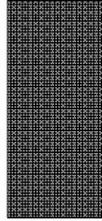


RECORDS OF ENDURING VALUE

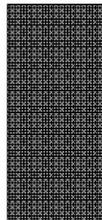
SESSION 4 OF 7 ON RECORDS MANAGEMENT



This training does not constitute a legal opinion or legal advice on the part of the Library, Archives and Public Records Branch, of the Secretary Of State.

**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

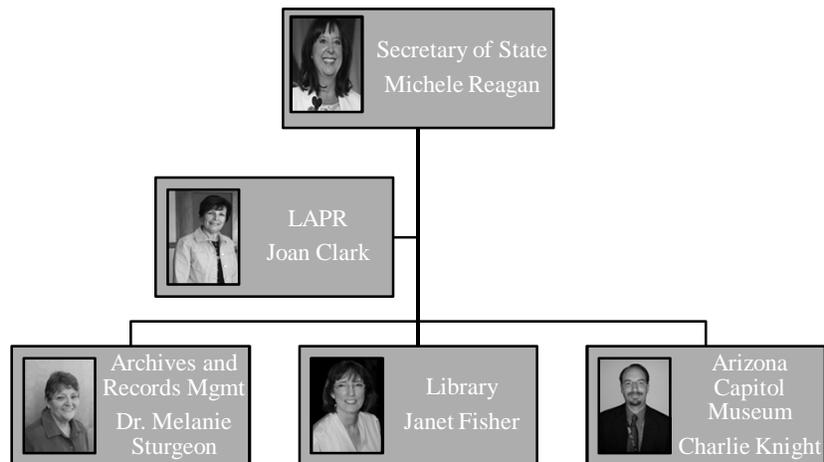
State Archivist

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 GROUND RULES 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:
§41-15 – §41-151.23
- The purpose of this training today is to **examine the Records Management Statutes in detail** and to **learn what is required of public bodies** in the area of Records Management.

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



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.

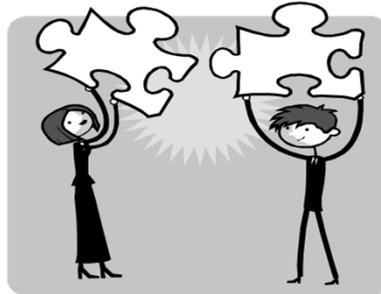
Melanie Sturgeon, History and Archives Division



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 its 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?

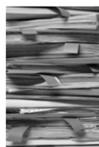
- Evidence of our activities and relationships
- Provide information about associated people, organizations, events, and places
- Anything can be a record!

Paper

Photographs

Maps

Film



Tapes

Leather

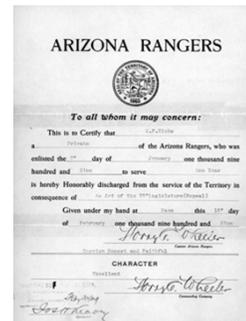
Electronic

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.



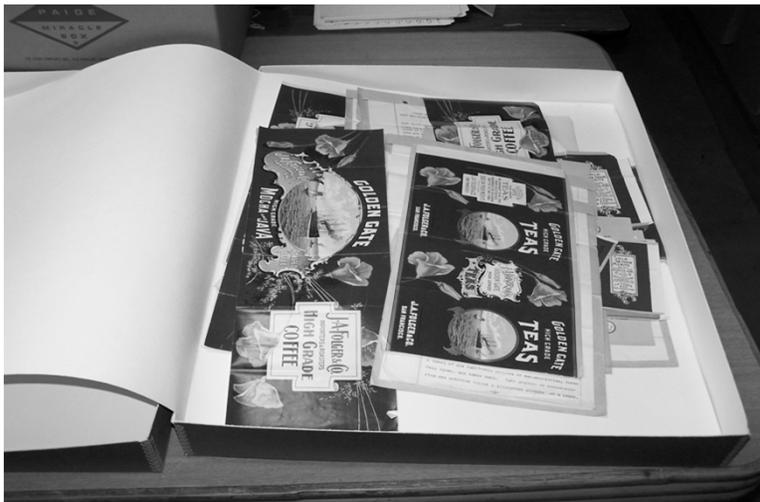
PRESERVING ARIZONA'S RECORDS OF ENDURING VALUE

- 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 0000-66-0
Rev. Nov. 59

CITY OF PHOENIX, ARIZONA
POLICE DEPARTMENT

Witness/Support
Statement

SUBJECT: Rape D.R. 67-08780

STATEMENT OF: Garret Barnes Phoenix

TAKEN BY: G. Cooley #419 - W. Young #112

DATE: 2-13-63 TIME: (2:07) PLACE TAKEN: Subst. 602

I, Garret Barnes, 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, Garret Barnes, am 29 years of age and have completed the 10th grade in school.

