



**CT State Library**  
*Office of the Public Records Administrator*

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**State Records Management Training**  
**Session 4**

**ELECTRONIC RECORDS  
MANAGEMENT**

**February 19, 2025**

**Presented by**  
**Office of the Public Records Administrator**  
**State Archives**

# Presenters

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- **Nicole Marino**  
*Electronic Records Analyst*
- **Brittney Rankins**  
*Digital Records Archivist*

Connecticut State Library  
Office of the Public Records Administrator  
<https://portal.ct.gov/csl/departments/public-records/state-program>  
State Archives  
<https://portal.ct.gov/csl/departments/state-archives>

# Agenda

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- Electronic Records Management in Context
- Policies and Procedures
- Management Basics
- Email, Social Media, and AI
- Digital Preservation & Future-Proofing Records

# Electronic Records Management in Context



# Review: Purpose and Benefits

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**The purpose and benefits of managing electronic records are the same as those for paper/physical records**

- Purpose
  - Continuity of operations
  - Identify and classify records that need to be retained and accounted for over time
  - Establish guidelines for maintaining, using, and controlling active and inactive records
  - Identify the person(s) responsible for these functions
- Benefits
  - Increase efficiency and reduce costs
  - Improve accountability and reduce liabilities
  - Improve services and protect rights of citizens
  - Identify and protect records needed during an emergency
  - Identify and preserve historical record

# Review: What is a record?



- Relates to business activities
- Recorded (in any format)
- Characteristics:
  - Authentic
  - Complete and Unaltered
  - Reliable
  - Usable



# Review: Definitions

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- **Public records** are: “Any recorded data or information relating to the conduct of the public’s business...” CGS § 1-200 (5) [excerpt]
- **Electronic records** are those “created, generated, sent, communicated, received or stored by electronic means, including, but not limited to, facsimiles, electronic mail, telexes, Internet messaging and an electronic delivery service that delivers communications to their intended recipients while using a security procedure.” CGS § 1-267 (7)

# Records are records, no matter the format

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- The **value of the information** in a document determines:
  - Whether or not it is a record
  - Record series
  - Retention
- Retention is **format neutral**
  - The same records management principles apply to electronic records as paper records
  - Maintain *and purge* following the retention schedule
- Not all management challenges are created equal

# Management and Maintenance Challenges

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- **Authenticity** – Is the record acceptable as genuine/original?
- **Integrity** – Is this record unaltered or has it been corrupted/experienced loss in some way?
- **Security** – Is the record protected? Does it need to be restricted?
- **Sustainability** – Can this record be supported throughout its lifecycle?
- **Accessibility** – Can you access the records? Can you share them with the public?

# Electronic Records Challenges

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- “Out of sight, out of mind” is not a good management strategy
- Volume
  - Storage is cheaper, but not free and not endless
  - Duplication
- Retention ≠ accessibility
- Obsolescence
  - Longevity of paper versus digital files
- Risk management
  - Authenticity and reliability
  - Security and privacy

# Policies & Procedures: Be Proactive!



# Electronic Records Policy & Standards

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- Joint policy and standards issued with the State Archives, effective December 1, 2022
  - Management of electronic records both born digital and digitized
    - *Public Records Policy 04: Electronic Records Management*
    - *Public Records Standards 04-1: Electronic Records*
  - Digitization standards and procedures
    - *Public Records Standards 04-2: Digital Imaging*
    - *PRM 101: Disposition of Original Paper Records after Scanning*
- Agencies should have responsive internal policies and procedures
- Working towards increasing education, compliance, and dynamic approaches to these issues

**FAQ:** We are going paperless! How  
do we go paperless?!



# Digital Imaging (Scanning) Considerations



- Hybrid strategy
- Retention requirements
- Cost analysis
- Are these records actively used?
  - Access and sharing
- Format requirements
  - Standard paper, maps, photographs, etc.
- Indexing and Metadata
  - File naming
- Quality Control/Assurance



# Disposition of Paper Records after Scanning



RC-140	RC-145	RC-245
<p><b>Authorization to dispose of less-than-permanent paper records after <i>one-time scanning projects</i></b></p>	<p><b>Annual certification for <i>routinely disposing of less-than-permanent paper records</i></b></p>	<p><b>Certification for disposal of original <i>permanent/life of structure records</i> stored as digital images</b></p>
<ul style="list-style-type: none"><li>• <b>IDEAL FOR:</b> One-time scanning projects</li><li>• Supersedes RC-108.1 form</li></ul>	<ul style="list-style-type: none"><li>• <b>IDEAL FOR:</b> Records you are scanning routinely and comprehensively as they are received</li><li>• Annual authorization to dispose of paper for certain record series as they are scanned during the course of business</li></ul>	<ul style="list-style-type: none"><li>• <b>IDEAL FOR:</b> Streamlining digital workflows involving permanent records</li><li>• Extended series of questions about digitization process and long-term digital preservation considerations</li><li>• Requires information about internal processes for digitization, quality control, migration, and more</li></ul>

**AUTHORIZATION FOR DISPOSAL OF ORIGINAL  
NON-PERMANENT PAPER RECORDS STORED  
AS DIGITAL IMAGES – STATE AGENCIES**  
Form RC-140 (Revised 5/2024)



**STATE OF CONNECTICUT**  
**Connecticut State Library**  
**Office of the Public Records Administrator**  
231 Capitol Avenue, Hartford, CT 06106  
<https://ctstatelibrary.org/publicrecords>

**AUTHORITY:** State agencies in the Executive branch and certain quasi-public agencies must use this form to obtain approval for disposal of original non-permanent paper records stored as digital images in accordance with CGS §§ 11-8a; 1-13; 1-16 through 1-18; and *Public Records Memorandum 101: Disposition of Paper Records after Scanning* (2024). All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, contact this office for further direction.

