



JAMES C. KIRKPATRICK
STATE INFORMATION CENTER
(573) 751-4936

JASON KANDER
SECRETARY OF STATE
STATE OF MISSOURI

MISSOURI STATE ARCHIVES
(573) 751-3280

**Interim Narrative Report
NHPRC Grant #NAR15-RG-50006-15
July 1, 2015 – December 31, 2015**

The Missouri State Archives was awarded NHPRC Grant #NAR15-RG-50006-15 to establish processes and procedures to ingest electronic records from Missouri State Government.

The following activities occurred during this reporting period: the Secretary of State issued a press release announcing the grant award; State of Missouri Agency Records Tracking (SMART) System upgrade, internal testing of transfer processes, updated training modules; met with two (2) outside agencies regarding their participation in transferring records electronically; worked on proposal for panel discussion with other State Electronic Records Grant recipients for Society of American Archivists (SAA) Annual Meeting.

A. Press Release

A press release announcing the grant and acknowledging the NHPRC was issued July 27, 2015. The release may be viewed at: www.sos.mo.gov/default.aspx?PageId=5658.

B. State of Missouri Agency Records Tracking (SMART) System Upgrade

The bulk of NHPRC grant funds are dedicated to the upgrade of the SMART System to add an electronic records tab to the existing content management system. This will allow Missouri State Government Agencies to transfer electronic records to the Missouri State Archives (MSA) following the same processes and procedures that are used to transfer paper records.

Meetings were held with internal stakeholders to review the metadata requirements developed during a previous NHPRC grant (NHPRC Grant #NAR13-RE-10053-13). Once all data fields were agreed to and mapped, grant staff held a series of conference calls with the vendor and met with internal IT staff about upgrading SMART.

After numerous technical delays the upgrade was finally completed and ready for testing. Grant staff tested the application and updated training materials. Further delays with IT, unrelated to the electronic records module, pushed back the go-live date to February 1, 2016, meaning that outside agencies were not able to participate in any testing activities.

C. External Agencies

Grant staff met with the Missouri Supreme Court and the Missouri State Auditor about their transmitting electronic records to MSA through the SMART System.

The Supreme Court has regularly transferred paper records to MSA. The Missouri Judiciary began e-filing in some counties and courts of appeal in 2011 and has been implementing the system throughout the state. The last counties to require e-filing of court documents will come online in 2016. The Supreme Court was enthusiastic about participating in the project.

The Missouri State Auditor performs financial and performance audits of state and local government. The audit reports are published online and are permanent records. Through initial negotiations, there is preliminary agreement to participate.

These agencies were identified as the first candidates to test the system because of the high percentage of permanent records they generate and the manageable volume. In addition, the Supreme Court had already approached MSA about accepting its electronic records in the past.

D. Outreach/Professional Meetings

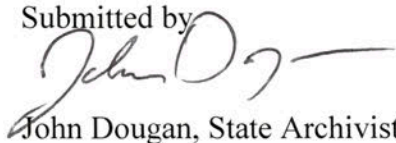
Arising from the CoSA/NAGARA meetings in Austin, recipients of State Electronic Records Grants discussed the possibility of presenting as a panel at an upcoming professional meeting. A proposal has been submitted to the Society of American Archivists (SAA) for its upcoming Annual Meeting.

The grant was also discussed during a presentation at a joint meeting of the Missouri Library Association and Kansas Library Association.

E. Overall Assessment

The grant is proceeding as planned with minimal delays. By the timeline, it was anticipated that MSA would already be accepting transfer of electronic records through the SMART System. However, the delays are not catastrophic and other grant tasks are on schedule. Once the SMART upgrade goes live, grant staff will commence training internal staff and external clients in how to transfer records. Internal staff will test and refine processing requirements placing the grant back on schedule.

Submitted by



John Dougan, State Archivist

Project Director, NHPRC Grant #NAR15-RG-50006-15