

# Governance and Recordkeeping Around the World

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**The Digital Public Library of America**  
A Wealth of Knowledge in One Place



Library and Archives  
Canada

Bibliothèque et Archives  
Canada

Canada

*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.

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Comments **and requests to be added to the distribution list** may be sent to the following address:

Liaison Centre  
Evaluation and Acquisitions Branch  
Library and Archives Canada  
395 Wellington Street  
Ottawa, ON  
K1A 0N4

Email: [centre.liaison.centre@lac-bac.gc.ca](mailto:centre.liaison.centre@lac-bac.gc.ca)

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## Section 1—General News

### Canada

#### Federal and Provincial Information and Privacy Commissioners and Ombudspersons

##### [Resolution urges the modernization of access and privacy laws](#)

Canada's Information and Privacy Commissioners and Ombudspersons have issued a joint [resolution](#) calling on federal, provincial and territorial governments to update their access to information and privacy laws.

### Manitoba

##### [Private sector personal information act passed](#)

The Manitoba legislature has passed [The Personal Information Protection and Identity Theft Prevention Act](#), which regulates the collection, use and disclosure of personal information by the private sector in Manitoba.

### Australia

##### [Federal government digital transition is on schedule](#)

The National Archives of Australia (NAA) has announced that the digital transition for federal government agencies is on schedule. The digital transition strategy directs that records created digitally after 2015 can only be transferred to the NAA in digital formats.

##### [State government releases Open Data policy](#)

The government of New South Wales is making its data available “by default” through the state's central data portal [data.nsw.gov.au](http://data.nsw.gov.au). The government has released an [open data policy](#) that aims to improve government interaction.

### Europe

##### [Expert group to study cloud contracts](#)

Cloud computing is gaining wide acceptance around the world but there is still a reluctance to adopt cloud computing due to a lack of understanding in such areas as contracts. In response, the European Commission has formed an expert group to work on creating standard, safe and fair terms for cloud computing contracts, identifying best practices and improving confidence in cloud services.

## Greece

### [Government aims for a reduced paper environment](#)

A draft presidential decree has been signed that would put an end to paper in the Greek government and mandate the exclusive use of electronic files. All existing documents would be digitized and databases created that would be accessible to ministries and state organizations.

## Ireland

### [Data sharing in the public service to be improved](#)

The Irish government has announced that measures will be put in place to improve data-sharing and data-governance in the public service, including reducing the amount of paper documents in government.

## Japan

### [E-legal deposit of online publications mandatory](#)

As of July 1, 2013, publishers in Japan must deposit online private-sector publications in the National Diet Library, including e-books and e-magazines.

## Kuwait

### [New law on e-transactions](#)

A new law, now in force, regulates electronic transactions that apply to electronic records, electronic signatures and electronic retention of paper records.

## South Korea

### [National Digital Library of Korea opens](#)

The [National Digital Library of Korea \(Dibrary\)](#), which opened in 2013, covers 38,014 square metres and holds more than 380,000 digitized books and 116 million pieces of digital content.

## United Kingdom

### [Government centralized website has 1.2 billion page views in first year](#)

[Gov.uk](#) was created in 2012 to be the single domain website for government services. In its first full year, Gov.uk has recorded 425 million visits with 1.2 billion page views.



## [National Data Infrastructure Program created](#)

The government of the United Kingdom has been looking for new ways to use public sector information. As a result, a new national data infrastructure program has been created. This national information infrastructure gives individuals real-time access to public data.

## **United States**

### **Federal Government**

#### [White House working towards a single online FOIA portal](#)

The White House has announced plans for the development of a single government-wide online portal where citizens can file [Freedom of Information Act \(FOIA\)](#) requests. The portal could be patterned after [FOIA Online](#), a federal government system that tracks FOIA requests for the Commerce Department and the Environmental Protection Agency.

#### [NARA seeks input regarding digital records](#)

In its ongoing effort to convert federal records into electronic formats the [National Archives and Records Administration \(NARA\)](#) is asking vendors for their input. This is in response to a [presidential](#) directive mandating federal government agencies to automate their emails by 2016 and implement a digital recordkeeping system by 2019.

