

Info-byte:
Digital Records

What are digital records?

Records and archives created in a digital form, as by-products of a computerised system — also known as "born digital" records

What are the main issues for managing them?

- They are hard to authenticate
- Difficult to preserve
- It is necessary to bring archival principles to bear even before they have been created to ensure the computer system is producing authentic records whose context and authenticity is clear
- The paper output can be confused with the digital records

More information

- Guide for Managing Electronic Records From an Archival Perspective; ICA Studies No. 8 (February 1997)
- *Electronic Records Management: a Literature Review*; ICA Studies No. 10 (April 1997)

