

MANAGING PUBLIC
SECTOR RECORDS

A Training Programme

Additional Resources



INTERNATIONAL
COUNCIL ON ARCHIVES



INTERNATIONAL RECORDS
MANAGEMENT TRUST

ADDITIONAL RESOURCES

MANAGING PUBLIC SECTOR RECORDS

A STUDY PROGRAMME

General Editor, Michael Roper; Managing Editor, Laura Millar

ADDITIONAL RESOURCES

MANAGING PUBLIC SECTOR RECORDS: A STUDY PROGRAMME

Additional Resources

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Anne Thurston has been working to define international solutions for the management of public sector records for nearly three decades. Between 1970 and 1980 she lived in Kenya, initially conducting research and then as an employee of the Kenya National Archives. She joined the staff of the School of Library, Archive and Information Studies at University College London in 1980, where she developed the MA course in Records and Archives Management (International) and a post-graduate research programme. Between 1984 and 1988 she undertook an onsite survey of record-keeping systems in the Commonwealth. This study led to the foundation of the International Records Management Trust to support the development of records management through technical and capacity-building projects and through research and education projects.

General Editor

Michael Roper has had a wide range of experience in the management of records and archives. He served for thirty-three years in the Public Record Office of the United Kingdom, from which he retired as Keeper of Public Records in 1992. He has also taught on the archives courses at University College London and the University of British Columbia, Canada. From 1988 to 1992 he was Secretary General of the International Council on Archives and since 1996 he has been Honorary Secretary of the Association of Commonwealth Archivists and Records Managers (ACARM). He has undertaken consultancy missions and participated in the delivery of training programmes in many countries and has written extensively on all aspects of records and archives management.

Managing Editor

Laura Millar has worked extensively not only as a records and archives management consultant but also in publishing and distance education, as an editor, production manager and instructional designer. She received her MAS degree in archival studies from the University of British Columbia, Canada, in 1984 and her PhD in archival studies from the University of London in 1996. She has developed and taught archival education courses both in Canada and internationally, including at the University of British Columbia, Simon Fraser University and the University of Alberta. She is the author of a number of books and articles on various aspects of archival management, including *A Manual for Small Archives* (1988), *Archival Gold: Managing and Preserving Publishers' Records* (1989) and *A Handbook for Records Management and College Archives in British Columbia* (1989).

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Hays Information Management

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Nuffield Foundation

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United Nations Development Program

Additional Resources

Compiled by Laura Millar and Ann Pederson

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INTRODUCTION TO *ADDITIONAL RESOURCES*

This document provides information about a range of resources available in the field of records and archives management and in other fields related to the modules in *The Management of Public Sector Records Study Programme*. This tool focuses on the major English-language sources for records and archives management practice in Australia, New Zealand, the United Kingdom and North America. Information from other countries or regions is included as appropriate.

This tool only includes references to significant publications, major organisations or general works related to records and archives management. This document is not intended to repeat information found in the ‘What to Do Next?’ lesson in each module; users are advised to review those lessons for more specific information.

This resource tool is organised into five sections as follows.

Section 1: International and National Organisations. This section identifies key international and national organisations involved with records or archives management or other fields related to the topics discussed in the MPSR modules.

Section 2: Periodical Publications. This section lists major periodical publications on records and archives management.

Section 3: Core Publications, by Module Topic. This section identifies major publications on records and archives management. The section begins with references to valuable glossaries and bibliographies then identifies key works by module topic. Also included in this section are the RAMP Studies published by UNESCO on records and archives subjects. Those works marked with an asterisk (*) are recommended as part of a core library in records and archives management.

Section 4: Online Sources. This section lists valuable websites and listservs on records, archives and related topics.

Section 5: Video Films. This section identifies a number of valuable video productions that may be used for teaching or awareness raising.

This resource tool does **not** include works dealing with

- the holdings of archival institutions and manuscript repositories
- in-depth literature from areas such as preservation, finance, personnel management, medicine or the law, beyond those publications directly relevant to records and archives care
- specialist areas of history (oral, local, public, institutional)
- media-based records and archives management, such as the management of film or sound archives, unless the publications relate directly to general records and archives care.

INTERNATIONAL AND NATIONAL ORGANISATIONS

The first part of this section identifies key international and national organisations involved with records or archives management or other fields related to the topics discussed in the MPSR modules. The second part includes information about selected national archival institutions, particularly those with active publications or international assistance programmes. Entries in each section are in alphabetical order by the name of the organisation.

Where addresses and contact numbers are available, this information is included. Toll free telephone numbers have also been shown (these begin with +1 800 or +1 888), even though they may only be accessible within the country identified. In some cases, only website information is available and so only this has been shown.

See the last lesson of each individual module in this study programme for information on associations or organisations related specifically to the topics addressed in that module.

Professional Associations and Organisations

American Society for Information Science (ASIS)

8720 Georgia Avenue, Suite 501

Silver Spring, MD

20910, US

Tel: +1 301 495 0900

Fax: +1 301495 0810

E-mail: asis@asis.org

Website: <http://www.asis.org/>

ASIS brings together diverse streams of knowledge, focusing what might be disparate approaches into novel solutions to common problems. ASIS bridges the gaps not only between disciplines but also between the research that drives and the practices that sustain new developments. ASIS counts among its membership some 4,000 information specialists from such fields as computer science, linguistics, management, librarianship, engineering, law, medicine, chemistry and education; individuals who

share a common interest in improving the ways society stores, retrieves, analyses, manages, archives and disseminates information.

Association of Canadian Archivists

PO Box 2596, Station D
Ottawa, Ontario, Canada K1P 5W6
Tel: +1 613 445 4564
Fax: +1 613 445 4565
E-mail: aca@magma.com
Website: <http://www.archives.ca/aca/>

The Association of Canadian Archivists is the national archival organisation in Canada. The Association publishes a journal and newsletter, organises annual conference and participates in a variety of educational opportunities for archivists in Canada.

