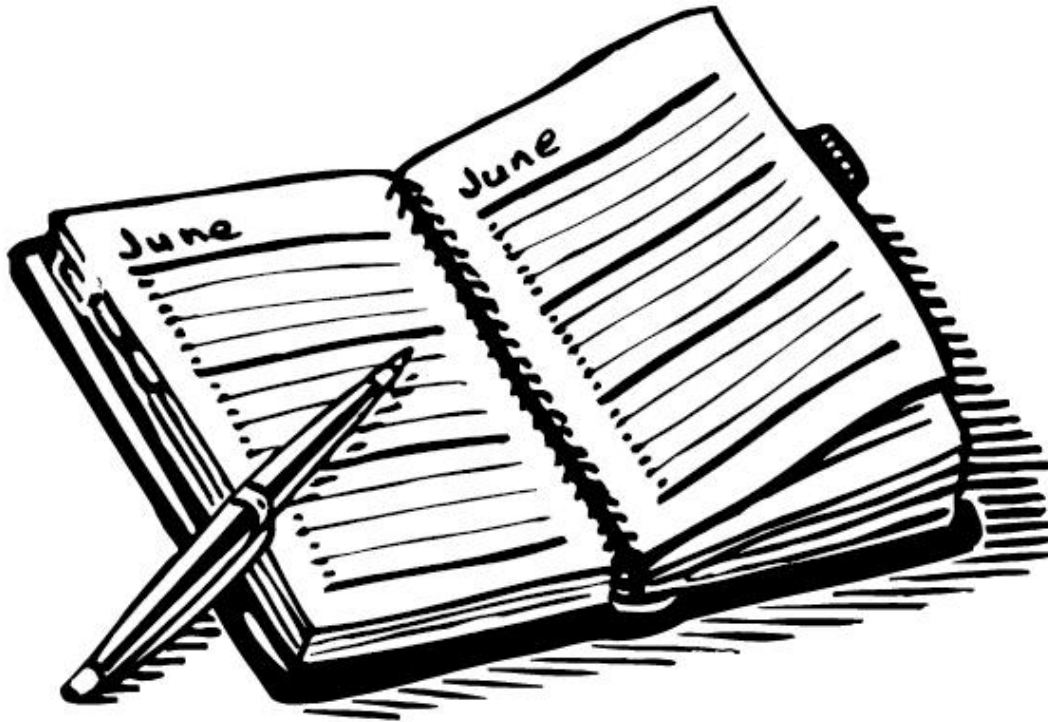




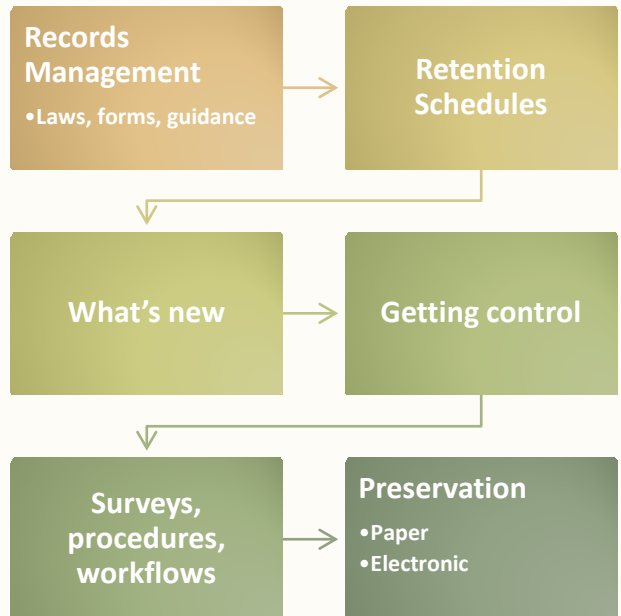
Records Management & Preservation

Jodie Foley, Montana State
Archivist

Presented August 2020 for
Montana Conservation Districts



Agenda

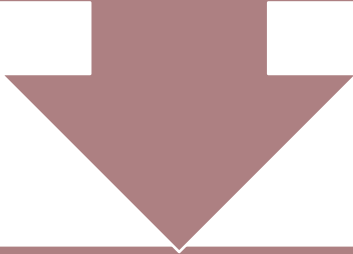




Montana Records Law: MCA Title 2, Chapter 6

- **2-6-1012: Management of public records**
- (c) Local governments shall manage public records according to ... the rules and guidelines established by the **secretary of state, the local government records committee, and the Montana historical society.**
- **2-6-1013: Preservation of public records**
- (1) All public records are ... property of the public agency possessing the records ... and **must be preserved, stored, transferred, destroyed, or disposed of and otherwise managed** only in accordance with the provisions of this chapter.
- **2-6-1014: Protection and storage of essential records** 1) To provide for the continuity and preservation of civil government, each **public officer shall designate certain public records as essential records. ...and ensure essential records are identified and maintained.**

Public Record: Public information that is fixed in any medium and is retrievable in usable form for future reference; and designated for retention by the state records committee, judicial branch, legislative branch, or local government records committee.



Public Information: Information prepared, owned, used, or retained by any public agency relating to the transaction of official business, regardless of form, except for confidential information that must be protected against public disclosure under applicable law. Public information becomes a Public Record when it is “fixed”.

What's a
Record?
Definitions
from MCA
Title 2,
Chapter 6



Official Record: The Record copy; a document possessing public records status and considered the Primary Record.



Transitory Record: A record of short-term value that can be destroyed immediately or after meeting its transitory need; a temporary record.



Non-Record: Any document or copy of a document made or kept solely for reference purposes, and of which any Official Record is located in the appropriate file system.

