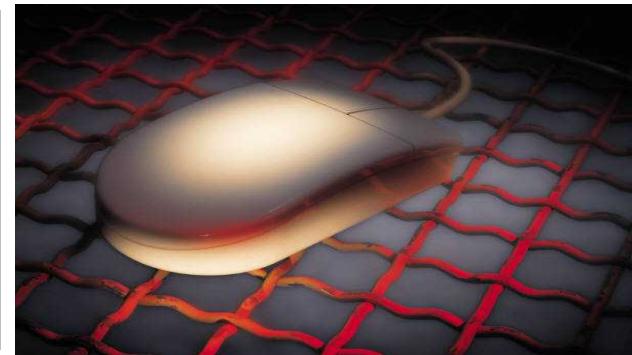


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# Information Migration: Things to Think About

9532 Recorded Information Management

# Who is Responsible?

## Record Owner

- All Members of the Workforce (MOWs)-- Sandians and non-Sandians--have two basic obligations regarding records that are created or received and used in the course of conducting Sandia business and managing those records, namely
- to create records that you and others need to do business and that protect the legal rights of Sandia and
- to **manage** and protect Sandia's records for the whole life cycle so you can find what you need, when you (or others) need it.
- See IM100.2, Manage and Protect Information

## What does Manage mean?

Management of records is required to keep all of Sandia's records accessible, and readable. Migrating is absolutely necessary in order to maintain access to the records and to guarantee the readability of the records despite media type.

# Why Migrate?

## Protect Your Records!

- Data Rot
- Information Loss
- Loss of accessibility



# What Do I Need to Migrate?

## Media Type

- Tape reels
- Motion Picture films
- Pictures (regardless of film size)
- Paper records
- Viewgraphs

## Value the Retention

- Establish Records Value, focus migration on long term records
- Long term records
- Valuable records, data and other information

# Information Integrity

- Long term records must be migrated to media that has a long shelf life, or
- Accept the fact that migration will occur more often
- Don't leave out your electronic media!
- Quality Control is necessary to ensure all data is correct and complete

# Media Life Cycles

How long does data live on ...

- CD's
- Microfilm
- Microfiche
- Motion Picture film

# How to Choose?

- Evaluate records to focus on long term records
- Keep in mind special storage considerations for the newly migrated information (e.g. cold storage, electronic storage)
- Know your records requirements handed down from higher authorities
- Work closely with the Recorded Information Management group, as they know the regulations for Federal Records

# Considerations for Retrieval

## Metadata

- A. Helps in recalling data or information once it is migrated
- B. Create a long term “Standard File Plan” to create ease of locating records

## Mind Set

- A. Remember, the idea of retrieval is to consider “How can others access this information in my absence?”
- B. What is the best media to migrate too in order to have this information accessible in the future?

## Moving Forward

- A. Invest in long term solutions for migration
- B. Invest in quality control to insure all data is correct, and complete