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- **DIGITAL ACCESS: MODERNIZING RECORDS MANAGEMENT**

Presented by: Stacey Bradley and Alicia Donahue

City of Red Bank, TN

Overview



Purpose



01

Improve
access to
documents

02

Preserve
information

03

Increase
efficiency

04

Strengthen
Security and
Compliance

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DISCOVERY

Assess your document situation

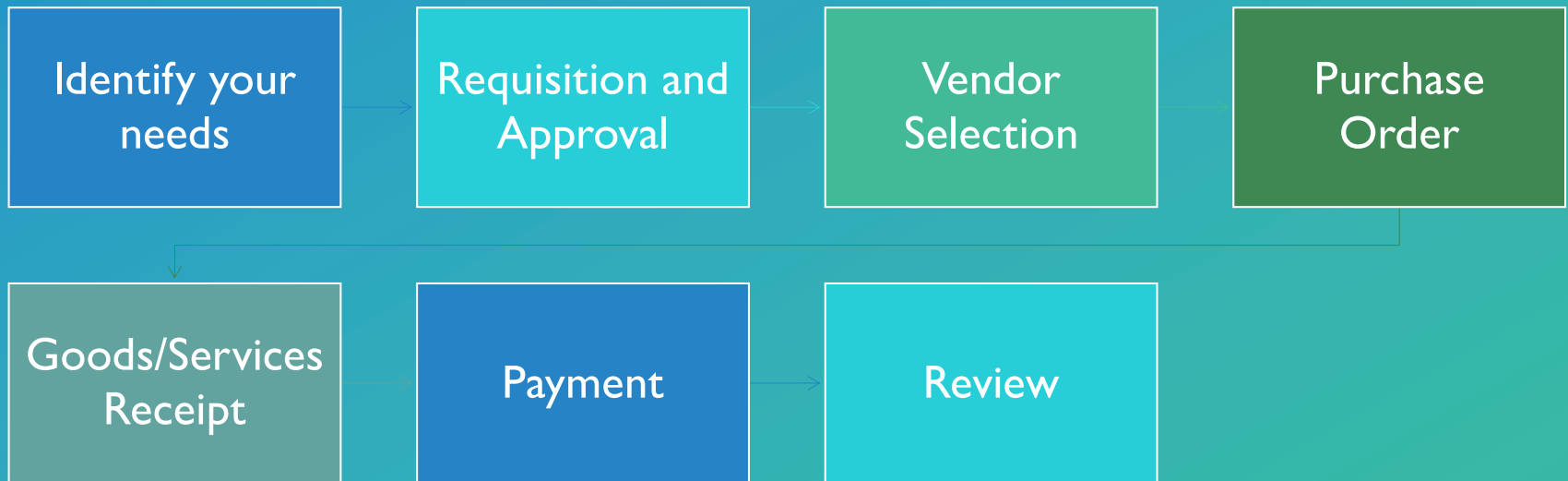


Digitalization Goals



| | |
|---------|--|
| Create | Create a centralized digital records system |
| Ensure | Ensure accuracy and reliability of data |
| Improve | Improve the service delivery model to the public |
| Enhance | Enhance data sharing |
| Enable | Enable easy searching and indexing |
| Adapt | Adapt to evolving technology |

Procurement



Document Management and Retention

TCA 10-7-121 governs computer storage of records. The pertinent parts read as follows:

- (a)(1) Notwithstanding any other law to the contrary, any information required to be kept as a record by any government official may be maintained on a computer or removable computer storage media, including in any appropriate electronic medium, instead of in bound books or paper records if the following standards are met:
 - (A) Such information is available for public inspection, unless it is a confidential record according to law;
 - (B) Due care is taken to maintain any information that is a public record during the time required by law for retention;
 - (C) All daily data generated and stored within the computer system shall be copied to computer storage media daily, and the newly created computer storage media more than one (1) week old shall be stored at a location other than at the building where the original is maintained; and
 - (D) The official can provide a paper copy of the information when needed or when requested by a member of the public.



Technical Process Overview



Technical Requirements/
Specifications



Security &
Governance



Cloud Deployment/
Service Models



Barriers, Constraints
& Lessons Learned



Training and
Scalability

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Technical Requirements/Specifications

- National Institute of Standards and Technology (NIST)

<https://nvlpubs.nist.gov/nistpubs/legacy/sp/nistspecialpublications800-144.pdf>

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<https://nvlpubs.nist.gov/nistpubs/Legacy/SP/nistspecialpublications800-146.pdf>

- CJUS (Hamilton County)
- CJIS

CJISD-ITS-DOC-08140-5.8 (CJIS Security Policy)

