

Defining the Problem Space – Identifying Requirements and Responsibilities

Lead instructor: Cal Lee

Main topics

- What are Archives?
- How are Records Different from other Information?
- What are the responsibilities of records professionals?
- Information Governance
- Focus on recordkeeping systems, rather than individual records
- Retention Scheduling and Appraisal
- Security
- Reliability and authenticity
- Managing Web Records (Selection, Retention Management, Intellectual Control)
- Definition and importance of characterization
- Roles for characterization within the full life of digital objects
- Determining the things to be characterized
- Methods for identifying and extracting characteristics
- Limits on characterization activities

By the end of this unit you should know or be able to:

1. Understand the role of characterization within the context of other digital curation functions
2. Identify the types of characteristics that are likely to be important for a given collection
3. Devise a plan for characterizing digital objects for which you're responsible
4. Articulate criteria for evaluating the accuracy and value of your characterization activities

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Notes