

Cost Effective Methods for Record Retention

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Records Management Services

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Records Management Services

- Retention and Disposal Schedule development, review and approval
- Recordkeeping system consulting
- State of Michigan master contract administration
- Education and training
- Disaster prevention and recovery assistance
- Records Center operations (state agencies only)

Our Customers

- Executive Branch
- Michigan Legislature
- Judicial Branch
- Local Government

Public Records

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended), defines public records as recorded information “prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.”

Retention and Disposal Schedules

- Inventory of records series created and maintained by an agency
- Identify how long records will be kept
- Identify records with permanent value
- Identify when certain records can be destroyed
- Legal documents: approved by the Michigan Historical Center and the State Administrative Board

Bottom Line

- Agencies need to know how long they are legally required to retain records.
- Agencies need a legal authorization to destroy records.
- Agencies should purge records that have fulfilled their retention requirements on a regular basis.
- Keeping records too long costs money.

Risk Assessment

- Inefficient retrieval
- Lost/misfiled documents
- Inability to document or validate transactions
- Inability to document decisions (accountability)
- Inability to produce records required by a court order or FOIA request
- Inability to resume business functions in the event of a disaster
- Providing inappropriate access or misinformation
- Penalties for unauthorized destruction

Active Records Management

- Facilitates retrieval of information that is accessed frequently
 - Filing systems
 - Indexing systems
 - Filing equipment and supplies
 - Procedures

Filing Systems

- Physical Organization of Records
 - Alphabetic, subject, numeric, chronological, phonetic, geographical, etc.
- Factors to consider when selecting a filing system:
 - Volume, reference activity, location, access needs (centralized or de-centralized), indexing requirements, security, confidentiality, etc.

Indexing Systems

Logical Organization of Records

- Manual indexing (cards and logs) is generally obsolete
- Automated indexing and retrieval
 - Names, identifiers, terms, etc. that serve as pointers to documents
 - Physical arrangement of the records is immaterial
 - Used for paper, microfilm and electronic records

Filing Equipment and Supplies

- High density storage: vertical files, lateral files, open shelf files, mobile shelving
- Filing folders
- Color coding
- Check-out system

Procedures

- Ensure that records are created, maintained and accessed in the normal course of business
- Reduce inappropriate access and use
- Support integrity and authenticity of the information
- Define responsibilities of staff within the business process

Storage Costs*

- On-site Records Storage: \$32.50/cubic foot/year (cabinet and office space)
- Off-site Commercial Records Storage: \$1.50 - \$3/cubic foot/year (not including shipping, retrieval or destruction costs)
- Microfilm Conversion: \$174/cubic foot (does not include microfilm storage)
- Digital Image Conversion: \$366/cubic foot (does not include data maintenance and migration)

Inactive Records Storage

- Records Center Storage Benefits
 - Low cost storage space
 - Secure facilities (theft, environment, fire, pests)
 - Records are organized/indexed in standard containers
 - Records are inventoried to facilitate retrieval
 - Records are available and accessible on demand
 - Records are destroyed when authorized in accordance to retention schedules

Records Reproduction Act

- MCL 24.401 - 24.406
- Regulates the reproduction of public records by Michigan government agencies at all levels
- Requires HAL to develop certain technical standards
 - Microfilm
 - Digital imaging
 - Digital migration

Standards

- HAL promulgated the following standards:
 - Conversion of Paper or Microfilm to Digital Images
 - Conversion of Paper to Microfilm
 - Conversion of Digital Images to Microfilm
- HAL also issued “best practice” documents
- Available online
<http://www.michigan.gov/recordsmanagement/>

Micrographics

Benefits

- Reduce space requirements (~ 98%)
- Ease of duplication and distribution
- Preserve information (long-term stability)
- Minimal system dependence
- Security/protection (working and security copies)
- Integrity of records
- Improve filing and retrieval activity
- Eliminate misfiles (\$125 per incident)

When to use Microfilm

Records

- Voluminous
- Long retention period
- Low retrieval activity
- Centralized access is sufficient

Document Imaging

Benefits

- Reduce space requirements (~ 50,000 pages on a disk)
- High speed retrieval
- Ability to use workflow
- Share documents across a network
- Indexing and cross-reference
- Easy interface with other systems

When to use Document Imaging

Records

- Voluminous
- High retrieval activity
- De-centralized access

Hybrid Microfilm/Imaging

- Digital images satisfy the need for short-term high-volume retrieval
- Microfilm satisfies the need for reduced storage and long-term accessibility, while avoiding digital migration costs
- Both media can be produced simultaneously or independently

Other Technologies

Conversion of Electronic Data/Reports:

- Computer Output to Laser Disk (COLD)
- Computer Output to Microfiche (COM)

Benefits:

- Reduces storage capacity on electronic media
- Data is not software dependent (COM)
- Avoids paper printing
- Easy to duplicate and distribute

Master Contracts

- Microfilm conversion (from paper or images)
- Imaging conversion (from paper or microfilm)
- Microfilm storage
- Microfilm inspection and repair
- COM and COLD production

Services Provided

- Consulting Services – free
- Budget Quote – free
- On-site Review and Analysis – free (with limitation)
- Full Review and Analysis – free (with commitment)
- Statement of Work Development – free (with commitment)
- Products and Services – as determined by the SOW

Additional Benefits

- Contracts were competitively bid (government agencies do not need to re-bid to procure the services)
- SOM monitors vendor compliance and resolves issues
- SOM develops the SOW to help agencies get the services they need, instead of the services the vendor wants to sell

Contact Information

- Records Management Services

Brice Sample, Imaging Specialist

sampleb@michigan.gov

517-335-9450

- Graphic Sciences, Inc.

Greg Colton

colton@gsiinc.com

800-397-6620

(mention the SOM contract)

Confidential Records Destruction

Acceptable Methods

- Shredding: Level 3 (cross-cutting) or higher
- Pulverization: fragments measuring 1/32 by 7/16 inches
- Incineration (burning)
- Maceration (chemical disintegration)

State of Michigan Master Contract

- Certified Document Destruction, attention:
Brian Dorosz, 1-800-433-7876



HAL can help!

Department of History, Arts and Libraries

Michigan Historical Center

Records Management Services

(517) 335-9132

Discover your connections at

<http://www.michigan.gov/recordsmanagement/>

