RECORDS OF ENDURING VALUE

SESSION 4 OF 7 ON RECORDS MANAGEMENT

SESSION GUIDELINES AND GENERAL INFORMATION

SESSION 4 OF 7 ON RECORDS MANAGEMENT

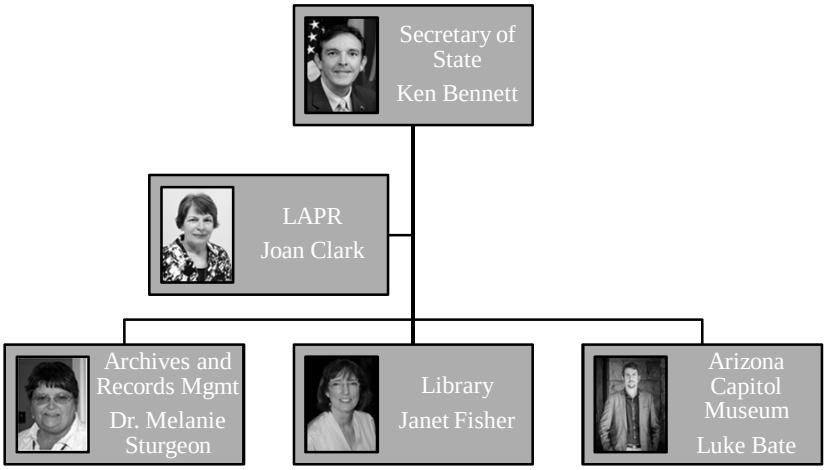
PRESENTER(S)

Karen Gray
Records Analyst
(Records Retention Schedules and Imaging – State Agencies)
Archives and Records Management Branch

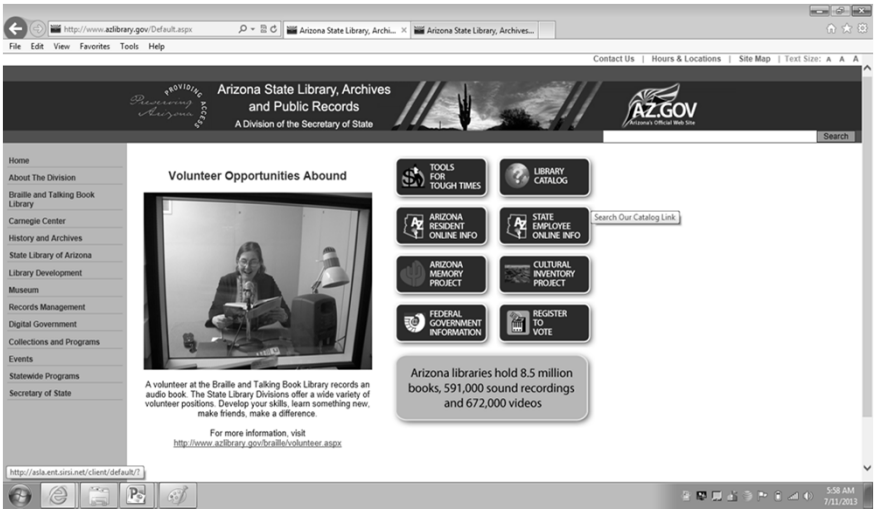
And / or
Jerry Lucente-Kirkpatrick
Records Analyst
(RM Training; Retention Schedules and Imaging – Local Agencies)
Archives and Records Management Branch

And / or
Melanie Sturgeon
State Archivist
Archives and Records Management
Library, Archives and Public Records
Arizona Secretary of State