**INSTRUCTIONS:**

1. Use this form to request authorization to dispose of original non-permanent paper records that have been reformatted as digital images.
2. Fill out the form completely and legibly and email form to [CSL.Disposition@ct.gov](mailto:CSL.Disposition@ct.gov)
3. The form must be signed by the Records Custodian and Records Management Liaison Officer (RMLO).
4. After approval by the State Archivist and the Public Records Administrator, a copy of the approved Authorization will be returned to the RMLO. Records may not be destroyed until the agency has received the signed Authorization.
5. At the time of disposal, the RMLO should record the actual date of disposition, attach any related supporting documentation (e.g., Certificate of Destruction or Transfer Agreement), and retain pursuant to ADMIN-059. Hard copy records should be destroyed by shredding.

STATE AGENCY:	DIVISION / UNIT:	RMLO EMAIL ADDRESS (for return of form):
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By signing below, I certify that the paper records listed below have been reformatted as digital images and are being maintained in compliance with *Public Records Policy 4: Electronic Records Management*. The digital images have been inspected and found to be complete and accurate representations of the original records. Upon approved destruction of the paper records, the digital images will be designated as the official record copies. All digital images will be properly maintained and will remain accessible for the full retention period. I understand that this disposal request pertains to the paper copy of the records and that future disposal of the digital images will require prior authorization via the RC-108 form.

RECORDS CUSTODIAN (type or print):	JOB TITLE OF RECORDS CUSTODIAN (type or print):	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:	PHONE:
RMLO (type or print):	JOB TITLE OF RMLO (type or print):	RMLO SIGNATURE:	DATE SIGNED:	PHONE:

RECORD SERIES NUMBER (e.g. ADMIN-015 or DAS-01-001)	RECORDS SERIES TITLE	DATES OF RECORDS		VOLUME OF RECORDS	PROPOSED DATE OF DISPOSITION
		FROM	THRU		
1.					
2.					
3.					

**Form RC-140**



**ANNUAL CERTIFICATION FOR DISPOSAL OF  
ORIGINAL NON-PERMANENT PAPER RECORDS  
STORED AS DIGITAL IMAGES – STATE AGENCIES**  
Form RC-145 (Revised 5/2024)



**STATE OF CONNECTICUT**  
Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT 06106  
<https://ctstatelibrary.org/publicrecords>

**AUTHORITY:** State agencies in the Executive branch and certain quasi-public agencies must use this form to obtain approval for disposal of original non-permanent paper records stored as digital images in accordance with CGS §§ 11-8a; 1-13; 1-16 through 1-18; and *Public Records Memorandum 101: Disposition of Paper Records after Scanning* (2024). All records proposed for disposition must be on an approved records retention schedule. If a record is not on a schedule, contact this office for further direction.

**INSTRUCTIONS:**

1. Use this form to request pre-authorization to dispose of original non-permanent paper records stored as digital images for select records series. This form certifies that records will be digitized on an ongoing basis as part of standard business practices. This authorization only applies to records series approved on this form. For approval of records that have already been scanned, use form RC-140.
2. Fill out the form completely and legibly and email form to [CSL.Disposition@ct.gov](mailto:CSL.Disposition@ct.gov)
3. The form must be signed by the Records Custodian and Records Management Liaison Officer (RMLO).
4. Renew certification annually by submitting the form to this office. Certification does not extend beyond the 12-month period.
5. After approval by the State Archivist and the Public Records Administrator, a copy of the approved Certificate will be returned to the RMLO. Records may not be destroyed until the agency has received the signed Certificate. A new Certificate must be submitted annually.

STATE AGENCY:

DIVISION / UNIT:

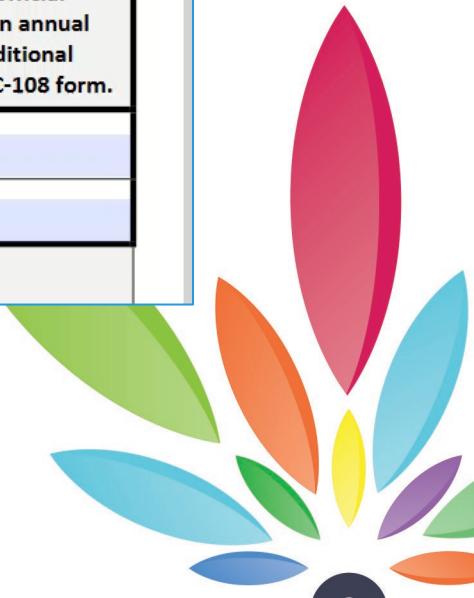
RMLO EMAIL ADDRESS (for return of form):

By signing below, I certify that the agency will digitize paper records of the below records series created or received between the 12-month period \_\_\_\_\_ to \_\_\_\_\_, and the digital images will be created and maintained in compliance with *Public Records Policy 4: Electronic Records Management*. The digital images will be inspected and found to be complete and accurate representations of the original records. Approved records series will be digitized on an ongoing basis as part of standard business practices, and the digital images will be designated as the official record copies. All digital images will be properly maintained and will remain accessible for the full retention period. This authorization is effective for one year; I understand I must submit an annual request to continue disposing of the original paper records. This authorization applies only to the below listed records series; I understand I must submit a new form for authorization of additional records series. I understand that this disposal request pertains to the paper copy of the records ONLY and that future disposal of the digital images will require prior authorization via the RC-108 form.

