**Records Management Case Study**

**Submission Form**

Please include all of the information requested and send as a Word file to RIM-CaseStudies@archivists.org

Note: A submission will not be considered if it is being reviewed by another publishing outlet at the same time, nor if it has been published previously.

**I. Institutional Affiliation**

Workplace Name and Mailing Address:

Workplace Website:

**II. Authorship**

Principal Contact:

Email:

Phone:

Co-authors/Contributors (if applicable):

**III. Summary**

Title of Case Study:

Date of Submission of Case Study:

Abstract:

Implementation Status, if applicable (ongoing or complete):

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

Suggested elements for the Records Management Case Study include institutional context and background as well as any prior relevant work; challenge addressed; strategies and resources employed; analysis of successes and setbacks; 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. Also include questions useful for further discussion or self-reflection.

**V. Keywords (optional)**

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

Access interface

Accountability

Administrative records

Advocacy

Appraisal issues

Content management systems

Custodial issues

Data format issues

Data integrity issues

Data longevity issues

Digital files

Disaster planning

Document imaging systems

Electronic records

Email

Ethics

File format issues

Freedom of Information

Implementation planning

Institutional repository

Intergovernmental relations

Legacy systems and media

Metadata

Policy documents

Public records

Recordkeeping systems

Records management

Replevin

Resource issues (monetary, etc.)

Social media

Standards

Transparency

Vital records

Websites

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