

Records Management and Archivists' Toolkit

ED BUSCH

Abstract: Michigan State University Archives recently converted its collection management system from MicroMARC (DOS based system created in the 1980s) to Archivists' Toolkit. The conversion was challenging, involving enormous amounts of manual data clean up and the development of new archival management workflow. Not the least of these challenges was the need to include records management functionality in the new Archivists' Toolkit implementation. Staff developed innovative workarounds in AT that allow for the registration, scheduling, transfer and/or destruction of university's records. This poster will illustrate the new AT workflow, including the records management functionality.

About the author:

Ed Busch is the Processing Archivist at the University Archives & Historical Collections at Michigan State University since 2008. Ed earned his MLIS and Graduate Certificate in Archival Administration from Wayne State University in 2007. Ed works closely with MSU's two medical schools to transfer their historical paper and electronic records to the archives. Ed's other work includes leading the university's effort to transcribe and digitize their civil war collections as part of the Civil War Sesquicentennial in 2010; implementing the Archive-It application to capture the university's web sites and online serials; coordinating the migration from the DOS –based MicroMARC to Archivists' Toolkit for collection management; and working with University Archives web sites including their main site; Facebook; and MSU's beta Policy Repository. Ed has a B.S. in Fisheries from Humboldt State University and many hours of course work in Computer Science. Prior to becoming an archivist, Ed worked in Aerospace and Information Technology for 17 years.