

Indiana Oversight Committee on Public Records Policy 20-02 Electronic Records Technical Standards

Applies to: Electronic records of all Indiana government entities except those exempted in IC 5-15-5.1. If records of exempted entities are transferred to the Indiana Archives they must adhere to this policy.

Purpose: To establish consistent standards for the creation and maintenance of public electronic records.

Effective Date: 1/15/2020

Authority: Indiana Code 5-15-5.1(a)(4).

Definitions:

Retention schedule means a Records Retention and Disposition Schedule approved by the Indiana Oversight Committee on Public Records.

Electronic records are stored in digital format on an information technology device and include both born-digital and digitized records.

Born-digital records are created in electronic format.

Digitized records are electronic copies of physical records and can include images and audiovisual information.

Physical records can be read without the aid of an information-technology device and include paper, film, and audio and video tapes.

Discoverable refers to the findability of electronic records during information requests, including during litigation.

Policy:

- 1) **Born digital records:** Electronic records must remain accessible for the duration of the retention period specified in their retention schedule. Accessible means that all electronic records must be
 - a) readable
 - i) by current, commonly available hardware and software OR
 - ii) converted by the originating agency if the existing software or hardware is no longer current or commonly-available.
 - b) stored appropriately
 - i) in an electronic system accompanied by documentation of release notes, functionality, and backup provisions OR
 - ii) on physical storage media that is descriptively labeled and readable by commonly available hardware and software.
 - c) discoverable
 - i) within a reasonable period of time and without excessive effort;
 - ii) via original metadata and any metadata that is necessary to understand the content and structure of the record.
 - d) properly maintained by the originating agency which includes
 - i) migrating when the current storage medium and/or records management system nears the end of its practical lifespan.
 - ii) avoiding proprietary storage systems, records management systems, or file formats.
 - e) retained in accordance with OCPR 20-01.
- 2) **Digitized records:** Records which are digitized must adhere to Item 1 of this policy as well as
 - a) Indiana Archives and Records Administration Electronic Records Guidelines
 - b) act as authentic duplicates, meaning digital images or data must be verified against original records for completeness and accuracy.
- 3) **Critical records:** Unless alternate arrangements are approved in the retention schedule, Critical Records must be microfilmed according to [60 I.A.C. 2](#)
 - a) regardless of their initial format.
 - b) in addition to any conversion to electronic format.
 - c) before the original hardcopies may be destroyed.