

INSTG079: Information Governance

[View Online](#)

1.

What is Information Governance? And Why is it So Hard? - Debra Logan [Internet].

Available from:

http://blogs.gartner.com/debra_logan/2010/01/11/what-is-information-governance-and-why-is-it-so-hard/

2.

Defining Information Governance [Internet]. Available from:

http://proquest.safaribooksonline.com.libproxy.ucl.ac.uk/book/strategy-business-planning/9781118218303/chapter-1-the-onslaught-of-big-data-and-the-information-governance-implications/chap01_sec001.html

3.

Duranti L, Franks PC, editors. Encyclopedia of archival science [Internet]. Lanham:

Rowman & Littlefield; 2015. Available from:

<https://ebookcentral.proquest.com/lib/ucl/detail.action?docID=2076364>

4.

Generally Accepted Recordkeeping Principles [Internet]. Available from:

<http://www.arma.org/r2/generally-accepted-br-recordkeeping-principles>

5.

InfoGov Basics What is Info Gov? [Internet]. Available from:

<http://www.infogovbasics.com/what-is-infogov/>

6.

Home [Internet]. Available from: <https://www.igt.hscic.gov.uk/>

7.

The IG Initiative Definition of Information Governance | Iron Mountain [Internet]. Available from:

<http://www.ironmountain.com/Knowledge-Center/Reference-Library/View-by-Document-Type/General-Articles/T/The-IG-Initiative-Definition-of-Information-Governance.aspx>

8.

INFORMATION GOVERNANCE INITIATIVE - Information Governance Initiative [Internet].

Available from:

https://www.opentext.de/file_source/OpenText/en_US/PDF/opentext-3rd-party-igi-infogov-snapshot-series-combined-en.pdf

9.

InfoGov Basics Information Governance Glossary [Internet]. Available from:

<http://www.infogovbasics.com/resources/glossary/>

10.

Glossaries & EDRM [Internet]. Available from: <http://www.edrm.net/resources/glossaries>

11.

BS ISO/IEC 38500:2015 Information technology. Governance of IT for the organization [Internet]. BSI; 2015. Available from:

<https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030272233>

12.

BS ISO 26000:2010 Guidance on social responsibility [Internet]. BSI; 2010. Available from:

<https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030140726>

13.

BS EN ISO/IEC 27000:2017 : Information technology: Security techniques: Information security management systems: Overview and vocabulary [Internet]. BSI; 2016. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030347477>

14.

BS ISO/IEC 27001:2013 Information technology. Security techniques. Information security management systems. Requirements [Internet]. BSI; 2013. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030328895>

15.

BS ISO/IEC 27031:2011 Information technology. Security techniques. Guidelines for information and communication technology readiness for business continuity [Internet]. BSI; 2011. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030168355>

16.

ISO IEC 27002 2013 Information Security Control Objectives [Internet]. Available from: <http://www.praxiom.com/iso-27002-objectives.htm>

17.

BS ISO 31000:2009 Risk management. Principles and guidelines [Internet]. BSI; 2010. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030202344>

18.

BS 31100:2011 Risk management. Code of practice and guidance for the implementation of BS ISO 31000 [Internet]. BSI; 2011. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030228064>

19.

BS ISO 30300:2011 Information and documentation. Management systems for records. Fundamentals and vocabulary [Internet]. BSI; 2011. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030205371>

20.

BS ISO 30301:2011 Information and documentation. Management systems for records. Requirements [Internet]. BSI; 2011. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030205374>

21.

BS ISO 15489-1:2016 Information and documentation. Records management. Concepts and principles [Internet]. BSI; 2016. Available from: <https://bsol.bsigroup.com/Bibliographic/BibliographicInfoData/000000000030298891>

22.

Buckland, Michael K. Information as Thing. Journal of the American Society for Information Science [Internet]. 42(5):351–60. Available from: http://search.proquest.com/docview/1301244196?rfr_id=info%3Axri%2Fsid%3Aprimo

23.

Himma KE, Tavani HT, editors. The Handbook of Information and Computer Ethics [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2008. Available from: <http://doi.wiley.com/10.1002/9780470281819>

24.

