

## **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](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](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](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](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](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](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](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](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](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](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](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>