Advanced Electronic Records Institute

Agenda, Overview & Introductions

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This project made possible by a grant from the U.S. Institute of Museum and Library Services
Instructors & Staff

• Nancy McGovern
  – Head, Curation and Preservation Services, MIT Libraries

• Kari Smith
  – Digital Archivist, MIT Libraries

• CoSA
  – Sarah Koonts
    • State Archivist, North Carolina & CoSA President
  – Beth Shields
    • Electronic Records Analyst, Kentucky Department for Libraries & Archives
  – Anne Ackerson
    • CoSA Executive Director
  – Becky Julson
    • CoSA Staff

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SERI Overview

• Launched July 2011
  – Initial telephone survey
  – DPCMM self-assessment

• Four areas of emphasis
  – Awareness
  – Governance
  – Best practices and tools
    • NHPRC Grant = PERTTS portal
  – Education and training
    • IMLS grant = This institute

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Institute Goals

• Enhance ERM&P capacity in all state & territory archives
• Network of peers
• Action plans
  – Incremental
  – Realistic
  – One bite of the elephant
• Foundation for future collaboration
  – Between state archives
  – With external stakeholders

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Institute Approach & Ground Rules

• Participant Diversity
  – Job responsibility – administrators, managers, archivists
  – Organizational – SoS, Historical Society, State Library, etc.
  – Erec program maturity
  – Curriculum strives for relevance to everyone

• Discussion Focused
  – Share your experiences
  – Be open and honest
  – Learn from others
  – There are no dumb questions!

• Government Archives Focused
  – Participant contributions key
  – Share your experiences

• Real World Examples
  – Tool demonstrations
  – Participant contributions key
  – Share your experiences

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Schedule & Logistics

- Start at 9am, finish by 5pm
  - Long but INVIGORATING days!
- Breaks in AM & PM
- Lunch
  - 1.5 hours (noon-1:30pm)
  - On your own except Thu
- Group dinner Wed 6pm

- Afternoon breakouts
  - Administrators
  - Managers
  - Archivists

- End-of-day demos
  - Mon – Axaem & HP TRIM
  - Tue – TRAC Review tool
  - Wed – Archivematica & Preservica
  - Thu - BitCurator

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Introductions & Expectations

• Name and where you work
• Did you attend the Introductory Institute?
• Administrative placement of state archives and records management
• IT context
  – Do you have your own IT staff and infrastructure?
  – Centralized IT staff and infrastructure
  – Hybrid
• One thing you hope to gain this week
• One electronic records challenge your institution has faced
• One electronic records success

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