

NHPRC State Electronic Records Grant

Wisconsin Historical Society (WHS)



State of Our State

- We (state agencies) are pretty good at paper records, but electronic records.....Not so much
- Of the 120+TB we are currently managing
 - Processed and in the catalog
 - 28 GB Gov Pubs (6,500 files : 1,450 folders)
 - 250 GB State records (215,000 files : 19,000 folders)
 - Still in process
 - Roughly 2 TB of Doyle folders (.psts and images)
 - 40 GB from a small handful of other agencies

NHPRC

- National Historical Publications and Records Commission is the funding arm of the National Archives
- Grants tend to support projects that promote access to America's historical records to encourage understanding of our democracy, history, and culture.
- 2015 they announced a new State Electronic Records grant for projects that would accession, describe, preserve, and provide access to state government electronic records of enduring value. **They were looking for projects that actively engaged in activities that preserved electronic record assets and make them available for public discovery.**

What We Did

Wisconsin State Preservation of Electronic Records Project (WiSPER) seeks to implement a sustainable electronic records workflow and transfer management system in selected state agencies producing a measurable increase in the preservation of, and research access to, state agency records with historic value.

Translation: WiSPER will create an e-records workflow and transfer process to increase the number of state records series preserved and available to users.

Goals...

- Increase the percentage of scheduled state agency electronic records with historic value that are transferred to the WHS.
- Document the processes and tools used to identify and schedule electronic records, sort through agency “network drive attics,” develop transfer workflows, and train employees in electronic records governance best practices.
- Improve discovery and access to electronic records in the repository through the development of links from cataloged series and web-based access points to records collections.

Key Project Pieces

- ✓ State Agency e-record identification and management
- ✓✓ Content transfer and acquisition from agencies
- ✓✓✓ E-Records management testing at the agency level
- ✓✓ Repository development (Preservica)
- ✓ Access to state records via Preservica / Catalog

Who?

(THIS HAS CHANGED)

- Wisconsin Historical Society (WHS)
(The Guinea Pigs)
- Governor's Office (GOV)
- Department of Workforce
Development (DWD)



What Are We Doing?

- Evaluations of personal and share drives
- Identifying orphans
- Format migrations where deemed necessary
- Diagraming institutional processes
- Identifying record owners

Shared Drives: Inventory

	A	E	F	G	H
1	Folder Name	General Summary of Contents	Assigned To	Proposed disposition	Final Disposition
2	AEB	Current Personal Files	Keep	Keep	Keep
3	AJB	Current Personal Files	Keep	Keep	Keep
4	AJN	Current Personal Files	Keep	Keep	Keep
5	AJS	Current Personal Files	Keep	Keep	Keep
6	Andrea	Project files for Lynda Barry and Emile Quiner	Michael E.	Keep and transfer	Deleted
7	AWK	Current Personal Files	Keep	Keep	Keep
8	AXD	Current Personal Files (but empty)	Mullen	Evaluate	Deleted
9	AXJ	Current Personal Files (but empty)	Keep	Keep	Keep
10	BB3	Ben Brewster M: drive - Lots of older/odd formats	Huelsbeck	Evaluate and delete	Deleted
11	CAB	Current Personal Files	Keep	Keep	Keep
12	CBJ	Current Personal Files	Keep	Keep	Keep
13	cd1	Collection of Manuscript abstracts, EADs, inventories, arrangements	Krause	Evaluate	Deleted
14	CIRC	Lots of folders, but not much content. Much is likely out of date	Hemming	Evaluate	Deleted
15	CM4	No real content	Knies	Evaluate	Deleted
16	CM8	Personal Drive	Krause/Knies		TBD
17	CMM	Several Accessions/Appraisals that were apparently printed out	Snyder		Deleted

What's Next?

