

# Is Records Management Serviceable In Cyberspace?

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# Record (definition)

- “All books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.”

- 44 USC 3301, The Federal Records Act

# Record (definition)

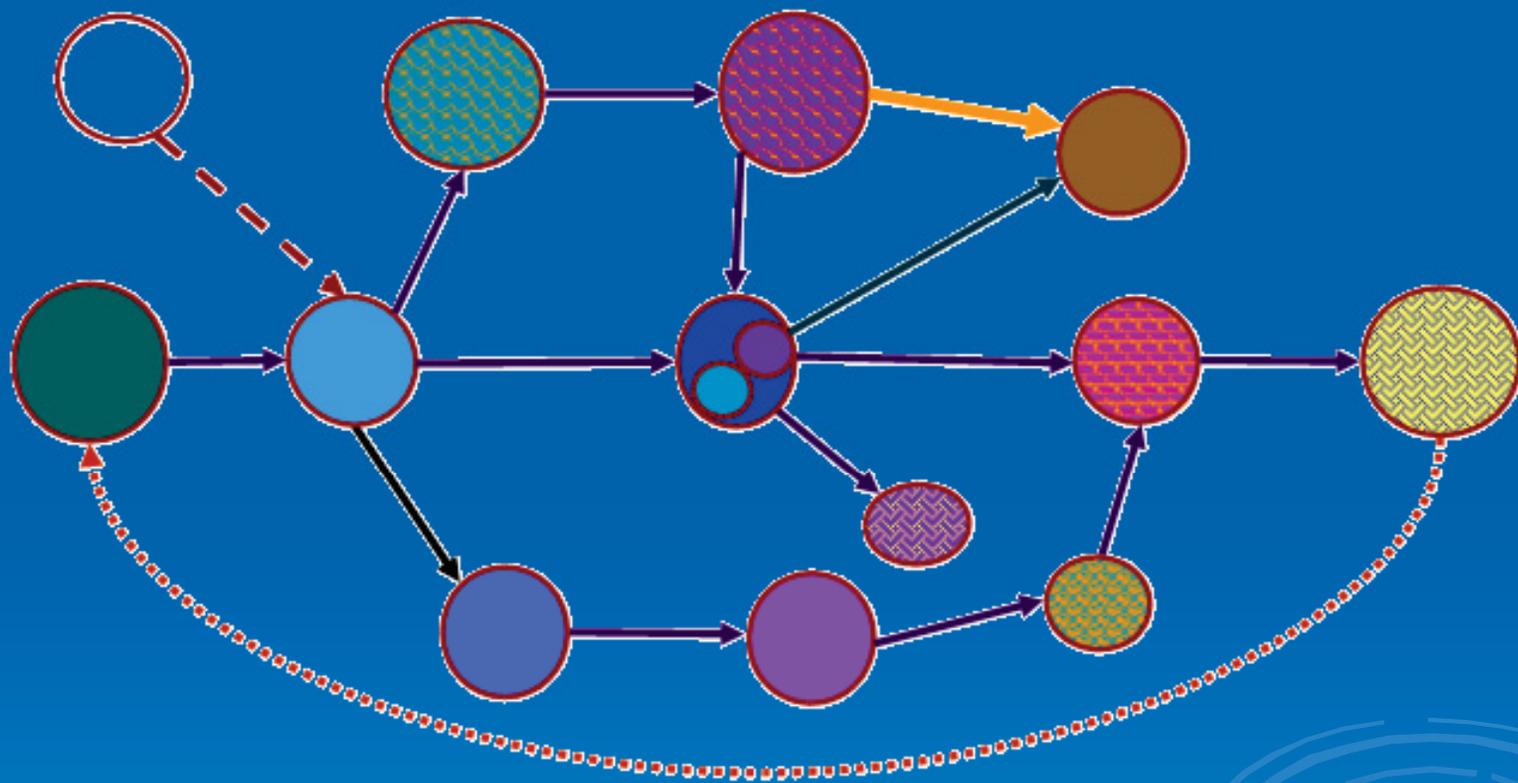
- “A document made or received in the course of a practical activity as an instrument or a by-product of such activity, and set aside for action or reference.”
  - InterPARES
- "Information created, received, and maintained as evidence and information by an organization or person, in pursuance of legal obligations or in the transaction of business".
  - ISO 15489

