

# WEBOGRAPHY OF RESOURCES FOR RECORDS PROFESSIONALS

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Seattle Area Archivists  
Special Committee on Professional Development & Education

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## ARCHIVES BASICS

### Archival Terminology

- [Glossary of Archival and Records Terminology](#) (Richard Pearce-Moses, Society of American Archivists)
- [Glossary of Record Keeping Terms](#) (United Nations, Archives and Records Management Section)
- [Glossary of Records and Information Management Terms](#) (ARMA International)
- [Glossary of Terms](#) (International Records Management Trust)
- [Index of Archival, LIS & Public History Terminology](#) (Archivopedia)
- [InterPARES Glossary](#) (InterPARES 1 Project, 2000)
- [Introduction to Archival Terminology](#) (Maygene F. Daniels, National Archives and Records Administration, 1984)

### Establishing Archives

- [Engaging with Wider Agendas](#) (Community Archives Development Group , National Council on Archives, UK)
- [Establishing a School Archives](#) (National Archives and Records Administration)
- [Establishing an Archive](#) (Australian Society of Archivists, 2009)
- [Guidelines for College and University Archives](#) (Society of American Archivists, 2005)
- [Identifying and specifying requirements for offsite storage of physical records](#) (National Archives UK, 2009)
- [Institutional Guidelines for Archives](#) (Canadian Council of Archives, 2001)
- [Managing and Preserving Community Archives](#) (National Library of New Zealand, 2005)
- [Medical Archives: Answers...And Questions](#) (Barbara L. Craig, *Archivaria* 43, Spring 1997)
- [Planning a New Record Repository](#) (National Archives UK, 2004)
- [Thoughts on Establishing Foundation Archives](#) (Richard J. Kaplan, Council on Foundations)

### Ethics in Archives

- [An Enforceable Code Of Ethics: Why Archivists Should Be Demanding One](#) (Paul Morris, 2010)
- [Archival Ethics](#) (Jan-Christopher Horak, UCLA Film and Television Archive, 2011)
- [Archival Ethics: The Truth of the Matter](#) (Richard Cox, *Journal of the American Society for Information Science and Technology*, 2008)
- [ASA Code of Ethics](#) (Australian Society of Archivists, 1993)
- [Audio Visual Archive Code of Ethics](#) (AIATSIS Audiovisual Archive, 2005)
- [Codes of Ethics for Archivists](#) (Network of Concerned Historians)
- [Ethical Issues in Conservation](#) (Conservation OnLine)
- [ICA Code of Ethics](#) (International Council on Archives, 1996)

- [Keeping an Account: The Role of Archives and Archivists in Accountability](#) (Heather Bristol, University of Oregon, 2004)
- [Professional Ethics: The Moral Defense of the Archivist](#) (Eric Ketelaar, University College Dublin, 1998)
- [Removing the Shroud of Secrecy: Making Government More Transparent and Accountable](#) (David S. Ferriero, National Archives and Records Administration, 2010)
- [SAA Core Values Statement and Code of Ethics](#) (Society of American Archivists, 2011)
- [Statement of Professional Standards and Ethics](#) (American Association for State and Local History, 2002)

## General Tools

- [Academy of Certified Archivists](#)
- [Archival Needs Assessment Guidelines and Template](#) (New York State Archives, 2001)
- [The Archivist, the Letter, and the Spirit](#) (Hugh Taylor, *Archivaria* 43, Spring 1997)
- [Basic Archives Processing Manual for Student Employees and Volunteers](#) (Tomaro I. Taylor, University of South Florida, 2010)
- [Basic Concepts and Principles of Archives and Records Management](#) (John Curtin Prime Ministerial Library, Australia)
- [Jenkinson and Schellenberg: A Comparison](#) (Richard Stapleton, *Archivaria* 17, Winter 1983-84)
- [Manual for Small Archives](#) (Archives Association of British Columbia, 1999)
- [Manual of Archive Administration](#) (Sir Hilary Jenkinson, 1922)
- [Meeting the Challenge of Contemporary Records: Does it Require a Role Change for the Archivist?](#) (Luciana Duranti, *The American Archivist* 63, Spring 2000)
- [More Product Less Process: Revamping Traditional Archival Processing](#) (Mark A. Greene and Dennis Meissner, *The American Archivist*, Vol. 68, 2005)
- [NAGARA Publications](#) (National Association of Government Archives and Records Administrators)
- [New Skills for a Digital Era](#) (Society of American Archivists, 2006)
- [Northwest Archivists, Inc.](#)
- [Organizations of Archives Professionals](#) (National Archives and Records Administration)
- [Overview of the Archival Profession](#) (Society of American Archivists)
- [The Past that Archives Keep: Memory, History, and the Preservation of Archival Records](#) (Brien Brothman, *Archivaria* 51, Spring 2001)
- [The Power of Archives: Archivists' Values and Value in the Post-Modern Age](#) (Mark Greene, 2010)
- [Preferred Practices for Historical Repositories: A Resource Manual and Self Assessment Checklist](#) (Montana State Historical Records Advisory Board, 2004)
- [Processing Manual for Archival and Manuscript Collections](#) (University of Maryland Libraries, rev. 2011)
- [Seattle Area Archivists](#)

- [Selected Guidelines for the Management of Records and Archives](#) (UNESCO RAMP reader, 1990)
- [Society of American Archivists](#)
- [SPEC Kits](#) (Association of Research Libraries) These guides help libraries and archives learn about current practice in research libraries, implement new practices and technologies, manage change, and improve performance.
- [Touchstones: Considering the Relationship Between Memory and Archives](#) (Laura Millar, *Archivaria* 61, Spring 2006)
- [What is a Record in the Traditional Environment?](#) (InterPARES 1 Project)
- [What is Archival Theory and Why is it Important?](#) (Terry Eastwood, *Archivaria* 37, Spring 1994)
- [What's Past is Prologue: a History of Archival Ideas Since 1898, and the Future Paradigm Shift](#) (Terry Cook, *Archivaria* 43, Spring 1997)

### Authenticity, Reliability, and Trustworthiness of Records

- [Adequate Records Management in Perspective - Reliability of Official Records](#) (State Records of South Australia, 2011)
- [Archival Authenticity in a Digital Age](#) (Peter B. Hirtle, Council on Library and Information Resources)
- [Assessment of the Trustworthiness of Digital Records](#) (Ma, Abie, Skramstad, and Nygard, International Federation for Information Processing, 2011)
- [Authenticity in a Digital Environment](#) (Cullen, Hirtle, Levy, Lynch & Rothenberg, Council on Library and Information Resources, 2000)
- [Authenticity/Authentication Definitions and Sources](#) (Seth Dalby, InterPARES 2 Project, 2004)
- [The Long Term Preservation of Authentic Electronic Records: Findings of the InterPARES Project](#)
- [Preservation of the Integrity of Electronic Records](#) (Duranti, Eastwood, MacNeil, InterPARES 1 Project)
- [Reliability and Authenticity: The Concepts and Their Implications](#) (Luciana Duranti, *Archivaria* 39, Spring 1995 )
- [Requirements for Assessing and Maintaining the Authenticity of Electronic Records](#) (InterPARES 1 Project)
- [Trusting Records in a Modern World](#) (Heather MacNeil, *Archivaria* 51, Spring 2001)
- [Trusting records: the evolution of legal, historical, and diplomatic methods of assessing the trustworthiness of records from antiquity to the digital age](#) (Heather MacNeil, 1999)
- [What is an Authentic Record in the Traditional Environment?](#) (UBC Project, InterPARES 1)

### APPRAISAL & ACQUISITION

- [Accessioning](#) (National Park Service, *Museum Handbook Part II: Museum Records*, chapter 2, 1998)
- [Acquisition and Appraisal Section](#) (Society of American Archivists)

