One Year into the NHPRC’s State Electronic Records Grant Program

Wisconsin Historical Society (WHS)
What is it?

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.
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.
Who?

• Wisconsin Historical Society (WHS) (The Guinea Pigs)

• Governor’s Office (GOV)

• Department of Workforce Development (DWD)

• Department of Natural Resources (DNR)
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
Areas of Focus

- WHS: shared drives, testing policies/procedures internally before rolling out to partners
- GOV: email/.psts, restricted access, template/structure for incoming administrations
- DWD: shared drives, SharePoint content, and email/.psts
- DNR: workflows related to preservation of long-term e-records
WHS

Initial Actions:
• Institutional evaluation of personal drives for Library/Archives
• Orphan location
• Format migrations

The Products:
• Inventory
• TreeSize reports showing reduction of files/folders
## Shared Drives: Inventory

<table>
<thead>
<tr>
<th>Folder Name</th>
<th>General Summary of Contents</th>
<th>Assigned To</th>
<th>Proposed disposition</th>
<th>Final Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AEB</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>AJB</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>AJN</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>AJS</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>Andrea</td>
<td>Project files for Lynda Barry and Emile Quiner</td>
<td>Michael E.</td>
<td>Keep and transfer</td>
<td>Deleted</td>
</tr>
<tr>
<td>AWK</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>AXD</td>
<td>Current Personal Files (but empty)</td>
<td>Mullen</td>
<td>Evaluate</td>
<td>Deleted</td>
</tr>
<tr>
<td>AXJ</td>
<td>Current Personal Files (but empty)</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>BB3</td>
<td>Ben Brewster M: drive - Lots of older/odd formats</td>
<td>Huelsbeck</td>
<td>Evaluate and delete</td>
<td>Deleted</td>
</tr>
<tr>
<td>CAB</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>CBJ</td>
<td>Current Personal Files</td>
<td>Keep</td>
<td>Keep</td>
<td>Keep</td>
</tr>
<tr>
<td>cd1</td>
<td>Collection of Manuscript abstracts, EADs, inventories, arrangements</td>
<td>Krause</td>
<td>Evaluate</td>
<td>Deleted</td>
</tr>
<tr>
<td>CIRC</td>
<td>Lots of folders, but not much content. Much is likely out of date</td>
<td>Hemming</td>
<td>Evaluate</td>
<td>Deleted</td>
</tr>
<tr>
<td>CM4</td>
<td>No real content</td>
<td>Knies</td>
<td>Evaluate</td>
<td>Deleted</td>
</tr>
<tr>
<td>CM8</td>
<td>Personal Drive</td>
<td>Krause/Knies</td>
<td></td>
<td>TBD</td>
</tr>
<tr>
<td>CMM</td>
<td>Several Accessions/Appraisals that were apparently printed out</td>
<td>Snyder</td>
<td></td>
<td>Deleted</td>
</tr>
</tbody>
</table>
You want me to do what....?
What’s Next-WHS

- Staff beginning work in shared drives
- Training (what is a record, schedule, RDA, etc…)
- Creating processes
- Deduplication
- Reorganization
- Training and processes in place
GOV

Action: Evaluate/Describe/Record Processes

The Products:

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

• Policy Department: How to tackle the issue of differing timeframes for transfer among email, personal drives, shared drives, and paper records (Central/subject files..)
• Communications Department: Create binders, but also have (electronically) different pieces of the completed binders scattered
• Identifying owners of the “official” record
• Formats/naming conventions
• Governor's Residence RDA
DWD

- One of the largest state agencies in Wisconsin
- Grant focus is smaller (Secretaries Office) to start with…
- Records Officer is extremely engaged in records management and already actively working on organization
- Grant beginning with drive review
DWD
DWD-Next Steps

- Backtrack to idea of centrally located subject files
- Begin transfer of RDA’s ready to come to WHS
- Continue work on naming conventions
- Tackle SharePoint content
- Potential use of GOV workflows
Tools in Use

• Excel

• TreeSize:  http://download.cnet.com/TreeSize-Free/3000-2248_4-10139400.html

• Advanced Renamer:  https://www.advancedrenamer.com/download

• Deduplication Software:
  • Similar Images:  http://similarimages.en.softonic.com/
Tasks (General)

• Using TRAC (not necessarily to become certified) but to create a master list of policies and procedures that we need to create, update, or put in place

• We have begun researching, creating, and formalizing several of these documents:
  • File formats
  • Tools guide
  • Naming conventions
  • Redaction policy
  • Access Policy
Thank you!

Feel free to contact us!
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What We’ve Done so Far...