

## **Ingest/Accession Workflow for Electronic Records Upload via SMART**

### Ingest

1. Agency submits the electronic file via the SMART system using the electronic submission procedures.
2. Archives staff checks the SMART system for electronic record submissions frequently.
3. The processing archivist assesses the quality of the electronic submission (SIP) by verifying that the file name matches what has been uploaded, that the file actually opens, and that all basic information on the SMART record is sufficient.
  - 3.1. If the SIP is insufficient, the processing archivist will notify the appropriate analyst to contact the agency about the missing information or to resubmit the record.
4. Once the SIP is determined to be complete, the electronic record is accepted by the State Archives for accessioning.

### Accession

1. The processing archivist accessions the electronic record according to the accessioning procedures.
  - 1.1. If any problems occur during the accessioning process, the processing archivist will notify the appropriate analyst about contacting the agency to resubmit the record via the SMART system.
2. If the record does not contain restricted information, the processing archivist adds the Processed Date to the SMART record once the electronic record has been successfully accessioned.
  - 2.1. Reference staff cannot grant access to any electronic records without a processing date.
3. If the record contains restricted/closed information, the record will be accessioned, marked as "restricted" or "closed" with appropriate notes and the Processed Date field will remain null. Access to the record will not be granted without redactions of restricted content.
4. The processing archivist notifies the appropriate analyst that the electronic record has been successfully accessioned.
5. The analyst notifies the agency that the electronic record has been successfully received by the Missouri State Archives and that the record can be deleted from the agency's system.