MWDG Meeting Minutes

Introductions & Light Breakfast

10:00am - everyone introduces themselves and tells what their summertime treat is.

Archives Presentation on Records Management

10:10am - Kit Carson begins record retention of electronic records and documents presentation.

10:10am - a record is a record regardless of format. It is something that is stored or generated digitally. Delaware's Public Records Law (29 Del C. c 5).

10:12am - must be managed effectively according to the retention schedule. Subject to the life cycle of information.

10:14am - need to have standard naming conventions for records and documents.

10:16am - use the same classification system for both paper and electronic files. Archives has a model guidelines paper, that helps agencies select software.

10:18am - also important to comply with State and Federal guidelines.

10:20am - Electronic Mail or messages. If it's in connection with public business, policies, decisions, etc, it needs to be retained.

10:24am - content of the record drives retention, or importance.

10:25am - TRAP, *Transitory Files*: documents of short term interest that have no value. *Retention Specfic*: case files, telephone logs, incident reports, unsuccessful applications, etc. *Administrative Support Records*: correspondence, or summary reports, things that pertain to administrative duties. *Permanent Records*: may not be destroyed. Policies and procedures, significant correspondence with agencies or public.

10:30am - cautions for the staff, does it meet the legal definition of the record, subject lines of an email should describe the email content, email is a means of

delivery. Deleted emails do not disappear, they may continue to reside somewhere. Information in the system is owned by the agency, there is not a level of privacy or confidentiality.

10:32am - can retain email online, near-line, or offline.

10:36am - social media, if used to re-post news and public information, store it somewhere else and then delete and destroy. If the content is not duplicated somewhere else then it needs to be retained according to the schedule. If you have a blog, should be on your town site because Public Archives actively crawls and archives content for you.

10:41am - acceptable formats, jpg, tiff, text, pdf, and more.

10:42am - need to have permission before you officially destroy or delete any records. 29 Del C section 516.

10:43am - Questions...

First State Blog Introduction

11:10am - Introduction to the First State Blog. Want to have more information and resources on the Blog from the towns and municipal websites. Looking for events and things going on in the state on a monthly basis.

Open Discussion/Group Discussion

11:18am - Future of transportation survey, mobility in Delaware from Sarah Pragg of U of D. New website coming soon.

11:22am - Open Discussion...

IT services for towns and municipal staff?

Town of Wyoming developing a calendar to see when spaces are booked or open for use.

Still having problems with Facebook versus website, users would rather go to Facebook instead of visiting the website.

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Town of Magnolia launched a section of their homepage that scribes whether they are a Town Resident or not, in order to stop phone calls and queries on the subject.

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