### **State Government**

#### **California**

##### [Open Data policy adopted](#)

The city of Oakland has adopted an [open data policy](#) that will make city data publically accessible in machine-readable format and establish a list of datasets that can be made public subject to privacy restrictions.

#### **New York**

##### [State email moving to the cloud](#)

Governor Andrew Cuomo has announced that 120,000 state email boxes will be moving to the cloud. The state government expects this will save three million dollars a year, increase productivity and provide more efficient collaboration.

## Section 2—Events

### Annual Meetings and Conferences

#### National

##### May 2014

##### [43<sup>e</sup> Congrès de l'Association des archivistes du Québec](#) (French only)

“Archiviste : Connecter–Collaborer–Valoriser”

Conference details to follow.

Hosted by l'Association des archivistes du Québec, 28–30 May 2014  
Laval, Québec, Canada

##### June 2014

##### [2014 ARMA Canada Conference](#)

“CAPITALizing on Information”

Conference details to follow.

Hosted by ARMA Canada, 8–11 June 2014  
Ottawa, Ontario, Canada

##### [Association of Canadian Archivists 39th Annual Conference](#)

“Archivatopia”

This conference discusses the current state of archives in Canada and charts the way forward to archival utopia.

Hosted by the Association of Canadian Archivists, 26–28 June 2014  
Victoria, British Columbia, Canada



## International

### May 2014

#### [IRMS Conference 2014](#)

“Luxury or Necessity? Information and records management in the world of Governance, Risk and Compliance”

Conference details to follow.

Hosted by the Information and Records Management Society, 18–20 May 2014  
Brighton, England

### June 2014

#### [2014 International Conference of Indigenous Archives, Libraries and Museums](#)

Conference details to follow.

Hosted by the Association of Tribal Archives, Libraries and Museums  
9–12 June 2014, Palm Springs, California, United States

#### [15th Annual International Conference on Digital Government Research \(dg.o 2014\)](#)

“Open Innovations and Sustainable Development in Government: Experiences from around the world”

The dg.o conferences are an established forum for presentation, discussion, and demonstration of interdisciplinary e-Government and political participation research, technology innovation, applications, and practice.

Hosted by the Digital Government Society, 18–21 June 2014  
Aguascalientes City, Aguascalientes, Mexico

## Section 3—Current Trends and Products

### Recordkeeping: Current Developments, Projects and Future Initiatives

#### Canada

##### [Saskatchewan Archives Board—Audio-visual records digitization project](#)

The [Saskatchewan Archives Board](#) is undertaking a project that will digitize the [legislative assembly of Saskatchewan's](#) audio and visual records. The first part of the project will focus on the 3,500 audio records. There are 6,378 video and audio records comprising over 11,000 hours of recordings.

#### Australia

##### [EDRMS Adoption project](#)

Digital recordkeeping. This is what the NSW [Department of Education and Communities](#) is focusing on as it converts its paper holdings to digital. The Electronic Document and Records Management (EDRMS) project, which began in 2009, is now scheduled to include over 15,000 employees by 2014. The project was initiated in response to the increasing amount of information being produced and the threat of losing corporate knowledge, control and accountability.

#### Brazil

##### [Cloud of Books \(Nuvem de Livros\)](#)

[Cloud of Books](#) has more than 10,000 titles and close to one million subscribers who access content through their computer, tablet or smartphone without having to download the material.

#### China (Hong Kong)

##### [“Paperless Office Project”](#)

The [City University of Hong Kong](#) has launched its “Paperless Office Project.” The project employs Enterprise Content Management technology that will save the university money while reducing paper and power consumption, improving productivity, and enhancing information security. In addition, there has been a 30 percent reduction in documents requiring archiving.

## France

### [Open Data France](#) (French only)

Major cities and communities in France have formed an association called Open Data France. The association consolidates and supports communities actively engaged in opening their public data.