RECORDS CUSTODIAN (type or print):	JOB TITLE OF RECORDS CUSTODIAN (type or print):	RECORDS CUSTODIAN SIGNATURE:	DATE SIGNED:	PHONE:
RMLO (type or print):	JOB TITLE OF RMLO (type or print):	RMLO SIGNATURE:	DATE SIGNED:	PHONE:

RECORD SERIES NUMBER (e.g. ADMIN-015 or DAS-01-001)	RECORDS SERIES TITLE	RECORD SERIES NUMBER (e.g. ADMIN-015 or DAS-01-001)	RECORDS SERIES TITLE
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**Form RC-145**



**CERTIFICATION FOR DISPOSAL OF  
ORIGINAL PERMANENT/LIFE OF  
STRUCTURE RECORDS STORED AS DIGITAL  
IMAGES**

Form RC-245 (Revised 5/2024)



**STATE OF CONNECTICUT**  
Connecticut State Library  
Office of the Public Records Administrator  
231 Capitol Avenue, Hartford, CT 06106  
<https://ctstatelibrary.org/publicrecords>

**AUTHORITY:** State agencies within the Executive branch; certain quasi-public agencies; towns, cities, boroughs, and districts; and other political subdivisions of the state (hereinafter “public agency/agencies” or “agency/agencies”) in Connecticut must use this certification to obtain approval to dispose of original paper permanent, life of structure, or “archival”<sup>1</sup> records (hereinafter “permanent records”) stored as digital images, in accordance with CGS §§ 11-8a; 7-109; 1-13; 1-16 through 1-18, and *Public Records Memorandum 101: Disposition of Paper Records after Scanning (2024)*.

This certification documents the public agency’s compliance with the necessary requirements to ensure the digital records are accessible for the full records retention period. All proposed records must be on an approved records retention schedule; if a record is not on a schedule, the record may be digitized but the paper original cannot be disposed.

The certification should be completed with input from agency administration, records managers, and IT personnel. Public agencies must demonstrate adherence to *Public Records Policy 04: Electronic Records Management*<sup>2</sup>, *Public Records Standards 04-1: Electronic Records*<sup>3</sup>, and *Public Records Standards 04-2: Digital Imaging*<sup>4</sup>. If a public agency contracts with a vendor for imaging services, management, or storage of its electronic records, the agency is responsible for ensuring that the vendor complies with all certifications and specifications in this document. Agencies may attach additional pages as needed to ensure answers to the below questions are complete and comprehensive.

**Approved certifications pertain to *listed record series only*.** The public agency will evaluate, update, and resubmit this certification for approval **every 5 years** or under the following conditions, whichever comes first:

1. To reflect changes in information systems, scanning procedures, storage methods, or any other systems or workflows that could affect the quality, accessibility, or preservation of digital images produced under this certification,
2. Upon updates to retention periods or public records and digital preservation guidance,
3. When seeking approval for scanning and disposing of additional permanent record series, date groups, or sets other than those previously approved, or
4. When decommissioning a legacy system used to create or store any digitized permanent records.

# Form RC-245

**\*Can use as starting  
guide/template for internal  
digitization policy and  
procedures if you don’t  
know where to begin**



# Reminders

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- No change to requirements to request destruction of records
  - Submit the RC-108 for authorization when records of any format meet retention, per PRP 05: Disposition of Public Records
- PRP 04 does not override existing statutes, regulations, or policies that dictate a requirement to maintain hard copy records
- All digitization forms require certifying that agencies have **internal policies and procedures** governing digitization and electronic records management
- No blanket permission to scan and dispose; authorization must be tied to approved record series



# Reformatting and Records Disposition

1



Paper record  
meets retention



Agency gets approval to  
dispose via **Form RC-108**



OR



Paper record destroyed or  
transferred

2



Electronic record  
meets retention



Agency gets approval to  
dispose via **Form RC-108**



OR



Electronic record destroyed  
or transferred

3



Paper record that **has  
not met retention** is  
digitized



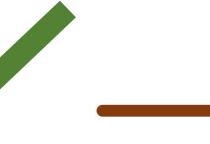
Agency gets approval  
to reformat and  
dispose paper via  
**Form RC-140, RC-  
145, and/or RC-245**



Paper record  
destroyed or  
transferred



Scanned record  
meets retention



Agency gets  
approval to  
dispose via **Form  
RC-108**



Electronic record  
destroyed or  
transferred

# Management Basics



**Misconception:** Electronic records  
are more manageable, more stable,  
and inherently useful and  
discoverable than other formats



# Management Basics

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- Two main categories of electronic records based on origin: **born-digital** records and **digitized** records
- Part of routine business operations
- Standardized filing system
  - Same organization for paper and electronic records
- Maintain files in shared storage – agency servers or in the cloud
  - Do not use removable media for primary or long-term storage
  - Do not use individual user accounts (desktop, OneDrive, etc.) for indefinite storage
- Identify official record copies
- Backups

# File Naming Activity: Part I



- Instructions: In the chat, write a quick example of what you would name this file when saving it to your computer



Gill Engineering Associates, Inc.  
63 Kendrick Street  
Needham, MA 02494  
[www.gill-eng.com](http://www.gill-eng.com)  
781-355-7100

## **SUBCONSULTANT AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement between OXY'S corporation a \_\_\_\_\_ located at 705 Cambridge St, Cambridge, MA 02141 ("Subconsultant") and Gill Engineering Associates, Inc., a corporation, located at 63 Kendrick Street, Needham, MA 02494 ("Consultant") takes effect on 2/21/2018.

### **Background**

The Consultant and MassDOT Highway Division (the "Owner") entered into an agreement dated 2/21/2018 for Development of Real Time In-Service Prestressed Beem Monitoring Program (the "Project").

The agreement between Consultant and Owner, including attachments and amendments, is referred to in this Agreement as the "Prime Agreement". A copy of the Prime Agreement (which may have compensation and confidential provisions deleted) is attached as Exhibit A.

### **The Agreement**

SUBCONSULTANT'S COMMENCEMENT OF SERVICES IS CONSIDERED ACCEPTANCE OF ALL TERMS AND CONDITIONS OF THIS AGREEMENT BY SUBCONSULTANT.