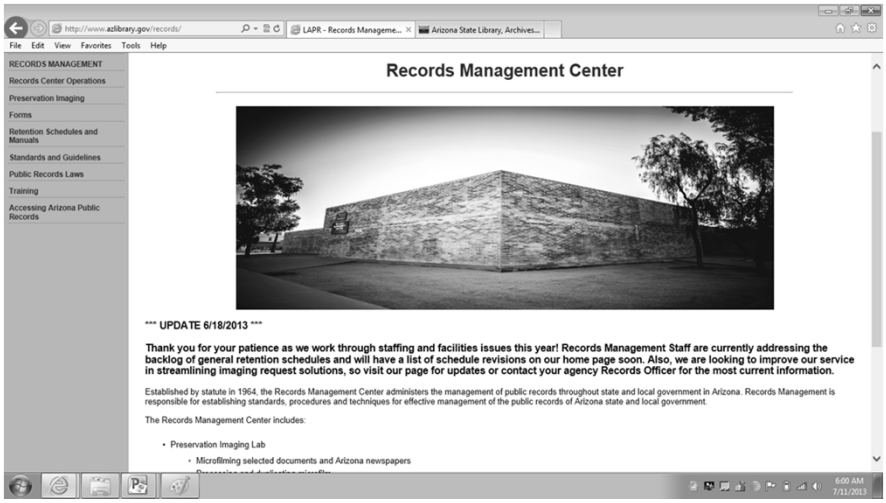
LIBRARY, ARCHIVES AND PUBLIC RECORDS (LAPR) ORGANIZATION AS A STATE AGENCY



LAPR WEBSITE



RECORDS MANAGEMENT CENTER WEBSITE



GENERAL GUIDANCE FOR ON-LINE SESSIONS

1. Please remember that while you are in the on-line classroom, all other participants **can hear everything** you say (even in the background), and **can see everything** you write on the whiteboard.

2. I will be muting All participants to help with sound distortion.

3. Please make sure that all phones are muted during the sessions. **Press *6 and your phone will be muted**.

4. Feel free to submit notes during session for discussion. If you would like to **send a note / comment,** please **send to "all"** so that everyone can see the question and then hear the answer to that question.

5. Please raise your hand if you wish to speak

6. Take a vote: How many of you are participating in today's session with a group of co-workers?

7. If so, how many of you are there in your group? (Send # as a note)

8. At the end of the training, **I will be taking questions**. Write down any questions you have during the session, and **we will have an opportunity to ask them at the end**.

ALL RECORDS MANAGEMENT IN ARIZONA IS GOVERNED BY ARIZONA REVISED STATUTES (ARS)

- In Arizona, **everything that we do** in Records Management is governed by Arizona Revised Statutes (ARS).
- The ARS that govern Records Management are:

  § 41-151.14 – §41-151.19

  and

  Portions of **§39-101 – §39-128**
- The purpose of this training today is to discuss the management of electronic records.

WHAT IS A "RECORD"

41-151.18. Definition of records

In this article, unless the context otherwise requires:

- **"records"** means all books, papers, maps, photographs or other documentary materials,
- **Regardless of physical form or characteristics**, including prints or copies of such items produced or reproduced on film or electronic media pursuant to section 41-151.16,
- **Made or received by any governmental agency** in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor
- **As evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained in the record**, and includes records that are made confidential by statute.

WHAT IS NOT A RECORD

41-151.18. Definition of records - continued

Not included within the definition of records as used in this article:

- **Library or museum material** made or acquired solely for **reference or exhibition purposes**,
- **extra copies of documents preserved only for convenience of reference**
- **and stocks of publications or documents intended for sale or distribution to interested persons**

HISTORY AND ARCHIVES DIVISION

PROVIDING ACCESS
Preserving Arizona
ARIZONA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS
DIVISION OF THE OFFICE OF THE SECRETARY OF STATE

RECORDS OF ENDURING VALUE

Arizona's State Archives

Our mission is to identify, acquire, preserve and make available the permanent public records of Arizona.

The Archives preserves information of Arizona government to promote research, encourage the study of Arizona history and provide leadership and assistance to organizations and individuals responsible for historical records.

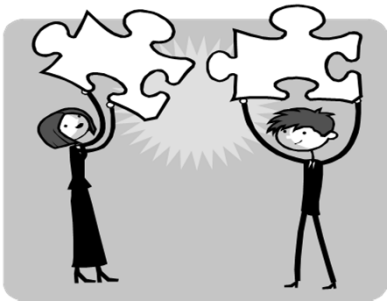
Melanie Sturgeon, History and Archives Division

PROVIDING ACCESS
Preserving Arizona
Arizona State Library, Archives and Public Records

ARIZONA'S GOVERNMENT RECORDS OF ENDURING VALUE (PERMANENT RECORDS) RESIDE IN:

--LARGE AND SMALL STATE AND LOCAL GOVERNMENT AGENCIES AND OFFICES
--THE STATE ARCHIVES
--LARGE AND SMALL HISTORICAL SOCIETIES
--PRIVATE COLLECTIONS

WE EACH HAVE PIECES OF THE PUZZLE THAT MAKES UP OUR HISTORY.



