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Interim Narrative Report
NHPRC Grant #NAR15-RG-50006-15
January 1, 2016 – June 30, 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 two (2) outside agencies; met with four (4) additional outside agencies regarding their participation in transferring records; revised workflows for receiving and processing electronic records; trained six internal and two external staff to transfer records via State of Missouri Agency Records Tracking (SMART) System; created grant webpage; began draft of case study.

A. Records Ingest

Through June 30, approximately 1 GB of records have been submitted and processed. These submissions have come from the Missouri State Auditor, the Missouri Department of Social Services and the Missouri State Archives. The submission from the State Archives comprises records received from the Missouri General Assembly, the Missouri Department of Corrections—Probation and Parole, and the Missouri Department of Health and Senior Services—Vital Records. (Performance objectives 5 and 6)

B. External Agencies

In addition to the State Auditor and Department of Social Services, several state offices and agencies have been approached about or expressed interest in, participating in transferring records electronically.

Grant staff held more meetings with the Missouri Supreme Court; however their needs exceed the current testing capability of the grant. The Missouri Public Service Commission, Ethics Commission, and Administrative Hearing Commission were all approached, but have yet to commit to participation. An exciting development, however, was an inquiry from the Governor's Office. The current Governor is term-limited and there will be a transition this year. Staff from the Governor's Office met with Records Services representatives about the process of transferring records to the Missouri State Archives. (Performance objective 5).

C. Policies

Upon accession of electronic records, grant staff began reviewing the draft policies generated during the previous planning grant and updating workflows and policies as necessary. Since most metadata is creator generated, the amount of processing required

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is greatly diminished. New workflows for the transmission and accessioning of electronic records were drafted and are currently undergoing revision. In light of the revised workflows, a new policy and procedure document is being drafted. (Performance objective 4)

D. Training

Six internal staff were trained on the new SMART component to transfer records to the Missouri State Archives. Two external staff, from Social Services and the State Auditor's Office, were trained to submit records. (Performance objective 8).

E. Grant webpage

A webpage for the grant has been created on the Secretary of State's website (<http://www.sos.mo.gov/records/electronicrecordsgrant>). This page outlines the grant and will host published materials created for the grant, such as workflows and policies. (Performance objective 10)

F. Case Study

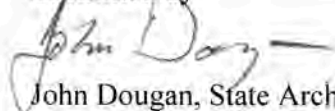
Grant staff began drafting a case study for submission to a peer reviewed journal. (Performance objective 9)

G. Overview

The grant continues to advance according to schedule. 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, five (5) of the ten (10) performance objectives (Objectives 1, 2, 5, 6, 8). Of the remaining five objectives—3, 4, 9 and 10 are on track for completion. Only objective 7, "Provide reference access via reference room terminals to at least 2,500 unrestricted records" has yet to be addressed. We do not foresee any issues with meeting all performance objectives.

On a final note, after the first successful submission of electronic records, the feedback from the State Auditor's Office was, "Very easy system to use. I have had no problems...."

Submitted by



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