## Germany and The Netherlands

### [Long-term storage disks project](#)

Data that can be stored for millions and perhaps a billion years. Science fiction? Apparently not. The [Freiburg Institute for Advanced Studies](#) in Freiburg, Germany and the [MESA Institute for Nanotechnology at the University of Twente](#) in The Netherlands have created disks that will store data that future generations will be able to access.

## Ireland

### [Linked Logainm: Placenames database project](#)

This project is being referred to as a model for the use of open and linked data using cutting-edge technology. The result of the project was the creation of a [new open dataset](#) allowing Irish place names to be linked across the world for use by a wide variety of institutions including archives and libraries.

## New Zealand

### [National Library—Index New Zealand \(INNZ\)](#)

The National Library of New Zealand is making it easier to find information through open data. INNZ is a searchable database containing abstracts and descriptions of articles from approximately 1,000 New Zealand periodicals and newspapers published from the early 1900s to the present day.

## Rwanda

### [Rwandapedia](#)

[Rwandapedia](#) is a historical website that archives and documents the past, present and future events in the country. Its information, which is constantly updated, can be accessed through a single portal.

## South Africa

### [National Recordal System project](#)

Much of South Africa's indigenous knowledge is either lost, misappropriated or misused. This project seeks to preserve this information by using a multimedia digital repository.

## United Kingdom

### [British Library—Identification and quantification of volatile organic compounds emitted by paper](#)

The goal of the project is to identify and quantify the range of volatile organic compounds emitted by paper as it ages, and relate that data to the composition of the paper, and how it degrades. The Library is also investigating the negative impact that acidic books have on non-acidic books.

See also: [“Heritage Smells!” project](#)

## United States

### [Archives Space project](#)

ArchivesSpace is an initiative that aims to develop a technical platform, governance structure, and service model to provide the archival community with a cutting-edge, extensible, and sustainable platform for describing analogue and born-digital archival materials. The [project](#) ended in September 2013 and [ArchivesSpace 1.01](#), an open source software, has been released.

### [Cornell University Library—Preservation and Access Framework for Digital Art Objects project](#)

The project's goal is to develop a framework to ensure continued access to complex digital media objects. Using the interactive born-digital artworks in the Cornell University Library's [Rose Goldsen Archive of New Media Art](#) as a test bed, the Library will develop an archival strategy based on understanding what users need to be able to use digital artworks. In the future, generalizable new media preservation and access practices that are applicable for different institutional types and sizes will be created.

See also: [Update](#)

### [Library of Congress—Video: “Disembodying the Past to Preserve it”](#)

Digital Media Strategist at the [Folger Shakespeare Library](#), Sarah Werner, speaks at the [Digital Preservation 2013](#) meeting about the mutual concerns of digitizing and preserving cultural heritage.

## Products and Tools from Around the World

### Canada

[Concordia University—Policy and Guidelines on Email Management](#) [PDF]

The Records Management and Archives Department of Concordia University has released its new [Policy on Email Management](#) and related [guidelines](#). The university has also developed [Electronic Documents Naming Guidelines](#).

### Australia

[Government of New South Wales—Planning for EDRMS implementation](#)

The New South Wales government has produced a document outlining 19 recommended steps for organizations implementing an Electronic Document Records Management System (EDRMS).

[National Archives—“Key information governance documents”](#)

The National Archives of Australia has produced an information sheet that details three key information governance documents that agencies should create. Included are developed framework, strategy and policy templates to guide agencies on what components to incorporate in these documents.

### New Zealand

[“Cloud Computing—A guide to making the right choices”](#) [PDF]

New Zealand’s privacy commissioner has released a guidance document to assist small to medium-sized businesses in protecting personal information when using cloud computing. See also: [“Cloud Computing Code of Practice”](#)

### Qatar

[“Media Culture and Heritage Digitization Guidelines”](#) [PDF]

These guidelines provide culture, heritage, media and social institutions with best practices for digitizing material and publishing digital content.

### Scotland

[“Checklist for a Data Management Plan”](#) [PDF]

The Digital Curation Centre has updated its checklist with 13 questions and basic administrative information. More detailed questions are also used as pointers to help researchers decide how to respond.

