Digital Records Curation Programme (DRCP) - English Version

Week 3 – Class: Digital and Hybrid Records Management

Learning Outcomes

At the end of this class, students should be able to:

- explain, at a high level, the history of the development of digital record-keeping systems
- explain the benefits and problems of using EDRMSs
- understand what standards for functional requirements are and how they can be used in designing record-keeping systems
- understand other approaches to digital record-keeping, particularly techniques that can be applied in low resource environments

Lesson Plan

1. Introduction

Ask students to briefly summarise their learning from the previous class.

2. Lecture – Digital Record-Keeping Systems (20 minutes)

Use the DRCP slides for this class to provide a short lecture on digital record-keeping systems and functional requirements.

3. Group Work – Functional Requirements (50 – 60 minutes)

Divide the students into groups. If you have online access, refer them to the MoReq website. Otherwise, you may have to provide printed copies of the MoReq functional requirements. This could be costly, so you could print one or two copies and divide them into sections for distribution to the groups.

Divide the standard into sections and ask each group to analyse a section and present a synopsis of it to the whole class. This will allow the students to become familiar with the structure of the standard and to understand how functional requirements are expressed.

If the students are already familiar with traditional paper record-keeping systems, such as the registry system, you could ask them to identify the digital equivalents of

traditional record-keeping practices (which functional requirements are the equivalent of in-letter or out-letter registration, file registration, filing, foliation, file tracking, etc?).

Allow time for group presentations and discussion.

MoReq is used in this exercise because it is open access, but if you can find copies of other standards, especially local ones, you could use those.

4. Lecture – Other Techniques for Managing Digital Records (20 minutes)

Use the DRCP slides for this class to provide a short lecture on other techniques.

Alert students to the fact that they will be expected to incorporate these in their low cost digital preservation strategies later in the module.

If naming conventions have not been discussed in depth in other modules / courses, you could develop an exercise for students to do in this part of the class, if time allows.

5. Conclusion

Summarise what you have covered in class in relation to learning outcomes for this class.