

Caring For Historic Government Records



Agenda

- Part 1: Role of the Archivist
- Part 2: What Records Need to be Preserved
- Part 3: Organizing Historic Records
- Part 4: Preserving Your Records
- Part 5: Providing Access to Historic Records
- Summary



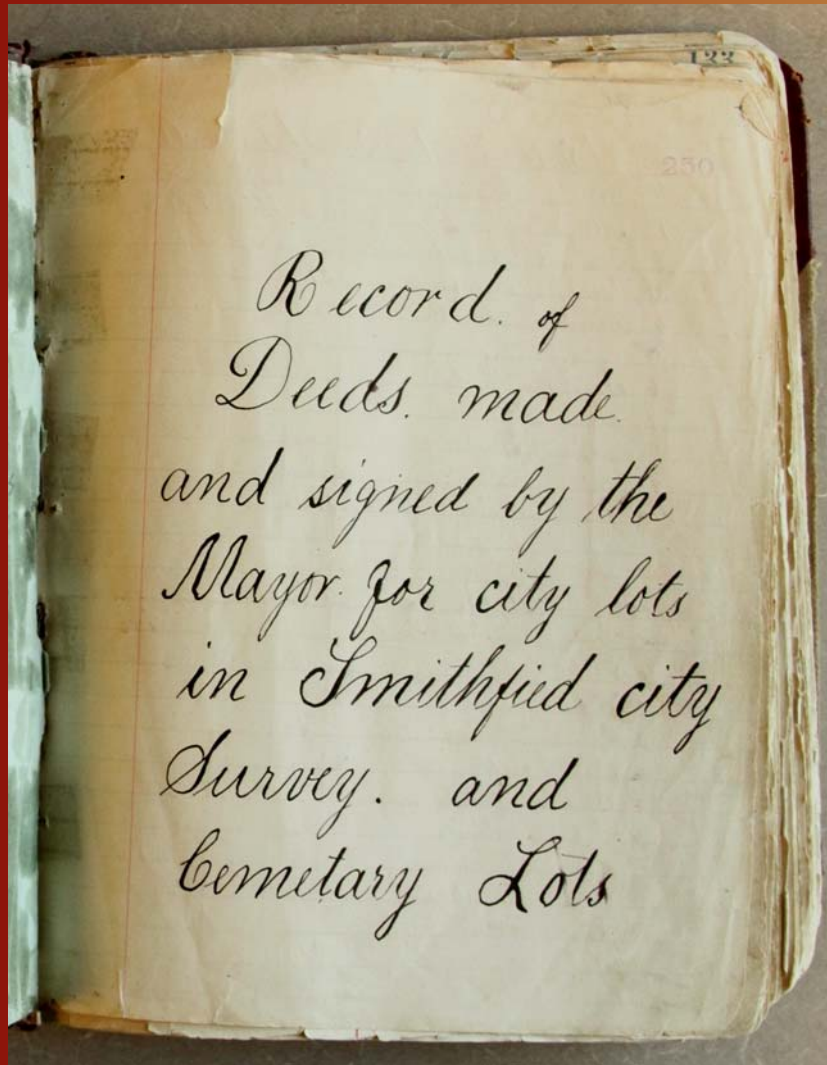
Part 1

The Role of the Archivist

What Does an Archivist Do?

Preserves and Provides Access to
Historic Records

- Appraisal
- Arrangement and Description
- Preservation Care
- Reference



PART 2

What Records
Need to Be
Preserved ?

The Life-span of Records

- Temporary Records
- Permanent Records
- Records Retention

Records Appraisal

- Appraisal is analyzing the fiscal, administrative, legal, historic, and intrinsic value of a group of records and their relationship with other records.

