Governance and Recordkeeping Around the World

The Staying Power of Paper

Governance and Recordkeeping Around the World, an online newsletter published regularly by Library and Archives Canada (LAC), highlights issues pertaining to government and recordkeeping practices in the public and private sectors.

The content of the newsletter is intended for information purposes only and does not necessarily reflect the views and opinions of Library and Archives Canada.

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Comments **and requests to be added to the distribution list** may be sent to the following address:
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Section 1—General News

Canada

Federal Government—Office of the Information Commissioner
[Information Commissioner announces review of Access to Information Act](#)

> The Federal Information Commissioner, Suzanne Legault, has announced her office will undertake a detailed review of the [Access to Information Act](#) and provide recommendations to Parliament on possible improvements to the Act.
> See Also: [Update](#)

New Brunswick
[New institutions fall under the Right to Information and Protection of Privacy Act](#)

> Changes to the [Right to Information and Protection of Privacy Act](#) will now allow citizens to request and access information from local government and educational institutions.
> See also: [Article](#)

Saskatchewan
[Information and Privacy Commissioner asks for legislative reforms](#)

> Saskatchewan's Information and Privacy Commissioner Gary Dickson says in his [annual report](#) that the Freedom of Information and Protection of Privacy Act "was progressive in 1992, now it is dated and simply less useful." The annual report also contains recommendations for more than 40 legislative reforms.
> Saskatchewan Justice Minister Gordon Wyant says the government needs "to give some consideration" to concerns about legislation raised by the information and privacy commissioner. However, he did not commit to a timeline to review the relevant laws.
> See also: [Annual Report released](#); [Press release](#) [PDF]

Australia
[New Chairman of the National Library of Australia Council announced](#)

> Ryan Stokes has been named new chairperson of the [National Library of Australia Council](#). Stokes says that the library's next step would be to continue to broaden its "reach and relevance in a digital age." However, he added that he did not think the emphasis on digitization would mean that libraries would have to begin getting rid of any of their books. "I think one of the obligations of the library is to retain the physical heritage."
> See also: [Library in a digital world](#); [Interview with Ryan Stokes](#)
> [Discussion with former Director General of National Library](#)

Privacy is becoming increasingly important in the digital world. In response, the Australian federal government has introduced legislation that would amend the Privacy Act. Proposed changes would include better protection of personal information and enhancing the powers of the privacy commissioner. In addition, the current set of National Privacy Principles would be replaced.

See also: Social Media sites; Cloud Computing; Data breach laws could be next; House approves Act

Europe

Gartner: Cloud computing adoption will be slower in Europe than in the U.S.

According to the information technology research company Gartner, Europe will experience a delay in adopting cloud computing; it will be approximately 2 years behind the United States. Reasons include the different business processes across more than 40 countries. Gartner describes four main inhibitors to cloud computing in Europe over the next few years.

France

Hard disk being developed that could store information for millions of years

A multidisciplinary team, which includes scientists and archivists, is working to develop an ultra-durable hard disk made of sapphire. The disc would last for millions of years and would hold the equivalent of up to 40,000 miniaturized (not digital) pages.

Ireland

Irish government announces new digital strategy

The Irish government e-Government strategy (2012 to 2015) includes increasing data sharing between government public bodies; producing public service data in a reusable format; and using new and emerging technologies and media.

New Zealand

Bill would protect New Zealanders' access to free public libraries

A Bill has been introduced to ensure that no charges would be incurred for library services, including books, digital information and access to the Internet. In addition, the National Librarian would be responsible for monitoring and reporting on the implementation of providing free library services and making recommendations concerning those obligations.

Scotland

National Library of Scotland says online content is being lost

The National Library of Scotland (NLS) says online and social media information from the past 20 years is disappearing. The NLS adds that there is no current formal system for preserving archive material online.

United Kingdom

Records to be released 10 years earlier

Beginning in 2013, historical records will be eligible for release after 20 years instead of after 30. This applies to the majority of government records transferred to The National Archives. It will result in a greater number of records being transferred to The National Archives over a 10-year period.

