

## Chapter 18

# Historical Development of Archiving Models to Preserve University Archives

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### ABSTRACT

*The chapter provides historical development of archives and records management models. A records management model has been developed by scholars and institutions. The models were created to assist organizations to navigate, benchmark, and improve records management programs. They were also applied to implement records and archives management programs in most organizations. Nevertheless, achieving consensus on internationally agreed theories for the records and archives management theories was not an easy task and part of the reasons for this layer with different theoretical perspectives.*

### INTRODUCTION

This chapter discusses the historical development of archives and records models. The electronic records management environment requires universities to adopt a model based on their university environment. Records management models are adopted to improve compliance with national legislation and promote efficiency. Electronic records management may improve records retrieval. This book chapter provides historical development on the record management model.

Archives and records management model developed by various scholars includes the General Accepted Recordkeeping (GAR), Australian Design and Implementation of Recordkeeping System (DIRKS) Manual Model, Risk profiler Assessment, The Lord Chancellor's Code of Practice, and Compliant Records Management, Records Life-Cycle, The Records Continuum, Recordkeeping Informatics, and Integrated Records Management. An organization may adopt a model to implement a records management program (Feng and Pan 2016, p.130). These models are instrumental in developing the records management projects.

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Model adopted by universities to develop and implement records management programs were discussed. Nevertheless, achieving consensus on records management theories was not simple task because it requires an organization to have full records management infrastructure.

## **RECORDS MANAGEMENT MODEL DEVELOPMENT BY THE DEVELOPED COUNTRIES**

Feng and Pan (2016) said that the United Kingdom adopts the Generally Accepted Recordkeeping (GAR). GAR assesses the maturity of records management program projects during the development of classification records; accountability; compliance; transparency; the availability of information; integrity; the retention of records; and protection and disposition of records (Frank 2013). Nevertheless, these principles are comprehensive in opportunity but general in nature. The maturity level based on the standards gauges the progress of the organisation's records management system. The Records Management Maturity model was developed in England and Wales to review records management programs against the Lord Chancellor's Code of Practice on the management of records. The code is issued under the United Kingdom Section 46 of the Freedom of Information Act of 2000.

## **RISK PROFILE ASSESSMENT MODEL**

The Risk Profile Assessment model was established the United Kingdom. Archives, Records Management Association (ARMA) designed a Risk Profile Assessment model to improve compliance with national legislation (McLeod, Sue and Susan 2007). The legislation includes the National Archives and Records Act and the Promotion of Access to Information. International Standards Organisation 15489 formed the basis of the Risk Profile Assessment Standard. The Risk Profile Assessment model guide organization to:

- Develop records management policy
- Establish a records management program
- Design the file Plan
- inactive records
- Records monitoring
- training.

The benefit of the Risk Profile Assessment model to preserve universities records is to improve compliance with national legislation. Filing records according to file plan, managing all types of records.

## **INFORMATION GOVERNANCE TOOLKIT**

Information Governance Toolkit is the United Kingdom (UK) framework advanced to assess records management governance and compliance with legal and regulatory requirements. The importance of the model to the university is as follows:

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