Association of Commonwealth Archivists and Records Managers (ACARM)

12 John Street
London WC1N 2EB, UK
Tel: +44 (0) 20 831 4101
Fax: +44 (0) 20 831 7404

ACARM provides a network of professional information and advice for records managers and archivists in countries of the Commonwealth.

Association for Information and Image Management (AIIM)

1100 Wayne Ave., Suite 1100
Silver Spring, MD 20910-5603 US
Tel (toll free in US): +1 888 839 3165
Tel: +1 301 587 8202
Fax: +1 301 587 2711

or

2 Crown Walk
Winchester Hampshire
SO23 8BB UK
Phone: +44 1962 868333
Fax: +44 1962 868111
Website: www.aiim.org

The Association for Information and Image Management was organised to bring together the users and providers of document and information management technologies, such as document management, knowledge management, workflow and imaging. This organisation has a mail order bookstore that offers publications,

standards and tools that apply to every facet of Records Management from hard copy filing to electronic imaging.

The Association for Information Management (ASLIB)

Staple Hall,
Stone House Court
London EC3A 7PB UK
Tel: +44 0 20 7903 0000
Fax: +44 0 20 7903 0011
Email: membership@aslib.co.uk
Website: <http://www.aslib.co.uk/aslib/>

Founded in 1924, ASLIB is a corporate membership organisation with over 2,000 members in some seventy countries. ASLIB actively promotes best practice in the management of information resources, represents its members and lobbies on all aspects of the management of and legislation concerning information at local, national and international levels.

Association of Records Managers and Administrators (ARMA International)

4200 Somerset Dr., Suite 215
Prairie Village, KS
66208-0540 US
Tel: +1 800 422-2762 / +1 913 341 3808
Fax: +1 913 341 3742
Email: hq@arma.org
Website: <http://www.arma.org/>

The Association of Record Managers and Administrators (ARMA International) is a not-for-profit association of over 10,000 information professionals in the United states, Canada and over 30 other nations. Among other positions, ARMA International members are employed as records and information managers, Managing Information Systems and Automated Data Processing professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians and educators.

The ARMA website also includes links to other professional associations involved with record keeping and includes an extensive 'bookstore' with a wide range of advice and information, from introductory to expert. Prices for publications vary and there are significant discounts for ARMA members. The bookshop lists are accessible at <http://commerce.shreve.net/armahqstorem/>

Australian Society of Archivists Inc.

PO Box 83
O'Connor ACT
Australia 2601
Website: <http://www.archivenet.gov.au/asa>

The Australian Society of Archivists (ASA) is the professional body for archivists in Australia. It was formed in 1975 in response to the growing number of archivists in Australia and to the increasing demand for archival skills. The Society is administered on a national basis by an elected Council, Branches and Special Interest Groups are active in the states and territories.

The Australian Society of Archivists aims to

- promote a professional identity amongst archivists
- promote the keeping care and use of archives and encourage research and development in all areas of archival practice
- establish and maintain standards of archival practice and professional conduct amongst archivists, including standards of archival qualifications and professional training
- encourage the responsible use of archives including cooperating with other organisations and groups with common interests and concerns
- encourage communication and cooperation amongst archivists, their institutions and the users of archives
- publish and disseminate information relevant to the archival profession.

Commonwealth Association for Public Administration and Management (CAPAM)

Suite 402-1075 Bay Street

Toronto, ON

M5S 2B1, Canada

Tel: +1 416 920 3337

Fax: +1 416 920 6574

Email: capam@compuserve.com

Website: <http://www.comnet.mt/capam/>

The aim of CAPAM is to enhance Commonwealth co-operation in improving managerial competence and achieving organisational excellence in government. CAPAM exchanges experiences on new developments and innovations in management in governments by building networks among elected and senior officials, academics and non-governmental organisations. CAPAM provides rapid access to information on best practices in government administration.

Council on Library and Information Resources (CLIR)

1755 Massachusetts Avenue, N.W. Suite 500

Washington, DC 20036 US

Tel: +1 202 939 4750

Fax: +1 202 939 4765

Website: www.clir.org

The Council on Library and Information Resources is an organisation that fosters collaboration between educational institutions and other non-profit organisations in order to meet the challenges, identify roles and responsibilities and make recommendations relating to the preservation of digital information, covering many types of 'digital objects'. CLIR's six areas of interest are preservation awareness,

digital libraries, leadership, economics of information, resources for scholarship and international developments.

European Commission on Preservation and Access (ECPA)

PO Box 19121
1000 GC Amsterdam
The Netherlands
Tel: +31 20 551 08 39
Fax: +31 20 620 49 41
Email: ecpa@bureau.knaw.nl
Website: <http://www.knaw.nl/ecpa>

The European Commission on Preservation and Access was established in 1994 to 'foster, develop and support in Europe collaboration among libraries, archives and allied organisations, in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to the cultural and intellectual heritage.' One of the ECPA's main objectives is to 'collect, record and disseminate specialised information relating to new developments in access and preservation.' The ECPA has an active publications programme and produces catalogues regularly, which can be obtained through the address above.

The Institute of Health Record Information and Management (IHRIM)

115 Willoughby Road
Boston, Lincolnshire PE21 9HR, UK

IHRIM is the professional association in the United Kingdom for medical records managers, clinical coding managers and medical archivists. IHRIM provides certified training courses and guidance materials, and also issues a quarterly journal.

