

# ELECTRONIC RECORDS MANAGEMENT

## FROM CREATION TO DISPOSITION



WASHINGTON



Secretary of State  
Washington State Archives

# AGENDA

- ❑ **Same Goals, Different Strategy**

- ❑ **Electronic Records**

  - ❑ Creating & Receiving

  - ❑ Using

  - ❑ Storing

  - ❑ Destroying or Preserving

- ❑ **Q & A**

# GOALS

**Trustworthy**

**Complete**

**Accessible**

**Durable**



# CREATING & RECEIVING

- ❑ Organizing Electronic Files
- ❑ File Name Convention
- ❑ Digital Signatures

# ORGANIZING ELECTRONIC FILES

**Nest folders  
within folders**

**Empty your  
recycle bin  
regularly**

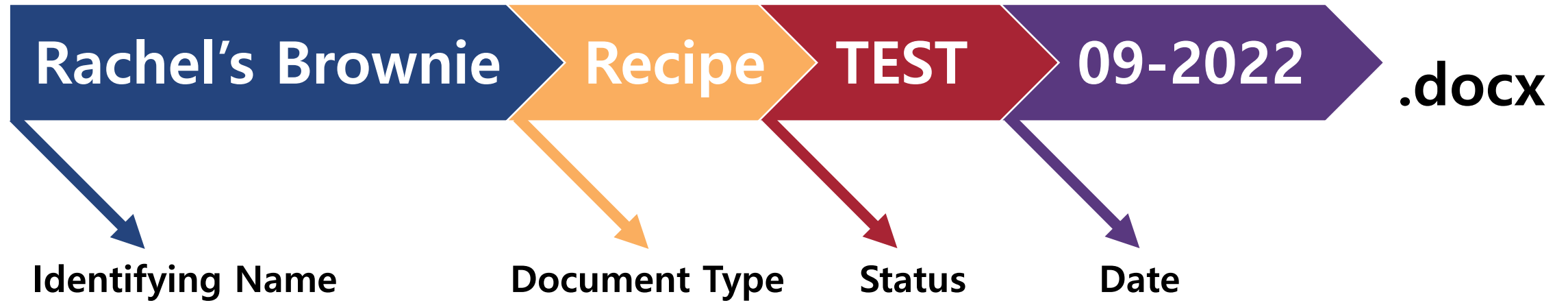
**Keep your files in  
a folder**

**Give files logical,  
specific names**

**Maintain a folder  
structure**

**Backup files  
regularly**

# FILE NAME CONVENTION



# DIGITAL SIGNATURES

Initiative 207 petitions, 1960, Merle Junk, General Subjects Photograph Collection, Washington State Archives



