



## **Transfer Exemplar Research Project A Council of State Archivists-Preservica-AVP Collaboration**

**Background** - State archives reported exponential growth (1693%) of electronic records during the decade between 2006-2016. Fewer than half of state agencies participating in a 2019 CoSA/Preservica survey reported having permanent state electronic government records in their custody. This underscores the risk that government electronic records appraised for transfer from agencies may never reach the state archives for preservation. Additional gaps revealed in [Toward a Common Understanding](#), the report about the survey, highlighted a lack of consensus about where permanent electronic state records are stored and which protocols are available for transfer.

**Transfer Exemplar Research Project Scope** - The 2020 CoSA-Preservica-AVP research project aims to demonstrate best practices for identification, preparation, and transfer of permanent electronic state records to the archives for preservation. Roles, methods, and success factors for the three stakeholder groups — Agency Records Owners, IT, and State Archives — will be described.

CoSA will profile 4-6 successful recent state archive transfer projects. This project will select and analyze examples that cover transfers of common record types (e.g., reports, election results, executive orders, licenses) from specific agencies (e.g., Governor's Office, State Engineer, DOJ), and from widely used systems (such as Office365, GIS, CJIS). The project will produce case studies about the exemplar transfer projects, an analysis of the common success factors, and recommendations for how to execute a successful transfer project, with the goal of promoting good practices.

**Participation Activities and Goals** -CoSA will engage a focus group of expert digital archivists to identify, describe, and analyze these exemplar transfers. These individuals should be intimately familiar with specific transfer projects and the circumstances surrounding their execution. These activities are expected to take place between mid-May to mid-August 2020 and will require 3-10 hours of time to:

- Provide details about the requirements, scope, process, and methodology used in exemplar transfers in consultation with CoSA's Project Manager, [Nick Connizzo](#)
- Work with other states, territories, and DC as a focus group to analyze the projects provided in order to determine best practices and success factors
- Review and contribute to CoSA's template and best practices guidance, informed by this research

CoSA will present its findings, best practices, and template/best practices to its members and partners, with the hope of advancing collaboration and cooperation to advance routine, successful, and sustainable electronic state government records transfer processes.