International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM)

Via de San Michele 13
00153 Rome, Italy
Tel: +39 06 585 531
Fax: +39 06 5855 3349
Email: iccrom@iccrom.org
Website: <http://www.iccrom.org>

ICCROM is an intergovernmental organisation with ninety member states concerned with conserving all types of heritage, whether movable or immovable. ICCROM serves as a clearinghouse for information and a forum for discussion. It seeks to integrate the conservation of cultural heritage by collecting, studying and disseminating information, coordinating research, offering consultancy assistance, providing training opportunities and promoting awareness of cultural heritage issues.

International Committee of the Blue Shield (ICBS)

The International Committee of the Blue Shield was established in 1996 by four non-governmental organisations: the International Council on Archives (ICA), the International Council of Museums (ICOM), the International Council on Monuments and Sites (ICOMOS), and the International Federation of Library Associations and Institutions (IFLA). The International Committee of the Blue Shield aims to advise on the protection of endangered heritage, to facilitate international response to emergencies, to encourage the protection of cultural property, to offer training at the national and regional level to manage and protect against disasters and to consult with other agencies on issues of preservation and protection. As a cooperative programme of several agencies, the ICBS can be contacted through agencies such as the International Council on Archives.

International Council on Archives(ICA)

60, rue des Francs-Bourgeois
75003 Paris, France
Tel: +33 0 1 40 27 63 06
Fax: +33 0 1 42 72 20 65
Email: 100640@compuserve.com
Website: <http://www.archives.ca/ICA/>

The ICA is the professional organisation for the world archival community, dedicated to the preservation, development and use of the world's archival heritage. The International Council on Archives brings together national archival institutions, professional associations of archivists, regional, local and other archival facilities and individual archivists. The ICA has more than 1,450 members in 170 countries and territories. It is a non-governmental organization, and it works in close co-operation with inter-governmental organizations like UNESCO and the Council of Europe. It also maintains close links with other non-governmental organizations.

ICA's wide-ranging international activities include

- a general programme of publications and conferences
- a development programme, promoting co-operation within and between regional branches
- a European programme promoting archival co-operation in Europe
- a professional programme carried out by the sections and committees
- a series of special projects, many in conjunction with UNESCO and other international organizations.

The ICA has a full-time Secretariat of five people, based in the Paris headquarters, which undertakes the general administration of the organization. The professional output of the ICA comes from its network of members and contacts throughout the world who give their time and their professional expertise on a voluntary basis. The ICA publishes a number of valuable works including *Janus*, *Archivum* and the *ICA Bulletin* as well as proceedings of various conferences and a regularly updated *ICA*

Directory. The ICA includes regional branches, sections, committees and project groups involved with a range of records and archives issues. These various groups are listed below.

The International Council on Archives is the professional, international, non-governmental organisation representing the interests of archives and archivists world wide. Its aims are to promote the preservation, development and use of the world's archival heritage. The ICA brings together national archive administrations, professional associations of archivists, regional, local and other archives and individual archivists.

REGIONAL BRANCHES

- ALA: Asociacion latinoamericana de archivos
- ARBICA: Arab Regional Branch
- CARBICA: Caribbean Regional Branch
- CENARBICA: Regional Branch for Central Africa
- EASTICA: East Asian Regional Branch
- ESARBICA: Eastern and Southern Africa Regional Branch
- PARBICA: Pacific Regional Branch
- SARBICA: Southeast Asian Regional Branch
- SWARBICA: South and West Asian Regional Branch
- WARBICA: West African Regional Branch

SECTIONS

- ICA/SAE: Section for Archival Education and Training
- ICA/SBL: Section of Business and Labour Archives
- ICA/SIO: Section of Archivists of International Organizations
- ICA/SKR: Section of Archives of Churches and Religious Denominations
- ICA/SMA: Section of Municipal Archives
- ICA/SML: Provisional Section on Military Archives
- ICA/SPA: Section of Professional Archival Associations
- ICA/SPP: Section of Archives of Parliaments and Political Parties
- ICA/SUV: Section of University and Research Institution Archives

Instructors in records and archives management are specifically directed to information about the ICA Section on Archival Education and Training (ICA/SAE). This ICA/SAE is involved in records and archives education and training around the

world; it hosts a website that includes a bibliography of readings used by teachers of records and archives management courses.

The website developers plan to host databases with lists of educators, educational programmes, research and publication projects. For information on the ICA/SAE, see <http://www.gslis.utexas.edu/~issa/>.

COMMITTEES

- Committee on Archival Buildings and Equipment
- Committee on Descriptive Standards
- Committee on Electronic and Other Current Records
- Committee on Information Technology
- Committee on Archival Legal Matters
- Committee on Preservation of Archival Materials
- Committee on Sigillography

PROJECT GROUPS

- Project Group on Terminology
- Project Group on Architectural Records
- Project Group on Audio-Visual Records
- Project Group on Protection of Archives in the Event of Armed Conflict or Other Disasters
- Project Group on Literature and Art Archives.

International Federation for Information and Documentation (FID)

FID Secretariat

PO Box 90402 - 2509 LK

The Hague

The Netherlands

Tel.: +31 70 314 0671

Fax: +31 70 314 0667

Email: fid@python.konbib.nl

Website: <http://fid.conicyt.cl:8000/>

Since 1895 FID Members, representing organisations and individuals in over 90 nations, have promoted best management practice of information as the critical resource for all society.

International Organization for Standardization (ISO)

Case postale 56
CH-1211 Geneva 20, Switzerland
Tel: +41 22 749 01 11
Fax: +44 22 733 34
Website: <http://www.iso.ch>

The International Standards Organisation (ISO) is a worldwide federation of national standards bodies from some 130 countries, one from each country. The ISO promotes the development of standardisation in order to help facilitate the international exchange of goods and services as well as to help develop cooperation in intellectual, scientific, economic and technical activities.

