Handout A - Additional Resources
This list should be considered a starting point rather than a comprehensive list. The resources listed are accurate and current as of the time of publishing but may have been updated since. Students are encouraged to check for updated versions, particularly for formal standards.

General records management standards


General records management publications


Glossaries

Archives New Zealand, Glossary of Archives and Recordkeeping Terms (G5). Archives New Zealand, 2006


**Metadata and classification**


**Retention and disposition**

**Digital preservation**


**Discovery and disclosure**


Mack, Mary. *Electronic Evidence Management – From Creation to Litigation*.


**Enterprise ERM**

Federal Enterprise Architecture Records Management Profile v1.0, U.S. National Archives and Records Administration, December 15, 2005


**Email management**


Boudrez, Filip, and Sofia Van den Eynde. *Archiving e-mail*, Digitale Archivering in Vlaamse Instellingen en Diensten (DAVID), v1.0, August 2002

From digital volatility to digital permanence: Preserving email. Digital Preservation Testbed, Dutch National Archives and the Dutch Ministry of the Interior and Kingdom relations, April 2003


Management of Email as Official Records: Policy, Guidelines and Technical Considerations, State Records of South Australia, v2.1, Feb 21, 2006

Russell, Eleanor. Guidelines on developing a policy for managing email, The National Archives (UK), 2004

Web 2.0


AllIM Training Courses
AllIM Email Management Certificate Program, http://www.aiim.org/training/emm


AllIM Enterprise 2.0 Certificate Program, http://www.aiim.org/training/e20


AllIM Essentials Courses, numerous courses offered, http://www.aiim.org/Education/Essentials-Training-Courses.aspx