Transferring Electronic Records to the State Archives

Criteria for Transfer

The Ohio History Connection State Archives will accept custody of electronic records on a case-by-case basis and government entities must contact the State Archives prior to transferring any electronic records. The following will be taken into consideration for any transfer proposal:

- The records have been appraised and have enduring historical value.
- The records are on an approved records retention schedule or general schedule and the retention period has been met.
- The resource impact is assessed and is manageable.
- The records have sufficient metadata and contextual information to meet the State Archives descriptive standards for electronic records.

File Formats

- Records proposed for transfer must conform with media and formats which the State Archives can support. Formats should be non-proprietary and not dependent on specialized hardware or software. Appropriate formats include:
    - Databases: XML, CSV
    - Email: Microsoft Outlook or Plain Text
    - Moving Images: MOV, MPEG, AVI, MXF
    - Sounds: WAVE, AIFF, MP3, MXF
    - Still Images: TIFF, JPEG 2000, JPEG, PDF, PNG, GIF, BMP
    - Tabular data: CSV
    - Text: XML, PDF/A, PDF, HTML, ASCII, UTF-8
  For other media, please contact the State Archives.
- For records that require proprietary software, such as geographic maps, the State Archives may require a copy of the software be transferred as well.
- Files should not be compressed.
- Records transferred to the State Archives may be converted to another format for preservation purposes.

Preparing for a Records Transfer

- The records should be organized into folders based on the record series in the retention schedule.
- Any security settings (such as encryption, password protection, etc.) should be deactivated.
- Records restricted by law or those containing any confidential information should be identified and placed in a separate folder and labeled as such.
- Complete a State Archives Records Transfer Form.
- Records may be transferred by optical disk (such as CD-ROM), by external hard drive, or by FTP.
- Media used to transfer records to the State Archives (CDs, Flash Drives, Hard Drives, etc.) will not be returned to either the person or the office.
- Following the transfer, agencies should retain the records until the State Archives verifies that the transfer was successful. Once the transfer is verified, the agency may dispose/delete their copy of the data in accordance to their records management procedures.

Management of Electronic Records Taken into Custody

Electronic records transferred to the State Archives will be managed to provide for their continued access and preservation.

- Transferring records may involve or result in a modification or reduction in the functionality of the records.
- Similarly, the structure or format of the records may have to be modified to facilitate management, preservation and access.
- The State Archives will run a virus check on the records. If a virus is found, the records may need to be returned to the agency so they can be fixed.
- Access copies (derivatives) of born-digital records will be created only after the digital files have been accessioned into the collection. The derivatives will be created in an appropriate access format and filenames for the access copies may be changed to adhere to established naming conventions.
- The State Archives may, at its discretion, dispose of electronic records that are determined not to have historical value. Examples of these records are records of a transitory nature, personnel records, blank file templates, duplicate files, general office memos, etc. Empty file folders and temporary or system files will also be deleted.