Information Commissioner's Office and National Archives sign MOU

The Information Commissioner and the Chief Executive of The National Archives have signed a Memorandum of Understanding (MOU) that will dictate how the two organizations will work together.

United States

Federal Government

New records management directive released

A new records management directive has been released that changes the way federal departments and agencies manage and preserve their records. The directive lists a dozen actions to be taken by the National Archives and Records Administration, and other agencies, to assist all federal departments and agencies in meeting the directive's requirements. This includes managing electronic records including email; providing records management training; and designating senior agency officials to oversee the records management program.
See also: The shift to electronic records; Records overhaul; Audio interview; Survey

Digital Services Innovation Center Opens

The White House has announced that the Digital Services Innovation Center has been launched. The Center will work with agencies to accelerate innovative digital services and establish shared solutions and training to support infrastructure and content needs across the federal sector.

Prediction: Up to one third of federal websites will be mobile friendly

David McClure, associate administrator of the General Services Administration Office of Citizen Services and Innovative Technologies is predicting that, by the end of summer 2013, a quarter to a third of federal agency websites will have a significant amount of their information optimized for mobile devices.

Digital Services Advisory Group to provide guidance for use of mobile devices

The Digital Services Advisory Group has been created to provide guidance for policies that will permit employees to use smart phones and tablets for government business. The group is also developing agency-wide governance models for digital services.
See also: Bring your own device (BYOD) Resource Toolkit (and Case Studies)

[Spending on protection of classified data doubles in 10 years](#)

The [Information Security Oversight Office](#) reports that the money the federal government requires to protect classified information has more than doubled since 2001 to 11.36 billion dollars. The biggest cost increases were associated with IT systems and training.

State Government

Indiana
[New rule will establish retention periods for electronic records](#)

Indiana plans to approve a new statewide rule that specifies which government emails must be preserved and for how long. The rule will define which emails, such as personal messages, are considered "transitory" and do not need to be saved. Other electronic records, such as spreadsheets and digital photos, will be included for the first time.
See also: [Indiana Commission on Public Records Home Page](#)

New York
[Governor establishes records retention policy](#)

Governor Andrew Cuomo has announced that the [retention schedule](#) for records of the Office of the Governor have now been posted online.

Ohio
[Public records mediation program established](#)

The Attorney General of Ohio has announced that a public records mediation program has been established. The purpose of the program is to resolve disputes over public records requests that are alleged to have been denied or not responded to in a reasonable amount of time.

Pennsylvania
[Philadelphia creates open data and social media policies](#)

Philadelphia Mayor Michael Nutter signed an executive order that establishes both Open Data and internal social media policies. In addition, a Chief Data Officer will oversee and enforce the Open Data Policy and report to the Chief Information Officer.
See also: [Text of policies](#); [Audio interview with Chief Data Officer](#)

Wisconsin
[Supreme Court ruling: Government agencies must pay for redaction](#)

In a unanimous ruling, the Wisconsin Supreme Court says that government agencies cannot charge for time spent in deleting sensitive information for records requests. The court found putting excessive fees "limits and may even serve to deny access to government records."

Section 2—Events

Annual Meetings and Conferences

International

March 2013

AIIM 2013 Conference

> "Extreme Information: Volume, Variety, Devices"

> The AIIM Conference 2013 will include keynote addresses, conference sessions, peer networking, group-therapy round tables and speed-dating sessions.

> Hosted by AIIM, 20–22 March 2013
> New Orleans, Louisiana, United States

The Sedona Conference 7th Annual e-Discovery Conference

> "Living On e-Discovery's Cutting Edge"

> Conference details to follow.

> Hosted by The Sedona Institute, 21–22 March 2013
> San Diego, California, United States

May 2013

IRMS Annual Conference 2013

> Conference details to follow.

> Hosted by the Information and Records Management Society, 19–21 May 2013
> Brighton, England

IASSIST 39th Annual Conference 2013

> Conference details to follow.