POLLY ROSENBAUM ARCHIVES & HISTORY BUILDING

- Houses the State Archives (aka History and Archives Division of the Arizona State Library, Archives, and Public Records

ARIZONA'S STATE ARCHIVES

- Mandated to collect, preserve, and make accessible the records of Arizona and it's government
- **(ARS §41.151.09)**

STATE ARCHIVES WORKS WITH STATE AND LOCAL GOVERNMENT OFFICES

- Help appraise records for historical value
- Help inventory permanent records
- Training on storage and preservation of records
- Provide training and consulting on electronic records
- Emergency and disaster planning and recovery

CERTIFYING RECORDS

ARS §41-151.05

A. Duties of the Director

4. **Certify copies from books, documents or other archival or public records which have been deposited in the custody of the state library.** The fee for certification shall be the same as prescribed for the certification of records by the secretary of state. These fees shall be transmitted to the state treasurer for credit to the state library fund established by section 41-151.06. **These certificates have the same force and effect as if made by the officer originally in charge of the record.**

WE COLLECT RECORDS FROM ARIZONA'S:

- Executive branch
- Legislative branch
- Judicial branch
- County and municipal governments
- Boards, Commissions, Special Districts
- Some private individuals

ARCHIVES AND RECORDS MANAGEMENT

- RMC stores permanent and non-permanent records until their retention time met (Purgatory)

- Permanent and historical records go to Archives after retention time met (Heaven)

WHAT ARE RECORDS?

- Evidence of our activities and relationships
- Provide information about associated people, organizations, events, and places
- Anything can be a record!

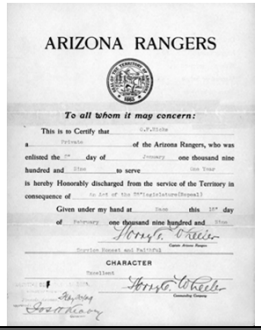
Paper
Photographs
Maps
Film

Tapes
Leather
Electronic
and mo

WHY SAVE RECORDS?

- Make government accountable to its citizens
- Provide evidence about public policies and programs
- Protect or verify individuals' rights and entitlements.
- Provide information about the important people, issues, places, and events that make up the story of Arizona's history.

ORIGINAL
UNITED STATES OF AMERICA
No. 1006
PETITION FOR NATURALIZATION


ARIZONA RANGERS

To all whom it may concern:

This is to Certify that

a Private of the Arizona Rangers, who was enlisted the day of January one thousand nine hundred and Nine to serve One Year is hereby Honorably discharged from the service of the Territory in consequence of

Given under my hand at Phoenix this day of February one thousand nine hundred and Nine

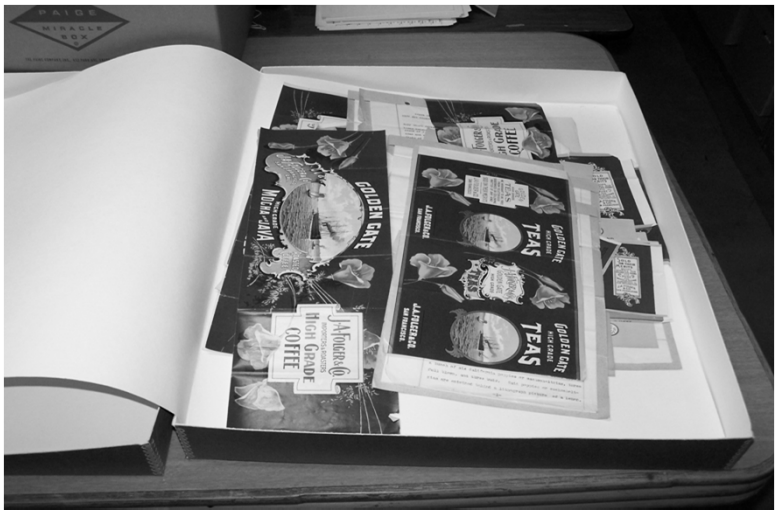
CHARACTER

PRESERVING ARIZONA'S RECORDS OF ENDURING VALUE

- Photographs
- Documents
- Maps
- Film and recordings
- Electronic records

PHOTOGRAPHS

TRADEMARKS IN FOLDER AND BOX



IS THIS HISTORICAL?

