This thesis proposes to examine the challenges associated with the implementation of an electronic archiving program at a medium sized educational institution such as the University of Manitoba.

A sizeable and growing body of literature related to the theoretical aspects of managing electronic records exists. Furthermore, the national archives in Canada, the United States, and Australia have been leaders in the development of strategy for large governmental organizations. No comprehensive study of strategy for smaller institutions has been undertaken. This thesis will fill that void and enunciate an approach of cooperation and coordination between archives, record creators, and computer professionals that is suited for the small to medium sized institution.