



UNIVERSITY SYSTEM OF GEORGIA



Records Management Training

Rebecca Wood, MLIS
Archivist I: Records Professional
Georgia Archives

Records Management

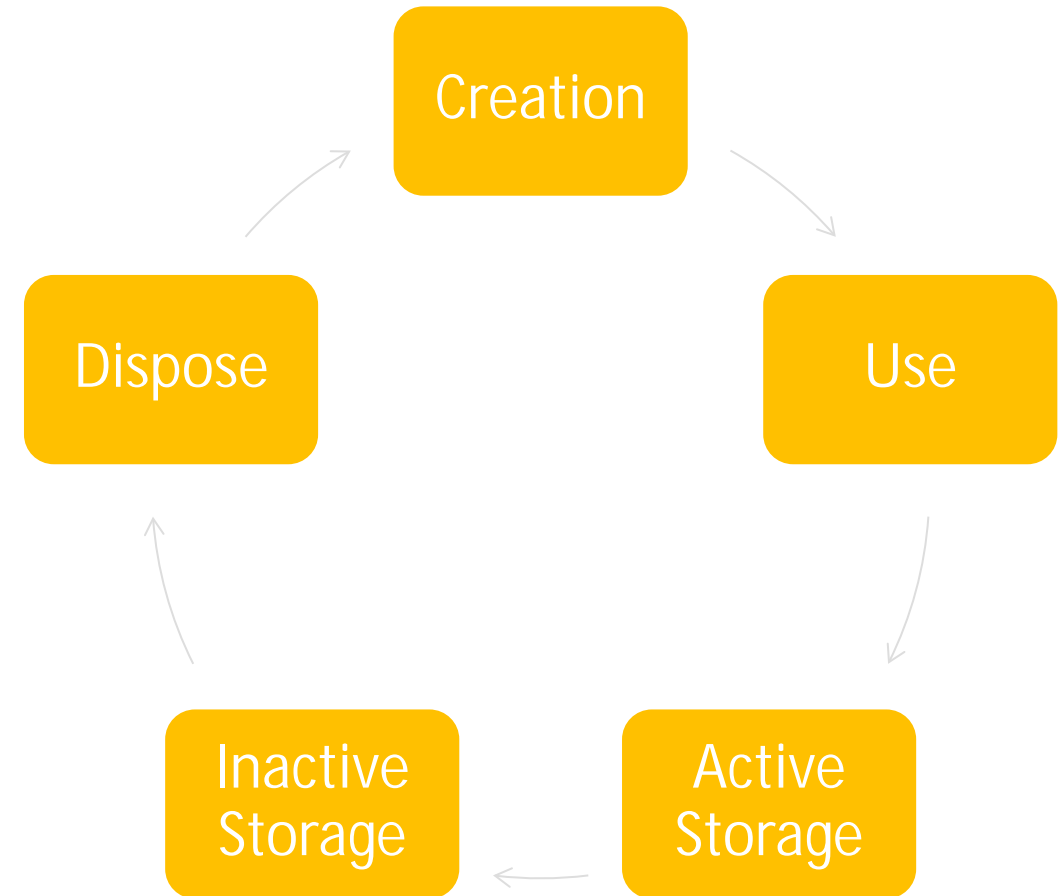


RECORDS MANAGEMENT

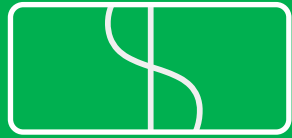
Informal Definition

Classifying, creating, storing, managing, preserving, providing access to, protecting, and disposing of records until final disposition.

