

GUBERNATORIAL RECORDS: STATUS, ACCESS, AND CONTENT

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It is a great pleasure to come before you from the Great State of Texas where one frequently saw signs reading "Texas friendly spoken here" and where you will see numerous highway signs reading "drive friendly" and "don't mess with Texas." The last is one component of an anti-litter campaign to keep Texas' roadsides clean and beautiful so tourists could better enjoy our world famous wildflowers.

I would be very remiss if I did not acknowledge at the outset that this presentation would have been very different but for the assistance of those state archivists who responded to a questionnaire, I am particularly indebted to Chris LaPlante of Texas, Ed Bridges of Alabama, and Guy Rocha of Nevada for reviewing preliminary versions of the questionnaire and making helpful suggestions for improving it. I am also indebted to Conley Edwards of Virginia who brought to my attention the remarks of governor Robert W. Scott at the 1969 SAA meeting in Madison that were based in part upon a brief survey conducted by H. G. Jones and a resolution on governors' records adopted by NAGARA in 1981 that included the results of Jones' 1979 survey. The information state archivists provided has greatly expanded the knowledge that I gained from processing the papers of Governor Clements' two terms and three campaigns and from a four month assignment to the George Bush Presidential Library to assist in responding to public information requests from the papers of Governor George W. Bush.

In 1969 H. G. Jones found that in 12 of 45 states governors' records were scheduled. In 2002 I found that in 30 of 42 states governors' records were scheduled and a schedule was under development in another. Jones also found that in 27 of 45 states their law defined governors' records as public records. I did not ask that exact same question, but I did find that in 29 of 42 states governors are required by law to place their records in the archives, but in only 20 of those states did they always do so. Thus there has been considerable

progress in scheduling records and possibly some progress in defining governors' records as public records. There seems to have been an increase in the number of governors not placing their records in the state archives.

Thirty-one of forty-two respondents reported that at least some governors' records were located outside the state archives. One of those thirty-one reported receiving no governors' records for 50 years. Most states reported missing 1-5 governors but one reported missing 20 and another 34. Both of them reported they were primarily from the early years of the state and before records laws were passed.

The earliest records schedule reported for governors' records was in New Jersey in 1960, but it is unclear if that was the first one or the only one with no revisions. Generally the dates for existing schedules were between 1966 and 2001. Several of the states reported regular updates or revisions with a few reporting regularly scheduled updates. One state reported preparing new schedules for every governor. Six of the states that had no records schedules for governors' records indicated they had no plans to develop them. Another reported a willingness to help develop schedules but had no authority to approve them.

Twenty-five of the states reported that the governor's staffs adhered to the schedules that existed. Eighteen reported their state law prescribed a penalty for failure to follow records schedules with one noting violators could be fined up to \$500 and another reporting it was considered a minor offense that was unlikely to be enforced except when it was considered a major issue.

Twenty-nine state archivists reported some electronic records were being created by the governor's office. Some of them reported they had no such records in the archives, however. Twenty-one of the twenty-nine who reported existence of electronic records indicated they were taking measures to assure that there would always be means of accessing information contained in those records. Among the means listed were hiring an electronic archivist and creating an electronic archives that would be available on line, preparing guidelines for accessioning such records, migrating or requiring the office of origin to migrate as necessary, printing the permanently valuable records and retaining them as paper documents or filming the prints, copying documents to CDs, creating computer-output microfilm, and taking snapshots of the governor's web site on the last day of the term and printing out the information.

A few of those who reported they were not taking measures to assure electronic records would always be available gave reasons such as they were developing standards, they had assigned this responsibility to the creating agencies although they had developed schedules for such records, or that they

were unable to do anything because of lack of resources or personnel. One archivist reported electronic records as early as the 1970s and two reported them in the late 1980s, twelve reported being aware of them in existence in the 1990s. Types of records being created and stored electronically include correspondence managing or tracking systems, word processing files, emails (both public and interoffice), speeches, web pages, press releases, executive orders, policy statements, proclamations, "blue ribbon" studies, and correspondence.

Forty-one reporting states create finding aids for all or nearly all of the governors' records and all have them available as paper documents. Only seventeen have them available on their web site, but not all seventeen have them for all governors' records in the archives. The extent and scope of the finding aids vary over time in some institutions. Many of the states have finding aids for governors' records from their establishments as states, and a few from their establishments as colonies. Maryland has finding aids beginning in 1637 followed by North Carolina in 1688, South Carolina in 1695, Louisiana in 1717, Delaware and Virginia in 1776, and Kentucky in 1792. The other states reporting started their finding aids in the 19th and 20th centuries.

Thirty-nine of the forty-one responding states reported existence of an open records or freedom of information act. Five of them reported that the governors' records are exempt from disclosure. In all but two responding states governors' records are subject to disclosure immediately upon creation unless exempted from disclosure by the act. Apparently all states exempt some types of records from public disclosure, but which ones and for what periods of time vary from state to state. Governors of New Mexico, Washington, and Georgia can control access for 5, 6, and 25 years after they leave office. In the two states where no freedom of information or public information acts exist, governors can exercise considerable control over which if any of their records can be used during and after their terms of office. In most states the statutes record the types of records that are exempt from public disclosure as well as the period of time for which they are exempt.