- Staff beginning work in shared drives
- Training (what is a record, schedule, RDA, etc...)
- Creating processes
- Deduplication
- Reorganization of shares
-

GOV

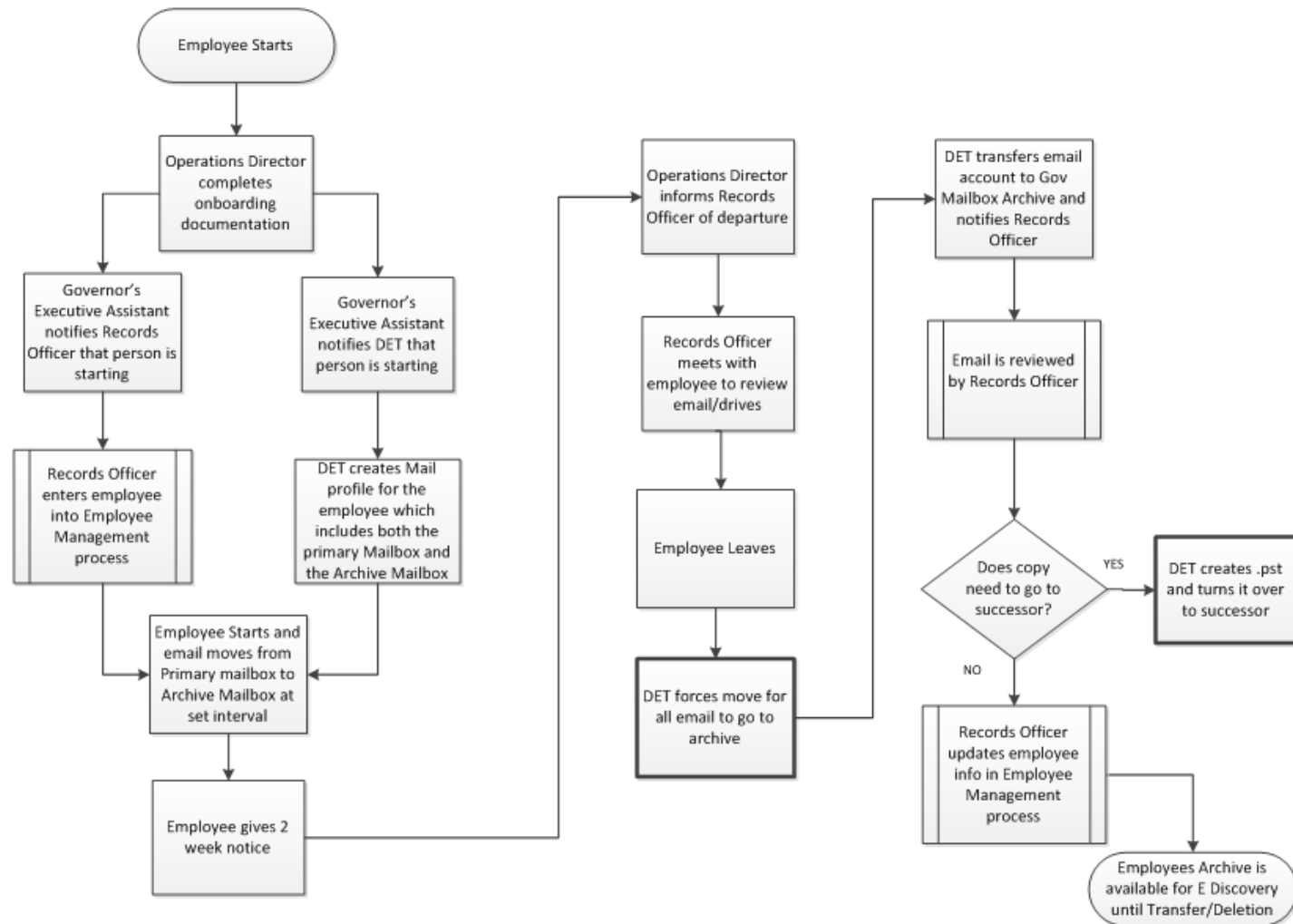
Action: Evaluate/Describe/Record Processes

The Products:

- Workflows (.psts, personal folders, shared folders, paper)
- Records Officer Employee Tracker
- RDA Cheatsheet