More Records Definitions: basis of Montana Retention Schedules

Guidance: Montana RIM:
<http://sos.mt.gov/records/local>

- Tool kit with tips for records management
 - state laws
 - contacts for members of LGRC
 - copies of forms
-





LGRC

SOSLocalGovtRecCom@mt.gov

Terry Atwood, Genealogy
Representative

Ray Dagnall, Secretary of State –
Records and Information
Management

Jodie Foley, Montana Historical
Society – State Archives

Nikole Koefelda, Silver Bow
Archives-Government Records
Archivist

Kari Powels, Department of
Administration – Local
Government Services

Bonnie Ramey, Jefferson County
– Office of the Clerk and
Recorder

Marty Rehbein, City of Missoula
– Office of the City Clerk


Paige Trautwein– Clerk of the
District Court, Ravalli County



Montana State Archives

- Official repository of historically significant state and local government records per MCA 2-6-1112
- State Archivist is LGRC member, disposal sub-committee member

Instructions for what to do with public records that are no longer needed for current government business.



Also called a records retention and disposition schedule, it provides a minimum period a specific type of record must be preserved.


Retention
Schedules
<http://sos.mt.gov/records/local>

Retention Schedule 9 Conservation District

- Key elements:
 - Updates meant to clarify titles, delineate elements, clarify “official record” and remove redundancy. **Requested by leadership**
 - Schedule delineates minimums, if you have a local need you can keep the records longer – understanding risks and benefits of doing so.
 - Other schedules will need to be used for financial and HR records.

Disposal Request

[Disposal Form - RM60](#) (see [Instructions](#)): Used to make disposal requests. Unless otherwise indicated on the schedule, this is required for all disposal requests for records that have met their retention period. Be aware of the 10-year rule Law 2-6-1205, MCA non-confidential records must be held for 60 days before they are destroyed



[Disposal Form - RM88](#) (see [Instructions](#)): Used to document disposal internally when schedule indicates RM60 is not required.



Getting Control: How to start and not get overwhelmed.