> Hosted by the International Association for Social Science Information Services & Technology, 28–31 May 2013
> Cologne, Germany

National

January 2013

[Enterprise Risk Management 2013: Creating and Protecting Future Value](#)

> This conference will examine best practice examples and actual risk management cases and will feature practical approaches demonstrated through case studies, experts' presentations, and peer-to-peer dialogue.
>
> Hosted by The Conference Board of Canada, 28–29 January 2013
> Toronto, Ontario, Canada

January and February 2013

[OLA Super Conference 2013](#)

> "The Ultimate Library Experience! Educate, Entertain, Empower"
>
> The Ontario Library Association's (OLA) Super Conference is Canada's largest continuing education event in librarianship.
>
> Hosted by the Ontario Library Association, 30 January to 2 February 2013
> Toronto, Ontario, Canada

Forums

February 2013

[3rd Annual Cloud Computing Forum 2013](#)

> "A strategic and secure approach to the cloud"
>
> The conference will address issues influencing the deployment of cloud computing technologies within government, with a focus on security and privacy challenges and the need to take a strategic approach to implementing cloud technologies.
>
> Hosted by CommStrat, 20–21 February 2013
> Canberra, Australia

Section 3—Current Trends and Products

Recordkeeping: Current Developments, Projects and Future Initiatives

Canada
Federal Government—Library and Archives Canada—Nitrate Preservation Centre

Library and Archives Canada is preparing a major move in 2013 of thousands of pieces of Canadian history. The Nitrate Film Preservation Centre will hold collections including 5,575 reels of film, over one million Second World War files and approximately 600,000 photographic negatives. The Centre will be better able to safeguard and preserve the collections. Library and Archives Canada has also compiled a master list detailing how well its collections are holding up.
See also: Article; Report: Condition of Analogue Holdings

Australia
Whole of Government Digital Archive

The government of New South Wales is in the process of implementing a whole-of-government digital archive to accept, preserve and make available digital government records. The digital archive is expected to be fully operational in 2014 with pilot record transfers taking place in the interim. Three key tools are also being developed.
See also: Research Paper

National Library—Digital Preservation Project: Testing Software Tools

The National Library of Australia recently completed a project to investigate and test a number of software tools of interest to digital preservation activities. The project tested file characterization tools, and in particular, file format identification tools and metadata extraction tools. A report describing the tests and results has been produced.

China
The E-Government Project Innovation Center

The innovation center will conduct research and development on cloud computing, next-generation Internet, and other new technologies. In addition, cloud computing technology in government affairs will be promoted.

Finland
National Library—National Metadata Repository Project

Started in 2009, the National Metadata Repository project will create a joint database for all library sectors in Finland. In 2012–2013 the project will focus on piloting with public libraries and libraries of universities of applied sciences. It is scheduled to be completed in 2015.

Israel

National Library—Launch of New Website

> The National Library of Israel has launched a website that provides access to a vast collection of materials, including books, periodicals, maps, photos and musical selections from the library's collection. The website, which took two years to develop, is the most comprehensive content-based website in Israel.

Scotland

National Library—National Sound Archive

> The Scottish Government will provide £100,000 for the National Library of Scotland to pilot a National Sound Archive for Scotland. The project will digitize, catalogue and preserve 11,500 hours of sound recordings.

United Arab Emirates

State of the Art Storage Facilities

> The state-of-the-art storage facilities, covering 770 square metres, will accommodate a wide variety of collections, including paintings, drawings, manuscripts, photographic materials, sculptures and traditional objects. The facilities provide a digitization station for manuscripts, archives and photographic materials, and storage solutions to safely host various formats, sizes and mediums for future acquisitions.
> The facilities will also have cool and cold storage solutions with set temperatures and controlled humidity that will significantly slow down the degradation of materials and allow time to plan and implement digitization projects.

United Kingdom

Open Data Institute

> Governments are collecting and managing increasing amounts of data. In response, the government of the United Kingdom has created the Open Data Institute. The goal of the Institute is to provide an "incubator environment" to join up business, the public sector, academic institutions and developers to exploit the commercial potential of open data, while also working toward sustainable policy.

