



RECORDS MANAGEMENT TIPS

for

WEBSITE CLEAN UPS

ARCHIVE, verb.



1. to store historical records or documents in an archive; **e.g. Indiana Archives**
2. in computer technology, to store electronic information that you no longer need to use regularly; **e.g. cold storage**



DOJ Accessibility Ruling and Web Content Clean-Ups

Whether you are doing a routine website clean up or working towards compliance with the Department of Justice updates to Title II of the Americans with Disabilities Act, an important part of the process is to ensure you are properly managing your records. You can do this in two ways:

1. By retaining web content for its full retention period - if you take content off your website, you may still need to retain it elsewhere.
2. By transferring records that are scheduled to be sent to the Indiana Archives.

Use the following tips to help your agency stay in compliance with records management requirements. Share with your webmaster or IT staff as a primer if they are unfamiliar with these requirements!



Choosing an archiving method

Option 1: Indiana Archives Transfer

Use this option when you have records that are scheduled to be sent to the Indiana Archives. The most commonly transferred web content formats are: PDFs, images, and audio. We can also accept Word and Excel documents. For all other formats, email erecords@iara.in.gov.



Option 2: Cold Storage

Use this option when you have records that have not yet met their retention, but that you will not need to regularly access. If you need assistance with cold storage options, please reach out to your IT support.



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Transferring Records to the Indiana Archives

Begin by checking your agency or office specific schedule and the General Retention Schedule to ensure your records are eligible for transfer to the Indiana Archives. Common records found on agency websites include but are not limited to

- meeting minutes
- publications
- annual reports

Questions? We can help! Email rmd@iara.in.gov (State) or cty@iara.in.gov (County).

Next, determine your preferred method of transfer. You can transfer records to the Indiana Archives via SFTP, using a drop folder, or - for just a few files - by emailing them! To get started, email erecords@iara.in.gov.



Storing Records in Cold Storage

If you have records that are not scheduled to be transferred to the Indiana Archives, but still need to be retained, you might want to place them in cold storage until their retention period is reached. This is a good option for records that you will not need to access, will only very rarely need to access, and that have a long retention period. Best practice is to use an agency managed, backed up, and secure location. Contact your IT support to learn more about cold storage options.

Never use an "archive" function in your web CMS as a substitute for cold storage. These systems are not designed to act as an electronic record keeping system and should not be used as such.

Other Storage Options

You can also store records in any agency or office managed, backed up, secure location of your choice. This is a good option for records that are not scheduled to be transferred to the Indiana Archives and that you do not want to put into cold storage because you don't have cold storage, you will need to regularly access them, or they only need to be retained for a few years. SharePoint and networked storage are acceptable options. Contact your IT support to discuss other options.