

**SEVENTH:** The integrity of the total record of a governor's service to his state should be of paramount consideration both for the governor and for the archives. Governors should be encouraged to deposit their personal and politically sensitive papers in the state archives, providing the archives accepts non-public papers. Provision should be made for restricting the use of such papers for a specified period of time, if requested by the governor, in order to protect the integrity of the total record of service.

**EIGHTH:** If an archival establishment does not accept non-governmental papers of public officials, repositories holding such materials should cooperate and coordinate with the repository having custody of the public papers of those officials.

*Statement Issued 1981*

**NATIONAL ASSOCIATION OF STATE  
ARCHIVES AND RECORDS ADMINISTRATORS**  
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**POLICY STATEMENT REGARDING  
THE PRESERVATION AND  
DISPOSITION OF THE OFFICIAL  
RECORDS OF GOVERNORS**



**Issued by  
The National Association of State  
Archives and Records Administrators**



**NASARA**



## INTRODUCTION

The public papers of the governors of the states comprise an essential element in the documentation relating to the history of the states. However, many of the public papers created by governors in the transaction of public business for which they are responsible by constitutional or statutory provisions have been and continue to be alienated from public custody. In addition, the public papers of some of the governors of some of the states have been indiscriminately destroyed either by design or accident. In order to improve the preservation of the official records of governors, the National Association of State Archives and Records Administrators has adopted the following policy statement:



## POLICY STATEMENT

**FIRST:** The official records of governors reflecting the transaction of public business for which the governor is responsible by constitutional or statutory provision should be subject to the provisions of state records laws and, as such, should be under the jurisdiction of the proper authority or authorities responsible for the maintenance and preservation of archival materials.

**SECOND:** In order to insure the preservation of gubernatorial records of continuing value, the records of governors' offices should be covered by records retention and disposition schedules. Because each ad-

ministration may bring a new staff, the proper authorities responsible for such schedules should take special care to insure that appropriate retention and disposition practices are installed and maintained.

**THIRD:** The public records of a governor should be transferred to the state records center, if there is one, or to the state archival agency at regular intervals during the incumbent's term of office. The state records center or archival agency should work closely with the governor's staff to insure the orderly periodic transfer of such records.

**FOURTH:** The public records of a governor, both in the governor's office and in the records center and in the archival agency, should be complete and material should be removed from them only after careful appraisal.

**FIFTH:** In each state, there should be statutory provision for the preservation of the official acts of the executive. Provision should be made in law for the regular and periodic transfer of such records to the state records center or to the archives as appropriate.

**SIXTH:** Technology permits the inexpensive dissemination of the records generated by a governor and his office. As government becomes more complex and centralized, each state should consider some means of providing widespread access to these records.

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