Preservation of Complex Objects Symposia (POCOS) Project

> Over recent years significant progress has been made in understanding the issues involved in preserving complex materials and environments. To ensure this work is continued, the POCOS project will be synthesizing the research results to date in a number of independent projects, and clearly indicating areas where work remains to be done. A report has been released that discusses simulations and visualizations.

British Library—Georeferencing Project

> This project crowdsources data to make a selection of maps fully searchable and viewable using popular online technologies.

United States

End of Term Project

With the 2012 U.S. Presidential election over, the End of Term Project is now in high gear. The project identifies websites for collection (such as campaign sites), particularly those that might be most at risk of change or deletion at the end of a presidential term.
See also: Home Page; Video

Department of Agriculture—"DigiTop"—Digital Library Project

In late 2009, the Department of Agriculture started work on a project to combine 10 databases of reference material, creating integrated search and alerts for at least 100 million records. When complete, "DigiTop" will allow users to search citation databases, full-text journals, directories, books, newspapers, and economic, political and business information.
See also: Home Page

Library of Congress—The Tangible Media Project

The goal of the project is to get valuable library digital collections off rapidly deteriorating physical "tangible" media into digital storage environments where they can be managed, backed-up and preserved for the long term while also being made potentially more accessible.
See also: Additional Information

National Archives and Records Administration—Videos: Magna Carta Project

The Magna Carta was written on parchment in 1297 with iron gall ink and is one of 17 surviving versions in the world today.
As part of the project, the Magna Carta document was exposed to ultraviolet photography that revealed previously illegible writing in the text that had been obliterated by water damage at some time in the past. The ultimate goal of the project is to prepare the Magna Carta for public display. Videos describing the project have been released.
See also: Additional Information; Additional Video: Conservation Treatment

University of Califorina at Berkley—Digital Library Copyright Project

The goal of the project is to investigate copyright obstacles faced by libraries and other similar organizations in their efforts to realize the full potential of present and future digital library initiatives. The project focuses on both the obstacles and the range of possible legal, technological, social and market-based solutions to overcome them.
See also: Research and Project Outputs

Products and Tools from Around the World

Canada
Federal Government—Office of the Privacy Commissioner—PIPEDA Fact Sheets

> The Personal Information Protection and Electronic Documents Act (PIPEDA) is the Canadian federal privacy law for the private sector. The rules governing people's access to their personal information maintained by private-sector organizations can be complex for individuals as well as for businesses.
> Therefore, the Office of the Privacy Commissioner of Canada has prepared some Frequently Asked Questions (FAQs) for individuals to help explain some of the details.

Federal Government—Treasury Board of Canada—"Managing and Archiving Web Content"

> The Government of Canada (GC) needs to ensure that the most accurate, up-to-date, and relevant information is made available via the Web to provide Canadians with the information they expect and require. As a result, the Treasury Board of Canada has issued guidance on Managing and Archiving Web Content.

Provincial Archives of New Brunswick—"Guidelines for the Secure Destruction of Records" [PDF]

> Recorded information of the Government of New Brunswick, regardless of format, must be maintained and disposed of in a secure manner. The following guidelines are intended to assist government bodies in determining the appropriate method for the secure destruction of records.

Australia
Managing Digitisation Programs and Projects

> These guidelines, issued by the government of New South Wales (NSW), provide advice for NSW public offices on carrying out and implementing sound and well-structured digitization projects and programs for records.
> See also: Digitisation Case Studies

Digital Continuity Resources [PDF]

> As part of its Digital Continuity Program, Queensland State Archives has released a range of new resources designed to help address some of the complex challenges associated with managing digital public records over time.

National Archives
"Benefits of Digital Information and Records Management"

> The government requires all agencies to move to digital records management. This guidance document will provide a number of efficiencies and other benefits including improved corporate governance, improved business processes and reduced costs.

