

Digital Recordkeeping ICA Virtual Training 10th-12th May 2022 Overview

This Digital Recordkeeping training provides a sound introduction to the main issues and aspects of managing digital records and archives. It is based on ICA's Africa Programme's Digital Records Curation Programme materials but is intended for practitioners, rather than those planning to develop university level archives and records management education. The course will include the following sessions:

- Digital Culture and the Information Society
- Digital Records – Authenticity and Reliability
- Digital and Hybrid Records Management
- Metadata
- Email Management
- Cloud Computing
- Web and Social Media Archiving
- Social Media Archiving and Personal Data
- Digital Preservation
- Information Security
- Digital records curation as the basis for long term preservation and accessibility to digital assets
- Planning for Digitisation presentation and workshop
- Low Cost Digital Preservation Strategies Discussion

There will also be an assignment for participants to reflect on their learning and create practical strategies and plans for developing digital recordkeeping in their own organisations.

The course is intended for those who are working in archives and records management programmes who want or need to increase their understanding and knowledge of digital recordkeeping. No prior knowledge of managing digital records and archives is required but participants will need to have a basic grounding in archives and records management in order to follow the training content. It is also recommended that they access and download the Digital Records Curation Programme materials which are available here:

<https://www.ica.org/en/digital-records-curation-programme>.

The course is delivered by five alumni of ICA's Africa Programme's Digital Records Curation Study School which was held in Botswana in 2019. ICA's Training Officer has supported the facilitation team in the design and content of the course. The trainers include:

- **Umaru Bangura:** Lecturer, Department of Information Studies and Knowledge Management, Faculty of Communication Media and Information Studies, Fourah Bay College, University of Sierra Leone.
- **Forget Chaterera-Zambuko:** Assistant Professor in Records Management and Archival Science at Sorbonne University Abu Dhabi, former ICA New Professional bursary holder.
- **Margaret Crockett:** ICA Training Officer and consultant archivist and records manager
- **Juliet Awinja Erima:** Lecturer, department of Library, Records Management and Information Studies, Moi University (Kenya), School of Information Sciences.
- **Alina Karlos:** Assistant Archivist and Acting HOD, Archives and Special Collections, Part-time Lecturer, School of Humanities, Society and Development, Department of Social Sciences, University of Namibia
- **Tshepho Mosweu:** Senior Lecturer, Department of Library and Information Studies, University of Botswana & Research Fellow, Department of Information Science, University of South Africa.

The course will be delivered in three half-day session on the 10th, 11th and 12th May 2022. Class will start at 10.30 East Africa Time, 9.30 Central Africa time and 7.30 West Africa Time. Classes will last four hours with a short break in the middle.

Participants may register via the ICA website here: <https://www.ica.org/en/ica-virtual-training-in-digital-recordkeeping> . The course is free but participants must be African members of ICA in good standing. Registration entails an undertaking by participants to attend the training – failure to show without notice to organisers may result in refusal to attend other free ICA training courses. The class is limited to 30 people.

Programme	
Central Africa Time	Content
	Day 1 (Tuesday 10th May)
09.30	Welcome and introduction
10.00	Digital Culture and the Information Society Digital Records – Authenticity and Reliability
10.50	Digital and Hybrid Records Management
11.30	Break
11.50	Metadata
12.30	Email Management
13.10	Conclusion of day 1 and introduction of overnight assignment
	Day 2 (Wednesday 11th May)
09.30	Welcome back
09.50	Cloud Computing
10.40	Web and Social Media Archiving Social Media Archiving and Personal Data
11.30	Break
11.50	Digital Preservation
12.40	Information Security
13.30	Conclusion of day 2 and overnight assignment reminder
	Day 3 (Thursday 12th May)
09.30	Assignment reports from class
10.30	Digital records curation as basis for long term preservation and accessibility to digital assets
11.20	Break
11.40	Planning for Digitisation presentation and workshop
12.30	Low Cost Digital Preservation Strategies Discussion
13.20	Wrap up

Learning Outcomes

<p>Digital Culture and the Information Society</p> <p>Digital Records – Authenticity and Reliability</p>	<ul style="list-style-type: none"> ▪ explain the concept of the ‘information society’ ▪ give some examples of the ways in which information is used in different sectors and activities ▪ explain the role of record-keeping professionals in the information society ▪ explain what a digital record is ▪ explain the concepts of authenticity and reliability in relation to digital records
<p>Digital and Hybrid Records Management</p>	<ul style="list-style-type: none"> ▪ 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
<p>Metadata</p>	<ul style="list-style-type: none"> ▪ explain what metadata is and why it is important for record-keeping ▪ understand the different types of metadata ▪ know the main metadata standards used in archiving, records management and digital preservation
<p>Email Management</p>	<ul style="list-style-type: none"> ▪ explain how emails can be important organisational assets ▪ understand the different approaches to managing emails within originating organisations ▪ understand the challenges archives face when processing email collections
<p>Cloud Computing</p>	<ul style="list-style-type: none"> ▪ explain what cloud computing is ▪ explain how cloud computing can be deployed in record-keeping ▪ explain the record-keeping issues (benefits and risks) associated with cloud computing ▪ effectively plan for a transition to records storage and management in the cloud

Learning Outcomes	
Web and Social Media Archiving with Personal Data	<ul style="list-style-type: none"> ▪ understand why some websites and social media account should be preserved ▪ understand approaches to preserving websites ▪ develop strategies for preserving social media ▪ explain the personal data protection issues associated with managing social media records
Digital Preservation	<ul style="list-style-type: none"> ▪ identify the threats to the survival of digital records ▪ understand the strategies that can be used to mitigate those threats ▪ create digital asset registers ▪ know where to look for digital preservation tools ▪ apply the DPCMM to an organisation
Information Security	<ul style="list-style-type: none"> ▪ understand that information security has physical and digital components ▪ identify the techniques that can be used to secure digital information ▪ encrypt and decrypt digital records
Digital records curation as basis for long term preservation and accessibility to digital assets	<ul style="list-style-type: none"> ▪ understand that data can be records, and vice versa ▪ understand what open data and big data are ▪ understand the problems with open data and big data, and how the record-keeping profession can help to solve those problems
Planning for Digitisation presentation and workshop	<ul style="list-style-type: none"> ▪ explain the organisational, logistical, legal and technical issues involved in digitisation ▪ understand the basics of image file formats, particularly resolution and losslessness ▪ understand what optical character recognition is
Low Cost Digital Preservation Strategies Discussion	<ul style="list-style-type: none"> ▪ develop low cost strategies and plans to implement and improve digital recordkeeping