## Switzerland

### [Cadre de reference de Records Management](#) (French only)

The Cadre de référence de Records Management is a collection of documents used in the introduction of Records Management in various public and private organizations. The Cadre de référence currently contains more than 100 tools and examples of best practices from a dozen organizations.

## United States

### [EnCase—EnCase® eDiscovery 5.2](#)

This e-discovery software provides organizations with control and oversight of every phase of the e-discovery process and includes legal hold control and military-grade encryption.

### [eSignSystems—SmartSAFE version 6.01](#)

This eDocument management software provides organizations with complete lifecycle management for the electronic signing, delivery, and retention of digital documents. It is legally binding and provides an audit trail.

### [National Archives and Records Administration \(NARA\)—“Guidance on managing social media records”](#)

The guidance provides high-level recordkeeping requirements and best practices for capturing records created when federal agencies use social media.

### [Recommind—Hypergraph](#)

Hypergraph is an analytics and visualization tool that discovers patterns and relationships in unstructured information flows. In addition, Hypergraph provides big data scalability and fully integrated read/write capability so that users can take action from within the visual environment.

### [University of North Carolina School of Information and Library Science—“Building Institutional Repositories”](#)

“Building Institutional Repositories” is a website that provides guides that are essential to building, maintaining, and sustaining trustworthy institutional repositories as well as ideas for actions, use cases, videos, and helpful readings.

## Studies and Surveys

### United States

Study: [“Searching for Sustainability: Strategies from Eight Digitized Special Collections”](#) November 2013. [PDF]

Authors: Nancy L. Maron and Sarah Pickle, [Ithaka S+R](#)

This study was conducted by Ithaka S+R, in partnership with the [Association of Research Libraries](#), funded through a co-operative agreement as part of the National Leadership Grants Program of the [Institute of Museum and Library Services](#).

The study addresses one of the biggest challenges facing libraries and cultural heritage organizations: how to move their special collections into the 21st century through digitization while developing successful strategies to make sure those collections remain accessible and relevant over time. The study features in-depth case studies of eight institutions.

The final eight case-study subjects participated in on-site and phone interviews. Interviews covered the history of the projects and the ongoing systems and strategies in place to support them. In addition, the research team interviewed several people with direct understanding of the projects, their history and their sustainability plan. In total, 58 people were interviewed as part of the case-study phase.

### Global

Survey: [“Exploring the Cloud: A Global Study of Governments’ Adoption of Cloud”](#) 2012. [PDF]

[KPMG International](#), in conjunction with [Forbes Insights](#), surveyed 429 government executives and 808 private sector executives to learn more about their cloud strategies and expectations. In addition, a series of one-on-one interviews were conducted with government leaders from around the world.

Governments are starting to think more about the cloud but that leads to the question: What does this mean for the public sector?

Many government agencies from around the world are starting to adopt cloud technology creating new ways to interact with other government agencies, the private sector and the public. The adoption of cloud technology has also allowed government agencies to focus more time on the effectiveness of their programs and less on managing IT.

The goal of this survey is to offer guidance and insight to public sector organizations as they adopt cloud technology.



## The Digital Public Library of America—A Wealth of Knowledge in One Place

This special section of the newsletter summarizes the work being undertaken by the Digital Public Library of America.

### Introduction

Libraries are among the first place people think of when they want to access information. There is a tremendous amount of knowledge and cultural heritage available in public libraries. However, this information is not centralized making it more difficult to access and share. Enter the [Digital Public Library of America](#).

### A Virtual Library of Americana

Launched in 2013, the Digital Public Library of America (DPLA) is a single-point access programming interface platform that brings together the collections of libraries, archives, and museums from across the United States. There are currently five million items on the DPLA. Large and small institutions are participating in the DPLA representing a wide variety of information—a virtual slice of “Americana.” The institutions contribute links for digitized material to nine regional or state aggregators called [service hubs](#). Through the DPLA these institutions have the opportunity to reach more users, increase access to their content, and collaborate in new ways.