France
National Library—Discovery Solution

The information system of the Bibliothèque nationale de France (BNF) consisted of many different unintegrated layers of information because resources were dispatched in different tools and parts of their website. This prompted the BNF to modernize its aging information system.

Germany
Reconstructing Documents

A computer system is being used to digitally recreate former Stasi secret police files that are torn and ripped. This is no easy task as there are 15,500 bags of documents containing between 50,000 to 80,000 bits of paper. As of the beginning of 2012 the contents of 70 bags have been digitized.

United Arab Emirates
Government Websites Guidelines [PDF]

The government of Dubai has published a guidance document to formulate government-wide guidelines to be adopted by Dubai government entities in their websites to achieve extended maturity in line with internationally accepted best practices and standards.

United Kingdom
ManageMyRequests—Case Management System

ManageMyRequests is an online, on-demand solution that enables caseworkers to better manage and report on information management requests and those made under the Freedom of Information Act. The solution includes automated correspondence templates that ensure the relevant exemption references and details are provided to the requester.

National Archives—"How to research and develop signatures for file format identification" [PDF]

This document describes the procedures and practices The National Archives follows when conducting file format research and provides good practice advice and guidance to researchers active in this area.

United States
Daegis—eDiscovery Calculators

The Document Review calculator allows clients to input assumptions, such as project deadlines and the number of reviewers. This helps to forecast the budget and the reviewer requirements necessary to complete the review within the target time frame.
The Cross-Matter Management calculator allows users to enter matter and pricing assumptions and then view the savings in such areas as collection, processing and review.

[Hitachi—Hitachi Content Platform and Data Ingestor](#)

These storage platforms provide application independence and lifecycle management capabilities to control unstructured data with access, search, retention, consolidation and archiving capabilities.

[International Data Corporation—Cloud Decision Framework Tool](#)

This tool allows organizations to more precisely evaluate their cloud computing strategy and to better understand their options and the associated implications as they move data to the cloud.

[Nexidia, Inc.—Nexidia Search 10.0 and AudioFinder 4.0](#)

Both products incorporate new and improved features designed to increase efficiency for search and review of audio and video electronically stored information (ESI). Nexidia Search 10.0 enables legal review teams to quickly access critical ESI while AudioFinder 4.0 functions include file redaction, preparation of specific audio clips, and playback of files in court or other presentation settings.

[State Library of North Carolina—Capture, Ingest, & Checksum tool (CINCH)](#)

The State Library had electronic files that needed to be preserved, but it did not want to copy them all manually. The Library addressed the problem by developing CINCH. This tool assists in automating the process of file preservation and in detecting whether a file is a duplicate of a file previously listed for processing.
See also: [Home Page](#); [Video Tutorial](#)

TAB—How To Plan Your Imaging Project

TAB has produced a three-part guidance document on planning the imaging process. [Part 1](#) discusses the assessment of documents and the outsourcing vs. in-house decision. [Part 2](#) focuses on workflow, tracking and file auditing. [Part 3](#) covers the end of the scanning process, from auditing to document availability.
See also: [White Paper: Document Conversion](#)

[University of Cincinnati—"Records Management Self Evaluation Guide"](#) [PDF]

The University of Cincinnati Records Management has developed a self-evaluation guide for departments to use as an overview of the basic components of a records management program. It is divided into six sections.
See also: [Records Management Home Page](#)

Studies and Surveys

United States

["Iron Mountain Compliance Benchmark Report: A View into Unified Records Management"](#) 2012 [PDF]

> Study conducted by [Iron Mountain](#).
>
> This study encompasses the responses of over 4,178 individual participants from more than 3,200 private, publicly traded, government and non-profit organizations with employee-size ranges of less than 1,000 to more than 100,000 and revenues of less than $1 million to greater than $30 billion.
>
> The study reviews and compares current records management programs across five Best Practice Areas, highlighting what is required to achieve a best practice level of compliance: (1) Policies and Procedures (2) Retention (3) Index and Access (4) Privacy and Disposal (5) Audit and Accountability.
>
> "This year's report shows promising trends of stronger oversight of information management and better integration of policies for electronic and physical records," says Harry Ebbighausen, president of North America, Iron Mountain. "At the same time, however, those gains are threatened by whether organizations can consistently apply records management policies across the organization and how well they enforce them through training and auditing. Until you can manage all your records under one program, regardless of format or location, the road to unified records management will remain a rocky one."
>
> See also: [Article](#)