Theories of the Information Society, Third Edition - Information-Society-Theories.pdf [Internet]. Available from: <https://cryptome.org/2013/01/aaron-swartz/Information-Society-Theories.pdf>

25.

Dearnley J, Feather J. The wired world: an introduction to the theory and practice of the information society. London: Library Association; 2001.

26.

Feather J. The information society: a study of continuity and change [Internet]. 6th ed. London: Facet Publishing; 2013. Available from: <https://ebookcentral.proquest.com/lib/ucl/detail.action?docID=4923761>

27.

Borgmann A. Holding on to reality: the nature of information at the turn of the millennium. Chicago: University of Chicago Press; 1999.

28.

Mayer-Schönberger V. Delete: the virtue of forgetting in the digital age. Princeton, N.J.: Princeton University Press; 2009.

29.

Robert F. Smallwood. Information Governance: Concepts, Strategies, and Best Practices [Internet]. John Wiley & Sons; Available from: <http://proquest.safaribooksonline.com.libproxy.ucl.ac.uk/9781118218303>

30.

MacLennan A. Information governance and assurance: reducing risk, promoting policy. London: Facet Publishing; 2014.

31.

Ferguson, Kelly. Information Governance. KM World [Internet]. 18(8). Available from: http://search.proquest.com.libproxy.ucl.ac.uk/docview/197266433?rfr_id=info%3Axri%2Fsid%3Aprimo

32.

Haynes D. Social media, risk and information governance. Business Information Review. 2016 Jun 1;33(2):90–3.

33.

Tallon PP, Ramirez RV, Short JE. The Information Artifact in IT Governance: Toward a Theory of Information Governance. *Journal of Management Information Systems*. 2013 Jan 1;30(3):141–78.

34.

Performing Information Governance: A Step-by-Step Guide to Making Information Governance Work [Internet]. IBM Press1; Available from: <http://proquest.safaribooksonline.com.libproxy.ucl.ac.uk/9780133385618>

35.

Hagmann J. Information governance – beyond the buzz. *Records Management Journal*. 2013 Nov 25;23(3):228–40.

36.

Taylor, Sheila. Information Governance. *Municipal World* [Internet]. 126(4):21–4. Available from: http://search.proquest.com.libproxy.ucl.ac.uk/docview/1781342715?rfr_id=info%3Axri%2Fsid%3Aprimo

37.

Edited by David Levi-Faur. Information And Governing: Cybernetic Models Of Governance. In: *The Oxford Handbook of Governance* [Internet]. Available from: <http://www.oxfordhandbooks.com.libproxy.ucl.ac.uk/view/10.1093/oxfordhb/9780199560530.001.0001/oxfordhb-9780199560530-e-8>

38.

Donaldson A, Walker P. Information governance—a view from the NHS. *International Journal of Medical Informatics*. 2004 Mar;73(3):281–4.

39.

Ballard C, International Business Machines Corporation. International Technical Support Organization. IBM information governance solutions [Internet]. 1st ed. Vol. IBM redbooks.

Poughkeepsie, NY: IBM Corp., International Technical Support Organization; 2014.

Available from:

<http://proquest.safaribooksonline.com/?uiCode=ucl&xmlId=0738439517>

40.

Ferguson, Kelly. Information Governance. KM World [Internet]. 18(8). Available from:

http://search.proquest.com.libproxy.ucl.ac.uk/docview/197266433?rfr_id=info%3Axri%2Fsid%3Aprim0

41.

Lomas E. Information governance: information security and access within a UK context. Records Management Journal. 2010 Jul 13;20(2):182–98.

42.

Haynes D. Social media, risk and information governance. Business Information Review. 2016 Jun 1;33(2):90–3.

43.

Barclay T. Blair | Essays in Information Governance (and more) [Internet]. Available from:

<https://iginitiative.com/tag/barclay-t-blair/>

44.

Farrall J, Rubenstein K, editors. Sanctions, Accountability and Governance in a Globalised World [Internet]. Cambridge: Cambridge University Press; 2009. Available from:

<http://ebooks.cambridge.org/ref/id/CBO9780511776847>

45.

