

 Georgia Technology Authority	Georgia Technology Authority	
Title:	Data Security - Electronic Records	
PSG Number:	SS-08-003.01	Topical Area: Security
Document Type:	Standard	Pages: 3
Issue Date:	3/31/08	Effective Date: 3/31/08
POC for Changes:	GTA Office of Information Security Secretary of State - Georgia Archives	
Synopsis:	Establishes standard that electronic records (1) are relied upon as official records and (2) must adhere to records retention requirements	

PURPOSE

Email messages, electronic data interchange, and other forms of electronic materials often document important government transactions and decisions. Like any other type of record, such information is necessary to ensure government accountability. In light of today's reliance on technology for conducting official business, the State Archives recommends that each Agency establish a policy of intent to rely on the electronic data as a form of official record. Official records reflect the information and position that the agency believes is true and complete and will rely upon to conduct its business.

This standard designates digital data as an authorized form of official record within the Enterprise, but DOES NOT imply that electronically generated data is the only form of official record recognized or authorized by the state, NOR does it preclude an agency from establishing internal policy regarding the creation and designation of official records. This standard establishes, the official record, once designated by the agency, must be protected with safeguards for creation, modification, storage, and destruction under a records management program.

SCOPE, AUTHORITY, ENFORCEMENT, EXCEPTIONS:

See Enterprise Information Security Charter (policy)

STANDARD

The State of Georgia recognizes electronically generated materials (such as email, electronic data interchange and other forms of electronic material) as a standard format for official public record within the Enterprise.

Each Agency shall formally designate the authorized formats for official records in the custody of that agency.

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Digital data as with any forms of official record shall be safeguarded against loss, unauthorized destruction or modification and as such shall be included in data security and records management programs.

No State entity or employee shall dispose of (i.e., destroy or give away) any public record except in accordance with a retention schedule approved by the State Records Committee and the Georgia Archives and set forth by the Georgia Records Act (O.C.G.A. 50-18-94 (6)) for records retention.

Each state entity shall designate a records management officer who shall establish and maintain a records management program and shall serve as primary contact for the archives. (O.C.G.A. 50-18-94(7))

REFERENCES

Per the Georgia Archives regarding electronic records:

Email messages are text documents which are created, stored, and delivered in an electronic format; email is the communication tool, equivalent to paper, microfilm, etc. in status; retention of email is decided by the CONTENT not format of the record.

See Enterprise Standard E-Mail Retention

http://gta.georgia.gov/00/channel_title/0,2094,1070969_6947051,00.html

See Georgia Archives links below for guidelines on establishing an e-records management program:

Considerations for adopting e-records:

http://www.sos.state.ga.us/archives/pdf/records_and_information_management_services/aer.pdf

E-Records Management Program Checklist:

http://www.sos.state.ga.us/archives/pdf/records_and_information_management_services/checklist.pdf

Archives advice on keeping email:

http://www.sos.state.ga.us/archives/pdf/records_and_information_management_services/ArchivesAdvice1.pdf

Archives email retention guidelines:

http://www.sos.state.ga.us/archives/who_are_we/rims/publications/default.htm

Records Retention Schedules:

http://www.sos.state.ga.us/archives/who_are_we/rims/retention_schedules/default.htm

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TERMS and DEFINITIONS

Records, according to Georgia statute, include "all documents, papers, letters, maps, books (except books in formally organized libraries), microfilm, magnetic tape, or other material, **regardless of physical form or characteristics**, made or received pursuant to law or ordinance or in performance of functions by any agency" (O.C.G.A. 50-18-91[5]). The International Standards Organization (ISO) states they are "recorded information in any form, including data in computer systems, created or received and maintained by an organization or person in the transaction of business and kept as evidence of such activity" (ISO/DIS 15489).

Records Management is the development and implementation of a life-cycle management process from the creation and receipt of records, through their active life, storage, and to their final disposition. According to the Georgia statute "Records management" means the application of management techniques to the creation, utilization, maintenance, retention, preservation, and disposal of records undertaken to reduce costs and improve efficiency of record keeping. "Records management" includes management of filing and microfilming equipment and supplies; filing and information retrieval systems; files, correspondence, reports, and forms management; historical documentation; micrographics; retention programming; and vital records protection.

Note: PSG number administratively changed from S-08-003.01 on September 1, 2008.