PART 7

Records Management *Roadmap* Resources

PART 7: *Records Management Roadmap* Resources

Part 7 of the *Roadmap* is a collection of publications, websites, examples of different outputs, selected publications, web resources, or sample tools and documents that relate to the different destinations and milestones outlined in the *Roadmap.* We have included only a

The citations provided are divided into four sections:

- ***Section 1***: core records management resources
- ***Section 2***: key resources related to each destination
- ***Section 3:*** professional journals
- ***Section 4***: professional organizations and standards bodies.

While it is our preference to direct users to low- or no-cost resources whenever possible, we recognize that many useful sources of information are available commercially. We have, therefore, included both materials available free of charge and materials available for purchase. Items that must be purchased are marked with **COST.**

We acknowledge that the best-known or most accessible resources are often in English, but we recognize that valuable resources in other languages also exist. To help us expand the breadth and diversity of resources, we encourage anyone using this *Roadmap* to share references with the World Bank Group Archives; please send your suggestions to us at archives@worldbank.org.

We remind everyone of the need to respect intellectual property rights when using different sources and encourage users to obtain appropriate copyright clearance or attribution whenever required.

We hope you find these resources useful as you plan your own records management initiatives.

SECTION 1

CORE RECORDS MANAGEMENT RESOURCES

This short selection of training materials, international standards, institutional websites, and textbooks and manuals offer useful a starting point for planning the establishment or expansion of a records management program and services for your organization. Also included are resources that cover more than one of the different destinations in the *Roadmap,* such as the manuals and textbooks that address overall management skills or on planning electronic records management programs.

The training materials include freely available content that may be adapted to suit your own needs. The textbooks and manuals listed are the best sources of introductory information. And the national or state archival institution or government websites will direct you to samples of records management policies, procedures, and tools, as well as guidance and orientation resources that may help your organization develop or expand your own records management programs and services.

This list is not exhaustive, and we encourage all users to seek out guidance locally as well. Your local records and archives management organizations and archival institutions can offer jurisdiction-specific advice. You may also benefit from contacting the appropriate regional branch of the International Council on Archives (ICA), which is the international association representing records and archives management professionals. See Section 4 for details about the ICA.

TRAINING MATERIALS

The **NATIONAL ARCHIVES AND RECORDS ADMINISTRATION** (NARA) in the United States has developed an extensive program of *Records Management Training Online Lessons,* many of which are available for use free of charge. The lessons combine PowerPoint slides with audio presentations.

See https://www.archives.gov/records-mgmt/training.

The **PACIFIC REGIONAL BRANCH OF THE INTERNATIONAL COUNCIL ON ARCHIVES** (PARBICA) has produced The Recordkeeping for Good Governance Toolkit, designed to equip governments and organizations across the Pacific improve their records management operations. The resources are presented in both document and PDF formats. The toolkit is available for use free of charge.

See http://www.parbica.org/sharing/publications/recordkeeping-for-good-governance/index.aspx.

TEXTBOOKS AND MANUALS

Association of Records Managers and Administrators (ARMA International). *Sample Forms for Records and Archives Management Programs,* 2002. ARMA International and Society of American Archivists.
COST

Brown, Caroline, ed. *Archives and Recordkeeping: Theory into Practice.* Facet, 2013. **COST**

Centre for Archive and Information Studies (CAIS). *The Recordkeeper's Bookshelf.* University of Dundee, 2013. See https://www.ica.org/sites/default/files/The%20Recordkeepr%27s%20Bookshelf_0.pdf.

Crockett, Margaret. *The No-Nonsense Guide to Archives and Recordkeeping.* Facet, 2015. **COST**

International Organization for Standardization (ISO). *Information and documentation – Records management – core concepts and vocabulary (ISO 30300:2020),* 2020. **COST**

Local Government Management Association of British Columbia. *Records Management Manual for Local Government Organizations.* 5th edition. LGMABC, 2017. See https://www.lgma.ca/manuals1#RecordsManagementManual. **COST.**

MacLeod, Julie and Catherine Hare, eds. *Managing Electronic Records.* Facet, 2005. (E-book published 2018.) See http://www.facetpublishing.co.uk/title.php?id=045506#.XtvnKEVKg2w. **COST**

Millar, Laura. *Archives: Principles and Practices.* 2d edition. Facet, 2017. This book offers an overview of all aspects of archives management, from the purpose and nature of archives to the establishment of archival services and the different tasks and responsibilities undertaken by archivists. The book is useful to help organizations understand the role of allied agencies such as archival institutions and establish effective working relationships. **COST**

Penn, Ira A. and Gail B. Pennix. *Records Management Handbook.* 2d edition. Routledge, 2017. **COST**

Ray, Louise and Melinda Haunton, eds. *Management Skills for Archivists and Records Managers.* FORTHCOMING Facet, 2021. This book is advertised as including information about corporate and strategic planning; project management; money and resource management; human resources planning and management; performance management (presumably including guidance about monitoring and auditing) and advocacy in archives and records management. **COST**

Shepherd, Elizabeth, and Geoffrey Yeo. *Managing Records: A Handbook of Principles and Practice.* Facet, 2003. **COST**

Smith, Kelvin. *Public Sector Records Management: A Practical Guide.* Routledge, 2007. **COST**

Smith, Kelvin. *Planning and Implementing Electronic Records Management: A Practical Guide.* Routledge, 2007. **COST**

INSTITUTIONAL AND GOVERNMENT WEBSITES

Australia

Commonwealth of Australia, Whole of Government Information and Communications Technology Services. See https://www.finance.gov.au/government/whole-government-information-communications-technology-services.

