

# Other Duties As Assigned:

Dealing with Records Management issues in the archive

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TEXAS STATE LIBRARY  
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**ARTS. PARKS.  
HISTORY.**

Wyoming State Parks & Cultural Resources

# Records & Information Management: it's only evil if you ignore it

Understanding RIM is useful for archivists because:

- ▶ Archivists see records at the end of their life cycle, or much later
- ▶ RIM starts at the time of creation and follows the record through it's use
- ▶ Keeping records for too long or keeping records that are not needed is a liability not an asset
- ▶ Throwing away records when they are no longer needed is OK!

# Comparison of Retention: Email

State of Texas	City of OKC	State of Wyoming
Correspondence	Email: a message or electronic file sent or received by a public official or employee using an email account.	Email: 3 types Transitory Temporary Permanent
Administrative: 4 yrs. General: 2 yrs. Also scheduled by topic of correspondence.	Deleted at the end of working day created or received unless required by law to be kept.	The information email contain or the purpose they serve determines their retention period. There is no specific retention schedule for email.

# Comparison of Retention: Text messages

State of Texas	City of OKC	State of Wyoming
Transitory Information	Text messages	Text messages
Records of temporary usefulness that are not an integral part of a records series of an agency, that are not regularly filed within an agency's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the agency or in the preparation of an ongoing records series.	Not included in schedule, the information included may be subject to OK Open Records/Meeting Act regulations but text messages are not considered a record.	Not included in the schedules, but discoverable if a court orders your records be produced.

# Comparison of Retention: PD cameras

State of Texas	City of OKC	State of Wyoming
<p>Video Surveillance - Physical security video surveillance.</p>	<p>Police body worn camera recordings</p>	<p>Surveillance - Video Recording Devices: Records related to surveillance footage from video recording devices.</p>
<p>As long as deemed of administrative value.</p> <p>FOR TSLAC: Surveillance video is automatically overwritten every 90 days at an offsite location. The disposal of this video information need not be documented through destruction signoffs (GEN.034/3A.072) or in records disposition logs (3A.046). If surveillance videotape is needed as a part of an investigation, maintain tape in accordance with corresponding record series applicable to incident or investigation.</p>	<p>No further action interactions; 60 days.            Stop with citation, no injury; 180 days.            Misdemeanor crime; 1 year.            Felony not involving death; 7 years.            Death or serious bodily injury; Permanent.</p>	<p>Routine footage may be destroyed or recycled 90 days after create date. Retain footage documenting injuries, “offenses against the person,” or detentions for 5 years after the completion of the incident/investigation or court case, whichever is later.</p>



# Make the case for RIM to your admin

- ▶ Decrease cost: reduce the amount of storage space necessary
- ▶ Increase efficiency: reduce the amount of time it takes to find things
- ▶ Timely destruction: reduce liability by only keeping what is legally required
- ▶ Historical appraisal: archival review will ensure records of enduring value are preserved

# Resources

- ▶ Council of State Archivists - Resource Center
- ▶ [https://www.statearchivists.org/resource-center/resource-library/?keyword=records management](https://www.statearchivists.org/resource-center/resource-library/?keyword=records%20management)
  
- ▶ ARMA International - Core Concept publications
- ▶ <https://www.arma.org/?page=CoreConceptFund>
  
- ▶ Texas State Library and Archives Commission - Records Management
- ▶ <https://www.tsl.texas.gov/slrn>
  
- ▶ Society of American Archivists Records Management Section blog
- ▶ <https://saarmrt.wordpress.com/>

# Questions?

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