Records are deemed historically significant when they:

• Document a controversial issue

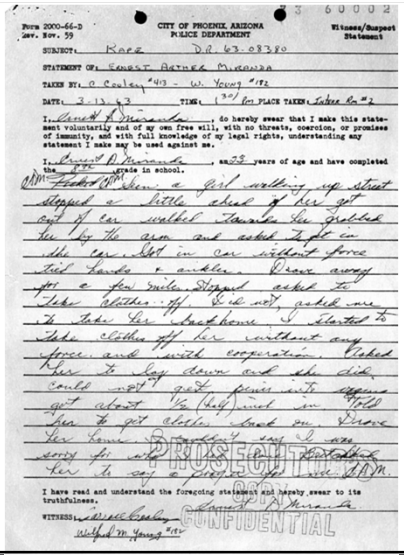
• Document a program, project, event or issue that results in a significant change that affects the local community, city, county or state

• Document a program, project, event or issue that involves prominent people, places or events

• Document a program, project, event or issue that resulted in media attention locally, statewide or nationally

HISTORICALLY SIGNIFICANT RECORDS

- AZSCAM
- SB 1070
- Central Arizona Project
- Town Ordinance outlawing houses of ill repute



Form 2000-66-D
Rev. Nov. 59

CITY OF PHOENIX, ARIZONA
POLICE DEPARTMENT

Witness/Suspect Statement

SUBJECT: Kapz D.R. 63-08380

STATEMENT OF: Ernest Arthur Miranda

TAKEN BY: C. Cooley #413 - W. Young #182

DATE: 3-13-63 TIME: 1:30 pm PLACE TAKEN: Interr Rm #2

I, Ernest A. Miranda, do hereby swear that I make this statement voluntarily and of my own free will, with no threats, coercion, or promises of immunity, and with full knowledge of my legal rights, understanding any statement I make may be used against me.

I, Ernest A. Miranda, am 23 years of age and have completed the 8th grade in school.

AM Picked AM Seen a girl walking up street stopped a little ahead of her got out of car walked towards her grabbed her by the arm and asked to get in the car. Got in car without force tied hands & ankles. Drove away for a few miles. Stopped asked to take clothes off. Did not, asked me to take her back home. I started to take clothes off her without any force and with cooperation. Asked her to lay down and she did. Could not get penis into vagina got about 1/2 (half) inch in. Told her to get clothes back on. Drove her home. I [illegible] I was sorry for what [illegible] her to say a prayer for me. AM.

I have read and understand the foregoing statement and hereby swear to its truthfulness.

Ernest A. Miranda

WITNESS: [illegible]

Wilfred M. Young #182

PROSECUTION
CONFIDENTIAL

WHAT HAPPENS TO THOSE RECORDS YOU SEND TO US?

WHAT HAPPENS TO RECORDS?

- Appraisal
- Arrange and describe records
- Provide reference services
- Preservation

From this:

To this:

IN THE BEGINNING THERE IS CHAOS!

Many of our collections come in like this.

THE UGLY: NEEDS CONSERVATION

THE BAD: NO DISCERNIBLE ORDER

ACCESSION THE RECORDS

- Transfer Documentation
  - Chain of Custody
  - Admissibility in a Court of Law
  - Transfer of legal ownership
  - Maintain Provenance and Original Order
  - Must be signed by Originating Agency
- Arrange secure and safe transfer of physical records

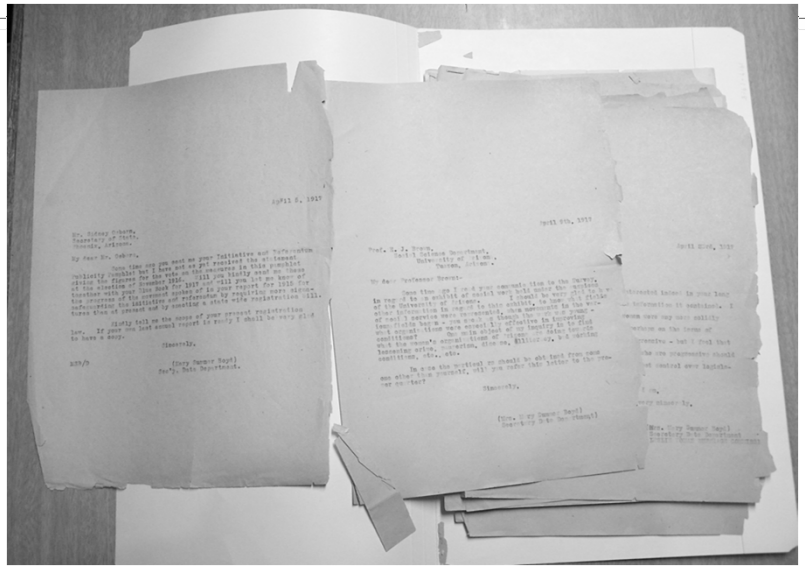
ACCESSION THE RECORDS

- How many?
  - Boxes
  - Volumes
  - Microfilm
  - Photographs
  - Maps
  - Electronic
- Identify record groups

