

Tips for documenting your state or local government entity's response to the 2020 COVID-19 pandemic

Note: Only save what is produced by your office, not documents or information that originated elsewhere.

- Start one or more COVID-19 files for records specifically related to this time (e.g., internal network files, a folder in your email, a folder for paper files).
- Store digital records in their native format for the time being (including social media content, email, websites, etc.).
- Compile a list of all the locations with digital content you created for preservation, including URLs, social media, email folders, hashtags, etc., so that you have a central reference point to use later when you want to capture the content.
- Refer to the State Archives' [preferred formats document](#) as a **starting point** for choosing file formats.
- Preserve such written documents as:
 - Working from home and social distancing plans created internally for staff and for the public service
 - Reports and memos on work and communications during this time
 - Press releases and press coverage of your entity's response and related activities
 - Correspondence showing significant new policies or work practices in place during the pandemic
 - Materials published by your office for the populations you serve specific to COVID-19, especially those promoting any special programs your entity developed during the pandemic
- Preserve audio-visual material such as photos, videos, and other visual documents that show the life of your office, both on-site and virtually. Before and after shots documenting typical office life can be particularly striking.
- Consider taking a screenshot of your staff video call grid, closed/reduced services signs you posted on your facility, and saving webinars conducted by staff for off-site training.
- Document how your staff mobilized for a cause outside of work, like donating supplies to a medical facility or food bank, or making masks. Take pictures and save correspondence about it.
- Consider other document types or media formats, not listed above, that you consider important to document your key activities during the pandemic response.

Questions or concerns? Please contact State Archives staff, Charles Rodgers and Anjanette Schussler at statearchives@mnhs.org; 651.259.3260.