### All that is Needed is a Web Browser

To access the DPLA all that is required is a Web browser. The service is free. Each record links to the original object on the content provider’s website. Users can browse and search the DPLA’s collections by timeline, map, format, and topic; save items to customized lists; and share their lists with others.

### Looking Towards the Future

Looking towards the future the DPLA estimates that 500,000 new books and documents will be made available each month as more institutions contribute material. The DPLA also wants to provide more service and content hubs; increase access to the DPLA in local libraries and community colleges; provide links to European digital counterparts; and have increased diversity in its collections.

See also: [Video: “The Digital Public Library of America: An Introduction”](#); [Bringing Digital Libraries together](#); [Video: Talk given by Dan Cohen, Founding Executive Director of the DPLA](#)

## Section 4—Selected Readings and Recordings

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

#### Canada

Report: [“Preserving Canada’s Memory: Developing a strategic approach to digital preservation”](#)

Published by: Canada’s Public Policy Forum, September 2013. [PDF]

Round table discussions with leaders from the private, public and non-profit sectors were organized to discuss how Canada’s memory institutions might best identify, preserve and share our documentary heritage in a digital age. This report reflects the opinions of participants in the round table discussions and explores some of the key themes, case studies and issues worthy of further examination by leaders in all sectors.

#### Australia

Issues Papers: Published by the [Recordkeeping Roundtable](#), September 2013.

The Recordkeeping Roundtable has published two issues papers, [Access](#) and [Appraisal](#), suggesting ways that the recordkeeping profession can better deal with the volume, fragility and complexity of contemporary archival records.

#### France

Article: [« Archiver le Web, un devoir de mémoire GIGAntesque »](#) (French only)

Written by: Clara Beaudoux, *France info*, April 4, 2013.

This article profiles the work of la [Bibliothèque nationale de France](#) and [l'Institut national de l'audiovisuel](#) archiving the Web.

#### India

Article: [“How EIM can address key challenges of unstructured data”](#)

Written by: Mark Barrenechea, CEO of Open Text on Enterprise Information Management, featured in *Information Week*, October 18, 2013.

In this article the author discusses how organizations can use Enterprise Information Management (EIM) to organize and manage their unstructured data.

#### New Zealand

Article: [“Creating a national archive for New Zealand”](#)

Written by: Greg Goulding, Chief Archivist, Archives New Zealand, for the Archives and Records Association of New Zealand, July 8, 2013.

Mr. Goulding shares his vision for the national archives of the future.

## Singapore

Video: [“Enhancing library services through ICT in Singapore”](#)

March 12, 2013.

Lee Kee Siang, CIO and Director, Technology & Innovation, [National Library Board](#) in Singapore, discusses the role of technology in meeting the changing needs and lifestyles of 21st-century library patrons, and unveils the Board’s plans in information and communications technologies (ICT) for 2013.

## South Africa

Article: [“You need an information governance framework—tips to know before you embark”](#)

Written by: Mervyn Mooi, Director at [Knowledge Integration Dynamics \(KID\)](#) featured in *ITWeb*, July 1, 2013.

In this article the author provides guidance to organizations regarding information governance (IG) frameworks and explains how IG enables organizations to achieve their business objectives.

## Switzerland

Video: [“Sharing Data Nationally and Internationally: the Strategy of the Swiss National Library”](#)

February 26, 2013.

This presentation by Marie-Christine Doffey, Director of the [Swiss National Library](#), explains the library’s strategy with respect to openness and sharing of data; their experiences of data sharing, nationally and internationally; and an assessment of the impact of the library’s open data strategy.

## United Kingdom

Report: [“The United Kingdom Report on the Re-use of Public Sector Information 2013”](#)

Published by: The National Archives of the United Kingdom. [PDF]

The report provides an overview of the policy initiatives designed to promote the reuse of public sector information.

Video: [“British Library Sound Archive”](#) 2013.

In this video sound curators from the British Library take the viewer on a tour of the British Library’s Sound Archive collections.

