

# Challenges of E-Records: The State Level

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If Lincoln wrote the Gettysburg Address  
on a laptop, would we have it today?

– Washington Secretary of State Sam Reed

# Records and Information or, Why we do what we do

If – Knowledge is power...

And - Records are storage of knowledge

Then – Records must be preserved for future generations

Why?

**The foundation of democracy in America is government accountability to the people**

# What are the challenges (or why is it so hard!?!?!?)

- Socio-political
  - Resistance to change
  - Inability to keep pace
- Technology
  - Ever upwards and onwards
  - Little thought on looking back



# What is 'Archiving' in the Electronic Age?

Protecting machine readable records of enduring legal, historical or fiscal value from loss, alteration, deterioration and technological obsolescence in a environment independent from that which produced the record.

# New Federal Mandates to Manage Certain Electronic Records

As electronic records become more integrated into society, producers of those records will be held to higher standards of conduct

- **Health Insurance Portability & Accountability Act of 1996 (HIPAA)**
- **Gramm-Leach-Bliley Act of 1999**
- **Patriot Act of 2001**
- **Sarbanes-Oxley Act of 2002**
- **Help America Vote Act of 2002 (HAVA)**
- **Rule 34!**
- **More mandates to come**

Records must be managed and destroyed methodically in normal course of business

# Shifting Media

- Historically records were stored on paper, kept in filing cabinets
  - When the cabinet was full, records sent to file room
- Now records stored electronically on computers
  - When the computer is ‘full’ – add more hard drives

*Basic skills to manage and maintain records has been lost, replaced by infinite storage*

So the question becomes...  
who takes care of the  
records, and do they have  
the knowledge?

# Who does take care of the Records?

- Who is stepping up to manage the content?
- Who is training for e-records?
- How many 'systems' can keep records?
- Who is your records manager?

# Bridging the Gap

- Someone needs to step up
- System and Retention hand in hand
- Content separate from media
- Training, training, training
- Executive level understanding and support
- Create base level understanding of 'record'
- Understand 'Archiving'

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## Questions?

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