

E-RECORDS TIPS

Consult Records Retention and Disposition Schedules (RRDS)

Know what retention periods have been approved and take appropriate action e.g. transfer to the State Archives, destroy etc. when the retention period for your records has been met.

Plan Ahead in ERM System Design

Talk to the State Archivist, State Records Manager, and other stakeholders - determine the possibilities for system adherence to records retention and disposition schedules.

You've Got to Have Standards

Ensure you have a trusted system and that your records are authentic (see ISO 15489, ISO 16363, DoD 5015.02, metadata standards etc).

Organization is Key

Who's in charge of the shared file? Which copy is the official record copy?

Make the Rules

Naming conventions, file organization, and disposition strategies all help now and in the long term. Make the rules known and follow them.

Do You Have Backup?

Does your backup system work? How well will it actually restore your e-records? Can you retrieve individual items?

Understand Metadata

Metadata is data describing the context, content, and structure of records and their management through time.

Do you have built-in strategies?

Can you migrate your electronic records? Transfer them to the State Archives?

Does delete mean delete?

Electronic records increase rapidly. Do you have a plan to manage deletion of all copies that *should* be deleted? E-discovery includes all files.