WHAT THE GEORGIA ARCHIVES CAN DO FOR YOU

CHRISTOPHER M. DAVIDSON, J.D.
STATE ARCHIVIST/ASSISTANT VICE CHANCELLOR
GEORGIA ARCHIVES/UNIVERSITY SYSTEM OF GEORGIA
THE GEORGIA ARCHIVES

- State Capitol
- Rhodes Hall
- Fortson Building
- City of Morrow

1918
1930
1965
2003
GEORGIA ARCHIVES - REFERENCE

Holdings:

- Records from 1732 to present
- Over 260 million documents
- Over 194,000 reels of microfilm
- Over 20,000 library books
<table>
<thead>
<tr>
<th>Georgia Archives - Reference</th>
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</thead>
<tbody>
<tr>
<td>7 of the 10 Georgia Constitutions</td>
</tr>
<tr>
<td>Acts of the General Assembly</td>
</tr>
<tr>
<td>Records of the Office of Governor</td>
</tr>
<tr>
<td>Court Records</td>
</tr>
<tr>
<td>Marriage Records</td>
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<tr>
<td>Railroad Records</td>
</tr>
<tr>
<td>Building Plans</td>
</tr>
<tr>
<td>War Records</td>
</tr>
<tr>
<td>Records related to Native Americans</td>
</tr>
</tbody>
</table>
Welcome

The Georgia Archives identifies, collects, provides access and preserves Georgia's historical documents. Whether you love history, or simply want to know how we serve the citizens of Georgia, we invite you to explore our website or visit us in the City of Morrow, located just south of Atlanta. We look forward to serving you!

CONTACT INFORMATION

Address: 5800 Jonesboro Road
Morrow, GA 30260

Phone: 678-364-3710

Hours: Tuesday - Saturday
8:30 AM - 5:00 PM
No original records pulled after 4:00 PM

Social: Find us on Facebook

FEATURED CONTENT

Virtual Vault
Finding Aids
Book & Manuscript Catalog (GIL)

ANNOUNCEMENTS

Special Tour!
10:00 a.m. to 11:00 a.m. Saturday
July 20, 2019, “History of Tourism in Georgia” Part of the quarterly tour series. Free, open to the public, no registration required.

Exhibit! History of Tourism in Georgia
8:30 am - 5:00 pm, June 1, 2019 through August 31, 2019. Free and Open to the Public.

LUNCH & LEARN LECTURES

July 12, 2019
Three Not-So-Ordinary Joes: The Three Guys Named Joe who Stuttered and Staggered Their Way into Starting Southern Literature
Dr. Julie Williams, Assistant Professor, Journalism and Mass Communications, Samford University

August 09, 2019
Georgia Stone: Personal Foundations - Stories Behind Building a Nation
Dr. Ryan O. Roney, Curator, Tellus Science Museum

From the Vaults
New! Georgia Archives Newsletter,
RECORDS MANAGEMENT — WHY IS IT IMPORTANT?

Information contained in records is one of our most vital strategic assets.

Managing records is a business priority and a legal obligation.

- O.C.G.A. § 50-18-91 defines records as “all … material … made or received pursuant to law or ordinance or in performance of functions by any agency.”

- Records belong to the institution, not to the person who creates them.
STRONG RM PROGRAM PROVIDES:

Appropriate Access
- To provide the right information
- To the right person
- At the right time
- In the most efficient manner.

Appropriate Storage
- To preserve the records
- For the proper length of time
- In a system where one knows where the records are and who dealt with the records.

Appropriate Disposition
- To dispose of the records at the proper time
- In an appropriate manner
RECORDS MANAGEMENT STEPS

1) Appoint Records Officer

2) Create Records Policy and Procedures

3) Identify all your records

4) Determining how long to retain records
   https://www.usg.edu/records_management/schedules/

5) Dispose of eligible records

6) Store and Manage remaining records

7) Train staff

8) Implement
SERVICES WE OFFER

- Visit your institution and offer advice on:
  - disposing of records;
  - setting up a records room or archives;
  - how to improve your records program;
  - how to deal with electronic records.

- Provide RM training to your staff onsite, at the record center, or via skype.

- Provide storage of temporary records at the State Record Center where we can also dispose of records (various fees).

- Provide guidance on applying for RM related grants.

- Provide training and guidance on disaster preparations and recovery.
### SELECTED RECORD CENTER FEES

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Storage per Cubic foot box/year</td>
<td>$4.45</td>
</tr>
<tr>
<td>Deliver/Pickup (within the Metro Atlanta area each Thursday)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Emergency next day delivery</td>
<td>$10.00</td>
</tr>
<tr>
<td>Retrieve file (per location)</td>
<td>$1.50</td>
</tr>
<tr>
<td>Interfile new folders in existing box (per folder)</td>
<td>$2.50</td>
</tr>
<tr>
<td>Fax (per page)</td>
<td>$0.50</td>
</tr>
<tr>
<td>Scan/Email (per page)</td>
<td>$0.25</td>
</tr>
<tr>
<td>Extra services or travel outside metro area</td>
<td>$.58/mile + $30.00/hr</td>
</tr>
<tr>
<td>Preparation and mailing to agencies</td>
<td>institution covers mail charge</td>
</tr>
<tr>
<td>Data Entry (per new box)</td>
<td>$0.25</td>
</tr>
</tbody>
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Customers billed quarterly
The State Records Center

- Low-cost, secure storage
- Records retrieval
- Confidential and timely destruction of outdated non-permanent records
PRESERVATION — GUIDANCE BEFORE OR AFTER
<table>
<thead>
<tr>
<th>Service</th>
<th>Employee</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Electronic Records</td>
<td><a href="mailto:Christine.Garrett@usg.edu">Christine.Garrett@usg.edu</a></td>
<td>678 364 3782</td>
<td></td>
</tr>
<tr>
<td>Retention/Records Center</td>
<td><a href="mailto:Karl.Simpson@usg.edu">Karl.Simpson@usg.edu</a></td>
<td>770 732 5630</td>
<td></td>
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<tr>
<td>Reference</td>
<td><a href="mailto:Kayla.Barrett@usg.edu">Kayla.Barrett@usg.edu</a></td>
<td>678 364 3781</td>
<td></td>
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<tr>
<td>Education</td>
<td><a href="mailto:Penelope.Cliff@usg.edu">Penelope.Cliff@usg.edu</a></td>
<td>678 364 3710</td>
<td></td>
</tr>
<tr>
<td>Preservation</td>
<td><a href="mailto:Sigourney.Smuts@usg.edu">Sigourney.Smuts@usg.edu</a></td>
<td>678 364 3842</td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:Christopher.Davidson@usg.edu">Christopher.Davidson@usg.edu</a></td>
<td>678 364 3708</td>
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