The ISO has established many standards that affect records and archives work, particularly with regard to quality of microfilm, photographic equipment, paper quality and so on. ISO standards are identified by the term 'ISO' and a number, such as ISO 9000, the standard for quality management and quality assurance, or the ISO 14000 series of standards for environmental management. Of particular note is ISO/TC46/SC11: Information and Documentation: Archives and Records Management, which is drawing up an international standard for records management. Details of SC11 secretariat should be in ISO literature at www.iso.ch.

International Records Management Trust (IRMT)

12 John Street
London WC1N 2EB, UK
Tel: +44 (0) 20 7831 4101
Fax: +44 (0) 20 7831 7404
Email: info@irmt.org
Website: <http://www.irmt.org>

The Trust was established in 1989 in order to support developing country requirements for managing official government records. As technology began to have a rapidly escalating impact on the way records were created, used and stored, it became clear that there was a pressing need for innovative and strategic solutions. The Trust was established to support this need. As a charity dedicated to education, research and practical technical assistance, it set out to undertake a range of project work. Projects evolved and grew in three areas, as summarised below:

- **Country Projects** were introduced to support local officials and professionals in managing official records. This includes defining legal and regulatory frameworks; developing organisational structures, including strengthening the national archives' capacity to regulate the continuum of records management functions and developing and introducing new systems and procedures for managing records and developing professional capacity.
- **Education Projects** were conceived as a vehicle for introducing greater awareness of the importance of records and for developing educational modules and materials which could be shared between English speaking countries. It was intended that where desirable, these materials could be adapted to meet the

requirements of developing countries with different administrative traditions. The aim in all cases was to ensure that the material was in line with global theory and best practice but relevant to local realities where there were severe constraints on funding and a limited technical and institutional infrastructure.

- **Research Projects** were introduced to study the requirements for well-managed records in key areas, such as financial and personnel management, particularly in an environment of rapid technological change. The Trust's research projects have focussed on real problems and the practical solutions required to solve them.

The range and complexity of Trust's programme areas and project work has expanded in parallel with the growth and spread of technological applications and with global development concerns, such as good governance, accountability, human rights, economic reform, transparency and accountability and cultural heritage for sustainable development. Its work has demonstrated repeatedly that neither technology nor global development agendas can be successfully addressed in the absence of effective control of official records. The Trust is therefore committed to providing an expanded level of services and support for developing countries as they make the transition to the electronic age.

Records Management Society (RMS)

Woodside
Coleheath Bottom, Speen
Princes Risborough
Bucks HP27 0SZ, UK
Tel: +44 1494 488599
Fax: +44 1494 488590
Email: bulletin@rms-gb.org.uk
Website: <http://www.rms-gb.org.uk>

The Records Management Society is open to all those concerned with records and information, regardless of their professional or organisational status or qualifications. Organisations wishing to develop records or information systems and those that provide such services are also welcome. The RMS is developing its own training programmes and extending its range of technical and information publications.

Society of Archivists

40 Northampton Road
London EC1R 0HB, UK
Tel: +44 171 278 8630
Fax: +44 171 278 2107
Website: <http://www.archives.org.uk>

The Society of Archivists is a professional society for archivists, archive conservators and records managers in the United Kingdom and Ireland. It aims to promote the care and preservation of archives, the better administration of record repositories, and to advance the training of its members. Membership, which consists of registered members, members, student members and institutional affiliates, is open to all those involved or qualified in archive administration, conservation and records management

or in related areas, as well as full time students. Membership of the Society carries with it a mandatory adhesion to a professional code of conduct.

Society of American Archivists

527 S. Wells Street 5th Floor
Chicago, IL
60607-3922 US
Tel: +1 312 922 0140
Fax: +1 312 347 1452
Email: info@archivists.org
Website: <http://www.archivists.org>

The Society of American Archivists is the oldest and largest national archival professional association in North America, established in 1936. The Society provides communication services through scholarly journals and newsletters; it also offers continuing education courses and career opportunities, particularly for archivists in the United States.

The website has useful contacts and links and especially an extensive list of publications which can be ordered by mail or electronically.

Southeastern Library Network (SOLINET)

1438 West Peachtree Street NW
Suite 200
Atlanta, Georgia
30309-2955, US
Tel: +1 404 892 0943
Website: <http://athena.solinet.net/solinet>

SOLINET is a non-for-profit library cooperative providing resource sharing for educational, cultural and economic advancement of the southeastern United States and the Caribbean. Founded in 1973, SOLINET has a membership of over 800 libraries of all types, making it the largest regional library network in the United States. SOLINET's Preservation Services division offers information to institutions to help them improve the physical care of their information resources.

United Nations Educational, Scientific and Cultural Organization (UNESCO)

7 place de Fontenoy
75700 Paris, France
Tel: +33 1 45 68 10 00
Website <http://www.unesco.org/webworld>

The Division of the General Information Programme (PGI) publishes RAMP studies on records and archives management issues; some of these studies are available online at the website listed above. The website also contains information about other UNESCO initiatives in information, library and archival issues, including announcements about forthcoming conferences, new activities around the world and information about community and cultural activities in developing countries.

ARCHIVAL INSTITUTIONS

Many national and state or provincial archives in the metropolitan English-speaking countries have excellent leaflets and publications that can be adapted to smaller or different contexts. Many of the institutions also provide useful information on their websites. This list only highlights some key institutions; note that many of them include links to other national or state repositories and related agencies.

Library of Congress

110 First Street, SE
Washington, DC
20540, US
Tel: +1 202 426 5213
Email: lcweb@loc.gov
Website: <http://lcweb.loc.gov>

The Library of Congress is involved with extensive research into the management and preservation of records and archives. Much information is available online and publications can be ordered.