Records Appraisal

Value

- Fiscal
- Administrative
- Legal
- Historical
- Intrinsic

Records Appraisal

Examples:

- Department Annual Reports
- City Council Minutes
- Building Permits
- Parking Tickets
- Animal Licenses

Two Fundamental Questions

- Do the records have permanent value?
- Do the records still have administrative value in the office?
- Ownership of government records
- State Archives is the end-of-the-line repository

Records Appraisal

Proper records appraisal tells you which records need to be preserved permanently

Retention Schedules

- General Retention Schedules

<http://archives.utah.gov/recordsmanagement>

- Unique Retention Schedules –
Consult with the State Archives

Firefox Municipal General Schedule archives.utah.gov/recordsmanagement/grs/mungrs-list.html

UTAH.GOV SERVICES AGENCIES Search all of Utah.gov

UTAH DEPARTMENT OF
ADMINISTRATIVE SERVICES
DIVISION OF ARCHIVES & RECORDS SERVICE

ABOUT ADMINISTRATIVE SERVICES DAS EMPLOYEES

DAS HOME ARCHIVES FACILITIES FINANCE FLEET GENERAL SERVICES PURCHASING RISK RULES

HOME / RECORDS MANAGEMENT / MUNICIPAL GENERAL SCHEDULE Search...

UTAH MUNICIPAL GENERAL RECORDS RETENTION SCHEDULE

Items listed in general retention schedules identify records which may or may not exist in any given agency. They are models to follow if your records closely approximate the descriptions.

- [Administrative Records](#)
- [Bonds and Bonding Records](#)
- [Budget Records](#)
- [Fixed Asset Records](#)
- [General Accounting Records](#)
- [Licensing Records](#)
- [Maintenance Records](#)
- [Payroll Records](#)
- [Personnel Records](#)
- [Purchasing Records](#)
- [Risk Management Records](#)
- [Special Assessment Records](#)

RETENTION SCHEDULES FOR SPECIFIC MUNICIPAL OFFICES

- [Airport Records](#)
- [Animal Control Records](#)
- [Attorneys' Records](#)
- [Building Inspection Records](#)
- [Cemetery Records](#)
- [Clerk's Records](#)
- [Fire Department Records](#)
- [Library Records](#)
- [Parks and Recreation Records](#)
- [Planning and Zoning Records](#)
- [Police Department Records](#)
- [Public Utilities \(irrigation, wastewater, and water\) Records](#)
- [Public Works \(engineering, sanitation, street maintenance, and traffic engineering\) Records](#)
- [Redevelopment Records](#)

RETENTION SCHEDULES

- [HOW TO SCHEDULE RECORDS](#)
- [RECORD SERIES SUBMISSION FORM](#)
- [NOTIFICATION OF CLASSIFICATION](#)
- [EDIT AN EXISTING SCHEDULE](#)
- [RECORDS PENDING APPROVAL](#)

RESOURCES

- [FORMS](#)
- [BLOG](#)
- [FAQ](#)
- [GLOSSARY](#)
- [GUIDELINES](#)

RECORDS MANAGEMENT SERVICES

- [TRAINING](#)
- [MICROGRAPHICS](#)
- [RECORDS STORAGE](#)
- [RETENTION SCHEDULES](#)
- [SCHEDULING RECORDS](#)

ARCHIVES SERVICES

- [RESEARCH OUR RECORDS](#)
- [MANAGE GOVERNMENT RECORDS](#)
- [GRAMA / OPEN GOVERNMENT](#)
- [COMMUNITY / PARTNERS](#)
- [SEARCH](#)
- [EMPLOYEE PORTAL](#)

The slide features a dark red horizontal band at the top. The main area of the slide is a solid gold color. Centered in the gold area is the text "Comments and Questions?" in a white, sans-serif font.

Comments and Questions?



Part 3

Organizing Historic Records

Organizing Records

- Physical Control
- Intellectual Control

Arrangement

Fundamental Concepts:

- Provenance
- Original Order
- Ease of Access



Arrangement

Examples:

- Cemetery Burial Permits
- Police mug shots
- Parks Department photos
- Planning Commission minutes

Intellectual Control

- Know what records you have
- Conduct periodic inventories
- Create inventory lists

Inventory List

- Title of records
- Dates
- Arrangement
- Basic description
- Inventory list

Inventory List

- Table of contents of the records

Box 1		
Minutes	January, 1955- June, 1955	Folder 1
Minutes	July, 1955 - November, 1955	Folder 2
Minutes	December, 1955 - May, 1956	Folder 3

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Comments and Questions?

