

## Indiana Oversight Committee on Public Records Policy 20-02 Electronic Records Technical Standards

**Applies to:** Electronic records of all Indiana government entities except those exempted in IC 5-15-5.1. If records of exempted entities are transferred to the Indiana Archives they must adhere to this policy.

**Purpose:** To establish consistent standards for the creation and maintenance of public electronic records.

**Effective Date:** 01/15/2020; revised 07/27/2023.

**Authority:** Indiana Code 5-15-5.1(a)(4).

### Definitions:

*Retention schedule* means a Records Retention and Disposition Schedule approved by the Indiana Oversight Committee on Public Records.

*Electronic records* are stored in digital format on an information technology device and include both born-digital and digitized records.

*Born-digital* records are created in electronic format.

*Digitized records* are electronic copies of physical records and can include images and audiovisual information.

*Physical records* can be read without the aid of an information-technology device and include paper, film, and audio and video tapes.

*Discoverable* refers to the findability of electronic records during information requests, including during litigation.

### Policy:

- 1) **Born digital records:** Electronic records must remain accessible for the duration of the retention period specified in their retention schedule. Accessible means that all electronic records must be
  - a) readable
    - i) by current, commonly available hardware and software OR
    - ii) converted by the originating agency if the existing software or hardware is no longer current or commonly available.
  - b) stored appropriately
    - i) in an electronic system accompanied by documentation of release notes, functionality, and backup provisions OR
    - ii) on physical storage media that is descriptively labeled and readable by commonly available hardware and software.
  - c) discoverable
    - i) within a reasonable period of time and without excessive effort;
    - ii) via original metadata and any metadata that is necessary to understand the content and structure of the record.
  - d) properly maintained by the originating agency which includes
    - i) migrating when the current storage medium and/or records management system nears the end of its practical lifespan.
    - ii) avoiding proprietary storage systems, records management systems, or file formats.
  - e) retained in accordance with OCPD 20-01.
- 2) **Digitized records:** Records which are digitized must adhere to Item 1 of this policy as well as
  - a) Indiana Archives and Records Administration Electronic Records Guidelines
  - b) act as authentic duplicates, meaning digital images or data must be verified against original records for completeness and accuracy.