From the Secretary of State's Office

September 16, 2015

<u>Admin Rules and UELMA</u>

Eighteen months ago, the Administrative Rules Program in the Secretary of State's Office completed changes to the state's administrative rules and register publications to meet the requirements of UELMA by the statutorily mandated deadline of March 31, 2014. Digital signatures authenticate each new and amended regulation in the Code of Colorado Regulations and each issue of the bi-monthly Colorado Register, using a method similar to that used by the U.S. Government Publishing Office. The documents are then published online in archival PDF format.

The project's success earned Colorado a national award. Rules administrators from a number of states where UELMA has been adopted attended a presentation demonstrating the Colorado Secretary of State's processes to achieve authentication, preservation, and public accessibility.

<u>Strategy and Process for Preserving Electronic Records</u>

The strategy includes regular creation of backups of the official electronic records, maintenance of a rotation of full backups to a secure offsite location, and periodic restoration of backups to verify that recovery from backups, should it be necessary, is successful.

The process is relatively straightforward:

1. The database and files associated with the Administrative Rules program are backed up in full to disk and tape media on a weekly basis. The weekly full backup on tape is delivered offsite for secure storage.
2. On a daily basis, an incremental backup of the database and files associated with the Administrative Rules program is created. These files are saved on disk and tape. The tapes are stored onsite in environmentally-controlled conditions.

Some special considerations for saving electronic information:

*   Regular restoration of backup media to a test system is necessary. You must verify that your backups can be restored to ensure that your backup procedures actually work.
*   Consideration for technical obsolescence is critical. If your systems or the electronic files maintained on them are nearing an "end-of-support" period, you must plan for and execute a plan to keep them current.
*   If your information is sensitive in nature, encryption of that data on disk and on tape is critical.