Twenty-eight of forty respondents reported that the statutes and/or tradition differentiated between personal and official records. The other twelve respondents indicated no such differentiation was made in their state statutes. One archivist indicated governors' records were considered personal papers. Most states described official records as any documents relating to the transaction of state business. In North Carolina a 1782 statute requires the publication of a documentary volume of the official records of each governor.

Respondents listed a variety of records considered to be personal papers. I was surprised to note one of them listed calendars. One archivist responded that it was "whatever the governor decides." Rhode Island reported using the

NARA publication on executive branch personal papers to decide between personal and official state papers.

Seven respondents reported that statutes in their states exempted some or all of the governors' records from disclosure for various amounts of time after a governor's term ended. In New Mexico the time is 5 years, in Nevada it is 10 years for some records and 30 years for others, in Colorado it is 25 years, and in Maryland it is 30 years. North Carolina closes certain records permanently unless the clemency office authorizes opening them. Delaware has made an exception for one governor and South Dakota has signed an agreement with one governor to close his records for 7 years.

I asked state archivists to provide information about the extent of processing they do to governors' records by having them indicate which of the following they did:

- A. Leave the records in the boxes and folders in which they are received, 18 states reported doing this;
- B. Prepare a box and folder list if none is prepared by the governors' office, 26 states reported doing this;
- C. Systematically transfer records to new folders and boxes and remove duplicate copies, envelopes and other extraneous items, 25 states reported doing this;
- D. Prepare new and sometimes expanded box and folder lists/descriptions, 25 states reported doing this;
- E. Prepare collection, series, and sub-series descriptions, 30 states reported doing this;
- F. Provide some additional but unspecified conservation measures, 25 states reported doing this; and
- G. Make finding aids available on the web as well as in paper copies, 20 states reported doing this.

One state reported it has done all of these on recent records and is working on the others. Another state reported it has done these things for the records it has and is leaving it up to the institutions who have records of other governors to process those records.

In order to get some idea of how often and from what time periods governors' records in state archives are used and by whom they were used, I

included three questions. A few states reported they did not keep statistics that permitted them to respond, others reported in general terms such as seldom, infrequently, rarely, occasionally, moderately often, frequently, and constantly. Some gave numbers such 2, 2-5, and 6 times a week; 3-4, 10-15, and several times a month; less than once a year and 2-3 and 1,000 times a year; 41 times in past 20 years; and 5-10% and 25% of total use.

The time periods from which records were most often used varied a great deal. Use was undoubtedly influenced by the history of each state, by the particular individuals who served as governor, by the periods for which the archives had records of the governor, by the amount of detail and the extent of coverage of finding aids, and by the degree to which state history is emphasized at academic institutions in the state. Missouri reported use of 1000 times a year; most frequently used records, 1972-present; and most consistently created finding aids after 1965 none of which were available on the web. Nevada, which reported constant use, has the 1861-1902 records indexed at the item level and has great use by current state employees in records of most recent governors. Nevada also has its finding aids available from 1861-1999 in paper format as well as on the web. New Hampshire, which reported use of less than once a year, has finding aids for only 1969-1979 and 1997 to the present with none of them available on the web. Louisiana reported rare use of governors' records even though it has finding aids in paper format available from 1717 to the present, but none are available on the web. It also reported greatest period of use is 1930s to 1970 which includes the years of Huey Long and the early years of struggles over integration.

To gain some insight into what types of people used governors' records, I asked respondents to rank each of the following seven groups from 1-7:

- A. College and university faculty, ranked second;
- B. Graduate and undergraduate students, ranked first;
- C. Public school teachers, ranked seventh;
- D. Genealogists, ranked sixth;
- E. Current government employees, ranked third;
- G. Journalists, ranked fifth; and
- G. General public, ranked fourth.

It is certainly gratifying that faculty seem to be guiding both graduate and undergraduate students in selecting topics that lead them to use governors'

records in their research. Some states have worked hard at promoting interest in archives in public schools, but unfortunately the teachers seem not to have followed up, at least not in using governors' records.

Based upon what was reported to me, there is still much to be done by state archives in promoting the use of governors' records through better or more detailed finding aids made available on the web and through other types of outreach to potential users. The Texas Archives has a web exhibit that includes a few documents and other materials with explanatory text from each governor since 1846. I've not heard if the exhibit has aroused interest in governors' records. There is also work to be done in encouraging governors' staffs to do more to make the governors' records more easily accessed. Some governors are now using correspondence tracking systems that permit tracking by both correspondent and by subject. Perhaps archivists can help guide those staff to choose better topics than some of those I noted in my brief exposure to the records of Governor George W. Bush. My all time favorite topic was miscellaneous general! The archivists also need to work with governors' staffs to make sure they receive a copy of the tracking system as well as the thesaurus of subjects.

