process to a networked document management and workflow system.