



Illinois Documents

April 2007

Jesse White, Secretary of State and State Librarian

Upcoming EDI Depositor Training

Training on electronic document depositing is scheduled for the morning of Monday, **April 9th** and Thursday, **May 17th** in **Springfield** at the **Illinois State Library** 5th floor training room. There is limited seating. Training is on a first-come first-served basis.

Who is taking care of this function for your agency? If you know of anyone who should be trained to deposit state electronic documents, please refer them to <http://finditillinois.org> and **Online Learning** to find **CleO** to register for a training session. **If the person who makes deposits is changing, the new person with the responsibility needs to be trained.**

A trainer will also come to your area for a group training session. If you are not in the Springfield area and need training, gather a group to train and please contact me to arrange a training date.

Connie Frankenfeld
217-782-5432

Archiving Responsibilities

By law, each agency is responsible for retaining records as spelled out in the **Illinois Administrative Code**. Depositing publications into EDI does not fulfill those responsibilities. Under the State Records Act, each state agency is required to have a records officer who files an Application for Authority to Dispose of State Records with the State Records Commission before discarding any records.

If you have questions concerning records retention, please contact the **Illinois State Archives**. To schedule an appointment with a field representative of the Archives, call 785-7285 or 782-1081.

Boards and Commissions

Board or Commission agendas and minutes must be kept permanently and may be required to be kept at the Archives for permanent storage. **Board and commission minutes and agendas are to be deposited into EDI.**

Remember Standards!

As a state agency, your electronic publications must meet federal and state standards. If you follow the **Illinois Web Accessibility Standards** found at

<http://www.illinois.gov/iwas/>, you will meet both **Federal Section 508** standards and Tier I of the **W3C** standards. Federal Section 508 standards address handicap accessibility. **Watchfire WebXACT**, found at <http://webxact.watchfire.com/>, checks a Web page against the Federal Section 508 standards and will help you catch accessibility problems. **Compliance with Section 508 is required for all agencies of a state that accepts federal funds.**

Microfilm and Microfiche On The Way Out?

At a recent national conference in Washington, D.C., a speaker casually mentioned that in five years microfilm would be obsolete. There's only one company that still makes microfilm readers, and parts to repair other brands of machines are already becoming scarce. That's bad news to all of us who store records on microfilm.

Another speaker pointed out that the only way to preserve film and fiche for the long term is to put it in cold storage at **-20 °**. He recommended never removing them from the cold, and copying records in a freezer for use in warmer temperatures. He projected there would be pictures of workers at copy machines in coats and mittens!

The Digital Parallel

Are your digital publications at risk? It's been said that in computer

technology, five years is forever. Software applications and platforms come and go rapidly. Do you have a strategy for keeping digital publications readable?

Depositing electronic publications into EDI means the Illinois State Library will do the work of migrating the information to new software formats to retain readability.

Trained in March

Employees from the **Office of the Governor** and from the **Illinois Community College Board** took part in training to deposit state publications. The Illinois State Library appreciates these organizations for giving their employees' time toward the goal of improving citizen access to state government information.

We Are Your Library

The **Illinois State Library** is the library for state government employees and elected officials. Please contact the Illinois State Library for assistance with your information needs.

Ask Away virtual reference and other online services: <http://finditillinois.org>
Reference desk: 217-782-7596

Please send questions and concerns to:

Connie Frankenfeld
Digital Programs Librarian
Library Automation and Technology
Illinois State Library
217-782-5432
cfrankenfeld@ilsos.net