Preparation of this paper and my work on the records of governors Clements and Bush have all been interesting learning experiences for me. At the appropriate time I will be happy to answer any questions that you may have about governors' records and Governor Clements.

QUESTIONNAIRE REGARDING RECORDS OF STATE GOVERNORS

1. Does the state law in your state require the deposit of governors' records in the state archives? yes no

2. If such a law exists, does the archives always receive the records at the end of each governor's stay in office? yes no

3. If state law does not require such deposits, does the state archives actively pursue records of each governor? yes no

4. Are the records of any past governor(s) of your state located in an institution other than the state archives? yes no

5. If your answer to question 4 is yes, how many governors have placed their records somewhere other than the state archives and over what span of years?
_____ number of governors _____ span of years
6. Is there a records retention schedule for governors' records in your state?
_____ yes _____ no
7. If so, how long has it been in existence? _____ year schedule adopted
8. Do governors' staffs adhere to the schedule if one exists? _____ yes _____ no
9. Does your state law prescribe a penalty for failure to follow the schedule?
_____ yes _____ no
10. If no schedule exists, are there any plans to develop retention schedules for governors' records? _____ yes _____ no
11. Are any of the governors' records in electronic format? _____ yes _____ no
12. If so, are measures being taken to assure that there will always be a means of accessing the information contained in those records? _____ yes _____ no
13. If your answer to number 12 is yes, please list the measures.
14. If your answer to number 12 is no, please indicate why not.
15. What is the date of the earliest electronic governor's records in your state?
_____ note date
16. What types of information is contained in those electronic records? Please describe them briefly.
17. Have finding aids been prepared for records of governors? _____ yes _____ no
18. If so, are those finding aids available in electronic format on the WEB? _____ yes _____ no

19. If the finding aids are available in electronic format, for what time period are such finding aids available? _____ give span of years

20. Are paper format finding aids for governor's records also available? _____
yes _____ no

21. If your answer to number 20 is yes, for what period years are such paper finding aids available? _____ give span of years

22. Does your state have an open records or freedom of information act relating to records of elected officials? _____ yes _____ no

23. If your answer to number 22 is yes, are the records of the governor subject to that act? _____ yes _____ no

24. If the governors' records are subject to that act, are they subject to it immediately upon creation? _____ yes _____ no

25. If your answer to number 24 is no, at what time do they become subject to the act? _____ end of the governor's term(s) of office _____ a specified period of time after the governor leaves office

26. If your answer to number 25 is the second of the choices, how long is that period of time? _____ number of years

27. Does the governor have the authority to deny access to records during his term of office? _____ yes _____ no

28. If your answer to number 27 is yes, what types of records can be withheld from the public? Please list or describe them.

29. Does the governor have the authority to deny access to records after his/her term ends? _____ yes _____ no

30. If your answer to number 29 is yes, what types of records can be withheld from the public? Please list or describe them.

31. Is there statutory provision or tradition in your state that differentiates between personal and official state records in the office of the governor? _____
yes _____ no

32. If your answer to number 31 is yes, what types of records might be considered personal? Please list or describe them.

33. Do your state laws exempt all or a portion of the records of the governor's office from public disclosure for a specific number of years after the governor leaves office? _____ yes _____ no

34. If your answer to number 33 is yes, for what period of time can the records be withheld from public disclosure? _____ note number of years

35. To what extent are your governors' records processed and described?

_____ a. They are left in the boxes and folders in which they are received

_____ b. If no box and folder list is prepared by the governors' staff when the records are sent to the archives, such a list is created

_____ c. Records are systematically transferred to new folders and boxes and duplicate copies, envelopes, and other extraneous items are removed

_____ d. New and sometimes expanded box and folder lists/descriptions are prepared

_____ e. Collection, series, and sub-series descriptions are prepared

_____ f. Some additional conservation measures are taken

_____ g. Finding aids are made available on the WEB as well as in paper copy

35a. With what frequency and to what extent are governors' records used by researchers?

Please describe briefly.

36. From what time period(s) are governors' records used most often. Please give spans of years.

37. What types of researchers most frequently use governors' records? Please rank the following with number 1 being the most frequent users.

_____ a. college and university faculty

_____ b. graduate and undergraduate students

_____ c. public school teachers

_____ d. genealogists

_____ e. current government employees

_____ f. journalists

_____ g. general public

QUESTION 1

Does the state law in your state require the deposit of governors' records in the state Archives?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas		x ¹
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia		x
11. Hawaii		x
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x ²	
20. Maryland		x
21. Massachusetts		
22. Michigan		x
23. Minnesota		x
24. Mississippi		x
25. Missouri		x
26. Montana	x	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire		x
30. New Jersey		
31. New Mexico		x ¹
32. New York	x	x
33. North Carolina		
34. North Dakota	x ²	

¹ Arkansas has no public records management law or system. Governor's records are regarded as private property. No governor's records have come to state archives in almost 50 years. Most are in state higher education institutions. One governor sold his records.

