Library of Virginia – Records Management
Electronic Records Town Hall – Zoom Chat [Edited]
Tuesday, April 30, 2024 11:00 – 12:30 EDT
Mark Myers, Texas State Library and Archives Commission
Chad Owen, Library of Virginia

11:34:15   From vec3248: You can purchase an [external disc] drive to attach to the computer to view CDs.

12:09:59   From Mark Myers-TSLAC: Yes, the key though is as the industry moves away from the media that drive becomes less available. You can still buy 3.5-inch floppy drives with a USB adapter. 5.25 floppies are more difficult to find these days. CD's are still good, but be aware that in 10, 15 years they will be harder to access

11:43:39   From Amy Judd: **Does PDF-A still have a place in long term records management?**

12:07:43   From Mark Myers-TSLAC: PDF-A is still a viable long-term format. As I said, so is regular PDF. PDF-A does restrict some aspects of what you can do. The big thing is that it is self-contained - it doesn't rely on outside services.

12:09:56   From Lesley Smith: it's a standard set by our [Supreme] court [of Va] for long-term storage as all filings are digital now. Hoping PDF/A stays viable for us.

12:11:50   From Mark Myers-TSLAC: Yes. And it will, it's just that PDF is just as viable.

12:12:33   From Paul Bjornsen: We chose TIFF over PDF-A.

12:02:06   From Clancy Smith: Gimmel is a good system for records management for both paper and electronic records

12:02:26   From Mahesh: Reacted to "Gimmel is a good sys..." with 👍

12:12:20   From Regina Harless: **When will the Preserving and Transferring Electronic Records Guideline be available?**

12:12:57   From Chad Owen (LVA): Hopefully in a few months; that portion depends partially upon our colleagues on the state records side to weigh in.

12:13:45   From Tina Ammons: **We are considering converting some of our permanent paper records to OCR pdf files. Opinion on whether this is a good choice?**

12:15:06   From Chad Owen (LVA): It's a good choice for access purposes, definitely. In terms of long-term preservation, it will still require some effort down the line to make sure the records are accessible for the long haul. The longer the retention, the more that is of concern, with permanent records being of paramount concern.

12:17:22   From Tina Ammons: Okay. We are considering cloud storage with several backup copies in other media formats. IT has suggested at least 1 of premise storage similar to our routine data that is stored at our EOC.

12:14:20   From Kimberly Turner: **What is some advice for converting paper copies to digital records for the first time without using a company?**

12:15:11   From Geri Mathey, VPCC: We use Adobe Pro and scan the paper copies. Or if the files are still electronic, you can print to pdf.
12:15:32   From Lesley Smith: Same (Supreme Court of Virginia). It's a manual process but it works.
12:15:50   From Chad Owen (LVA): The hardest part is making sure you have the metadata that you need to be able to identify and find the records that you need in the future. It's definitely possible to do it yourself, though.
12:16:53   From braddykb: We (City of Newport News Engineering Department) bought large scale and regular scanners to manually scan all documents into a digital file.
12:17:46   From Lesley Smith: Our copier also does quick scanning and is faster than a desktop scanner.
12:18:49   From braddykb: we have large plans that we have to scan into our system also.
12:19:06   From Lesley Smith: Large as in paper size?
12:19:31   From braddykb: yes, they are blueprints of all projects done in our locality
12:20:02   From Lesley Smith: Ahh. Our copier still has the ability to scan large-sized documents but probably not that large.
12:22:53   From jdeem: We use a plotter for scanning blueprints or printing plans.

12:15:15   From Tabia Gaston-Rowe (she/her): **What's a good place to quickly learn about checksums and how to use them?**
12:17:45   From Mahesh: this might help understand what it is https://pg-p.ctme.caltech.edu/blog/cybersecurity/what-is-checksum
12:16:46   From Chad Owen (LVA): It tends to be more of an IT thing, so if you have local IT support, they may be able to help out.
12:21:33   From Mark Myers-TSLAC: Yes, your IT folks should know about checksums—they are pretty common in the IT world.

12:15:57   From Regina Harless: **Are there any policy templates already created to assist staff in knowing the key points of what they need to be doing as far as their email and texts? or short trainings available for all email users to gather an understanding of the process and how to handle their email moving forward once a policy is adopted?**
12:16:06   Sheila Jaruseski, Doris Lookabill, Tabia Gaston-Rowe, and Pam Ulmer Reacted to "Are there any policy..." with 👍
12:18:01   From Chad Owen (LVA): Regina, there are short guidelines on email and messaging in the E-Recs guidelines. If you need further assistance, contact your analyst. A link to the guidelines: https://www.lva.virginia.gov/agencies/records/electronic/electronic-records-guidelines.pdf?v=1

12:23:05   From Trent: **Does Mark have an opinion on digitally 'tagging' files when saving them, to indicate a destruction schedule, etc. to easily aggregate specific destructibles annually?**
12:24:29   From Mark Myers-TSLAC: Replying to "Does Mark have an op..." That depends on the system, but yes that's what recordkeeping/content management software does.

12:27:28   From Mahesh to Chad Owen (LVA): **Are there any funding sources available that localities can leverage?**

12:29:32   From Chad Owen (LVA) to Mahesh: Not for storage, at least - there are some grant programs for digitization, but lately most of them that I know of are focused on digitizing for public access, not for preservation and office use.

12:28:00   From Glenn Smith, LVA: For any ongoing RM questions, please contact your designated Records Management Analyst at the Library of Virginia.
https://www.lva.virginia.gov/agencies/records/analyst-contacts.htm