#### **1 Subconsultant's Services**

- 1.1 Subconsultant agrees to perform the Services described in Exhibit B (the "Scope of Services") for the compensation and duration stated in Exhibit C. Exhibit B and Exhibit C are attached and incorporated into this Agreement.
- 1.2 Subconsultant is an independent contractor and not an employee of Consultant or a joint venture partner with Consultant. As an independent contractor, Subconsultant is solely responsible for the means and methods it uses in performing the Services.
- 1.3 While rendering professional services under this Agreement, Subconsultant shall comply with all applicable professional registration, licensing, and practice requirements.
- 1.4 Subconsultant is required to cooperate with Consultant in performing the Services to enable Consultant to fulfill its obligations under the Prime Agreement.

# File Naming – Best Practices

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- Aim for brief but distinct names
- Understandable by current and future colleagues
- Distinct enough to be found if removed from file/folder hierarchy
- Consistent date format: YYYYMMDD
- Standardize casing, punctuation, etc.
  - CamelCaseNamingConvention
  - You-could-use-hyphens\_or\_underscores
- A simple policy goes a long way towards standardization!
- Ex: 20180221\_OXYSAgreement\_BeemProject.pdf

# File Naming Activity: Part II



- Try Again! Use camel case (LikeThis), underscores, and YYYYMMDD format



Deval L. Patrick, Governor  
Richard A. Davey, Secretary & CEO  
Frank DePaola, Administrator



## Notice to Proceed

October 15, 2013

Gill Engineering Associates  
200 Highland Avenue, 4th Floor  
Needham, MA 02494

Contract Number: 77862 (N13000000001)  
Action Date: October 9, 2013  
Action Item#: 31

Dear Joseph P. Gill, P. E.

Enclosed is your signed copy of the contract award with the Massachusetts Department of Transportation (MassDOT) - Highway Division.

This contract is for providing design and review services to MassDOT on an open end basis for various statewide highway and bridge projects.

This is a rate contract with duration dates from October 9, 2013 until October 8, 2018.

Cordially,

Tanya M. Barros  
Director of Contracts & Records

# Folder Naming



**Incident Report**

**Incident Date:** July 15, 2022

**Reported by:** Daffy Duck

**Location:** Looney Labs Headquarters

**Department:** Cartoon Safety & Compliance

**Description of Incident**

At approximately 1:37 PM, Wile E. Coyote attempted to use a prototype "Rocket-Powered Parachute," resulting in an uncontrolled launch and subsequent desert crash. The primary cause appears to be an oversight in Acme's quality assurance process. The affected individual included Wile E. Coyote (Research & Development).

**Actions Taken**

- Notified "Looney Legal Team."
- Provided necessary assistance (giant rubber band rescue method).
- Implemented immediate corrective measures, including "No More Rocket Testing Without Supervision."

**Follow-Up Recommendations**

- Conduct a review of "Acme Product Safety Standards."

**Modified By** **File size**

Rankins, Brittney	16.0 KB
Rankins, Brittney	15.5 KB
Rankins, Brittney	15.9 KB

# Email, Social Media, and AI



# Managing Email



- Email messages sent or received in the conduct of the public's business **are public records** and subject to disclosure and discovery (CGS §1-200(b))
- **Do not use private email accounts** to conduct public business
- Email should be treated as a form of correspondence
  - Schedule ADMIN: Administrative Records
  - *General Letter #2009-2: “Management and Retention of Email and other Electronic Messages”*
  - *Public Records Policy 05: Disposition of Public Records*
  - *PRP 04: Electronic Records and Electronic Records Standards*
- Disposal of email requires approval, like all public records



# Email Retention



Category	Retention Requirement	Examples
Related to specific programs or functions	Follow retention of records series that documents specific agency functions or programs	<ul style="list-style-type: none"><li>• Documentation of significant developments on a project</li><li>• Correspondence related to a legal proceeding or case file</li></ul>
Routine	2 years	<ul style="list-style-type: none"><li>• Commonplace tasks</li><li>• General requests</li><li>• FOI requests</li></ul>
Transitory	No requirement	<ul style="list-style-type: none"><li>• “Cookies in the break room”</li><li>• Routine traffic/weather alerts</li><li>• Personnel reminders</li><li>• Benefits, open enrollment, etc.</li><li>• External listserv messages</li><li>• CC or BCC, no action required</li></ul>

# Best Practices



- Inbox management
  - Create subfolders under your “Inbox” folder
  - Use descriptive folder names that mirror office filing system for paper files, and/or shared drive filing system
  - Move and keep all related messages in the appropriate folder
  - Requires less effort and improves access over time
- Writing and sending email
  - Do you need to use email?
  - Subject lines
  - Attachments vs. links
  - Copy and forward sparingly

Inbox	56
Drafts	
Sent Items	
› Action Needed	
Admin	
Atlas	
› Digitization Policy	
› Schedules	
› Legislation	
› Routine Correspondence	
› Projects	
FOI	
› Complaints	
Grant Info	
› Trainings	
› Listserv	

**FAQ:** Can we delete content from our website or social media sites?



# Social Media and Web Content

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- Social media and web content must be retained, including comments and interactions from the public
- Does not need to be kept on the web as long as an official record copy remains accessible for entire retention period (unless statutes or regulations require it to be public)
- Content dictates retention – not format
  - Many posts might fall under a series like ADMIN-057: Public Relations Records (press releases, news clippings, remarks, speeches, etc.)
- Consult PRP 4, our office when decommissioning websites or social media accounts

