

## SELECT BIBLIOGRAPHY RE: ACADEMIC ELECTRONIC RECORDS

Rob Spindler, University Archivist  
Arizona State University Libraries  
October, 2006

### DATA WAREHOUSES:

Schulte, Rebecca, "University Records and Data Warehousing",  
*NHPRC Electronic Records Fellowships*, Chapel Hill, NC, 2005 [video and audio]  
<http://www.ils.unc.edu/nhprcfellows/upcoming.htm>

### ELECTRONIC THESES AND DISSERTATIONS:

Ad Hoc Task Force on Electronic Theses and Dissertations, Arizona State University, Tempe, AZ,  
*Final Report*, 2001 <http://www.public.asu.edu/~spindler/ETD%20final%20report.pdf>  
*Final Report Appendices*, May 2001

MacMillan, Gail, "Theses Come Out of the Attic and Become an Institutional Asset", *Society of American Archivists Annual Meeting*, Birmingham, AL, August, 2002.  
<http://scholar.lib.vt.edu/presentations/ETDs4SAA2002.pdf>

Spindler, Rob, "Archival Considerations for ETD's", *Coalition for Networked Information Fall Task Force Meetings*, San Antonio TX, December, 2002  
<http://www.public.asu.edu/~spindler/Archival%20Considerations%20for%20ETD's.cni.ppt>  
*Workflow Chart*, April, 2001  
*Migration Flow Chart*, April 2001

Spindler, Rob, "Preserving Interactive or Multi-Version Web-Based Documents"  
*ETD 2000 Conference*, St. Petersburg FL, March 2000  
<http://www.public.asu.edu/~spindler/ETD2000.Preservation.proceedings.pdf>

### EMAIL MANAGEMENT:

Holder, Janis, "Empowering the Individual: Managing the Digital University Desktop" *ECURE 2005: Preservation and Access for Digital College and University Resources*, Tempe, AZ, 2005.  
<http://www.asu.edu/ecure/2005/holder/09%20holder.ppt>

Wallace, David A., "Email in Higher Education: Policy Issues and Strategies", *ECURE 2000: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2000.  
<http://www.asu.edu/ecure/2000/wallace/wallace.ppt>

### ENTERPRISE SYSTEMS/DATA MODELING:

Bantin, Philip, "Collaborative Models for System Design", *ECURE 1999: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 1999.  
<http://www.asu.edu/ecure/1999/bantin/bantin.ppt>

LEARNING MANAGEMENT SYSTEMS/ONLINE COURSES:

Samuels, Helen, "New Approaches to Documenting Teaching and Learning in Higher Education: An Exploration of the Archival Potential of Educational Technology", *NHPRC Electronic Records Fellowships*, Chapel Hill, North Carolina, 2005 [video and audio]  
<http://www.ils.unc.edu/nhprcfellows/upcoming.htm>

Spindler, Rob and Jeremy Rowe, "Managing and Archiving Learning Management Systems Course Materials and Records", *Coalition for Networked Information Fall Task Force Meetings*, Portland OR, December 2003.  
<http://www.cni.org/tfms/2003b.fall/abstracts/PB-managing-rowe.html>

METASITES/ADVOCACY/GENERAL OVERVIEWS

Committee on Institutional Cooperation, University Archivists Group, *Standards for an Electronic Records Policy (SERP)*, 2002.  
<http://www.cic.uiuc.edu/groups/UniversityArchivistsGroup/archive/BestPractice/UniversityArchivistsStandards.pdf>  
This standard offers a roadmap for building university-specific general policy regarding management of electronic records. The Committee on Institutional Cooperation is a collaborative group of representatives from Big Ten universities.

Lynch Clifford, ECURE Keynote Addresses, 2002, 2004, 2005. [transcript and video]  
<http://www.asu.edu/ecure/archives.html>

Phillips, John T., "Implementing an Electronic Records Program", *ECURE 2000: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2000.  
<http://www.infotechdecisions.com/downloads/ECURE%202000.PDF>

Spindler, Robert, "In Search of Strategic Direction: Digital Preservation Advocacy in Higher Education", *NHPRC Electronic Records Fellowships*, Chapel Hill, NC, 2005 [video and audio]  
<http://www.ils.unc.edu/nhprcfellows/upcoming.htm>

MEDIA RELATIONS/PUBLICITY:

Pyatt, Tim, *Managing the Records [of] Public Affairs in the Digital Era: Assessment, Scheduling and Transfer*, New Skills For a Digital Era, Washington, DC [conference website], 2006  
[http://rpm.lib.az.us/newskills/CaseStudies/3\\_Pyatt.pdf](http://rpm.lib.az.us/newskills/CaseStudies/3_Pyatt.pdf) (Accessed September 29, 2006)

METADATA:

Duff, Wendy, "Foundation Session: Introduction to Metadata", *ECURE 2001: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2001.  
<http://www.asu.edu/ecure/2001/ppt/duff.ppt>

University Archives, Indiana University Bloomington Libraries, Indiana University Electronic Records Project, *Electronic Recordkeeping at Indiana University* [Website], 2002.  
<http://www.libraries.iub.edu/index.php?pageId=3313> (Accessed September 19, 2005)

PRIVACY/LEGAL REQUIREMENTS:

Goldsmith, C. W., "HIPAA and FERPA", *ECURE 2002: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2002.

<http://www.asu.edu/ecure/2002/goldsmith/goldsmith.ppt>

Rainsberger, Richard, "FERPA in the Digital Age: What You Need to Know", *ECURE 2001: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2001.

<http://www.asu.edu/ecure/2001/ppt/rainsberger.ppt>

Skupsky, Donald S. "Legal Requirements for Electronic Records", *ECURE 2001: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2001.

<http://www.asu.edu/ecure/2001/ppt/skupsky.pdf>

RESEARCH DATA AND RECORDS:

Djorgovski, S. George, "Virtual Astronomy, Information Technology, and the New Scientific Methodology", *ECURE 2005: Preservation and Access for Digital College and University Resources*, Tempe, AZ, 2005

<http://www.asu.edu/ecure/2005/djorgovski/Djorgovski.pdf>

Darrell, Donakowski, "ICPSR: Archiving our Social Science Digital History" *ECURE 2005: Preservation and Access for Digital College and University Resources*, Tempe, AZ, 2005.

<http://www.asu.edu/ecure/2005/donakowski/07%20donakowski.ppt>

Humphrey, Charles, "Preserving Research Data: the Canadian Experience": *ECURE 2005: Preservation and Access for Digital College and University Resources*, Tempe, AZ, 2005.

<http://www.asu.edu/ecure/2005/humphrey/11%20Humphrey.ppt>

Pritchard, Sarah, Keynote Address, *ECURE 2005: Preservation and Access for Digital College and University Resources*, Tempe, AZ, 2005 [transcript, video also available]

<http://www.asu.edu/ecure/2005/keynote/>

STAFFING/TRAINING:

PEARCE-MOSES, RICHARD, COMP., *NEW SKILLS FOR A DIGITAL ERA*, WASHINGTON DC, [CONFERENCE WEBSITE], 2006

<HTTP://RPM.LIB.AZ.US/NEWSKILLS/INDEX.ASP>

A colloquium exploring the skills librarians, archivists, and records managers need to flourish in the digital era 31 May – 2 June 2006. See especially case studies by: Wilczek and Glick, Pyatt,

STUDENT RECORDS:

XML Postsecondary Transcript, Postsecondary Electronic Standards Council (PESC),

<http://www.pesc.org/info/approved/xml-post-transcript.asp>

PESC is a US Department of Education funded standards development group that has established and is creating several XML standards for student data interchange. This link takes you directly to the XML Student Transcript standards, but other useful standards are in development.

WEB PRESERVATION:

Kenney, Anne R., Nancy Y. McGovern, Peter Botticelli, Richard Entlich, Carl Lagoze, and Sandra Payette "Preservation Risk Management for Web Resources: Virtual Remote Control in Cornell's Project Prism," *DLIB Magazine*, January 2002.

<http://www.dlib.org/dlib/january02/kenney/01kenney.html>

Pelletier, Johanne and Garron Wells, "Web-Based Record Keeping: *Risk Analyses and Policy Agendas for Records Management*", *ECURE 2001: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 2001.

<http://www.asu.edu/ecure/2001/ppt/pelletier.ppt>

Spindler, Rob, "Preserving Web-Based Records" *ECURE 1999: Preservation and Access for Electronic College and University Records*, Mesa, AZ, 1999 [re: online policy manuals]

<http://www.asu.edu/ecure/1999/spindler/index.html>