Mallin C. Introduction. In: Corporate governance [Internet]. 4th ed. Oxford: Oxford University Press; 2013. p. 1–11. Available from:

<https://contentstore.cla.co.uk/secure/link?id=b03226c7-6053-ec11-981f-0050f2f09783>

46.

Tricker RI. Corporate governance: principles, policies, and practices. Third edition. Oxford: Oxford University Press; 2015.

47.

Diversity and Corporate Governance - DiversityAndCorporateGovernance.pdf [Internet]. Available from: [http://tools.ashridge.org.uk/website/IC.nsf/wFARATT/Diversity%20and%20Good%20Governance/\\$file/DiversityAndCorporateGovernance.pdf](http://tools.ashridge.org.uk/website/IC.nsf/wFARATT/Diversity%20and%20Good%20Governance/$file/DiversityAndCorporateGovernance.pdf)

48.

Moral Maze - The morality of business Radio 4 Podcast [Internet]. BBC Radio 4; Available from: <https://learningonscreen.ac.uk/ondemand/index.php/prog/0CA3B385?bcast=121840888>

49.

G20/OECD Principles of Corporate Governance - OECD [Internet]. Available from: <https://www.oecd.org/corporate/principles-corporate-governance.htm>

50.

The Sarbanes-Oxley Act 2002 [Internet]. Available from: <http://www.soxlaw.com/>

51.

Corporate governance | ICAEW | ICAEW [Internet]. Available from: <https://www.icaew.com/en/technical/corporate-governance>

52.

Ethical Investment Research Services â€” Ceres [Internet]. Available from: <https://www.ceres.org/about-us/coalition/coalition-members/eiris>

53.

Hawley R, Hawley Committee, KPMG IMPACT Programme. Information as an asset: a consultative report : the Board agenda. London: KPMG Impact Programme; 1995.

54.

Shepherd E. Why are records in the public sector organizational assets? Records Management Journal. 2006 Jan;16(1):6-12.

55.

Journal of Intellectual Capital Table Of Contents: Volume 1
Issue 1. Available from: <http://www.emeraldinsight.com.libproxy.ucl.ac.uk/toc/jic/1/1>

56.

WIPO - World Intellectual Property Organization [Internet]. Available from:
<http://www.wipo.int/portal/en/index.html>

57.

CREATE-Working-Paper-2014-01.pdf [Internet]. Available from:
<https://zenodo.org/record/8381/files/CREATE-Working-Paper-2014-01.pdf>

58.

Executive Summary: The Advantages, Economics and Value of Reuse [Internet]. Available from:
<https://www.gartner.com/doc/1406319?ref=SiteSearch&stkw=information%20governance&fnl=search&srcId=1-3478922254>

59.

McLeod J, Hare C. How to manage records in the e-environment. 2nd ed. Vol. Know how guides. London: Routledge; 2006.

60.

Shepherd E, Yeo G. Managing records: a handbook of principles and practice. London:

Facet Publishing; 2003.

61.

Bailey S. Managing the crowd: rethinking records management for the Web 2.0 world [Internet]. London: Facet; 2008. Available from: <http://www.vlebooks.com/vleweb/product/openreader?id=UCL&isbn=9781856047906>

62.

Information Security: Principles and Practices, Second Edition [Internet]. Pearson IT Certification2; Available from: <http://proquest.safaribooksonline.com.libproxy.ucl.ac.uk/9780133589412>

63.

LeVeque V. Information security: a strategic approach [Internet]. New York: Wiley; 2006. Available from: <http://ieeexplore.ieee.org/xpl/bkabstractplus.jsp?bkn=5989138>

64.

Brotby K. Information Security Governance [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2009. Available from: <http://doi.wiley.com/10.1002/9780470476017>

65.

Information Security: Principles and Practices, Second Edition [Internet]. Pearson IT Certification2; Available from: <http://proquest.safaribooksonline.com.libproxy.ucl.ac.uk/9780133589412>

66.

Calder A, Watkins SG. Information security risk management for ISO27001/ISO27002 [Internet]. Cambridgeshire: IT Governance Pub; 2010. Available from: <http://www.jstor.org/stable/10.2307/j.ctt5hh7jd>

67.

the-cost-of-cyber-crime-full-report.pdf [Internet]. Available from:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60943/the-cost-of-cyber-crime-full-report.pdf

68.

