

TRANSFERRING  
STATE & LOCAL GOVERNMENT  
ELECTRONIC RECORDS  
TO THE  
STATE ARCHIVES



# ELECTRONIC RECORDS

- Electronic records are records that are in machine-readable form. Electronic records may be any combination of text, data, graphics, images, video, or audio information that is created, maintained, modified, or transmitted in digital form by a computer related system.
- State and local government entities generate various types of electronic records. For example:
  - Documents
  - Photographs
  - Videos
  - Presentations
  - Audio recordings

# WHEN TO TRANSFER

- Electronic records generated by state agencies follow the same record retention schedule as paper records. Follow the record retention schedule outlined by the Records Management division of ITD regarding the disposal of records.
- If the electronic records have historical value and are permanent, transfer to the State Archives.
- For more information on Records Retention Program for the state of North Dakota, visit: <https://www.nd.gov/itd/sites/itd/files/legacy/retention/retention.pdf>

# WHO TO CONTACT

---

- To transfer electronic records to the State Archives, please contact the Electronic Records Archivist, Lindsay Meidinger, to set up a transfer of the records.
- Lindsay can be reached at [lkmeidinger@nd.gov](mailto:lkmeidinger@nd.gov) or (701) 328-1424.
- If Lindsay is unavailable, please email [archives@nd.gov](mailto:archives@nd.gov) regarding the transfer of records.

# WHAT TO TRANSFER

- Electronic records come in many formats and on various types of media.
- The State Archives can accept transfers by FTP, CDs, DVDs, or other external drives. Please contact Lindsay Schott to discuss the best method for transfer. If the electronic records are on an older media, such as floppy disks, we can try to recover the data if the software that created the record is still available.
- In the transfer, please include the forms discussed on the next slide.
- The State Archives can accept many types of file formats, but the preferred file formats are included in a future slide. These preferred file formats are based off of industry standards and allow for better preservation of the file.

# FORMS FOR TRANSFER

- Please fill out this form and transfer it via e-mail, inside mail, or within the ftp transfer:
  - SFN 60838 – Electronic Records Transfer Information
    - <http://history.nd.gov/archives/SFN-60838-ERecords-transfer.pdf>
    - This form provides important information for transfer of electronic records, including file size, number of files, file format, record control number, and date of transfer. It is also provides space for an inventory of the records.



# WHAT TO TRANSFER

- The transfer should include:
  - Two separate zip files
    - SFN 60838 – Electronic Records Transfer Information and Inventory
    - Files to be transferred
- Embed descriptive metadata in the records. If not possible, supply an inventory. Zip the inventory with the SFN 60838.
  - Information that should be included on inventory include:
    - File Name, Title, Date, and Location



# FTP SITE TRANSFER

- One option for transfer is to use the Secure File Transfer System.
- To upload/send a file to the Secure File Transfer System:
  1. <https://intranetapps.nd.gov/itd/filetransfer/login.htm>
  2. Enter normal state login/password
  3. Under **Files Available to Send** select **Add File to Send**
  4. Briefly describe the files that are being transferred (ex: Parole Board Meetings 01-2016)
  5. Select **Choose File**
  6. Hit **Submit**
  7. You will be brought back to the File List page – select **Invite User to Download**
  8. Enter the recipient's first and last name (**Lindsay Meidinger**) and email ([lkmeidinger@nd.gov](mailto:lkmeidinger@nd.gov))
  9. Select **Save**

Please Note: If you are transferring more than one file, you will need to zip the files together. Please include the Electronic Records Transfer Information (SFN-60838) in a separate folder within the zip file.