O.C.G.A. § 50-18-91



WHY MANAGE RECORDS



Reduce Cost and Time



Decrease Liability



Protect Records



Better Serve Constituents



Reputation

PUBLIC RECORDS

Informal Definition:

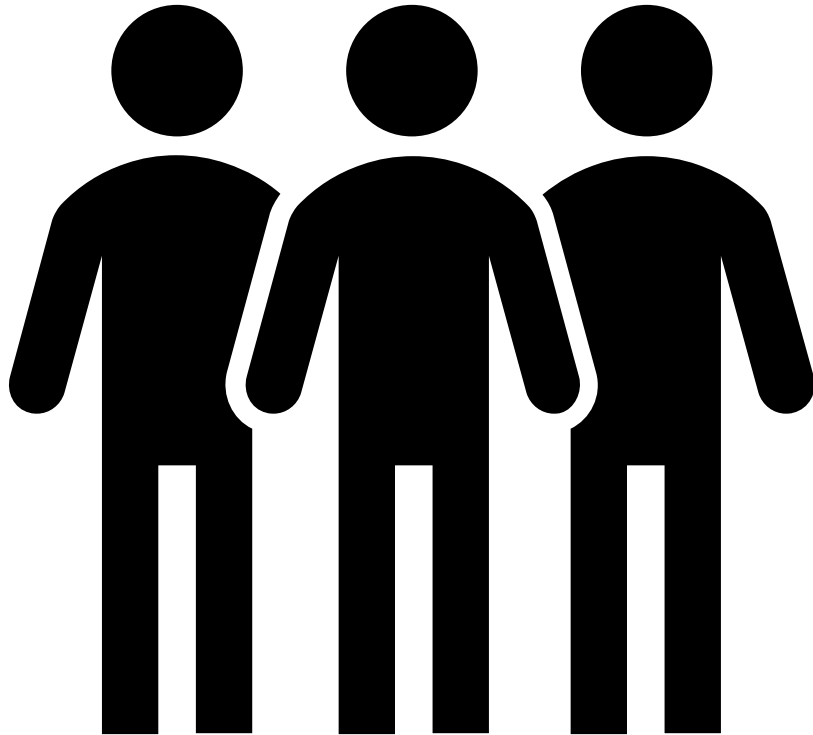
Anything created during government business that documents the government's work.

Public record does not necessarily mean open to the public. Laws restrict access to certain records due to personal privacy and government security.

Independent of device or account.



RECORDS MANAGEMENT OFFICER

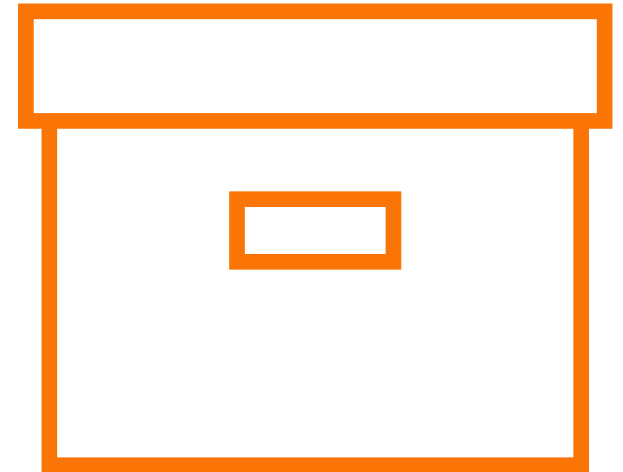


O.C.G.A. § 50-18-94(7): It shall be the duty of each agency to designate an agency records management officer who shall establish and operate a records management program.

- Point of contact between the agency and the GA Archives.
- Work with various departments to create policies/procedures.
- Oversee schedule revisions.

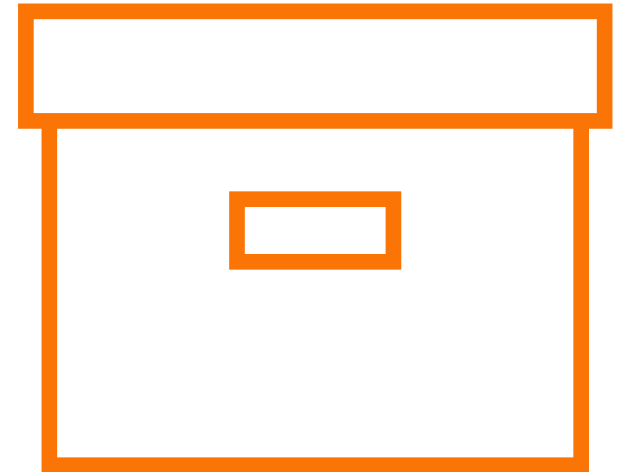
STORING PAPER RECORDS (1)