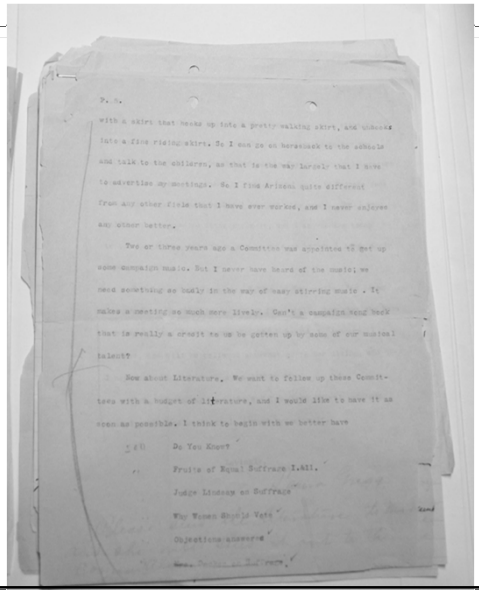
ACCESSION THE RECORDS

- Where did the records come from?
- Who created the record?
- Date range of the records?
- What is the condition of the records?
- Level of processing needed?

CONSERVATION: DISINTEGRATING PAPER



ACIDIC PAPER WITH DAMAGE



P. S.

with a skirt that hooks up into a pretty walking skirt, and unhooks into a fine riding skirt. So I can go on horseback to the schools and talk to the children, as that is the way largely that I have to advertise my meetings. So I find Arizona quite different from any other field that I have ever worked, and I never enjoyed any other better.

Two or three years ago a Committee was appointed to get up some campaign music. But I never have heard of the music; we need something so badly in the way of easy stirring music . It makes a meeting so much more lively. Can't a campaign song book that is really a credit to us be gotten up by some of our musical talent?

Now about Literature. We want to follow up these Committees with a budget of literature, and I would like to have it as soon as possible. I think to begin with we better have

100 Do You Know?

" Fruits of Equal Suffrage I.All.

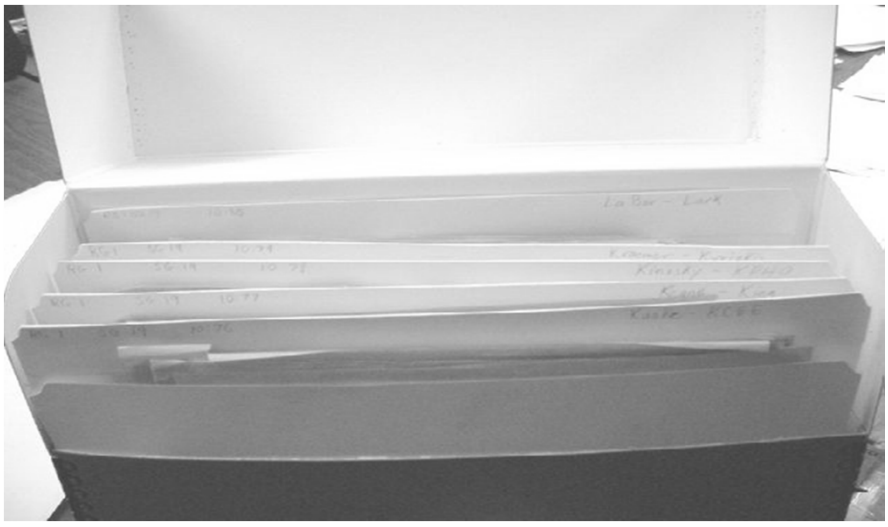
Judge Lindsay on Suffrage

Why Women Should Vote

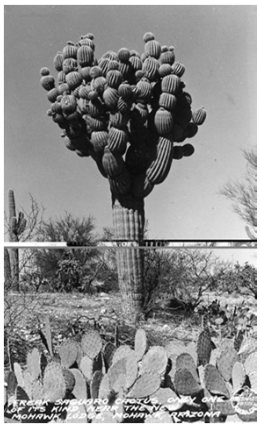
Objections answered

Hon. Judge on Suffrage.

