# **One Year into the NHPRC's State Electronic Records Grant Program**

Wisconsin Historical Society (WHS)



#### Umm...guys... I don't know about this...



## 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.

# **Key Project Pieces**

- Content transfer and acquisition
- Implementation of BitCurator
- Preservica development
- Testing of the Versatile E-Module
- Access via Preservica to ExLibris Alma

## Who?

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



## **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

#### What We've Done so Far...



## 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**

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14		is likely out of date			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

#### LIBARC (nearly complete)

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-RDA Cheatsheet**

## **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

SO-Admin	4 📗 SC		- n	U U U L I U II		J	L
Andrew Evenson	-	Communic	38,000	ADMINISTRATIVE RULE PROMULGATION	Active	EVT+20	2/28/2015
	D	2005	2 317,000	ADMINISTRATOR AND POLICY MEMOS	Active	EVT+10 EVT+2	11/30/2019
🍰 Budget	P		3 456,000	APPLICATION FOR PERMIT TO OPERATE A MIGRANT LABOR CAMP	Active		5/30/2021
🍰 Connie Schulze		2006	1 269,000	CIVIL RIGHTS COMPLIANCE	Active	EVT+7	11/30/2019
Dave Anderson		2007	5 00081A00	CIVIL RIGHTS DISCRIMINATION CASES APPEALED TO COURT	Active	EVT+6	8/30/2021 9/4/2017
DWD Overview 2010 for New Admin_ADM00021_		2008	363,000	DIVISION LIMITED ENGLISH PROFICENCY (LEP) PLANS FINAL SURVEY RESULTS	Active	EVT+5 EVT+7	2/28/2021
	D D	2009	7 442,000 3 00040A00		Active	EVT+7 EVT+7	5/30/2021
Forms-Templates-Logos-Misc			00353A00			EVT+10	7/30/2021
🌽 Georgia Maxwell	P	2010	0 353,000	LEGAL ADVICE AND SERVICES AND POLICY RESEARCH DEPARTMENT OF LADUR (OU LEGAL ADVICE AND SERVICES CORRESPONDENCE AND POLICY RESEARCH STATISTI		EVT+4	7/30/2017
퉬 Jamie Maday		2011		LEGAL ADVICE AND SERVICES CORRESPONDENCE AND POLICE RESEARCH STRTISTI LEGAL COUNSEL ADMINISTRATIVE FLES	Active	CR+7	2/28/2015
John Fandrich		2012	1 41,000 2 430,000	LOCAL WORKFORCE DEVELOPMENT BOARD (WDB) PLANS	Active	CR+10	2/28/2021
Jonathan Barry	D 🔒	2013	3 446.000	MONITORING ACTIVITIES	Active	EVT+5	5/30/2021
	D D	2014	4 00412A00		Active	EVT+10	2/28/2020
Katherine Bates		2015	5 319,000	PROGRAM MANUALS	Active	EVT+7	11/30/2019
🍌 Laura Beckett	-		6 462,000	PROVISION OF INFORMATION TO THE COUNCIL ON MIGRANT LABOR	Active	EVT+10	5/30/2021
Laurel Turgul		2016	7 206,000	PUBLIC INFORMATION NEWS RELEASES	Active	CR+1	8/30/2021
Nikki Brown-Huss		Advisories (RDA374_1yr_Destroy)	8 372.000	SPEECHES AND TALKING POINTS	Active	CR+8	8/30/2021
Old Folders - After 07	Þ	Annual Report (REFERENCE_Non-Record)	9 429,000	STATE PLAN FOR WA	Active	CR+10	2/28/2021
	Þ	Biennial Report 13-15	0 10.000	UNEMPLOYEMNT INSURANCE COURT CASE FILES	Active	EVT+7	2/28/2023
Patrick Lonergan			1 00251A00	UNEMPLOYMENT INSURANCE ADVISORY COUNCIL MEETINGS AND PUBLIC HEARINGS	Active	CR+5	8/30/2020
Personnel - Interviews - PD's		Bulletin (ADM00015_1yr_Destroy)	2 459,000	VARIANCES - APPROVED	Active	EVT+10	5/30/2021
Phone #'s & Route-Distribution Lists_REF	Þ	CO Communication Plan Materials (REFERENCE)	3 431,000	WIA ANNUAL REPORTS	Active	CR+10	2/28/2021
		Commendations (REFERENCE_Non-Record)	4 334,000	WISCONSIN EMPLOYER AND JOB ORDER RECORDS	Active	EVT+2/1	11/30/2016
🕌 Reggie Newson		Comms Office Meeting Agendas_ADM00027_2y	5 463,000	WISCONSIN YOUTH APPRENTICESHIP PROGRAM OPERATIONS MANUAL AND RELATED	PRI Active	EVT+7	5/30/2021
Jyler Tichenor	Þ	Communications Office (REFERENCE Non-Reco	6 00126800.	WORKER'S COMPENSATION SELF-INSURANCE COUNCIL MINUTES AND RELATED RECO	RDS Active	EVT+50	8/31/2023
Wisconsin Wins Program Materials			7				



## **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: <a href="http://download.cnet.com/TreeSize-Free/3000-2248\_4-10139400.html">http://download.cnet.com/TreeSize-Free/3000-2248\_4-10139400.html</a>
- Advanced Renamer: <a href="https://www.advancedrenamer.com/download">https://www.advancedrenamer.com/download</a>
- Deduplication Software:
  - Auslogics Duplicate File Finder: <u>http://www.auslogics.com/en/software/duplicate-file-finder</u>
  - Similar Images: http://similarimages.en.softonic.com/
  - VisiPics: <a href="http://www.visipics.info/index.php?title=Main\_Page">http://www.visipics.info/index.php?title=Main\_Page</a>

# 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!

Wisconsin State Preservation of Electronic Records Project (WiSPER)

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