- Intellectual and Physical Control over records
 - Properly store in boxes and cabinets with labels
 - Labels – include only necessary information
 - Barcode, box number
 - Too much info can lead to security issues
 - Inventory (RM software or spreadsheet)
 - Location of all boxes.
 - Folder Listing
 - Records in each box



STORING PAPER RECORDS (2)

- 65-75 degrees, 45-55% relative humidity
- Window-less
- No pipes, visible or in walls or ceilings
- Not in attics, basements, or sheds
- Secure
- Records Only



Records Retention Schedules

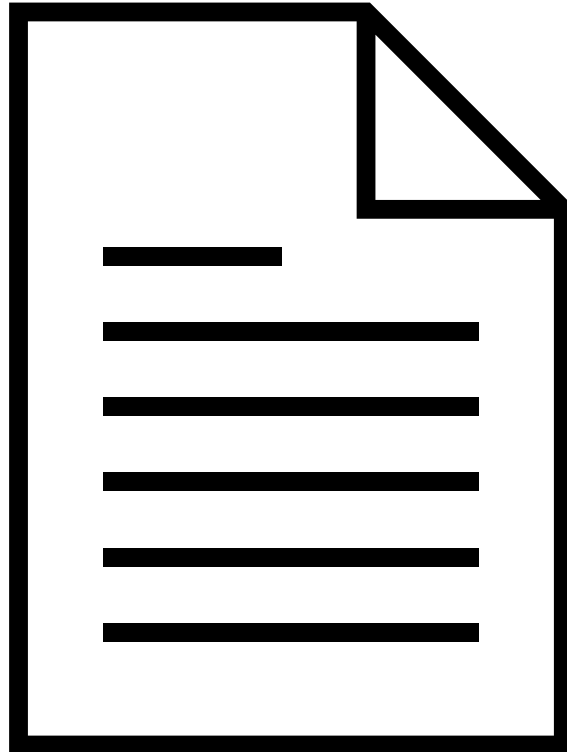


STATE RECORDS COMMITTEE

- Made up of 6 individuals.
- O.C.G.A. § 50-18-92 gives the State Records Committee the authority to approve of records retention schedules.
- GA Archives Records Management staff serves as Committee's staff.



RETENTION SCHEDULES



- Include: the title of the record, a description of the content of the record, the record schedule number, and the **minimum** retention.
- Have the full effect and force of the law.
- Every record must have a schedule for it to be legally destroyed.

DETERMINING RETENTION

- Retention is determined by evaluating the historical, legal, administrative, and fiscal value of the information in a record.
- Retention is determined by the **content** of the record, not the format.



REVISING RETENTION SCHEDULES

- Government is dynamic, schedules are dynamic.
- Two internal Archives reviews.
- SRC approves the revisions at April or October meeting.
- Schedules go in effect once approved.



RETENTION SCHEDULES

**General
Schedules**

**Agency Specific
Schedules**

DISPOSING OF TEMPORARY RECORDS

- Temporary retention.
- Have a routine destruction cycle.
- Keep a log of what is destroyed.
- Ensure thorough destruction of records.
 - Electronic records are overwritten.
 - Shred paper records.
 - Ensure all copies are destroyed.



PRESERVING PERMANENT RECORDS

- Responsible for preserving own permanent records.
- Records cannot be given to an entity not under the specific government's jurisdiction.



RM POLICIES - TOPICS

- Laws
- Access
- Retention Schedules
- Storage
- Copies
- Destruction
- Permanent Records



