Am. Samoa Historical Records Advisory Board

Digital Archives Survey

(Adapted from the 2012 Hawaii Digital Archives Plan)

A multi-functional group of records users, records creators, and IT professionals from all branches of local government, higher education and traditional village counties are invited to take this survey. The primary method of survey completion will be paper based and also available online. Results will be tabulated by the ASHRAB grant project workers. The results will provide general recommendations to address specific issues either raised directly by the survey participants or from the accumulated results.

Section 1. Digital Archives Survey

ASHRAB greatly appreciates your willingness to participate in this survey. This survey is expected to take 5-15 minutes to complete. Responses will remain anonymous unless you choose to provide your contact information. Your feedback is an important part of creating the look, feel, function, and focus of an eventual ASHRAB Digital Archives. More information on this ASHRAB Digital Archives Initiative will be found at https://www.dasoarmasg.net If you have any questions about the project or this survey, please contact James Himphill at james.himphill@das.as.gov or 684-699-6848.
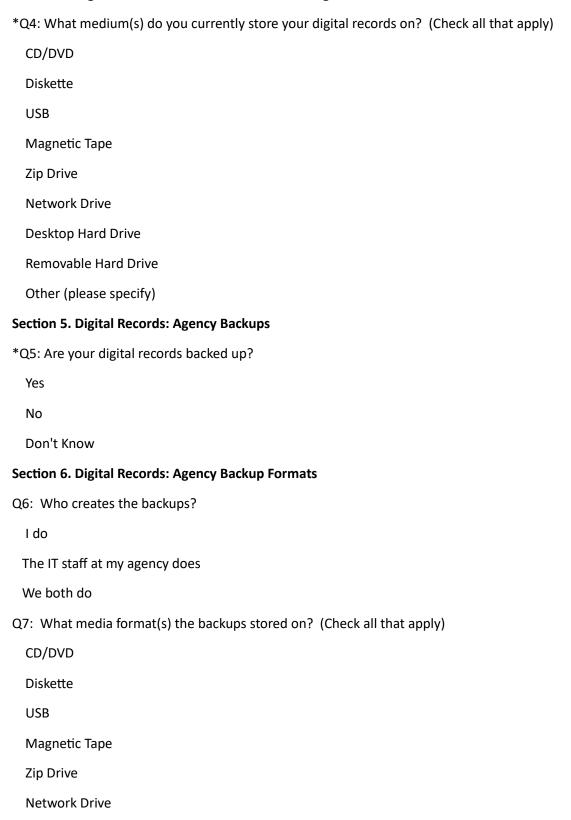
Please note: Items with an * are required data!

Section 2. Digital Records: Master Plan

*Q1: Has your agency developed a master plan for handling/managing digital records (creation, storage, access, privacy, and imaging)?
Yes

No

Section 3. Digital Records: Master Digital Records Plan Contact

Q2: Is the master plan for handling/managing digital records available, either internally or on the web?

Yes

No

Q3: Who is the project lead for the master plan? (Name, phone and email please)

Name:

Email Address:

Phone Number:

Section 4. Digital Records: Media Formats For Storage

*Q4: What medium(s) do you currently store your digital records on? (Check all that apply)

CD/DVD

Diskette

USB

Magnetic Tape

Zip Drive

Network Drive

Desktop Hard Drive

Removable Hard Drive

Other (please specify)

Section 5. Digital Records: Agency Backups

*Q5: Are your digital records backed up?

Yes

No

Don't Know

Section 6. Digital Records: Agency Backup Formats

Q6: Who creates the backups?

I do

The IT staff at my agency does

We both do

Q7: What media format(s) the backups stored on? (Check all that apply)

CD/DVD

Diskette

USB

Magnetic Tape

Zip Drive

Network Drive

Desktop Hard Drive

Removable Hard Drive

Other (please specify)

Section 7. Digital Records: File Formats Produced In The Agency

*Q8: What format(s) of digital records do you produce? (Check all that apply)
ASCII/TXT/RTF

Image (BMP, JPG, PNG, PSD, etc.)

HTML

PDF

MSFT Word (DOC, DOCX)

MSFT Excel (XLS, XLSX)

Open Office (ODF, ODS, etc.)

XML

Database

Other (please specify)

Section 8. Digital Records: Email Management

*Q9: Do you currently manage your email (such as: separating record from non-record, disposing of emails when retention reached, etc.)?
Yes

No

Section 9. Digital Records: Retention Schedule

*Q10: Does your agency have a records management schedule that includes digital records?