National Archives of Australia (NAA). See www.naa.gov.au/.

Office of the Australian Information Commissioner. See https://www.oaic.gov.au/freedom-of-information/.

Public Record Office Victoria (PROV). See https://prov.vic.gov.au/.

State Archives and Records Authority of New South Wales (NSW State Archives and Records). See www.records.nsw.gov.au/.

State Records Office of Western Australia. See http://www.sro.wa.gov.au/.

Canada

Archives of Ontario (AO). See http://www.archives.gov.on.ca/en/index.aspx.

Enterprise Information Management Alberta. See https://www.alberta.ca/enterprise-information-management.aspx.

Library and Archives Canada (LAC). See http://www.bac-lac.gc.ca/eng/Pages/home.aspx.

Ontario Information and Privacy Commissioner (OIPC). See https://www.ipc.on.ca/.

Treasury Board Secretariat of Canada (TBS). See https://www.canada.ca/en/government/system/digital-government.html.

New Zealand

Archives New Zealand (ANZ). See https://archives.govt.nz/manage-information.

United Kingdom

The National Archives, United Kingdom (TNA). See https://www.nationalarchives.gov.uk/information-management/.

United States

Library of Congress (LOC). See www.loc.gov/index.html.

National Archives and Records Administration (NARA). See https://www.archives.gov/records-mgmt.

SECTION 2

RECORDS MANAGEMENT EXAMPLES AND RESOURCES

The **examples** shown in this section include sample documents such as awareness raising brochures, records management policies, or emergency plans. The other **resources** cited include training tools, books, handbooks or manuals, and other materials that provide guidance about an issue.

We have limited entries to only a handful of examples and citations for each destination, but we remind all users that a wealth of additional information is available. Additional commentary has been added if the title of the resource does not sufficiently explain its scope or purpose. Note that sometimes an example also includes guidance and suggestions, and sometimes a resource publication includes examples – it is useful to review all materials that relate to the topic you are investigating to determine if they are useful to your organization.

The literature on some topics covers more than just one milestone in a destination. For example, there is not a great deal of literature on "raising awareness" of the value of records (**Destination 1**). Many publications might address most or all milestone issues. To avoid repetition, we have consolidated all citations within the destination rather than separate entries by milestone and only duplicated the occasional resource that merits recognition as part of different destinations.

Users interested in staying current with records and archives management issues should regularly review the websites of specialist publishers to identify new resources. Below are several publishers that focus on records, information, archives, and library management.

In the United Kingdom and Europe:

- Facet Publishing (http://www.facetpublishing.co.uk/index.php) (UK)
- Routledge (https://www.routledge.com/) (UK)

In the United States:

- ALA Neal Schuman (https://www.alastore.ala.org/alaeditions)
- Association of Records Managers and Administrators (ARMA) (https://www.arma.org/)
- Rowman & Littlefield (https://rowman.com/)
- Society of American Archivists (https://www2.archivists.org/).

Note that the field of records and archives management is small and specialized; many publishers also serve as distributors for books. You may find the same title listed more than once, with different prices depending on jurisdiction. You will want to locate the distributor appropriate to your country or region.

DESTINATION 1: **OUR ORGANIZATION RECOGNIZES THE VALUE OF MANAGING RECORDS EFFECTIVELY.**

Milestone 1	Our organization is **aware of the value** of records management for organizational success.
Milestone 2	**Senior managers** actively **support** records management.
Milestone 3	Our organization links records management with **legal, regulatory, and policy requirements.**
Milestone 4	Our organization works with **allied agencies** to support a coordinated approach to records management.

Examples

Canadian General Standards Board. *Electronic records as documentary evidence,* CAN/CGSB-72.34-2017. **COST**

Minnesota Historical Society. *Electronic Records Management Guidelines,* 2018. See https://www.mnhs.org/preserve/records/electronicrecords/erlegal.php. Includes a summary of legislative requirements for records management, as an example of the kinds of information that needs to be researched to ensure records management programs and services meet legal, regulatory, and policy needs.

National Archives of Australia (NAA). *Check-up Plus 2019,* 2019. See https://www.naa.gov.au/information-management/check-plus-2019. The Check-up Plus survey is designed to collect data on information management capabilities and behaviors in Australian government agencies, but it also serves as an awareness raising and development tool by helping organizations track their progress against a variety of best-practice information management behaviours and develop plans and projects to support information and records management improvements.

Northern Ireland Audit Office, Northern Ireland Audit Office, Northern Ireland Public Services Ombudsman's Office, and UK Information Commissioner's Office. *Records Matter: A View from Regulation and Oversight Bodies on the Importance of Good Record Keeping,* 2020. See https://www.niauditoffice.gov.uk/records-matter-view-regulation-and-oversight-bodies-importance-good-record-keeping.

United Nations Archives and Records Management (UNARMS). *Guidance.* See https://archives.un.org/content/guidance-0. The United Nations' series of quick reference guides provide a basic overview of records management practices, along with more detailed records management guidance to help staff who use records in their daily work. These resources are available free of charge on the UN ARMS website and can be used as both awareness raising and training tools.

