Introductory Electronic Records Institute
Reading List

Policies and Strategies: Mike Wash
http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf

Electronic Records Management: Pat Franks
Learn about ARMA's Generally Accepted Recordkeeping Principles at
http://www.arma.org/r2/generally-accepted-br-recordkeeping-principles

Review the maturity model that can be used to evaluate program maturity at
http://www.arma.org/r2/generally-accepted-br-recordkeeping-principles/metrics

Read about the Information Governance Reference Model and how it complements ARMA's Generally Accepted Recordkeeping Principles at http://www.edrm.net/resources/edrm-white-paper-series/igrm-garp

Read an article from Jan/Feb 2013 Information Management Journal, Fellows Forum Provides Snapshot of E-Records Management in Organizations.
http://imm.arma.org/publication/frame.php?i=141427&p=42&pn=&ver=flex   Also attached as a pdf.

Review the North Dakota Information Technology Department (2010) Electronic Records Management Guidelines at http://www.nd.gov/itd/standards/records-management/electronic-records-management-guidelines

Acquisition, Preservation & Access: Cal Lee
Audit and Certification of Trustworthy Digital Repositories.
Consultative Committee for Space Data Systems, 2011. [Focus specifically on the "repository shall" statements and 2. Overview of Audit and Certification Criteria]
http://public.ccsds.org/publications/archive/652x0m1.pdf

Lee, Christopher A. "Guerilla Electronic Records Management: Lessons Learned." Records and Information Management Report 18, no. 5 (2002): 1-13.
http://www.ils.unc.edu/callee/guerrilla_erm_2002.pdf

Rothenberg, Jeff. "Ensuring the Longevity of Digital Information."
Washington, DC: Council on Library and Information Resources, 1999.
http://www.clir.org/pubs/archives/ensuring.pdf