RECORDS MANAGEMENT POLICIES

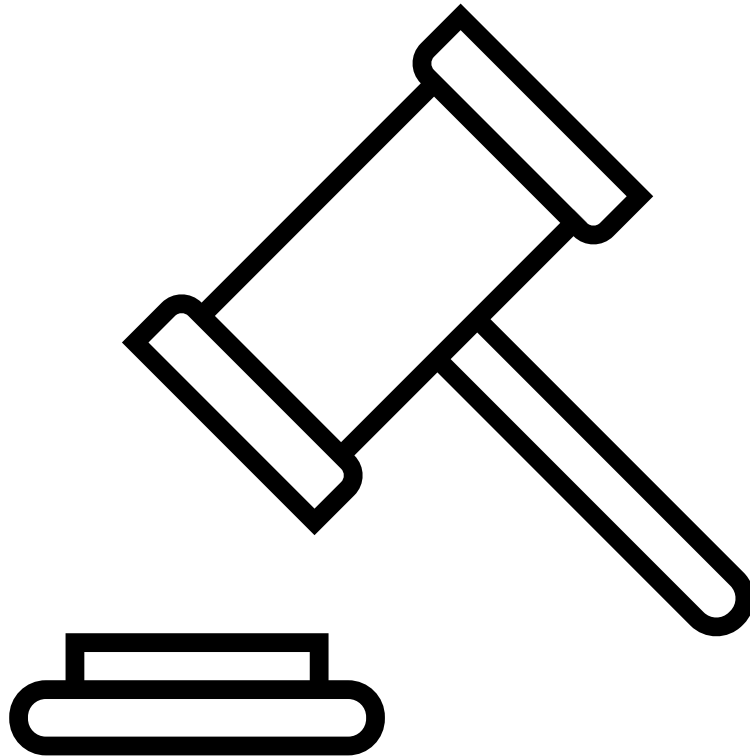
- Create, Disseminate, Train, Test, Review
- Approved by Administration
- Template and examples are available upon request



Digitization and Electronic Records



LEGALITY



- Evidence: The Best Evidence Rule
 - § 24-10-1005. Public records
 - § 24-10-1003. Admissibility of duplicates
- Evidence: Authentication and Identification
 - § 24-9-902. Self-authentication
 - § 24-9-920. Authentication of Georgia state and county records
- Electronic Records and Signatures Act
O.C.G.A. § 10-12-1 et. seq.

LEGALITY

Electronic Records, including digital scans, must remain

- Authentic,
- Accessible,
- Usable



SHOULD WE DIGITIZE?



Why to Digitize

- Free up Physical Space
- Increase Staff Access
- Fulfill Open Records Requests
- Disaster Planning



Why NOT to Digitize

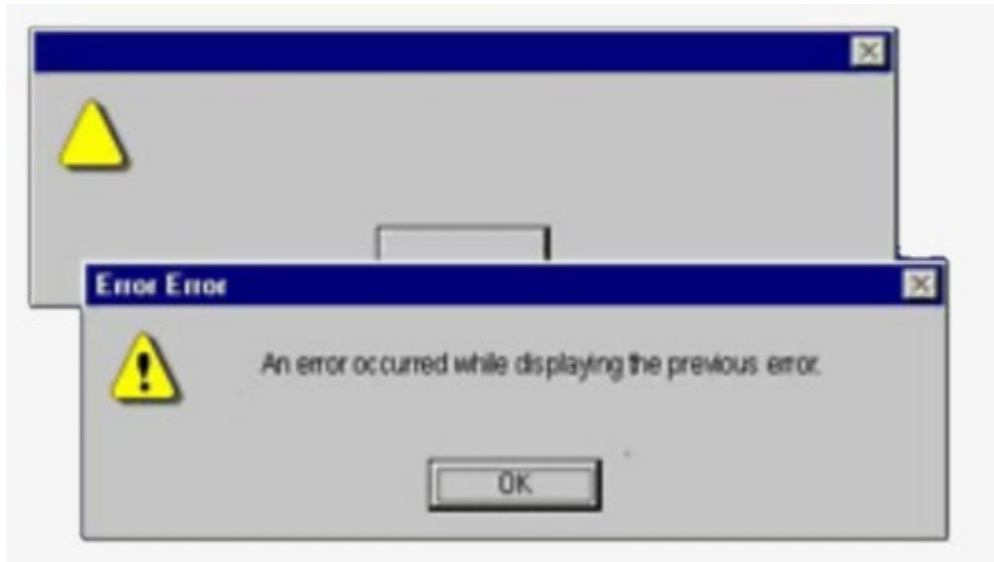
- No project plan

PROJECT PLAN

- Defined purpose
- Scope
- Cost initial/ongoing
- Equipment
- Vendor or in-house (staff or temps)
- Records management system
- Retention build in



