

Standard Operating Procedure

How to Process Digital Media

In processing a box of records, old or new, you may come across a temporary digital media storage device such as a CD, DVD, flash drive, etc., usually filed or inserted in a folder with paper records.

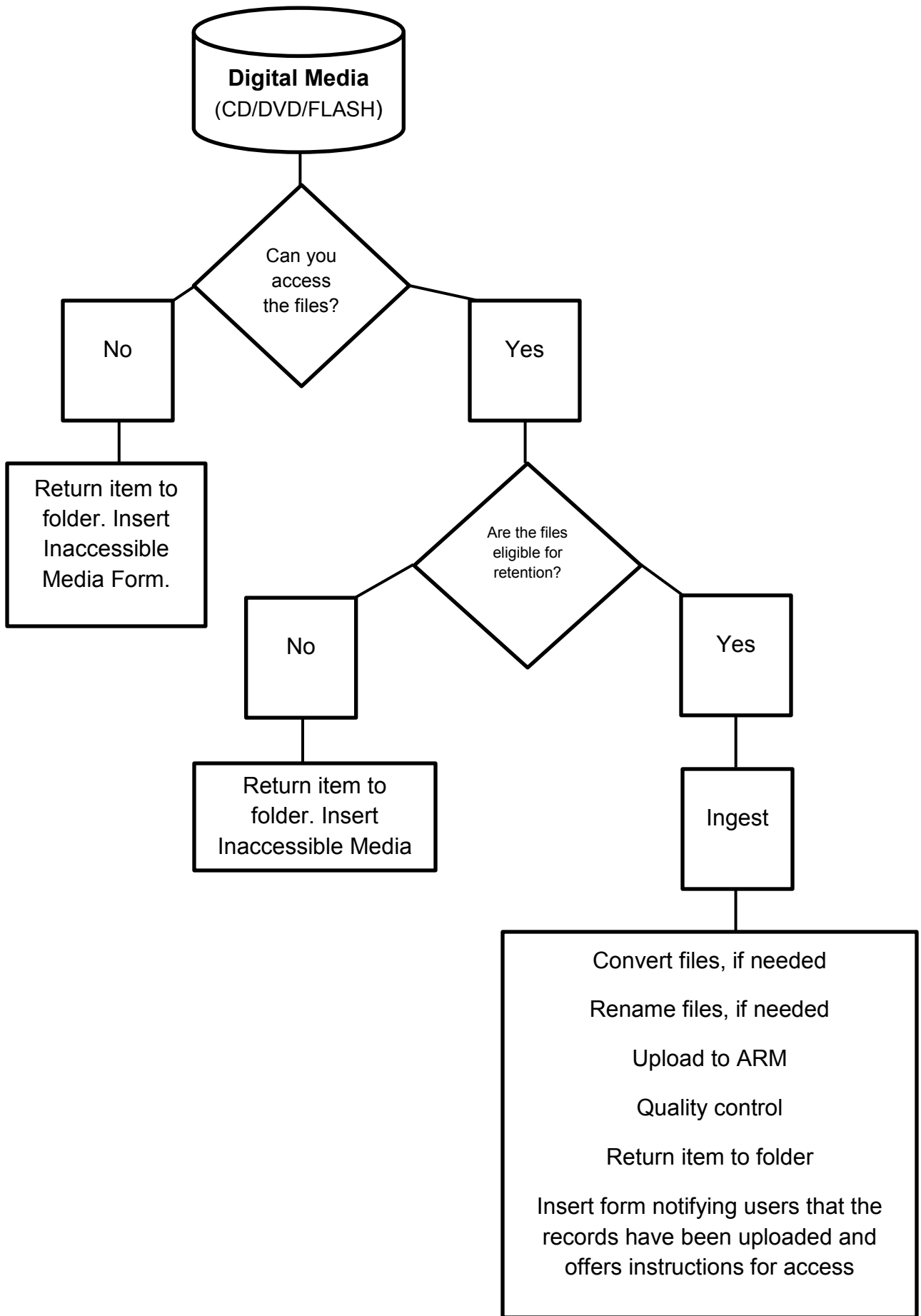
Procedure

1. Check to see if you can access the files.
 - a. If the media has deteriorated and/or the system cannot access the data (input/output failure), return the media device to the folder where you found it, complete the Inaccessible Media Form and insert it with the item. Continue to process the rest of the box.
 - b. If you can access the files on the media device, continue to step 2.
2. Check to see if the records saved on the media device are subject to retention.
 - a. If the files are not subject to retention or have already exceeded their retention period, return the media device to the folder where you found it, complete the Inaccessible Media Form and insert it with the item. Continue to process the rest of the box.
 - b. If the records are eligible for retention, continue to step 3.
3. Prepare the records stored in temporary media that are still eligible for retention for upload.
 - a. File format conversion: check to see if the records can be uploaded in their native format and/or if you need to convert the file to a new format (see Note 1).
 - b. File renaming: Files to be uploaded in the Records Management system need significant names. Use the folder title description(s) to rename files
 - i. When applicable, preserve the folder structure in the file name
 - ii. When applicable, use dates formatted YYYYMMDD
4. Upload items on the Records Management system.
5. Quality Control the upload
 - a. Are the records in the correct folder? And in the correct order?
 - b. Can you access / open the records from the desktop client? From the web client?
 - c. Are the file names readable and complete?
6. Return the media device to the folder/box where you found it.
7. Insert the completed "Electronic Records Stored on Temporary Media" form. In this form, you need to:
 - a. Briefly describe the records uploaded
 - b. Include the new location (Barcode number and Folder Title)
 - c. Enter the date of the upload and your initials.

Notes

1. Conversion Rules

- Word Document to PDF/A
- Outlook Message to PDF/A
- PowerPoint to PDF/A
- Excel File: Upload both Unconverted and PDF/A
- CAD/.dwg file: Upload both unconverted and PDF/E
- PDF to PDF/A
- Photo (.tiff/.bmp/.jpg): Unconverted



Records Management Department Electronic Records Stored on Temporary Media

To ensure continued access, the electronic records on this temporary storage device have been uploaded to NYCEDC's Records Management system. The term "temporary media" includes Blu-rays, CDs, DVDs, flash or "thumb" drives, and portable hard drives. All EDC employees have access to this system.

They will remain available for the length of their retention period (see the departmental records retention schedules on EDCis).

To access the electronic records, please log on to the Records Management system or contact the Records Management Help Desk at recordsmanagement@edc.nyc.

Brief Description:

CD/DVD

Flash or thumb drive

Hard drive

Upload Location

Folder Barcode Number:

Folder Title:

Upload Date:

Uploaded by (initials):

**Records Management Department
Inaccessible Records**

The Records Management Department was unable to access the records stored on this device because (check one):

- The records are in an incompatible media device / obsolete format.
- The media has decayed and has become unreadable.

Brief Description:

Process Date:

Processed by (initials):