



ELECTRONIC RECORDS SURVEY

This survey is intended to assist in the collection of data about electronic records as both the creating agency and the State Archives prepare for transfer.

The State Archives accepts electronic records that are governed by a records retention schedule with a disposition of *transfer*. It is the responsibility of the creating agency to appropriately manage records prior to transfer, with good faith effort made by the records creator (or records manager) to delete non-records, transitory records, and purely personal material.

State Archives staff are not familiar with the inner workings of each state agency, so while staff will make efforts to screen for personally identifiable information (PII), non-records, transitory records, and purely personal material, this material *may* be made available to the public if transferred.

Contact information for the person transferring these records

Name: _____ Phone: _____
Agency: _____ Email: _____

Person to contact for questions about this material (if different than above)

Name: _____ Phone: _____
Agency: _____ Email: _____

What records schedule(s) is (are) associated with these records?

When will the records be transferred to the State Archives? _____

Total size of the files being transferred in gigabytes: _____

What method will be used to transfer the records?

Exactly

CDs

Hard drive/removable media

Other, please describe: _____

Who created these records?

Division: _____

Program area: _____

Staff who may have contributed: _____

What is the date range of the records? _____

File types included (to the best of your knowledge):

Microsoft Office files (check all that apply):

Word

Excel

PowerPoint

Access

Publisher

Images (check all that apply):

JPEG

TIFF

PNG

Other, please describe: _____

Email (check all that apply):

PST

MSG

PDF or PDF/A

ZIP or other compressed files

If other, please describe: _____

Audio (.wav, .aiff, .wma, .mp3, .m4a)

Video (.avi, .mp4, .mov, .wmv)

Database (.accdb, .mdb, .dbf, .sql)

Webpages (.html)

Other, please describe: _____

Does the records schedule include a statutory restriction?

Yes

No

If yes, cite the statute: _____

To the best of your knowledge, do these records contain any personally identifiable information?

Yes

No

If yes, check all that may apply:

Social Security numbers

Passwords or PINs

Credit card numbers

Other, please specify: _____

Describe efforts that have been or will be taken by the creating agency to segregate or flag personally identifiable information or statutorily restricted material (see [Preparing Electronic Records for Transfer to the State Archives](#)):

Describe efforts that have been or will be taken to delete non-records, transitory records, and purely personal materials prior to transfer (see [Preparing Electronic Records for Transfer to the State Archives](#)):

Note: It is the responsibility of the transferring agency to do its due diligence to delete non-records, transitory records, and purely personal materials. Records containing personally identifiable information and/or confidential material should be flagged so that State Archives staff can take steps to protect this information. State Archives staff will attempt to screen for this type of material, however, any sensitive records that are transferred to the State Archives without notification risk being made available to the public.