² All executive departments are required to put records in the archives. Most governors have put their records in the Archives. State archives rules have force of law.

¹ State Records administrator may accept personal files and records of elected officials

35. Ohio	x	
36. Oklahoma	x³	
37. Oregon	x⁴	
38. Pennsylvania		x⁵
39. Rhode Island	x⁶	
40. South Carolina		x
41. South Dakota	x	
42. Tennessee	x	
43. Texas	x⁷	
44. Utah		
45. Vermont	x⁸	
46. Virginia	x	
47. Washington	x	
48. West Virginia	x⁹	

² Governor’s records not specifically mentioned by law but they have come to be considered the same as records of any government office

³ Oklahoma has a records disposition schedule approved by the Archives and Records Commission that has statutory authority

⁴ Was made explicit in 1933

⁵ The governor’s records are not mentioned in any specific records legislation. Pennsylvania’s Right to Know Law is restrictive and most access is as a result of specific court decisions. While the Archives position holds that certain records created during a Governor’s tenure are public records (a function of creation, not accessibility) those records maintained at the Archives have been acquired via deposit agreements. The primary holdings are of 20th century governors.

⁶ All public officials since 1896 are required to pass records to successors or to the public records program in the Secretary of State’s office.

⁷ Between 1909 and 1997. Since 1997 a new law authorized governor’s to deposit their records elsewhere.

⁸ State law requires that Governors “official correspondence” is state property and is to be deposited with the Secretary of State in whose office the archives is located. That law was passed in 1864. The archives has the official correspondence of most governors since the 1890s except for those of one governor who placed his records at the University of Vermont.

49. Wisconsin	x	
50. Wyoming	x	
Totals	30	13

⁹ This is the case since 1977. Before that the archives shared jurisdiction for governors' records with the state university.

QUESTION 2

If such a law exists, does the archives always receive the records at the end of each governor's stay in office?

	Yes	No
51. Alabama	x	
52. Alaska		
53. Arizona		x
54. Arkansas	na	
55. California		
56. Colorado	x	
57. Connecticut		
58. Delaware	x	
59. Florida	x	
60. Georgia	x ¹	
61. Hawaii	na	
62. Idaho		x
63. Illinois		x
64. Indiana		
65. Iowa	x ²	
66. Kansas	x ³	
67. Kentucky	x	
68. Louisiana		x
69. Maine	x	
70. Maryland	na	
71. Massachusetts		
72. Michigan	na	
73. Minnesota	na	
74. Mississippi	na	
75. Missouri	na	
76. Montana	x	
77. Nebraska	x	
78. Nevada	x	
79. New Hampshire	na	
80. New Jersey		
81. New Mexico	x	
82. New York	na	
83. North Carolina	x ⁴	
84. North Dakota	x ⁵	

¹ Since 1960 without a specific law

² This has not always been the case as the protocol for deposit of governor's records according to records retention schedules has just been established. One set of records is in the University of Iowa special collections.

³ Since 1991

⁴ Records of the governor and the offices under that office are scheduled

85. Ohio	x	
86. Oklahoma	x⁶	x⁷
87. Oregon	x⁸	
88. Pennsylvania	na	
89. Rhode Island		x⁹
90. South Carolina	na	
91. South Dakota		x
92. Tennessee	x	
93. Texas		x
94. Utah		
95. Vermont¹⁰		
96. Virginia	x	
97. Washington	x	
98. West Virginia		x
99. Wisconsin		x¹¹
100. Wyoming		x¹²
Totals	21	10

⁵ Before about 1990 they were received at the end of each term, but 8-10 years ago governors records were scheduled and arrive in the archives annually

⁶ Since 1986

⁷ Before 1986

⁸ The law was made explicit in 1993

⁹ Some records are retained by successors. By agreement one Public Records Administrator allowed the University of Rhode Island to hold governors' records.

¹⁰ The Vermont law is not specific, but the practice in the state has been for governors to deposit their records in the state archives at the end of their terms. The law mentions only official correspondence. Some governors have interpreted the law strictly and others loosely and some had their own definition of "official correspondence."

¹¹ Because of records scheduling some records stay in the records center for some years.

¹² Governors typically send materials to the archives throughout their terms.

QUESTION 3

If state law does not require such deposits, does the state archives actively pursue records of each governor.

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas		
5. California		
6. Colorado	na	
7. Connecticut		
8. Delaware	na	
9. Florida	na	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	na	
17. Kentucky	na	
18. Louisiana	na	
19. Maine	na	
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	na	
27. Nebraska	na	
28. Nevada	na	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York	x	
33. North Carolina	na	
34. North Dakota	na	
35. Ohio	x	
36. Oklahoma	x	
37. Oregon	no answer	
38. Pennsylvania	x	
39. Rhode Island	na	

40. South Carolina	x
41. South Dakota	na
42. Tennessee	x
43. Texas	no answer
44. Utah	
45. Vermont	
46. Virginia	na
47. Washington	na
48. West Virginia	x
49. Wisconsin	na
50. Wyoming	na
Totals	21

QUESTION 4

Are the records of any past governor(s) of your state located in an institution other than the state archives?

