

Managing Electronic Records in an Archives: A Hands-on Approach

February 5th 2006

Organisation: Simon Fraser University

Location: Simon Fraser University, Vancouver, Canada

URL: <http://aabc.bc.ca/aabc/wsapply.html>

This one-day workshop has been designed to address the needs of small to medium-sized archives faced with the pressing need to address electronic records acquisitions. The curriculum is based on the Open Archival Information System (OAIS) Reference Model and will touch on such subjects as:

- Preparing oneself for electronic records
- Setting up a repository
- Acquiring records
- Preserving records
- Tracking holdings
- Migrating records
- Providing access to records
- Writing policies and procedures

No theory here! The workshop has been designed with practicality in mind, providing participants with concrete, hands-on solutions to managing electronic records in your archives. What is the basic equipment needed; how do you prepare electronic records for transfer to an archives; what file formats are suitable for long-term preservation; what types of metadata are really needed; how do you arrange and describe electronic records; and how do you provide access to digital holdings?

Registrants should note that this workshop has been designed for professional archivists and a sound knowledge of archival practices and principles will be assumed.

For more information, please contact [Paul Hebbard](mailto:hebbard@sfu.ca), Co-Chair, AABC Education Committee.

Instructor

The workshop will be taught by Jim Suderman, Coordinator of the Electronic Records Programme at the Archives of Ontario (AO). Jim's work focuses on integrating the electronic medium into the mainstream policies and procedures of the AO. He is also a member of the Canadian research team of the InterPARES 2 Project.

Location and Date

The workshop will be held on Monday, 20 February 2006, at Simon Fraser University's downtown Vancouver campus (515 Hastings Street) in the Canadian Pacific Lecture Room (Room 1530). The workshop runs all day, starting at 9.00am and running until 4.30pm.

Parking

There are several commercial parking lots located around Harbour Centre. They include the IMPARK Parkade (443 Seymour Street), the BCIT/555 Seymour Street Parkade, the 320 Granville Street Parkade, the Cordova Metro Parkade (601 Cordova Street), the Granville Square Parkade (200 Granville Street), the Harbour Centre Parkade (555 West Cordova Street) and the Gastown Parkade (555 West Cordova Street). Those planning on parking downtown should check with these commercial lots ahead of time for rates. [See a map of the area](http://www.vancouver.sfu.ca/maes/parking.htm) **[external]**.

Registration and Fees

AABC Members: \$100

Non-members: \$150

Deadline for registration is 5 February 2006. Please note that institutional members can only send one representative at member rates. Members are encouraged to REGISTER EARLY. The workshop will be cancelled if a minimum of 20 registrants is not reached by the deadline date above (maximum of 28 registrants). Fees are non-refundable unless the workshop is cancelled. Catered coffee breaks and a lunch are provided as part of the registration fee.

[Registration forms can be downloaded](http://aabc.bc.ca/aabc/wsapply.html) **[external]** from the AABC website and mailed to Linda Wills, Box 1357, Vernon, BC, V1T 6N7.

Travel Subsidy

AABC members may apply for travel subsidies, subject to availability and the new Travel Subsidy Guidelines for 2004-2005. Travel by car is based on gas receipts, not mileage. Parking expenses can be claimed. Accommodation is reimbursed only to a maximum of \$50 a night. Travel Subsidy Forms will be available at the workshop (or you can [download a form](http://www.aabc.bc.ca/aabc/travelsubsidyform.pdf) **[external]** from the AABC website) and must be accompanied by receipts.