

Electronic Records

- Value of a record determined by content, not format!

Electronic Record

Paper Analog

E-mail message	Memo, typed letter
E-Form template	Form master copy
Museum accessions database	Accession card catalog
Student paper (e-mailed or D2L-submitted)	Student paper submitted in class or via mail
Instant message log	Memorandum of conversation

Is it a Record?

- Does your file:
 - Support or document a transaction?
 - Document the formulation or execution of a policy, interpretation of a policy, or change of policy?
 - Document Actions taken in response to an inquiry?
 - Relate to the substantive business of your office or work unit?
 - Provide information regarding the historical development of UWM programs or people?
- If “yes” to any of the above, it is a record!

E-records ID and management

But first, some vocabulary:

- Electronic Record: any record created/maintained in a computer-readable format.
- Born-Digital: Records that were originally created in electronic format.
- Application document: a document created by a desktop application (e.g. Word or Acrobat).

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These are the "basics"-- how to deal with application documents.

It's easier to access and share your records.

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Why keep electronic records at all?

The physical space requirements for storage are MUCH lower.* It's easier to find older records.

What happens once I don't need an e-record anymore?

Two Paths:

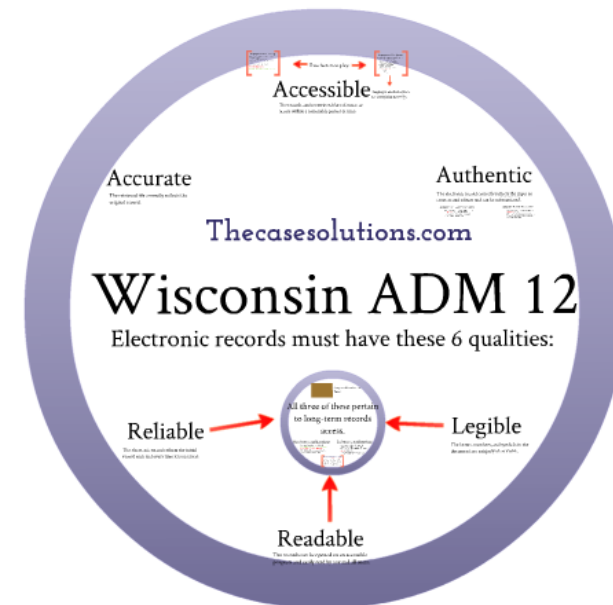
Disposition

- The final office of applicable Record Retention and Disposition Authority (RD&DA) has determined records.
- If a record belongs to a particular activity in the paper form, its electronic form is part of that series as well. Just having "links" does not mean you have it.

Archiving

- If a record has been created or received digitally, the RD&DA has determined its retention in the form.
- If a record document comes from a number of media:
- In hard or optical media
- In digital media (CD, DVD, etc.)
- These are examples of media attachments, such as PDF, Excel, etc.
- The procedure for transferring electronic records to create the same as the paper records?

As of October 2012, you have some authority for the RD&DA process. Read more at <http://www.dhs.gov/e-records>



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Electronic records must have these 6 qualities:

- Accessible**: The record is accessible in a format that can be read by a person with a disability.
- Accurate**: The record is accurate and complete.
- Authentic**: The record is authentic and trustworthy.
- Legible**: The record is legible and readable.
- Readable**: The record is readable in a format that can be read by a person with a disability.
- Reliable**: The record is reliable and trustworthy.

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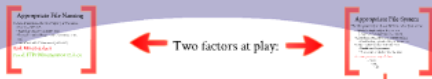


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*That said, robust electronic storage is neither free nor infinite.

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Accessible
 Tagging is another option for organizing your files.
 The records can be retrieved for reference or access within a reasonable period of time.

Accurate

The retrieved file correctly reflects the original record.

Authentic

The electronic record correctly reflects the input of creators and editors and can be substantiated.

Solution A: Legal Preservation
Solution B: File Protection

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Electronic records must have these 6 qualities:

Reliable

The electronic record reflects the initial record each and every time it is accessed.

All three of these pertain to long-term records access.

Hardware considerations *Software considerations*

Legible

The letters, numbers, and symbols in the document are uniquely identifiable.

Readable

The records can be opened on an accessible program and easily read by any and all users.