

Records Holding Records Management Division



Records Management
Secretary of State Tre Hargett

June 17, 2020

General Questions

- What is a record?
- Why am I doing this each year?
- Are reference materials records?
- How do I measure cubic feet?
- Does anyone still have microfilm? Why?
- How do we get the number of gigabytes for each division?
- Is our agency billed because of this?

What's Different in 2020?

- Social Distancing: You may have to rely on your divisional teams more than in the past.
- Utilize technology for quick videos or WebEx meetings to complete.
- Track changes using your destruction forms and annual growth numbers from the RDA.
- August deadline but contact us if you find you may need some additional time.

Paper Records

- Starting Value taken from previous year report
- Indicate number of records created
- Records Destroyed – utilize your certificates of destruction and reports
- Transferred – To the records center or TSLA
- Ending Value

Media Categories

- Paper – Cubic Feet
- Microfilm Rolls and Microfiche – how to distinguish the two types
- Cartridge and Tape storage
- CD's & DVD's
- Magnetic & Optical Disks
- Server Storage – Primary method

Submitting the Report

- Compile the data division by division
- Utilize a spreadsheet that works for you and your agency
- Enter the totals on our RHR site:
https://fs26.formsite.com/xDqYjm/rhrfy2019-2020/form_login.html
- Please fill out all the required fields
 - If you do not fill out all required fields you will have to resubmit your holding report

Reporting

- Utilize the Records Holding Report website
- You will have to login with a user name and password to submit your holding report.
- You no longer need to categorize records by inactive versus active.
- Electronic Records Volume is a mandatory field.