<https://le.fbi.gov/cjis-division/cjis-security-policy-resource-center>

- TBI

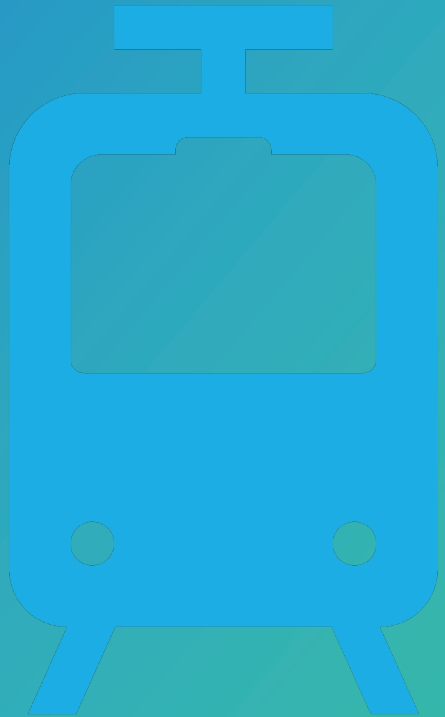
Reference CJIS guidelines

- Federal Risk and Authorization Management Program (FedRamp)
- Microsoft CJIS

<https://learn.microsoft.com/en-us/azure/compliance/offerings/offering-cjis>

Security and Governance

- Cloud Security
- Disaster Recovery
- Data Center Locations
- Guardrails & Oversight
- Audit & Reporting
- Data Encryption





Cloud Deployment/ Service Models

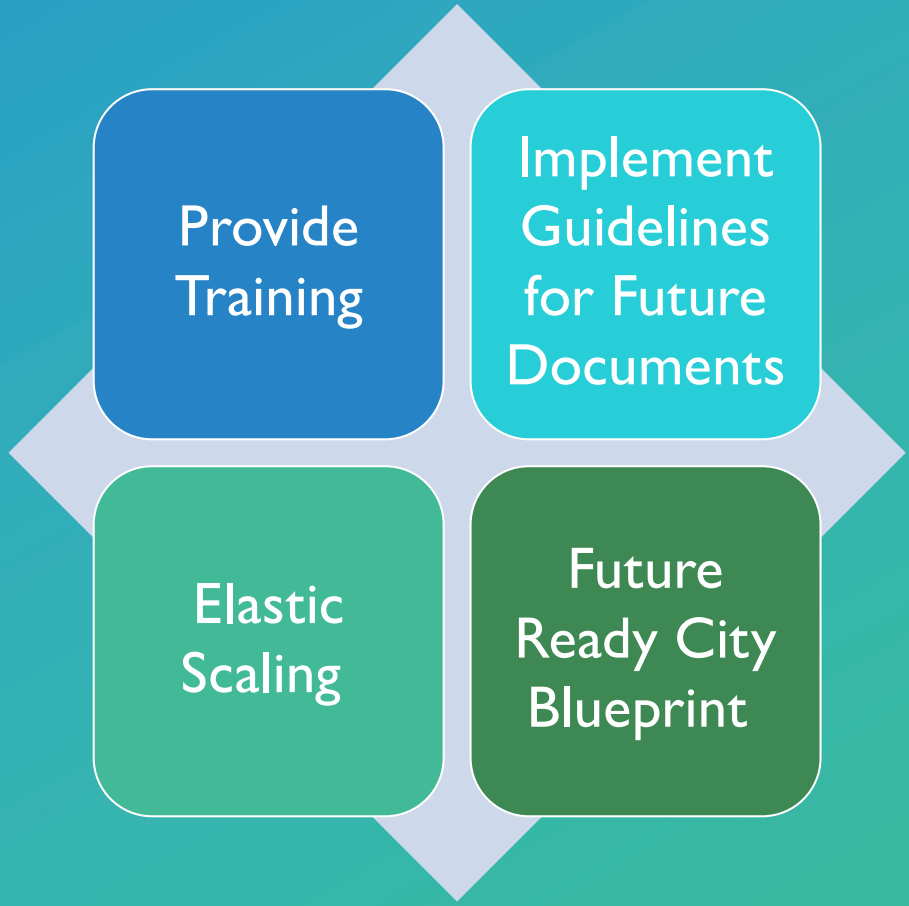
- Public Cloud
 - Private Cloud
 - Hybrid Cloud
 - Multi Cloud
 - SaaS, PaaS, and IaaS
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Barriers, Constraints & Lessons Learned

- DocuWare
- SSL
- Requesting Dockets Process
- Contingency Budget
- Microsoft Government Cloud Eligibility
- Verifying Cloud Compliance
- Site Visits



Training and Scalability



Questions



Stacey Bradley
Information Technology Manager
City of Red Bank
Sbradley@redbanktn.gov



Alicia Donahue
Court Clerk
City of Red Bank
Adonahue@redbanktn.gov

