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General comments

There is a wide variety of government communications media today that falls into the public records arena - "Includes all records, documents, tape, or other information, stored or preserved in any medium,"

Records include both 'public records' and 'government records' used by agencies to provide services', which are equally important to capture, index, safeguard, and disclose.

Perspective

If we look just at hard copies, boxes, and physical material, we will miss all of the separate and disparate electronic system records. For example, in Central IT today there are over 1,200 disaster recovery cartridges with agency information. Each cartridge holds about 2.1 Gigabytes (GB); this is about 425,000 sheets of paper! We have over 500 million sheets of paper in data form stored on disaster recovery tapes alone. Growth rate is about 1 million pages per month.

Where else do <u>we and local government have massive amounts of data</u> that may be public records and/or necessary for state business?

- Central IT and agency network drives
- Employee PCs, laptops, thumb drives, smart phones, tablets, CDs and DVDs, offices, etc.
- Employee's use of 3rd party cloud services, such as Dropbox, etc.
- Agency business applications that manage and process information, example: licensing systems.
- Video, audio, pictures, and images
- Email and text messages
- Other agency/employee storage systems

Records center boxes (estimated 2,000 pages per box*70,000 boxes) are estimated at 140 million sheets which is approximately <u>only 27% of the pages stored on disaster recovery system tapes alone</u>. This is about information and data not just hard copy files.

Approach

Question new systems to identify and require information on how they will handle public records and sharing.
Acquire an enterprise and robust email/archive solution
Acquire an enterprise content management system to securely index and integrate public and state business records
Deploy an enterprise solution for agencies to manage and serve images, audio, video (Jan 2015)
<u>Make available all solutions to local government – leveraging state investments</u>

Collaborate with the State Archivist and the Director of Cultural Affairs:
- Consistency in retention rules across the Executive Branch
- Address hard copy and electronic records management
- Organizational alignment and management/supervision
- Funding