

The Secretary of State as State Records Administrator, through Rule and Regulation adoption authority, developed the following definition of Durable Medium, which is found at 430 NAC Ch. 1, § 001.18, effective October 31, 2009.

Durable Medium Definition

Durable medium shall be any information storage medium that is created by a durable process.

A process shall be the combination of hardware, software, storage media, techniques and procedures used to manage, create, store, retrieve, and delete information belonging to the custodian agency.

A process shall be a durable process if it meets all of the following criteria:

- (1) The process is capable of creating and storing information for the required records retention period as specified by the Records Retention and Disposition Schedules approved by the State Records Administrator and the State Archivist;
- (2) The process can be migrated to a successor process when necessary and will retain all information available in the original process after migration to the successor process;
- (3) The process maintains the integrity of information in a readily accessible manner, makes it retrievable, makes it processable through an established usual or routine set of procedures using available hardware and software, and makes it accurately reproducible in a human-readable form as determined by the needs of the custodian agency;
- (4) The process provides for disaster recovery backups, which are periodically, depending on a retention schedule, verified for restorability and readability, and can be stored in a separate geographical location from the original information.
- (5) The process is demonstrated to create and maintain information for the retention period as specified, in an accurate, reliable, trustworthy, dependable and incorruptible manner.
- (6) The process allows the removal of information when it reaches the end of its required retention period.
- (7) The process is documented so as to demonstrate to a reasonable person compliance with these criteria.

Written Best Practices and Procedures may be developed as voluntary guidelines for use by any agency in furtherance of implementation of the above definition of durable medium, as it relates to records retention and disposition schedules. Any Best Practices and Procedures developed are guidelines only and do not have the force and effect of rule and regulation or of law.