The Council of State Archivists

Working with Stakeholders to Improve Electronic Recordkeeping and Digital Preservation in State Government

Best Practices Exchange
Columbus, Ohio
April 28 – May 1, 2019
Speakers

Allen Ramsey, Assistant State Archivist, Connecticut, and co-Chair, CoSA State Electronic Records Initiative (SERI)

Barbara Teague, CoSA Executive Director
SERI: State Electronic Records Initiative

Cosa’s Flagship Program for Helping to Safeguard Our Nation’s Digital Heritage
State Electronic Records Initiative (SERI)

KEY PROGRAMS, 2011-2017

• National Historical Publications and Records Commission (NHPRC) – CoSA Resource Center and digital preservation assessment

• Institute of Museum and Library Services Laura Bush 21st Century Librarian Program Grant (IMLS) – education and training, digital preservation assessment and program assessment and planning
State governments are in danger of losing important digital information that can never be retrieved, putting our nation and its identity at risk.

CoSA’s efforts have resulted in demonstrable, incremental improvements in electronic records management and digital preservation.
SERI ACCESS Grant

Institute of Museum and Library Services (IMLS)
National Leadership Grant Project

Implementing ACCESS (Archives Collaborating and Cooperating with External Strategic Stakeholders) – Guiding the Creation, Preservation, and Use of Electronic Records
SERI ACCESS Grant

• Improving creation, management, preservation, and use of permanent state government digital records by:

  • Forming strategic partnerships
  
  • Gathering or creating and sharing best practices, standards, and guidance materials with partners and with our members
SERI ACCESS Grant

Project Partners

• National Governors Association (NGA)
• National Association of State Chief Information Officers (NASCIO)
• National Association of Secretaries of State (NASS)
• Chief Officers of State Library Agencies (COSLA)
SERI ACCESS Grant

STATE ARCHIVING IN THE DIGITAL ERA
A Playbook for the Preservation of Electronic Records

With the National Association of State Chief Information Officers (NASCIO)

October 2018
Social Media and Public Records: Developing a Social Media Use Policy

Social media is an important and pervasive part of modern life. Facebook, Twitter, Instagram and other social media are where people go to get significant and timely information – including government information. Government obligations to the public require social media to be handled carefully.
First Steps in Managing Records: A Transition Priority

The Importance of Records Management
Records management is one of the basic responsibilities of every gubernatorial administration. Thorough recordkeeping enhances services and improves operations while the governor is in office. It also signals that the administration supports open government, transparency, and accountability—concepts that have become synonymous with good government. Records also must be appropriately managed because the documents, files and databases generated by an administration are subject to public records laws.

Ensuring all records are properly maintained throughout the administration’s lifetime and disposed of according to set procedures is a far simpler task if pursued rigorously from the outset of the administration. This management brief outlines clear steps to help a new administration make records management a regular and seamless process.

Special Note About Campaign and Transition Documents
Essential executive records are generated almost from the point of election. Gubernatorial transition offices may find that if they accept state resources (office space, personnel and equipment) to create, maintain and file transition
SERI ACCESS Grant

More Coming from CoSA and National Governors Association (NGA)

• Managing Records While Transitioning Out
• Correctly Managing Email
• Voicemail, Text Messages, and Instant Messaging
• Public Records and Open Records
• Digital Multimedia
• Electronic Record Keeping Systems
• Overview of Record Management Principles
SERI ACCESS Grant

Updated CoSA Resource Center

Best Practices Exchange - April 28, 2019
Other SERI Initiatives

Electronic Records Day 10/10

SERI Educational Webinars
Research

• Follow-up to *A National Risk*
  • Survey and report on digital government information held by state agencies and central IT in all state and territories, co-sponsored by Preservica
    • Focused on interagency transfer

• 2018-19 *State of State Records: Archives & Records Management Survey*
  • Biennial survey on state archives and records management programs
Sources

SERI:

Documents and Reports:

Resource Center:
https://www.statearchivists.org/resource-center/resource-library/
The Council of State Archivists

CoSA Website
http://www.statearchivists.org

CoSA Resource Center
https://www.statearchivists.org/resource-center/

CoSA Twitter Handle
@StateArchivists

CoSA Facebook Page
www.facebook.com/CouncilOfStateArchivists

CoSA You Tube
Search “Council of State Archivists” (and subscribe)

Contact CoSA:

info@statearchivists.org
bteague@statearchivists.org

502.229.8222