["The Big Data Gap"](#) (Must download)

> Survey conducted by MeriTalk on behalf of NetApp.
>
> An online survey of 151 federal government CIOs and IT managers was conducted in March 2012.
>
> The study highlights the big data opportunity and outlines the gap between big data possibility and big data reality for most agencies.
>
> Recommendations include (1) determining which department owns big data (2) preparing for new solutions and approaches to unstructured data.

The Staying Power of Paper

Introduction

Imagine a digital world where paper will no longer exist and all information will be a click away. Though the transition from paper to electronic is happening on a global scale, the day of the paperless office will not arrive anytime soon.

Paper Mountains

Despite the abundance of laptop computers, smart phones and tablets, the demand for paper is still high; it is predicted that in 2012 the demand will reach 400 metric tons. The paper mountain is proving difficult to reduce.

Archival institutions store a lot of paper. Library and Archives Canada manages 241,418 linear metres of government and private textual records. In fact, paper continues to be added to the shelves and cabinets of government and archival institutions around the world. For example, The National Archives in the United Kingdom estimates that 25,000 paper documents will be added in 2012. It will be another 30 years before paper stops coming into the archives.

Why is Paper Still Prevalent?

Why is it proving so difficult to go paperless in this day and age? The reason most commonly given is cost. It is expensive to reduce paper, whether it is through destruction or digitization. Most government departments must pay the cost of having their records disposed of. As for scanning records into electronic form, this costs money; most institutions only have a small number of documents in electronic form and their budgets are limited.

Other reasons why the hold on paper is so strong include the following: (1) Paper is still seen as more authentic than electronic documents. Signatures are extremely important in establishing authenticity and, until organizations adopt e-signatures on a wide scale, paper will remain in play. (2) Although current laws do permit some electronic transactions in certain jurisdictions, paper transactions are still preferred. (3) At the present time, no universal standardized method exists for keeping documents digitally. (4) People are fearful of not being able to back up electronic data securely and safely and not being able to read their documents in the future.

Steps to Preserve Paper

Archivists, librarians, historians and researchers understand that preserving paper is important to preserving history. Yet mould, high humidity, inadequate temperature control and bad lighting pose a threat to paper. And now institutions are running out of space to store paper. Given all this, one solution is storing paper in salt mines where controls are in place so that future generations living in a paperless world will have access to it, if required.
See also: Video: The National Archives of the United Kingdom "Is the paperless office possible"? Maryland State Archives out of space

Section 4—Selected Readings and Recordings

Articles, White Papers, Presentations, Reports, Videos and Podcasts

Canada

Article: "#history#dilemma: Social media proving difficult for archivists"

Written by: Teresa Smith, *Postmedia News* featured in *The Vancouver Sun,* July 13, 2012.

The challenge of determining how to keep a permanent record of social media and record it for posterity is ongoing. Institutions, such as Library and Archives Canada (LAC), are hard at work though.
The Deputy Head and Librarian and Archivist of Canada, Daniel J. Caron, says that collecting, preserving and archiving Canadiana online is not an easy task but that LAC is working on it. Mr.Caron adds that he is trying to focus on how to harness what he calls "the ephemeral information on the Internet."

Article: "Never deleting anything doesn't mean it's protected"

Written by: Grant Buckler, Special to *The Globe and Mail*, June 18, 2012.

Retaining documents and records in the electronic age should be simple. However, proper recordkeeping is not always easy and never deleting anything does not guarantee keeping everything. This article discusses subjects including retention policies; archiving information; archival systems that are available; managing paper documents and Canadian privacy and tax laws.

