



## Title Page

- Title, Author, Affiliation  
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- Running head on left:  
title in all caps,  
shorten if over 50  
characters in length
- Page number on the  
top right
- Double spaced
- 12 pt, New Roman

### The Preservation of Electronic Information

This paper examines the policies and practices that are currently in place to preserve electronic information in two domains: the United States Government and the corporate world. The importance of preserving electronic information increases as more documents are being created solely in an electronic format. As noted by the Government Printing Office, “as many as 50% of all U.S. Government documents are now born digital, published to the Web and will never be printed by the Federal Government” (2004, p. 1). Preserving these documents is complicated by the fact that electronic documents must be accessed by the proper technology in order to be read. Preservation strategies must include not only storage media, but also the software used to create the documents and the hardware required to run this software as well as the hardware required to retrieve the documents from the storage media. As the rate of change for the improvement of these technologies increases, shortening the life span for a particular storage medium or software program, the issue of accessing the electronic information that has already been encoded onto storage media becomes increasingly significant. Unless policies and practices to permanently preserve the information encoded on these storage media are put into place, this information will not be available for future generations.

### Methodology

This paper is based on a systematic review of relevant scholarly articles focused on the preservation of electronic information. The author conducted searches for relevant literature within the domain of the United States Government in Library Literature and Information Science Full-Text in Wilson Web; Library, Information Science and Technology Abstracts,

## Introduction

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## Body of Paper

Each section has a bold, centered heading.

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currently used by an agency or business, it must be translated into a format that can be read by the current software, a process called migration.

The migration of data into newer formats brings up several considerations. Because this process is time consuming and expensive, it is tempting to reduce the amount of information that is saved, making each migration an opportunity to eliminate data that is no longer useful to an agency or business (Kranich, 1998). Verifying the authenticity of migrated documents is also important "because they are so easily altered at numerous points of transmission" (Sanett, 2002, p. 393). In the interest of authenticity, metadata detailing information about the creation and modification of the original document must be preserved along with the information in the document itself when documents are migrated into a newer format. Since its adoption as an International Organization for Standardization (ISO) Standard, The Open Archival Information System (OAIS) is the reference model for the preservation of documents supported by the creation of metadata that is used by the majority of digital initiatives ("ISO Archiving Standards-Overview", 2006). The National Aeronautics and Space Administration (NASA) developed OAIS in the 1990s "for use in facilitating a broad, discipline independent, consensus on the requirements for an archive or repository to provide permanent, or indefinite long-term, preservation of digital information" ("Reference Model for an Open Archival Information System", 2006).

As seen in Figure 1, within both the domains of the United States Government and the corporate world, there is a trend towards Enterprise Management. Enterprise Management aims to standardize the electronic document retention practices of all of the departments within a particular business or agency by creating clear policies detailing which documents should be saved, where they should be saved and for how long. Such standardization will assist in the

### In text citations

- If referring to an author's idea, put the author's name and the year of publication in parentheses after you state her idea:  
(Kranich, 1998).
- If quoting the author directly, add the page number:  
(Sanett, 2002, p. 393).

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References

Aldrich, D. M., Cornwell, G., & Barkley, D. C. (2000). Changing partnerships?

Government documents departments at the turn of the millennium. *Government*

*Information Quarterly*, 17(3), 273-290. Retrieved March 11, 2007, from Library

Literature and Information Science Full-Text database.

**References**

- Listed on a new page, heading is centered and not bold
- In alphabetical order by author
- First line of the citation is justified to the left margin, any lines after that are indented one half inch, referred to as a *hanging indent*.
- Last name and first initial of author, (Year). Title of article. *Name of journal and volume number*, page numbers.
- Note that the retrieval date of the article is given, as well as where the article was found.