

*** Records Management Essentials**
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- * Legally mandated
- * Per the Local Government Records Law
- * And Commissioner's Regulations
- * All governments must have an RMO
- * Individual and corporate responsibility

*** Records Management in NYS**

*** Responsibilities of the RMO**

- * Oversee and coordinate management of records
- * Liaison with others
- * Delegate responsibility as needed
- * Follow State Archives guidelines

*** CEO and Government Board Must...**

- * Support and promote RM program
- * Identify historical records and ensure their protection
- * Designate RMO when not mandated by law

*** All Government Officials Must...**

- * Create and maintain records that document business transactions
- * Destroy records appropriately
- * Pass records on to successors
- * Support work of the RMO

*** Basic Activities**

- * Formal inventory
- * Appropriate storage space
- * Boxes, labels, shelving, cabinets
- * System for rotating records
- * Database locator
- * Software for managing ER

*** Exerting Control**

- * Adopt a file plan
- * Use appropriate filing system
- * Use appropriate filing equipment
- * Anticipate retention
- * Coordinate paper and ER files
- * Develop standard naming conventions
- * File centrally, when possible

*** Filing**

- * Internal access vs external access
- * Know laws relating to records access
- * Balance access with care of records
- * Make records available via a network and the Internet
- * Selectively convert hardcopy records

*** Using Records**

- * Use MU-1, CO-2, ED-1, or MI-1
- * Keep only what is required
- * Appraise minimally for historical value
- * Document decisions to lengthen required retention
- * Implement regularly.....and often!

* Records Scheduling

- * Increasingly born digital
- * Must file centrally to manage well
- * Implement a classification system
- * Link classification system to retention
- * Educate end-users
- * When possible, manage retention electronically
- * Preservation

* Managing Retention of ER

- * Options are
 - * Microfilm
 - * Imaging
 - * Hybrid solution
- * Projects involve prep, process, QC
- * Follow State Archives' guidelines
- * Have a contract if using a vendor

* Reformatting

- * Follow retention schedule
- * Do not destroy reactively
- * Use appropriate destruction methods
- * Exercise discretion
- * Destroy completely
- * Document destruction

*** Destruction**

- * Identify vital and valuable records
- * Identify risks
- * Reduce most risks now
- * Assess potential impact of ongoing risks
- * Prepare response plan to minimize impact

*** Disaster Management**

- * Application deadline of 17 Jan 2017
- * Individual, Shared Services, & Demonstration
- * Project Categories
 - * Disaster Management
 - * Inactive Records
 - * Historical Records
 - * Files Management
 - * Document Conversion and Access
- * Anticipated funding level of \$4.1 million

*** LGRMIF Grants**


