E-Records and You:

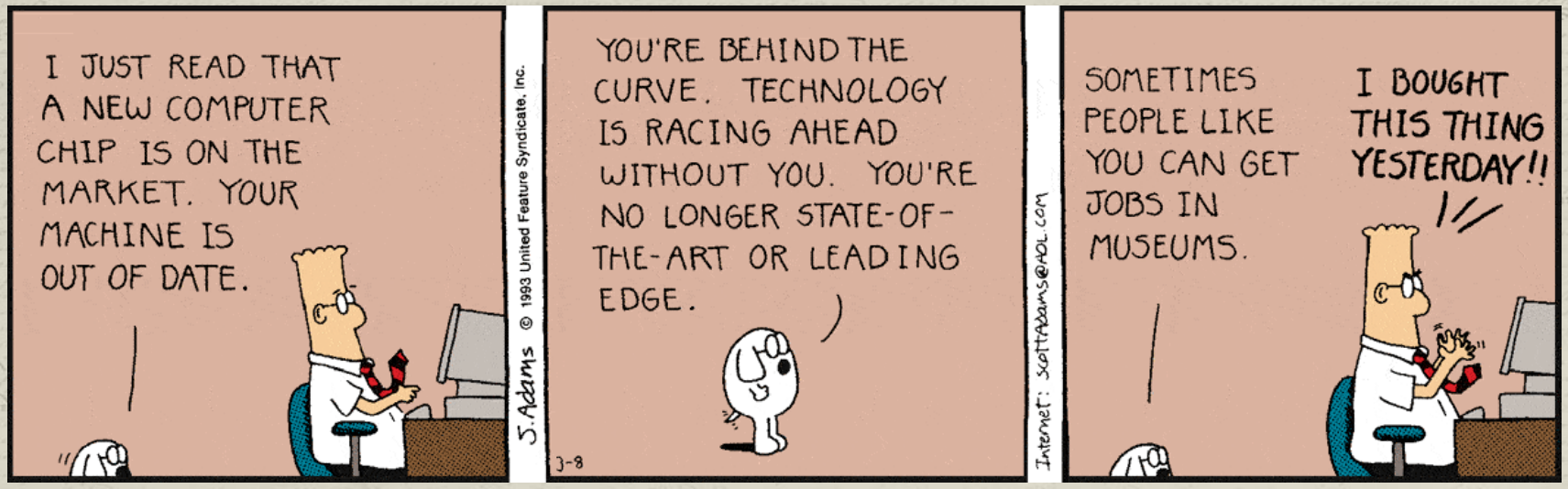
Risk Mitigation &
the SC Electronic Records Archive

Why is it needed?

- ER/IT may not always be considered in a disaster plan
- The Nature of ER
- Data recovery vendors are very expensive

Risks to Electronic Records

- Fire
- Flood
- Power surges and electrical failures
- Hardware failure
- File format obsolescence
- Hacking
- Data degradation


I JUST READ THAT A NEW COMPUTER CHIP IS ON THE MARKET. YOUR MACHINE IS OUT OF DATE.
S. Adams © 1993 United Feature Syndicate, Inc.
YOU'RE BEHIND THE CURVE. TECHNOLOGY IS RACING AHEAD WITHOUT YOU. YOU'RE NO LONGER STATE-OF-THE-ART OR LEADING EDGE.
J-8
Internet: scottadams@aol.com
SOMETIMES PEOPLE LIKE YOU CAN GET JOBS IN MUSEUMS.
I BOUGHT THIS THING YESTERDAY!!

Human error!

- Accidental deletions
- No backups
- Overwriting a file accidentally
- Use of insufficient passwords
- Uninstalling or overwriting software

I MIGRATED OUR NORTHERN DATA CENTER TO THE CLOUD.
Dilbert.com DilbertCartoonist@gmail.com
BUT THE CLOUD STOPPED WORKING AND I CAN'T FIND THE PHONE NUMBER FOR OUR CLOUD GUY.
SO . . . WHATEVER.
7-5-13 ©2013 Scott Adams, Inc./Dist. by Universal Uclick
YOU LOST OUR DATA CENTER?
THAT'S ONE WAY TO LOOK AT IT.

