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Interim Narrative Report
NHPRC Grant #NAR15-RG-50006-15
July 1, 2016 – December 31, 2016

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

The following activities occurred during this reporting period: Ingested records from the Missouri State Archives and seven (7) outside agencies; met with one (1) additional outside agency regarding its participation in transferring records; revised policy and procedures document for receiving and processing electronic records; trained an additional seven (7) external staff to transfer records via State of Missouri Agency Records Tracking (SMART) System, bringing the total to fifteen (15) internal and external staff trained; continued draft of case study; determined bandwidth limits for submission of records and metadata through SMART; ordered data ripstation.

A. Records Ingest

Through December 31, approximately 143 GB of records have been submitted and are being processed. These submissions have come from the Office of the Governor, the Office of the Lt. Governor, Office of the Auditor, Missouri General Assembly, Department of Corrections, Department of Transportation, Department of Social Services and the Missouri State Archives. This is an increase of 142 GB since the last reporting period and includes over 44,000 agency records. (Performance objectives 5 and 6)

B. External Agencies

Due to term limits, there was wholesale turnover in statewide office holders in 2016. As part of their transition out of office, several administrations contacted the State Archives about transferring records. This resulted in large transfers from the offices of the Governor and Lt. Governor, as well as the other agencies listed above. (Performance objective 5).

C. Policies

Grant staff reviewed and revised the draft policies generated since records ingest began. This draft is currently under review. (Performance objective 4)

D. Training

Seven external staff, from the various contributing agencies, were trained on the new SMART component to transfer electronic records to the Missouri State Archives. A total of 117 internal and external staff have been trained in SMART in the past six months; in actual practice, all of these people should be able to submit electronic records to the State Archives, if their agencies grant them the correct permissions. (Performance objective 8).

E. Grant webpage

Posted draft policies and procedures, workflows and flow charts to the grant webpage (www.sos.mo.gov/records/electronicrecordsgrant). (Performance objective 10)

F. Case Study

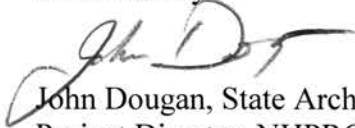
Grant staff continue to develop a case study for submission to a peer reviewed journal. The case study is currently in outline form. (Performance objective 9)

G. Overview

The grant continues to advance according to schedule. The Data Ripstation—to recover records from CD/DVD—was ordered but has not been received. In year two, at-risk material stored on CD/DVD will be recovered and stored on more stable media/servers. Currently, we have met, or soon will meet, seven (7) of the ten (10) performance objectives (performance objectives 1, 2, 4, 5, 6, 8). Of the remaining three objectives—3, 7, and 9 are on track for completion. We do not foresee any issues with meeting all performance objectives.

On a final note, the requirement to post grant materials on the Council of State Archivists (CoSA) web portal, Program for Electronic Records Training, Tools and Standards (PERTTS) is problematic. No instruction was provided on how to post materials to this site. Inquiries were not resolved until after the official reporting period.

Submitted by



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