

0910.10 Electronic Records Management and Storage

Issued: May 17, 2012
Revised: November 2, 2018

PURPOSE

To inform agencies of their responsibilities for creating, using, managing, destroying and preserving electronic records.

APPLICATION

Executive Branch Departments and Sub-units and all other state operations which utilize Records Management Services.

CONTACT AGENCY

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SUMMARY

Agencies must plan for proper management of electronic records by addressing retention issues during the development and design of electronic recordkeeping systems, especially the need to migrate records to subsequent technology so they remain accessible for the full retention period.

APPLICABLE FORMS

None.

PROCEDURES

Agency

- Lists its public records, regardless of their physical format or storage location, on an approved Retention and Disposal Schedule (see Administrative Guide Procedure 0910.02 Records Retention and Disposal Schedules).
- Updates its Retention and Disposal Schedule to include electronic records created, maintained and accessed by computer technology.

- Ensures that all electronic records remain accessible during their entire retention period, as identified on an approved Retention and Disposal Schedule.
- Ensures that a destruction process is used for electronic records that have met their retention requirements, per Administrative Guide Procedure 0910.05 Disposing of Records.