Part 4

Preservation of Historic Records

Threats to Records:

- Water
- Heat
- Light
- Dirt and Pollutants
- Rodents and pests
- Handling
- Fire
- Theft or Loss

Preservation of Historic Records

- Physical Housing
- Storage Facilities
- Reformatting



Preservation of Historic Records

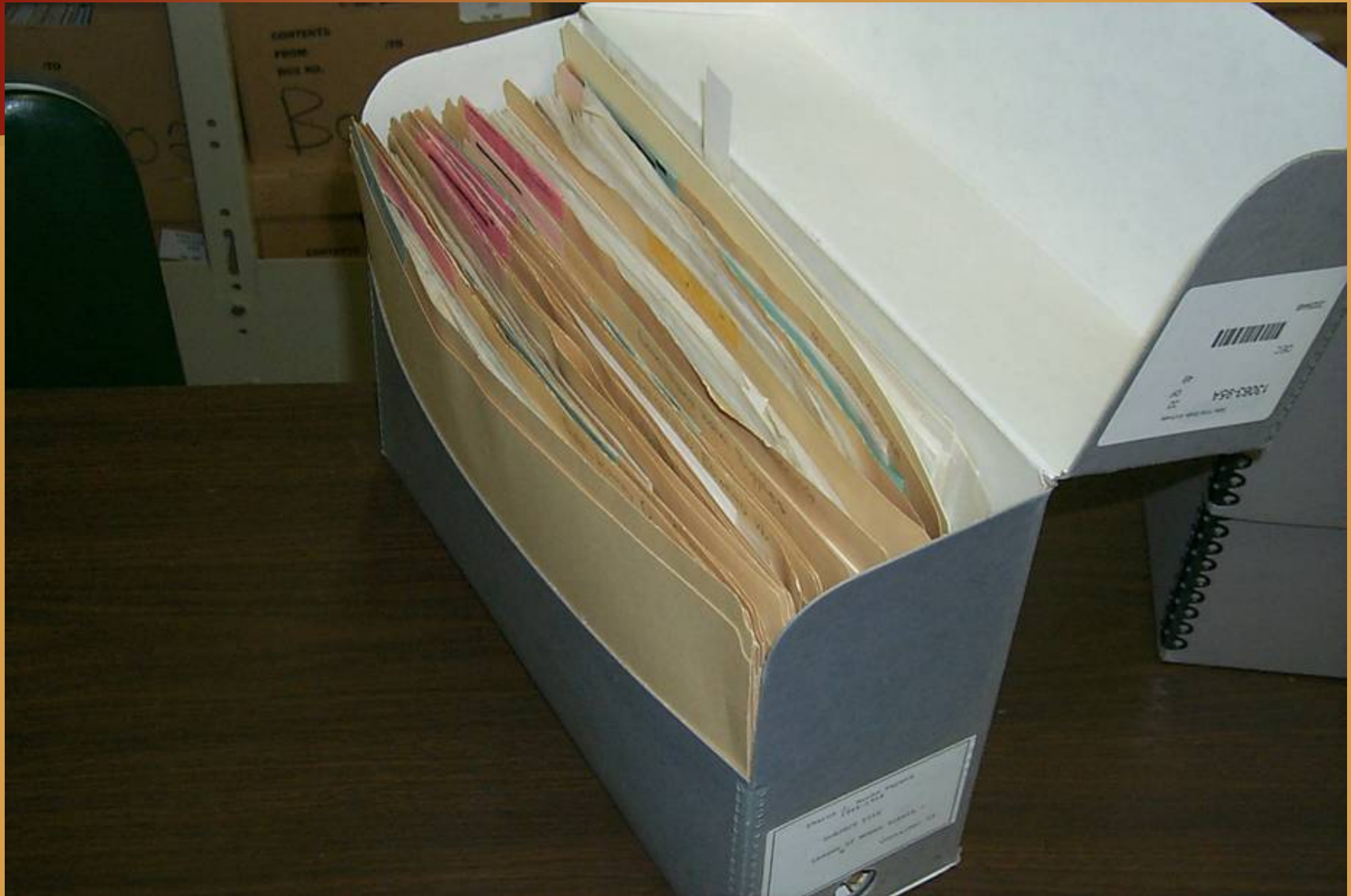
Physical Housing – Archival Supplies:

- Acid free file folders
- Acid free paper for interleaving
- Archival storage boxes
- Mylar enclosures

Loose Paper



Loose Paper



Bound Volumes



Bound Volumes



Maps, Drawings and Oversize Materials



Maps, Drawings and Oversize Materials



Maps, Drawings and Oversize Materials



Photographic Media

- Photographs contain chemicals on their surface and are extremely delicate. They can also be irreversibly changed through poor handling, so extreme caution must be taken to preserve these materials.
- Handle photographs while wearing clean cotton or polyester gloves.
- Consider storing negatives in Mylar negative sheets.



Photographic Media



Scrapbooks



Reformatting

■ Microfilm

- Microfilm is an eye-readable format
- Master copy is off-site back-up copy
- Reproducible
- Requires little storage space.

■ Digital copies

- Primarily for access

■ Reformat and Retire



Records Storage Space

Make an assessment of your building



Preservation of Historic Records

Threats to Records:

- Water
- Heat
- Light
- Dirt and Pollutants
- Rodents and pests
- Handling
- Fire
- Theft or Loss

Preservation of Historic Records

Storage Facility

- Dry
- Climate controlled
- Dark (protected from UV light)
- Clean
- Locked and secure

Preservation of Historic Records

Storage Facility

- Avoid storing historic records in the basement or the attic
- If you must...
 - Store in archival quality boxes
 - 4-6 inches off the floor
 - Monitor for pests and rodents
 - Routinely check for water problems
 - Fire extinguishers and smoke detectors

Environment Control

- Controlling the environmental conditions so that deterioration is prevented



Climate Control: Minimum Requirements

- Stable conditions
- Limit fluctuations
- Temperature: no higher than 70 degrees F
- RH: 30% - 50%
 - No lower than 30%
- Monitoring Equipment

Record Storage Equipment

- Shelving
- Cabinets
- Oversize cabinets



Physical Security

- Well constructed doors
- Deadbolt locks for all storage areas
- Secure windows
- Alarms
- Key tracking
- Box labels



Preserving Your Records

- Create a basic disaster plan
- Have disaster response supplies on hand

Preserving Your Records

Do not do anything to your records that cannot be undone.

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Comments and Questions?



Part 5

Providing Access to Historic Records

Access to Historic Records

Four Considerations:

- Public Right to Access
- Protection of Restricted Information
- Appropriate Space
- Protecting the Records

Access to Historic Records

Government Records Access and Management Act (GRAMA):

- Public right to view and take a copy
- Protection of private, controlled, and protected information

Access Space

- Work surfaces with adequate lighting
- Space for users to store their belongings
- Copy machine



Protecting Records

- Maintain a sign-in log for records users
- Don't allow food, pens, or other items that could damage records
- Don't allow unsupervised access
- Don't check out records
- Use reformatted copies for access to fragile materials



Take Home Concepts

What Records Should Be Preserved?

- Understand appraisal principles
- Rely on established retention schedules when available
- Consult the State Archives for unusual cases

Organizing Records

Physical Control:

- Provenance
- Original Order
- Ease of Access

Intellectual Control:

- Create a records inventory

Storing Records

- Water, light, heat, pests, theft, etc. can threaten records
- Threats can be minimized with proper storage containers and proper storage space
- A disaster preparedness plan can help minimize damage

Public Access

- Right to access must be balanced with legal restrictions
- Access should be provided while still protecting records from damage or theft

Contacts and Links

Utah State Archives: www.archives.utah.gov

State Archives Research Center: www.historyresearch.utah.gov

National Archives: www.archives.gov

Northeast Document Conservation Center: www.nedcc.org

California Preservation Program: www.calpreservation.org

Conference of Intermountain Archivists: <http://www.lib.utah.edu/cima/>

Gaylord Supplies: www.gaylord.com

Metal Edge Supplies: www.metaledgeinc.com



Utah State Archives

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