

Models for Action: Practical Approaches to Electronic Records Management & Preservation

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In an environment where business is increasingly conducted electronically, systematic processes for electronic records management and preservation are crucial. Without question, organizations need electronic records that are reliable and authentic; usable for multiple purposes, and accessible over time for both business and secondary uses. This report presents a set of tools that incorporate essential electronic records requirements into the design of new information systems. Moreover, the practical tools seek to bridge the gap between records management theory and practice by linking an organization's business objectives to its records management processes.

The project, conducted with the New York State Archives, and carried out with the New York State Adirondack Park Agency (APA) and several corporate and academic partners, also produced a prototype that is a network-based integrated document management and workflow system, capable of supporting a fully electronic record, and is also capable of accessing, analyzing, and capturing information from the APA's Geographic Information System (GIS), and archiving the project record.