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
<table>
<thead>
<tr>
<th>Time</th>
<th>Content</th>
<th>Activity</th>
<th>Resources</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00-1.10</td>
<td><strong>Introduction and overview of digital recordkeeping guidance</strong>&lt;br&gt;When was it developed?&lt;br&gt;Why was it developed?&lt;br&gt;Overview of guidelines</td>
<td>Presentation</td>
<td>PowerPoint</td>
<td>Talei</td>
</tr>
<tr>
<td>1.10-1.50</td>
<td><strong>An introduction to digital recordkeeping</strong>&lt;br&gt;Session and guideline overview&lt;br&gt;What are digital records?&lt;br&gt;What is digital recordkeeping?&lt;br&gt;Metadata in digital world (compare with metadata in physical world)&lt;br&gt;Risks and benefits of digital recordkeeping&lt;br&gt;Digital recordkeeping myths</td>
<td>Presentation&lt;br&gt;Group discussion&lt;br&gt;Presentation&lt;br&gt;Group discussion&lt;br&gt;Group discussion&lt;br&gt;Presentation&lt;br&gt;Group discussion</td>
<td>PowerPoint&lt;br&gt;Whiteboard or flipchart</td>
<td>Talei</td>
</tr>
</tbody>
</table>


| 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 | PowerPoint | Talei |