National Archives of Australia

PO Box 34
Dickson
Canberra, A.C.T. 2602 Australia
Fax: +61 6 257 7564
Website: <http://www.naa.gov.au>

The National Archives of Australia offers a number of publications free, including information about various archival issues. The NAA also participates in international activities and makes many of its resources available on its website.

National Archives of Canada

395 Wellington Street
Ottawa, ON
K1A 0N3, Canada
Tel: +1 613 996 7430 (Library)
Fax: +1 613 995 6274 (Library)
Website: <http://www.archives.ca>

The National Archives of Canada is an active partner in international archival projects, including hosting the International Council on Archives website and participating in a range of ICA activities. The National Archives' website includes valuable information about archival policies and procedures, examples of on-line research tools and finding aids and information about exhibitions and publications.

National Archives and Records Administration (NARA)

700 Pennsylvania Avenue, NW
Washington, DC
20408, US
Fax: +1 202 208 5248
Website: <http://www.nara.gov/>

The National Archives and Records Administration is an independent federal agency of the United States government, responsible for preserving the nation's history and managing its federal records. NARA has a wide range of publications available on archival management issues; the website provides details. People can also view NARA's general disposal schedules online through the website.

Public Record Office (PRO)

Kew, Richmond
Surrey TW9 4DU, UK
Tel: +44 208 876 3444
Fax: +44 208 878 8905
Website: <http://www.pro.gov.uk>

The Public Record Office in the United Kingdom seeks to ensure that public records are preserved for present and future access and to raise awareness of the importance of caring for records and archives.

The PRO conducts a variety of preservation-related activities, including preservation coordination and training, preservation copying, preservation cataloguing, and conservation and restoration work.

State Records Authority of New South Wales

Level 3, 66 Harrington Street
The Rocks
Sidney, NSW 2000
Australia
Tel: +61 2 9237 0200
Fax: +61 2 9237 0142
Email: srecords@records.nsw.gov.au
Website: <http://www.records.nsw.gov.au>

The State Records Authority of New South Wales was previously known as the Archives Authority of New South Wales. The State Records' website offers valuable information on record keeping, including on-line finding aids to holdings, updates on programmes and services, and online versions of various publications including the *Government Recordkeeping Manual*.

PERIODICAL PUBLICATIONS

This section lists major English-language periodical publications on records and archives management. Those marked with an asterisk (*) are considered core works; a professional library should try to obtain at least two copies of the asterisked journals from 1993 onwards.

Print Journals

- * *The American Archivist*. Chicago, IL: Society of American Archivists. From 1999 bi-annual, formerly quarterly.
Archival Issues. Society of Midwestern Archivists. Biannual. Formerly the *Midwestern Archivist*.
- * *Archivaria*. Ottawa, ON: Association of Canadian Archivists. Biannual.
Archives. Cambridge, UK: British Records Association. Biannual.
- * *Archives and Manuscripts*. Canberra, AUS: Australian Society of Archivists Incorporated. Biannual.
Archives & Museum Informatics. The Hague, NT: Kluwer Publications. Quarterly.
Archivum. Paris, FR: International Council on Archives. Annual.
Janus. Paris, FR: International Council on Archives. Biannual; available to ICA members only.
- * *Journal of Information Management*. Prairie Village, KS: ARMA International. Quarterly. Formerly *ARMA Records Management Quarterly*.
Journal of Information and Image Management. Silver Spring, MD: Association of Information and Image Management. Monthly
Journal of the Society of Archivists. London, UK: Society of Archivists. Biannual.
Provenance. Atlanta, GA: Society of Georgia Archivists. Biannual. Formerly *Georgia Archive*, 1972-1983.
Records Management Journal, London, UK: ASLIB. Biannual.
Records and Retrieval Report. Westport, CT: Greenwood Publishing Group. Ten times annually; available by subscription only.

Electronic Journals

Archives & Museums Informatics. Selected articles by the principal consultants are also available at <http://www.archimuse.com>

D-Lib Magazine. Website: <http://www.dlib.org/>

Provenance. Electronic Magazine for Information Professionals. Website: <http://www.intergate.bc.ca/netpac/provenance/>

CORE PUBLICATIONS

This section identifies major English-language publications on records and archives management. Entries in this listing are organised in alphabetical order by author, or by title if there is no author identified. Comments have been included only if necessary to explain some aspect of the publication. Those works marked with an asterisk (*) are recommended as part of a core library in records and archives management. If publications are available electronically, the appropriate website has been identified.

Materials are only included if they are

- still in print
- internationally applicable
- considered authoritative or standard works
- represent value for money.

As a general rule, only monograph publications such as books or reports are included here, as well as key UNESCO RAMP (Records and Archives Management Programme) Studies. References to articles or short readings are included in additional resources section of the relevant module. Major publications of overall significance to all topics are included under the *Principles and Context* module.

Naturally, some publications might relate to more than one subject; in such instances the entry has usually been included under the most logical topic; in rare instances a publication is included twice. Because many publications may relate to more than one module, users are encouraged to read all entries carefully to identify as much useful information as possible. All publication information included here is repeated in the appropriate module, in order to ensure users who only have access to the module have complete reference information.

The section begins with references to valuable glossaries and bibliographies. Following this are key works on records and archives management, organised by the topics addressed in the MPSR Study Programme modules. If necessary, module topics have been subdivided into categories to address specific issues.

Glossaries

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Bellardo, Lewis and Lynn Lady Bellardo, comps. *A Glossary for Archivists, Manuscript Curators and Records Managers*. Chicago, IL: Society of American Archivists, 1992.

State Records Authority of New South Wales. *Glossary of Records Management Terms*. URL: <http://www.records.gov.nsw.au>. Navigate to public sector record keeping and follow prompts.