On 2-13-63 at about 2:00 PM I was 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. She in car without force
she hands a wallet. Drove away
for a few miles. Stopped asked to
take clothes off. She did not get in
to take her back home I started to
take clothes off her without any
force and with cooperation. Told
her to lay down and she did.
could not get power with signs
got about 1/2 (half) and in told
her to get clothes back on. Drove
her home. I would say I was
sorry for what I did. I would like
her to say a proper good bye.

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

WITNESSES: G. Cooley W. Young

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

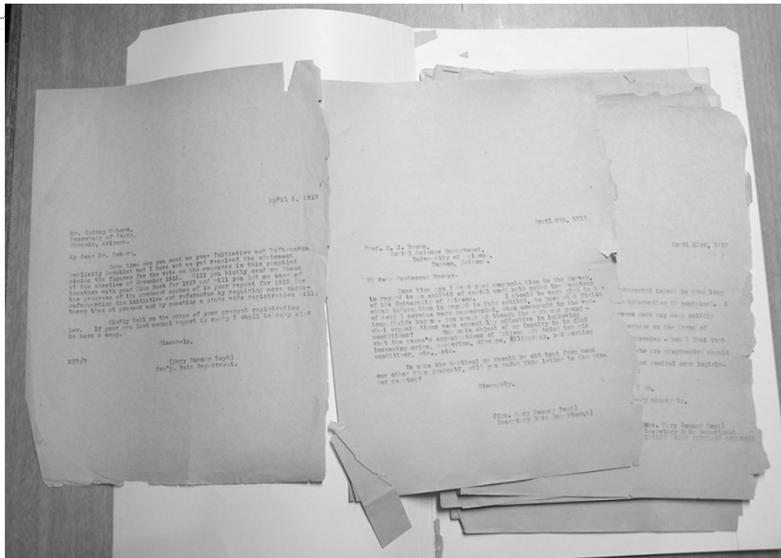
- How many?
 - Boxes
 - Volumes
 - Microfilm
 - Photographs
 - Maps
 - Electronic
- Identify record groups

ACCESSION THE RECORDS

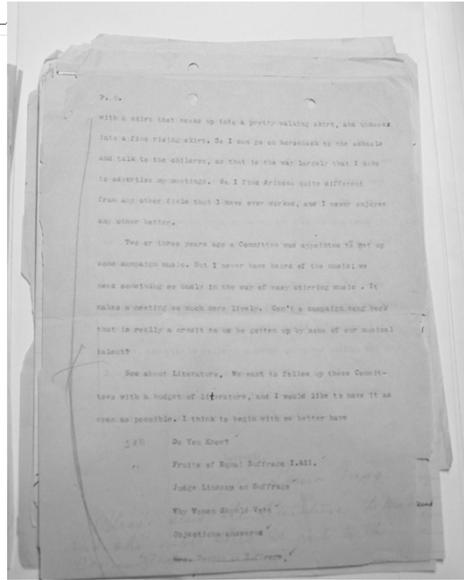
- Where did the records come from?
- Who created the record?
- Date range of the records?
- What is the condition of the records?
- Level of processing needed?



