The ICA Electronic Records Committee

by JOHN MCDONALD

During the Spring of 1993, the Programme Commission of the International Council on Archives (ICA) approved the mandates and work items of several ICA sections and committees, including the newly-formed Committee on Electronic Records. The mandate of this Committee is "... to undertake study and research, promote the exchange of experience and draft standards and directives concerning the creation and archival processing of electronic records."

The members of the Committee are: John McDonald, National Archives of Canada; Gertrude Long, International Monetary Fund (USA); Ken Thibodeau, National Archives and Records Administration (USA); Jan Boomgaard, Amsterdam Municipal Archives (The Netherlands); Niklaus Butikofer, Archives fédérales (Switzerland); Eddie Higgs, Public Record Office (United Kingdom); Michèle Conchon, Centre des Archives contemporaines (France); Pitt Kuan Wah, National Archives of Singapore; Ivar Fonnes, National Archives of Norway; and Steve Stuckey, Australian Archives.

On 26-30 October 1993, the Committee held its first meeting, in Ottawa. The objective of the meeting was to approve the terms of reference of the Committee, confirm plans and the allocation of tasks, identify the final products, and build a work schedule leading to the 1996 Congress of the ICA. Based on comments and suggestions presented by the committee members, a draft list of work items was prepared for discussion at the October meeting. These included:

- Development of a consistent view of the term "electronic record";

- Identification of issues that impact on the availability, understandability, and usability of electronic records through time;

- Development of requirements (policies, standards, practices, functional requirements) for the management of electronic records;

- Development of strategies that incorporate policies, standards, practices, and guidelines for the management of electronic records;

- Development of a bibliography of references of published and unpublished material on the management of electronic records;

- Development of a compendium of descriptions of international programme and initiatives that address the management of electronic records.

The work of the Committee will draw heavily on the experiences of individual Committee members as well as others who are actively involved in addressing the challenges associated with the management of electronic records. It will liaise with a variety of professional associations as well as with relevant ICA committees such as *Archival Automation, Image Technology, Archival Legal Matters,* and *Current Records, Records Management Systems and Archival Appraisal.*

The Committee welcomes comments and suggestions on its overall direction and programme of work. For additional information please contact the Chair of the Committee, John McDonald, at the following address:

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