- * Walne, Peter, ed. *Dictionary of Archival Terminology: English and French with Equivalents in Dutch, German, Italian, Russian and Spanish*. 2d ed. Munich, GER: KG Saur, 1988. Note, a new edition is pending. Please refer to the ICA Secretariat for more information.

Bibliographies

- * Andrews, Patricia and Bettye Grier. *Writings on Archives, Historical Manuscripts and Current Records: 1979-1982*. Washington, DC: National Archives and Records Administration, 1985.

Continuations of the above bibliography appear in annual compilations in issues of The American Archivist beginning in 1986. Check the individual issues to find the various bibliographies.

Archives Library Information Centre (ALIC). *Subject Bibliographies: Various Topics*. Washington, DC: National Archives and Records Administration, 1988–.

The ALIC database is becoming a major resource for what is going on in archives in the United States. You can get more detail on listings at URL: <http://www.nara.gov/nara/naralibrary/alic/alicmenu.html>. Copies of papers and other publications can be ordered via email at alic@arch2.nara.gov.

Australian Council of Archives. *Bibliography on Electronic Records. 1995-1999*. Available electronically at www.naa.gov.au/govserv/er/index.htm.

Canadian Centre For Information and Documentation On Archives. *Archival Science Bibliography 1986–1988*. Ottawa: National Archives of Canada, 1991.

Duchein, Michael, comp. 'Basic International Bibliography of Archive Administration.' *Archivum* 25 (1978).

Evans, Frank B., comp. *Modern Archives and Manuscripts: A Select Bibliography*. Chicago, IL: Society of American Archivists, 1975.

Evans, Frank B., comp. *UNESCO RAMP [Records and Archives Management Programme] and Related Documents: A Chronological Checklist and Index*.

Consult this at URL: http://www.unesco.org/webworld/ramp/rmpstd_1.htm.

Evans, Frank B. *Writings on Archives Published by and with the Assistance of UNESCO: A RAMP Study*. (RAMP Study PGI-83/WS/5). Paris, FR: UNESCO, 1983.

Thomassen, Theo, comp. *What Students in Archival Education Learn: A Bibliography for Teachers*. The Hague, NL: International Council on Archives Section on Archival Education and Training (ICA/SAE), 1996- .

This source is updated regularly. The latest compilation is accessible online at URL: <http://www.gslis.utexas.edu/~issa/bibliography.html>.

Manuals

The Society of American Archivists publishes and distributes a number of manuals on basic archival practice. A full list of publications is available from the Society of American Archivists, Publications Department, 600 S. Federal, Suite 504, Chicago, Illinois, USA, 60605, Telephone: +1 312 922 0140, or on the Internet at <http://www.archivists.org>.

The Management of Public Sector Records: Principles and Context

* Brasdher, JG, ed. *Managing Archives and Archival Institutions*. Chicago, IL: Society of American Archivists, 1991

Cook, Michael. *Information Management and Archival Data*. London, UK: Library Association Publishing, 1993.

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* Couture, Carol and Jean-Yves Rousseau. *The Life of a Document: A Global Approach to Archives and Records Management*. Montreal, PQ: Vehicule Press, 1982.

Craig, Barbara, ed. *The Archival Imagination: Essays in Honour of Hugh A. Taylor*. Ottawa, ON: Association of Canadian Archivists, 1992.

* Cox, R J. *Managing Institutional Archives: Foundational Principles*. New York, NY: Greenwood Press, 1992.

* Daniels, Maygene F and Timothy Walch, eds. *A Modern Archives Reader: Basic Readings on Archival Theory and Practice*. Washington, DC: National Archives and Records Service, 1984.

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 McKemmish, Sue and Michael Piggott. *The Records Continuum: Ian Maclean and Australian Archives First Fifty Years*. Clayton, Vic, AUS: Ancora Press, 1994.
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- * Maedke, W, et al. *Information and Records Management*. 3d ed., Encino, CA: Glencoe Publishing, 1989.
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- * Pederson, Ann E and Mark Brogan. *Documenting Society*. Perth, AUS: Edith Cowan University, 1998. Available on CD-ROM.
- * Pederson, Ann E, ed. *Keeping Archives*. Sydney, AUS: Australian Society of Archivists, 1987.
 Roper, Michael and Carol Couture. *Impact Evaluation of the Records and Archives Management Programme (RAMP) of the General Information Programme (PGI)*. (RAMP Study PGI-93/WS/10). Paris, FR: UNESCO, 1993.
- * Schellenberg, Theodore H. *Modern Archives: Principles and Techniques*. SAA Classic Reprint. Chicago, IL: Society of American Archivists, 1996.
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 Walne, Peter, ed. *Selected Guidelines for the Management of Records and Archives: A RAMP Reader*. (RAMP Study PGI-90/WS/6). Paris, FR: UNESCO, 1990. Available electronically through the UNESCO website.

Organising and Controlling Current Records

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 Doyle, Murielle and Andrè Frènière. *The Preparation of Records Management Handbooks for Government Agencies: A RAMP Study*. (RAMP Study PGI-91/WS/18). Paris, FR: UNESCO, 1991. Available electronically through the UNESCO website.

Durance, Cynthia J, ed. *Management of Recorded Information: Converging Disciplines*. München, Germany, KG Saur, 1990.

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Managing Hospital Records

United Kingdom, Audit Commission. *Setting the Records Straight: A Study of Hospital Medical Records*. London, UK: HMSO, 1995.

Benjamin, B., ed. *Medical Records*. London, UK: Heinemann, 1977.

- * Huffman, EK. *Medical Record Management*. 9th ed. Berwyn, IL: Physicians' Record Company, 1990.

Sullivan, RJ. *Medical Records and Index Systems*. Cambridge, MA: Ballinger Publishing Company, 1979.

