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WWW.CYBERDRIVEILLINOIS.COM

Electronic Documents Initiative

By statute, the Illinois State Library has the responsibility to make state information available to the public via the Internet. Established in October 1999, Find-It! Illinois at finditillinois.org provides a search mechanism for state Web sites via the Illinois Government Information search engine.

The State Library is now implementing the next step — the **Electronic Documents Initiative (EDI)**, which requires every state office, official, department, division, section, unit, service, bureau, board, commission, committee and subdivision of all branches of Illinois government that expend appropriations of state funds (15 ILCS 320/7(q)) to submit electronic copies of state documents, in addition to publications in printed form, for permanent public access.

Through the **Electronic Documents Initiative**, the Illinois State Library:

- Provides the tools to easily submit electronic state files.
- Takes over responsibility for long-term maintenance of electronic documents.
- Maintains online access to historic electronic documents.
- Refreshes, migrates and stores large amounts of past publications electronically.
- Provides permanent public access to Illinois state documents.

Submitting Electronic Documents

To submit electronic documents, metadata must be created and submitted with the electronic files. Metadata is necessary to store and maintain the intelligibility of electronic files and for users to retrieve electronic files. Acceptable electronic formats include, but are not limited to, Microsoft Office, Plain Text, Adobe Acrobat PDF and MPEG or WAV (for video and sound). While most file types are accepted into the depository, scripts are not supported. The State Library will contact you with information on training. For more information, call Joe Natale at 217-558-4185.

The following types of documents should be deposited through the EDI:

- Electronic copies of print publications
- Electronically published documents
- Records
- Copyright restricted and priced publications (will be stored, not displayed)

DO NOT submit internal memos, Web pages listing only hyperlinks or forms.

Your agency should continue to submit 40 copies of all printed publications to: Illinois State Library, Gwendolyn Brooks Building, Illinois Documents, 300 S. Second St., Springfield, IL 62701-1796. For more information, please call 217-782-6304.

EDI deposits do not meet the Illinois State Archives requirements for records.