**Government Records Case Study**

**Submission Form**

Please include all of the information requested and send as a Word file to [GovtRecs-CaseStudies@archivists.org](mailto:GovtRecs-CaseStudies@archivists.org)

**I. Institutional Identity**

Archives Name and Mailing Address:

Archives Website:

**II. Authorship**

Principal Contact:

Email:

Phone:

Co-authors/Contributors (if applicable):

**III. Summary**

Title of Case Study:

Date of Submission of Case Study:

Issues Statement:

Implementation Status, if applicable (ongoing or complete):

**IV. Government Records Case Study** (2,500 to 5,000 words in length)

Suggested elements for the Government Records Case Study include institutional context and background; nature of the records; key challenges anticipated; appraisal, processing, and preservation accomplished; resources; analysis; and future plans. Description may be organized into:

***Introduction/Background***Information regarding institutional context, reason for the case, key challenges, and project participants.

***Narrative***The who, what, where, and why. Information included will depend on the nature of the case study but may include, but is not limited to, any of the following:

* *the nature of the records*
* *advocacy issues;*
* *appraisal process;*
* *custody issues, transfer and ingest process;*
* *metadata creation and content;*
* *access, reference, use, and impact of records;*
* *partners in forming a digital solution*   
  *resources required*
* *accountability, transparency, and ethics*

***Conclusions/Discussion***   
Information regarding lessons learned, implications, unresolved issues, unsuccessful strategies, next steps, and future plans. Questions useful for further discussion or self-reflection.

**V. Keywords (optional)**

The following keywords are suggested, in part for ease of searching as Government Records Case Studies accumulate. Select all that apply and suggest additional terms if advisable.

Access interface

Accountability

Administrative information systems

Administrative records

Advocacy

Appraisal issues

Authority/Mandate

Blogs

Content management systems

Custodial issues

Data format issues

Data integrity issues

Data longevity issues

Disaster planning

Digital photographs

Document imaging systems

Electronic records

Email

Ethics

File format issues

Freedom of Information

Genealogy

Implementation planning

Institutional repository

Intergovernmental relations

Legacy systems and media

Metadata

Policy documents

Publications (catalogs, magazines, reports, etc.)

Recordkeeping systems

Records management

Replevin

Resource issues (monetary, etc.)

Social networking systems

Standards

Transparency

Vital records

Websites

Other (enter keywords) \_\_\_\_\_\_\_\_\_\_\_\_\_