

INFO535: Managing Current Records

Theory, tools and strategies to ensure that records in the digital working environment are created and maintained in accordance with organisational and societal requirements.

View Online



Alan A. Andolsen. (n.d.). The pillars of vital records protection: being prepared to resume business quickly in the event of disaster requires that digital, as well as paper, vital records be identified and protected by staff members that understand the goals of the vital records program and their roles in it. *Information Management Journal*.
<http://go.galegroup.com/ps/i.do?id=GALE|A184287891&v=2.1&u=vuw&it=r&p=AONE&w=w&authCount=1>

Anderson, K. (2007). Education and training for records professionals. *Records Management Journal*, 17(2), 94–106. <https://doi.org/10.1108/09565690710757896>

Anne J., G. (2017). A Matter of Life or Death: A Critical Examination of the Role of Records and Archives in Supporting the Agency of the Forcibly Displaced. *Journal of Critical Library and Information Studies*, 1(2). <https://doi.org/http://dx.doi.org/10.24242/jclis.v1i2.36>

Archives Damage Atlas. (n.d.).
http://heritageforpeace.org/wp-content/uploads/2013/03/archives_damage_atlas.pdf

Archives New Zealand. (n.d.-a). Developing an information management policy.
<https://archives.govt.nz/manage-information/resources-and-guides/governance/developing-an-information-management-policy>

Archives NZ. (n.d.-b). Information and records management standard - 16-S1-Information-and-records-management-standard-Pdf.pdf.
<http://records.archives.govt.nz/assets/Guidance-new-standard/16-S1-Information-and-records-management-standard-Pdf.pdf>

Ashton, C., & Reed, B. (2011). Reinventing records classification. *iRMA Information and Records Management Annual 2010*.
https://tewaharoa.victoria.ac.nz/primo-explore/fulldisplay?docid=64VUW_INST21153429400002386&context=L&vid=VUWNUI&lang=en_NZ&search_scope=64VUW_ALL&adaptor=Local%20Search%20Engine&tab=all&query=any,contains,%22Reinventing%20records%20classification%22&sortby=rank&offset=0

Bell, A. (2011). Standards and standards culture: understanding the nature and criticisms of standardisation. *Comma*, 2011(2), 25–38. <https://doi.org/10.3828/comma.2011.2.02>

Brown, A. & ebrary, Inc. (2013). *Practical digital preservation: a how-to guide for organizations of any size*. Neal-Schuman, an imprint of the American Library Association.
<http://ebookcentral.proquest.com/lib/vuw/detail.action?docID=1680074>

- Buchanan, S. A., Stratton, C., Sun, Y., & Chaudhary, A. (2017). Survey research on tasks and competencies to inform records management education. *Records Management Journal*, 27(1), 2-18. <https://doi.org/10.1108/RMJ-11-2015-0041>
- Chief Archivist's Annual Report on the State of Government Recordkeeping 2016-17 - Archives New Zealand. (n.d.). <http://archives.govt.nz/chief-archivists-annual-report-state-government-recordkeeping-2016-17>
- Chief Archivist's Annual Report on the State of Government Recordkeeping 2017-18. (n.d.). http://archives.govt.nz/sites/default/files/chief_archivist_report_on_the_state_of_government_recordkeeping_2017-18.pdf
- Cumming, K. (2007). Purposeful data: the roles and purposes of recordkeeping metadata. *Records Management Journal*, 17(3), 186-200. <https://doi.org/10.1108/09565690710833099>
- D. R. Harvey , and Gillian Oliver. (2016). Digital Curation. American Library Association. <https://ebookcentral.proquest.com/lib/VUW/reader.action?docID=5109502&ppg=70>
- Daniil, I. (2019). AI tools and information management. *The RIM Quarterly*, 35(1). <https://search.informit.com.au/fullText;dn=169863870806338;res=IELBUS>
- DIRKS – A Strategic Approach to Managing Business Information. (n.d.). <http://citeseerx.ist.psu.edu/viewdoc/download?doi=10.1.1.178.6655&rep=rep1&type=pdf>
- Evans, J., Reed, B., & McKemmish, S. (2008). Interoperable data: Sustainable frameworks for creating and managing recordkeeping metadata. *Records Management Journal*, 18(2), 115-129. <https://doi.org/10.1108/09565690810882977>
- Feng, Y., & Richards, L. (2018). A review of digital curation professional competencies: theory and current practices. *Records Management Journal*, 28(1), 62-78. <https://doi.org/10.1108/RMJ-09-2016-0022>
- Findlay, C. (2017). Participatory cultures, trust technologies and decentralisation: innovation opportunities for recordkeeping. *Archives and Manuscripts*, 45(3), 176-190. <https://doi.org/10.1080/01576895.2017.1366864>
- Foscarini, F. (2010). Understanding the context of records creation and use: 'Hard' versus 'soft' approaches to records management. *Archival Science*, 10(4), 389-407. <https://doi.org/10.1007/s10502-010-9132-z>
- Franks, P. C. (2013). Records and information management. Neal-Schuman, an imprint of the American Library Association.
- Hager, N. (n.d.). Seeking the truth: The power and politics of using archives and records. *Archifacts*, 14-23. http://ndhadeliver.natlib.govt.nz/delivery/DeliveryManagerServlet?dps_pid=IE28386582
- Hill. (2010). *The Future of Archives and Recordkeeping a Reader : A Reader* (1st ed.). Facet Publishing. <https://ebookcentral.proquest.com/lib/vuw/detail.action?docID=1167408>