	Yes	No
1. Alabama		x
2. Alaska		
3. Arizona	x	
4. Arkansas	x ¹	
5. California		
6. Colorado		x
7. Connecticut		
8. Delaware		x
9. Florida	x	
10. Georgia	x	
11. Hawaii		x
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x ²	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x	
20. Maryland		x
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri		x ³
26. Montana		x
27. Nebraska	x ⁴	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York	x	
33. North Carolina		x ⁵
34. North Dakota	x	
35. Ohio	x ⁶	

¹ Most for the past 50 years are in institutions of higher education

² One set of governor's records is at the University of Iowa special collections.

³ Not since the Archives was established in 1965

⁴ Do not have full collections of some early governors, some might be in private hands, some gone

⁵ Private and personal papers of some governors are located outside the archives

36. Oklahoma	x	
37. Oregon	x	
38. Pennsylvania	x	
39. Rhode Island	x⁷	
40. South Carolina	x	
41. South Dakota	x	
42. Tennessee		x
43. Texas	x	
44. Utah		
45. Vermont	x	
46. Virginia		x
47. Washington	x	
48. West Virginia	x	
49. Wisconsin		x
50. Wyoming	x	
Totals	32	11

⁶ Ohio created the Ohio Network of American History Research Centers in the early 1970s. Records in those centers are under the jurisdiction of the State Archives. The one at Ohio University holds the records of one governor.

⁷ Some are at the University of Rhode Island by agreement of Public Records Administrator

QUESTION 5

If your answer to question 4 is yes, how many governors have placed their records somewhere other than the state archives and over what span of years?

	number	span of years
1. Alabama	na	
2. Alaska		
3. Arizona	4	scattered
4. Arkansas	all for the last 50 years	
5. California		
6. Colorado	na	
7. Connecticut		
8. Delaware	na	
9. Florida	1 or 2	1850s/1860s
10. Georgia	3	1927-31; 1959-62; 1948-55; and 19 th century ones
11. Hawaii	na	
12. Idaho	2	1955-67; 1971-77; 1987-95
13. Illinois	38	1918-1998
14. Indiana		
15. Iowa	1	no years given
16. Kansas	2	no years given
17. Kentucky	4	1935-43 and 1947-63
18. Louisiana	unknown	unknown
19. Maine	unknown ¹	
20. Maryland	na	
21. Massachusetts		
22. Michigan	4	unspecified period of 40 years
23. Minnesota	unknown ²	
24. Mississippi	1	1964-68
25. Missouri	na	
26. Montana	na	
27. Nebraska	unsure ³	
28. Nevada	2	1864-70; 1911-14 ⁴
29. New Hampshire	no answer	no answer
30. New Jersey		
31. New Mexico	3	12 years
32. New York		
33. North Carolina	unknown ⁵	

¹ Estimated 20-30 prior to 1950 but considers a great portion of these papers are personal rather than official records

² most often the collections are divided, archives gets only a portion of the records

³ Person reporting is not aware of any in other repositories but some might be

⁴ Some of the records are at the Huntington Library

34. North Dakota	3	12 years in 1930s-1950s ⁶
35. Ohio	1	8 [ca. 1992-2000]
36. Oklahoma	4	95 years
37. Oregon	20	1849-1935 ⁷
38. Pennsylvania	? ⁸	
39. Rhode Island	? ⁹	
40. South Carolina	2	1946-51 and 1965-71
41. South Dakota	2	4 years
42. Tennessee	na	
43. Texas	2	1963-69 and 1969-73
44. Utah		
45. Vermont	no answer	
46. Virginia	na	
47. Washington	34	148 years ¹⁰
48. West Virginia	22	1863-1977 ¹¹
49. Wisconsin	na	
50. Wyoming	3	late 1920s, early 1940s, and early 1990s

⁵ The archives does not have an inventory of all personal papers of governors elsewhere except for those before 1900 which were kept in the office. Some academic institutions have private collections of some governors. The state library is currently conducting a survey to determine where governors' records/papers are located.

⁶ A records management consultation in the late 1950s seems to have led to wholesale destruction of many archival records including governors' records.

⁷ Since the archives was established in 1945, 2 governors (1959-67 and 1987-91) have not put their records in the archives.

⁸ A note before question 1 indicates most holdings are 19th century

⁹ Before 1937 governors' records are scattered here and there. Since 1933 records of 11 of 16 governors deposited their records outside the archives and the archives and the University of Rhode Island share the records of one governor.

¹⁰ First 14 territorial and first 14 state governors in Archives. No system for transfer until 1957. Some records in other institutions. All since 1957 are in archives

¹¹ The records of governors before 1977 exist to some extent at the University of West Virginia.

