

Topic: Archivists and Electronic Docs
 Question by: Tung Chan
 Jurisdiction: Hawaii
 Date: January 28, 2013

Jurisdiction	Question(s)
	How do other states deal with this new frontier of electronic docs and archivists?
Manitoba	
Corporations Canada	
Alabama	
Alaska	
Arizona	<p>In Arizona, according to our retention schedule, the documents we receive are considered permanent records. Per the State Archives, the only approved storage medium for permanent records is actual paper or microfilm. Our State Archives have not yet approved any electronic storage medium for the permanent storage of records.</p> <p>With a few exceptions, we scan our paper documents and we work from those scanned images. All paper documents are stored at the State Archives for 3 years or until microfilmed. After 3 years, if the documents have been microfilmed, the paper is destroyed. The paper documents we receive that are not scanned in are microfilmed immediately. For the documents that are scanned, the microfilming is done from those scanned images. Last fiscal year we were able to purchase a Fujifilm archive writer that we intend to use to microfilm the scanned images.</p> <p>We do pay the State Archives to store the boxes. We also pay a microfilm vendor to microfilm the paper documents that are not scanned. The Fujifilm archive writer was around \$50,000, and the cost of the microfilm itself varies, but can run as high as \$28 per roll. The archive writer requires a special computer, and some programming is necessary for our system to pull out the images to be microfilmed. Buying the archive writer was considered to be the most cost-effective method going forward.</p>
Arkansas	
California	
Colorado	
Connecticut	

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Delaware	
District of Columbia	<p>In the District of Columbia we have converted to e-records couple of years ago. We got opinion from our AG's office that e-records are equal to paper records and got approval to destroy paper records after the scanning.</p> <p>In the past with paper records we used to send them for storage to DC Archive. It is no longer the case since paper records are destroyed after scanning.</p> <p>So, we drastically decreased the cost of records storage and accessibility. We perform multiple back-ups to our records database on a recurring basis.</p>
Florida	
Georgia	
Hawaii	
Idaho	
Illinois	
Indiana	
Iowa	
Kansas	
Kentucky	
Louisiana	Louisiana also uses an Archive Writer to take the images and place them on microfilm to be archived.
Maine	
Maryland	
Massachusetts	
Michigan	
Minnesota	
Mississippi	
Missouri	
Montana	Montana is in the early stages of prepping over three million business documents for scanning so we still deal with paper that is stored in our warehouse with Records Management.

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Nebraska	
Nevada	Nevada places images on microfilm for long-term archival purposes.
New Hampshire	
New Jersey	
New Mexico	
New York	
North Carolina	North Carolina uses a Kodak Archive Writer to take the images and place them on microfilm to be archived.
North Dakota	<p>North Dakota has been maintaining electronic documents for business filings for many years. In the paper process, we annually transferred dissolved, terminated, merged documents to our state archives. Since converting the documents to electronic format, the Secretary of State is now the “perpetual keeper” of the record so that the record gets updated in the same manner as any active records when system changes occur so that “archived” records are always retrievable and can be reproduced in a paper format. This arrangement did not require legislative action.</p> <p>We have not been approached for access to our complete database. If that were to happen, we would give them “read only” access to our system.</p>
Ohio	
Oklahoma	

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<p>Oregon</p>	<p>Our agency, which includes the state archives, adopted a document management system called TRIM. We store all our documents filed since 2007 in TRIM and the entire database is backed up and stored remotely. Most of our filings now are electronic in origin anyway; they are converted to PDF and added to TRIM automatically. Pre-2007 filings are still on microfiche and are stored here and at an offsite storage facility, and we are working on backfile conversion.</p> <p>Technically speaking, Archives has access to entity filings, whether active or inactive, but through us. The only entities they store directly are pre-1896 filings, which they view as part of Oregon's history.</p> <p>I think, legislatively-speaking, the big point is access to records. There is no need for Archives to store everything itself, as long as it can get access to records and ensure the records are maintained according to standards. After all, do you really need duplication, and do you really want to pay for an overflowing Archives center? In this age of distributed information, there is no real point to keeping all data in one physical location, especially if it is electronic in nature. IMHO</p>
<p>Pennsylvania</p>	<p>Pennsylvania is much like Arizona – corporate filings are considered permanent records and microfilm is the only presently approved storage medium for keeping permanent records other than actual paper.</p> <p>The Pennsylvania Historical and Museum Commission (PHMC), in conjunction with the Secretary of Administration, is responsible for implementing the Commonwealth's records management program. Through its Bureau of Archives and History, the PHMC operates the State Records Center, the State Archives and the Records Management program for all Executive Branch agencies.</p> <p>Per the PHMC, Management Directive 210.9, Section 4.d. outlines the provisions for the continued retention of permanently valuable records in a human-readable format (paper or microfilm), even though they have been copied onto an electronic imaging system. Agencies must retain the original copy of a permanently valuable record or generate a security microform copy to serve as a substitute.</p> <p>So, just like AZ, the only approved storage medium for permanent records is actual paper or microfilm. Our State Archives have not yet approved any electronic storage medium for the permanent storage of records. We use a Kodak Writer to convert the images into microfilm.</p>
<p>Rhode Island</p>	
<p>South Carolina</p>	
<p>South Dakota</p>	
<p>Tennessee</p>	

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Texas	After scanning, we send our paper documents to State Archives for several months to ensure that we have not missed anything. With respect to the electronic images and data, we periodically do full back-ups of the database and images and incremental back-ups of updates daily and maintain those back-ups offsite. These back-up tapes are replaced and recycled as the back-up scheduled dictates. I don't think that we would have a problem if the back-up site was at State Archives but they do charge for storage so we are currently not using their services.
Utah	
Vermont	
Virginia	
Washington	In Washington State when the electronic record is delivered to our system (online or from scanning paper submissions) it becomes the official record. The paper is retained for 6 years after scanning then destroyed. The retention on electronic records is currently 75 years, but I suspect that will change with time.
West Virginia	
Wisconsin	
Wyoming	

Additional comments:

Hi Patrick,

It is Washington State's former deputy archivist who is now in Hawaii. He is saying that our electronic documents stored in our database needs to all be held at the archivists (moving our massive electronic database to them) who then sells copies to the public, taking that service out of our jurisdiction. Is your electronic system of docs yours or your archivists? Is he trying to base Hawaii's system on WA or is he trying something new here?

Thanks so much!

Tung Chan

The data is shared. Most of it, especially the more current data is in our system at the corporations division. In 2008 we imaged all of our paper documents for active entities from 1860 to 2003 and it now resides at the digital archives. If someone wants copies or certified copies of the historic documents they can order from either division. The newer documents that have not been sent to the digital archives are only available to order with the corporations division (until at some point they may be loaded to the digital archives where they would be available either way).

It doesn't appear to be a Washington model that I can tell. In Washington the State Archives are also in the Secretary of State's agency so we are essentially sister organizations.

Hopefully this helps,

Patrick

Full text of email:

Aloha everyone!

Quick question. If the docs in your registry are electronic, how do you guys deal with your state archivist?

The problem is that when we were paper, we would send docs for dissolved or terminated companies to the archivists after 5 years.

But now that everything is electronic, we just keep our electronic files.

This legislative session, we are faced with a number of bills, one of them requiring that the archivist gets our database at their discretion. Not just dissolved or terminated but the whole kit and kaboodle.

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Any help would be greatly appreciated.

Thanks,

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