

RECORDS MANAGEMENT UPDATE

VERMONT-ARCHIVES.ORG

Vermont State Archives And Records Administration | Office of the Vermont Secretary of State | Winter 2016

DEMYSTIFYING DIGITAL RECORDS

Do you use a computer in your daily workday? How about your smartphone or other device? If any part of your job involves electronic technology, you're creating and working with electronic records every day.

Much like paper records, digital records must be managed in accordance with legal requirements, administrative and business processes, and technological needs; in fact, the law makes no distinction between paper records and electronic records (and neither does VSARA):

1 V.S.A. § 317: "public record" or "public document" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired in the course of public agency business.

Digital records take many forms that go beyond simple Microsoft Office documents or scanned paper documents. Some examples:

- Databases
- Intranets/extranets
- Websites and records of online transactions
- Workflow/project management systems
- Geospatial information (GIS)
- Email / SMS / MMS
- VOIP and voicemail; instant messaging; social media
- Videoconferencing, webinars, presentations
- System logs, backups, development environments

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OFFICIAL GOVERNMENT EMAIL ACCOUNTS

Ensuring Transparency, Completeness, and Accountability in State and Local Records



In a [joint statement](#) the Council of State Archivists (CoSA), the National Association of Government Archives and Records Administrators (NAGARA), and the Society of American Archivists (SAA) expressed their belief that "public officials should use official government email accounts for the conduct

of public business. Use of unofficial, non-government email accounts rather than official government accounts violates the transparency and openness that the

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ORIENTATION SESSIONS

Are you a newly appointed records officers or liaison, a veteran officer or liaison looking to spruce up your skills, or a town clerk wanting to better understand which records need to be kept in the vault? Come attend one of our orientation sessions! At these monthly events we provide informal, basic training in records management and State Records Center procedures and give you the opportunity to tour our facilities and meet our staff.

STATE RECORDS OFFICERS & LIAISONS

First Thursdays of every month

1:30-3:00 pm

February 4 | March 3

April 7

MUNICIPAL CLERKS & OFFICIALS

Third Tuesday of every month

1:30-3:00 pm

January 19 | February 16

March 15 | April 19

If you can't make it to one of our scheduled open houses, let us know and we'll be happy to schedule training at another time. To register email us at rim@sec.state.vt.us or call Megan Wheaton-Book at 802-828-3897.

DEMYSTIFYING DIGITAL RECORDS

Technology and the way your organization implements it changes frequently. How can you stay on top of changes to your technology and make sure you're fulfilling your recordkeeping obligations?

1. Know your Records Management Policy. Understand how your records are managed, what your requirements are (both for your business processes and your legal obligations), and how your role in the organization supports and intersects with those responsibilities.
2. Evaluate every new technology in light of records! Whenever you consider adding a new tool, piece of software, or hardware device, consider: What data is this tool capturing? How is that data being used? What function does it support? What format is it in? How can I provide access to this? How can that data be manipulated?
3. Develop well-articulated policies and procedures, no matter how simple, that detail how this tool is being used, and how the records that it produces or captures are being managed.
4. Incorporate those policies and procedures into your Records Management Policy.

Technology is a tool which we use to make our jobs more efficient and add more value to our constituents. But technology in itself is not a replacement for good governance of your records, paper or electronic.

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public requires from its government, makes it difficult to hold public officials accountable, unnecessarily mixes government and personal records, and ultimately jeopardizes the accessibility of the archival record to the American people."

This statement comes after multiple instances of government officials misusing, and not appropriately using, email channels to conduct government business. The best known instance of this is former Secretary of State Hilary Clinton's personal email account, but a [survey of 412 high level government employees](#) shows that 1/3 of the government employees admitted to some use of their personal email for government business. This poses a serious barrier to transparent government. As the daily work of government moves online, important decisions are being recorded via email.

