

Info-byte:  
**Providing Access to Digital Records**

What will be produced to researchers?

There are several different “versions” of the records systems that can be produced for the researchers. The alternatives are:

- Provision of a copy of the whole data file to the researcher
- Provision of an extract of the data
- Provision of a data analysis

How will the provision be delivered?

Provision can be delivered in many different ways:

- The archives can provide direct access in the reading room
- The archives can contract a computer services firm to deliver access
- The researcher can be provided with a copy of the record and left to make their own arrangements for hardware and systems provision
- Access can be provided via the internet

Remember!

There may be a copyright issue with records and/or with the software.

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)