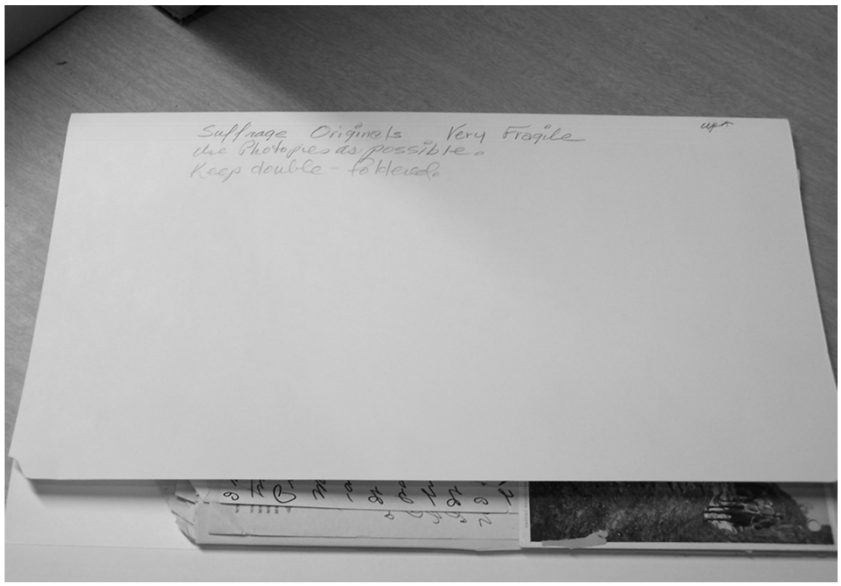
THE GOOD!



CD / DVD STORAGE = GOOD????



- Preservation pitfalls: These images were scanned from photographs and "burned" to a CD 5 years ago.



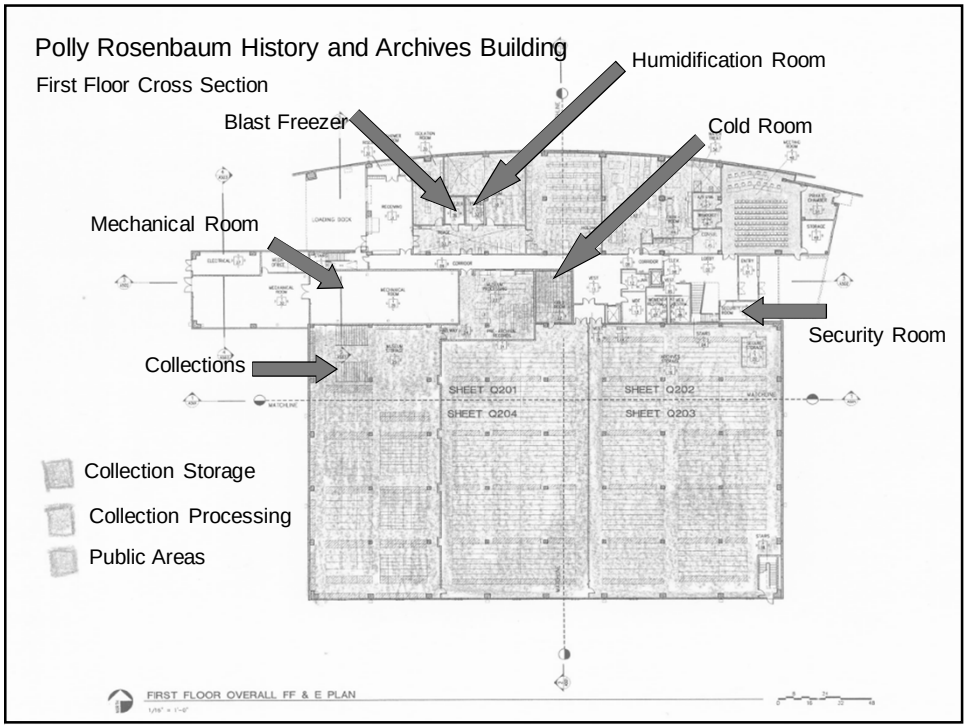
WE DESCRIBE AND INVENTORY RECORDS TO MAKE THEM ACCESSIBLE