QUESTION 6

Is there a records retention schedule for governors' records in your state?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas		x
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas		x
17. Kentucky	x	
18. Louisiana		x ¹
19. Maine	x	
20. Maryland		x
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana		x
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire		x
30. New Jersey		
31. New Mexico	x ²	
32. New York	x	
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x	
37. Oregon		x
38. Pennsylvania		x

¹ Schedule currently under development

² Governor's records are covered under general administrative schedules the oldest of which is 1951. Correspondence schedule was developed 1982.

39. Rhode Island		x
40. South Carolina	x	
41. South Dakota	x	
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x	
47. Washington	x	
48. West Virginia		x
49. Wisconsin	x	
50. Wyoming	x	
Totals	32	10

QUESTION 7

If so, how long has it been in existence?

	Year schedule was adopted
1. Alabama	early 1980s
2. Alaska	
3. Arizona	1982
4. Arkansas	na
5. California	
6. Colorado	1960
7. Connecticut	
8. Delaware	1977 with updates in 1985 and 2000
9. Florida	late 1970s with revisions—all gov's to be revised 2003
10. Georgia	1974
11. Hawaii	1987
12. Idaho	1972
13. Illinois	1996
14. Indiana	
15. Iowa	1998
16. Kansas	na
17. Kentucky	1984 current schedules adopted 1994
18. Louisiana	na
19. Maine	1987, 1994 new series are added from time to time
20. Maryland	na
21. Massachusetts	
22. Michigan	1980s
23. Minnesota	2000
24. Mississippi	1983
25. Missouri	2966
26. Montana	na
27. Nebraska	1980
28. Nevada	1989
29. New Hampshire	na
30. New Jersey	
31. New Mexico	1967
32. New York	1951 for some series, 1982 for correspondence
33. North Carolina	1985-1993 schedules created and revised
34. North Dakota	1986
35. Ohio	1960s
36. Oklahoma	1986
37. Oregon	na
38. Pennsylvania	na
39. Rhode Island	na
40. South Carolina	Separate schedules prepared for every governor

41. South Dakota	1996
42. Tennessee	1988
43. Texas	1989
44. Utah	
45. Vermont	
46. Virginia	2001
47. Washington	1971
48. West Virginia	na
49. Wisconsin	schedules are approved every 10 years, oldest is 1996
50. Wyoming	1994

QUESTION 8

Do governors' staffs adhere to the schedule if one exists?

	Yes	No
1. Alabama	x	x ¹
2. Alaska		
3. Arizona	x	
4. Arkansas	na	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x ²	
9. Florida	x	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x ³	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	na	
17. Kentucky	x	
18. Louisiana	na	
19. Maine	x	
20. Maryland	na	
21. Massachusetts		
22. Michigan	no answer	
23. Minnesota	4	
24. Mississippi	x	
25. Missouri	x ⁵	
26. Montana	na	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	na	
30. New Jersey		
31. New Mexico	x	
32. New York	x	
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x ⁶	

¹ Some records shredded at ends of terms

² Infrequently

³ Depends on person. Had to fight on two occasions.

⁴ Too soon to tell, early results are good

⁵ Would be surprised if some politically sensitive items were not destroyed.

37. Oregon	na	
38. Pennsylvania	na	
39. Rhode Island	na	
40. South Carolina	x	
41. South Dakota		
42. Tennessee	x	
43. Texas		x
44. Utah		
45. Vermont		
46. Virginia		x ⁷
47. Washington		x ⁸
48. West Virginia	na	
49. Wisconsin	x	
50. Wyoming	x	
Totals	26	5

⁶ Most of the time

⁷ Past administration did not comply completely.

⁸ They try but do not really understand records management and politics sometimes interferes with timely transfers. Transfers are usually regular and routine so archives usually receives what it should.

QUESTION 9

Does your state law prescribe a penalty for failure to follow the schedule?

	Yes	No
1. Alabama	x ¹	
2. Alaska		
3. Arizona	x	
4. Arkansas	na	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x ²	
10. Georgia		x
11. Hawaii		x
12. Idaho		x
13. Illinois	x	
14. Indiana		
15. Iowa		x
16. Kansas	na	
17. Kentucky	x	
18. Louisiana		x
19. Maine	x ³	
20. Maryland	na	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	na	
25. Missouri		x
26. Montana		x
27. Nebraska	x	
28. Nevada		x
29. New Hampshire	na	
30. New Jersey		
31. New Mexico		x
32. New York		x ⁴
33. North Carolina	x ⁵	
34. North Dakota		x
35. Ohio	x ⁶	

¹ It is stated in Alabama Code, Section 36-12-64.

² For authorized [?] destruction before retention time is met.

³ It is considered a minor offense unlikely to be enforced except for when a major issue arises.

⁴ Flagrant destruction or tampering can be prosecuted as a criminal offense.

⁵ Violators can be fined \$500 but seldom are.

⁶ Not much of a penalty, no teeth.

36. Oklahoma		x
37. Oregon	na	
38. Pennsylvania	na	
39. Rhode Island	na	
40. South Carolina	x	
41. South Dakota		x
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x	
47. Washington		x
48. West Virginia	na	
49. Wisconsin		x
50. Wyoming	x	
Totals	18	15

QUESTION 10

If no schedule exists, are there any plans to develop retention schedules for governors' records?