**FAQ:** Are AI meeting transcripts records? Are chat bot transcripts records?

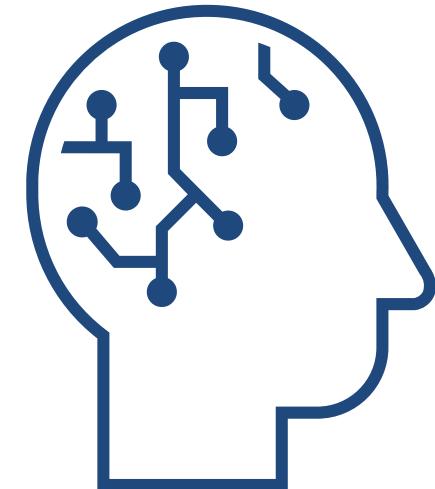


# Artificial Intelligence and Public Records

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- Assume AI output is a record
  - Meeting transcripts
  - Chat bot transcripts you save yourselves or receive from the public
- Be cautious about the records you share with these systems
- Coordinate with your BITS Customer Success Managers (CSMs) to use trusted programs with centralized support



# Reminder: Disposition of Electronic Records

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- PRP 05: Disposition of Public Records
  - Record defensible destruction policies and procedures
  - Destruction methods
    - “Electronic media, such as floppy disks, Compact Disks, VHS tapes, audiocassettes, hard drives, and rewritable disks, should be degaussed, overwritten, or erased. Agencies should be aware of special conditions associated with confidential or sensitive electronic records as erasure does not always ensure data destruction. Physical destruction of the media may be the only secure way to destroy data permanently.”

# Digital Preservation & Planning for the Future



# Guiding Questions



- How will we maintain accessible records for the duration of the retention period?
- What is the estimated longevity of the systems we use? The file types?
- How can we prepare for systems or file type migrations and updates?

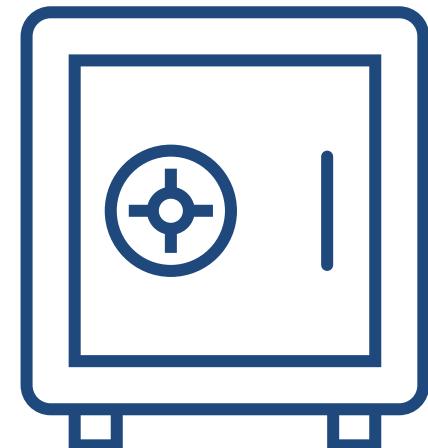


# Systems Considerations

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- Advocate for your records
- Digital inventories and file plans
- Standardize file formats
- System trustworthiness
  - Maintain hardware and software documentation
  - Checksums and audit trails
  - Performance assurances
  - Security protocols
- Vendors
  - Open system architecture
  - Data extraction

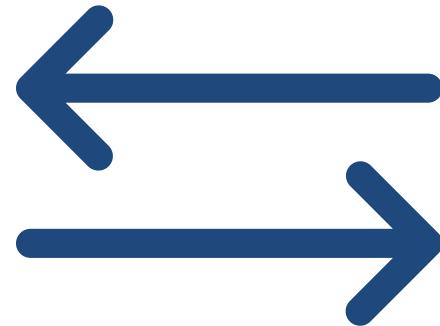


# Migration

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- Invest time and resources
- Plan for migrations to new storage media, systems, and formats
- Schedule storage media refreshes, file reviews, and hardware and software upgrades – don't wait until it becomes an emergency
- Maintain linkages between records and their metadata, capturing metadata from the migration as well



## Looking Ahead

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- The State Archives and the Office of the Public Records Administrator are working with colleagues in BITS and other agencies on several enterprise-level projects to streamline document management, email management, and digital preservation activities statewide



# Future-Proofing Records

## The Archival Side of Electronic Records Management

**Brittney Rankins**  
Digital Records Archivist



# Why Archives Matter



- **Preserving Institutional Memory:**  
Archives ensure legal accountability and transparency.
- **Records as Historical Artifacts:**  
Without proper archiving, vital history is lost.
- **Lessons from the Past:**  
Poor records management leads to repeated mistakes and lost information.



Image by Pexels from Pixabay

# What is an Archival Record?

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- **Definition:** Any document or file saved for legal, historical, or administrative reasons.
- **Why It Matters:** Official records serve as proof of decisions, events, and policies.
- **Types of Records:** Paper files, emails, photos, videos, and digital documents.
- **Purpose:** Ensures government accountability, protects cultural heritage, and preserves history.

# Preparing Your Permanent Records for Transfer



# Best Practices for Storing and Protecting Records

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- Use protective cases or anti-static bags for storing digital media.
- Always use **brand-new** storage devices to avoid file corruption.
- Remove passwords or encryption so the records can be accessed in the future.

# Best Practices for Storing and Protecting Records



- Use protective cases or anti-static bags for storing digital media.
- Always use **brand-new** storage devices to avoid file corruption.
- Remove passwords or encryption so the records can be accessed in the future.

