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



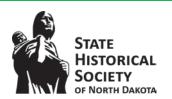
WHO TO CONTACT

- 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 or (701) 328-1424.
- If Lindsay is unavailable, please email 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.



FORMS FOR TRANSFER

SFN 60838

STATE HISTORICA SOCIETY OF NORTH DANK	AL SEMPRESSION	STATE ARCHIVES SFN60838(5-2015)		or internal use only	
The or North Sax	rea.		Accessio	Accession Number:	
Please fill out or control number electronically wi records (on med	and include the	ne form		Record Series:	
Record Control Number:		Agency: Division			
Contact Person:		Email Address: Telephone		e Number:	
Retention Period:		Method of Transfer (FTP, CD, DVD, flash drive):			
File name(s):	Format(s):	Date range of file(s):	Volume of file(s):	Number of file(s):	
Form completed by:				Date:	



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
- 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)
- 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 (*Ikmeidinger@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.

