

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 Executive Federal 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 it is 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>

Meet a Local Author

Many of us are familiar with the Parole neighborhood, but how many of us know about the Civil War parole camps that gave the area its name? This month you will have a chance to learn some fascinating history and meet a Maryland author. Come hear Rebecca Morris discuss her book "A Low, Dirty Place - The Parole Camps of Annapolis, MD 1862-1865 " at the Maryland State Archives.

When: Saturday April 13, 2013 10 AM -12 PM

Where: Maryland State Archives 350 Rowe Blvd. Annapolis MD 21401

Admission: Free

Reservations: Due to limited seating, reservations are required. To reserve a seat, please contact Jennifer Ruberti at 410-260-6493 or jennifer.ruberti@maryland.gov

More details are available online at

http://msa.maryland.gov/msa/homepage/html/rebecca_morris.pdf

*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.

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

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