- [Appraisal Methodology: Macro Appraisal and Functional Analysis, Part B: Guidelines for Performing an Archival Appraisal on Government Records](#) (Terry Cook, Library and Archives Canada, 2000)
- [Appraisal Methodology: Macro Appraisal and Functional Analysis, Part A: Concepts and Theory](#) (Terry Cook, Library and Archives Canada, 2000)
- [Appraisal of Modern Records](#) (T.R. Schellenberg, National Archives and Records Administration, Bulletin Number 8, 1956)
- [Appraisal of Personal Papers: A Critical Literature Review](#) (Riva A. Pollard, *Archivaria* 52, Fall 2001)
- [Appraisal policy and toolkits](#) (National Archives UK)
- [Appraisal Policy of the National Archives and Records Administration](#)
- [Archival appraisal of machine-readable records](#) (Harold Naugler, UNESCO RAMP study)
- [Archival Appraisal of Photographs](#) (William H. Leary, UNESCO RAMP study, 1995)
- [Archival appraisal of records containing personal information: A RAMP study with guidelines](#) (Terry Cook, UNESCO, 1991)
- [Archival appraisal of sound recordings related materials](#) (Helen P. Harrison, UNESCO RAMP study, 1991)
- [Beginner's Guide to Appraisal](#) (Archives New Zealand, 2007)
- [Bentley Historical Library Web Archives: Methodology for the Acquisition of Content](#) (Nancy Deromedi and Michael Shallcross, 2011)
- [Bibliography of archival literature related to the appraisal of historical materials](#) (Wisconsin Historical Records Repository Directory)
- [Building an Archives: Appraisal Theory for Architectural Records](#) (Terry Cook, *The American Archivist* 59, Spring 1996)
- [Building Records Appraisal Systems](#) (International Records Management Trust, 1999)
- [Collection Development for Digital Photographs](#) (Trevor James Bond, Washington State University, 2007)
- [Common Appraisal Criteria](#) (National Archives of the Netherlands)
- [Concepts of Appraisal and Archival Theory](#) (Luciana Duranti, 1994)
- [The Fine Art of Destruction Revisited](#) (Ian E. Wilson, *Archivaria* 49, Spring 2000)
- [From the Top Down: The Practice of Macro Appraisal](#) (Catherine Bailey, *Archivaria* 43, Spring 1997)
- [General Guidelines for the Selection of Records](#) (National Archives UK, 2006)
- [How to Compile an Appraisal Report](#) (National Archives UK, 2006)
- [Manuscript and Archival Collections: New Acquisitions](#) (James Stroud, American Institute for Conservation. *The Book and Paper Group Annual* Vol 2, 1983 )
- [On the Development of the University of Michigan Web Archives: Archival Principles and Strategies](#) (Michael Shallcross, Society of American Archivists, Campus Case Studies, 2011)
- [Records Appraisal in Network Organizations](#) (Peter Botticelli, *Archivaria* 49, Spring 2000)
- [Reflections on the Goal of Archival Appraisal in Democratic Societies](#) (Terry Eastwood, *Archivaria* 54, Fall 2002)

- [Starting an Appraisal Program](#) (*Record Keeping for Good Governance Guideline 10*, International Council of Archives, Pacific Regional Branch)
- [Strategic Directions: Appraisal Policy](#) (National Archives and Records Administration, 2003)
- [Surveying Historical Records](#) (National Archives UK, 2004)
- [What Archivists Have Learned About Appraisal of Digital Records](#) (Terry Eastwood, International Workshop on the Selection, Appraisal, and Retention of Digital Scientific Data, 2003)
- [Why Records Are Kept: Directions in Appraisal](#) (National Archives of Australia, 2003)

## ARRANGEMENT & DESCRIPTION

### Arrangement

- [Archival Arrangement -- Five Different Operations at Five Different Levels](#) (Oliver W. Holmes, National Archives and Records Administration, 1964)
- [Archival Arrangement: Ensuring Access to Materials](#) (Moya K. Mason, 2011)
- [Archival Principles: respect des fonds and principe de provenance](#) (UNESCO RAMP reader)
- [Arrangement and Description](#) (Archives Association of British Columbia, 2008)
- [Defining Electronic Series: A Study](#) (Jim Suderman, *Archivaria* 53, Spring 2002)
- [Disrespecting Original Order](#) (Frank Boles, *The American Archivist* Vol. 45, No. 1, 1982)
- [How Records Are Grouped](#) (National Archives and Records Administration)
- [How to Proceed: Arranging](#) (Procedures Manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill, 2010)
- [Principle of Original Order & the Organization and Representation of Digital Archives](#) (Jane Zhang, 2001)
- [Principles of Arrangement](#) (Theodore Schellenberg, National Archives and Records Administration, Staff Information Paper Number 18, 1951)
- [The Power of the Principle of Provenance](#) (David A. Bearman and Richard H. Lytle, *Archivaria* 21, Winter 1985-86)
- [With Respect to Original Order: Changing Values in Archival Arrangement](#) (Robert Edwards, *AABC Newsletter*, Volume 11 No. 1, 2001)

### Description

- [Archival Finding Aids and Encoded Archival Description \(EAD\) Training Video](#) (Daniel Santamaria, Princeton University Library)
- [Catalog and Finding Aid Systems for Pictorial Materials](#) (Helena Zinkham, Library of Congress, 2004)
- [Creating the Next Generation of Archival Finding Aids](#) (Yakel, Shaw, and Renolds, *D-Lib Magazine*, Vol 13 Number 5/6, 2007)
- [Describing Archives: A Content Standard \(DACs\)](#) (Society of American Archivists)
- [Encoded Archival Description \(EAD\)](#) (official site, 2002)

- [Encoded Archival Description: An Introduction and Overview](#) (Daniel V. Pitti, *D-Lib Magazine*, Vol 5 Number 11, 1999)
- [How to Proceed: Describing](#) (Procedures manual for the Southern Historical Collection and General Manuscripts University of North Carolina at Chapel Hill)
- [ISAD\(G\): General International Standard Archival Description](#) (International Council on Archives, 1999)
- [Managing the Present: Metadata as Archival Description](#) (David A. Wallace, *Archivaria* 39, Spring 1995)
- [MARC Standards: MARC 21 formats](#) (Library of Congress)
- [Mediating in a Neutral Environment: Gender-Inclusive or Neutral Language in Archival Description](#) (Sharon P. Larade and Johanne M. Pelletier, *Archivaria* 35, Spring 1993)
- [Metadata Strategies and Archival Description: Comparing Apples to Oranges](#) (Heather MacNeil, *Archivaria* 39, Spring 1995)
- [Origin and Development of the Concept of Archival Description](#) (Luciana Duranti, *Archivaria* 35, Spring 1993)
- [Records and Representations](#) (Geoffrey Yeo, Conference on the Philosophy of the Archive, Edinburgh, Scotland, 10th April 2008)
- [Rules for Archival Description \(RAD\)](#) (Bureau of Canadian Archivists, Canadian Committee on Archival Description, 2008)
- [Standards for Archival Description: A Handbook](#) (compiled by Victoria Irons Walch, Working Group on Standards for Archival Description, Society of American Archivists, 1994)
- [Subject Access Points in the MARC Records and Archival Finding Aid: Enough or Too Many?](#) (Elizabeth J. Cox and Leslie Czechowski, 2007)
- [The Archival Photograph and Its Meaning: Formalisms for Modeling Images](#) (Allen C. Benson, *Journal of Archival Organization*, 2009)
- [Unlocking Hidden Treasures through Description: Comments on Archival Voyages of Discovery](#) (Ann Pederson, *Archivaria* 37, Spring 1994)
- [Will Metadata Replace Archival Description: A Commentary](#) (Wendy Duff, *Archivaria* 39, Spring 1995)
- [Wrapping Records in Narratives: Representing Context through Archival Description](#) (Peter Horsman, University of Amsterdam, 2010)