As [Megan Rhyne](#), Associate Director of the Virginia Coalition for Open Government stated, "Having a government email address is important from an accountability standpoint because it offers immediate accountability...It's a citizen's right to see what their government is up to." VSARA would add to this statement, that
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A FOND FAREWELL

It is with mixed feelings that VSARA announces the departure of Chief Records Officer Steven Dibelius. Steven has accepted a position at Ithos Global, in Troy, New York, and left the Records Analysis and Policy Development Unit January 20th. We wish Steven all the best in his new position and thank him for his service to the State of Vermont!

KEEPING APPRAISED

Are you interested in the lesser known history of Vermont? Want to know about what the State Archives is up to, or what records are being stored and transferred there?



Then *Keeping Appraised* a newsletter of the Vermont State Archives and Records Administration is for you! This quarterly publication is packed full of interesting historical records, and includes a few tips and tricks for dealing with your aging documents. Contact archives@sec.state.vt.us to be added to the mailing list.

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accountability is necessary at all levels of government, from the town Selectboard up to the Governor.

Vermont state employees are expected to use state provided systems for state business. Additionally, “employees with access to state email account[s] must use their state email account for state business” per the [Electronic Communications and Internet Use Policy](#) published by the Department of Human Resources. VSARA highly encourages all levels of state and local government to use official email addresses for governmental activities. These email addresses should be captured and managed according to the best practices set out in “[Electronic Messages Best Practice For All Public Agencies](#)”. If you are participating in the Microsoft Office 365 email migration check out the Department of Information and Innovation’s Information on [Changing Email Addresses](#).

IMPORTANT DATES

National Endowment for the Humanities Grants (NEH) for Smaller Institutions due May 3rd

Interested in the Preservation Assistance Grants for Smaller Institutions? These grants help small and mid-sized institutions preserve and care for their important humanities collections. Applications for NEH grants are due May 3rd: <http://www.neh.gov/grants/preservation/preservation-assistance-grants-smaller-institutions>

North East Document Conservation Center (NEDCC) Upcoming Webinars

Just in time to start your NEH application, *Writing Your Preservation Assistance Grant* on February 22nd from 12:30-1:30, walks you through applying for an NEH Preservation Assistance Grant. With emphasis on preparing a narrative, advocating for your project, creating a budget for the project as well as getting requisite information from consultants. Led by Instructor Eva Grizzard, NEDCC Preservation Specialist. **Free** ([Registration deadline is February 21st](#))

NEDCC is offering *Caring for Paper-based Collections* (Webinar) on March 8th from 2-4 pm. This session provides an introduction to preserving paper records, including care for bound volumes, documents, and photographs. Instructor and NEDCC Associate Paper Conservator Claire Grund will lead the program. **\$95 / \$75 for early – bird registration February 16th** ([Registration deadline is March 7th](#))

Planning on moving your records to a new vault? NEDCC is offering *Moving and Renovating: Collection Concerns* on March 22nd (2-4 pm) a webinar that “explores the policies and procedures that help protect” records during a move, including “handling, temporary storage, and documentation” of records. This webinar is led by Frances Harrell, NEDCC Preservation Specialist. **\$95 / \$75 for early – bird registration March 1st** ([Registration deadline is March 21st](#))

RIM FACT

Information Governance

Information Governance is a term used frequently to describe everything from records management to risk assessment and operational requirements. Information Governance is more than just one of these activities, however. It is the entire framework that “ensures the appropriate behavior in the valuation, creation, storage, use, archiving and deletion of information.” A clear statement for IG can be found in [ARMA’s governance maturity model](#). This model can be applied to all sizes and types of organizations, in both public and private sectors.

Gartner, December 2, 2015

<http://www.gartner.com/it-glossary/information-governance>

BEST PRACTICES

Clean off your desk!

As the New Year settles in, it is a great time to start a few new habits. Why not start with a clean desk?

If you have been accumulating piles of paperwork on your desk, take ten minutes and go through them. Use VSARA’s [General Record Schedules \(GRS\)](#) to help you wade through the documents. You may find records that need to be filed or documents that have reached their retention period. The GRS can even help you determine how to dispose of the documents legally. Please see [How to Adopt GRS](#) for more info!