Yes

No

Section 10. Digital Records: File Migration

*Q11: Does your agency have a plan in place to migrate your digital records as new versions of your

current software or file formats become available?

Yes

No

Don't know

Section 11. Digital Records - Migration Plan

Q12: Is the migration plan for digital records available, either internally or on the web?

   Yes

   No

Q13: Who maintains the migration plan? (Name, phone and email please)

   Name:

   Email Address:

   Phone Number:

 Section 12. Scanned Documents: Agency Scanning

*Q14: Does your agency convert paper documents to electronic images?

   Yes

   No

   Don't Know

Section 13. Scanned Documents: In-House or Vendor

Q15: Is the document scanning done in-house or by a vendor?

   In-house

   Vendor

   Both

Section 14. Scanned Documents: Volume Currently Scanned

Q16: What is the approximate volume of records already scanned?

   Example: 1000 pages, 10 cubic foot boxes, 8 rolls of microfilm

Section 15. Scanned Documents: Volume Waiting to be Scanned

Q17: What is the approximate volume of records waiting to be scanned?

   Example: 1000 pages, 10 cubic foot boxes, 8 rolls of microfilm

Section 16. Scanned Records: Date Range

Q18: What is the approximate date range of scanned records maintained at your agency?

   Example: 1992-94, 1996-2010

Section 17. Scanned Records: Business Purpose

Q19: Why did your agency decide to scan/image your records? (Check all that apply)

Save Space

Faster Retrieval

Better Management

Multiple Access

Security Backup

Other (please specify)

Section 18. Scanned Records: Ongoing Process

Q20: Is the imaging:

A One-time Process

An Ongoing Operation

Periodic

Other (please specify)

Section 19. Scanned Records: Records Disposition

Q21: After scanning, what happens to the original paper records? (Check all that apply)

Maintained In-house

Sent Off-site

Microfilmed

Destroyed

Other (please specify)

Section 20. EDMS: Agency Usage

*Q22: Does your agency use an electronic document management system (EDMS)?

An EDMS is any system that centralizes and manages electronic documents.

Yes

No

Section 21. EDMS: System Identification

Q23: What is the name of your EDMS system?

Q24: Who is the Vendor of the system?

Section 22. EDMS: Born Digital Records

Q25: Does your agency EDMS store born digital records?

Born digital records are those digital records that never existed in a paper or analog format.

Yes

No

Section 23. EDMS: File Types

Q26: What types of digital records are stored in your EDMS system? (Check all that apply)

Email

Office Documents (word processing, spreadsheets, etc.)

Images

Database outputs/reports

Scanned Images

Other (please specify)

Section 24. EDMS: Metadata

Q27: Does your agency collect any additional metadata to identify and manage the records in the EDMS?

Yes

No

Section 25. EDMS: Metadata Types

Q28: What additional metadata is collected? (Check all that apply)

Agency Name

Title of Record

Disposition of Record

Destruction Date of Record

Access Restrictions

Case Number

Document Number

Other (please specify)

Section 26. General: Records Management Training

Q29: Have you ever attended records management training of any kind?

Yes

No

Section 27. General: RM Training Date

Q30: When did you last attend records management training?

Last Six Months

Last Year

Last 1-3 years

More Than Three Years Ago

Section 28.General: Definition of a Record

*Q31: Do you understand the difference between what qualifies as a business record and what doesn't?

Yes

No

Not Really

Section 29. General: Records Pain Points

Q32: What problems, if any, are you encountering in the creation, storage, retrieval, privacy, destruction,

maintenance, or management of digital records?

Section 30. General: Records Guidelines

*Q33: Would guidelines and/or standards for the management of digital records be helpful?

Yes

No

Section 31. General: Training Needs

*Q34: Would you attend training on managing digital records if it was offered?

Yes

No

Section 32. General: Focus Group Participation

*Q35: Would you be willing to share your needs and experiences with a focus group developing the

Hawai'i State Digital Archives requirements?

Yes

No

Section 33. General: Focus Group Contact Info

Q36: Please provide your contact information so we may send you details about our focus groups.

Name:

Agency:

Email Address:

Phone Number:

Section 34. General: Last Thoughts

Q37: Please share with us any other comments you have regarding records and their management.

End of Survey