## METADATA PREPARATION

### General Information

- [Bibliographic Control for Archival Materials](#) (Moyra K. Mason, 2011)
- [Controlled vocabularies, thesauri, and taxonomies](#) (Heather Hedden, *The Indexer* Vol. 26 No. 1, 2008)
- [Digital Archive Metadata Elements](#) (OCLC Digital Systems Guides, Library of Congress, 2002)



- [Gentle Introduction to Metadata](#) (Jeff Good, University of California, Berkeley, 2000)
- [International Metadata Initiatives: Lessons in Bibliographic Control](#) (Priscilla Caplan, Florida Center for Library Automation, 2001)
- [Introduction to Metadata](#) (Chris Taylor, The University of Queensland, Australia, 2003)
- [Introduction to Metadata](#) (JISC Digital Media, *Managing Your Digital Resources*, 2010)
- [Introduction to Metadata for Digital Libraries](#) (Howard Besser, UCLA School of Education and Information, 2000)
- [Metadata](#) (Minnesota State Archives, 2003)
- [Metadata](#) (National Archives of the Netherlands)
- [Metadata Basics](#) (metadataetc.org)
- [Metadata Types & Functions version 1.3](#) (metadataetc.org, 2007)
- [METS: An Overview and Tutorial](#) (*Metadata Encoding & Transmission Standard*, Library of Congress, 2011)
- [NINCH Guide to Good Practice, Appendix B. Metadata](#) (NINCH Guide to Good Practice, Appendix B. Metadata, 2002)
- [Open Archives Initiative for Metadata Harvesting](#) (OAI, 2008)
- [Social Metadata for Libraries, Archives, and Museums](#) (Karen Smith-Yoshimura, OCLC Research, 2010)
- [Thesaurus for Graphic Materials](#) (Library of Congress, Prints and Photographs Division, 2007)
- [Understanding Metadata](#) (NISO Press, 2004)

### Administrative Metadata

- [Administrative Components - Dublin Core DCMI Administrative Metadata](#) (DCMI Administrative Metadata Working Group)
- [Administrative Metadata for Digital Still Images](#) (Harvard University Library: Digital Repository Service, 2004)
- [Best Practices for Administrative Metadata](#) (University of Illinois at Urbana-Champaign)
- [Sample Administrative Metadata](#) (Society of American Archivists Metadata and Digital Object Roundtable, 2007)

### Descriptive Metadata

- [Authority Files for Cataloging Pictures: Common Choices](#) (Library of Congress, Prints and Photographs Division, 2004)
- [Best Practices for Descriptive Metadata](#) (Yale University, 2008)
- [Controlled Vocabularies and Thesauri available online](#) (controlledvocabulary.com)
- [Descriptive Metadata Standards for RLG Cultural Materials](#) (Research Libraries Group, 2005)
- [Designing a Controlled Vocabulary for use with Digital Asset Libraries](#) (Ralph Windsor, Daydream)
- [Developing a Thesaurus](#) (State Records Authority of New South Wales, Australia, 2002)

- [Extending MARC for Bibliographic Control in the Web Environment: Challenges and Alternatives](#) (Sally McCallum, Network Development and MARC Standards Office, Library of Congress, 2000)
- [Getty Vocabularies](#) (Getty Research Institute)
- [Guidelines for the Construction, Format & Management of Monolingual Controlled Vocabularies](#) (ANSI/NISO Z39.19-2005)
- [International Metadata Initiatives: Lessons in Bibliographic Control](#) (Pricilla Caplan, Florida Center for Library Automation, 2001)
- [MARC Standards](#) (Library of Congress)
- [Metadata Standards Crosswalk](#) (Getty Research Institute, 2009)
- [Taxonomies and controlled vocabularies best practices for metadata](#) (Heather Hedden, *Journal of Digital Asset Management*, 2010)
- [Using Dublin Core](#) (Diane Hillman, Dublin Core Metadata Initiative, 2007)

### Preservation Metadata

- [Digital Preservation Metadata Standards](#) (Angela Dappert and Markus Enders, *Information Standards Quarterly*, Vol 22 Issue 2, 2010)
- [PREMIS \(Preservation Metadata: Implementation Strategies\)](#) (Library of Congress)
- [Preservation Metadata](#) (presentation slides) (Michael Day, Digital Curation Centre, 2007)
- [Preservation Metadata for Digital Objects: A Review of the State of the Art](#) (OCLC/RLG Working Group on Preservation Metadata, 2001)
- [Preservation Metadata: Pragmatic First Steps at the National Library of New Zealand](#) (Sam Searle and Dave Thompson, *D-Lib Magazine* Vol 9 Number 4, 2003)
- [Technology Watch Report: Preservation Metadata](#) (Brian Lavoie and Richard Gartner, Office of Research, OCLC Online Computer Library Center, Inc., 2005)
- [Understanding PREMIS \(PREservation Metadata: Implementation Strategies\)](#) (Priscilla Caplan, Library of Congress Network Development and MARC Standards Office, 2009)

### Structural Metadata

- [Administrative Metadata for Still Images](#) (Harvard University Library, 2004) Despite its title, this guide really relates to structural metadata elements such as bit samples, compressions, etc.
- [Best Practices for Structural Metadata](#) (University of Illinois at Urbana-Champaign)
- [Best Practices For Structural Metadata](#) (Yale University, 2008)

### COPYRIGHT & INTELLECTUAL PROPERTY

- [Copyright and Cultural Institutions: Guidelines for Digitization for U.S. Libraries, Archives & Museums](#) (Peter B. Hirtle, Emily Hudson, and Andrew T. Kenyon, 2009)
- [Copyright Issues Relevant to the Creation of a Digital Archive: A Preliminary Assessment](#) (June Besek, Council on Library and Information Resources, 2003)

- [Copyright Law of the United States and Related Laws Contained in Title 17 of the United States Code](#) (United States Copyright Office, 2011)
- [Copyright Law: Copyright and Libraries](#) (Librarylaw.com)
- [Copyright Resources](#) (University of North Carolina at Chapel Hill, University Committee on Copyright, 2012)
- [Copyright Term and the Public Domain in the United States](#) (Cornell University Copyright Center, 2012)
- [Copyright Town Meetings](#) (The National Initiative for a Networked Cultural Heritage (NINCH))
- [Digital Preservation and Copyright](#) (Peter B. Hirtle, 2003)
- [Library Digitization Projects and Copyright](#) (Mary Minow, llrx.com, 2002)
- [Notice to Libraries and Archives of Normal Commercial Exploitation or Availability at Reasonable Price](#) (United States Copyright Office, 2006)
- [Rights Metadata Made Simple](#) (Maureen Whalen, *Introduction to Metadata 3.0* , 2008)
- [The Right to Preserve: The Rights Issue of Digital Preservation](#) (Catherine Ayre and Adrienne Muir, *D-Lib Magazine* Vol 10 Number 3, 2004)
- [The Section 108 Study Group Report](#) (The United States Copyright Office and the National Digital Information Infrastructure and Preservation Program of the Library of Congress, 2008)
- [Sonny Bono Copyright Extension Act](#) (Amendment of title 17, *United States Code*, 1998)

## DIGITIZATION/IMAGING

### General Information

- [California Digital Library Glossary](#) (California Digital Library, 2012)
- [Framework of Guidance for Building Good Digital Collections: A NISO Recommended Practice](#) (National Information Standards Organization, 2007)
- [Society for Imaging Science and Technology](#)
- [Standards for Web Content Interoperability](#) (Open Archives Initiative)
- [Toward Digitizing All Forms of Documentation](#) (George Landon, *D-Lib Magazine* Vol15 Number 3/4, 2009)
- [Why Digitize?](#) (Abby Smith, Council on Library and Information Resources, 1999)

