



Effective Approaches for Managing Electronic Records and Archives

Bruce W. Dearstyn

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This is a book of fresh insights, perspectives, strategies, and approaches for managing electronic records and for addressing the implications for archival programs operating in a digital environment. The authors draw on first-hand experience to present practical solutions, including recommendations for building and sustaining strong electronic records programs.

The book addresses several themes:

- Historical development of digital technologies and their impact on records creation and recordkeeping practices
- Definition and concept of "electronic record"
- Institutional and legal contexts for development of electronic records policies
- Roles for archival and records management programs in broader digital initiatives of their parent institutions
- Moving from theory to practice
- Strategies for developing and sustaining successful programs, including leadership approaches, partnering with records creators, fostering development of new knowledge, skills, and abilities for information professionals, and adapting and customizing programs.

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