## United States

Article: [“5 trends are reshaping records management”](#)

Written by: Cheryl McKinnon, Principal Analyst at [Forrester Research](#), featured in *KMWorld*, October 29, 2013.

The author describes five trends that are reshaping records management.

Report: [“Born Digital: Guidance for Donors, Dealers and Archival Repositories”](#) [PDF]

Written by: Gabriela Redwine, Megan Barnard, Kate Donovan, Erika Farr, Michael Forstrom, Will Hansen, Jeremy Leighton John, Nancy Kuhl, Seth Shaw, and Susan Thomas, published by the Council on Library and Information Resources, October 2013.

This report offers recommendations to help ensure the physical and intellectual well-being of born-digital materials transferred from donors to archival repositories, and surveys the primary issues and concerns related to born-digital acquisitions.

Article: [“14 Things You Need to Know About Data Storage Management”](#)

Written by: Jennifer Lonoff Schiff, CIO, September 11, 2013.

In this article data storage and management experts have produced a list of the top 14 suggestions regarding what steps organizations should take to choose the right data storage solution(s) and how to better ensure data is properly protected and retrievable.

Article: [“Five Tips for Managing Social Media and E-Discovery Collections”](#)

Written by: David Freskos, Director in the [FTI Technology](#) practice’s Chicago computer forensics laboratory and Daniel E. Hoffman, Managing Director in the FTI Technology segment based in Chicago, featured in *KMWorld*, October 25, 2013.

Social media is presenting new challenges for legal and IT teams responding to e-discovery requests due to the fact that each social media site has different retention policies. The authors present five tips that organizations can follow to better manage the legal and technical aspects of social media usage and e-discovery collections.

## Global

Presentations from the [10th International Conference on Preservation of Digital Objects](#) and the [1st International Workshop on Archiving Community Memories](#). [PDF]

The [conference](#) was held September 2-6, 2013, in Lisbon, Portugal. The workshop was part of the conference and took place on September 6.

[Presentations from the 2013 Framing the Digital Curation Curriculum International Conference](#) [PDF]

The conference was held May 6-7, 2013, in Florence, Italy.

## Books

### Selected Readings

[Rebecca L. Lubas, Amy S. Jackson and Ingrid Schneider, \*The Metadata Manual: A practical workbook\*, 2013.](#)

With limited time and funding for training in metadata creation for digital collections, there are often many questions about metadata without a reliable, direct source for answers. *The Metadata Manual* provides answers to basic metadata questions and explores metadata from a beginner's perspective. *The Metadata Manual* covers metadata basics, XML basics, Dublin Core, VRA Core, and CDWA schemes and provides exercises in the creation of metadata. In addition, the book gives an overview of metadata, including mapping and sharing.

[Chia-Hung Wei, \*Modern Library Technologies for Data Storage, Retrieval, and Use\*, 2013.](#)

In recent years, libraries have embraced new technologies that organize and store a variety of digital information. *Modern Library Technologies for Data Storage, Retrieval, and Use* highlights new features of digital library technology to educate the database community.

[Randolph A. Kahn and Galina Datskovsky, \*Chuckling Daisies: Ten Rules for Taking Control of Your Organization's Digital Debris\*, 2013.](#)

Information has a lifecycle. When it no longer has business or legal value it should be disposed of. Most organizations must deal with huge volumes of information on a regular basis and this can present challenges. The task of dealing with your organization's digital debris may seem completely insurmountable. This book details 10 rules for taking control of your digital debris and provides practical advice on how organizations can manage the increasing amount of digital information.

[Michèle Hudon : \*Analyse et représentation documentaires : Introduction à l'indexation, à la classification et à la condensation des documents\*, 2013 \(French only\).](#)

*Analyse et représentation documentaires: Introduction à l'indexation, à la classification et à la condensation des documents* presents a practical approach in the areas of documentary analysis and representation of information as well as documents and training programs in colleges and universities. The author focuses on the languages used to represent the issues, policies and standards, quality control and their impact on research information and documents.