### Guidelines & Best Practice

- [Best Practice Guidelines for Digital Collections](#) (Office of Digital Collections and Research University of Maryland, College Park, 2007)
- [Digital Library Standards and Practices](#) (Digital Library Federation)
- [Digitization Workflow and Guidelines](#) (Ahmed Abu-Zayed, University of Exeter, 2009)
- [Digitizing Audio and Video](#) (UCLA, Office of Instructional Development, 2011)

- [Digitizing Speech Recordings for Archival Purposes](#) (Bartek Plichta and Mark Kornbluh, MATRIX (Michigan State University).
- [Federal Agencies Digitization Guidelines Initiative](#) (FADGI)
- [Good Practices in Digitization](#) (MINERVA EC)
- [Guidance for Digitizing Audio](#) (Harvard University Libraries, 2007)
- [Guide to Good Practice in the Digital Representation and Management of Cultural Heritage Materials](#) (NINCH: National Initiative for a Networked Cultural Heritage, 2002)
- [Guidelines for Digital Images: CDL Digital File Format Recommendations](#) (California Digital Library, 2011)
- [Guidelines for Digitization Projects: for collections and holdings in the public domain, particularly those held in libraries and archives](#) (UNESCO, IFLA, ICA, 2002)
- [Guidelines for the Creation of Digital Collections: Digitization Best Practices for Audio](#) (Consortium of Academic and Research Libraries in Illinois, 2009)
- [Handbook for Digital Projects: A Management Tool for Preservation and Access](#) (Northeast Document Conservation Center, 2000)
- [Imaging systems, standards for accuracy and durability \(Chapter 434-663 WAC\)](#) (Washington State Legislature, 2000)
- [Mass Digitization of Books](#) (Karen Coyle, *Journal of Academic Librarianship*, v. 32, n. 6)
- [Moving Theory into Practice: Digital Imaging Tutorial](#) (Cornell University Library)
- [Reformatting Microfilm and Microfiche](#) (Northeast Document Conservation Center, 2007)
- [Requirements for the Destruction of Non-Archival Paper Records After Imaging: "Scanning and Tossing"](#) (Washington State Archives, 2012)
- [Surveying Digital Preservation Readiness: Toolkit for Cultural Organizations](#) (Northeast Document Conservation Center, 2012)
- [Technical Guidelines for Digital Cultural Content Creation Programmes](#) (MINVERVA EC, 2008)
- [Technical Standards for Digital Conversion of Text and Graphic Materials](#) (Library of Congress, 2007)

## Project Funding

- [About the Hidden Collections Grant Program](#)(Council on Library and Information Resources)
- [Budgeting a Digital Project](#) (UCLA Digital Library)
- [Business Planning for Cultural Heritage Institutions: A framework and resource guide to assist cultural heritage institutions with business planning for sustainability of digital asset management programs](#) (Liz Bishoff and Nancy Allen, Council on Library and Information Resources, 2004)
- [Digitizing Historical Records and Electronic Records Projects: Grant Opportunities](#) (National Historical Publications and Records Commission)
- [Grants & Funding](#) (Library of Congress)
- [Grant Opportunities, Application Guidelines, and Resources for Managing Your Grant](#) (National Endowment for the Humanities, Office of Digital Humanities)

- [NEH/DFG Enriching Digital Collections](#) (National Endowment for the Humanities)
- [Seeking Sustainability](#) (Ricky Erway, OCLC Programs and Research)

## Project Planning

- [Checklist for Digitization Projects](#) (Digital Research Library, University of Pittsburg, 2003)
- [Planning Digital Projects for Historical Collections](#) (New York Public Library)
- [Planning Digitization Projects: A Brief Bibliography](#) (Harvard University Libraries)
- [What to Look for in a Scanner: Tip Sheet for Digitizing Pictorial Materials in Cultural Institutions](#) (Kit A. Peterson, Library of Congress, 2005)

## DISASTER PREPAREDNESS & RESPONSE

- [Cultural Heritage Resources for Disaster Preparedness, Response, and Recovery](#) (National Institute for Conservation)
- [Disaster Planning and Response Internet Resources](#) (Independent Media Arts Preservation)
- [Disaster Planning Leaflets](#) (Northeast Document Conservation Center)
- [Disaster preparedness and response](#) (CoOL, Foundation of the American Institute of Technology, 2009)
- [Disaster Recovery Technical Bulletins and Emergency Resource Guide](#) (Association for Library Collections and Technical Services)
- [Disaster Resources](#) (Minnesota State Archives, 2009)
- [Disaster Resources Online](#) (Minnesota Historical Society, 2012)
- [Disaster Response: A Selected Annotated Bibliography \(ALA Fact Sheet 10\)](#) (American Library Association, 2012)
- [dPlan: The Online Disaster-Planning Tool](#) (Northeast Document Conservation Center)
- [Emergency Recovery and Preparedness Plan for the Minnesota Historical Society](#) (2007)
- [Framework for Emergency Preparedness](#) (CoSA, 2006)
- [How to deal with wet documents](#) (National Archives UK)
- [Main principles of fire protection in libraries and archives: A RAMP study](#) (Irina G. Shepilova, UNESCO, 1992)
- [PORTALS \(Portland Area Library System\) Disaster Prevention and Recovery Template Plan](#)
- [Primer on Disaster Preparedness, Management and Response: Paper-based Materials](#) (National Park Service)
- [Records Emergency Information](#) (National Archives and Records Administration)
- [Salvage at a Glance](#) (Betty Walsh, Western Association for Art Conservation, 1997)
- [Salvage Operations for Water Damaged Archival Collections: A Second Glance](#) (Betty Walsh, WAAC Newsletter, 1997)
- [Salvage Procedures for Wet Items](#) (Minnesota Historical Society)

- [Vacuum freeze-drying, a method used to salvage water-damaged archival and library materials](#) (John M. McCleary, UNESCO, 1997)
- [WESTPAS](#) (Western States and Territories Preservation Assistance Service)

## OUTREACH

### General Resources

- [Society of American Archivists Reference, Access, and Outreach \(discussion list\)](#)
- [Society of American Archivists' Reference, Access, and Outreach section \(blog\)](#)

### Theory and Justification of Outreach

- [Archives As Crossroads: Establishing Deliberative Dialog with the Past, Present, and Future](#) (Jill Severn, 2010)
- [From Paper Archives to People Archives: Public Programming in the Management of Archives](#) (Gabrielle Blais and David Enns, *Archivaria* 31, Winter 1990-91)
- [Keepers, Users, and Funders: Building an Awareness of Archival Value](#) (John J. Grabowski, *American Archivist*, Summer 1992)
- [Outreach Programs: Can They Really Help Archives?](#) (Moya K. Mason, 2012)
- [Preoccupied with Our Own Gardens](#) (Timothy Ericson, *Archivaria* 31, Winter 1990-91)
- [Selling the College and University Archives: Current Outreach Perspectives](#) (Tamar G. Chute, *Archival Issues*, v.25, no. 1/2, 2000)
- [Serving the Public Good](#) (from *Archives Power: Memory, Accountability, and Social Justice*, Randall C. Jimerson, 2009)
- [Towards A Vision of Archival Services](#) (Ian Wilson, *Archivaria* 31, 1990-91)
- [Viewing the World Upside Down: Reflections on the Theoretical Underpinnings of Archival Public Programming](#) (Terry Cook, *Archivaria* 31, Winter 1990-91)
- [What Are the Clients? Who are the Products? The Future of Archival Public Services in Perspective](#) (Barbara L. Craig, *Archivaria* 31, Winter 1990-91)
- [What Is the Use of Archives? A Challenge for the Profession](#) (Bruce Dearstyne, *American Archivist*, Winter 1987)

### Practical Application of Outreach

- [Archives on the Internet: Representing Contexts and Provenance from Repository to Website](#) (Emily Monks-Leeson, *American Archivist*, Spring/Summer 2011)
- [Archives, Undergraduates, an Inquiry-Based Learning: Case Studies from Yale University Library](#) (Barbara Rockenbach, *American Archivist*, Spring/Summer 2011)
- [EAD and the Small Repository](#) (Elizabeth Dow, *American Archivist*, Fall 1997)