Resources

Brooks, Julie. "Perspectives on the Relationship between Records Management and Information Governance," *Records Management Journal,* Vol. 29, No. 1/2, pp. 5-17 (2019). See https://doi.org/10.1108/RMJ-09-2018-0032

Gibbons, Paul. *The Freedom of Information Officer's Handbook.* Facet Publishing, 2019. **COST** This book includes guidance about freedom of information legislation and requirements, particularly but not only for a UK audience, and includes information about the impact of the European Union's General Data Protection Regulation or GDPR on access to information. The book is useful to help organizations understand the role of allied agencies such as access and privacy offices and establish effective working relationships.

Library and Archives Canada (LAC). *Governance and Recordkeeping around the World.* This newsletter provides news about current events, initiatives, guidance, best practices, and tools to support information management, archives, and libraries. See http://www.bac-lac.gc.ca/eng/about-us/publications/governance-recordkeeping-world/Pages/default.aspx. To subscribe to the free online newsletter, send an email to bac.pdtd-drkp.lac@canada.ca.

DESTINATION 2: OUR ORGANIZATION'S RECORDS MANAGEMENT PROGRAM IS MANAGED STRATEGICALLY.

Milestone 1	Our organization has a **strategic plan** for records management.
Milestone 2	Our organization follows formal records management **policies and procedures**.
Milestone 3	Our organization **confirms** records management **responsibilities of all staff**.
Milestone 4	Our organization **monitors** and **audits** records management programs and services.

Examples

Australian National Audit Office. *Records Management in the Australian Public Service,* 2012. See https://www.anao.gov.au/work/performance-audit/records-management-australian-public-service. This audit of records management in Australia offers a useful example of the issues identified as part of monitoring and auditing activities.

Government Records Office Archives of Manitoba, Canada. *Records Officer Roles and Responsibilities,* 2019. See https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/r_o_role_and_resp.pdf.

National Archives and Records Administration (NARA). *Records Management Regulations, Policy, and Guidance,* current to 2019. See https://www.archives.gov/records-mgmt/policy.

National Archives of Australia (NAA). *Information Management Policies,* 2020. See https://www.naa.gov.au/information-management/information-management-policies.

Oregon City, Oregon, United States. *Transparency and Open Government: Records Management Strategic Plan, 2014-2018.* See https://www.orcity.org/sites/default/files/fileattachments/city_recorder/page/3752/records_strategic_plan_2014-2018.pdf.

Resources

International Organization for Standardization (ISO). *Information and documentation – Records management – Part 1: Concepts and Principles.* ISO 15489-1:2016. **COST**

International Organization for Standardization (ISO). *Information and documentation – Management Systems for Records – Requirements.* ISO 30301:2019. **COST**

International Organization for Standardization (ISO). *Information and documentation – Management Systems for Records – Guidelines for implementation.* ISO 30302:2015**. COST**

International Organization for Standardization (ISO). *Information and documentation – Risk assessment for records processes and systems.* ISO 18128:2014. **COST**

DESTINATION 3: **OUR ORGANIZATION COMMITS SUFFICIENT RESOURCES TO SUPPORT RECORDS MANAGEMENT.**

Milestone 1	Our organization commits **adequate financial resources** for records management.
Milestone 2	Our organization provides a secure **physical infrastructure** and acquires appropriate **equipment/technology** for records.
Milestone 3	Our organization **engages qualified professionals** to perform records management duties.

Examples

National Archives and Records Administration (NARA). *Performance Budgets,* current to 2020. See https://www.archives.gov/about/plans-reports/performance-budget. Budget requests from NARA to Congress from 2009 to 2020 (for 2021) include budget justifications, performance plans, and links between budget requests and strategic goals.

National Archives of Australia (NAA). *Types of Information and Systems,* current to 2020. See https://www.naa.gov.au/information-management/types-information-and-systems. This resource provides information about different electronic document and records management systems and about how to manage different types of information and records.

Resources

Acker, Edward, AIA, Steven Winter Associates, Inc., and Paul O'Connell, P.E., Operations Concepts, Inc. *Archives & Record Storage Building,* WBDG Whole Building Design Guide, 2017. See https://www.wbdg.org/building-types/archives-record-storage-building.

Association of Records Managers and Administrators (ARMA International). *Job Descriptions for Information Management and Information Governance,* 2017. Available as a PDF from ARMA; see https://www.arma.org/store/ViewProduct.aspx?id=10849029. **COST**

DESTINATION 4: OUR ORGANIZATION RECOGNIZES THE LINK BETWEEN RECORDS AND INFORMATION TECHNOLOGY.

Milestone 1	Our organization **manages all records and evidence** effectively, regardless of form or medium.
Milestone 2	Our organization **selects information technologies** strategically to support records management.
Milestone 3	Our organization **collaborates** with information technology providers to protect records and evidence.

Examples

National Archives of Australia (NAA). *Types of Information and Systems,* current to 2020. See https://www.naa.gov.au/information-management/types-information-and-systems. This resource provides information about different electronic document and records management systems and about how to manage different types of information and records.

University of Wisconsin Systems, *Records Management Guidelines for Information Technology Systems,* current to 2020. See https://www.wisconsin.edu/general-counsel/legal-topics/records/records-management-resources/records-management-guidelines-for-information-technology-systems/#:~:text=Information%20technology%20systems%20create%20and,records%20management%20requirements%20in%20mind.&text=Information%20technology%20system%20implementation%2C%20maintenance,called%20the%20software%20development%20lifecycle.

