For the Record

Maryland's Records Management Newsletter

Records at the Maryland State Archives

Have you ever wondered what records from your agency are at the Maryland State Archives? There's an easy way to find out. A catalog of all of the records transferred by government agencies to the Maryland State Archives is available online through the *Guide to Government Records* at http://guide.mdsa.net/. In this catalog, records are organized by the record's type and format and the originating agency.

For ease of use, the *Guide to Government Records* is searchable. You can choose to "view by series," so that search results are sorted by the type of record, or to "view by agency," so that the search results are sorted by agency. You can do a search by jurisdiction, agency, date, type of record, format of record, or by any combination of these search terms.

If you search through the *Guide to Government Records*, you will find that some record series inventories include links to images of the records. If you transfer images of permanent records to the Maryland State Archives, we have the ability to make them accessible through the *Guide to Government Records*. The Maryland State Archives also offers scanning services so that you can have paper or microfilm permanent records scanned and linked to the website. As you would expect, the Archives does not link images if they are legally restricted or of a sensitive nature that makes them unsuitable for general access online. There is also the option to have the images linked to the *Guide to Government Records* under password protection, so that only authorized users can access the images.

Records Management Guidance Site Updates

Hopefully, you are already aware that the Maryland State Archives has a website designed to provide records management guidance to government officials. This website provides a wide range of information on the management of the entire life cycle of records. What you may not be aware of is that we have been updating our site to improve its ease of use.

The homepage to our Records Management Guidance website, available at http://www.msa.md.gov/msa/intromsa/html/record_mgmt/welcome.html, has a new introduction that includes a complete overview of the record management responsibilities of all government officials, including a summary of your role as a government official, the benefits of good records management, procedures for the proper transfer or disposal of records, and links to more detailed information.

We have also recently updated our Schedule Preparation page at http://www.msa.md.gov/msa/intromsa/html/record_mgmt/toc.html. This page fully outlines how to create or update your agency's Records Retention and Disposition Schedule, which is central to any records management program.

In the market to have your permanent records digitized?
Contact the
Maryland State Archives at
410-260-6467
to find out more about the scanning and online access services that we offer.

Questions? Suggestions?
Contact Kathryn Baringer at
410-260-6467 or
kathrynb@mdsa.net

Miss an Issue? Back issues available at http://www.msa.md.gov/msa/intromsa/html/record_mgmt/newsletter.html.