- * Maxwell-Stewart, H, J Sheppard and G Yeo. *Hospital Patient Case Records: A Guide to their Retention and Disposal*. London, UK: Health Archives Group, 1996.

Managing Legal Records

- * Twining, William and Emma Varden Quick, eds. *Legal Records in the Commonwealth*, Aldershot, UK: Dartmouth, 1994.

Corrigan, Barbara E, et al. *Guide to the Management of Legal Records*. Prairie Village, KS: ARMA International, 1987.

This publication focuses largely on the care of private legal records but contains valuable information.

Managing Personnel Records

- * Armstrong, Michael. *Handbook of Personnel Management Practice*. 4th ed. 1991.
- * Cain, Piers and Anne Thurston. *Personnel Records: A Strategic Resource for Public Sector Management*. London: UK: Commonwealth Secretariat, 1998.

ONLINE SOURCES

This section lists valuable websites and listservs on records, archives and related topics.

Websites

The following websites contain useful information about archives and records issues.

Donna and John Harlan of Miami University of Ohio have collected and compiled a 'directory' of information about archives and archivists on the Internet.

<http://miavx1.muohio.edu/~harlanjb/personal/projects/archives/>

ARCHON is a website focused on the needs of UK archivists and manuscripts curators. It has valuable links to repositories and training institutions; of special interest is the link to professional resources and associations.

<http://www.hmc.gov.uk/archon/archon.htm>

Created and maintained by Cheryl Avery, University of Saskatchewan Archives and Steve Billinton, Archives of Ontario, the *Canadian Archival Resources on the Internet* site is a model for those wishing to set up a comprehensive directory of sites. Especially valuable are its links to other international gateways.

<http://www.usask.ca/archives/menu.html>

Canadian Heritage Information Network (CHIN) is a comprehensive organisation with a number of publications and reports of interest to record-keeping professionals.

http://www.chin.gc.ca/Resources/Publications/e_publications.html

State University of New York at Albany, Center for Technology in Government includes important papers on record-keeping issues.

<http://www.ctg.albany.edu>

European Commission, DLM Forum Papers, is the site for the DLM Forum on Electronic Record Keeping; it has important consensus documents and papers on the topic.

<http://www.dlmforum.eu.org/>

Ready, 'Net, GO! Archival Internet Resources is an American-based website that is specially good for explaining searching tools and strategies for exploring the Internet.

<http://www.tulane.edu/~lmiller/ArchivesResources.html>

Records and Information Management Resources on the Internet was developed and maintained by Alan S. Zaben as a service to records professionals. It sits on the ARMA Rio Grande Chapter site and has an extensive list of sites and sources for records managers and archivists.

<http://www.flash.net/~survivor/instruc.htm>

Listservs

'Listsers' are informal electronic discussion groups conducted through electronic mail. The following listsers deal with records and archives issues. For an overview of general information on various related listsers and information on how to subscribe, go to <http://volvo.gslis.utexas.edu/~epcsaa/subject.html>.

Archives ListServ

Address: LISTSERV@MIAMIU.ACS.MUOHIO.EDU

To subscribe send the following email message

subscribe ARCHIVES your full name

AUS-archivists ListServ

Address: <aus-archivists@asap.unimelb.edu.au>

To subscribe send the following email message

subscribe aus-archivists to majordomo@asap.unimelb.edu.au
(with no subject line or signature)

Records Management ListServ

Address: LISTSERV@SUV.M.SYR.EDU

To subscribe send the following email message

subscribe RECMGMT your full name

Electronic Recordkeeping ListServ

Address: LISTSERV@UACSC2.ALBANY.EDU

To subscribe send the following email message

subscribe ERECS-L your full name

International Council on Archives ListServ

Address: ICA-L

To subscribe send the following email message to Majordomo@ualberta.ca

subscribe ICA-L

ICAEDS, the ICA Education ListServ

Address: icaeds@mcfely.cc.utexas.edu

To subscribe send the following email message to Listproc@mcfely.cc.utexas.edu

SUBSCRIBE ICAEDS your name

VIDEO FILMS

This section identifies a number of valuable video productions that may be used for teaching or awareness raising. Contact information has been included whenever available; note that some toll free telephone numbers may only be accessible within the country identified. Many of these films related to preservation issues, which makes them useful supplements to the module in this study programme on *Preserving Records*.

American Film Foundation. *Into the Future: On the Preservation of Knowledge in the Electronic Age.* Santa Monica, CA: American Film Foundation with the Commission on Preservation and Access and the American Council of Learned Societies, 1997.

VHS NTSC, PAL. 60 minutes for US\$59.50; 30 minutes for US\$39.50. Order from the American Film Foundation, PO Box 2000, Santa Monica CA 90406 US. Email: info@clir.org.

American Library Association Video/Library Video Network. *Be Prepared: Security and Your Library.* 1994.

VHS NTSC color videotape, 35 minutes, closed captioned content. Available from American Library Association Video/Library VideoNetwork, 320 York Road, Towson, MD, 21204-5179 US. +1 800 441 TAPE. US\$130.

Archives Association of Ontario (successor to Ontario Council of Archives). *The Archival Trail.* Ottawa: Ontario Council of Archives, 1991.

VHS NTSC. 20 minutes 39 seconds. For information on availability contact Executive Assistant, Archives Association of Ontario, PO Box 46009, 444 Yonge Street, College Park Post office, Toronto, ON M5B 2L8 Canada. Email: aao@interlog.com.

Association of Records Managers and Administrators, and Document Reprocessors. *The Inside Track to Disaster Recovery,* 1986.

VHS NTSC color, 14 minutes. Basic introduction to the activities associated with disaster recovery (packing, drying and restoration, and relocation) of books,

documents, microforms, and magnetic media. Available from ARMA, 4200 Somerset Dr., Suite 215, Prairie Village, KS 66208 US. +1 913 341 3808. US\$47.