	Yes	No
1. Alabama	x ¹	
2. Alaska		
3. Arizona	na	
4. Arkansas		
5. California		
6. Colorado	na	
7. Connecticut		
8. Delaware	na	
9. Florida	na	
10. Georgia	na	
11. Hawaii	na	
12. Idaho	x	
13. Illinois	na	
14. Indiana		
15. Iowa	na	
16. Kansas ²		
17. Kentucky	na	
18. Louisiana	x	
19. Maine	na	
20. Maryland	x	
21. Massachusetts		
22. Michigan	na	
23. Minnesota	na	
24. Mississippi	na	
25. Missouri	na	
26. Montana		x
27. Nebraska	na	
28. Nevada	na	
29. New Hampshire		x
30. New Jersey		
31. New Mexico	x	
32. New York	na	
33. North Carolina	na	
34. North Dakota	na	
35. Ohio	na	
36. Oklahoma	na	
37. Oregon		x ³

¹ Plan to create records disposition in 2003

² Archives has no authority to approve a schedule but would be willing to help develop one.

38. Pennsylvania		x
39. Rhode Island		x
40. South Carolina	na	
41. South Dakota	na	
42. Tennessee		x
43. Texas	na	
44. Utah		
45. Vermont		
46. Virginia	na	
47. Washington	update is planned	
48. West Virginia	x	
49. Wisconsin	na	
50. Wyoming	x⁴	
Totals	7	6

³ Each administration is unique. Archives staff works with Governor’s staff to identify records for transfer to archives.

⁴ Plan to develop more specific ones.

QUESTION 11

Are any of the governors' records in electronic format?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas	do not know	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii	do not know about current governor, 1994-2000	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x but none in archives	
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan		x
23. Minnesota	x	
24. Mississippi		x
25. Missouri	Archives has not received any	
26. Montana		x
27. Nebraska		x
28. Nevada		x ¹
29. New Hampshire		x
30. New Jersey		
31. New Mexico	x ²	
32. New York	x	
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma		x
37. Oregon	x	
38. Pennsylvania	x	
39. Rhode Island	x	

¹ Governor's office has correspondence tracking software. All correspondence and email is printed out.

² None is archives although some governors have used technology.

40. South Carolina	x	
41. South Dakota	x	
42. Tennessee		x
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x	
47. Washington	x	
48. West Virginia	x	
49. Wisconsin		x ³
50. Wyoming	x	
Totals	30	9

³ Archives holds none, none are scheduled, governor's office creates some and prints them out.

QUESTION 12

If so, are measures being taken to assure that there will always be a means of accessing the information contained in those records?

	Yes	No
1. Alabama		x
2. Alaska		
3. Arizona		x
4. Arkansas	na	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii		x
12. Idaho		x
13. Illinois	x	
14. Indiana		
15. Iowa	x ¹	
16. Kansas		x
17. Kentucky	x	
18. Louisiana	x	
19. Maine		x
20. Maryland	x	
21. Massachusetts		
22. Michigan	na	
23. Minnesota	x	
24. Mississippi	na	
25. Missouri	na	
26. Montana	na	
27. Nebraska	na	
28. Nevada	na	
29. New Hampshire	na	
30. New Jersey		
31. New Mexico		x
32. New York		x
33. North Carolina	x	
34. North Dakota	currently being discussed, mostly email	
35. Ohio	x	
36. Oklahoma	na	
37. Oregon	x	

¹ This is just underway.

38. Pennsylvania	x		
39. Rhode Island	Existing electronic records are at the University of RI		
40. South Carolina	x		
41. South Dakota	x		
42. Tennessee	²		
43. Texas	x		
44. Utah			
45. Vermont			
46. Virginia	x		
47. Washington	x		
48. West Virginia	x		
49. Wisconsin	na		
50. Wyoming	x		
Totals	22	8	

² There was no response but the answer certainly seems to be yes.

QUESTION 13

If your answer to number 12 is yes, please list the measures?

1. Alabama na
2. Alaska na
3. Arizona na
4. Arkansas na
5. California na
6. Colorado non-proprietary formats adapted to state's IT standards group
7. Connecticut na
8. Delaware identify format and migrate as necessary
9. Florida Always if archival: 1. Electronic Records Program Development Project—guidelines for identifying, accessioning, arrangement and description, preserving and assessing archival electronic records. 2. Revising/Updating Florida Administrative Code, Rule 1B-26, on electronic record keeping
10. Georgia planning file format and accession procedures
11. Hawaii na
12. Idaho no answer
13. Illinois designated committees & staff of Archives and Records Management
14. Indiana na
15. Iowa Some retention schedules clarify that the schedules apply to electronic records as well as paper. Policies and guidelines on electronic records are being developed.
16. Kansas na
17. Kentucky versions of databases, web, & text files updated to latest software
18. Louisiana review for microfilming or printing
19. Maine na
20. Maryland preliminary discussions underway, no decision yet
21. Massachusetts na
22. Michigan na
23. Minnesota snapshots of web site, speeches in word, PDF formats, email policy developed, appraised constituent correspondence application, appraised digital photos, copying and archiving weekly radio show
24. Mississippi na
25. Missouri na
26. Montana na
27. Nebraska na
28. Nevada na
29. New Hampshire na
30. New Jersey na
31. New Mexico no answer