Wisconsin State Legislature, *Administrative Code, Chapter ADM 12: Electronic Records Management – Standards and Requirements,* 2002. See https://docs.legis.wisconsin.gov/code/admin_code/adm/12.

Resources

DLM Forum. *Modular Requirements for Electronic Records (MoReq),* current to2010. MoReq is a comprehensive but simple set of requirements for building electronic records management systems, that defines a set of common services that should be incorporated into any electronic records management software system or tool. See https://moreq.info/.

International Organization for Standardization (ISO). *Information and documentation – records management in enterprise architecture.* ISO 21965:2019. **COST**

International Organization for Standardization (ISO). *Processes and functional requirements for software for managing records* (two parts). ISO 16175:2020. **COST**

National Archives and Records Administration (NARA). *Universal Electronic Records Management Requirements,* current to 2020. See https://www.archives.gov/records-mgmt/policy/universalermrequirements.

Queensland Government, Australia. *Technology and applications for managing records,* current to 2020. See https://www.forgov.qld.gov.au/technology-and-applications-managing-records.

Smallwood, Robert. *Managing Electronic Records: Methods, Best Practices, and Technologies,* Wiley, 2013. **COST**

DESTINATION 5: OUR ORGANIZATION MANAGES RECORDS EFFECTIVELY AND ACCOUNTABLY.

Milestone 1	Our organization **makes records** when they are needed.
Milestone 2	Our organization **identifies** and **organizes records** logically.
Milestone 3	Our organization **describes** records and evidence consistently.
Milestone 4	Our organization **assigns responsibility** for records.
Milestone 5	Our organization **supports staff** to manage records and evidence effectively.

Examples

National Archives of Australia (NAA). *Getting Started with Information Management,* current to 2020. See https://www.naa.gov.au/information-management/getting-started-information-management.

National Archives and Records Administration (NARA). *Series Inventory Form,* current to 2019. See https://www.archives.gov/records-mgmt/scheduling/inventory-form-series.

United Nations Archives and Records Management (UNARMS). *Guidance.* See https://archives.un.org/content/guidance-0. The United Nations' series of quick reference guides provide a basic overview of records management practices, along with more detailed records management guidance to help staff who use records in their daily work. These resources are available free of charge on the UN ARMS website and can be used as both awareness raising and training tools.

University of British Columbia. *Retention Schedules,* current to 2019. See https://recordsmanagement.ubc.ca/schedules/.

Resources

Baca, Murtha. *Introduction to Metadata.* 3d edition. Getty Research Institute, 2016. See http://www.getty.edu/publications/intrometadata/.

Haynes, David. *Metadata for Information Management and Retrieval: Understanding Metadata and Its Use.* 2d edition. Facet, 2018. **COST**

International Organization for Standardization (ISO). *Information and Documentation – records management processes – metadata for record*s (3 parts), ISO 23081:2011. **COST**

International Organization for Standardization (ISO). *Documentation Management – information stored electronically – recommendations for trustworthiness and reliability.* ISO 15801:2009. **COST.**

International Organization for Standardization (ISO). Information and Documentation – Appraisal for *Managing Records, Technical Report,* ISO/TR 21946, 2018. **COST**

National Archives of Australia (NAA). *Overview of Classification Tools for Records Management,* 2003. See https://www.naa.gov.au/sites/default/files/2019-10/classifcation-tools.pdf.

National Archives and Records Administration (NARA). *Records Inventory – Data Elements,* current to 2019. See https://www.archives.gov/records-mgmt/scheduling/inventory-elements.

United Nations Archives and Records Management (UNARMS). *File Classification,* current to 2020. See https://archives.un.org/content/file-classification-schemes

DESTINATION 6: OUR ORGANIZATION PROVIDES APPROPRIATE ACCESS TO RECORDS.

Milestone 1	Our organization **proactively releases records** to the public.
Milestone 2	Our organization **protects private and personal information**.
Milestone 3	Our organization **protects sensitive or secret information**.

Examples

Government of Canada. *A Guide for Individuals: Protecting Your Privacy,* 2015. See https://www.priv.gc.ca/en/about-the-opc/publications/guide_ind/

Government of Canada. *Industrial Security Manual, Chapter 5: Handling and Safeguarding of Classified and Protected Information and Assets,* current to 2019. See https://www.tpsgc-pwgsc.gc.ca/esc-src/msi-ism/chap5-eng.html

Government of Canada. *Proactive Disclosure,* current to 2020. See https://open.canada.ca/en/proactive-disclosure.

World Bank Group. *The World Bank Policy on Access to Information,* July 1, 2010. See http://documents.worldbank.org/curated/en/391361468161959342/pdf/548730Access0I1y0Statement01Final1.pdf.

World Bank Group. *Multilateral Investment Guarantee Agency's Policy on Disclosure of Information,* October 1, 2007. See https://www.miga.org/sites/default/files/archive/Documents/environ_social_disclosure_policy_021507.pdf.

Resources

Gibbons, Paul. *The Freedom of Information Officer's Handbook.* Facet Publishing, 2019. **COST**

Goldman, Jan, and Susan Maret. *Intelligence and Information Policy for National Security.* Rowman & Littlefield, 2016. **COST**

Government of British Columbia, Canada. *Guide to Good Privacy Practices,* current to 2020. See https://www2.gov.bc.ca/gov/content/governments/services-for-government/information-management-technology/privacy/good-privacy-practices.

