

Electronic Records Bootcamp, Additional State Archives Resources

E-Records and the Law

New York State laws and regulations that state and local governments must follow when managing government records. These laws and regulations provide guidance on how to develop policies and procedures to ensure the effectiveness and continuity of your records management program.

http://www.archives.nysed.gov/records/mr_laws.shtml

Digital Imaging Guidelines for appropriate file formats, resolutions, and other production criteria to ensure good quality reproductions

http://www.archives.nysed.gov/common/archives/files/mr_erecords_imgguides.pdf

RMO and IT Decision Making

Records Advisory: Records Advisory Boards. The New York State Archives encourages state agencies and local governments to establish records advisory boards. The mission of such boards is to guide the program and assist the records management officer (RMO). The board can be a key catalyst in building and maintaining a records management program and can help the RMO promote the program and elicit buy-in from all government officials and employees.

http://www.archives.nysed.gov/records/mr_records_advisory_boards.shtml

Inventorying Automated Systems

Managing Records – Electronic Records – Inventory, Organizing, Security. Preservation and Funding topics

http://www.archives.nysed.gov/records/mr_erecords.shtml

Recorded workshop – Conducting an Electronic Records Inventory webinar

<http://www.archives.nysed.gov/workshops/description/conducting-an-electronic-records-inventory-webinar>

Cloud Computing

Using a Data Storage Vendor, State Archives Publication ADV 09.01 - Provides information to local governments and state agencies about the issues involved in handing over custody and control of data to a vendor or to another government or agency. List essential elements for a strong contract.

http://www.archives.nysed.gov/records/mr_data_storage.shtml

Email Management

Managing Records – Managing Email Records

http://www.archives.nysed.gov/records/mr_erecords_email.shtml

Developing a Policy for Managing Email, State Archives Publication 85 - These guidelines are intended as a starting point for state agencies and local governments to use for writing policies and procedures that will guide a program for managing email.

http://www.archives.nysed.gov/common/archives/files/mr_pub85.pdf

Social Media and Local Government

Preliminary Guidance on Social Media, State Archives Publication ADV 10.01 - his publication can help you to verify that using social media sites will meet your business needs and familiarize your organization with the risks associated with the use of these tools. http://www.archives.nysed.gov/records/mr_social_media.shtml

Recorded workshop – Managing Social Media Records Webinar

<http://www.archives.nysed.gov/workshops/description/managing-social-media-records-webinar>

Preserving Electronic Records

Local Governments

8 NYCRR: REGULATIONS OF THE COMMISSIONER OF EDUCATION, PART 185, as effective January 3, 2008

185.8 Retention and preservation of electronic records.

http://www.archives.nysed.gov/records/mr_laws_reg185.shtml

Using PDF/A as a Preservation Format

http://www.archives.nysed.gov/records/mr_advisories_pdfa.shtml

Electronic Records Disaster Preparedness and Recovery, State Archives Publication ADV 12.01 Information on disaster preparedness and recovery for government electronic records.

http://www.archives.nysed.gov/records/mr_disaster_assistance_erecords.shtml

Policies and Procedures

Recorded workshop - Establishing Records Management Policies and Procedures Webinar

<http://www.archives.nysed.gov/workshops/description/records-management-policies-and-procedures-webinar>