COSO in the Cyber Age_FULL_r11.pdf [Internet]. Available from:
https://www.coso.org/documents/COSO%20in%20the%20Cyber%20Age_FULL_r11.pdf

69.

Harmer G. Governance of enterprise IT based on COBIT 5: a management guide [Internet]. Ely, Cambridgeshire, U.K.: IT Governance Pub; 2013. Available from:
<https://www.jstor.org/stable/10.2307/j.ctt7zsxfv>

70.

8 Characteristics of good user requirements [Internet]. Available from:
<http://www.slideshare.net/guest24d72f/8-characteristics-of-good-user-requirements-presentation>

71.

Batini C, Cappiello C, Francalanci C, Maurino A. Methodologies for data quality assessment and improvement. ACM Computing Surveys. 2009 Jul 1;41(3):1-52.

72.

DCMI Metadata Basics [Internet]. Available from: <http://dublincore.org/metadata-basics/>

73.

Floridi, Luciano. Information Quality. Philosophy & Technology [Internet]. 26(1):1-6. Available from:
http://search.proquest.com.libproxy.ucl.ac.uk/docview/1291912830?rfr_id=info%3Axri%2Fsid%3Aprimo

74.

User Behaviour Observational Study: User Behaviour Observational Study Final Report - Bhimani_ubirdfinalreport.pdf [Internet]. Available from: http://discovery.ucl.ac.uk/1472604/7/Bhimani_ubirdfinalreport.pdf

75.

Tapscott D, Williams AD. Wikinomics: how mass collaboration changes everything. Expanded ed. London: Atlantic; 2008.

76.

Ohlhorst F, editor. Big Data Analytics [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2012. Available from: <http://doi.wiley.com/10.1002/9781119205005>

77.

Mayer-Schönberger V, Cukier K. Big data: a revolution that will transform how we live, work, and think. Boston: Houghton Mifflin Harcourt; 2013.

78.

Newman MEJ. Networks: an introduction [Internet]. Oxford: Oxford University Press; 2010. Available from: https://ucl.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma9930800789604761&context=L&vid=44UCL_INST:UCL_VU2&lang=en&search_scope=UCLLibraryCatalogue&adaptor=Local%20Search%20Engine&isFrbr=true&tab=UCLLibraryCatalogue&query=any,contains,Networks:%20an%20introduction&sortby=date_d&facet=frbrgroupid,include,9020048350542987714&offset=0

79.

Risk Management on JSTOR. 9394; Available from: <http://www.jstor.org.libproxy.ucl.ac.uk/journal/riskmanagement>

80.

An Introduction to Information System Risk Management - introduction-information-system-risk-management-1204 [Internet]. Available from:

<https://www.sans.org/reading-room/whitepapers/auditing/introduction-information-system-risk-management-1204>

81.

Fraser J, Simkins BJ. Enterprise Risk Management [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2009. Available from: <http://doi.wiley.com/10.1002/9781118267080>

82.

OECD Reviews of Risk Management Policies, Books / OECD Reviews of Risk Management Policies / OECD Reviews of Risk Management Policies: Norway 2006:Information Security. Available from: http://www.oecd-ilibrary.org.libproxy.ucl.ac.uk/science-and-technology/oecd-reviews-of-risk-management-policies-norway-2006_9789264025516-en

83.

THE ORANGE BOOK 2004.pdf - orange_book.pdf [Internet]. Available from: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/220647/orange_book.pdf

84.

Guide for conducting risk assessments - nistspecialpublication800-30r1.pdf [Internet]. Available from: <http://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublication800-30r1.pdf>

85.

Project risk analysis using Monte Carlo Simulation | quantmleap [Internet]. Available from: <http://quantmleap.com/blog/2010/07/project-risk-management-and-the-application-of-monte-carlo-simulation/>

86.

Overview | United Nations [Internet]. Available from: <http://www.un.org/en/sections/about-un/overview/index.html>

87.

Universal Declaration of Human Rights | United Nations [Internet]. Available from: <http://www.un.org/en/universal-declaration-human-rights/>

88.