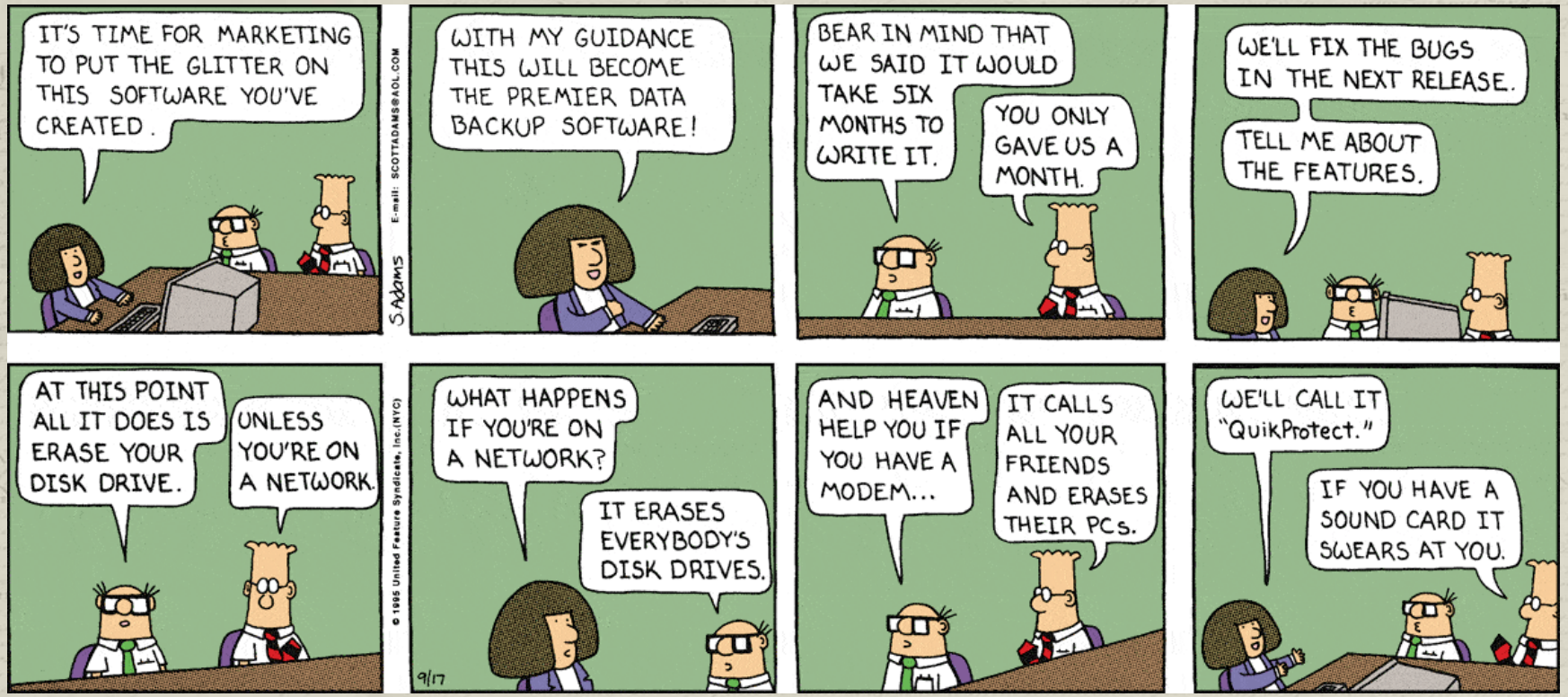
Risks to Removable Media

- Obsolescence
- Media Failure
- Overuse
- Improper handling
- Improper storage conditions

HELLO, THIS IS DOGBERT'S ALL-NATURAL AND HOLISTIC TECH SUPPORT.
www.dilbert.com scottadams@aol.com
TRY STUFFING TREE BARK IN THE CD DRIVE AND MEDITATING.
2/05/02 © 2002 United Feature Syndicate, Inc.
NO, OF COURSE IT WON'T DAMAGE ANYTHING; IT'S ALL NATURAL!

