Data Migration Statement Guidance for Imaging Exception Applications

Key Points:

- Each State Agency (see La. R.S. 44:402 for definition) is required by LAC 4:XVII Chapter 13 Electronic Records-Subchapter B - State Archives Imaging Policy, to complete and submit information regarding imaging systems they operate.
- The Application for Exception to R.S. 44:39 require agencies to include a Data Migration Statement as part of their submission packet.
- The purpose of this requirement is to ensure that agencies are aware of the types of activities it will take to monitor and maintain their imaging/electronic system in a manner that their data can be accessible for the entire retention of the records series included in the exception.
- The Statement also shows the agency is able to communicate what steps they plan to take to safeguard their records for the entire life cycle and what it will take to keep the exception being renewed over time with the State Archives.

Data Migration Statement Components:

- Most agencies first response is to say that they that they will work to ensure that the images/records will be accessible for the total retention of the records series housed on the system. However, it is important to describe what that means. A list of activities that will lead to this goal is sufficient to give the reader a clear understanding of what the agency is intending to do and provides the agency with a set of activities that need to be prioritized to ensure that the records remain accessible and viable for their total retention period required. This list could include:
  - The agency will continue to monitor and researching the industry and upgrading as needed, the technology and equipment used in the system to ensure the images remain accessible and viable for the total retention of the records included on the system in a cost effective manner;
  - The agency will work to ensure that, in the event of any migration, that the data is checked to ensure it is migrated in a smooth process and that any data corruption issues are documented and corrected in a timely manner;
  - The agency, as part of its budget process, will make sure that the financial resources needed to maintain and upgrade the system are available in a timely manner to ensure continuity of the system.
  - When considering new systems and formats, the agency will consider ones with open architectures and open formats.

Who to contact regarding Data Migration Statement questions:

- Agencies that have a question regarding Data Migration Statement questions can be sent via email to recmgtr@sos.la.gov (put Data Migration Statement in the Subject Line) or faxed to (225) 922-1220. If you need to speak to someone, please contact the Records Policy Planner at (225) 925-7552.