



Information Technology Data Migration Policy December 6, 2007

It is the policy of the City of Springfield, Oregon that all electronic data will be preserved as required by Oregon Public Records and Archiving statutes. In support of this policy goal, all digital data is maintained online on magnetic hard disk drives. These drives are backed up to tape on a regular basis, in order to ensure the integrity of the data store. Multiple instances of tape backup data are maintained off-site for up to one year or more. City servers utilize RAID-5 storage arrays, which protects data from single point of failures on the magnetic disk hardware. The City utilizes an AIT-5 tape library system with multiple drives, which insures that data is successfully backed up on schedule.

The City does not utilize any optical drives, removable media, thumb drives, jump drives, CD-ROM or DVD media for long-term data storage or for archival purposes. The City periodically refreshes its library of AIT backup tapes.

The City has created an online electronic data repository for storing TIFF images of documents and photographs. This image repository is one of the most critical data stores maintained by the City. These images are stored on industry-standard servers, backed up to industry-standard magnetic tape, and the image format itself is an industry-standard TIFF image. Existing City scanning practices and hardware capabilities meet or exceed published OAR 200dpi resolution requirements. NTFS level security practices protect the TIFF images from manipulation or erasure. SQL-Server security protects the metadata from corruption or manipulation. Off-site redundant tape backups protect the image repository from catastrophic water or fire damage. When current server technology eventually becomes obsolete, the City will migrate the entire electronic image repository to the replacement technology. The City will never allow this critical image repository to lapse or become "stale" technically.

DRAFT
City of Springfield
Digital Imaging as Originals Policy

Originated: January 22, 2008

Approved by: Gino Grimaldi, City Manager: _____
Date: _____

I. Purpose

To identify which public records scanned into the LaserFiche digital imaging system can be considered originals and to set forth a migration process for records with a retention schedule of between 10 and 99 years.

II. Policy

In accordance with ORS 192.420 the City of Springfield maintains all public records and makes accessible to the public any nonexempt public record. Also, in accordance with ORS 192.050, with approval of the proper budgetary authority, all records captured by a digital imaging system shall be deemed an original; and a transcript, exemplification or certified copy of any such reproduction shall be deemed a transcript, exemplification or certified copy of the original. The State Archivist directed that a policy be put in place to authorize the use of digital images as originals. The following policy allows certain documents that have been scanned into a digital imaging system to be considered originals for the purpose of retention and inspection of those records.

- Public Records with a retention schedule of 10 years or less will be considered to be the original once scanned and later verified that the image was actually captured into the current citywide digital imaging system *.
- Public records with a retention schedule of 10 to 99 years will be considered to be the original once scanned and later verified that the image was actually captured into the current citywide digital imaging system with the understanding that the City of Springfield must have in writing a migration plan indicating how we will move the information in the current citywide digital imaging system, to new software and/or hardware without loss of information. The City will also migrate any images and/or information stored on cd, dvd, tape or other output devices once every 10 years or 1 year prior to vendor claim to playback stability, whichever is shorter.
- Public records with a permanent retention schedule or a retention schedule of more than 99 years may be imaged but must also be retained in paper or microfilm format.

* **Migration plan:** All documents with a retention schedule of more than 10 years, but less than 99 years, shall be documented and filed as specified by the City Recorder. The documentation shall include:

- Date the document is scanned into the current citywide digital imaging system
- Retention period of the original document
- Date the document's retention schedule ends
- The header label used in the system

In accordance with OAR 166-017-0050(2)(d) digital imaging system storage media shall be inspected annually. This inspection will be done by the Information Technology Department to determine whether or not the digital image needs to be transferred to another medium. If it is determined that the record must be transferred to another medium, the contents of the entire document must be intact and unchanged.

* The current citywide digital imaging system will be the system implemented by the Information Technology Department