

Electronic Records Guidelines

The following resources have been adapted for Ohio local government entities from resources created for state agencies by the Ohio Electronic Records Committee. They are available online at <http://www.ohiohistory.org/lgr>

Databases as Public Records Guidelines

The purpose of these guidelines is to assist local government entities when responding to public records requests when the requested public records are contained in an electronic database. These guidelines are general in nature, they are not intended to address all the various issues that can arise in responding to such requests, and they are based on Ohio's public records laws as of December 2001.

Digital Document Imaging Guidelines (Revised June 2003)

These guidelines are for use by public officials in the design of responsible digital imaging systems. The guidelines are advisory in character and are not intended to serve as a rigid set of requirements. National technical standards, established practices, and research in the professional literature form the basis for these guidelines. These guidelines are designed to identify critical issues for public officials to consider in designing, selecting, implementing, and operating digital imaging technologies. These issues are especially important for systems used for mission critical records or for long-term/archival records.

Electronic Records Management Guidelines

Out of concern over its ability to preserve electronic records with enduring value and assist offices with electronic records issues, the LGRP has adapted these guidelines from guidelines created by the Kansas State Historical Society and adopted by the Ohio Electronic Records Committee. This publication is about maintaining accountability and preserving important historical records in the electronic age. It is designed to provide guidance to users and managers of computer systems in local governments.

Electronic Records Statement

In response to the increasing call for guidance in the challenges and opportunities electronic records present, the OHS LGRP has drafted an electronic records statement in order to (a) provide electronic records guidance for local governments; and (b) support the creation and maintenance of electronic records to ensure their integrity, usability and survivability.

Guidelines for Managing Electronic Mail

The intent of these guidelines is to provide and explain requirements, guidelines and best practices for electronic mail (e-mail) messages that meet the criteria for records as defined by the Ohio Revised Code. These guidelines have a two-fold purpose. First, they are intended to assist local government employees in complying in their use of e-mail with Ohio public records law. Second, the guidelines promote best practices and suggestions that facilitate the effective capture, management, and retention of electronic messages as public records.

The following resources have been created by the Ohio Electronic Records Committee, but have yet to be adapted for use specifically by Ohio local governments. They are available online at <http://www.ohiojunction.net/erc>

General Retention Schedules for Administrative Electronic Records

General schedules for electronic records of an administrative nature common to all applications.

Guidelines for Managing Web Site Content

The Ohio Electronic Records Committee has developed these guidelines to raise awareness of and provide and explain the currently available requirements, guidelines and best practices for managing and preserving web resources that meet the criteria for records as defined by the Ohio Revised Code.

Trustworthy Information Systems Handbook

The Ohio Electronic Records Committee has developed a set of criteria to establish the trustworthiness of information systems. Trustworthiness means that an information system, whether computer- or paper-based, is accountable and can produce reliable and authentic information and records. Government records and record keeping systems must be accountable to citizens and elected officials.

The following resources have been produced by the OHS LGRP to provide additional assistance in the management of electronic records produced by local government in Ohio. They can be found at <http://www.ohiohistory.org/resource/lgr/erpublications.html>

Statement on Maintaining Digitally Imaged Records Permanently

Provides OHS LGRP stance on maintaining digitally imaged records permanently

Sample Email Policy (short version)

This sample policy for Internet, email or online services users is to be used by entities when creating their own policies for internet, email or online services users.

Sample Internet, Email and Online Services Use Policy

This sample policy for Internet, email or online services users is to be used by entities when creating their own policies for internet, email or online services users.