- Find out what you have
 - Records survey https://sosmt.gov/wp-content/uploads/attachments/State_Basic_Steps.pdf?dt=1482362474947&dt=1519325557497
- Apply the appropriate schedule
- Create disposal requests and follow through (divide if necessary)
- Start fresh with new procedures and workflows in writing!
 - Quarterly or annual disposal
 - Marking filing cabinets, boxes folders with retention
 - Train

Record Series	Status	Dates	Notes	Bulk	Location
Register of Prisoners	?	1909-1914, 1937-1946, 1929-1933	A rich resource	6 volumes, 1 lf	Vault, cabinet 1, drawers 1-3
City License Registers	?	1890s, 1900s		4 volumes	
Treasurer's Warrant Register	Retain 5 years	1929-1940	Essentially a check register; unlikely to be permanent, but age may warrant retention.	4 volumes	
Warrants Called	Retain 5 years		unlikely to be permanent, but age may warrant retention.	1 volumes	
Outstanding Warrants	Retain 5 years		unlikely to be permanent, but age may warrant retention.	2 volumes	
Treasurer's Collection Register	Retain 5 years		unlikely to be permanent, but age may warrant retention.	2 volumes	
Register of Warrants	Retain 5 years	1905-1927	unlikely to be permanent, but age may warrant retention.	11 volumes, 1 lf	
City Clerk's Register of Warrants	Retain 5 years	?	unlikely to be permanent, but age may warrant retention.	3.5 lf, 15 volumes	

Survey:

-documents
what you
have
-gives you
road map for
action

Preservation

“Action taken to retard or prevent deterioration or damage to records...by controlling environment or by treatment...to maintain records as nearly as possible in an unchanging state”



Paper Records: Risks & Treatment

Three main causes of damage to paper:

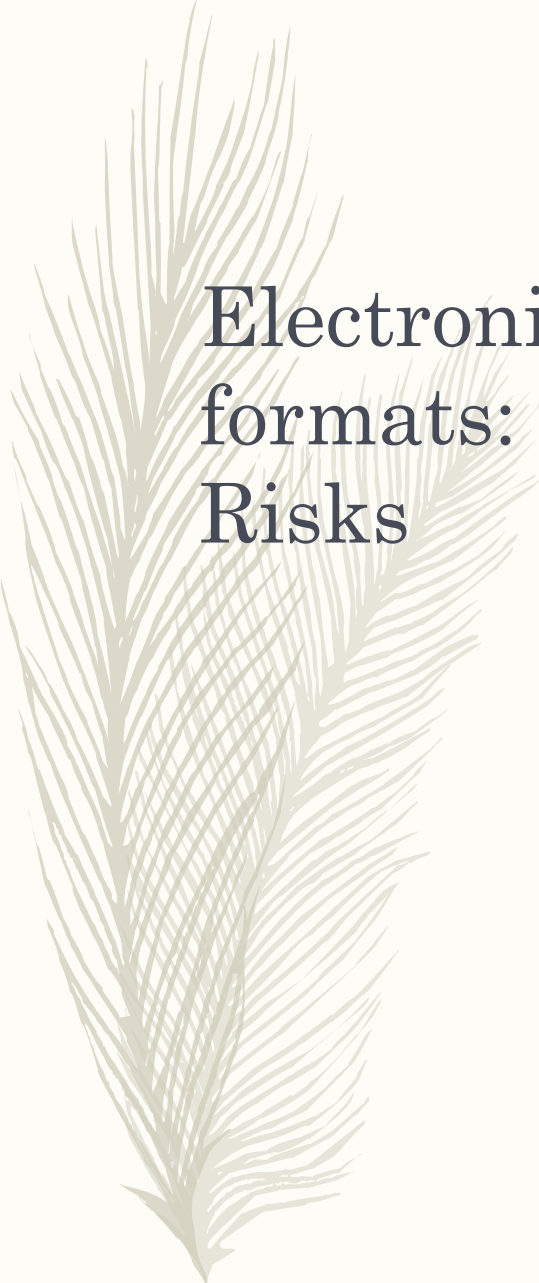
- Environment
- Storage
- Handling

Mitigating and preventing damage

- Supplies: <http://www.gaylord.com/>
<https://www.hollingermetaledge.com/>

Resources

- SHRAB Student Archivist Program



Electronic formats: Risks

- Main risks to Electronic Records:
 - Technological dependency
 - Technical obsolescence
 - Media deterioration
 - Challenge of maintaining four essential characteristics of E-Records: Authenticity, Reliability, Integrity and Usability.