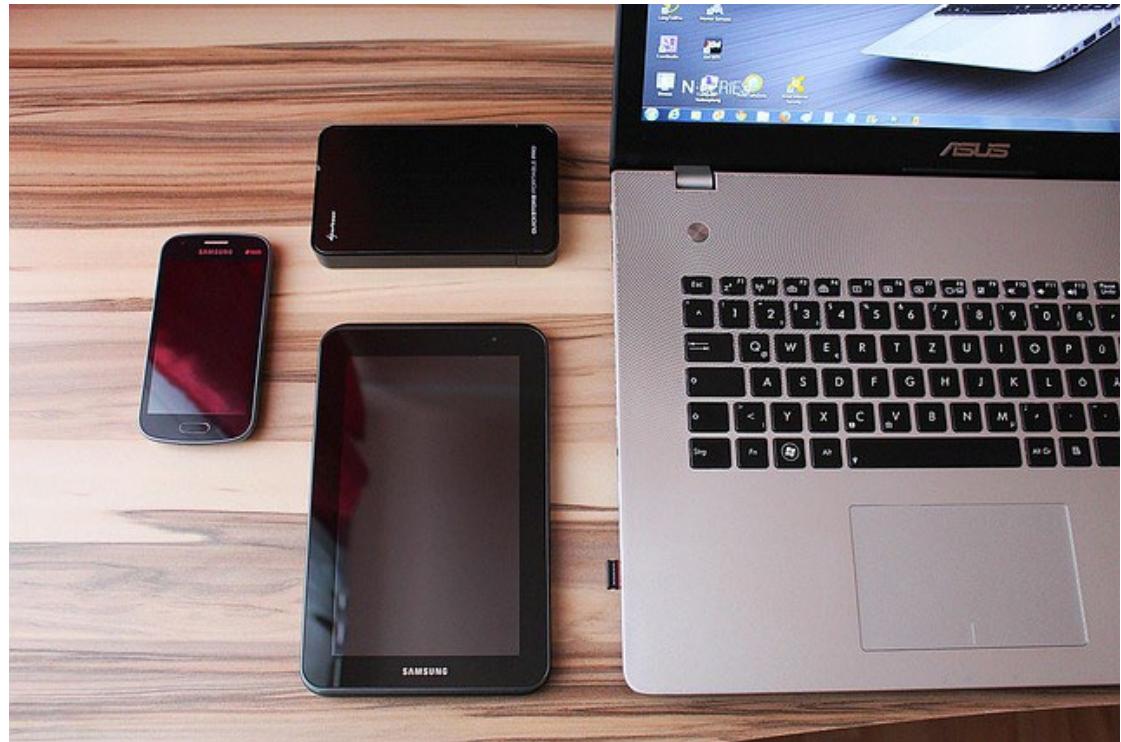


Image by Csaba Nagy from Pixabay

# How to Organize Digital Files before Transfer



- Keep a digital inventory to track what records you have.
- Convert files to common, long-lasting formats (PDF/A, CSV, TIFF).
- Add descriptions and labels (metadata) to make files easier to find.
- Keep the original folder structure and create a backup copy in a ZIP file.

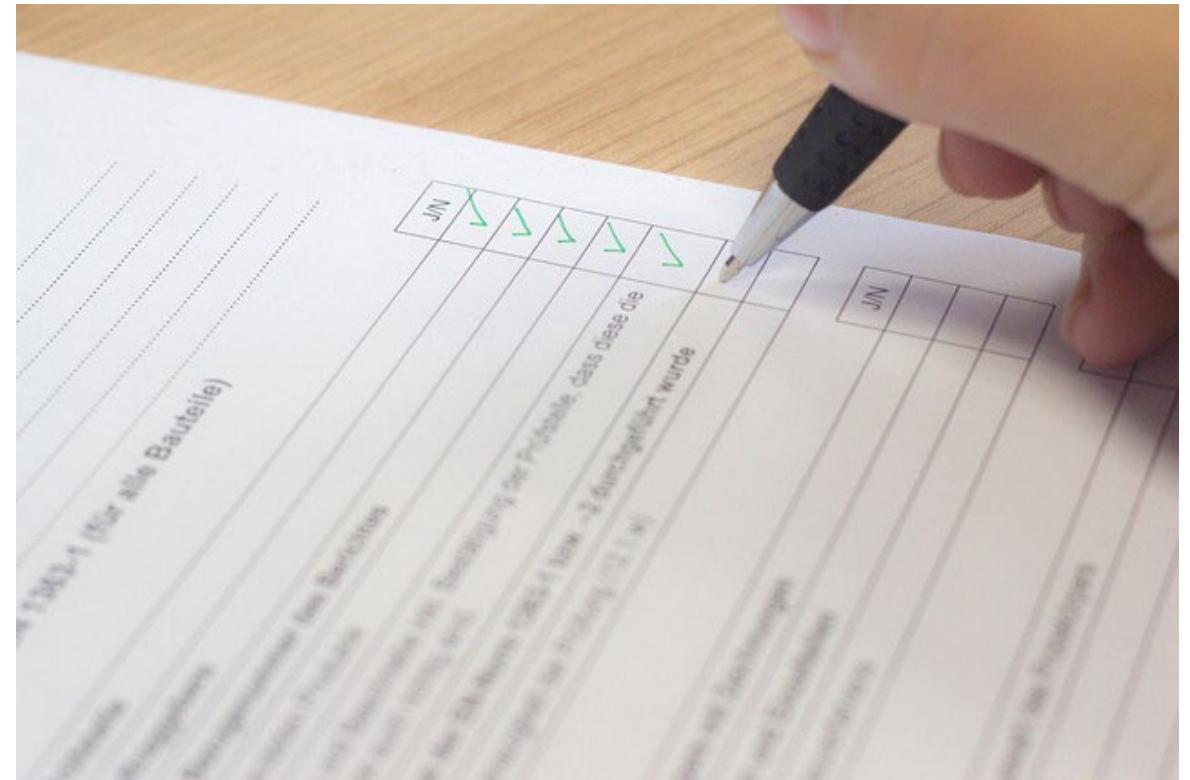


Image by Philip Neumann from Pixabay

# After You Transfer Records – Next Steps

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- **Do not delete any files** until you receive a confirmation that they were archived.
- Keep a **log of what was transferred** in case you need to track records later.

# How the State Archives Handles Digital Records



# Step 1 – Receiving & Checking Records

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- Scan for viruses or damaged files before archiving.
- Use a checksum check to confirm files were not altered or corrupted.
- Make backup copies before continuing.

## Step 2 – Organizing and Describing Records

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- Arrange files in a clear, logical structure for easy access.
- Remove duplicate or unnecessary files to save space.
- Keep records labeled with important details (such as dates and origin).
- Hide or remove confidential data to protect privacy.

