

Scanning Permanent Records

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To: parkinson.charlene <parkinson.charlene@galionschools.org>;

Hi Charlene,

Thank you for your phone call regarding scanning records at Galion City Schools

First I should say that although the Ohio History Connection, which administers the State Archives of Ohio, acknowledges the utility of maintaining digital images for access and retrieval purposes, it does not support the permanent maintenance of records solely in electronic image formats. Technological changes are rapid and constant. With no standards in existence for ensuring the long-term validity and survivability of digital images, it is nearly impossible to predict whether those imaged records will be retrievable in the future. With this in mind, the State Archives strongly recommends maintaining an eye-readable backup (paper or microfilm) of any records deemed of permanent value that have been digitally imaged for electronic storage. More information can be found in this statement on maintaining digitally imaged records permanently.

The decision to scan, however, is ultimately up to the local government and their records commission. We do see schedules where there will be a line for the paper records that are kept until scanned and then a separate line indicating that the electronic records are permanent. Generally anything with a 10 year or shorter retention is also considered safe to maintain electronically. The Ohio Electronic Records Advisory Committee maintains guidelines on document imaging and general electronic records management. They also have a tool to determine the feasibility of scanning.

I would recommend updating the RC-2 to indicate that you are scanning or storing records electronically. Your RC-2 should accurately reflect how you are maintaining the records. Here is an example of how you might describe the categories on an updated RC-2.

Schedule Number	Record Title and Description	Retention Period	Media Type
2016-01a	Student Records	5 years after graduation, then scan	Paper
2016-01b	Student Records	Permanent	Electronic

The templates to create an updated RC-2 are located at www.ohiohistory.org/lgrforms. Forms can be submitted to localrecs@ohiohistory.org or mailed to the Ohio History Connections, State Archives.

I hope this helps. Please let me know if you have any questions or need anything else.

Have a great day!
Amanda