Australia

Report: "Records Management in the Australian Public Service" [PDF]

Published by: The Australian National Audit Office, 2012.

The objective of the audit was to assess the extent to which agencies create, manage and dispose of records in accordance with key business, legal and policy requirements. The audit highlights the challenges for agencies in achieving robust records management arrangements in today's digital environment, particularly for those where there are complex business requirements and a large number of electronic business systems in use.

Europe

Report: "Open Data in Cultural Heritage Institutions" [PDF]

Published by: European Public Sector Information Platform, April 2012.

The report discusses the relevant research that has been carried out during the last few years in regard to the challenges and benefits of making digital cultural heritage information available for reuse.

France
Article: "L'archivage électronique, un défi constant pour les Archives Nationales " (French only)
Written by: Agnès Magnien, BLOG DE LA CULTURE ET DU NUMERIQUE | MINISTERE DE LA CULTURE ET DE LA COMMUNICATION, June 27, 2012.

This article discusses the challenges and questions that France's national archives is facing on e-archiving.

Ireland
Presentation: "How to Face the Challenges of Web Archiving?"
Presented by: Chloe Martin, Internet Memory and Catherine Ryan, National Library of Ireland

This presentation was part of the LIBER 2012 Annual Conference held in Tartu, Estonia between June 27 and 30, 2012.

Israel
Article: "Shaking Up Israel's National Archives"
Written by: Yair Rosenberg, *Tablet*, June 28, 2012.

In March 2012, the Israeli Cabinet adopted an eight-year plan to reform the way the state processes its official documentation. In this article Yair Rosenberg discusses this and other topics with Israel's Chief Archivist, Yaacov Lozowick.

New Zealand
Article: "Trends affecting storage"
Written by: Mark Raos, sales director, systems, for Oracle New Zealand featured in *techday*, March 20, 2012.

This article discusses topics including big data and analytics; green IT; cost containment and virtualization and cloud computing.

Video Presentation: "Digital Preservation in Perspective"
Presented by: Jeff Rothenberg, formerly of the RAND Corporation, who is a computer scientist.

This presentation was part of the Future Perfect 2012 conference held in Wellington, New Zealand between March 26 and 27, 2012.

Spain
Case Study: "Preservation of Learning Objects in Digital Repositories"
Written by: Juanjo Boté, Department of Library and Information Science, University of Barcelona
Julià Minguillón, Open University of Catalonia, *Universities and Knowledge Society Journal* vol. 9, no 1. *pp.* 217-230, January 2012.

This case study analyzes the different processes involved in the preservation of learning objects in a digital repository.

United Kingdom

Action Plan: "Archives for the 21st Century in action: refreshed 2012-2015" [PDF]

> Published by: The National Archives of the United Kingdom
>
> This action plan replaces the Archives for the 21st Century in action. The action plan reflects the changing context in which the archives sector is operating and sets out The National Archives' commitment to the archives sector and actions the archives should take over the next three years.

Report: "Preserving Moving Pictures and Sound" [PDF]

> Written by: The Digital Preservation Coalition and Richard Wright, March 2012.
>
> The report focuses on digitization, encoding, file formats and wrappers, use of compression, obsolescence and what to do about the particular digital preservation problems of sound and moving images.

United States

Report: "Aligning National Approaches to Digital Preservation" [PDF]

> Published by: Educopia Institute Publications, 2012.
>
> This report describes the accomplishments, remaining challenges, and next steps in considering the alignment of national approaches to digital preservation. The report contains a collection of peer-reviewed essays that were developed by conference panels and attendees in the months following the "Aligning National Approaches to Digital Preservation" conference.

Article: "4 crucial steps to manage data"

> Written by: Jim McGann who is vice president of information discovery at Index Engines, featured in *Federal Computer Week*, July 6, 2012.
>
> As government agencies must comply with various policies and regulations agencies must understand what data exists, develop a plan to manage it, and take action to protect the organization from long-term risk and liability. This article describes how organizations can create a sound and flexible platform that can adapt to new strategies and environments.

