

Digital Recordkeeping

(for small organisations with limited or no budget)

1.30pm – 5pm Friday 3 September 2010

Presented by well respected, professional archivist - **Barbara Reed** of Recordkeeping Innovation Pty Ltd., this half-day practically oriented session is geared to organizations with limited or no budget allocated for digital recordkeeping. It aims to provide:

- Practical strategies to allow implementation of very basic recordkeeping in budget strapped conditions
- Broad principles (at an overview level) for managing digital records; scanning and imaging; creating dedicated network storage for archival digital records, establishing format standards
- Outlines cheap and cheerful recordkeeping software options; where to get guidance and how to start communicating with IT staff.

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

Cost: (Half Day) including afternoon tea and materials. Participants attending both the morning and afternoon sessions will also receive a light lunch.

- ASA/ALIA Members \$150
- RMAA Members \$202.50
- Non-Members \$225

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