CONSERVATION: DISINTEGRATING PAPER



ACIDIC PAPER WITH DAMAGE



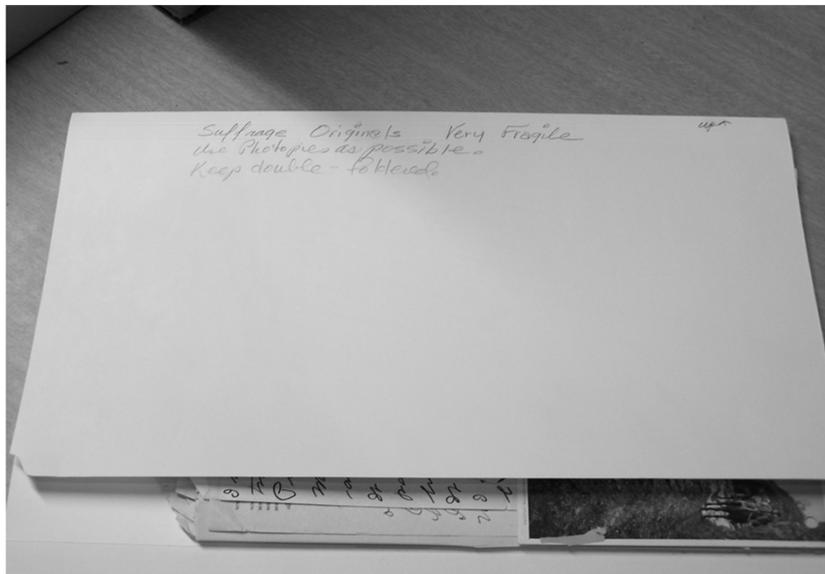
THE GOOD!



CD / DVD STORAGE = GOOD????



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



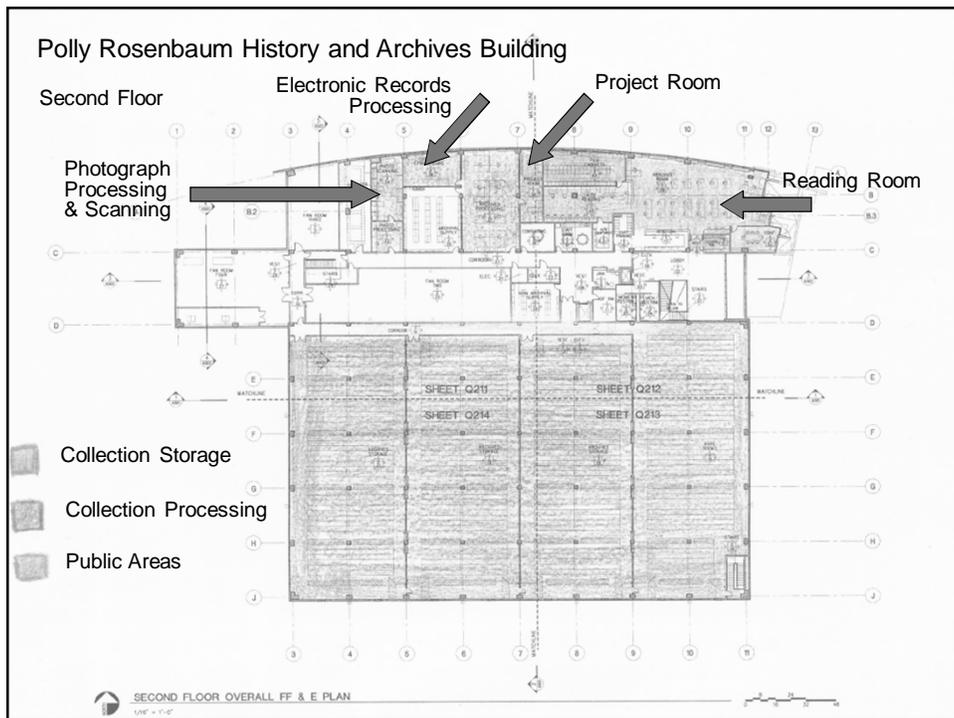
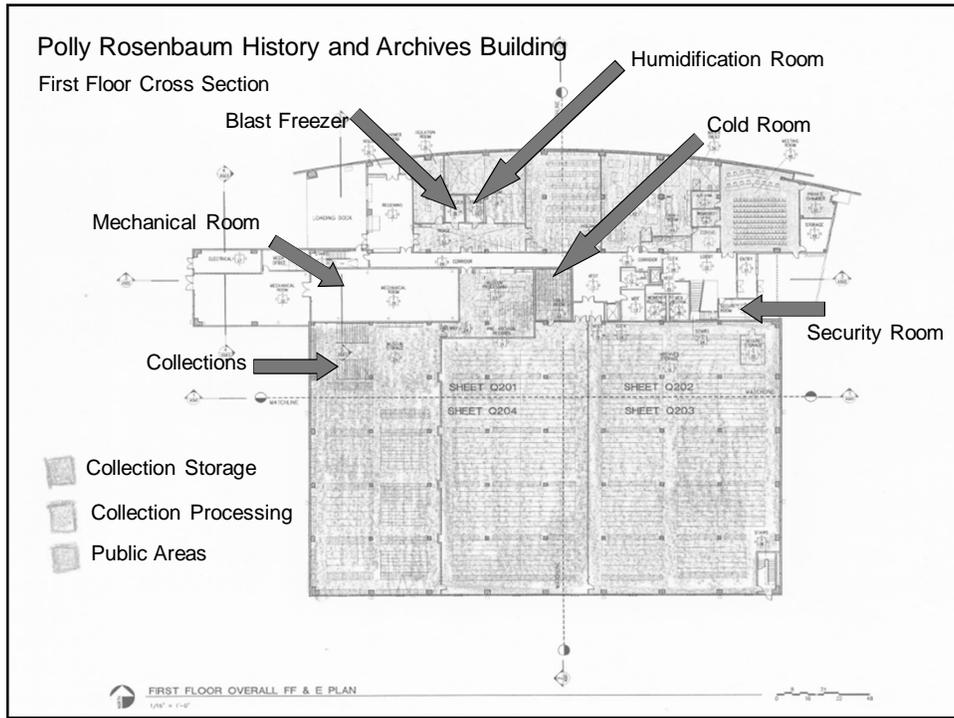
WE DESCRIBE AND INVENTORY RECORDS TO MAKE THEM ACCESSIBLE

