**E-Archiving Best Practices: Literature Review and Recommendations**

This assignment entails reviewing literature that relates to e-archiving best practices and recommendations. Jane Gorjevsky has compiled a list of resources and posted it to the Best Practices section of the E-Archives wiki space:

[Trusted Digital Repositories: Attributes and Responsibilities](http://www.oclc.org/research/activities/past/rlg/trustedrep/repositories.pdf) (An RLG-OCLC Report, 2002)

[Global Digital Format Registry](http://www.gdfr.info/index.html)

[Digital Library Building Blocks](http://www.cdlib.org/inside/diglib/) (software, best practices, and other tools from California Digital Library)

[Digital Preservation Case studies](https://wiki.cul.columbia.edu/display/earchives/Digital%2BPreservation%2BCase%2Bstudies) (a list of eight from various institutions)

[Using Metadata Standards in Digital Libraries: implementing METS, MODS, PREMIS and MIX](http://www.loc.gov/standards/mods/presentations/litaprogram-an2007.html) (American Library Association Annual Conference 2007 program sponsored by LITA Standards Interest Group)

[Metadata Recommendations](https://wiki.cul.columbia.edu/display/earchives/Metadata%2BRecommendations) (a list of five resources from various institutions)

[Managing Electronic Records and Assets: A Pilot Study on Identifying Best Practices SAA Technology Best Practices Task Force](http://www.archivists.org/governance/taskforces/MERA-PilotStudy.pdf) (Naomi Nelson, Chair, August 2009. Contains bibliography of standards and handbooks)

[Challenges in Implementing an Electronic Records Archive - GAO testimony](http://www.gao.gov/new.items/d08738t.pdf)

Through reviewing these resources, Myles will determine the following:

1) How are institutions handling various types of media & data formats?

2) Are they outsourcing to vendors, and if so, which vendors are being recommended?

3) Which institutions have documented procedures for e-archiving? What is the work flow and who is doing what? Are there decision trees?

4) Which individuals should we contact for more information about their procedures and experiences?

Myles will then develop a memo to address these questions and help CUL determine how to move forward with its e-archiving procedures.