Managing Websites:
Gearing up for the e-commerce era

More and more organisations are establishing and maintaining websites to promote themselves and offer their products and services on the Web. This seminar is designed to tackle an area often overlooked in this push to have an active presence on the World Wide Web; the recordkeeping aspects of managing your website. If you are involved in the management of records or archives, information technology or websites, or you are simply interested in protecting your organisation from risk in this rapidly evolving environment, this seminar is for you!

**Judith Ellis, Managing Director, Archival Systems**

**Websites and Document Management Strategies**

There has been a flurry of website development in organisations of all sectors and sizes, with Web-based electronic business now being pursued. This session looks at what strategies, tools and techniques should be employed to manage the documentation arising out of the organisations relationships in this Web-based environment.

**Andrew Waugh, Senior Scientist, CSIRO**

**VERS@DOI: Integrating Records into the Intranet**

The new VERS system being built for the Victorian Dept. of Infrastructure will be a new generation recordkeeping system. Intended for use by all staff, it will feature extensive integration with the desktop and the corporate intranet. This is an update on the VERS seminars held by the RMAA last year.

Andrew’s travelling expenses kindly sponsored by the RMAA (WA Branch)

**Gavan McCarthy, Director, Australian Science and Technology Heritage Centre**

**Consistency, Continuity and Connectivity: Managing Archival Information on the Web**

How to build a website infrastructure that will last into the future, using an example of the way an archival organisation manages a very large website – the tools, structures and functions.

**Rob Kennaugh, General Manager e-Business Solution, Contract and Management Services**

**Creating Internet Services for Business and the Community**

Rob will speak on what is happening in WA, looking at how the services needed by business and the community require differing visions and goals. This presentation will show how content is the driver; demonstrate the imperative role of employees; highlight the importance of buyer and supplier enablement and identify future directions.

**Launch of “Selected Essays in Electronic Recordkeeping in Australia”**

The seminar will be followed at 5.00pm by the launch of the new ASA publication “Selected Essays in Electronic Recordkeeping in Australia”, edited by Judith Ellis. This selection of essays is an introductory text bringing together the most up to date information and advice on the challenges of electronic recordkeeping. Twelve Australian authors have contributed their knowledge and practical experience to this book.

Copies of the publication will be on sale at the venue and drinks and nibbles will be served.

<table>
<thead>
<tr>
<th>Date</th>
<th>Thursday, 22 February 2001</th>
<th>Time</th>
<th>1:30 - 4:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue</td>
<td>Technology Park Function Centre, 2 Brodie Hall Drive, Technology Park, Bentley</td>
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<tr>
<td>Cost (inc GST)</td>
<td>$60 for ASA &amp; RMAA Members $75 for Non-Members</td>
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<tr>
<td>Enquiries</td>
<td>Tel: (08) 9365 2813 E-mail: <a href="mailto:jmathers@echidna.id.au">jmathers@echidna.id.au</a></td>
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</tbody>
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REGISTRATION FORM

Managing Websites Seminar
22 February 2001, 1.30 - 4.30pm

Registration fees inclusive of GST: $60 for ASA/RMAA members $75 for non-members

I/we would like to attend

• Seminar No. ______
• Book Launch No. ______

Names of Attendees:

______________________________ Member RMAA/ASA? Yes / No $ ______
______________________________ Member RMAA/ASA? Yes / No $ ______
______________________________ Member RMAA/ASA? Yes / No $ ______
______________________________ Member RMAA/ASA? Yes / No $ ______

• Please find enclosed cheque / postal order for $ __________________________
Cheques should be made payable to Australian Society of Archivists

• Please charge to my credit card:

  • Bankcard
  • Visa
  • Mastercard

Card Number: ____________________________
Expiry Date:

Signature of Cardholder: ________________________________

Name: ____________________________________________________________________________________________
Address: ____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
Postcode _______________________________

Please forward this registration form to:

Josette Mathers, Province Archivist, Christian Brothers, PO Box 1129, Bentley Delivery Centre, WA 6983
or fax to (08) 9365 2814

Tax invoices/receipts will be issued on payment of registration fees.