TECHNOLOGICAL CONCERNS



- X Obsolescence
- X Media Degradation



Microsoft®
Windows 95

ELECTRONIC RECORDS MANAGEMENT

- Be proactive.
- Manage records from the beginning, not after the fact.
- Involve records creators, records users, IT staff, and records managers.
- **Note: No software, hardware, or system is eternal.**



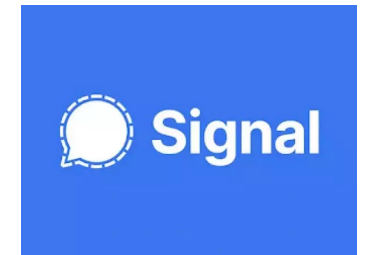
REMINDER

Records retention is determined by the fiscal, legal, administrative, and historical value of the information contained in the record, not the format.



RETENTION IS DEVICE & ACCOUNT NEUTRAL

- A government record is a record that is created in the course of transacting government business.
- Government work whether done on a work-issued or a personal device – desktop, laptop, tablet, phone, etc. – is a government record.
- Government work transacted through personal accounts, such as e-mail and messaging apps, is a government record.
- Such records must be managed accordingly.



FILE NAMING CONVENTIONS

- Use meaningful names.
- Include date (YYYY_MM_DD) or (YYYYMMDD).
- Include version number (v1, v2, FINAL).
- Use alpha-numeric characters, hyphens, and underscores.
- Be consistent and concise.



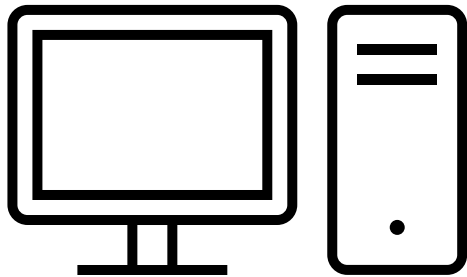
FOLDER ORGANIZATION

- Name folders following the file naming conventions.
 - Include destruction date in folder name.
 - Identify your permanent and long-term temporary files.
 - Know which files contain sensitive information.
- AccountsPayable
 - AcctsPayableFY2019_DES20240701
 - AcctsPayableFY2020_DES20250701
 - AcctsPayableFY2021_DES20260701
 - AcctsPayableFY2022_DES20270701
 - AcctsPayableFY2023_DES20280701
 - AcctsPayableFY2024_DES20290701
 - LocalGovernmentAssistanceFiles
 - LocalGovtAsstFiles2020_DES20240101
 - LocalGovtAsstFiles2021_DES20250101
 - LocalGovtAsstFiles2022_DES20260101
 - LocalGovtAsstFiles2023_DES20270101

