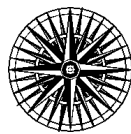


Where To Go For More Information



Developed by the International Records Management Trust

www.irmt.org

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INTERNATIONAL AND NATIONAL ORGANIZATIONS

The first part of this section identifies key international and national organizations involved with records or archives management or other related fields. The second part includes information about selected national archival institutions, particularly those with active publications programs. Entries in each section are in alphabetical order by the name of the organization.

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.

Professional Associations and Organizations

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

Email: asis@asis.org

Web site: <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
Email: aca@magma.com
Website: <http://www.archives.ca/aca/>

The Association of Canadian Archivists is the national archival organization in Canada. The Association publishes a journal and newsletter, organizes 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: +44 171 831 4101
Fax: +44 171 831 7404

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

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 organized to bring together the users and providers of document and information management technologies, such as document management, knowledge management, workflow, and imaging. This

organization 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 organization 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, 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/armahqstore/>

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 organizations 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 organizational 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 organizations. 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 organization that fosters collaboration between educational institutions and other non-profit organizations 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 organizations, 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 specialized information relating to new developments in access and preservation.’ The ECPA has an active publications program 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 it 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 organization 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 organizations: 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 organization 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 organization 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 organizations 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 Organization (ISO) is a worldwide federation of national standards bodies from some 130 countries, one from each country. The ISO promotes the development of standardization 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: +44 171 831 4101

Fax: +44 171 831 7404

Email: info@irmt.btinternet.com

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 summarized 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. Where desirable, these materials can be adapted to meet the requirements of developing countries with different administrative traditions. The aim in all cases has been to ensure that the material is in line with global theory and best practice but relevant to local realities where there may be 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 and on issues related to accountability and transparency.

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. The launch of the Rights and Records Institute as a division of the Trust in 1999, provides new scope for providing a proactive focus for investigating the role of records as evidence in support of global requirements for good governance, democracy, and the rule of law.

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 organizational status or qualifications. Organizations 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. It has a regular publication program which includes

guidance on records management issues and statements on national policy on managing records and archives.

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 Record Keeping 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.

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 & 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 organized 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 considered core works. 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 Program) Studies. The section begins with references to significant glossaries and bibliographies. Following this are key works on records and archives management. Major publications of overall significance are included under the general heading Records and Archives Management. Thereafter, there are listings of publications relating to particular aspects of the field.

Naturally, some publications 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. 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.

Glossaries

Acland, Glenda, comp. *Glossary of Australian Usage of Archival Terminology*. Canberra: Australian Council of Archives, 1994.

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.

Duchain, 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>.

Principles of Records and Archives Management

* Bradsher, 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.

Cook, Michael. *The Management of Information from Archives*. 2d ed. Aldershot, UK: Gower, 1999.

* 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 Honor 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.

Eastwood Terry, ed. *The Archival Fonds: from Theory to Practice*. Ottawa, ON: Bureau of Canadian Archivists, 1992.

* Ellis, Judith, ed. *Keeping Archives*. 2d ed. Port Melbourne, AUS: DW Thorpe in association with the Australian Society of Archivists, 1993.

Jenkinson, Sir Hilary. *A Manual of Archive Administration*. 2d ed (rev). London, UK: Humphries, 1965. (2d ed. first published in 1937).

This publication is long out of print but copies may be available to examine in larger archival institutions.

McKemmish, Sue and Michael Piggott. *The Records Continuum: Ian Maclean and Australian Archives First Fifty Years*. Clayton, Vic, AUS: Ancora Press, 1994.

McKemmish, Sue and Frank Upward. *The Archival Document*. Clayton, Vic, AUS: Ancora Press, 1993.

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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 organization 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

There are several relevant 'listservs' or informal electronic discussion groups conducted through electronic mail. For an overview of general information on various related listservs and information on how to subscribe, go to <http://volvo.gslis.utexas.edu/~epcsaa/subject.html>.

Archives ListServ

Address: LISTSERVE@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>](mailto: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 relate to preservation issues.

