

# *For the Record*

Maryland's Records Management Newsletter

## **We Need to Hear From YOU!**

The Maryland State Archives has been advocating for additional space needed to house permanent government records. Language in the Joint Chairmen's Report from this last legislative session requires the State Archives, in conjunction with the Department of General Services, to report on how physical storage space can be reduced by transitioning to the use of electronic records (2013 Joint Chairmen's Report, p. 21). The Archives is considering several suggestions on how the current system could be improved. Some examples include:

- Improve the records scheduling process to make it less paper-intensive and cumbersome.
- Update and standardize records management guidance materials.
- Appoint a responsible records officer for each agency.
- Provide adequate funding and make sure agencies expend appropriate level of effort for carrying out the records management program.
- Develop templates for State, county, and municipal agency records retention and disposition schedules.

This list is by no means exhaustive. Moving forward with this review, the Archives would like to hear your views on how we can improve records management in Maryland and replace the current paper-based system with a more flexible, efficient, electronic system. In managing your records, what are your suggestions for improving the current system?

Some suggested areas to consider are:

- More consistent definitions of terms in the Annotated Code
- Selection criteria for the records officer
- Improving the scheduling and disposal process as we move away from paper records
- Establishing ongoing training programs

Please e-mail your suggestions and comments to [kevin.swanson@maryland.gov](mailto:kevin.swanson@maryland.gov), or call 410-260-6450. We also would be happy to meet with you to discuss your thoughts.

Due to the deadline for submission of the report, we need to hear from you by **September 13, 2013**.

**Thank you for your help!**

*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.

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