

FROM OUR PARTNERS AT MINNESOTA HISTORICAL SOCIETY

Minnesota Historical Society Contact Information

- [MHS Minnesota State Archives Homepage](#)
- [MHS Gale Family Library Information](#)

Preserving Paper Records at State Agencies

- [Paper State Archives Transfer Form](#) to transfer to MHS
- **Best Practices for Paper Records**
 - A secure storage area with environmental controls for stable humidity and temperature is the most important factor; most office spaces are just fine.
 - Avoid storage spaces with overhead water pipes to avoid water leaks damaging records.
 - Avoid use of page protectors and three-ring binders; the plastics may off gas and damage the paper.
 - Use standard size boxes; cubic size boxes (“bankers boxes”) are the best for storage and handling.
 - For future use and protection, it's a good investment of time and effort to label the boxes; compile a file inventory.
 - If possible, it's helpful to discard true duplicates to save space and avoid confusion.

Preserving Electronic Records at State Agencies

- [Digital Records Archives Transfer Form](#) to transfer to MHS
- **Best Practices for Electronic Records**
 - [Electronic Records Management Guidelines by State Archives](#)
 - [Preferred File Formats List](#)

Digitization Guidance

- [Minnesota Digital Library](#)
- [FADGI](#)

Rulemaking Official File Links

[Minnesota Statutes, section 14.365](#)

[Rulemaking Manual Official Rulemaking Record](#)

[State Register Archive](#)

[Legislative Reference Library - SONARs](#)

[Revisor's Office Rule Status System \(Beta\)](#)