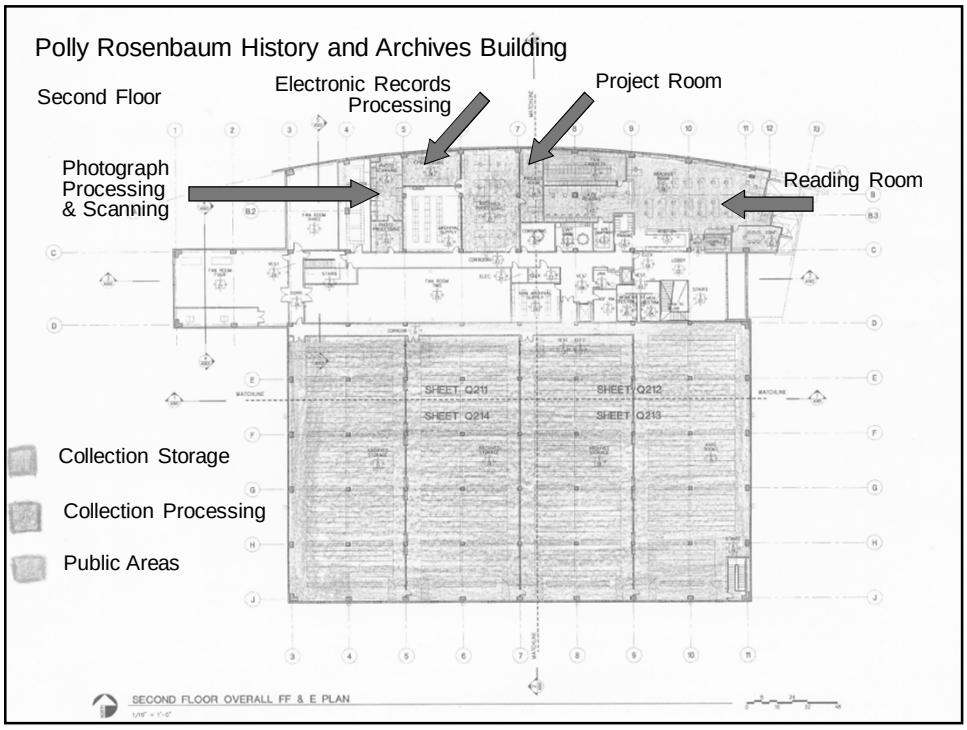
Finding aid

- Historical note
- Scope and content note
- Processing note
- Box and folder inventory
- Location of materials

REFERENCE SERVICES

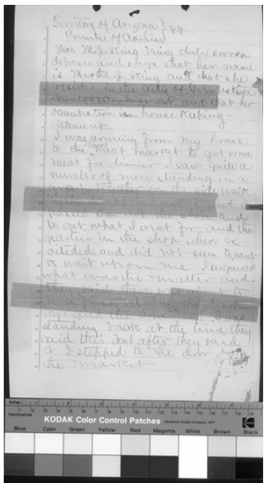
- On-site patrons
  - Patron interview (what are you researching?)
  - Instruction on how to use one-of-a-kind materials
  - Staff retrieves materials from closed stacks
  - Staff photocopies
  - Camera

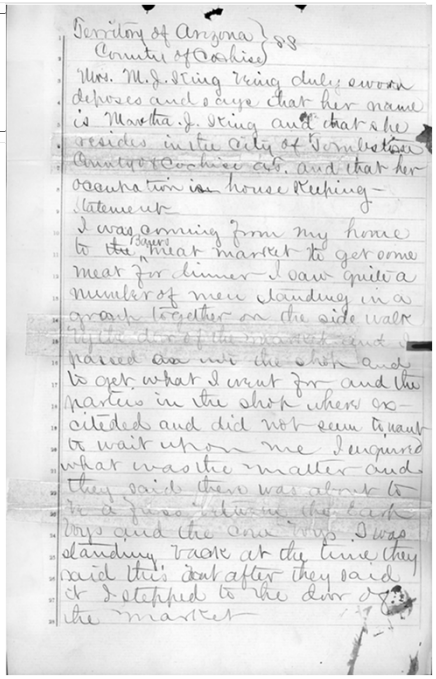

Polly Rosenbaum History and Archives Building
First Floor Cross Section
Humidification Room
Blast Freezer
Cold Room
Mechanical Room
Security Room
Collections
Collection Storage
Collection Processing
Public Areas
FIRST FLOOR OVERALL FF & E PLAN


Polly Rosenbaum History and Archives Building
Second Floor
Electronic Records Processing
Project Room
Photograph Processing & Scanning
Reading Room
Collection Storage
Collection Processing
Public Areas
SECOND FLOOR OVERALL FF & E PLAN