# Step 3 – Providing Access to Electronic Records



- Create finding aids so people can search for records.
- Upload files to the Connecticut Digital Archive for public access.
- Do a final check to ensure no data was lost.

CT State Library  
Preserving the Past. Informing the Future.

Home Repositories Collections Digital Objects Accessions Subjects Agents Classifications

Connecticut State Archives Finding Aids

The State Archives uses finding aids as guides to our government and manuscript collections. This site allows researchers to search and browse through those finding aids.

The Connecticut State Archives is undertaking an ongoing project to make finding aids available online. Hard copies of finding aids are available to researchers at the History and Genealogy reference desk if they are not yet online. Search Connecticut Archives Online Finding Aids Repository.

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# The Biggest Risks to Digital Records



# Cybersecurity Risks

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- Hackers, viruses, and insider threats can destroy or steal records.
- Ransomware attacks can lock important files, preventing access.

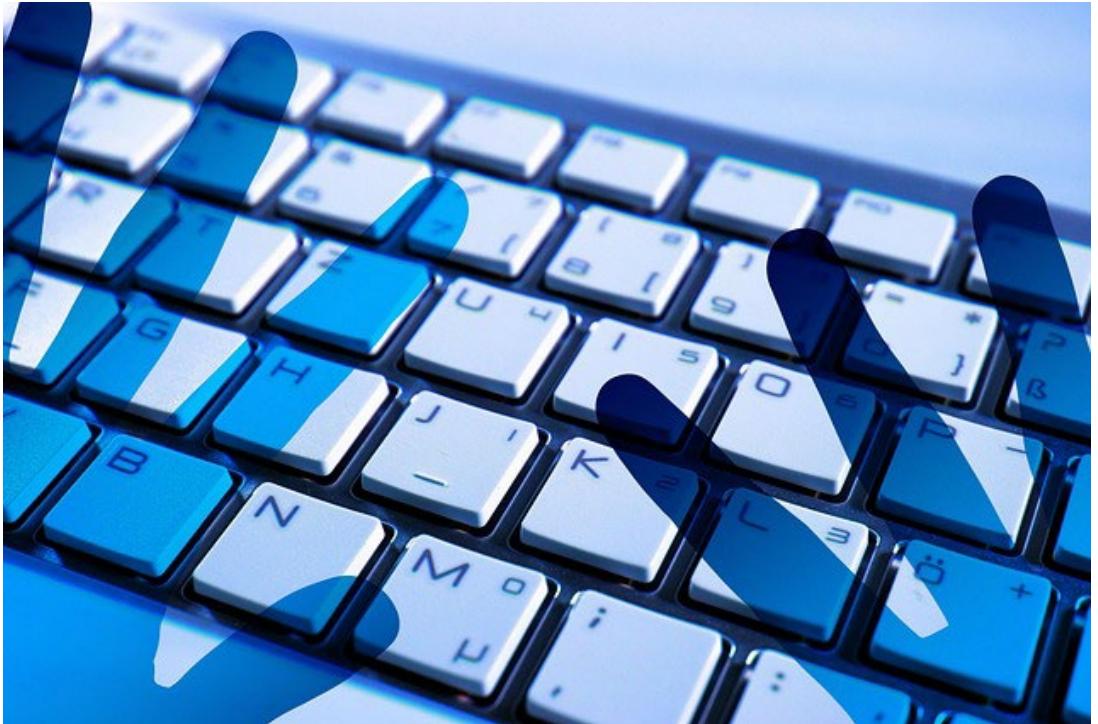


Image by Gerd Altmann from Pixabay

# Environmental Risks



- Floods, fires, and power outages can damage physical and digital records.
- Without backup copies, important files can be permanently lost.



Image by Shary Reeves from Pixabay

# Human Errors

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- Accidentally deleting files without a backup.
- Corrupting files by using outdated or faulty storage devices.
- Losing access due to forgotten passwords or locked accounts.

