

# *For the Record*

Maryland's Records Management Newsletter

## Electronic Records Need Special Attention

The Council of State Archivists State Electronic Records Initiative Advocacy and Awareness Committee put together the following ten reasons why electronic records need special attention.

1. Managing electronic records is like caring for a perpetual toddler: they need regular attention and care in order to remain accessible.
2. Electronic records can become unreadable very quickly. While records on paper can sometimes be read after thousands of years, digital files can be virtually inaccessible after just a few.
3. Scanning paper records is not the end of the preservation process: it is the beginning. Careful planning for ongoing management expenses must be involved as well.
4. There are no permanent storage media. Hard drives, CDs, magnetic tape or any other storage formats will need to be tested and replaced on a regular schedule. Proactive management is required to avoid catastrophic loss of records.
5. The lack of a "physical" presence can make it very easy to lose track of electronic records. Special care must be taken to ensure they remain in controlled custody and do not get lost in masses of other data.
6. It can be easy to create copies of electronic records and share them with others, but this can raise concerns about the authenticity of those records. Extra security precautions are needed to ensure e-records are not altered inappropriately.
7. The best time to plan for electronic record preservation is when they are created. Don't wait until software is being replaced or a project is ending to think about how records are going to be preserved.
8. No one system you buy will solve all your e-records problems. Despite what vendors say, there's no magic bullet that will manage and preserve your e-records for you.
9. Electronic records can help ensure the rights of the public through greater accessibility than ever before, but only if creators, managers, and users all recognize their importance and contribute resources to their preservation.
10. While they may seem commonplace now, electronic records will form the backbone of the historical record for researchers of the future.

*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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