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). Four VHS documentary videos are currently available from the International Records Management Trust in PAL, NTSC or SECAM format. Contact IRMT, 12 John Street, London WC1N 2EB UK for pricing information. Email: info@irmt.btinternet.com.

- *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*, 1997.
- *The Right to Evidence: Electronic Governance and Access to Official Records in Malaysia*, 1999.

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: recmgt@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.

EDUCATIONAL RESOURCES

The best sources for information on teaching records and archives management are the universities and institutions that already teach the subject. Beyond that, various educational associations and institutions offer valuable information about teaching in general. There follows a selected list of organizations and institutions that can be contacted.

Archival Associations and Organisations

There follows a selected list of archival associations and organizations that are significantly involved with education and training issues. This list is by no means comprehensive and users are encouraged to review the various websites and publications indicated in this study programme to identify other organizations or institutions not mentioned here.

Association of Canadian Archivists Education Committee

PO Box 2596, Station D

Ottawa, Ontario, Canada K1P 5W6

Tel: +1 613 445 4564

Fax: +1 613 445 4565

Email: aca@magma.com

Website: <http://www.archives.ca/aca/committee/educ/index.htm>

The Association of Canadian Archivists education committee website includes links to such information as *Guidelines for the Development of Post-appointment and Continuing Education and Training Programmes*, *Guidelines for the Development of a Two-year Curriculum for a Master of Archival Studies*, and *Guidelines for the Development of a Curriculum for an Archives Technician Programme*.

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/>

ASLIB offers a number of educational and training courses, mostly for UK-based professionals.

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 ARMA website 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 particularly interested in professional training and archival qualifications.

International Council on Archives Section on Archival Education (ICA/SAE)

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/>

This ICA section is very active in archival education around the world. Its website includes valuable information about a range of educational issues.

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 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 20 7278 8630
Fax: +44 20 7278 2107
Email: societyofarchivists@archives.org.uk
Website: <http://www.archives.org.uk>

The Society of Archivists aims to promote the care and preservation of archives and the better administration of record repositories; it is active in advancing the training of its members. It has developed in-service training courses for archivists and archival conservators, which lead to formal qualifications.

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 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.

Educational Institutions

What follows is a selected list of educational institutions around the world that offer full records and archives management programs. The institutions shown below teach primarily in English; this list is by no means comprehensive and users are encouraged to review the various websites and publications indicated in this study program to identify other organizations or institutions not mentioned here.

Edith Cowan University

External Studies

PO Box 830

Goldsworthy Road

Claremont, WA 6010 Australia

Tel: +618 9273 8500

Fax: +618 9442 1330

Email: extstudi@cowan.edu.au

Website: www.ecu.edu.au

Hebrew University of Jerusalem. School of Library, Archive and Information Studies

POB 1255

Givat Ram Campus

Jerusalem, 91904 Israel

Tel: 972 2 658 5045

Fax: 972 2 658 5705

Website: <http://sites.huji.ac.il/slais/libschl.htm>

Moi University

Faculty of Information Sciences

PO Box 3900

Eldoret, Kenya

Tel: +254 321 45001

Fax: +254 321 22914

Email: fismembers@rinaf.mufis.moiuniversity.ac.ke

Website: <http://www.tcol.co.uk/orgs/moi/moi.htm>

Monash University

School of Information Management and Systems

Victoria, Australia

Tel: +3 9905 2959

Fax: +3 9905 2952
Email: seclar@fcit.monash.edu.au
Website: <http://dlar.fcit.monash.edu.au>

Universiti Teknologi MARA
Faculty of Information Studies
Shah Alam
40450 Selangor Darul Ehsan
Malaysia
Tel: +603 556 4149
Fax: +603 559 6159
Email: rusnah@salem.itm.edu.my
Website: www.itm.edu.my