BACKUP vs MULTIPLE COPIES

Backup

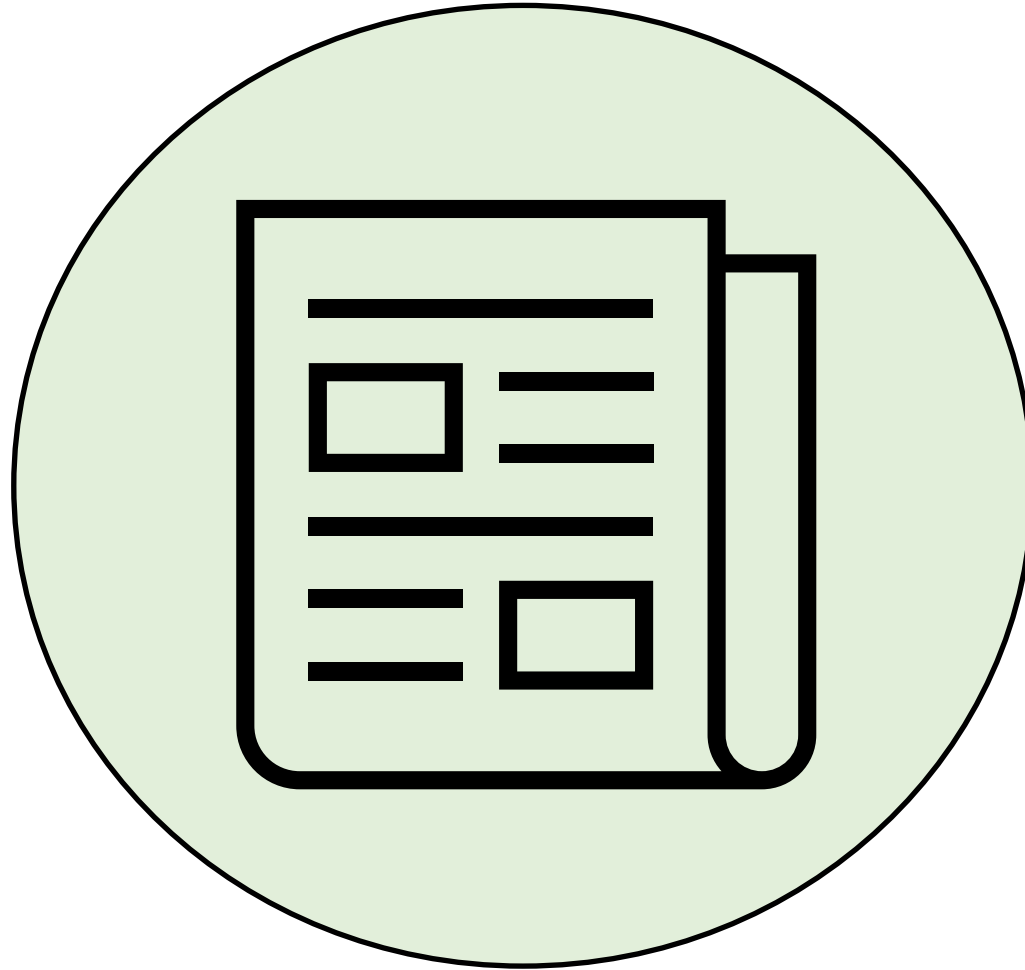
- All files
- Requires backup disk or program to restore.
- Routine schedule.



Multiple Copies

- Select files – essential and permanent
- Exact replica of original
- Not stored in same location as the originals.
- Updated when originals are altered.

EMAIL



Georgia Archives



Archives

- Permanent Records
- Records Belong to Archives
- No Cost to Agency



State Records Center

- Temporary Records
- Records Belong to Agency
- Fees



STATE RECORDS CENTER

O.C.G.A. § 50-18-94(5)

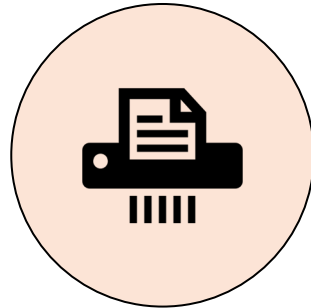
- Pulls records needed at the agency.
- The agency maintains ownership of its records.
- Destroys records, with permission of the agency, when the retention period expires.