- [Embracing Web 2.0: Archives and the Newest Generation of Web Applications](#) (Mary Samouelian, *American Archivist*, Spring/Summer 2009)
- [Exhibiting Evidence: A Case Study](#) (Catherine Nicholls, *Archivaria* 55, Spring 2003)
- [From File Folder to the Classroom: Recent Primary Source Curriculum Projects](#) (Katharine T. Corbett, *American Archivist*, Spring 1991)
- [It Only Happens Once Every One Hundred Years: Making the Most of the Centennial Opportunity](#) (Michael F. Kohl, *American Archivist*, Summer 1991)
- [Primary Sources in K-12 Education: Opportunities for Archives](#) (Julia Hendry, *American Archivist*, Spring/Summer 2007)
- [Sound Practices: On-line Audio Exhibits and the Cultural Heritage Archive](#) (Ian Craig Breaden, *American Archivist*, Spring/Summer 2006)
- ["So, Your Institution Is Hosting a Presidential Debate ...": A Case Study of 2008 Programming by the University of Mississippi Archives and Special Collections](#) (Leigh McWhite, *American Archivist*, Spring/Summer 2010)
- [Using Web Analytics to Improve Online Access to Archival Resources](#) (Christopher J. Prom, *American Archivist*, Spring/Summer 2011)

### Exhibiting Archival Materials

- [Guidance for Exhibiting Archive and Library Materials](#) (The National Preservation Office, United Kingdom, 2000)
- [National Information Standards Organization \(NISO\) Environmental Conditions for Exhibiting Library and Archival Materials](#) (2001)
- [Preservation Guidelines for Exhibiting Library and Archival Materials](#) (University of Illinois at Urbana-Champaign)

## PRESERVATION

### GENERAL RESOURCES

- [Basic Conservation of Archival Materials \(various publications\)](#) (Canadian Council of Archives)
- [Canadian Conservation Institute](#)
- [Conserve O Grams](#) (Museum Management Program, National Park Service)
- [Control of security and storage of holdings](#) (D L Thomas, UNESCO RAMP reader)
- [CoOL \(Conservation Online\)](#) (Foundation of the American Institute for Conservation)
- [Guide to Standards, Recommended Practices and Reference Literature Related to the Preservation of Documents of All Kinds](#) (George Boston and Milton Keynes, UNESCO Memory of the World Project, 1998)
- [Guidelines for Microfilming Records of Archival Value](#) (Library and Archives Canada)
- [Holdings Maintenance](#) (National Archives and Records Administration)
- [IPI Media Storage Quick Reference](#) (Peter Z. Adelstein, Image Permanence Institute)

- [Library Preservation at Harvard](#) (Weissman Preservation Center, Harvard University Library)
- [National Park Service Museum Handbook](#) (National Park Service, Department of the Interior)
- [Preservation](#) (Library of Congress)
- [Preservation and Archives Professionals](#) (National Archives and Records Administration)
- [Preservation Leaflets](#) (Northeast Document Conservation Center)
- [Preservation of Archival Records: Holdings Maintenance at the National Archives](#) (Mary Lynn Ritzenthaler, National Archives and Records Administration, Technical Information Paper Number 6, 1990)
- [Preserving Records](#) (from Managing Public Sector Records: A Study Programme, International Council on Archives & International Records Management Trust, 1999)
- [Principles for the Care & Handling of Library Materials](#) (International Federation of Library Associations and Institutions, *International Preservation Issues* No. 1)
- [reCollections: Caring for Collections Across Australia](#) (Collections Australia Network, 2005)
- [Study on Integrated Pest Management for Libraries and Archives](#) (UNESCO RAMP study, Thomas A Parker, 1998)
- [Washington State Standards for the Production and Use of Microfilm](#) (Washington State Archives, 2008)

## PRESERVATION OF AUDIO/VISUAL RECORDS

### General Information

- [Audiovisual Archives: A Practical Reader](#) (UNESCO)
- [Audiovisual archiving: philosophy and principles](#) (UNESCO, 2004)
- [Audiovisual Research Collections and their Preservation](#) (Dietrich Schüller, European Commission on Preservation and Access, 2008)
- [Care and Handling of Alternative Media](#) (UC Davis University Library, The Margaret B. Harrison Preservation Department)
- [Foundations of Visual Literacy: Historic Preservation and Image Management](#) (Margot Note)
- [Guidelines for Audiovisual and Multimedia Materials in Libraries and other Institutions](#) (IFLA International Federation of Library Associations, 2004)
- [International Association of Sound and Audiovisual Archives](#)
- [IPI's Media Storage Quick Reference: Negative, Prints, Tapes, CDs, DVDs](#) (Image Permanence Institute)
- [Managing Cartographic, Architectural and Engineering Records in the Government of Canada](#) (Library and Archives Canada)
- [Managing Documentary Art Records in the Government of Canada](#) (Library and Archives Canada)
- [Message from Mr. Koichiro Matsuura, Director-General of UNESCO on the Occasion of the World Day for Audiovisual Heritage "Fading Heritage - we can save it"](#) (2009)
- [Photographic and Audiovisual Archives Working Group](#) (International Council on Archives)



- [Primer on Codex for Moving Image and Sound Archives](#) (Chris Lacinak, AVPS – AudioVisual Preservation Solutions, 2010)
- [Publications for archivists managing photograph and film collections](#) (ICA International Council on Archives)
- [Race Against Time: Preserving AV Media \(Video Series\)](#) (Conservation Center of Art and Historic Artifacts, 2010)
- [Special Issue on Cartographic Archives](#) (*Archivaria* 13, Winter 1981-82)
- [Still images, moving images and sound advice](#) (JISC Digital Media)
- [Washington State Film Preservation Manual: Low-cost & No-cost Suggestions to Care for Your Film](#) (Nicolette Bromberg & Hannah Palin with Libby Burke, Washington Preservation Initiative and the University of Washington Libraries, Special Collections Division)

### Audio Materials

- [Association for Recorded Sound Collections](#)
- [Audio Preservation Resources](#) (PARS Recording and Photographic Media Committee of the American Library Association)
- [Audio Procedures and Workflow for the University of Wisconsin Digital Collections Center](#) (Jessica Williams, Sandra Paske, and Steven Dast, 2004)
- [Best Practices for Audio Preservation](#)  
(Sound Directions: Digital Preservation & Access for Global Audio Heritage, Indiana University Digital Library Program)
- [Capturing Analog Sound for Digital Preservation: Report of a Roundtable Discussion of Best Practices for Transferring Analog Discs and Tapes](#) (The National Recording Preservation Board, Library of Congress, 2006)
- [Care and Handling of Recorded Sound Materials](#) (Gilles St-Laurent, National Library of Canada, 1996)
- [Cylinder, Disc, and Tape Care in a Nutshell](#) (Library of Congress)
- [Safeguarding the Audio Heritage: Ethics, Principles and Preservation Strategy \(IASA TC03\)](#) (International Association of Sound and Audiovisual Archives Technical Committee, 2005)
- [Sound Savings Preserving Audio Collections](#) (Proceedings of a symposium sponsored by University of Texas at Austin, Library of Congress National Recording Preservation Board, and the Association of Research Libraries, 2003)

### Moving Images

- [Archival Appraisal of Moving Images \(UNESCO\)](#) (Sam Kula, 1983)
- [Association of Moving Image Archivists](#)
- [Care, Handling and Storage of Motion Picture Film](#) (Library of Congress)
- [Center for Magnetic Recording Research](#)