Information Commissioners Office (ICO), United Kingdom. *Guidance for Organisations,* current to 2020. See https://ico.org.uk/for-organisations/. This website contains a variety of guidance, tools, and resources related to managing records, information, and evidence in support of legal requirements and to comply with access, privacy, and security needs, primarily within the United Kingdom.

MacGuire, Rachel. *Information Rights for Records Managers.* Facet Publishing, 2018. **COST**

DESTINATION 7: **OUR ORGANIZATION STORES RECORDS APPROPRIATELY AND DISPOSES OF THEM REGULARLY.**

Milestone 1	Our organization **stores records and evidence appropriately,** regardless of form or medium.
Milestone 2	Our organization protects records and evidence in an **emergency.**
Milestone 3	Our organization **retains records** for as long as needed and **disposes** of records appropriately**.**
Milestone 4	Our organization **destroys records** securely, regardless of form or medium.
Milestone 5	Our organization **preserves** records and evidence with archival value, so they are **available** for public use.

Examples

Archives New Zealand (ANZ). *Disposal Authorities,* current to 2020. See https://www.archway.archives.govt.nz/DisposalAuthorities.do .

Archives of Manitoba. *Preparing Records Schedules,* Government Records Procedure GRO 1, 2019. See https://www.gov.mb.ca/chc/archives/gro/recordkeeping/docs/procedure_gro1.pdf.

National Archives and Records Administration (NARA). *Essential Records Guide,* 2018. See https://www.archives.gov/files/records-mgmt/essential-records/essential-records-guide.pdf. This resource provides guidance about how to identify vital (essential) records and how to develop an emergency plan (referred to as a records disaster mitigation and recovery plan).

National Archives and Records Administration (NARA). *Storage and Handling,* 2018. See https://www.archives.gov/preservation/storage.

National Archives of Australia (NAA). *Records Authorities,* current to 2020. See https://www.naa.gov.au/information-management/records-authorities.

Simon Fraser University (Canada). *Procedure for Transferring Records,* 2019. See https://www.sfu.ca/archives/records-management/URC-transfer.html.

United States Government. *Records Disposition Schedules,* current to 2020. See https://www.doi.gov/ocio/policy-mgmt-support/information-and-records-management/records-disposition-schedules.

University of British Columbia, Canada. *Retention Schedules,* current to 2019. See https://recordsmanagement.ubc.ca/schedules/.

Resources

Brown, Adrian. *Practical Digital Preservation: A How-To Guide for Organizations of Any Size.* Facet, 2013. **COST**

Halsted, Deborah, Shari Clifton, Daniel Wilson. *Library as Safe Haven: Disaster Planning, Response, and Recovery.* ALA Neal-Schuman, 2014. Available free of charge in 2020 to support COVID-19 emergency response actions. See https://www.alastore.ala.org/sites/default/files/LibraryAsSafeHavenPDF.pdf.

International Council on Archives, Section for Professional Associations. *Guidelines for Developing a Retention Schedule for Records Management and Archival Associations, including a Model Retention Schedule.* See https://www.ica.org/sites/default/files/SPA_2008_Guidelines_Developing-a-retention-schedule_EN.pdf.

International Organization for Standardization (ISO). *Digital Records Conversion and Migration Process,* ISO 13008:2012. **COST**

International Organization for Standardization (ISO). *Information and Documentation – Implementation Guidelines for Digitization of Records,* ISO 13028:2010. **COST**

International Organization for Standardization (ISO). *Information and Documentation – Trusted third party repository for digital records,* ISO 17068:2017. **COST**

The National Archives (UK). *Identifying and Specifying Requirements for Offsite Storage of Physical Records.* January 2009. See https://www.nationalarchives.gov.uk/documents/information-management/considerations-for-developing-an-offsite-store.pdf.

University of Edinburgh, Records Management Section. *Creating a Retention Schedule,* n.d. See https://www.ed.ac.uk/files/atoms/files/retentionschedulingv8_0.pdf.

SECTION 3

PROFESSIONAL JOURNALS

Some of the leading research in records and archives management is published in the journals and magazines of professional associations. Access to more recent issues may be limited to members only, but older content is often available online free of charge.

Entries are listed in alphabetical order by title.

- *African Journal of Library, Archives and Information Science* (Nigeria: www.ajol.info/journals/ajlais)
- *American Archivist* (USA: www.archivists.org/periodicals/aa-toc.asp)
- *Archifacts* (New Zealand: https://www.aranz.org.nz/publications/archifacts)
- *Archival Issues* (USA: http://www.midwestarchives.org/archival-issues)
- *Archival Science* (Netherlands: https://ischoolwikis.sjsu.edu/lispublications/wiki/lis-scholarly-journals/archival_science/**)**
- *Archivaria* (Canada: https://archivaria.ca/index.php/archivaria)
- *Archives and Manuscripts* (Australia: http://www.archivists.org.au/learning-publications/archives-and-manuscripts)
- *Archives and Records: The Journal of the Archives and Records Association* (UK: http://www.archives.org.uk/publications/archives-and-records-ara-journal.html)
- *ARMA Magazine* (Association of Records Managers and Administrators: https://magazine.arma.org/)
- *Comma* (International Council on Archives: https://www.ica.org/en/public-resources/comma)
- *D-Lib Magazine* (USA: www.dlib.org/)
- *ESARBICA Journal* (South Africa: https://www.ajol.info/index.php/esarjo)
- *Information and Culture* (USA: formerly *Libraries and the Cultural Record,* http://www.infoculturejournal.org/about)
- *RBM: a Journal of Rare Books, Manuscripts, and Cultural Heritage* (USA: formerly *Rare Books & Manuscripts Librarianship*, http://rbm.acrl.org/).
- *Records Management Journal* (UK: http://www.emeraldinsight.com/loi/rmj)

SECTION 4

PROFESSIONAL ASSOCIATIONS AND STANDARDS BODIES

Professional associations, standards bodies, and other organizations produce valuable resources related to information, records, and archives management. Some resources are available free of charge through the Internet. Other resources and tools may be available at a COST While much of the guidance provided is specific to a particular jurisdiction, the principles and practices articulated often provide useful examples that can be adapted for use in other environments.