Huvila, I. (2014). Continuum thinking and the contexts of personal information management. <https://files.eric.ed.gov/fulltext/EJ1020832.pdf>

International Records Management Trust, I. C. of A. (n.d.). Preserving records. http://www.irmt.org/documents/educ_training/public_sector_rec/IRMT_preserve_recs.pdf

Johnston, G. P., & Bowen, D. V. (2005). The benefits of electronic records management systems: a general review of published and some unpublished cases. *Records Management Journal*, 15(3), 131–140. <https://doi.org/10.1108/09565690510632319>

Kelvin Smith. (2008). Information Survey. In *Planning and Implementing Electronic Records Management: A Practical Guide* (pp. 71–86). Facet Publishing. <https://ebookcentral.proquest.com/lib/vuw/reader.action?docID=1167399&ppg=82>

Kettunen, K., & Henttonen, P. (2010). Missing in action? Content of records management metadata in real life. *Library & Information Science Research*, 32(1), 43–52. <https://doi.org/10.1016/j.lisr.2009.10.002>

Lappin, J. (2010). What will be the next records management orthodoxy? *Records Management Journal*, 20(3), 252–264. <https://doi.org/10.1108/09565691011095283>

Laurence Maroye ; ; Seth van Hooland ; ; Fiona Aranguren Celorrio ; ; Sébastien Soyez ; ; Bénédicte Losdyck ; ; Odile Vanreck ; ; Cécile de Terwangne ; (n.d.). Managing electronic records across organizational boundaries: The experience of the Belgian federal government in automating investigation processes. *Records Management Journal*. <http://www.emeraldinsight.com/doi/full/10.1108/RMJ-11-2015-0037>

Luciana Duranti. (n.d.-a). The Odyssey of Records Managers Part I. <http://go.galegroup.com/ps/i.do?ty=as&v=2.1&u=vuw&it=Dlourl&s=RELEVANCE&p=AONE&qt=SN~1050-2343~~VO~23~~SP~3~~IU~3&lm=DA~119890000&sw=w&authCount=1>

Luciana Duranti. (n.d.-b). The Odyssey of Records Managers Part II. <http://go.galegroup.com/ps/i.do?ty=as&v=2.1&u=vuw&it=Dlourl&s=RELEVANCE&p=AONE&qt=SN~1050-2343~~VO~23~~SP~3~~IU~4&lm=DA~119890000&sw=w>

Managing information – National Archives of Australia, Australian Government. (n.d.). <http://www.naa.gov.au/information-management/managing-information-and-records/>

McDonald, J., & Léveillé, V. (2014). Whither the retention schedule in the era of big data and open data? *Records Management Journal*, 24(2), 99–121. <https://doi.org/10.1108/RMJ-01-2014-0010>

McLeod, J., & Gormly, B. (2017). Using the cloud for records storage: issues of trust. *Archival Science*, 17(4), 349–370. <https://doi.org/10.1007/s10502-017-9280-5>

Modelling the continuum as paradigm shift in recordkeeping and archiving processes, and beyond – a personal reflection - EUM0000000007259. (n.d.). <http://www.emeraldinsight.com/doi/pdfplus/10.1108/EUM0000000007259>

Oliver, G. (2007). Implementing international standards: first, know your organisation. *Records Management Journal*, 17(2), 82–93. <https://doi.org/10.1108/09565690710757887>