To address complexity of Electronic Records,
you need a systematic approach

Administrative Rule: 44.14.202

- 44.14.202 STORAGE REQUIREMENT FOR ELECTRONICALLY STORED DOCUMENTS WITH GREATER THAN TEN YEAR RECORD RETENTION (LONG-TERM RECORDS)
- (1) The Local Government Records Committee adopts and incorporates by reference the Association of Records Managers & Administrators (ARMA) International's Generally Accepted Recordkeeping Principles® for local governments using electronic systems to store long-term records, ©2014 ARMA International, www.arma.org. Local governments should use them as the framework to design, implement, operate, and decommission the systems and to manage the records and data within the systems.
- (2) ARMA's Generally Accepted Recordkeeping Principles® can be accessed on the ARMA web site at the following link: http://www.arma.org/docs/sharepoint-roadshow/the-principles_executive-summaries_final.doc.

The Principles ®



Accountability



Integrity



Protection



Compliance



Availability



Retention



Disposition



Transparency

Records Continuum

Choices at every stage

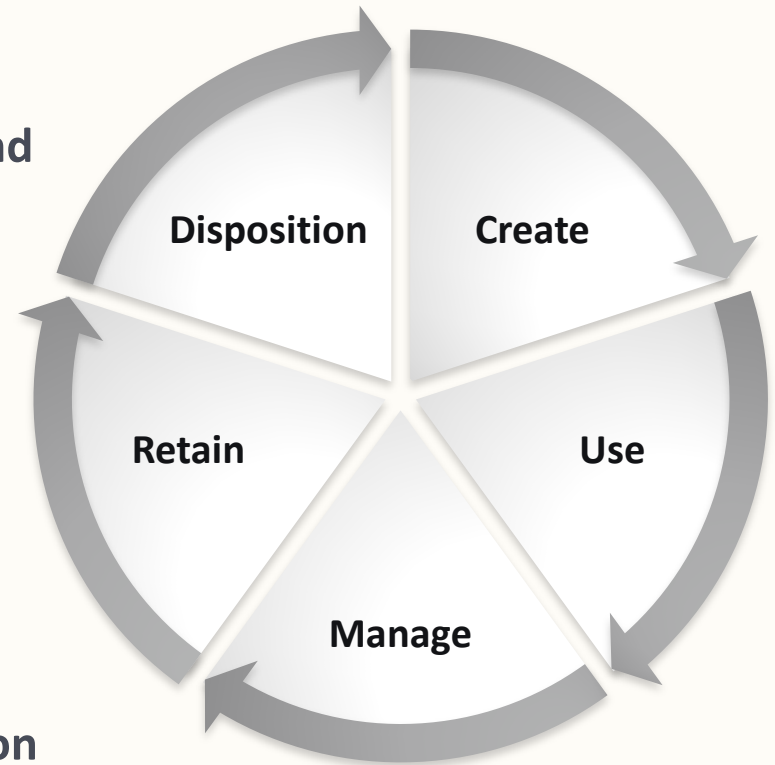
Key Strategies:

