



Records Officer Notice

Notice #8

October 1, 2014

Electronic Records Day
10.10.14

Introduction to Records and Information Management (IRIM) Training Dates

Fairbanks:

To Be Determined

Anchorage:

To Be Determined

Juneau:

To Be Determined

These dates will soon
be added to
[LearnAlaska](#).

Webinars

The RIMS is holding
three webinars on
Records Transfer Lists
(RTLs), Records
Disposition, and
Records Retention
and Disposition
Schedules (RRDS).

The next dates are:

April 23 (RRDS)
April 24 (RTLs)
April 25 (Disposition)

Details of the
[webinars](#) can be
found online.

Contact [Dean Dawson](#)
if you wish to attend
any webinar.

What is Electronic Records Day?

E-records Day is a day to raise awareness among government agencies, related professional organizations, the general public and other stakeholders about the crucial role electronic records play in our world.

5 reasons why electronic records need special attention

- 1) Electronic records can become unreadable very quickly. While records on paper can sometimes be read after thousands of years, digital files can be virtually inaccessible after just a few.
- 2) The best time to plan for electronic records preservation is when they are created. Don't wait until software is being replaced or a project is ending to think about how records are going to be preserved.
- 3) No one system you buy will solve all your e-records problems. Despite what vendors say, there's no magic bullet that will manage and preserve our e-records for you.
- 4) Electronic records can help ensure the rights of the public through greater accessibility than ever before, but only if creators, managers and users all recognize their importance and contribute resources to their preservation.
- 5) While they may seem commonplace now, electronic records will form the backbone of the historical records for research of the future.

Electronic Records Day – October 10th

To celebrate this day, we have attached a guidance document with handy tips for the management of electronic records. We encourage you to share this document with staff you work with in your capacity as a Records Officer.

This guidance document will be posted [online](#) for reference purposes.

Additional information on this topic is available through these sources:

- [Council of State Archivists – Electronic Records Resource Center](#)
- [National Archives and Records Administration \(NARA\) – Selecting Sustainable Formats for Electronic Records](#)

More tips and further information regarding the policies and processes for the management and preservation of records, electronic or otherwise, may be found on the Records and Information Management Service (RIMS) [website](#).