- [Disaster Recovery for Films in Flooded Areas](#) (Mick Newnham, National Film and Sound Archive, Australian Film Commission)
- [Film Forever - The Home Film Preservation Guide](#) (Association of Moving Image Archivists)
- [Film Preservation Guide](#) (National Film Preservation Foundation)
- [How to Care for Video Tapes](#) (Canadian Conservation Institute)
- [Identifying and Handling Nitrate Film](#) (Association of Moving Image Archivists, 2008)
- [International Federation of Film Archives](#)
- [Magnetic Tape Storage and Handling: A Guide for Libraries and Archives](#) (Dr. John W.C. Van Bogart, National Media Laboratory, 1995)
- [National Film Preservation Foundation](#)
- [Preservation Recording, Copying, and Storage Guidelines for Audio Tape Collections](#) (LyraSIS)
- [Salvaging Flooded Videotapes](#) (Association of Moving Image Archivists)
- [Storage Guide for Acetate Film](#) (Image Permanence Institute)
- [Video Preservation Handbook](#) (Jim Wheeler, Association of Moving Image Archivists, 2002)
- [Videotape Identification and Assessment Guide](#) (Texas Commission on the Arts, 2004)
- [Videotape Preservation Factsheets](#) (Association of Moving Image Archivists)

## Still Images

- [Archival appraisal of photographs](#) (UNESCO RAMP study ,William H. Leary)
- [Care and Preservation of Photographic Prints](#) (Mary Fahey, Benson Ford Research Center, 2011)
- [Care of Photographic Materials: Prints](#) (*Tech Talk: Photographs Part II*, Bonnie Wilson, Minnesota Historical Society)
- [Care of Photographs](#) (Northeast Document Conservation Center, rev. 2011)
- [Caring for Audio-Visual and Photographic Materials](#) -(Smithsonian Museum and Conservation Institute)
- [Caring for Cellulose Nitrate Film](#) (*Conserve O Gram 14/8*, National Park Service, 2004)
- [Caring for Color Photographs](#) (*Conserve O Gram 14/6*, National Park Service, 1998)
- [Caring for Photographs: General Guidelines](#) (*Conserve O Gram 14/4*, National Park Service, 1997)
- [Caring for Photographs: Special Formats](#) *Conserve O Gram 14/5*, National Park Service, 1997)
- [Caring For Photographs: Special Monochrome Processes](#) (*Conserve O Gram 14/7*, 1998)
- [Chronology of Photographic Processes](#) (*Conserve O Gram 14/3*, National Park Service, 1993)
- [Cold Storage: A Long-Term Preservation Strategy for Film-Based Photographic Materials](#) (National Park Service)
- [Creating Long-Lasting Inkjet Prints](#) (Monique Fischer, Northeast Document Conservation Center, rev. 2011)
- [Dating Photographs By Format and Technology](#) (Nicolette Bromberg, University of Washington Manuscripts, Special Collections, University Archives)
- [Digital Photographic Images Guidelines](#) (University of Michigan Archives and Records Program)
- [Digital Photography: Annotated Bibliography and Literature Summary](#) (InterPARES 2 Project)
- [Digital Print Preservation Portal](#) (Image Permanence Institute)

- [Disposal of Cellulose Nitrate Film](#) (*Conserve O Gram* 2/22, National Park Service, 2004)
- [Early Mounted Photographs](#) (David Rudd)
- [Expanding Acceptable Transfer Requirements: Transfer Requirements for Permanent Electronic Records - Digital Photographic Records](#) (National Archives and Records Administration, 2003)
- [Graphics Atlas: print identification and characteristics](#) (Image Permanence Institute)
- [He Shoots, He Stores: New Photographic Practice in the Digital Age](#) (Jessica Bushey, *Archivaria* 65, Spring 2008)
- [Identification of Film-Based Photographic Materials](#) (*Conserve O Gram* 14/9, National Park Service, 1999)
- [IPI's Media Storage Quick Reference](#) (Peter Z. Adelstein, Image Permanence Institute)
- [Methodology for Dating Photographs Relative to 1950](#) (Paul Messier, Boston Art Conservation)
- [Photo Preservation Bibliography](#) (Image Permanence Institute)
- [Photo Preservation Glossary](#) (Image Permanence Institute, 2012)
- [Photographic Materials Group](#) (AIC – American Institute for Conservation of Historic and Artistic Works)
- [Photographs from the 19th Century: A Process Identification Guide](#) (William E. Leyshon, 1984-2001)
- [Preservation and restoration of photographic materials in archives and libraries](#) (Klaus B Hendriks, UNESCO RAMP study, 1984)
- [Short Guide to Film Base Photographic Materials: Identification, Care, and Duplication](#) (Northeast Document Conservation Leaflet 5.1, Monique Fischer, rev. 2011)
- [Storage Enclosures for Photographic Materials](#) (Gary Albright, Northeast Document Conservation Center, 2007)
- [Visual Literacy](#) (Michael Lesy, *The Journal of American History*, 2007)
- [You Won't Believe Your Eyes: Digital Photographs as Legal Evidence](#) (Roderick McCarvel, 1995)

#### **PRESERVATION OF ELECTRONIC/DIGITAL MEDIA**

- [An Approach to the Preservation of Digital Records](#) (Helen Heslop, Simon Davis, and Andrew Wilson, National Archives of Australia, 2002)
- [Bibliography: Preservation File Formats for Video & Associated Metadata](#) (rev 2005)
- [Born Digital Images as Reliable and Authentic Records](#) (Jessica Bushey, 2005)
- [Care and Handling of CDs and DVDs: A Guide for Librarians and Archivists](#) (Fred R. Byers, Council on Library and Information Resources, 2003)
- [Care of Archival Compact Discs](#) (*Conserve O Gram* 19/19, National Park Service, 1996)
- [Care of Archival Digital and Magnetic Media](#) (*Conserve O Gram* 19/20, National Park Service, 1996)
- [Caring for CDs and DVDs](#) (The British Library, National Preservation Office, 2008)
- [Charter on the Preservation of Digital Heritage](#) (UNESCO, 2003)

- [Core criteria for digital preservation repositories](#) (Center for Research Libraries, Global Resources Network, 2007)
- [Cornell University Electronic Student Records Systems Project Report](#) (Cornell University Library)
- [Cost Orientation of Digital Preservation](#) (Electronic Resource Preservation and Access Network, 2003)
- [Digital Curation Bibliography: Preservation and Stewardship of Scholarly Works](#) (Charles W. Bailey, Jr., 2012)
- [Digital Formats: Factors for Sustainability, Functionality, and Quality](#) (Carolyn R. Arms and Carl Fleischhauer, DLF Forum, 2003)
- [Digital Preservation Cost Centers](#) (Yale University Library, Digital Preservation Committee, 2006)
- [Digital Preservation Publications](#) (Council on Library and Information Resources (CLIR))
- [Digital Preservation Readiness Webliography](#) (Liz Bishoff, Northeast Document Conservation Center, 2007)
- [Digital signatures and electronic records](#) (Filip Boudrez, Expertisecentrum DAVID, 2005)
- [Electronic Resource Management: The Report of the DLF Initiative](#) (Digital Library Federation Electronic Resource Management, 2004)
- [Evaluating Your File Formats](#) (National Archives UK, 2011)
- [File Format Conversion](#) (National Archives UK, 2011)
- [File Format Guidelines for Preservation and Long-term Access](#) (Library and Archives Canada, 2010)
- [File format registry PRENOM](#) (National Archives UK)
- [File Formats & Guidelines](#) (Harvard University Information Technology, 2008)
- [File Formats for Preservation](#) (DPC Technology Watch Series Report, Malcolm Todd, 2009)
- [Frequently Asked Questions \(FAQ\) About Digital Audio and Video Records](#) (National Archives and Records Administration)
- [Guide to Distributed Digital Preservation](#) (Katherine Skinner and Matt Schultz, eds., 2010)
- [Guidelines for the Preservation of Digital Heritage](#) (National Library of Australia, 2003)
- [How to Preserve Authentic Electronic Records](#)(InterPARES 1 Project)
- [Ingest and Maintenance of Electronic Records: Moving Theory to Practice](#) (TCDL Bulletin)
- [Knowledge Base Digital Preservation](#) (National Archives of the Netherlands)
- [Media Type Preservation Plan](#) (Artefactual Systems, 2012)
- [Meeting the challenges of digital preservation: The OAIS reference model](#) (Brian Lavoie, *OCLC Newsletter*, No. 243:26-30, 2000)
- [Memory of the Information Society](#) (Jean Michel Rodes, Geneviève Piejut, and Emmanuèle Plas, *UNESCO Publications for the World Summit on the Information Society*, 2003)
- [Metadata Standards Framework – Preservation Metadata \(Revised\)](#) (National Library of New Zealand, 2003)
- [Open Repositories 2011](#) (*Journal of Digital Information*, Vol 13, No 1, 2012)