Begin with the end in mind

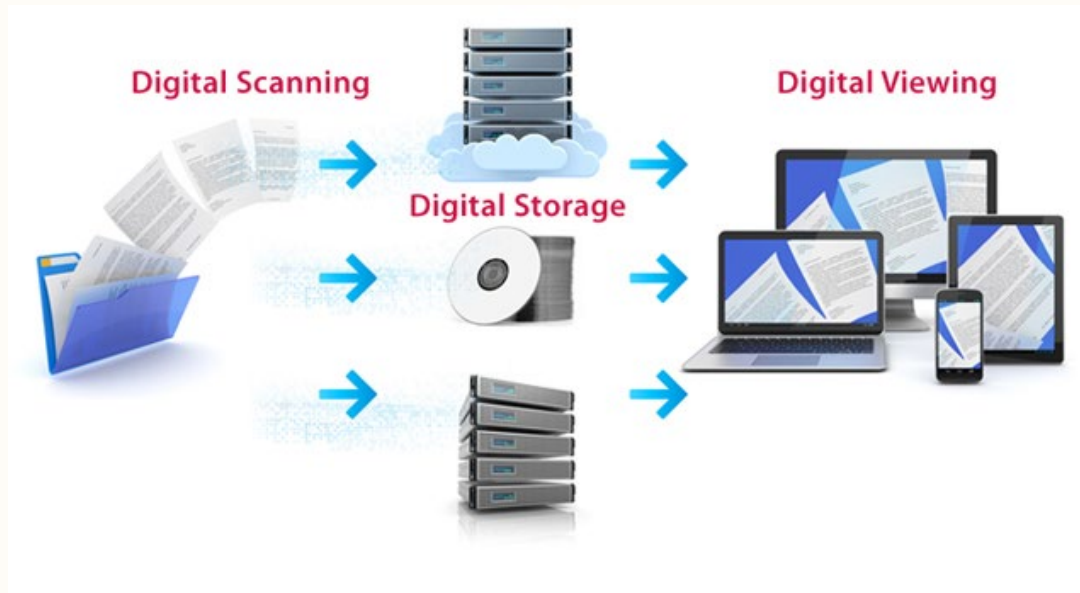
Be intentional

Planning should address:

- Maintenance
- Storage
- Security
- Destruction / disposition



Digitization



-
- Preservation Considerations:
 - format, metadata, hardware/software
 - Project planning
 - Best practices
 - Settings, formats
 - Quality Control
 - Access
 - Security

	TIFF	PDF	PDF/A
Widely used & accepted	Yes	Yes	Yes
Encryption allowed	No	Yes	No
Considered archival	Yes	No	Yes
Embeds fonts	No	Sometimes	Always
Bookmarks in the document	No	Supported	Supported
File sizes	Generally large	Generally smaller	Generally larger
OCR	Yes, must be turned on	Yes, must be turned on	Yes, must be turned on
Digital signatures	No	Yes	Yes

File format options for documents




Storage media: Best Practices

All digital media and hardware have limited life expectancy. Some are longer than others. Choose wisely:

