

Appendix A. Accountability Exposure Analysis

Delaware Public Archives

ACCOUNTABILITY EXPOSURE ANALYSIS

Accountability Exposure Analysis (AEA): AEA is the appraisal of the extent to which an agency may or may not be fulfilling its legal responsibilities under public records statutes or other obligations vs. the likely risk of litigation. The outcome of this assessment determines appropriate management and recordkeeping responses.

Low Level	Moderate level	High Level
<p>Characteristics:</p> <ul style="list-style-type: none"> ➤ Single website ➤ Copies of official publications ➤ Controlled postings ➤ Publications not controversial ➤ Publications never litigated and little or no legal risk ➤ Publications do not generate bad press ➤ Constituents are satisfied with website ➤ Little legislative interest 	<p>Characteristics:</p> <ul style="list-style-type: none"> ➤ Number of complex websites ➤ Many offices posting to the websites ➤ Overlapping and conflicting information ➤ Both static and interactive websites ➤ Unique original materials on websites ➤ Legal counsel was not consulted ➤ Some adverse and controversial reaction ➤ Variety of management controls 	<p>Characteristics:</p> <ul style="list-style-type: none"> ➤ More numerous & complex websites with sub-sites ➤ Contain bulletin boards, publications, unique original materials, hearings, and real time business ➤ Different administrative arrangements ➤ Public scrutiny; publications are controversial ➤ Substantial liability; frequently litigated ➤ Frequent press coverage; public interest groups monitor sites ➤ Active and vigilant legislative interest ➤ Public is clamoring for more
<p>Records Management Analysis: Satisfactory; no further measures necessary; periodic review of website for changes.</p>	<p>Records Management Analysis: Additional measures should be taken to reconstruct prior versions</p>	<p>Records Management Analysis: Requires precise reconstruction of exact copies of past contents</p>
<p>Recordkeeping Response:</p> <ul style="list-style-type: none"> ➤ Adequate documentation ➤ Records already in recordkeeping systems (paper and electronic) ➤ Snapshot of entire website to DPA at least once every year. 	<p>Recordkeeping Response:</p> <ul style="list-style-type: none"> ➤ Maintain directory listings of websites ➤ Snapshot of entire website to DPA at every significant version change or at least once every year, whichever occurs first ➤ Snapshots into the agency recordkeeping system and retention schedules applied 	<p>Recordkeeping Response:</p> <ul style="list-style-type: none"> ➤ Maintain regular sequential directory listings of website changes ➤ Save periodic snapshots of entire website (weekly, monthly) ➤ Snapshots of entire website transferred to DPA quarterly/biannually ➤ Snapshots into the agency recordkeeping system and retention schedules applied

DPA AEA Risk matrix based on the model developed by: McClure, Charles R. and J. Timothy Sprehe, Analysis and Development of Model Quality Guidelines for Electronic Records Management on State and Federal Websites, January 1998.