Electronic Records Resources

Ohio Links
Ohio Electronic Records Committee (OERC): www.OhioERC.org
Local Government Records Program: http://www.ohiohistory.org/lgr

National Links
National Archives and Records Administration (NARA): http://www.archives.gov/records-mgmt/
ARMA International: http://www.arma.org/
National Association of Government Archives and Records Administrators (NAGARA):
http://www.nagara.org/
Council of State Archivists Resources: http://www.statearchivists.org

Other Links of Interest
Missouri Electronic Records Education and Training Initiative (MERETI):
http://www.sos.mo.gov/records/mereti/
Minnesota Historical Society: http://www.mnhs.org/preserve/records/electronicrecords.htm
North Carolina Dept. of Cultural Resources: http://digitalpreservation.ncdcr.gov/

Email
Email is not a record series; do not schedule email as a record series on the RC-2 form.

Ohio Electronic Records Committee Managing Email Guidelines:
http://ohioerc.org/?page_id=534

If you wish to mention email on your RC-2, consider including the following footnote/disclaimer:
> *Email is a format on which records are sent, received and/or drafted using electronic mailing systems. Email is NOT a record series. Instead, each individual email should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits. (Email should be retained electronically rather than on paper as conversion to paper may cause loss of electronically attached metadata that is important to the authenticity of the record.)*

Make sure your correspondence records series are robust and descriptive because many of your emails, although not all, will fall into these records series. We suggest scheduling correspondence as follows:

Ohio History Connection
State Archives-Local Government Records Program
800 E. 17th Avenue Columbus, Ohio 43211-2497 phone: 614.297.2553 fax: 614.297.2546
www.ohiohistory.org

CORRESPONDENCE	Messages sent and received by any media including letters, memoranda, faxes, e-mail messages, misc. communications, etc.	Retain according to content, ensure metadata retained
A) Transient	Communications which convey information of temporary importance in lieu of oral communication (i.e. drafts, meeting notices, etc.) Referral letters, requests for routine information or publications provided to the public by an agency which are answered by standard form letters.	Until no longer of administrative value
B) General	Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy. Including copies of outgoing correspondence maintained for reference purposes.	Two years
C) Substantive	Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information concerning agency policies, procedures, program, fiscal and personnel matters.	Five years; file with related records if content requires longer retention; appraise for historical value

Websites
NARA Guidance for Managing Web Content: http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html
Ohio Electronic Records Committee Managing Web Content Guidelines: http://ohioerc.org/?page_id=536

Social Media
Ohio Electronic Records Committee Social Media Guidelines and Materials: http://ohioerc.org/?page_id=538
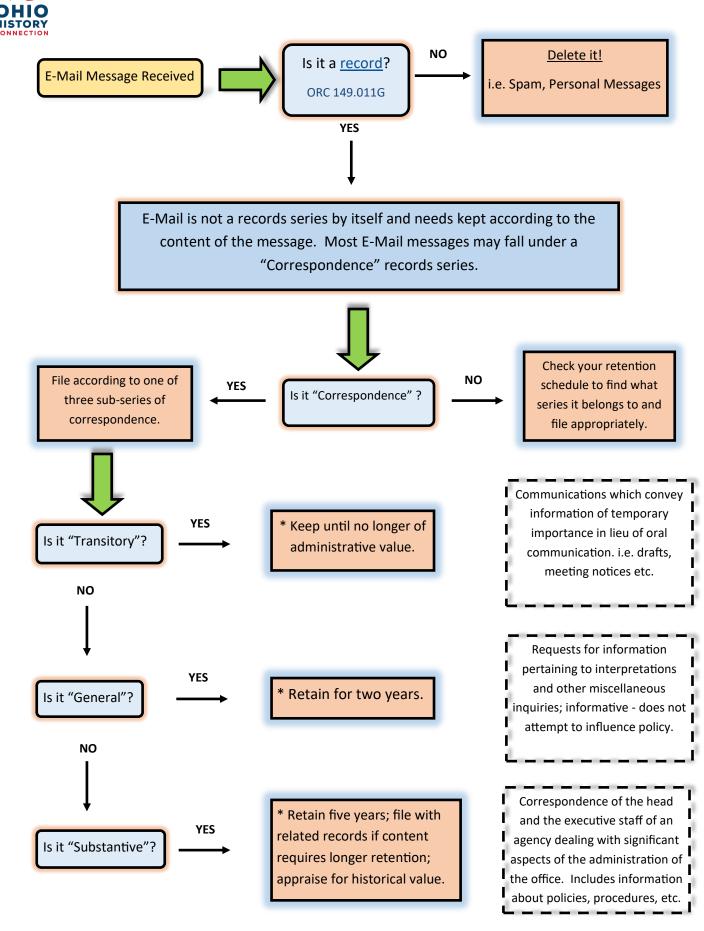
Check This Out!
State of North Carolina Social Media Archive: http://nc.gov.archivesocial.com/

Scanning
Ohio Electronic Records Committee Digital Document Imaging Guidelines: http://ohioerc.org/?page_id=530

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E-Mail Message Received

Is it a record?

ORC 149.011G

NO → **Delete it!** i.e. Spam, Personal Messages

YES

E-Mail is not a records series by itself and needs kept according to the content of the message. Most E-Mail messages may fall under a "Correspondence" records series.

Is it "Correspondence" ?

YES → File according to one of three sub-series of correspondence.

NO → Check your retention schedule to find what series it belongs to and file appropriately.

Is it "Transitory"?

YES → * Keep until no longer of administrative value.

Communications which convey information of temporary importance in lieu of oral communication. i.e. drafts, meeting notices etc.

NO

Is it "General"?

YES → * Retain for two years.

Requests for information pertaining to interpretations and other miscellaneous inquiries; informative - does not attempt to influence policy.

NO

Is it "Substantive"?

YES → * Retain five years; file with related records if content requires longer retention; appraise for historical value.

Correspondence of the head and the executive staff of an agency dealing with significant aspects of the administration of the office. Includes information about policies, procedures, etc.

* Based on suggested retention periods. Your individual retention period may vary.