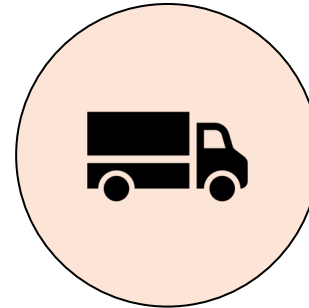
State Records Center



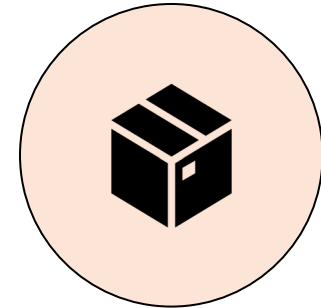
**DESTRUCTION
SERVICES**



**SHRED PAPER
RECORDS**

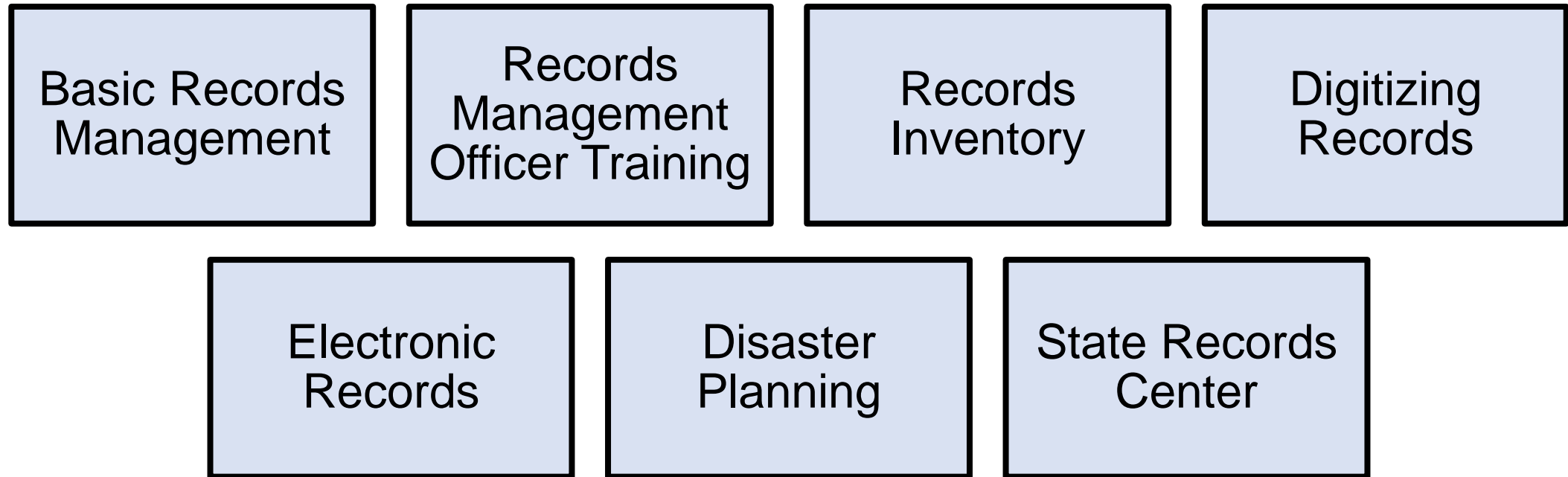


**\$0.70/MILE
\$38/HOUR**



**ADDITIONAL
\$1/BOX**

Records Management Training



Contact Information

RECORDS MANAGEMENT

Christine Garrett
Manager of RM
christine.garrett@usg.edu
678-364-3782

Rebecca Wood
Records Professional
rebecca.wood@usg.edu
678-364-3783

GEORGIA ARCHIVES

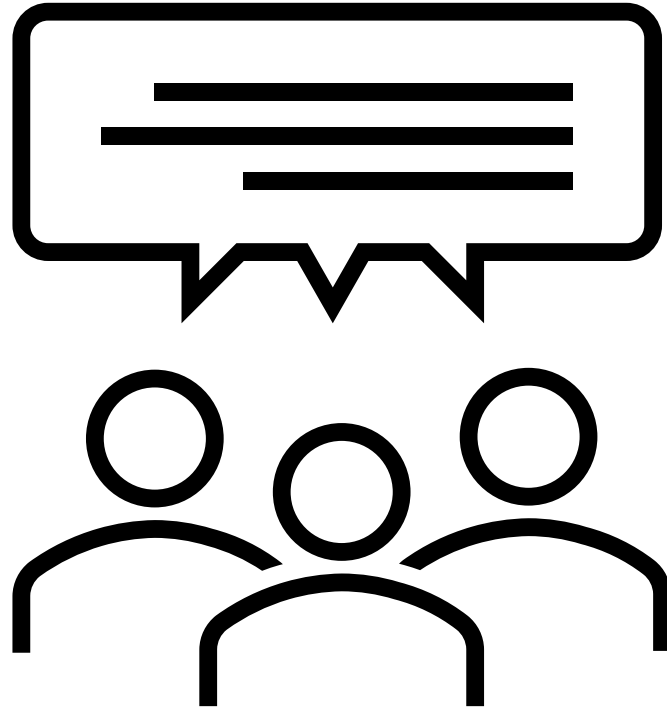
Christopher Davidson
State Archivist
christopher.davidson@usg.edu

Hendry Miller
Collections Manager
hendry.miller@usg.edu

STATE RECORDS CENTER

Randy Fullington
RC Manager

Teresa McClendon
Administrative Assistant
StateRecordsCenter@usg.edu
770-732-5630



Thank You