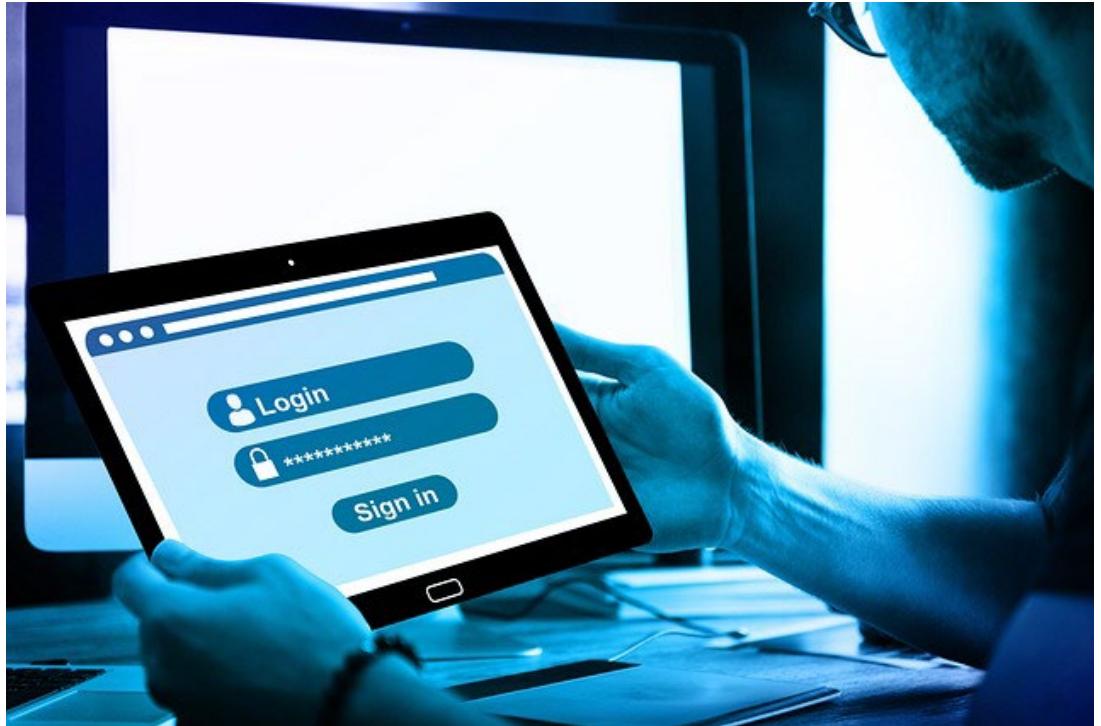


Image by Gerd Altmann from Pixabay

# Key Takeaways for Protecting Records

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- **Organize & Secure Records** – Use metadata, proper labeling, and controlled access.
- **Strengthen Cybersecurity** – Use encryption, multi-factor authentication, and access controls.
- **Train Employees Regularly** – Prevent mistakes and cyber threats with ongoing training.
- **Back Up Data Securely** – Store copies off-site or in the cloud to prevent loss.
- **Have a Disaster Recovery Plan** – Be prepared for cyberattacks, human errors, and environmental threats.

# Resources

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- United States National Archives and Records Administration Digital Preservation – File Format Migration Guidelines
  - [https://github.com/usnationalarchives/digital-preservation/tree/master/Digital Preservation Plan Spreadsheet](https://github.com/usnationalarchives/digital-preservation/tree/master/Digital%20Preservation%20Plan%20Spreadsheet)
- CSL Temporary Title
  - [State Archives Policy 01: Transfer of Historical Records to the State Archives or Other Approved](#)
  - [Procedures for the Transfer of Historical Public Records to the State Archives](#)

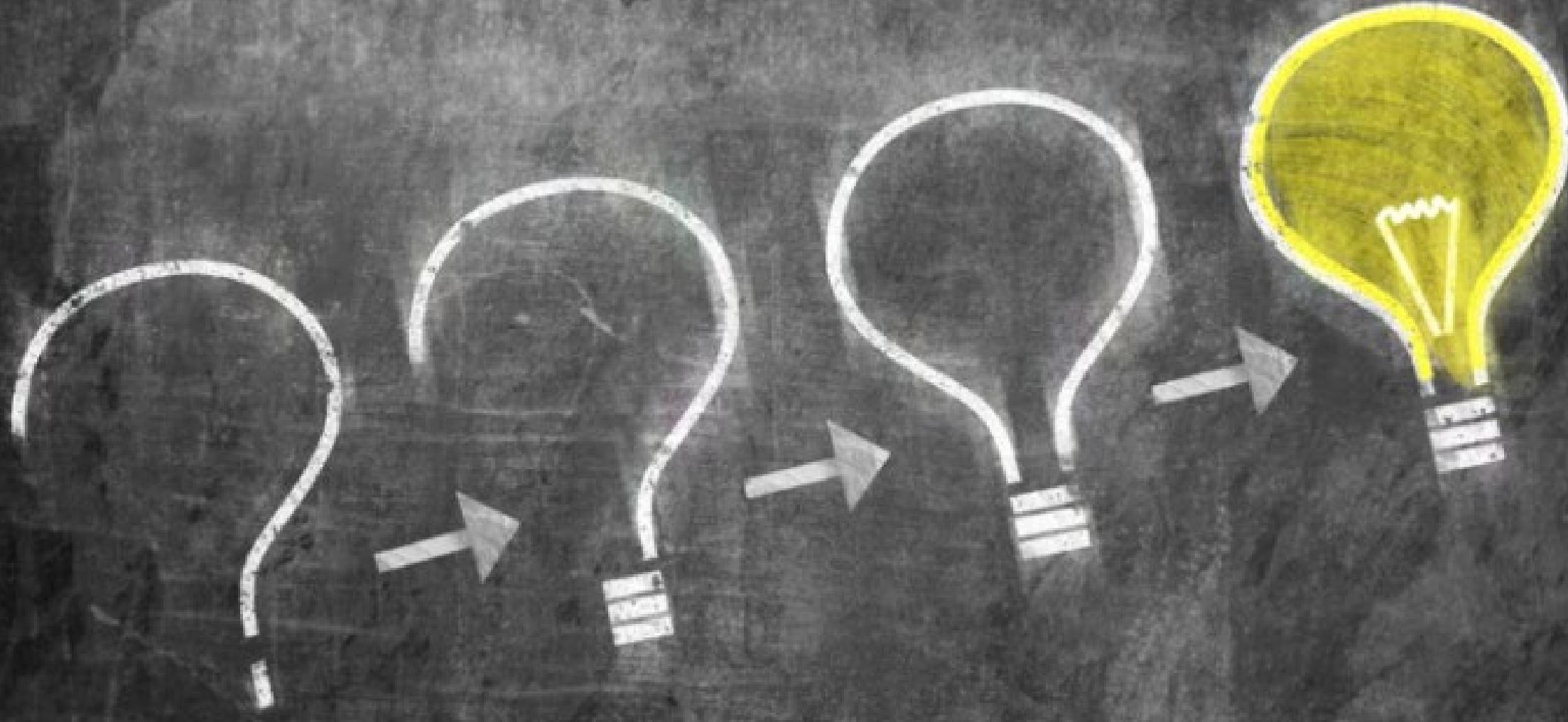
## Next Sessions:

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- *CT State Library: Reference Services and State Documents* (March 19)
- *State Archives and Archival Records* (April 23)
- *Records Preservation and Disaster Preparedness* (May 21)

**Thank you!**



# Questions?





# CT State Library

*Preserving the Past. Informing the Future.*

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