Article: "Ten Tips for Managing Social Media in E-Discovery"

> Published by: Kroll Ontrack, July 3, 2012.
>
> This article describes ten things that organizations should be aware of to better manage risks and meet discovery obligations associated with social media.

Article: "Data Deluge: The Problem Is, You Can't Keep Everything"

> Written by: Dan Roffman, managing director, FTI consulting featured in *Forbes*, July 3, 2012.
>
> Many large U.S. companies now have more data stored than the U.S. Library of Congress. This data increases not only the cost of operations and e-discovery but the risk that sensitive information could be compromised. This article provides five tips to assist organizations in developing and implementing better policies and practices.

Paper: "Metadata Clean Sweep: A Digital Library Audit Project"
Written by: R. Niccole Westbrook, University of Houston Libraries; Dan Johnson, University of Houston Libraries; Karen Carter, Rutgers School of Communication and Information; Angela Lockwood, Texas Women's University School of Library and Information Studies, *D-Lib Magazine*, May/June 2012, Volume 18, Number 5/6.

As digital library collections grow in size, metadata issues such as inconsistencies, incompleteness and quality become increasingly difficult to manage over time. This paper discusses the pilot of an ongoing digital library metadata audit project to alleviate poor recall, poor precision and metadata inconsistencies across digital collections currently published in the University of Houston Digital Library.

This article also contains lessons learned and suggestions on how a similar metadata audit project could be implemented in other libraries hosting digital collections.

Article: Case Study: Implementing a records retention plan
Written by: Lucy Parker*, The Daily News* (Louisiana), July 27, 2012.

The town of Franklinton had a problem: too much paperwork and not enough storage space. What to do? Come up with a records retention plan.

Video: "Reining in the cost of e-discovery"
Featured in *InsideCounsel Magazine*, June 2012.

Attorneys offer tips on how to keep costs down while ensuring discovery requests are proportional to the costs.

Global

Report: "Social Metadata for Libraries, Archives and Museums Part 3: Recommendations and Readings"   [PDF] Published by: OCLC Research, March 2012.

In this report, the third and final report in the series, recommendations are provided on social metadata features most relevant to libraries, archives and museums.
See also: Executive Summary; Part 1; Part 2

Speaker Full Papers and Abstracts: International Council on Archives Congress

The Congress was held in Brisbane, Australia between August 20 and 24, 2012. Institutions represented include the University of British Columbia; Archives New Zealand; the National Archives of Australia; the National Archives Service of Finland; the National Archives of Japan and the National Archives of Norway.

Books

Selected Readings

P. Franks, Records and Information Management for the 21st Century, 2013.

> This book provides a comprehensive, strategic approach to the creation, management and disposition of information and records in organizations. It is the first to analyze the impact that cloud computing and emerging technologies, such as social networks and microblogging, have on records management programs.

ARMA International, Using Social Media in Organizations, 2012.

> Using Social Media in Organizations offers advice on implementing social media within the context of accepted RIM best practices. Topics include governance, infrastructure/technology, processes and controls, change management, training, and audit/evaluation.

David R. Matthews, Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search and Retrieval, 2012.

> This book covers all aspects of electronic data and how it should be managed. Using easy-to-understand language, the book explains the following: exactly what electronic information is; the different ways it can be stored; why it needs to be managed from a legal and organizational perspective; who is likely to control it; and how it can and should be acquired to meet legal and managerial goals.
> See also: Audio Interview

Joël Clérembaux and Christine Juge, La gestion des archives, 2012 (French only).

> « La gestion des archives » addresses all issues related to archives of local authorities and their public institutions. This reference guide will assist organizations in the management of their archives. Themes include archiving, digitization and public administration.

Gérard Laurent, Techniques audiovisuelles et multimédias. Volume 1. Captation, enregistrement et restitution du son et des images, 2012 (French only).

> This two-volume book provides a broad overview of the techniques of signal processing, transmission, storage and reproduction of images and sound, particularly through existing materials.
> See also: Volume 2