
PRAIRIE VIEW A&M UNIVERSITY

CREATING & MANAGING ELECTRONIC RECORDS

Purpose

The purpose of this document is to provide good practices to use when creating electronic records so as to minimize the risks associated with digital materials and to ensure long-term preservation and future access.

Electronic Records

It's become more common for records to be created and distributed electronically but this also leads to challenges such as threat of human tampering, lack of accessibility and technology becoming outdated quickly. While all risks can't be avoided, if we follow these guidelines, we should be able to minimize those threats and ensure that we can access our records as technology advances.

Tips

- Consider selecting hardware and software that take accessibility into consideration. This will allow your records to be retrievable by individuals that may have disabilities.
- Ensure that you have a naming convention that provides enough information that is descriptive enough to make it easily identifiable. Some programs allow you to add metadata (descriptive information about the record) and if you have the option, then ensure that you include:
 - The name of the creator of the document
 - The date of creation
 - The name of the office of origin or person with primary responsibility.
- Protect your records from unauthorized access so as to ensure that the documents are not tampered with.
- Make sure to back up your documents to prevent loss of data. Shared Drives are regularly backed up so storing your documents in your department shared drive would be a good plan as it also has levels of security to prevent unauthorized access.
- Make sure that the hardware and software that you are using to create and store your records are frequently upgraded. Stay aware of new technology to make sure that they can open/access the file format that your document is being stored in.