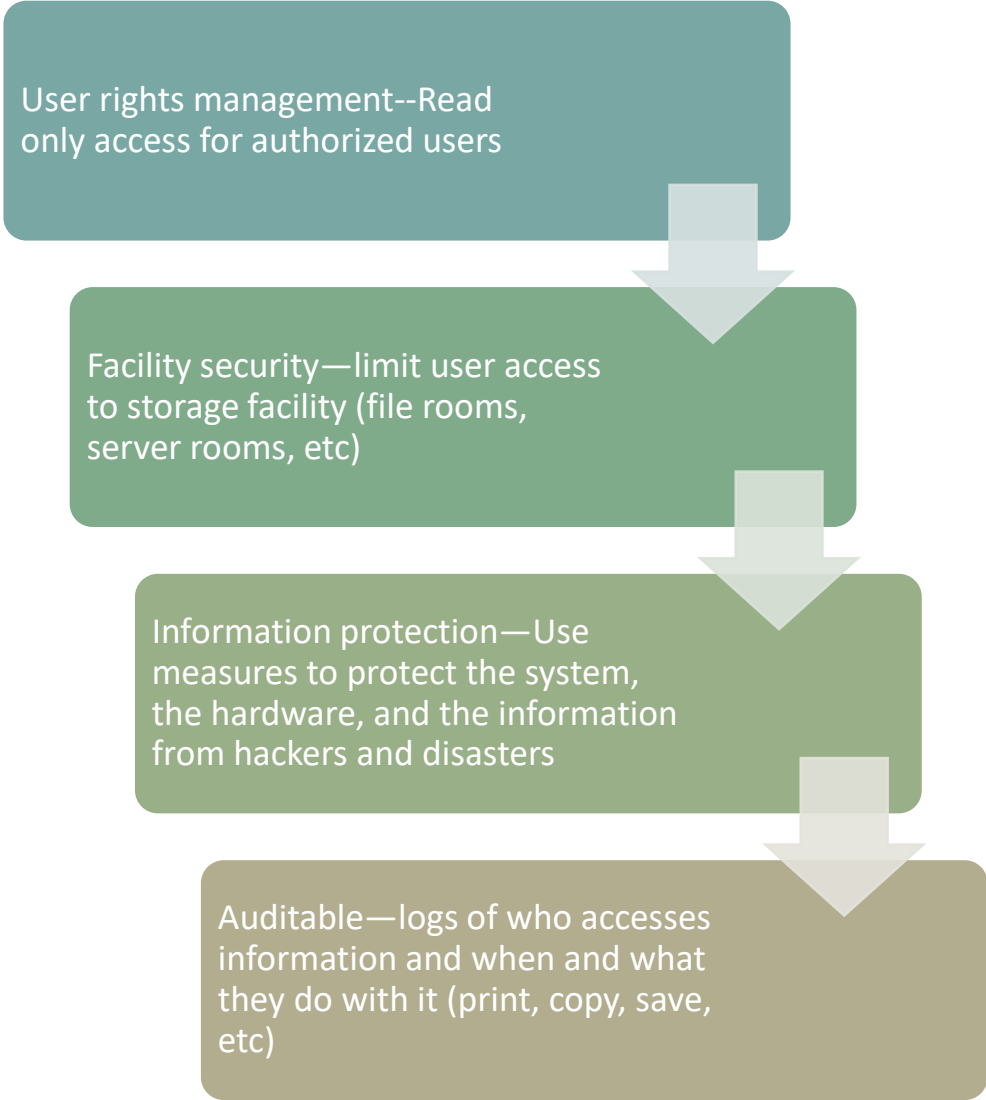
- *Durable*
- *Widely Adopted and Used*
- *Integrity*
- *Redundancy*

Storage Options



	Short Term	Long Term	Do Not Use
Hard Disk Drive	X	X	
Solid State Drive	X	X	
Magnetic Tape	X		
Cloud Storage	X	X	
Optical (All Types)	X		
USB Flash			X
Obsolete media			X

User rights management--Read only access for authorized users



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graph TD; A[User rights management--Read only access for authorized users] --> B[Facility security—limit user access to storage facility (file rooms, server rooms, etc)]; B --> C[Information protection—Use measures to protect the system, the hardware, and the information from hackers and disasters]; C --> D[Auditable—logs of who accesses information and when and what they do with it (print, copy, save, etc)];
```

Facility security—limit user access to storage facility (file rooms, server rooms, etc)

Information protection—Use measures to protect the system, the hardware, and the information from hackers and disasters

Auditable—logs of who accesses information and when and what they do with it (print, copy, save, etc)

Security: Best Practices



Questions?

Topics not covered?

Suggestions?

Resources & contact information



Professional Organizations:

ARMA <http://www.arma.org/>
NAGARA <https://www.nagara.org/>
NARA <https://www.archives.gov/>
LOC <https://loc.gov/>



Guidelines:

MN
<http://www.mnhs.org/preserve/records/electronicrecords/erguidelines.php>
N.D.
<https://www.nd.gov/itd/standards/electronic-records-management-guidelines#6>



Montana Guidance:

Local Government Records
Committee:
<http://sos.mt.gov/records/local>
Preservation: Jodie Foley:
jofoley@mt.gov or 444-7482



Contact Information

- Jodie Foley
 - jofoley@mt.gov
 - 444-7482

Local Government Records Members:

<https://sosmt.gov/records/local-committee/>

A large, stylized pine needle graphic is positioned on the left side of the slide, extending from the bottom towards the top. It is rendered in a light green color and serves as a decorative background element.

Chris Evans

District Administrator

Lewis & Clark Conservation District