Data Integrity and Recordkeeping in the Digital Environment

Training Materials Under Development

Dr. Peter M. Sebina

Department of Library and Information Studies, University of Botswana

Overview

- Findings from case study counties have revealed that:
- The management of electronic records pose certain challenges
- The management of Human Resource and Payroll records needed some special attention

- In view of these concerns, the IRMT in 2007 brought together archival educators and practitioners to:

- Brainstorm on training modules which would address

1) Electronic Records Management
2) Human Resource and Payroll Records Management

- This session was followed by detailed research and submissions were made towards the development of some training modules
- So far 5 modules are under development

Module 1: Understanding the Context of Electronic Records Management

- Provides introduction to
- Key terms and concepts
- Outlines the importance of electronic records and their management
- Outlines the challenges and opportunities of/for managing electronic records

- Examines
- The technological features that distinguish e-records from paper records
- The place of e-records in information systems
- The effect of changing software environment on e-records management

- Discusses
- The role of legal and regulatory environment in managing electronic records
- The role of policies and standards in the management of electronic records

Module 2:Planning and Managing an Electronic Records Management Programme

- Intention of module is to enable development of effective electronic records management programmes

- It outlines steps necessary for developing a business case for electronic records management

- It provides guidance on planning and implementing an electronic records management project
- The guidance includes:
- Developing an electronic records management policy
- Effective advocacy for ERM
- Change management

Module 3: Managing the Creation, Use and Disposition of e-records

- Module intends to provide knowledge on how to effectively manage electronic records the moment they are created to a point when they are not needed to support business process

- The module covers areas such as:
- Developing classification schemes for e-records
- Key actions necessary to manage creation and use of e-records (reliability and authenticity)
- Modalities and processes for appraising and disposing e-records

- Access to e-records and the impact of security and access laws
- Issues to consider in selecting ERM software

Module 4: Preserving electronic records

- Module aims to facilitate proper preservation of e-records
- It leads to an understanding of e-records preservation issues as well as relevant strategies
- Provides guidance of e-records policy formulation and implementation
- Provides guidance on the development of digital repositories

Module 5: Personnel Records as the Information Base for Human Resource and Payroll Management

- Aim of the module is to enable development of effective Human Resource and Payroll Records Management Programmes

- As well as to provide knowledge on ways of moving Human Resource and Payroll records from paper based environments onto electronic ones

- Training modules collectively known as

Term Project: Training in Electronic Records Management

Thank

You