Open-Access Information Management Resources

This document is provided as a resource to help information management (IM) professionals locate relevant materials to support the development of their information governance and records management programs. The list provides a starting point for the development of policies, procedures, glossaries, and other resources, and is in no way exhaustive; nor is it intended to direct any particular resource over another.

The primary purpose of the resource document is to assist IM professionals in leveraging open-access resources to provide examples that guide the creation and development of governance documentation in their agency or corporate culture, where appropriate.

U.S. Government

1. DOD Records Strategy Executive Summary and Introduction
   https://dodcio.defense.gov/Portals/0/Documents/Library/DoDRecordsStrategy.pdf
2. Archives.gov → Information for Records Managers → Bottom of Page, Records Management Resources → Records Management Glossary of Terms https://www.archives.gov/files/records-mgmt/rm-glossary-of-terms.pdf
   ** This FAQ has several questions about responsibilities: https://www.archives.gov/records-mgmt/faqs/general.html
3. Energy.gov → bottom of page, under resources, "Directives, Delegations, & Requirements" → Search for "Records Management" and choose DOE O 243.1C, Records Management Program→ Open the PDF→ Ctrl+F and search for "definitions", the first item says Definitions are in Attachment 2, The second choice takes you to the top of Attachment 2
   https://www.directives.doe.gov/directives-documents/200-series/0243.1-BOrder-c/@@images/file

International Governments

1. Australia Information Management Policy Template-
   https://www.naa.gov.au/sites/default/files/2021-06/Information-management-policy-template.DOCX
2. Australian Building Trust in the Public Record Act Introduction
   https://www.naa.gov.au/information-management/information-management-policies/building-trust-public-record
3. National Records Act, 1986 (Ireland)
   https://www.irishstatutebook.ie/eli/1986/act/11/enacted/en/print#sec7
4. Canadian Framework for the Management of Compliance
   https://www.tbs-sct.canada.ca/pol/doc-eng.aspx?id=17151

5. Interesting Link (UK Reusing Public Sector Info) :
   https://www.nationalarchives.gov.uk/information-management/re-using-public-sector-information/

State Government

1. California- State Records Management Act
   https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?division=3.&chapter=3.&part=2.&lawCode=GOV&title=2.&article=7.
2. New York- Part 188, State Government Archives and Records Management
   8 NYCRR: REGULATIONS OF THE COMMISSIONER OF EDUCATION | New York State Archives

Universities

1. Louisiana State University- University Records and University Archives
   https://lsu.edu/policies/ps/ps_74.pdf
2. Texas State University- University Records Management
   UPPS 01.04.32 - University Records Management : Policy and Procedure Statements : Texas State University

Non-Profit Organizations

1. Winston & Strawn LLP
   Nonprofit Document Retention Policy Sample
2. Nonprofit Risk Management Center
   Nonprofit risk management records policy
3. UNESCO Information Access Policy
   https://www.unesco.org/en/unesco-access-information-policy

Creative Commons

https://creativecommons.org/share-your-work/cclicenses/

Artificial Intelligence Engines

1. Perplexity
   https://www.perplexity.ai/
2. CoPilot
   https://copilot.microsoft.com/
3. OpenAI
   https://openai.com/

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