# RMS Specification Definitions

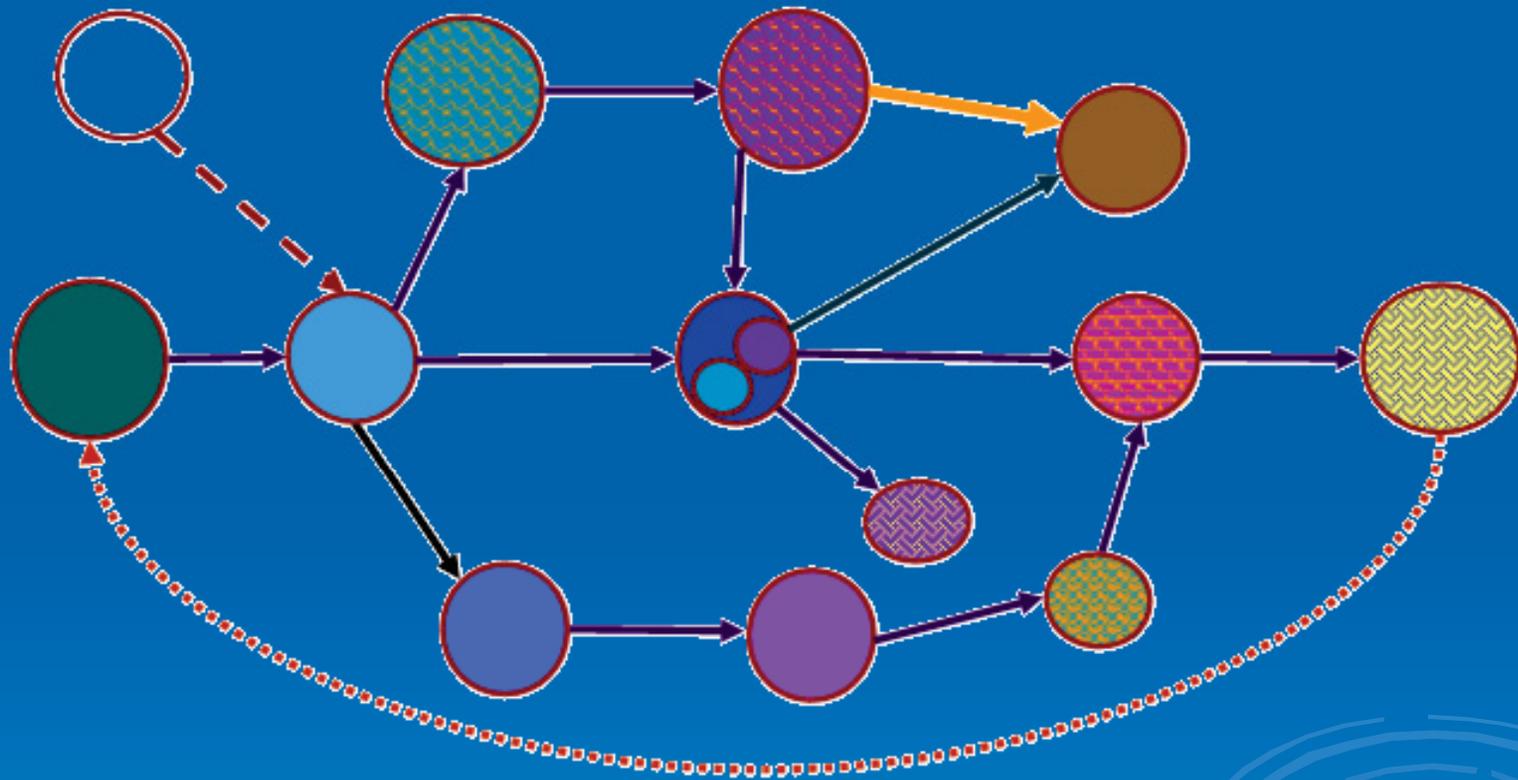
- Captured Record
- Declared Record “An electronic document or object that is considered by the business owner to evidence one or more organization, function, policy, decision, procedure, transaction, or activity completely enough to be maintained and managed as a record, either for the conduct of current business or for future reference.”
- Managed Record

# Ken Thibodeau's Operational Definition

- A record is a piece of information that an actor comes to possess in connection with the actor's activity and that the actor should keep because there is a significant probability that it will be valuable to the actor in the future.



# Record Buddies



# Preserving Electronic Records

- It is not possible to preserve an electronic record. It is only possible to preserve the ability to reproduce it.
  - InterPARES 1
- It is not possible to preserve an electronic record **in a form useful to a human**. It is only possible to preserve the ability to **produce a new original version**.
- The things you keep in digital form to enable production of a human-readable form are your electronic records.