<https://mrsc.org>

# USE

- Leaving a Trail of Crumbs/Versioning
- Metadata Management
- Accessibility



# LEAVING A TRAIL OF CRUMBS

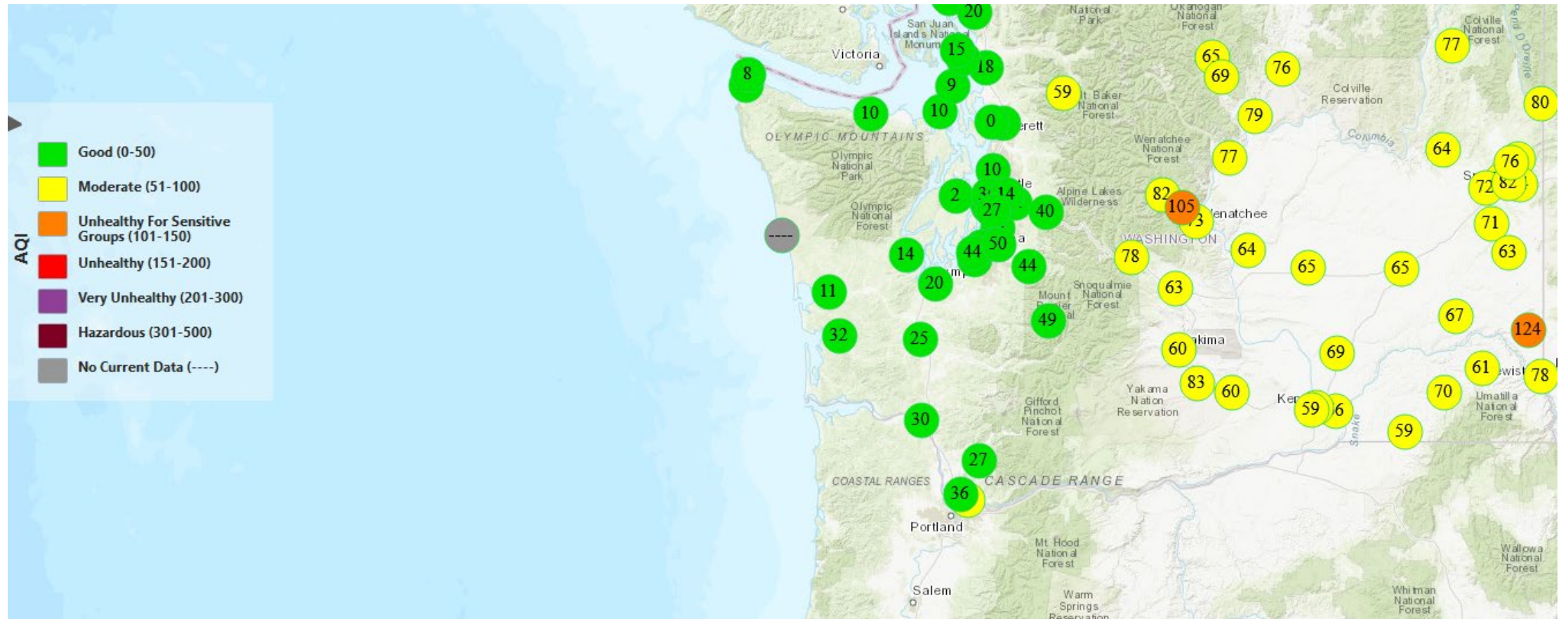


# METADATA MANAGEMENT



<b>Record Series:</b>	<a href="#">Photographs</a>
<b>Collection:</b>	<a href="#">Progress Commission Photographs, 1937-1945</a>
<b>County:</b>	Statewide
<b>Item Number:</b>	AR-09701002-ph000497
<b>Photographer:</b>	<a href="#">Huntoon, Bert W.</a>
<b>Title:</b>	Feeding raccoons
<b>Subject Date:</b>	1935-1945
<b>Creation Date:</b>	1935-1945
<b>Extent:</b>	1 negative, 3 in.
<b>Scope And Content:</b>	Shows a boy and girl feeding raccoons, ca. 1940.
<b>Notes:</b>	Includes item numbers: AR-09701002-ph000496 - AR-09701002-ph000497.
<b>Access Restrictions:</b>	None.
<b>Genre:</b>	Film negatives
<b>Index Terms:</b>	<a href="#">Animal feeding</a> ; <a href="#">Raccoons</a>
<b>Container:</b>	Box 8
<b>People:</b>	

# ACCESSIBILITY



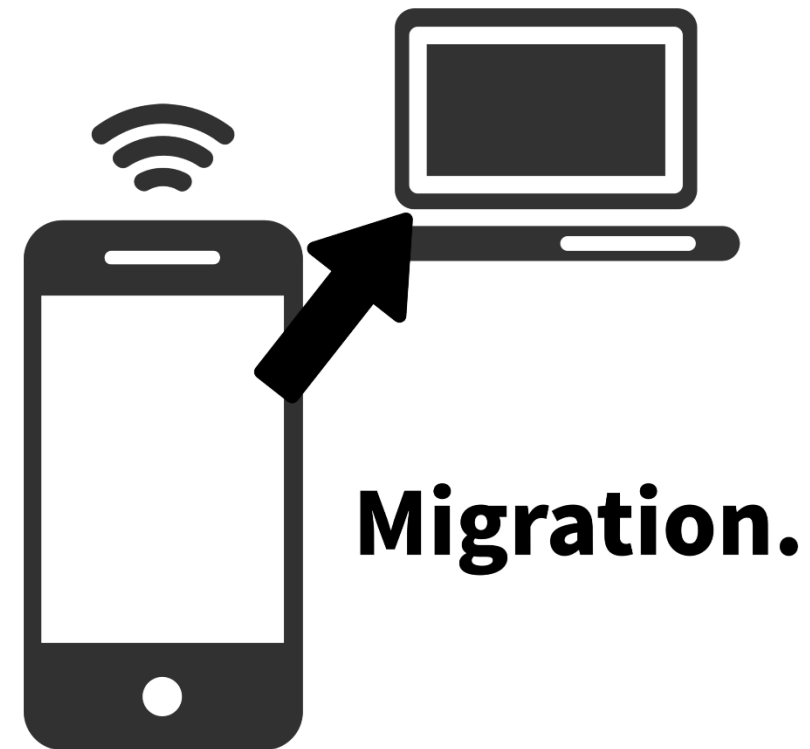
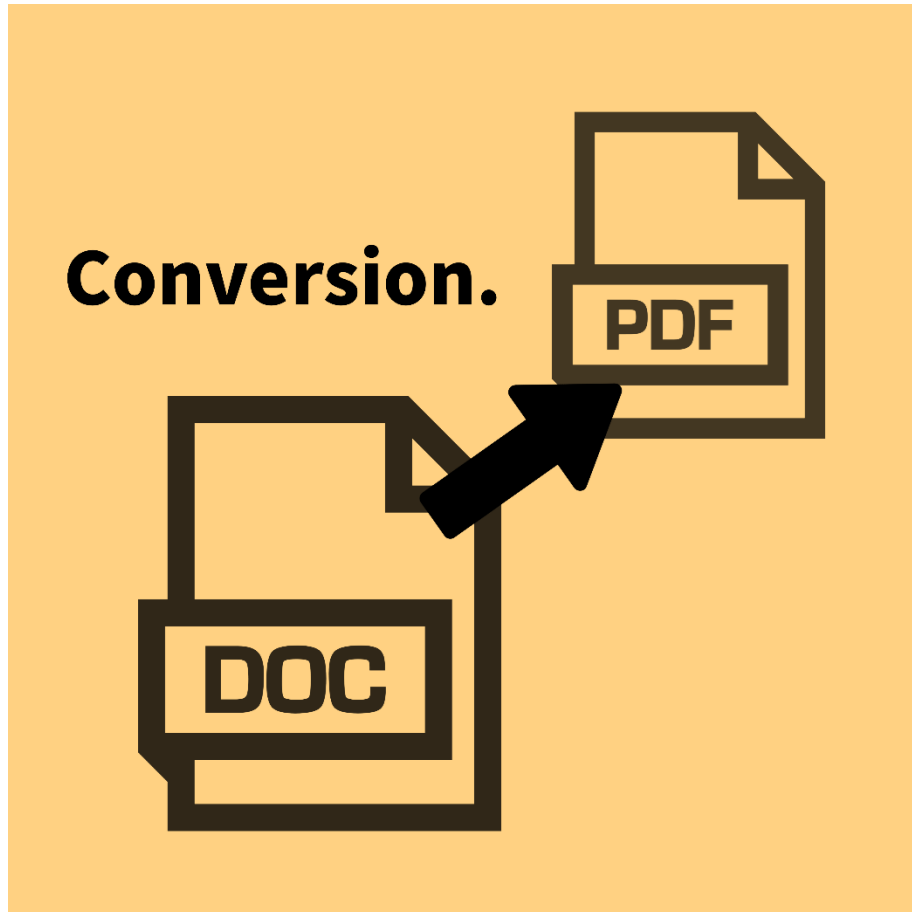
# STORE