Liberty [Internet]. Available from: <https://www.liberty-human-rights.org.uk/>

89.

Home Page | Equality and Human Rights Commission [Internet]. Available from: <https://www.equalityhumanrights.com/en>

90.

Legrand P, Munday R, editors. Comparative Legal Studies: Traditions and Transitions [Internet]. Cambridge: Cambridge University Press; 2003. Available from: <http://ebooks.cambridge.org/ref/id/CBO9780511522260>

91.

Finch E, Fafinski S. Legal skills. Fifth edition. Oxford, United Kingdom: Oxford University Press; 2015.

92.

Harris P. An introduction to law. Seventh edition. Vol. The law in context series. Cambridge: Cambridge University Press; 2007.

93.

Baase S. A gift of fire: social, legal, and ethical issues for computing and the Internet. 3rd ed. Harlow: Pearson Prentice Hall; 2009.

94.

Shiva V. Protect or plunder?: understanding intellectual property rights. Vol. Global issues

series (Zed Books). London: Zed; 2001.

95.

Who owns information: The defining battle of our time? - RSA [Internet]. Available from: <https://www.thersa.org/discover/publications-and-articles/rsa-blogs/2013/01/who-owns-information-the-defining-battle-of-our-time->

96.

Lester G. When Should State Secrets Stay Secret?: Accountability, Democratic Governance, and Intelligence [Internet]. Cambridge: Cambridge University Press; 2015. Available from: <http://dx.doi.org/10.1017/CBO9781107337015>

97.

Bainbridge DI, Bainbridge DI. Introduction to information technology law. 6th ed. Harlow: Pearson/Longman; 2008.

98.

Torremans P. Intellectual property and human rights: enhanced edition of Copyright and human rights. Section ed. Vol. Information law series. Austin: Kluwer; 2008.

99.

Lloyd IJ. Information technology law. Seventh edition. Oxford, United Kingdom: Oxford University Press; 2014.

100.

World Legal Information Institute (WorldLII) [Internet]. Available from: <http://www.worldlii.org/>

101.

AsianLII - Asian Legal Information Institute [Internet]. Available from: <http://www.asianlii.org/>

102.

Australasian Legal Information Institute (AustLII) [Internet]. Available from:
<http://www.austlii.edu.au/>

103.

British and Irish Legal Information Institute [Internet]. Available from: <http://www.bailii.org/>

104.

CommonLII - Commonwealth Legal Information Institute [Internet]. Available from:
<http://www.commonlii.org/>

105.

Privacy-autonomy-and-the-internet [Internet]. Available from:
https://www.cambridge.org/core/services/aop-cambridge-core/content/view/F745701FFEA03DD2CF5BCBDAE47FDEEA/9781107337428c2_p24-52_CBO.pdf/privacy-autonomy-and-the-internet.pdf

106.

Overview of the General Data Protection Regulation (GDPR). 2016; Available from:
<https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/>

107.

Privacy by design. 2016; Available from:
<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-law-enforcement-processing/accountability-and-governance/data-protection-impact-assessments/>

108.

CCTV Code of Practice. 2016; Available from:
<https://ico.org.uk/media/1542/cctv-code-of-practice.pdf>

109.

Data sharing Code of Practice. 2016; Available from:
https://ico.org.uk/media/for-organisations/documents/1068/data_sharing_code_of_practice.pdf

110.

Anonymisation Code of Practice. 2016; Available from:
<https://ico.org.uk/media/1061/anonymisation-code.pdf>

111.

Quick_guide_to_the_employment_practices_code [Internet]. Available from:
https://ico.org.uk/media/for-organisations/documents/1128/quick_guide_to_the_employment_practices_code.pdf

112.

Overview of privacy legislation in Canada - Office of the Privacy Commissioner of Canada [Internet]. Available from:
https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/02_05_d_15/

113.

Privacy International | [Internet]. Available from: <https://www.privacyinternational.org/>

114.

MIGUEL_MALHEIROS_844263_phd_thesis_malheiros.pdf._COPYRIGHT_REMOVED..pdf [Internet]. Available from:
http://discovery.ucl.ac.uk/1427369/2/MIGUEL_MALHEIROS_844263_phd_thesis_malheiros.pdf._COPYRIGHT_REMOVED..pdf

115.

