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**AGENCY CONTACT MEMORANDUM #2014-1001**

**To:** Agency IT Leadership, Technical Contacts

**From:** James M. Fowler,  
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**Date:** Oct. 2, 2014

**Subject:** Electronic Records Day Oct. 10

To call attention to the importance of digital records, the Commonwealth Office of Technology is teaming with the Kentucky Department for Libraries and Archives' Public Records Division, and Council of State Archivists to celebrate Electronic Records Day on Oct. 10.

Electronic Records Day was created by the Council of State Archivists (CoSA) as part of its State Electronic Records Initiative (SERI), and serves as an opportunity for those of us in the tech community to raise awareness about the crucial role electronic records play in our daily lives.

Consider:

- With an increasing reliance on information technology, the challenge to manage, preserve, and provide access to digital records and information continues to grow.
- Electronic records are subject to changes in software and hardware that can leave them virtually inaccessible after just a few years, if not monitored.
- Electronic records require proactive management. The best time to plan for electronic records preservation is at the time records are created, rather than when software is being replaced or a project is ending.
- Electronic records should be evaluated according to their information content, not their format, and be subject to the same retention schedules and public records requirements as physical records.
- Paper records stored in good conditions can be read centuries afterwards; electronic records, however, can become unreadable very quickly, without proper management and care.

Join KDLA for a special Lunch and Learn presentation on the agency's e-Archives beginning at 11:30 a.m. Oct. 10. Kari May, KDLA Librarian, will demonstrate search strategies for the Electronic Records Archives in the KDLA Conference Room.

Participants may bring a brown bag lunch, and registration is not required.

To learn more about digital records in Kentucky:

- Consult the Commonwealth's Enterprise Architecture and Standards on standards for electronic information: <http://technology.ky.gov/governance/Pages/OverviewofenterpriseITPolicyStandards.aspx>
- View Records Retention Schedules approved by the State Archives and Records Commission: <http://kdla.ky.gov/records/recreentionschedules/Pages/default.aspx>
- Visit the COT website for guidance on information technology in Kentucky state government: <http://technology.ky.gov/>.
- Visit the KDLA website for guidance and support for managing electronic records in Kentucky government agencies: <http://kdla.ky.gov/records/recmgmtguidance/Pages/elecrcmgmt.aspx>.
- Read Managing Government Records, an overview of records management in Kentucky government [http://kdla.ky.gov/records/Documents/Managing\\_Government\\_Records\\_August\\_2012.pdf](http://kdla.ky.gov/records/Documents/Managing_Government_Records_August_2012.pdf)
- Discover Electronic Records Day resources on the CoSA website: <http://www.statearchivists.org/seri/ElectronicRecordsDay.htm>.
- Check out KDLA's Public Records Division's Facebook page for information on electronic records and digital preservation: <https://www.facebook.com/kdla.prd>, and
- Follow Electronic Records Day on Twitter at: @KYStateArchives, @StateArchivists or follow hashtag #ERecsDay.
- Call or email KDLA with records management questions relating to electronic records.