- [Presentation Management of Digital Materials: A Handbook](#) (Neil Beagrie and Maggie Jones, National Archives of New Zealand, 2008 )
- [Preservation in the Age of Large-Scale Digitization: A White Paper](#) (Oya Y. Rieger, Council on Library and Information Resources, 2008)
- [PREservation Metadata: Implementation Strategies \(PREMIS\)](#) (Library of Congress)
- [Preservation of modern cartographic products](#) (László Zentai, *e-Perimtron*, Vol.1, No. 4, 2006)
- [Preserving Access to Digital Information](#) (National Library of Australia)
- [Preserving Access to Digital Information: Digitization](#) (National Library of Australia)
- [Recommended Data Formats for Preservation Purposes in the Florida Digital Archive](#) (Florida University)
- [Sustainability of Digital Formats: Planning for LOC Collections](#) (Library of Congress)
- [Sustainable Economics for a Digital Planet: Ensuring Long Term Access to Digital Information](#) (The Blue Ribbon Task Force on Sustainable Digital Preservation and Access, 2010)
- [Trusted Digital Repositories Attributes & Responsibilities](#) (Research Libraries Group, OCLC, 2010)
- [Understanding Faculty to Improve Content Recruitment for Institutional Repositories](#) (Nancy Foster and Susan Gibbons, *D-Lib Magazine*, Volume 11 Number 1, 2005)
- [Web Archives: The Future\(s\)](#) (Eric T. Meyer, Arthur Thomas, and Ralph Schroeder, Oxford Internet Institute, University of Oxford, 2011)
- [Web Archiving](#) (Alex Ball, Digital Curation Centre, UKOLN, University of Bath, 2010)
- [Will Today's Internet Maps be Available Tomorrow? The Preservation and Archiving of the Cybercartographic Atlas of Antarctica through Action Research](#) (Tracey P. Lauriault, D. R. Fraser Taylor, Peter L. Pulsifer, Geomatics and Cartographic Research Centre, Canada)

## PRESERVATION OF PAPER BASED MATERIALS

- [Advice for Framing Art, Documents, Letters, Photographs, and other Paper Items](#) (Minnesota Historical Society)
- [Care and Preservation of Documents and Works of Art on Paper](#) (Mary Fahey, 2002)
- [Environmental Guidelines for the Storage of Paper Records, NISO TR01-1995](#) (William K. Wilson, National Information Standard Organization, 1995)
- [Flattening Maps](#) (CoOL, Conservation DistList, January 9, 1995)
- [How To Preserve Acidic Wood Pulp Paper](#) (*Conserve O Gram* 19/24, National Park Service, 2001)
- [Managing Cartographic, Architectural and Engineering Records in the Government of Canada](#) (Library and Archives Canada)
- [Matting and Framing for Art and Artifacts on Paper](#) (Northeast Document Conservation Center, 2007)
- [Planning equipping and staffing a document reprographic service](#) (UNESCO RAMP study with guidelines) (James A Keene and Michael Roper)

- [Practical Considerations for Humidifying and Flattening Paper](#) (Stephanie Watkins, The Book and Paper Group Annual 21, 2002)
- [Preservation and restoration of paper records and books](#) (Carmen Crespo and Vicente Vinas, UNESCO RAMP Study)
- [Preserving Newspapers](#) (Library of Congress)
- [Preserving Works on Paper: Manuscripts, Drawings, Prints, Posters, Maps, Documents](#) (Library of Congress)
- [Preventive Care of Graphic Art on Paper](#) (Cornell University Library, Department of Preservation and Conservation, 2001)
- [Removal of Damaging Fasteners from Historic Documents](#) (Northeast Document Conservation Center)
- [Repairing Paper Artifacts](#) (Northeast Document Conservation Center)
- [Storage Solutions for Oversized Paper Artifacts](#) (Northeast Document Conservation Center, 2007)

## RECORDS MANAGEMENT

### General Resources

- [Agency Record Keeping Requirements: a Management Guideline](#) (National Archives & Records Administration, Management Guide Series, 1995)
- [Archival and records management legislation and regulations](#) (Eric Ketelaar, UNESCO RAMP study)
- [ARMA International \(Association of Records Managers and Administrators\)](#)
- [Building Better Records Management Skills](#) (State Records Authority of New South Wales, Sydney, Australia 2003)
- [Development of records management and archive services within United Nations Agencies](#) (Marie Charlotte Stark, UNESCO RAMP study)
- [GARP Generally Accepted Recordkeeping Principles](#) (ARMA International, 2009)
- [Guide to Completing a Survey of Physical Records](#) (Archives New Zealand, 2011)
- [Guide to Developing a Recordkeeping Policy](#) (Archives New Zealand, 2009)
- [Guidelines for curriculum development in records management and the administration of modern archives](#) (Michael Cook, UNESCO RAMP study)
- [Guidelines for the Compilation of a Records Management Policy](#) (National Archives and Records Service of South Africa, 2006)
- [How to Develop a Recordkeeping Policy](#) (National Archives of Australia, 2004)
- [How to Develop a Records Procedures Manual](#) (New York State Office of Records Management, 2003)
- [ISO 15489-1 Information and documentation - Records management](#) (International Standards Organization, 2001)

- [Managing Records in the Modern Office: Taming the Wild Frontier](#) (John McDonald, *Archivaria* 39, Spring 1995)
- [Managing the Message: Guidelines on Managing Formal and Informal Communications as Records](#) (New South Wales Archives and Records Management Authority, 2004)
- [NARA Records Management Publications](#) (National Archives and Records Administration)
- [Preparation of records management handbooks for government agencies](#) (Murielle Doyle and André Frénière, UNESCO RAMP study, 1991)
- [Preservation of the Integrity of Electronic Records](#) (UBC Project: Luciana Duranti, Terry Eastwood, and Heather Mac Neil, 1997)
- [Put It In Writing: Developing Records Management Policies and Procedures Workbook](#) (New York State Archives, 2011)
- [Record Keeping in Brief: Short guides on managing records](#) (New South Wales Archives and Records Management Authority)
- [Records Management Policy](#) (The National Archives UK, 2010)
- [Records surveys and schedules](#) (Derek Charman, UNESCO RAMP study)
- [Rules for Activities Involved in MANAGE ARCHIVAL FRAMEWORK](#) (InterPARES 1 Project)
- [Seven Attributes of an Effective Records Management Program](#) (Thomas D. Norris, New York State Archives, 2003)
- [Standards and Best Practices for Excellence in Managing Records and Information](#) (ARMA International)
- [Use of sampling techniques in the retention of records](#) (Felix Hull, UNESCO RAMP study)