Entries are listed by country, beginning with international organizations followed by entries for different countries. The official URL for the organization is included, followed by descriptive information to provide some explanation of the agency's services.

Many national or regional organizations provide information of value beyond their borders. In some regions of the world, such as in Australia and New Zealand, professional organizations may work closely together across boundaries.

Another source of information about national and regional records and archives associations is available through the International Council on Archives website at https://www.ica.org/en/associations.

As noted already, this list cannot be considered comprehensive. We welcome input from users of the *Roadmap* about organizations or groups in their jurisdiction that provide support for records and archives management; please send your suggestions to us at archives@worldbank.org.

International

(including regional initiatives across the European Union)

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA)

https://www.arma.org/

The Association of Records Managers and Administrators (ARMA) sets standards and best-practice frameworks for records management and provides support to the records management professionals. ARMA also provides education and training in records management, both for records management practitioners and for others in governments and organizations needed advice and support on a wide range of records management issues.

While international in focus, ARMA's largest membership is in the United States, and much of its guidance focuses on North American records management approaches.

CODATA

https://codata.org/

CODATA is an international organization committed to supporting connections between data and people to advance science as a global public good. CODATA supports the principle that data should be as open as much as possible, only closed when necessary, based on the FAIR concept (Findable, Accessible, Interoperable, and Reusable). CODATA's priorities include promoting open data and open science; advancing data science research; and building capacity for open science.

DIGITAL PRESERVATION COALITION (DPC)

https://www.dpconline.org/

The Digital Preservation Coalition (DPC), a not-for-profit company registered in England and Wales, exists to secure a digital legacy for society by supporting the development of systems and processes to allow the long-term access to digital content and services. The DPC carries out its mission through advocacy, community engagement, workforce development, capacity-building, and support for good practice standards.

DLM FORUM

http://www.dlmforum.eu/

The DLM Forum, established by the Council of the European Union in 1994, acts as a multi-disciplinary forum of public archives and interested parties across public and private sector. DLM, formerly an acronym for 'Données Lisibles par Machine' (machine-readable data now refers to "document life cycle management." The DLM Forum works to address challenges associated with information governance and the management and preservation of records, information, and archives.

A notable achievement of the DLM Forum is the creation of a series of European records management standards known as MoReq or Model Requirements for the Management of Electronic Records, which define core business services and operations that records systems need to support. The most recent version of the standard is MoReq 2010. See https://www.moreq.info/.

EUROPEAN COMMISSION, THE EUROPEAN DIGITAL STRATEGY

https://ec.europa.eu/digital-single-market/en/content/european-digital-strategy

The European Commission has developed a digital strategy designed to support the effective use of digital technologies while supporting the values of the European Union. The strategy supports the effective and safe use of technologies; the creation of a fair and competitive digital economy; support for an open, democratic, and sustainable society, and support for innovations in the use of technologies, while encouraging actions that respect environmental sustainability and the protection of personal and collective rights.

INTERNATIONAL COUNCIL ON ARCHIVES (ICA)

www.ica.org

The International Council on Archives (ICA) is a neutral, non-government, member-funded organization representing records and archives professionals around the world. The ICA is dedicated to the effective management of records and the preservation, care and use of the world's archival heritage; it supports these goals through advocacy, standard setting, professional development, and communications and outreach between archivists, policy makers, creators and users of archives.

The ICA delivers a range of courses on records and archives management issues, including an introduction to records management. The ICA also operates several expert groups and special interest sections devoted to different specific records and archives management topics, as well as branches representing regions of the world. The regional branches are listed below: to learn more about each branch, follow the links on the ICA website at https://www.ica.org/en/ica-regional-branches.

ALA - Asociación 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

EURASICA - Eurasia Regional Branch

EURBICA - European Regional Branch

NAANICA - North American Archival Network

PARBICA - Pacific Regional Branch

SARBICA - Southeast Asian Regional Branch

SWARBICA - South and West Asian Regional Branch

WARBICA - West African Regional Branch

INTERNATIONAL FEDERATION OF FILM ARCHIVES (FIAF)

https://www.fiafnet.org/

The International Federation of Film Archives (FIAF) was established in 1938 to support the preservation of, and access to, the world's film heritage. FIAF works with affiliates around the world to rescue, collect, preserve, screen, and promote films, with an emphasis both on their value as works of art and culture and as historical documents. As of May 2020, FIAF includes more than 171 institutions in 75 countries.

INTERNATIONAL ORGANIZATION FOR STANDARIZATION (ISO)

https://www.iso.org/home.html

The International Organization for Standardization (ISO) is an independent, non-governmental organization with members from 164 national standards agencies around the world. The ISO brings together experts to share knowledge and develop voluntary, consensus-based, market relevant international standards.

