

For the Record

Maryland's Records Management Newsletter

Keep Your Contact Information Up to Date

In recent years many agencies have updated their email addresses. To ensure no disruption in communications, make sure that you update your contacts as necessary. For example, if you have an account to access the State Archives' disposal certificate website at <http://disposal.msa.md.gov>, make sure you have your current email address listed on your account. You can update your account by clicking on "My Account" on the homepage after you log in. If you don't have an account to our disposal certificate website, now is an excellent time to create one. This website improves the efficiency of the disposal process by allowing agencies to submit paperless disposal certificates online.

As another example, if you are an agency records officer, make sure your contact information is listed correctly on the master list at http://msa.maryland.gov/msa/intromsa/html/record_mgmt/agencies1.html. Are you an agency records officer whose contact information is missing from this list? Let us know!

To update or create disposal certificate website accounts or records officer listings, please contact Kathryn Baringer at 410-260-6467 or email msa.helpdesk@maryland.gov.



Photo courtesy of V. Joyce Phelps II

*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.

Follow us!



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

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