## Electronic Records Management

- [Checklist for Records Management and the Cloud](#) (National Archives of Australia, 2011)
- [Creating an Electronic Filing Structure: A Guidance](#) (Joanne Weins, TAB, 2008)
- [Decommissioning Websites](#) (Australian Government, Department of Finance and Administration, 2010)
- [Digital Recordkeeping Guidelines for Creating, Managing, and Preserving Digital Records](#) (National Archives of Australia, 2004)
- [Digital Recordkeeping Self Assessment Checklist](#) (National Archives of Australia, 2004)
- [Digital Signature Dilemma](#) (Jean-François Blanchette, *Annales des Télécommunications*, May/June 2006.)
- [Digital Signatures and Electronic Records](#) (Filip Boudrez, Expertisecentrum DAVID, 2005)
- [DoD 5015.02-STD Standard: Electronic Records Management Software Applications Design Criteria Standard](#) (U.S. Department of Defense, 2007)
- [E-Government Electronic Records Management Initiative](#) (National Archives and Records Administration)
- [Electronic Mail: State by State Guidance](#) (NAGARA, 2012)
- [Electronic Recordkeeping Metadata Standard](#) (Archives New Zealand, 2008)



- [Electronic records management and archives in international organisations](#) (Charles M. Dollar, UNESCO RAMP study)
- [Electronic Records Management: Blogs, Wikis, Facebook, Twitter & Managing Public Records](#) (Washington State Archives, 2009)
- [Email Management Guidelines](#) (Library and Archives Canada, 2009)
- [Guidance on Managing Content on Shared Drives \(NARA Bulletin 2012-02\)](#) (National Archives & Records Administration, 2012)
- [Guide to Managing Web Records](#) (Archives New Zealand, 2009)
- [Guidelines on developing a policy for managing email](#) (Eleanor Russell, National Archives UK, 2004)
- [Implementing an EDRMS - Key Considerations](#) (National Archives of Australia, 2011)
- [Making & Maintaining Digital Materials: Guidelines for Individuals](#) (InterPARES 2 Project)
- [Managing and Sharing Data: A Best Practice Guide for Researchers](#) (UK Data Archive, rev. 2011)
- [Managing Datasets](#) (Archives New Zealand, 2009)
- [Managing Digital Records](#) (New South Wales Archives and Records Management Authority, 2009)
- [Managing Electronic Records in Archives and Special Collections \(SAA workshop bibliography\)](#) (Seth Shaw and Nancy Deromedi, 2011)
- [Managing Electronic Records in Shared Network Drives - Good Practice Guidance](#) (David Cloy, University of Stirling, 2007)
- [Managing Social Content - to maximize value and minimize risk](#) (AIIM white paper, 2012)
- [MoReq2 \(Model Requirements for the Management of Electronic Records\)](#) (European Commission, 2008)
- [NARA Electronic Records Management \(ERM\) Guidance on the Web: Media Neutral Records Guidance](#) (National Archives and Records Administration)
- [NARA Records Management Bulletins](#) (National Archives and Records Administration)
- [NARA Records Management Regulations](#) (National Archives and Records Administration)
- [Performance Criteria for Records Managers of Governmental Bodies](#) (National Archives and Records Service of South Africa, 2006)
- [Preserving Digital Records: Guidelines for Organizations](#) (InterPARES 2 Project)
- [Recordkeeping and Online Security Processes](#) (National Archives of Australia, 2004)
- [Records Management and Web 2.0](#) (New South Wales Archives and Records Management Authority, 2009)
- [Sedona Guidelines: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age](#) (Sedona Conference, 2007)

## Legal Considerations

- [Commentary on ESI Evidence and Admissibility](#) (Sedona Conference, 2008)
- [Commonly Used Terms for E-Discovery and Digital Information Management](#) (The Sedona Conference Glossary)



- [Compliance: Records Management and the Law](#) (Barbara E. Nye, ICTUS Consulting, 2008)
- [Database Principles Addressing the Preservation and Production of Databases and Database Information in Civil Litigation](#) (Sedona Conference, 2011)
- [Digital archiving: The New Challenge? Legal and Archival Issues](#) (Filip Boudrez, Hannelore Dekeyser and Jos Dumortier, 2005 )
- [E-Discovery Federal Rules of Civil Procedure and Federal Rules of Evidence](#) (Linda Volonino and Ian Redpath)
- [Electronic Discovery Law blog: legal issues, news, and best practices related to the discovery or electronically stored information](#) (K&L Gates)
- [HIPAA and its impact on information management](#) (ARMA International Washington Policy Brief)
- [Navigating the Vendor Proposal Process: Best Practices for the Selection of Electronic Discovery Vendors](#) (Sedona Conference, 2007)
- [Records Management Strategy and the Legal Admissibility of Electronic Records](#) (Information Age, 2006)
- [Sarbanes-Oxley and its impact on information management](#) (ARMA International Washington Policy Brief)
- [The Sedona Conference Commentary on Legal Holds: The Trigger and the Process](#)
- [The Sedona Principles: Best Practices, Recommendations, and Principles for Addressing Electronic Document Production](#) (Sedona Conference, 2004)
- [What is a Legal Hold?](#) (Legal Holds and Trigger Events)
- [What is Electronic Discovery?](#) (ARMA International)

## RECURSOS EN ESPAÑOL

- [Como Mejorar el Proceso de Encuadernación en Su Biblioteca](#) (LYRASIS)  
Un folleto a educar el personal en la coordinación, en inspección, y en el control de calidad de la encuadernación de la biblioteca.
- [Contenido del Plan de Prevención de Desastres](#) (LYRASIS)  
Los componentes claves de un plan completo de la preparación del desastre.
- [Directrices para materiales audiovisuales y multimedia en bibliotecas y otras Instituciones](#) (Bruce Royan, Monika Cremer, IFLA)
- [Documentos de Papel](#)  
(Spanish version of *Caring for Paper Documents*)  
Smithsonian Museum Conservation Institute
- [Llevando la Teoría a la Práctica: Tutorial de Digitalización de Imágenes](#)  
(Spanish version of *Moving Theory into Practice: Digital Imaging Tutorial*)  
Cornell University Library
- [El Manejo de los Libros en Colecciones Generales](#) (LYRASIS) Un folleto que da las pautas para manejar los libros en colecciones.

- [Especificaciones Ambientales para el Almacenamiento de Materiales de Bibliotecas y Archivos](#) (LYRASIS) Este folleto detalla los controles cuán ambientales son necesario a la vida útil de materias documentales en la biblioteca y colecciones de archivo y deben ser mantenido.
- [Esquema de Toma Ddecision para Recuperacion de Desastres](#) (LYRASIS)  
Este folleto es un árbol de la toma de decisiones para ayudar en la recuperación de materias.
- [Lineamientos de Preservación de Grabaciones, Duplicacion, y Almacenamiento para Colecciones de Cintas de Audio](#) (LYRASIS)  
Un leaflet que detalla las pautas para registrar, para copiar, y para almacenar cintas de audio para extender su vida útil.
- [Lista de Existencias en el Almacen de las Instalaciones](#) (LYRASIS)  
Este folleto es una lista de verificación listaba y detallaba la ubicación, la cantidad, y las fechas para la emergencia o suministros internos desastre-relacionados.
- [Planeacion del Presupuesto para Preservacion](#) (LYRASIS)  
Hoja de trabajo de presupuesto de conservación.
- [Preparacion para Prevencion y Recuperacion de Desastres Bibliografia Selecta](#) (LYRASIS)  
Estas materias de la lista del folleto muy útil en planes institucionales reveladores de desastre.
- [Preservacion en Bibliotecas y Archivos: Bibliografia Selecta](#) (LYRASIS)  
Este folleto incluye los trabajo del centro en áreas mayores del campo de la conservación.
- [Prevencion y Proteccion contra Desastres Lista de Inspeccion](#)  
Esta lista de verificación es utilizada para la inspección e información-reuniendo periódicos para la planificación del desastre y la prevención.
- [Proceso de Planeacion contra Desastres](#)  
Un folleto que resume los pasos de un proceso de la desastre-planificación.
- [Secado de Libros y Documentos Mojados](#)  
Un folleto que describe los métodos para secar mojó los libros y los registros.