

Title

NEA Records Schedule Implementation Guidelines

Last Revised

November 19, 2015

Overview

This document provides instructions for the implementation of the New England Archivists' records schedule, including the transfer of permanent records to a repository and the destruction of temporary records.

Definitions

All terms used in the records schedule and in this document are defined based on the following source unless otherwise noted: Moses, R. (2005). A glossary of archival and records terminology. Chicago: Society of American Archivists. Retrieved from: <http://www2.archivists.org/glossary>.

Fiscal Year*

n. A year as reckoned for taxing or accounting purposes. Defined by NEA as January 1 to December 31.

Media Neutral Schedule**

n. A records schedule that applies to the records regardless of their media.

Supersede*

v. To take the place of a record previously in use.

Term*

n. A fixed or limited period for which the assignment of a role is intended to last.

Unofficial Copy**

n. Any copy of a document that is not designated as the official copy for reference and preservation.

* Definition from: Soanes, C. (2004). Concise Oxford English dictionary (11th ed.). New York: Oxford University Press.

** Definition created by the authors.

File Creation

Preferred e-formats to use (in order of preference, according to the [Library of Congress Recommended Formats Statement](#) and <https://www.archivematica.org/wiki/Media-type-preservation-plans>):

Word processing files: PDF; DOCX; TXT; ODT

Email: MBOX; PST

Spreadsheets: XLS; CSV

Images: TIFF; JPEG2000 (*.jp2); PNG; JPG; DNG; BMP; GIF; PSD

File Naming

(Good practices, not requirements)

- A. Use precise descriptors: Series titles, provenance (committee, task force, individual (i.e. Last-First), or occasion responsible for the creation of the document) +
- B. Use ISO 8601:2004 for date format:
 - a. yyyyymmdd *
 - b. yyyy-mm-dd
 - c. yyyy-mm
 - d. yyyy
 - e. mmdd
- C. Use dashes (-) between words.
- D. Keep titles as short as possible:
 - a. Exclude words that add no value or are redundant
 - b. Use standard abbreviations
 - c. Use *commonly understood* acronyms
 - d. Leverage folder titles to shorten document titlesIf Folder = Series Title, then document doesn't have to include the series title also:
 - e.g.: F = Contracts 2015
 - D = Park-Plza-Room-20150331-final
 - D = Park-Plza-Beverage-20150331-final
- E. Do not use any odd characters: ?, \$, /, #, etc.

Here are some sample document names we devised based on the approved retention schedule series descriptions:

F = Folder

D= Document

F: **Awards-2015**

D: [name of award]-Desc
 e.g.: Haas-Desc

D: [name of award]-Recipient-Appl-[Last-First]
 e.g.: Haas-Recipient-Appl-Kelsey-Frances

D: [name of award]-Report
 e.g.: Hale-Report

F: **Awards-2016**

All other documents *could* be placed in:

F: **Awards-Transitory-2015** or
F: **Awards-Transitory-2015-DESTROY-2018**

F: **Board-2014**

D: Agenda-mmdd
D: Agenda-mmdd
D: Bd-Report-mmdd
D: Cmttee-Report-[name of committee/group]-mmdd
D: Minutes-mmdd

F: **Conference-yyyymmdd**

D: Budget-Final-mmdd
D: Conf-Sumary-mmdd
D: Keynote-Address-Fish, Sands-mmdd.wav
D: Keynote-Fish, Sands.jpeg
D: Press-Rel
D: Program-Final.jpeg
D: Publicity-Proof-newspr

F: **Conf-Corres**

F: **Conf-Proposals-Rejected**

F: **Corresp-Permanent-yyyy**

D: Last-First-[topic, too - if significant?]
e.g.: Maynard-Leslie-SAA-JCC-mmdd

F: **Curricula-yyyy**

D: Topic/title-mmdd

F: **Development 2015**

D: Gift-Agreemt-Foisy-F
D: Gift-Agreemt-ICA

F: **Legal**

D: Art-of-Inc-yyyy
D: Tax-ID-Certif-MASTER-yyyy
D: Tax-ID-Renewal-yyyy
D: Bylaws-yyyy
D: Bylaw-Amends-yyyymmdd
D: Bylaws-rev-yyyy

F: **Newsletters-yyyy**

D: Newsletter-mmdd.pdf

Records Designation

Records creators are responsible for designating the final and most complete version of a document and determining whether the paper or electronic record most accurately captures the document. (For example, meeting minutes, which are distributed and read electronically, may best be captured in a Word or PDF document; flyers and brochures may best be represented by the physical document.)

