For the Record

Maryland's Records Management Newsletter

Email as a Government Record

A common misconception exists that all records are on paper. Actually, electronic documentation is as much a record as paper documentation and should be treated as such. One type of electronic record that is frequently generated in government offices is email. Guidance for public officials on managing email, as well as dealing with records in general, is available online through our records management guidance website at http://msa.maryland.gov/msa/intromsa/html/record_mgmt/welcome.html.

One important aspect of managing email is ensuring that record email is maintained within government email accounts. The Council of State Archivist (CoSA), the National Association of Government Archives and Records Administrators (NAGARA), and the Society of American Archivists (SAA) recently issued a joint statement pointing out several of the hazards associated with using non-government email accounts for conducting public business, including:

- violating the transparency and openness that the public requires from its government
- making it difficult to hold public officials accountable
- unnecessarily mixing government and personal records
- jeopardizing the accessibility of the archival record to the public

A complete copy of the CoSA, NAGARA, and SAA Joint Statement on Conducting Public Business in Non-Government Email Accounts (June 2015) is available online at http://www.statearchivists.org/admin/policies/CoSA-NAGARA-SAA_JointStatementOnConductingPublicBusinessInNon-GovernmentEmailAccounts_2015-06.pdf.

The Maryland State Archives presents the 2nd annual
Family History Festival

November 7, 2015

Save the Date

In the market to have your permanent records digitized?

Contact the Maryland State Archives at 410-260-6467 or msa.helpdesk@maryland.gov to find out more about the scanning and online access services that we offer.

Questions? Suggestions?

Contact Kathryn Baringer
at 410-260-6467 or
msa.helpdesk@maryland.gov

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