

9.0 Transfer of Electronic Records into State Archives Custody

9.1 CRITERIA FOR TRANSFER

A decision by the Archives to accept custody of electronic records will be on a case-by-case basis. The following matters (among others) will be taken into consideration for any transfer proposal:

- The records have been appraised and have enduring value.
- The records have sufficient metadata and contextual information to meet the Archives descriptive standards for electronic records, including system documentation.
- The resource impact is assessed and is manageable.
- The records proposed for transfer conform with media and formats which the Archives can support at the time.

Comment [FP1]: The records should also be on an approved record retention schedule or should be covered by a general schedule.

Comment [FP2]: I would add "See Section 3.7.4" to refer readers back to the section on Context.

9.2 MANAGEMENT OF ELECTRONIC RECORDS TAKEN INTO CUSTODY

The basic principle for management of electronic records in the State Archives' custody is that the records must conform with standards and media which the Archives can accommodate. This is so the records can continue to be accessed and preserved for the period required.

A transfer of custody may involve or result in a modification or reduction in the functionality of the records. Similarly, the structure of the records may have to be modified to facilitate management and access. Any such change will occur prior to transfer and will be specified in an agreement with the transferring agency.

Comment [FP3]: I'm not sure about this sentence. There may be cases where we don't know until after we transferred the records that they need to be modified. It may also be difficult to get an agreement with some office holders after they leave office.

9.3 CONTEXTUAL INFORMATION

In cases where the State Archives accepts custody of electronic records, all relevant contextual information maintained by the agency should also be transferred at that time. The contextual information to be supplied will encompass both administrative and recordkeeping elements and will be used by the State Archives to prepare public finding aids for the records. It will also be used for monitoring purposes. Supplying of information to the State Archives should not be taken as a reason for agencies to cease maintaining contextual information for their records. Periodic updates of the information supplied to the Archives may be necessary, e.g. following an administrative change or a change in the purpose or content of the records over time.

Comment [FP4]: If this will continue to be included perhaps it needs to be clarified. Is it referring to the contextual information of records already transferred to the State Archives and no longer kept by the agency?

