

# Recordkeeping in a small nonprofit organization

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**Abstract:** In recent decades a number of projects and initiatives within the archives and records management professions have sought to develop responses to the challenges posed by the existence of electronic records. Projects investigating the development of recordkeeping systems that will ensure the integrity of records within organizations are at the core of such responses. The work from these early initiatives projects at the University of Pittsburgh and University of British Columbia has been built upon and tested in recent projects such as the International Research on Permanent Authentic Records in Electronic Systems project (InterPARES) and the Indiana University Electronic Records Project (IUERP). Records professionals now have at their disposal a number of different conceptual models, listings of requirements, standards, and best practices, but lack extensive data on the implementation of these tools within different organization types.

This presentation will report on a research study conducted in which the Designing and Implementing Recordkeeping Systems (DIRKS) methodology was utilized to investigate the process of implementing a recordkeeping system within the limited resource environment of a small nonprofit organization, Machine Project, located in Los Angeles, CA. The study was carried out in fulfillment of the thesis requirement for San Jose State University's Master of Library and Information Science degree. The presentation will cover the choice of DIRKS as a research methodology, the application of Steps A through C of the DIRKS method, and the outcomes of the study, including the significance of the factor of organizational culture in determining how a recordkeeping system can be developed for a small nonprofit organization.

## About the author:

*Sam Meister* is a recent graduate of the Master of Library and Information Science program at San Jose State University, where he focused on Archival Studies. His research interests include digital archives, digital preservation, and recordkeeping systems at the scale of small organizations and individuals.