

WHAT RISKS DO YOUR RECORDS AND RECORD KEEPING PRACTICES POSE FOR YOU?

Newspaper headlines prove that record keeping could change the way you do business.

Changes in laws and technology will affect your agency. To understand and manage those changes, you need to answer, “*What risks do your records and record keeping practices pose for you?*”

To find out, continue to the next page. Just answer each of the eight questions by marking where your agency stands between the two poles of “low risk” and “high risk.” If you don’t know, the answer is “high risk.”

If all your marks lie along the right hand side of the page, then your record keeping practices are posing a high risk to your agency. To learn more about managing those risks, use two resources from the State Archives: the Legal Risk Analysis Tool and the *Trustworthy Information Systems Handbook*.

“White House ordered to produce e-mail”

St. Paul Pioneer-Press
11 July 2000

“Jury awards teacher \$525,000 in lawsuit over data privacy”

St. Paul Pioneer-Press
23 June 2000

“Digital signatures becoming as valid as pen and ink”

Minneapolis Star-Tribune
20 July 2000

For more information about electronic records and archives:

State Archives Department
Minnesota Historical Society
345 Kellogg Blvd. W
St. Paul, MN 55102

651/297-4502
archives@mnhs.org

The Legal Risk Analysis Tool and the *Trustworthy Information Systems Handbook* are available online at:

<http://www.mnhs.org/preserve/records/tis/tis.html>

For more information about data practices and records management:

Information Policy Analysis Division
Department of Administration
Centennial Office Building
50 Sherburne Ave.
St. Paul, MN 55155

651/296-6733

The Information Policy Analysis Division is online at:

<http://www.state.mn.us/ebranch/admin/ipo/pipa/pipa.html>

WHAT RISKS DO YOUR RECORDS AND RECORDS KEEPING PRACTICES POSE FOR YOU?

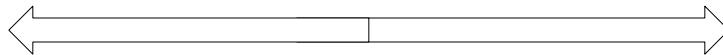
LOW RISK



HIGH RISK

Do you have a records management program in place?

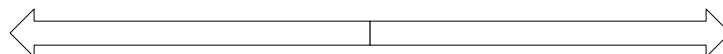
Approved, detailed,
current retention
schedules



No program

Do you document your record keeping systems and practices?

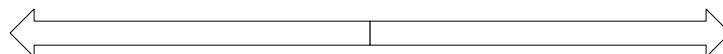
Current data models,
data dictionaries,
procedures



No documentation

Do your records have a high audit and/or legal value?

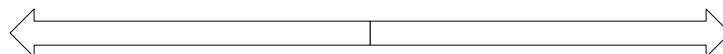
Never audited or
sued



Routinely audited and
subject to litigation

Do you have a plan to preserve your vital records in case of disaster ?

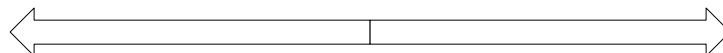
Current,
comprehensive plan



No plan

Do your records contain confidential and private data?

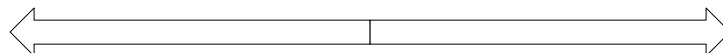
No - only public data



Yes - there are
significant data
practices and privacy
concerns

Do citizens and journalists request access to your records?

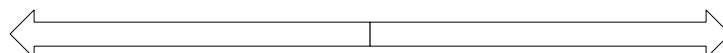
Never



Routinely

Do your records have historic value?

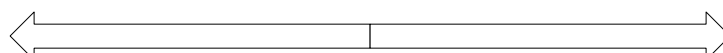
No historic value



Significant value to
historians and
genealogists

Do you have system security procedures in place?

Fully documented
trustworthy system



No correlation of
security needs with
statutory mandates