

ASA Continuous Professional Development Workshop

Digital Recordkeeping (for medium to larger organizations)

9.00pm – 4pm Thursday 2 September 2010

Presented by well respected, professional archivist - **Barbara Reed** of Recordkeeping Innovation Pty Ltd., this **one-day session** is geared to medium and larger organizations and outlines best practice professional approaches to digital recordkeeping. The workshop:

- Provides principles for managing digital records
- Discusses some of the differences between managing paper and managing electronic records (concepts of originality, duplication, location, sheer size of the information challenge, physicality); where digital records are being created/kept; the role of recordkeeping metadata; issues around preserving digital records
- Features a case study using the DIRKS (Developing and Implementing Recordkeeping Systems) methodology.

Venue: National Archives of Australia (WA), 384 Berwick Street East Victoria Park

Cost: (Full Day) including morning tea, light lunch, afternoon tea and materials

- ASA/ALIA Members \$250
- RMAA Members \$337.50
- Non-Members \$375

A discount of 10% is offered to bookings of two or more workshops on the same registration form.

A discount for ASA publications will be offered via a code which can be used via the website.

Where registrations are not sufficient to cover costs workshops will be cancelled or rescheduled.

Cancellation Policy: Cancellations must be received at least one week prior to event, or registration fees will not be refunded. Substitute delegates are welcome if named attendees are unable to attend.

Registrations: Please register online [here](#)

Queries: Please contact Margaret Paterson - meggie@wn.com.au

or Mel White - aus.archivists@gmail.com