

Governance and Recordkeeping Around the World newsletter: Special E-mail

This is the second in a series of special e-mails containing examples of retention and disposition schedules (and retention and disposition in general) as well as webinars-on demand and videos.

To view some of the Webinars you will need to register but they are **free** to view.

We encourage you to forward this e-mail to your colleagues and if they are interested in receiving the [newsletter](#) and the special e-mails they can contact me at stephen.gerley@canada.ca

Thank you.

Retention Schedules and Retention and Disposition Information in General

Canada

Queen's University

Records Management Home Page (Includes Records Retention Schedules)

<http://archives.queensu.ca/records-management>

Australia

Queensland State Archives

Transitory Records and Short Term Retention and Disposal Schedule

http://www.archives.qld.gov.au/Recordkeeping/GRKDownloads/Documents/TransitoryRecordsShortTermRetentionDisposalSchedule_QDAN720.pdf

Small Business Development - Retention and Disposal Schedule

http://www.archives.qld.gov.au/Recordkeeping/RetentionDisposal/Schedules/Pages/SmallBusinessDevelopmentRDS_QDAN722.aspx

University of Canberra

Records Management Home Page (Includes Development of Records Management Program and Records Management Policy)

<http://www.canberra.edu.au/about-uc/records-management>

University of Western Australia

Records Management Home Page (Includes Retention and Disposal Schedules; an Recordkeeping Awareness and TRIM Page)

<http://www.igs.uwa.edu.au/contact/records-management-services>

and

Research Data Management Toolkit : Retention/Disposal

<http://guides.is.uwa.edu.au/c.php?g=325196&p=2177532>

Scotland

University of Edinburgh

Records Management Home Page (You will need to copy and paste onto your browser)
<http://www.ed.ac.uk/records-management>

United Kingdom

King's College London

[Information and Compliance Home Page \(Includes Records and Data Retention Schedule\)](http://www.kcl.ac.uk/aboutkings/governance/compliance/index.aspx)
<http://www.kcl.ac.uk/aboutkings/governance/compliance/index.aspx>

National Archives

Disposing of Records – Guidance
<http://www.nationalarchives.gov.uk/information-management/manage-information/policy-process/disposal/>

Queen Mary University of London

Records Management Home Page (Includes Retention and Disposal Schedule and Guidance on Electronic Records)
<http://www.arcs.qmul.ac.uk/governance/information-governance/records-management/index.html>

United States

Information Management: Best Practice Guides
<http://www.ironmountain.com/Knowledge-Center/Topics/Information-Management-Best-Practice-Guides.aspx>

Wales

[Cardiff University](http://www.cardiff.ac.uk/govrn/cocom/recordsmanagement/recordsretention/recordreten.html)
<http://www.cardiff.ac.uk/govrn/cocom/recordsmanagement/recordsretention/recordreten.html>

Global

[Records Management – Open Government Guide](http://www.opengovguide.com/topics/records-management/)
<http://www.opengovguide.com/topics/records-management/>

Webinars On Demand (access is free) and Videos

Why Implementing a Records Management Solution Is Critical To Your Business
<https://www.knowledgelake.com/media/presentation/webinar-why-implementing-records-management-solution-critical-your-business>

Electronic Content Management: To the Cloud and Beyond

<http://www.kmworld.com/Webinars/694-ECM-To-the-Cloud-and-Beyond.htm>

The shift from Records Management to Information Governance: What you need to know

http://info.archivesystems.com/RecordsManagement_InformationGovernance_On-Demand-Webinar-Request.html

Don't let paper be a pain in the.....process

http://info.archivesystems.com/DontLetPaperBeAPainInTheProcess_On-Demand.html

Climbing Into Thin Air and Making Your Cloud Soar

<http://www.gartner.com/webinar/2963917?ref=solrSearch&srclId=1-5418502758>

Establishing an Enterprise-Class SharePoint Service: A Complete Plan

<http://www.gartner.com/webinar/3071620/player?commId=160685&channelId=5501&srclId=1-5418502758>

The Archival Advantage: Integrating Archival Expertise into Management of Born-digital Library Materials: <http://www.oclc.org/research/events/2015/08-11.html>

National Archives of Australia Video - Managing Email: <http://youtu.be/muf8sHDfrRc>

Video: Creating a Records Management Project Plan: <https://www.youtube.com/watch?v=OICkvUpa8uo>

Video: Office 365 Record Management Strategies Email Retention, Discovery and Disposition

<https://www.youtube.com/watch?v=GRhANU1ubMI>

Guidance: Auditing your Records Management Program (Texas State Library and

Archives): <http://www.tsl.texas.gov/slrmblog/2015/09/auditing-your-rm-program/PRES>

Video: Library Linked Data in the Cloud: <http://youtu.be/mj0CVMzM7dQ>

Video: Association of Southeastern Research Libraries Webinar - Overview of [BitCurator](#) (Duke University – United States): <http://vimeo.com/133692333>

Video: Digitization is Possible: Identifying & Overcoming Barriers (University of Colorado and Utah): <http://lipalliance.org/resources/digitization-webinar/>

[Series of Podcasts from the NSW \(Australia\) Government:](#)

<http://futureproof.records.nsw.gov.au/the-future-proof-podcast-series/#episode47>

Video: [NZMS](#) Digitisation 101 (New Zealand): <http://www.micrographics.co.nz/news/nzms-webinar-digitisation-101>

Video - Methods for Capture and Preservation of Social Media Content of Relevance to Memory Organizations <http://youtu.be/c8pboUMhw1g>

Video - Policies for Long-term Curation and Preservation within Digital Repositories (University of Oxford): <http://youtu.be/KUBHkjinDcok>