Oliver, G. (2014). International records management standards: the challenges of achieving consensus. *Records Management Journal*, 24(1), 22–31. <https://doi.org/10.1108/RMJ-01-2014-0002>

Oliver, G., & Foscarini, F. (2015). The value of international standards for records management: perspectives from education and training. *Archives and Manuscripts*, 43(3), 181–193. <https://doi.org/10.1080/01576895.2015.1084937>

Overview of Classification Tools for Records Management - classification tools_tcm16-49550.pdf. (n.d.). http://www.naa.gov.au/Images/classification%20tools_tcm16-49550.pdf

Patricia, F. (2015). New Technologies, New Challenges: Records Retention and Disposition in a Cl... *Canadian Journal of Information & Library Sciences*. <http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=109028639&site=ehost-live>

Reed, B. (n.d.). Metadata: a contestable concept? | Recordkeeping Roundtable. <https://rkroundtable.org/2014/02/05/metadata-a-contestable-concept/>

Reed, Barbara. (n.d.). Reading the records continuum: interpretations and explorations. [An earlier version of this article was presented at the Archives and Collective Memory: Challenges and Issues in a Pluralised Archival Role seminar (2004: Melbourne).]. *Archives and Manuscripts*, 33(1), 18–43. <http://search.informit.com.au/documentSummary;res=IELAPA;dn=200601137>

S. J. Milberg, S. J. Burke, H. J. Smith, & E. A. Kallman. (1995). Values, personal information privacy, and regulatory approaches. *Communications of the ACM*, 38(12). <http://delivery.acm.org/10.1145/220000/219683/p65-milberg.pdf?ip=130.195.21.27&id=219683&acc=ACTIVE>
SERVICE&key=65D80644F295BC0D.F6524D9D8BB8931B.4D4702B0C3E38B35.4D4702B0C3E38B35&__acm__=1552552217_6bc048017ded083058215559e20915d0

Sarah, Higgins. (2011). Digital Curation: The Emergence of a New Discipline | *International Journal of Digital Curation*. *International Journal of Digital Curation*, 6(2). <https://doi.org/https://doi.org/10.2218/ijdc.v6i2.191>

Shepherd, E., Stevenson, A., & Flinn, A. (2009). The Impact of Freedom of Information on Records Management and Record Use in Local Government: A Literature Review. *Journal of the Society of Archivists*, 30(2), 227–248. <https://doi.org/10.1080/00379810903445000>

Shepherd, E., & Yeo, G. (2001). *Managing records: a handbook of principles and practice*. Library Association.

Slane, Bruce --- 'Freedom of information and privacy' [2002] *PrivLawPRpr* 19; (2002) 9(1) *Privacy Law and Policy Reporter* 5. (n.d.). <http://www.austlii.edu.au/au/journals/PrivLawPRpr/2002/19.html>

Standards Australia (Organization) & Standards New Zealand. (2007). *Information and documentation: records management processes : metadata for records, Part 2: Conceptual*

and implementation issues. Standards Australia.

State Records Authority NSW- Implementing a retention and disposal authority Guidelines. (n.d.).

<https://www.records.nsw.gov.au/recordkeeping/advice/retention-and-disposal/implementing-a-retention-and-disposal-authority>

Stephen, Harries. (2012). Managing records and growing knowledge: an interactive strategy. In *Records Management and Knowledge Mobilisation: A Handbook for Regulation, Innovation and Transformation*.

https://ac.els-cdn.com/B9781843346531500019/3-s2.0-B9781843346531500019-main.pdf?_tid=35b3b715-2257-4b5d-80e5-8020b0af980a&acdnat=1527816109_4acb83c9827b50d2f9e89e5ae292b9e7

Sue McKemmish, Michael Piggott, Barbara Reed, and Frank Upward. (2005). *Archives : Recordkeeping in Society*. Elsevier Science.

<https://ebookcentral.proquest.com/lib/vuw/reader.action?docID=1640033&ppg=116>

Trevor Livelton. (2003). *Archival Theory, Records, and the Public*. Scarecrow Press.

<https://ebookcentral.proquest.com/lib/vuw/reader.action?docID=1155257&query=>

Upward, F., Reed, B., Oliver, G., & Evans, J. (2013). Recordkeeping informatics: re-figuring a discipline in crisis with a single minded approach. *Records Management Journal*, 23(1), 37-50. <https://doi.org/10.1108/09565691311325013>

What's in it for me? - Article on page 8. (n.d.).

<http://files.archivists.org/periodicals/Archival-Outlook/Back-Issues/2012-2-AO.pdf>