Freedom of Information Laws | Global Investigative Journalism Network [Internet]. Available from: <http://gijn.org/resources/freedom-of-information-laws/>

116.

Molnár P, editor. Free speech and censorship around the globe [Internet]. Budapest: Central European University Press; 2015. Available from: <http://www.jstor.org/stable/10.7829/j.ctt13wztv7>

117.

Mendel T. The Fiftieth Anniversary of the Freedom of Information Act: How it Measures up Against International Standards and Other Laws. Communication Law and Policy. 2016 Oct;21(4):465-91.

118.

Flinn A, Jones H. Freedom of information: open access, empty archives? London: Routledge; 2009.

119.

Open Government Partnership | [Internet]. Available from: <http://www.opengovpartnership.org/>

120.

Open Government Manifesto â€¢ UK Open Government Network [Internet]. Available from: <http://www.opengovernment.org.uk/open-government-manifesto/>

121.

WhatDoTheyKnow - Make and browse Freedom of Information (FOI) requests [Internet]. Available from: <https://www.whatdotheyknow.com/>

122.

Information Tribunal > Search [Internet]. Available from: <http://informationrights.decisions.tribunals.gov.uk//Public/search.aspx>

123.

Search. Available from: <https://ico.org.uk/ESDWebPages/Search>

124.

A digital forensic practitioner's guide to giving evidence in a court of law - viewcontent.cgi [Internet]. Available from: <http://ro.ecu.edu.au/cgi/viewcontent.cgi?article=1032&context=adf>

125.

Daniel L, Daniel L. Digital forensics for legal professionals: understanding digital evidence from the warrant to the courtroom [Internet]. [Place of publication not identified]: Syngress; 2012. Available from: <https://learning.oreilly.com/library/view/digital-forensics-for/9781597496438/?ar=>

126.

Wiles J. Techno security's guide to e-discovery and digital forensics [Internet]. Burlington, Mass: Syngress; Available from: <http://www.sciencedirect.com/science/book/9781597492232>

127.

Bryant R. Investigating digital crime. Chichester: J. Wiley & Sons; 2008.

128.

Wiles J, Alexander T, Ashlock S, Ballou S, Depew L, Dominguez G, et al. Digital Forensics. In: Techno Security's Guide to E-Discovery and Digital Forensics. Elsevier; 2007. p. 33–63.

129.

Smallwood RF, Gurushanta V. Managing Canadian electronic records: electronic records management, document management & e-discovery in Canada : a management guide. New [ed.]. [Lexington, Mass.]: Imerge Consulting; 2011.

130.

Dykstra J, Sherman AT. Acquiring forensic evidence from infrastructure-as-a-service cloud computing: Exploring and evaluating tools, trust, and techniques. *Digital Investigation*. 2012 Aug;9:S90–8.

131.

Myers KN, editor. *Business Continuity Strategies* [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2012. Available from: <http://doi.wiley.com/10.1002/9781119196730>

132.

Lindström J, Samuelsson S, Hägerfors A. Business continuity planning methodology. *Disaster Prevention and Management: An International Journal*. 2010 Apr 27;19(2):243–55.

133.

Matthews G, Smith Y, Knowles G. The Disaster Control Plan. *Library & Archival Security*. 2004 Jul 24;19(2):3–23.

134.

Craig R, Selzer T, Seymour J. There is disaster planning and there is reality—the Cayman Islands National Archive (CINA) experience with Hurricane Ivan 1. *Journal of the Society of Archivists*. 2006 Oct;27(2):187–99.

135.

Fell GJ. Outsourcing IT. In: *Decoding the IT Value Problem* [Internet]. Hoboken, NJ, USA: John Wiley & Sons, Inc.; 2013. p. 114–25. Available from: <http://doi.wiley.com/10.1002/9781118757512.ch10>

136.

Proffitt J. *A guide to outsourcing records management*. London: Routledge; 2011.

137.

Vagadia B. Outsourcing to India - a legal handbook [Internet]. Berlin: Springer; 2007.
Available from: <http://dx.doi.org/10.1007/978-3-540-72220-5>