GOV-Workflows

Employee with Exchange 2013 – To-Be



GOV-Employee Tracker

RDA's: RED = Destroy					
Employee Name	Position	Department	Payroll Start	Payroll End	Remaining Items Transfer to SHSW
EXECUTIVE					
Governor Walker	Governor	Executive			
Rich Zipperer	Chief of Staff	Executive			19, 20
Moroney, Matt	Deputy Chief of Staff-Operations	Executive			3, 17, 23
Moore, Dorothy	Governor's Executive Assistant	Executive			28, 30, 31
POLICY					
Hurlburt, Waylon	Policy Director	Policy			3, 17, 23, 32
O'Neill, Eileen	Senior Policy Advisor	Policy			3, 17, 23, 32
Himebauch, Casey	Senior Policy Advisor	Policy			3, 17, 23, 32
Skenandore, Rachel	Policy Assistant	Policy			3, 17, 23, 32
LEGISLATIVE AFFAIRS					
Polzin, Cindy	Deputy Chief of Staff - Legislative	Legislative Affairs			27
Van Asten, Matthew	Legislative Liaison	Legislative Affairs			27
COMMUNICATIONS					
Jablonski, Jack	Deputy Chief of Staff - Comms.	Communications	4/18/2016		3, 17, 23
Patrick, Laurel	Governor's Spokesperson	Communications			3, 17, 23
Grinder, Jennifer	Director of External Comm & Ops	Communications			10, 11, 44
Schick, Katie	Communications Assistant	Communications			10, 11
Hummel, Brian	Director of External Operations	External Operations			7, 8
Fhlug, Alexander	External Relations Coordinator	External Operations			7, 8
Craft, Nathan	External Relations Coordinator	External Operations			7, 8
Schlavensky, Neal	External Relations Coordinator	External Operations			7, 8
Wipperman, Mallory	Scheduling Director	Scheduling			7, 8
CONSTITUENT SERVICES					
Colfin, Al	Director of Constituent Services	Constituent Services			12, 14, 45
Nenno, Bob	Proclamations Director	Constituent Services			15, 16
Nycz, Amy	Front Desk Manager	Constituent Services			12, 14, 45

GOV-RDA Cheatsheet

RDA #	RDA Name	Description	Event + Date	
00003000	Policy Files	Working subject matter files maintained by policy staff and others relating to specified policy areas, particular policy initiatives, designated state agencies, and intergovernmental affairs, among others.	Term	
00017000	Publications and Reports	Reports received by the Governor's Office from state or federal agencies, the legislature, private companies and from other states...for potential reference or official use, but not used in connection with specific staff projects.	Receipt + 1	
00023000	Staff Issue Files	Maintained by individual policy staff and others for personal convenience and reference purposes. May include some email correspondence, clippings, reports and publications, staff notes, and other informational materials used...	Superseded + 0/6	likely to hold this RDA
00032000	Building & Land Contract Correspondence	Correspondence and internal or agency generated memoranda relating to state contracts signed by the Governor at the request of various state agencies. These files do not ordinarily contain copies of the contracts themselves...	Term + 2	likely to hold this RDA
	Destroy	The Executive, Policy, Communications, and/or Legal Departments will hold the records for RDA 00023000. Maintain electronic files in proper email folders and/or shared subject folders until term then transfer to SHSW.	The Executive, Policy, Communications, and/or Legal Departments will hold the records for RDA 00023000. Maintain paper files in the proper subject folders until term then transfer to SHSW.	*Policy Director/Policy Staff most likely to hold this RDA
	SHSW	The Policy Department will hold the records for RDA 00032000. Maintain electronic files in proper email folders and/or shared subject folders until term then transfer to SHSW.	The Policy Department will hold the records for RDA 00032000. Maintain paper files in the proper subject folders until term then transfer to SHSW.	*Policy Director/Policy Staff most likely to hold this RDA

DWD

- Grant focus is smaller (Secretaries Office) to start with...
- Started with an analysis of records schedules that would transfer items to us
- Reviewed Email process flow
- Inventories –
 - SO drive review
 - Bureau of Workforce Training