KRAUSE

ORIGINAL AND SCAN, OK CORRAL INQUEST

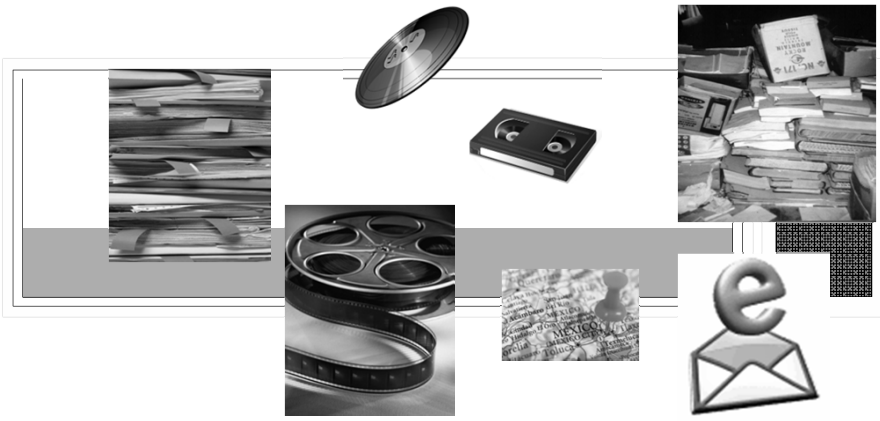




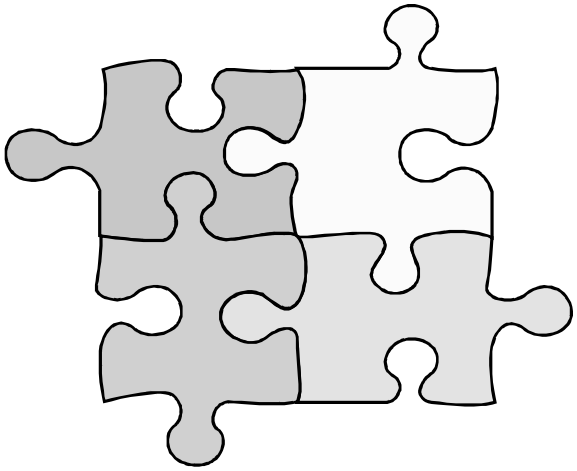
Territory of Arizona } ss
County of Cochise }
Mrs. M. J. King being duly sworn
deposes and says that her name
is Martha J. King and that she
resides in the City of Tombstone
County of Cochise Ab. and that her
occupation is house keeping –
Statement
I was coming from my home
to the Bayers meat market to get some
meat for dinner I saw quite a
number of men standing in a
group together on the side walk
[illegible] and I
passed on into the shop and
to get what I went for and the
parties in the shop where ex-
citeded and did not seem to want
to wait upon me I enquired
what was the matter and
they said there was about to
be a fuss between the Earp
boys and the Cow boys I was
standing back at the time they
said this and after they said
it I stepped to the door of
the market

THE WORK YOU DO WILL DETERMINE WHAT RECORDS OF ENDURING VALUE SURVIVE

YOUR WORK IS SO IMPORTANT!



TOGETHER, WE PUT THE PIECES TOGETHER



QUESTIONS?

GOT QUESTIONS?

Any Questions?

Please complete an **Evaluation** – in email with on-line session instruction

HELPFUL CONTACTS

Records Management Center (LAPR):
http://www.azlibrary.gov/records/
Phone: 602-926-3815
records@azlibrary.gov

Karen Gray
kgray@azlibrary.gov
Phone: 602-926-3817

Jerry Lucente-Kirkpatrick:
jkirkpatrick@azlibrary.gov
Phone: 602-926-3820

Dr. Melanie Sturgeon:
msturgeon@azlibrary.gov
Phone: 602-926-3720
Toll Free: 1-800-228-4710 (Arizona only)

State Ombudsman's Office
http://www.azleg.gov/ombudsman/default.asp

State Attorney General – Public Records Publication
https://www.azag.gov/sites/default/files/sites/all/docs/agency-handbook/ch06.pdf

AIIM – Global Community of Information Professionals
http://www.aiim.org/

ARMA International:
http://www.arma.org/

Institute of Certified Records Managers (ICRM):
http://www.icrm.org/

National Archives and Records Management (NARA):
http://www.archives.gov/records-mgmt/

National Association of Government Archivists and Records Administrators (NAGARA):
http://www.nagara.org/index.cfm