

***Recordkeeping in International Organizations. Archives in Transition in Digital, Networked Environments*, red. Jens Boel and Eng Sengsavang, Routledge Guides to Practice in Libraries, Archives and Information Science, Routledge, Taylor & Francis Group, Nowy Jork 2021, ss. 262**

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The new book, consisting of nine articles, pertains to various aspects of Archives and Records Management (ARM) practices in international organizations. The contributors are all distinguished specialists in the area of ARM, working at organizations such as the NATO and the European Union, as well as Universities. The foreword starts with a review of a long-term project InterPares, focused primarily on English-speaking international ARM professionals, probing various aspects of practice. The introductory essay from Jens Boel and Eng Sengsavang provides a glance into the content of the book and emphasizes value of records management in international organizations, its development and its meaning for the legacy for such organizations. ARM is necessary to keep business and agendas of the organizations alive and compliant with official regulations and data protection principles (p. 8). In a following essay, Dieter Schlenker offers reflections on records management in international organizations. He provides a brief review of historical steps of archives development in international organizations, from past to present. Afterwards he focuses on the standardization processes of implementing ARM e.g. with ISO 15489 or ISAD(G) description (p. 17). The current challenge of digitization needs to be emphasized,

especially with regard to external researchers (p. 22). Paola Casini discusses data protection in European Union institutions. Data protection has been a high priority for the EU for over twenty years, and in 2018 a General Data Protection Regulation (GDPR) has been enacted (p. 29). One important aspect of it is data minimisation principle, i.e. collecting only the minimum amount of personal information, sufficient for processing (p. 33). Protection of human rights in the digital world, as well as the privacy and relevant practices are evident in the EU (p. 42). Third article, written by Elaine Goh and Eng Sengsavang concerns cloud computing which undoubtedly can be considered the new business model for storing information and data on external platforms (p. 59), such as public, private, community or hybrid clouds (p. 62). Several international organizations have started using and implementing cloud technologies in their records management (p. 64). However, this technology demands a high security level and protection; currently the focus is on risks minimization, and its development continues (p. 78). Subsequently, Darra L. Hofman discusses extraterritoriality and international organizations. Multiple definitions can be applied to international organizations, including that of intergovernmental organizations (p. 92), and the most important legacy of the organization is its jurisdiction (p. 95). Such organizations are bound both by international law and bilateral agreements of their host state (p. 100). For archives and records, this can be of paramount importance for their custody and preservation in the cloud (p. 105). Weimei Pan and Grant Mitchell follow with an essay about cloud computing contract terms checklist for international organizations, developed using document analysis and semi structured interviews methodology (p. 117). They developed a structured questionnaire for this purpose, to create a checklist covering multiple aspects such as data storage and preservation by the provider, as well as security, confidentiality and privacy aspects. This checklist definitely has a potential to help in negotiations of future cloud service contracts for international organizations (p. 135). In the next essay, Giovanni Michetti and Stephen Haufek discuss mind mapping functions for managing information, records and archives. They focus on creating an ontological representation of the functionalities that should be performed by an archival system (p. 141) according to common ISO standards, and creating a mind map on this basis. The authors designed and circulated in-depth surveys among ARM sections of international organizations (p. 149). Shadrack Katuu describes using enterprise architecture in intergovernmental organizations. Enterprise architecture is a model, which

consists of different types of frameworks, e.g. business architecture with strategy and governance. It is important, especially for information specialists in order to understand relevant processes and fulfil their daily tasks (p. 169). Ineke Deserno and Eng Sengsavang discuss the topic of managing security classified records in international organizations. They provide an overview of the topic, as well as examples of information or records which can be classified on several levels; intelligence records, for example, are designated as highest protection level (p. 181). It is also possible to set a default period during which confidentiality must be ensured (p. 189). Further, the authors provide useful recommendations regarding work with classified records, and present a checklist with multiple aspects and metadata for classification processing (p. 202). The penultimate article from Shadrack Katuu and Julia Kastenhofer pertains to security classification and declassification within intergovernmental organizations. They present a declassification procedure (p. 221) and a checklist for declassification process (p. 223). In the last essay, Eng Sengsavang and Jens Boel present a review of the material and conclusions.

This new book contains a wealth of indispensable information about ARM in international organizations; the articles explain various practical questions, provide advice on the workflow, discuss ARM operational standards, and present checklists as useful templates. The ARM experts have presented a lot of information important for the archival profession, so the book can be outright used as a textbook for ARM professionals. The terminology is expressed in comprehensible terms and the purpose of every essay and article is clear. This way, easy reading leads to better understanding of the subjects discussed and the lessons learned. This book should be read not only in every ARM section of every international organization, but also in territorial state archives and other national archive types. It raises the capacity of archival management and the understanding of processes and workflows in our profession to a new level.

Maik Schmerbauch

Leiter des Archivs des Katholischen Militärbischofs in Berlin /  
Chief Archivist of German Military Bishop in Berlin (Germany)  
schmeichi@web.de, ORCID 0000-0001-9386-389X