Email

Email creators should export relevant documents as MBOX files.

NEA Email Transfer Instructions

Creating Labels in Gmail

1. Login to your NEA Gmail account.
2. Select the button with the gear symbol in the upper right corner of the email interface.
3. Select Settings.
4. Go to Labels.
5. Select Create a new label and name the label with the year of the deposit and "NEA_PositionName_LastName_FirstName" and hit "Create". The label will appear in your left hand sidebar under Drafts.
6. To add email to the label, select the check box next to each email, then click the button with the tag symbol at the top of the inbox and select the appropriate label. It will then appear both in the inbox and under the label.

Creating an archive

1. Login to your NEA Gmail account.
2. Browse to <https://www.google.com/settings/takeout>
3. Click on Select None, to deselect all of the various data sources (drive, calendar, etc.)
4. Click on Mail to just select Google mail
5. Expand the Mail menu by clicking on the downward arrow.
6. Under Gmail labels, click on Select labels and then hit "Gmail labels"
7. Deselect everything except for the NEA label and select Done.
8. Click on Next at the bottom of the page.
9. Choose .zip as a File Type.
10. Choose as a delivery method Add to Drive.
11. Click on Create Archive

This may take a while, depending on how many messages/attachments you are transferring.

Once Google is done, an email will arrive when the file is available in Drive.

Sharing an archive

1. When the email notification arrives, open it and select View in Drive.
2. At the top of the page, select the share button.
3. In the window that appears, under People write the email address of the secretary.
4. Make sure Can edit is selected. Hit Done.

Note: You can follow the same steps for NEA-related email of permanent value in your personal email, if desired.

Please ensure that you let the secretary or archivist know under what series the email belongs, or provide as much contextual information as possible for the submission statement, to assist with processing.

MBOX files can be provided to researchers seeking access to email records; an email client like Thunderbird can be used to read them.

Transfer Instructions

Paper Records

3 months after leaving their NEA positions, outgoing board members should transfer paper documents to the archives. Mail records to:

Archives & Special Collections of the University of Connecticut Libraries
405 Babbidge Road
Unit 1205
Storrs, Connecticut
06269-1205

Contact Laura Smith, NEA archivist, prior to mailing any boxes or packages to alert her to the shipping or dropoff. You can contact her at laura.katz.smith@uconn.edu or (860)486-2516. It may also be possible to arrange for a transfer of boxes at the semi-annual meetings.

Submit postage reimbursement requests to the NEA treasurer.

Electronic Records

The file of record (the final version of a document, without edits and in its most authoritative version) should be placed in the "Transfer to Archives" wiki folder. These records will be downloaded by the NEA archivist on January 1st and July 1st annually and accessioned into the New England Archivists, Inc., Records at UConn.

Access to the wiki folder is automatically given to all board members, representatives, and chairpersons. If you do not have access to the wiki, and have records that should be archived, send them to your designated board liaison who will arrange to place them in the wiki folder for transfer/ingest.

General

Transfer to archives within 3 months after cutoff. Move the recordkeeping copy to the “Transfer to Archives” wiki folder.

Email Records

Emails should be saved in MBOX format - see instructions above.

Web Records

NEA’s website is currently preserved by the Internet Archive Wayback Machine.

Realia

Formats deemed as ephemera or realia (ex. promotional flyers, magnets, banners, buttons, tee-shirts, conference and publicity materials) will be accepted into the archives if they are deemed to be of sufficient historical or evidential value. Contact the NEA archivist to discuss any issues involving the transfer of realia, including size and number of items.

Transfer Schedule

Board members should transfer records of enduring value systematically, usually three months after cutoff. Please refer to the Records Schedule.

Destruction Instructions

Confidentially Destroying Paper Records

Shred paper records with a cross-cut shredder. Shredded paper may be recycled.

Confidentially Destroying Electronic Records

Personal and Shared Drives

Delete files from personal and shared drives, and empty the device trash. To erase entire hard drives, use commercially available software to remove all data from the storage device.

Media

To destroy individual files from external media (CDs, thumb drives, etc.), delete files and empty the device trash. To destroy entire discs or drives, physically destroy the media using a cross-cut shredder designed for this purpose.

Email

Delete the messages from your email account, and empty the trash folder of your account to ensure the email has been completely destroyed.

Resources

What additional resources will be helpful?

For questions about interpreting or implementing this guidance or any questions about managing records, please contact:

Contact the Archivist

For assistance transferring records to the archives or identifying appropriate records to transfer, please contact:

Laura Smith
860.486.2516

laura.katz.smith@uconn.edu