Prevention and Mitigation

- Regular backups!
- Use antivirus software and keep it updated
- Adequate technology training for staff
- A laptop with one or more spare batteries
- Digital security is as important as physical security
- Computer equipment inventory
- Electronic records inventory


IT'S TIME FOR MARKETING TO PUT THE GLITTER ON THIS SOFTWARE YOU'VE CREATED.
WITH MY GUIDANCE THIS WILL BECOME THE PREMIER DATA BACKUP SOFTWARE!
BEAR IN MIND THAT WE SAID IT WOULD TAKE SIX MONTHS TO WRITE IT.
YOU ONLY GAVE US A MONTH.
WE'LL FIX THE BUGS IN THE NEXT RELEASE.
TELL ME ABOUT THE FEATURES.
S. Adams
E-mail: SCOTTADAMS@AOL.COM
AT THIS POINT ALL IT DOES IS ERASE YOUR DISK DRIVE.
UNLESS YOU'RE ON A NETWORK.
WHAT HAPPENS IF YOU'RE ON A NETWORK?
IT ERASES EVERYBODY'S DISK DRIVES.
AND HEAVEN HELP YOU IF YOU HAVE A MODEM...
IT CALLS ALL YOUR FRIENDS AND ERASES THEIR PCs.
WE'LL CALL IT "QuikProtect."
IF YOU HAVE A SOUND CARD IT SWEARS AT YOU.
© 1995 United Feature Syndicate, Inc.(NYC)
9/17

Protecting Hardware

- Keep servers in secured room - limited access
- Keep computer towers off the floor
- Keep hardware away from leak sources
- Power down and unplug computer equipment in an impending emergency

Protecting Removable Media

- Stable temperature and humidity for storage
- Avoid food or drink in areas where media are stored
- Keep in cases or sleeves except when in use
- Avoid sunlight and UV exposure
- Handle optical media (CDs and DVDs) only by the edge
- Sample media occasionally to check readability
- 5-10 years of shelf life for optical media and flash drives
- Floppy disks = if they work, be impressed

Welcome to SCERA

On this site you will find Electronic Records transferred to the South Carolina Department of Archives and History by state and local government agencies for permanent retention. You will also find digitized copies of physical records held at the archives and made accessible online for your convenience. Feel free to explore this site. You may use keyword/full-text search to find specific items or you can browse these holdings. We suggest that if you do use a keyword search, you also browse nearby records to see related materials.

For a description of how the records held by the Archives are structured, please visit this page on the Department of Archives and History's main website.

Links to archival versions of various state government websites can be accessed online by following this link.

Digitized versions of some of the most frequently used colonial and antebellum records in the Archive's holdings are available via the Online Records Index available at this link.

Records Currently in SCERA

Click one of the links below to see a current list of records that are available to the public through SCERA. Each page contains links to the relevant records. These lists are updated regularly as new materials are added.

- *Birth Certificates, 1915-1917*
- *British and Private Records*
- *Local Records*
- *State Records*
- *Constitutional and Organic Papers*
- *Map Collection*

Viewing This Site

This site is best viewed with Mozilla Firefox or Google Chrome. If you use Microsoft Internet Explorer and have it set to compatibility mode, SCERA pages will not load correctly. If the pages do not appear to load properly, you may either try using one of the above browsers or turn off compatibility mode in Internet Explorer. If active, the compatibility mode icon (a piece of paper with a squiggle through it) on the far right side of the web address bar will be highlighted in blue. To turn it off, click on the icon. It should now be gray and compatibility mode is now turned off. If you are accessing SCERA with a tablet or on mobile, the site is best viewed in landscape.

Contact Us

South Carolina Department of Archives and History
8301 Parklane Road
Columbia, SC 29203

Phone: 803-896-6196

SCDAH Homepage

If you have a specific question you would like the Archives to research, click on "Historical Request Form" below to submit your query.

Historical Research Request Form

E-Mail Contacts Regarding SCERA

Electronic Records and Digitization Supervisor: Bryan Collars, bcollars@scdah.sc.gov

In This Section

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Web Site Archives
Formats & Operating Systems
Shortcuts

Thank you!

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Electronic Records Archivist

mjones@scdah.sc.gov

803-896-6171