ISO TC 46/SC 11 is the technical committee responsible for developing standards on records/archives management. The foundation standard, revised in 2016, is ISO 15489: *Records Management* **- *Principles and concepts.*** Also useful is the **ISO 30300 series, *Management systems for records***. Other standards have been listed in appropriate locations within the resources section; see the ISO website for additional details and purchase information.

INTERNATIONAL RECORDS MANAGEMENT TRUST (IRMT)

www.irmt.org

The International Records Management Trust (IRMT), which operated from 1989 to 2019, provided support to low-resource countries around the world to help strengthen records and archives services in support of improved access to information and greater accountability and transparency. The IRMT's training materials, research reports, and other resources continue to be available on the IRMT's website.

OPEN PRESERVATION FOUNDATION (OPF)

https://openpreservation.org/

The Open Preservation Foundation (OPF) was established as the Open Planets Foundation in 2010 to maintain the momentum gained after the completion of a European Union-funded research and development project called PLANETS, which has investigated issues and challenges with digital preservation. (The name was changed to Open Preservation Foundation in 2014.)

The OPF is a non-profit member-based organization of digital preservation practitioners from around the world, that supports collaboration and communications in the development of best-practice approaches to preserving digital records, evidence, and other resources and making them available.

Australia

(including regional initiatives with New Zealand)

AUSTRALIAN SOCIETY OF ARCHIVISTS INC (ASA)

https://www.archivists.org.au

The Australian Society of Archivists Inc. (ASA) is the national professional association of records and archives professionals in Australia. The ASA exists to promote the preservation and care of archives and provide professional support, guidance, and advice to records and archives professional, including through education, training, standard setting, publications, and other activities. The ASA also aims to co-operate with other organizations and groups having complementary objectives and to provide an authoritative voice on matters of archival concern.

ASA has a memorandum of understanding with the Archives and Records Association of New Zealand (ARANZ) to work together when possible to support common issues each association faces in taking the profession forwards.

COUNCIL OF AUSTRALASIAN ARCHIVES AND RECORDS AUTHORITIES (CAARA)

http://www.caara.org.au/

The Council of Australasian Archives and Records Authorities (CAARA) brings together the heads of the government archives authorities of the Commonwealth of Australia, New Zealand and each of the Australian States and Territories. CAARA aims to promote consistency and information sharing in the management of records in the Australian Commonwealth, New Zealand, and the Australian states and territories.

RECORDS AND INFORMATION MANAGEMENT PROFESSION OF AUSTRALASIA (RIMPA)

https://www.rimpa.com.au/

The Records and Information Management Professionals Australasia (RIMPA) promotes best practice, establishes industry standards, and supports professional development in records and information management across Australia and New Zealand.

Brazil

FEDERAÇÃO BRASILEIRA DAS ASSOCIAÇÕES DE BIBLIOTECÁRIOS, CIENTISTAS DA INFORMAÇÃO E INSTITUIÇÕES (FEBAB)

http://www.febab.org.br/

The Brazilian Association of Librarians, Information Scientists, and Institutions (FEBAB) was founded in 1959 as a non-profit organization designed to support and encourage the development of these allied information professions. It brings together members and affiliated institutions; coordinates and develops activities to promote libraries, professionals, and affiliates; develops and supports research projects; interacts with international agencies; and works to promote the growth and development of library science and information science.

ASSOCIACAO PORTUGUESA DE BIBLIOTECARIOS , ARQUIVISTAS E DOCUMENTALISTAS (BAD)

http://apbad.pt/

The Association of Librarians, Archivists, and Information Managers in Brazil (BAD), was founded in 1973 to support documentation and information professionals. BAD defends professional interests and strengthens professional collaboration; supports and encourages research; promotes scientific, technical, and cultural improvements; upholds the right to information; and provides input into professional education and training, as well as other tasks aimed to support and enhance professional development and growth.

Canada

ARCHIVES ASSOCIATION OF BRITISH COLUMBIA (AABC)

https://aabc.ca/resources/archivists-toolkit/

The Archives Association of British Columbia (AABC) is a provincial archival association in Canada. One of the websites the AABC maintains is a toolkit of records and archives management resources.

While primarily intended for archivists and archival workers, with special attention to small and medium-sized archival institutions, the AABC Toolkit also includes citations and links to useful records management publications and products, relevant not just for Canadians but internationally.

ASSOCIATION OF CANADIAN ARCHIVISTS (ACA)

https://archivists.ca/

The Association of Canadian Archivists (ACA) provides professional support for records and archives professionals in Canada, including holding an annual conference, publishing a journal, advocating to the public on records and archives issues, and supporting member activities such as continuing education and research into specialized archival topics.

Kenya

KENYA ASSOCIATION OF RECORDS MANAGERS AND ARCHIVISTS (KARMA)

https://www.karma.co.ke/

The Kenya Association of Records Managers and Archivists (KARMA) was established in 2010 as a non-profit organization dedicated to organizing, representing and acting as the professional body for persons working in or interested in records and archives management and to govern members in all matters of professional practice.

KARMA also fosters and promotes education, research, training and invention in records and archives management through partnering with public and private institutions. Members include records managers and archivists in both public and private institutions.

France

ASSOCIATION DES ARCHIVISTES FRANÇAIS (AAF)

https://archivistes.org/

The Association des archivistes français (AAF) was founded in 1904; today it includes more than 2,500 archival professionals from both the public and private sectors. The association works to raise awareness of the archives profession and to address issues of interest to archives and archivists, as well as to promote and defend the interests of the profession.