- Digital Storage
- Conversion/Migration
- Privacy/Security

# DIGITAL STORAGE

Hanford Fast Flux Test Facility, interior, 1970-80,  
General Subjects Photograph Collection, 1845-2005, Washington State Archives

# CONVERSION/MIGRATION



# PRIVACY/SECURITY



Betty Reilly, Department of Employment Security, 1976, Ron Allen,  
Susan Parish Photograph Collection, 1889-1990, Washington State Archives

# DESTROY OR PRESERVE

- Empty your Recycle bin
- Digital Destruction
- Electronic Records Transfer



# EMPTY YOUR RECYCLE BIN



Protest signs in trash, 1982, Gant W. Eichrodt,  
General Subjects Photograph Collection,  
1845-2005, Washington State Archives

# DIGITAL DESTRUCTION

Mrs. Sylvester Minthorn and baby, 1950-60, John W. Thompson,  
State Library Photograph Collection, 1851-1990,  
Washington State Archives



# ELECTRONIC RECORDS TRANSFER

**General Subjects Photograph Collection, 1845-2005 - Ar-28001001-Ph000387**

[Like 0](#)

<b>Record Series:</b>	<a href="#">Photographs</a>
<b>Collection:</b>	<a href="#">General Subjects Photograph Collection, 1845-2005</a>
<b>County:</b>	Statewide
<hr/>	
<b>Reference Number:</b>	AR-28001001-ph000387
<b>Photographer:</b>	<a href="#">Milkie, Fred</a>
<b>Title:</b>	[Model of the Washington State Coliseum]
<b>Subject Start Date:</b>	1958
<b>Subject End Date:</b>	1962
<b>Extent:</b>	1 photographic print : b&w ; 7.5 x 9.5 in.
<b>Scope And Content:</b>	Photograph of a model of the Washington State Coliseum, ca. 1960. The coliseum was built for the 1962 Seattle World's Fair and was later rebuilt as the Key Arena.
<b>Notes:</b>	"10764-4" -- hand written on verso.
<b>Genre Terms:</b>	Photographic prints
<b>Index Terms:</b>	<a href="#">Century 21 Exposition (1962 : Seattle, Wash.)</a> ; <a href="#">Seattle (Wash.)</a> ; <a href="#">Models</a> ; <a href="#">Washington State Coliseum</a> ; <a href="#">Key Arena (Wash.)</a>
<b>Physical Access Restrictions:</b>	None.
<b>Container:</b>	Box 2 (Century 21)

[Help us transcribe records with Scribe!](#)

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Select from the available images below.



File size: 1.1 MB

Estimated download time:  
56 Kbps Modem (2 Minutes 45 Seconds)  
256 Kbps DSL (36 Seconds)  
1.5 Mbps Cable/DSL (6 Seconds)

# IT'S A LOT, I KNOW

A.M. Kendrick Photographic Collection, ca. 1890-1976, Washington State Archives

# SAY HELLO!



**WASHINGTON**  
Secretary of State  

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Washington State Archives

THE RECORDS MANAGEMENT TEAM IS  
HERE FOR YOU WITH FREE  
**CONSULTATION, TRAINING, & ADVICE.**

**[www.sos.wa.gov/archives](http://www.sos.wa.gov/archives)**  
**[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)**  
**(360) 586-4901**