• InterPARES 2

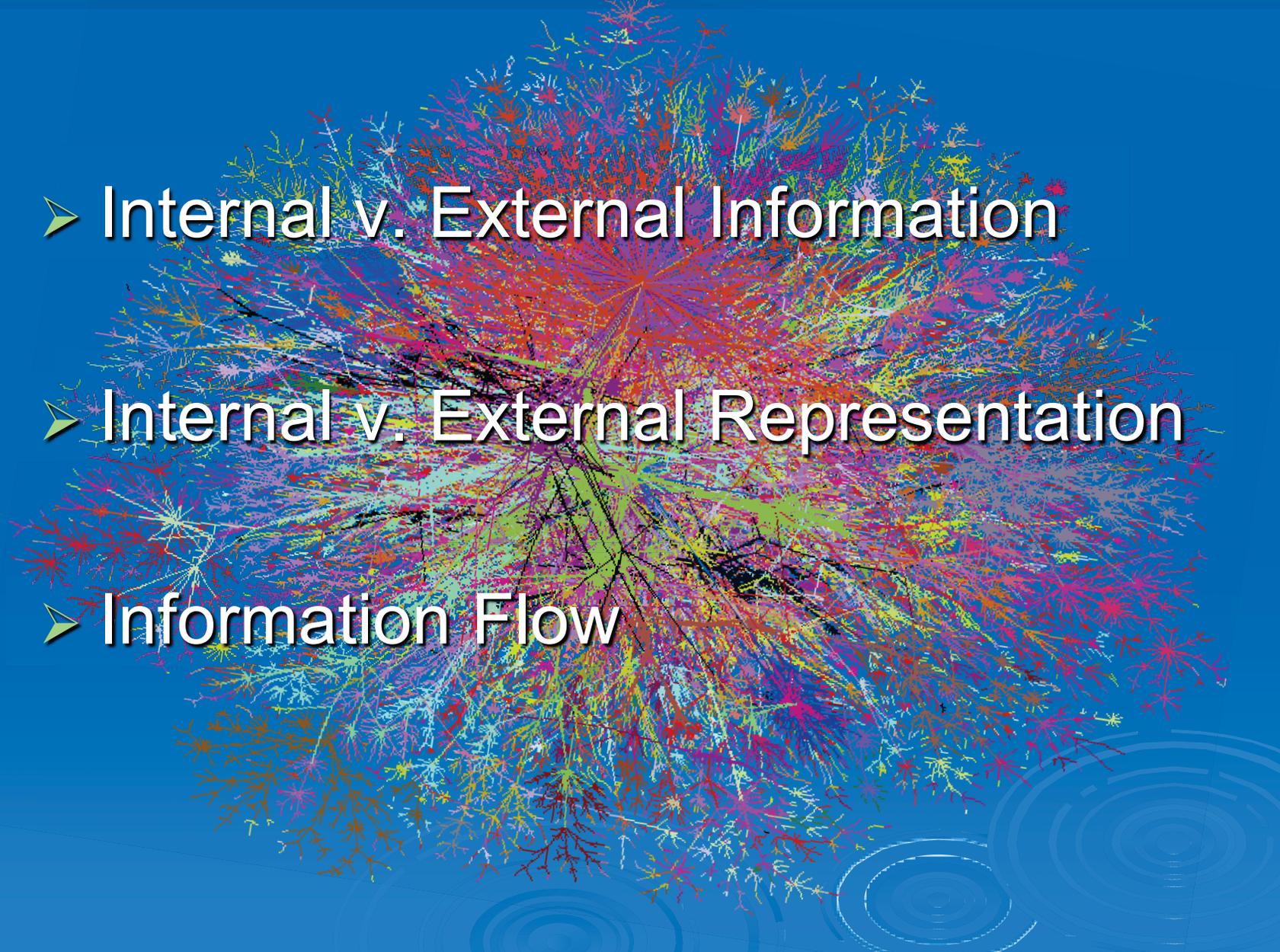
# Electronically Stored Information

- Electronically Stored Information is any information created, stored, or best utilized with computer technology of any type. It includes but is not limited to data; word-processing documents; spreadsheets; presentation documents; graphics; animations; images; e-mail and instant messages (including attachments); audio, video, and audiovisual recordings; voicemail stored on databases; networks; computers and computer systems; servers; archives; backup or disaster recovery systems; discs, CDs, diskettes, drives, tapes, cartridges and other storage media; printers; the Internet; personal digital assistants; handheld wireless devices; cellular telephones; pagers; fax machines; and voicemail systems.”
  - Electronic Discovery Working Group of the Conference of Chief Justices

# It's the Internet



# Implications for Records Management

- Internal v. External Information
  - Internal v. External Representation
  - Information Flow
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- A complex network diagram with a central hub and many branching nodes, overlaid on a blue background with concentric circles. The nodes are connected by thin lines, creating a dense web of connections. The colors of the nodes and lines are varied, including red, yellow, green, and blue. The background features several concentric circles in a lighter shade of blue, suggesting a ripple effect or a circular flow of information.