Boston University, Preservation Studies Program. *Culture Shock: Fire Protection for Historic and Cultural Property*, 1995.

VHS NTSC color videotape, 23 minutes. Available from National Park Service, National Center for Preservation Technology and Training, NSU Box 5682, Natchitoches, LA 71497 US. +1 318 357 6464. Free.

Canadian Broadcasting Corporation. *Turning to Dust*, 1990.

VHS color videotape NTSC or PAL, 45 minutes. This videotape focuses on scientific aspects of the deterioration of library and archival materials. Shows how scientists and librarians in the United States and Canada are seeking solutions to preservation problems. Environmental control, mass deacidification, paper strengthening, preservation microfilming, and increased use of alkaline paper are featured. Available from Filmmakers Library, 124 East 40th St., New York, NY 10016 US. +1 212 808 4980. For rent US\$65; for purchase US\$195 plus shipping and handling.

Edith Cowan University. *The Records Environment*. Occasional VHS Video Series. Perth: Media Production Unit, Edith Cowan University, 1992- . Specific titles:

- ‘Archives’: 28 minutes 5 seconds
- ‘Electronic Recordkeeping’: 20 minutes 19 seconds
- ‘Records Management Concepts’: 26 minutes
- ‘The Oldest Profession: Records Management in the Western World’: 27 minutes
- ‘The Records Retention and Disposal Schedule’: 22 minutes 45 seconds

Each film in this series of five videos may be ordered in PAL, NTSC or SECAM formats for A\$99 each; A\$380 for the set of five. Add postage and packing of A\$8 within Australia or A\$17 for destinations outside Australia. Send orders to Media Production Unit, Edith Cowan University, Pearson Street, Churchlands, WA 6018 Australia. Email: Karen Anderson k.anderson@cowan.edu.au.

International Records Management Trust (IRMT). Three VHS documentary videos are currently available from the International Records Management Trust in PAL, NTSC or SECAM format. Send orders to IRMT, 12 John Street, London WC1N 2EB UK. Email: jleijten@irmt.org. Each film is £25. Prices include airmail postage.

- *Protecting the People: Records Management and Citizens’ Rights in Ghana*, 1996.

- *Toward Good Government: Records Management and Public Sector Reform in Tanzania*, 1996.
- *The Return to Democracy: Accountability and Documentary Evidence in The Gambia*. United Nations office for Project Services, 1997.

Library of Congress. *Library Preservation: Fundamental Techniques*, 1986.

VHS NTSC color. Six videotapes filmed as proceedings of the 'hands-on' sessions presented at the American Library Association/Library of Congress institute held in August 1985. The tapes are intended to supplement training in basic conservation procedures. The tapes are as follows:

- *Books in General Collections: Recasing*, with Don Etherington (79 minutes). Procedure for reattaching a textblock into its case.
- *Books in General Collections: Paper Repair and Pockets*, with Robert Milevski (81 minutes). Paste-making, determining grain direction, mending with Japanese paper and with heat-set tissue, making pockets for maps and other loose inserts.
- *Pamphlet Binding*, with Jan Merrill-Oldham (60 minutes). Several different pamphlet binding styles for different kinds of pamphlets.
- *Surface Cleaning, Encapsulation, and Jacket-Making*, with Judith Fortson (80 minutes). Demonstration of appropriate techniques for these activities.
- *Protective Enclosure: Portfolios and Boxes*, with Robert Espinosa (114 minutes). Construction of phase boxes and clamshell (double-tray) boxes.
- *Protective Enclosure: Simple Wrappers*, with Lynn Jones (52 minutes). Construction of light-weight enclosures.

Available from: LC Marketing office, Washington, DC 20540 US. +1 202 707 5112. Individual VHS programs cost US\$30 each, except Portfolios and Boxes, which costs US\$40; special price for the full set is US\$150.

New York State Archives and Records Administration (NYSARA). *Let the Record Show: Practical Uses for Historical Documents*. Albany, NY: SARA, 1988.

VHS NTSC. 15 minutes 23 seconds. Contact NYSARA, Cultural Education Center, Room 10A46, Albany, NY, 12230 US. Email: recmgmt@mail.nysed.gov.

New York University. *Handle with Care*, 1988.

VHS NTSC color videotape, 4 minutes. Discusses the appropriate handling of books. Available from Preservation office, Bobst Library, New York University, 10 Washington Square South, New York, NY 10012 US. US\$39.

University College London. The School of Library, Archive and Information Studies. *Electronic Records in the New Millennium: Managing Records for Businesses and Government*, 1995.

VHS video (Part 1 20 minutes, Part 2 55 minutes) with teaching notes and discussion guidelines. This video is available in PAL, NTSC or SECAM formats for £55 per copy, including airmail postage. Please send orders and remittance in sterling to SLAIS, University College London, Henry Morley Building, Gower Street, London WC1E 6B UK. Email: o.manager@ucl.ac.uk.

Université du Québec à Montréal. *Preventive Conservation in Museums: Disaster Contingency Planning*, 1995.

VHS NTSC color, 21 minutes. This video focuses on disaster planning, prevention and recovery for museum collections. Available from: Université du Québec à Montréal, Audiovisual Department, Product Services, Box 8888, Station Centre-Ville, Montreal PQ H3C 3PB Canada. +1 514 987 6105. CDN\$75.

University Microfilms. *Care for Your Microform Collection: The Next Step in Preservation*, 1991.

VHS NTSC color videotape, 12 minutes. Available from University Microfilms, Inc. PO Box 1764, Ann Arbor, MI 48106 US. +1 800 521 3042 (in Canada, phone +1 800 343 5299, ext. 3781). US\$9.95, including shipping and handling.