



SOCIETY OF
American
Archivists



Digital Archives
Specialist

SOCIETY OF AMERICAN ARCHIVISTS

Comprehensive Exam Suggested Readings List

Updated December 2022

Foundational

Appraisal of Digital Records

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https://www2.archivists.org/sites/all/files/Module_14_CaseStudy2_GeofHuth.pdf.

Arrangement and Description of Digital Records – Part 1

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Basics of Managing Digital Records – Getting You Started

- Cullen, Charles T., et al. *Authenticity in a Digital Environment*. Publication 92, May 2000,
<https://www.clir.org/pubs/reports/pub92/>.

- ISO 15489-1:2001 - Information and Documentation - Records Management - Part 1: General. https://webstore.ansi.org/Standards/ISO/ISO154892001?gclid=CjwKCAiAh_GNBhAHEiwAJOh3ZAdxvaFc066fhpHn3NqodsPQpXlnhJgAu4Xg1UKsbZly0bCIP5x9YhoCDJcQAvD_BwE. Accessed 17 Dec. 2021.
- Robek, Mary F., et al. *Information and Records Management: Document-Based Information Systems*. Glencoe/McGraw Hill, 2002.

Crosswalking Metadata

- Chan, Lois Mai, and Marcia Lei Zeng. "Metadata Interoperability and Standardization - A Study of Methodology Part I: Achieving Interoperability at the Schema Level." *D-Lib Magazine*, vol. 12, no. 6, June 2006, <https://doi.org/10.1045/june2006-chan>.
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Intro to Processing Digital Records and Manuscripts

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Tactical and Strategic

Accessioning and Ingest of Digital Records

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Digital Records – The Next Step

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Tools and Services

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