New Zealand

(see also entries for Australia)

ARCHIVES AND RECORDS ASSOCIATION OF NEW ZEALAND (ARANZ)

https://www.aranz.org.nz/

The Archives and Records Association of New Zealand (ARANZ) is the national professional association of records and archives practitioners in New Zealand, responsible for promoting the understanding and importance of records and archives in New Zealand.

ARANZ has a memorandum of understanding with the Australian Society of Archivists (ASA) to work together when possible to support common issues each association faces in taking the profession forwards.

South Africa

SOUTH AFRICAN SOCIETY OF ARCHIVISTS (SASA)

http://www.saarchivist.co.za/

The South African Society of Archivists (SASA) is a professional association of archivists and records managers throughout South Africa. SASA provides a forum for sharing professional expertise; identifies professional standards of performance; represents professional concerns to outside organizations; and protects the interests of the profession. SASA publishes a professional journal, maintains a website, holds conferences, oversees the work of regional branches, participates in the development of professional and training standards; runs training session and workshops; and provides public input on topics of relevance to the profession.

United Kingdom

(including regional initiatives with Ireland)

ARCHIVES AND RECORDS ASSOCIATION UK AND IRELAND (ARA)

http://www.archives.org.uk/

The Archives and Records Association UK and Ireland (ARA) is the leading professional organization for archives, records management and archives conservation ("recordkeeping") in the United Kingdom and the Republic of Ireland.

ARA's members include practitioners in all recordkeeping functions including archives, records management, archive conservation, archive learning, research and outreach and ARA also provides guidance and support for those with an interest in records and archives including records and archives users, owners, and volunteers.

BRITISH RECORDS ASSOCIATION (BRA)

https://www.britishrecordsassociation.org.uk/

The British Records Association (BRA) is a charity that promotes the preservation, understanding, accessibility and study of records and documentary heritage. Membership is open to anyone interested in records and archives whether they are local historians, academics, professional archivists, custodians and owners of collections, or other members of the public. The association plays a major role in raising awareness of the value of archives and threats to their survival. It also hosts an annual conference and lectures, publishes a journal and newsletter, and organizes other activities that help raise awareness of the value of records and archives.

INFORMATION AND RECORDS MANAGEMENT SOCIETY (IRMS)

https://irms.org.uk/

The UK-based Information and Records Management Society (IRMS) – originally formed in 1983 as the Records Management Society (RMS) – exists to support and promote effective records and information management by championing and advocating for records and information management; sharing knowledge and expertise to support professional development; and promote all aspects of best-practice records and information management.

The IRMS has over 1000 members from the UK and around the world from both the public and private sectors.

OFFICE OF THE INFORMATION COMMISSIONER (ICO)

https://ico.org.uk/

The Office of the Information Commissioner (ICO) is an independent body established in the United Kingdom to uphold information rights in the public interest, promote openness by public bodies, and support data privacy for individuals. The ICO has offices throughout the United Kingdom. The ICO investigates complaints, monitors, and audits information practices, and assigns and enforces penalties for breaches of compliance with information and privacy laws and regulations.

United States

ASSOCIATION FOR INTELLIGENT INFORMATION MANAGEMENT (AIIM)

www.aiim.org

The Association for Intelligent Information Management (AIIM) was founded in 1943 as the National Microfilm Association and then became the Association for Information and Image Management in 1982, then changed its name to the Association for Intelligent Information Management in 2018.

AIIM supports information professionals by publishing articles, delivering webinars, organizing conferences, and providing other educational resources to support effective information management. AIIM also oversees a certification process for information professionals, resulting in the Certified Information Professional designation.

COUNCIL ON LIBRARY AND INFORMATION RESOURCES (CLIR)

www.clir.org

The Council on Library and Information Resources (CLIR) is an independent, nonprofit organization that supports research, teaching, and learning environments in collaboration with libraries, cultural institutions, and communities of higher learning. CLIR's goal is to support the advancement of knowledge through the promotion of collaborative approaches to the management of library and information resources.

COUNCIL OF STATE ARCHIVISTS (CoSA)

https://www.statearchivists.org/

The Council of State Archivists (CoSA) is a non-profit membership organization for state and territorial government archives across the United States, including all states and territories and the District of

Columbia. Through collaborative research, education, and advocacy, networking, and information sharing, CoSA provides leadership and guidance in the work of preserving and making available government records.

INSTITUTE OF CERTIFIED RECORDS MANAGERS (ICRM)

https://www.icrm.org/

The Institute of Certified Records Managers (ICRM) serves as the certifying body for professional records and information managers. ICRM is responsible for developing and administering a professional certification of Records and Information Managers (CRM).

LAW ENFORCEMENT RECORDS MANAGEMENT ASSOCIATION (LERMA)

https://lermainc.org/Home.aspx

The Law Enforcement Records Management Association (LERMA) is an American organization based in Michigan, formed in 1992, to provide support for records managers dealing with the creation and management of records associated with law enforcement.

SOCIETY OF AMERICAN ARCHIVISTS (SAA)

www.archivists.org

The Society of American Archivists (SAA) is the national professional association for archivists in the United States. The SAA supports archival education, advocates for the protection of records and archives, and publishes a wide range of resources on topics of interest to archivists working in governments, universities, businesses, libraries, historical societies, and other organizations.