Files

+	759				
		Directory	of S:\SO\S	O-Share\SO-Admin\D	WD Overview 2010 for New Admin_ADM00021_EVT_2 yrs
	760				
+	795				
		Directory	of S:\SO\S	O-Share\SO-Admin\F	orms-Templates-Logos-Misc
	796				
+	822				
	823	Directory	of S:\SO\S	O-Share\SO-Admin\F	orms-Templates-Logos-Misc\Table Tents
	824				
.	825	3/3/2016	10:36 AM	<DIR>	.
.	826	1/12/2017	4:00 PM	<DIR>	..
.	827	6/15/2010	3:58 PM	62,976	06-16-10 Hessen Delegation.doc
.	828	9/3/2009	1:30 PM	21,504	09-08-09 SESP Leadership Team Meeting.doc
.	829	10/27/2010	5:00 PM	20,992	10-28 10 Manitoba Green Jobs Workshop.Plus.doc
.	830	10/27/2010	4:08 PM	66,048	10-28-10 Manitoba Green Jobs Workshop.doc
.	831	10/6/2011	10:46 AM	77,824	10.10.11 Minhang Delegation Visit table tents.doc
.	832	8/26/2013	11:16 AM	27,136	DWD Logo TENT CARDS 2.doc
.	833	12/7/2011	5:57 PM	63,488	DWD Logo TENT CARDS.doc
.	834	5/19/2003	9:53 AM	19,456	Name Tents for Jan 30 mtg..doc
.	835	4/7/2011	10:45 AM	20,992	TEMPLATE - TABLE TENTS 2.doc
.	836	2/19/2004	5:51 PM	19,456	TEMPLATE - TABLE TENTS.doc
.	837	3/15/2004	1:15 PM	82,432	Tents - Health Care Committee.doc
.	838	11/18/2009	8:58 AM	57,856	Tents - WSSI Staff Team.doc
.	839		12 File	(s) 540,160	bytes
-	840				

Folders

33							
34	Directory	of S:\SO\S	O-Share\SO-Admin\D	WD Overview 2010 for New Admin_ADM00021_EVT_2	30 files	2010-2011	Transition / info for new admins - do any of these describe C
35				yrs			policy programs and need to be transferred to WHS?
36	Directory	of S:\SO\S	O-Share\SO-Admin\F	orms-Templates-Logos-Misc	20 files	2003 - 2015	Admin type docs
37							
38	Directory	of S:\SO\S	O-Share\SO-Admin\F	orms-Templates-Logos-Misc\Table Tents	12 Files	2003-2011	Admin type docs
39							
40	Directory	of S:\SO\S	O-Share\SO-Admin\G	eorgia Maxwell	15 files	2011-2016	Vouchers, memos, letters, agreements
41							

Key Project Pieces

- ✓ State Agency e-record identification and management
- ✓✓ Content transfer and acquisition from agencies
- ✓✓✓ E-Records management testing at the agency level
- ✓✓ Repository development (Preservica)
- ✓ Access to state records via Preservica / Catalog

This Year

- Working on the transfer process ****
 - Build vs. Open Source Tool (Exactly)
- Working on the technology ****
 - Versatile to Onbase
- Working on the Preservation System ****

**** THIS HAS CHANGED

Documentation

Best practices

- File naming
- File organization
- Share drive management
- Photo management
- File formats
- Digitization **** This is new

Other Docs

- Tools Guides
- Redaction policies
- Access policies
- Transfer Guidance
- How To's (ex: inventories)

This is New

- Working on the transfer process
 - Build vs. Open Source Tool (Exactly)
- Working on the technology
 - Versatile to Onbase
- Working on the Preservation System
- New Partners in various pieces of the grant

Questions?

Feel free to contact us!

*Wisconsin State Preservation of Electronic Records Project
(WiSPER)*

Sarah Grimm:

sarah.grimm@wisconsinhistory.org

Hannah Wang:

hannah.wang@wisconsinhistory.org