

**PARBICA Recordkeeping Toolkit Workshop:
Tuvalu
Digital Recordkeeping Guidance
Tuesday 11 June 2013**

Workshop Plan

Aim: To raise awareness of the existence and potential relevance of the Toolkit Digital Recordkeeping Guidance

Objectives: By the end of the workshop, participants will be able to:

- Know that the Toolkit contains guidance on digital recordkeeping and where to access the digital guidance.
- Name 2 benefits and 2 challenges of digital records
- Understand what metadata is and why it is important for digital recordkeeping
- Be aware of some of the myths around digital recordkeeping
- Have an overview of the guidance available on scanning paper records and on managing e-mail

Time	Content	Activity	Resources	Who
1.00-1.10	Introduction and overview of digital recordkeeping guidance When was it developed? Why was it developed? Overview of guidelines	Presentation	PowerPoint	Talei
1.10-1.50	An introduction to digital recordkeeping Session and guideline overview What are digital records? What is digital recordkeeping? Metadata in digital world (compare with metadata in physical world) Risks and benefits of digital recordkeeping Digital recordkeeping myths	Presentation Group discussion Presentation Group discussion Group discussion Group activity Presentation Group discussion	PowerPoint Whiteboard or flipchart PowerPoint PowerPoint PowerPoint Handout	Talei

1.50-2.30	Digitisation and E-mail Management Scanning Paper Records to Digital Records – Guideline 15 Managing E-mail – Guideline 17 Summary and actions	Presentation Presentation Group discussion	PowerPoint PowerPoint Powerpoint, Whiteboard or flipchart	Talei Talei
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