University of Botswana
Department of Library Studies
Private Bag 0022
Gaborone, Botswana
Tel: + 267 357151
Fax: +267 355 2279
Email: [mnjanm@noka.ub.bw](mailto:mnjjanm@noka.ub.bw)
Website: <http://www.ub.bw>

University of British Columbia, School of Library, Archival and Information Studies
831 – 1956 Main Mall
Vancouver, BC V6T 1Z1 Canada
Tel: 604 822 2402
Fax: 604 822 6006
Email: slais@interchange.ubc.ca
Website: <http://www.slais.ubc.ca/>

University of Ghana
Department of Library and Archival Studies
PO Box 60
Legon, Ghana
Tel: +233 21 500 467
Fax: +233 21 502 701
Email: dlas@ug.apc.org
Website: <http://www.ghana.com/republic/education/legonhan.html>

University of London, School of Library, Archive and Information Studies

University College London

Gower Street

London WC1E 6BT UK

Tel: +44 20 7679 7204

Fax: +44 20 7383 0557

Email: o.manager@ucl.ac.uk

Website: <http://www.ucl.ac.uk/slais/body.htm>

University of Manitoba. Archival Masters Programme

Department of History

University of Manitoba

St. Paul's College

Winnipeg, MAN R3T 5V5 Canada

Tel: 204 474 8559

Fax: 204 474 7620

Email: tom_nesmith@umanitoba.ca

Website: <http://www.umanitoba.ca/faculties/arts/history>

University of Michigan, School of Information

304 West Hall

Ann Arbor, MI 48109-1092 US

Tel: +1 734 763 2285

Fax: +1 734 764 2475

Website: <http://www.si.umich.edu/about-SI/>

University of New South Wales, School of Information, Library and Archive Studies

Faculty of Commerce and Economics

Sydney, New South Wales, AUS 2052

Tel: +61 2 9385 3590

Fax: +61 2 9385 3430

Website: <http://www.silas.unsw.edu.au>

University of Pittsburgh, School of Information Sciences

135 North Bellefield Avenue

Pittsburgh, PA 12560 US

Website: <http://www2.sis.pitt.edu/>

University of Texas at Austin, Graduate School of Library and Information Science
52B 564, D7000
Austin, Texas
Tel: +512 471 2742
Fax: +512 471 3971
Email: info@gslis.utexas.edu
Website: <http://www.glis.utexas.edu>

University of Toronto, Faculty of Information Studies
140 St. George Street
Toronto, ON M5S 3G6 Canada
Tel: 416 978 3234
Fax: 416 978 5762
Email: enquire@fis.utoronto.ca
Website: <http://www.fis.utoronto.ca>

University of the West Indies, Department of Library Studies
Mona
Kingston 7
Jamaica
Fax: +876 977 0622
Email: artsanded@uwimona.edu.jm
Website: <http://isis.uwimona.edu.jm>

Educational Associations and Organizations

The following institutions and associations offer valuable information on educational issues, particularly in the areas of distance education, self-study, and flexible learning.

Commonwealth of Learning
600-1285 West Broadway
Vancouver, BC V6H 3X8
Canada
Tel: +1 604 775 8200
Fax: +1 604 775 8211
Email: info@col.org
Website: <http://www.col.org/>

International Extension College

95 Tenison Road
Cambridge CB1 2DL UK
Tel: +44 1223 353 321
Fax: +44 1223 464 734
Email: iec@dial.pipex.com
Website: www.iec.ac.uk

National Extension College

18 Brooklands Avenue
Cambridge CB2 2HN
UK
Tel: + 44 1223 450 200
Fax: +44 1223 313 586
Email: info@nec.ac.uk
Website: www.nec.ac.uk

Open Learning Institute

Queensland, Australia
Tel: +61 7 3259 4111
Email: oli.info@tafe.net
Website: <http://www.oli.tafe.net>

Open University

Walton Hall
Milton Keynes MK7 6AA
UK
Tel: +44 1908 858 785 / 653815
Fax: +44 1908 655 690
Email: ouweng@open.ac.uk
Website: www.open.ac.uk