

# *For the Record*

Maryland's Records Management Newsletter

## The Move Toward Electronic Records

In our Winter 2012 issue of *For the Record*, we reported on the initiative of the Federal Executive Branch to improve its records management policies. A big part of that reform is focused on the creation and maintenance of electronic records. In August 2012, the Presidential Directive on Managing Government Records called for all Federal agencies to manage all permanent electronic records in an electronic format. The directive also encouraged agencies to consider the benefits of digitizing records created in hard-copy or analog (such as microfilm or microfiche) formats.

While we are not part of the Federal Executive Branch, this directive can serve as inspiration for us to consider our own use of electronic records. If you have a record series that is in both paper and electronic formats, you should reflect on whether it would be practical to retain only the electronic version. Also, you may find that some records that you are currently creating in a paper format would be more efficiently created and maintained in an electronic format. Naturally, some paper records have inherent value and should not be destroyed even if they are also in an electronic format. Moreover, government records, whether paper or electronic, can only be destroyed in accordance with approved records retention and disposition schedules. However, as the Federal Government is finding, carefully considering our use of electronic rather than paper records can reduce our costs and improve our efficiency.

If you would like to see the Directive on Managing Government Records, a copy is available online at <http://www.whitehouse.gov/sites/default/files/omb/memoranda/2012/m-12-18.pdf>.

## Maryland History Day

Maryland Day commemorates the formal founding of the colony of Maryland. Maryland State Archives is a proud participant in the 2015 Maryland History Day in the Four Rivers Heritage Area.

Take home a snapshot of history! At the Maryland State Archives select a prop and pose for a selfie with a life-sized print from the state's art collection. Then, pick up a few historic images from our photographic collections to compare with their modern day locations downtown, creating a photo-mashup. Be sure to check out the historic maps on display to help you on this visual scavenger hunt! Free, March 20th 1:00 to 3:00 p.m. and March 21st 9:00 a.m. to 4:00 p.m. (Valid Photo ID required by security for entry into the Archives building)

The Maryland State House is also participating in Maryland History Day. Come view George Washington's personal copy of his 1783 speech resigning his command of the Continental Army. Curators from the Maryland State Archives will be on hand to explain the importance of Washington's resignation and provide insights into the restoration project taking place in the Old Senate Chamber. Free, March 20th 1:00 to 3:00 p.m. (Valid Photo ID required by security for entry into the State House building) [NOTE: The Old Senate Chamber tours mentioned in a previous release of this newsletter will not take place on the 20th.]

For a full list of Maryland Day Events and information, see <http://marylandday.org/>.



**Questions? Suggestions?** Contact Kathryn Baringer at [msa.helpdesk@maryland.gov](mailto:msa.helpdesk@maryland.gov)