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



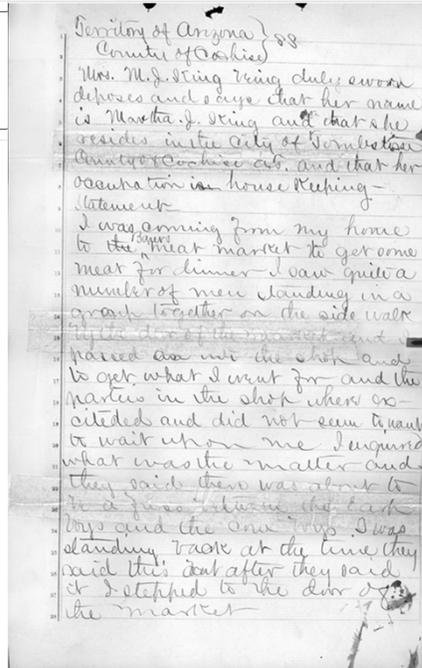
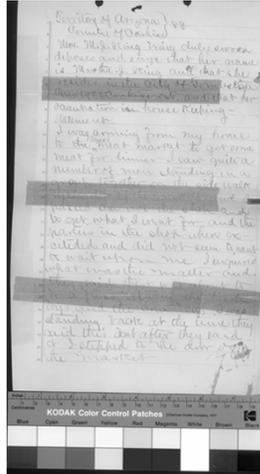








ORIGINAL AND SCAN, OK CORRAL INQUEST

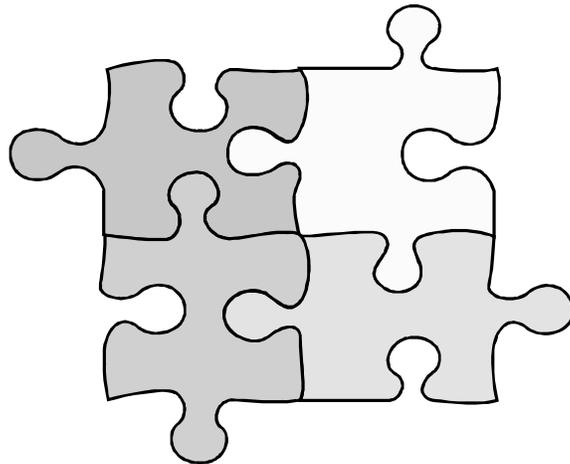


THE WORK YOU DO WILL DETERMINE WHAT RECORDS OF ENDURING VALUE SURVIVE

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>