- 32. New York
- 33. North Carolina **have an electronic records archivist who is dealing with scheduling and policies and procedures and negotiating for governor's email**
- 34. North Dakota **no answer**
- 35. Ohio **have entered into a partnership with the State Library, Department of Administrative Services, and Ohio Supercomputer Center to help preserve electronic records**
- 36. Oklahoma **na**
- 37. Oregon **records of permanent value are printed out or converted to computer output microfilm**
- 38. Pennsylvania **conversion to microfilm**
- 39. Rhode Island **na**
- 40. South Carolina **periodic review to verify reliability and accessibility**
- 41. South Dakota **Files are printed and maintained in paper format until microfilmed**
- 42. Tennessee **microfilm all governor's records, purchase and use "Archive Writer" to read all electronic formats, use of Internet and WWW to allow patron access to finding aids**
- 43. Texas **required backup of data and migration as necessary**
- 44. Utah
- 45. Vermont
- 46. Virginia **snapshot of Governor's and Secretary of State's WEB sites taken at end of last administration and will be migrated as needed**
- 47. Washington **Copied onto CD's. In 2 years will have an electronic archives and will have such records on line**
- 48. West Virginia **currently working on project**
- 49. Wisconsin **na**
- 50. Wyoming **copying governor's email to CD and copying/preserving WEB site content**

QUESTION 14

If your answer to number 12 is no, please indicate why it is not?

- | | |
|--------------------|--|
| 1. Alabama | na—Will be having an electronic records archivist to do this |
| 2. Alaska | |
| 3. Arizona | working hard to develop standards soon to be in place |
| 4. Arkansas | |
| 5. California | |
| 6. Colorado | na |
| 7. Connecticut | |
| 8. Delaware | na |
| 9. Florida | na |
| 10. Georgia | na |
| 11. Hawaii | na |
| 12. Idaho | na |
| 13. Illinois | na |
| 14. Indiana | |
| 15. Iowa | na |
| 16. Kansas | no answer |
| 17. Kentucky | na |
| 18. Louisiana | na |
| 19. Maine | lack of resources, especially personnel |
| 20. Maryland | na |
| 21. Massachusetts | |
| 22. Michigan | no answer |
| 23. Minnesota | na |
| 24. Mississippi | na |
| 25. Missouri | na |
| 26. Montana | na |
| 27. Nebraska | na |
| 28. Nevada | na |
| 29. New Hampshire | na |
| 30. New Jersey | |
| 31. New Mexico | have assigned this to agencies, do schedule electronic records. Do not have resources to maintain and migrate. |
| 32. New York | |
| 33. North Carolina | na |
| 34. North Dakota | na |
| 35. Ohio | na |
| 36. Oklahoma | Archives lacks capability to provide access to electronic records |
| 37. Oregon | na |
| 38. Pennsylvania | na |
| 39. Rhode Island | na |

40. South Carolina	na
41. South Dakota	na
42. Tennessee	na
43. Texas	na
44. Utah	
45. Vermont	na
46. Virginia	na
47. Washington	na
48. West Virginia	na
49. Wisconsin	na
50. Wyoming	na

QUESTION 15

What is the date of the earliest electronic governor's records in your state?

	Note date
1. Alabama	1991
2. Alaska	
3. Arizona	unknown
4. Arkansas	unknown
5. California	
6. Colorado	1996
7. Connecticut	
8. Delaware	1970s
9. Florida	unsure
10. Georgia	1998
11. Hawaii	do not know
12. Idaho	1995
13. Illinois	no way to document
14. Indiana	
15. Iowa	unknown
16. Kansas	ca. 1987
17. Kentucky	1991
18. Louisiana	1996
19. Maine	unknown
20. Maryland	no date
21. Massachusetts	
22. Michigan	no answer
23. Minnesota	1999
24. Mississippi	na
25. Missouri	no answer
26. Montana	na
27. Nebraska	na
28. Nevada	none exist
29. New Hampshire	na
30. New Jersey	
31. New Mexico	no answer
32. New York	
33. North Carolina	1994-2001
34. North Dakota	Don't know, mostly video & audio recordings and email
35. Ohio	none accessioned yet
36. Oklahoma	na
37. Oregon	na
38. Pennsylvania	1995 not yet transferred to archives
39. Rhode Island	no answer
40. South Carolina	1997
41. South Dakota	no answer

42. Tennessee	have not received any electronic governor's records
43. Texas	1995
44. Utah	
45. Vermont	
46. Virginia	1996, audio and video tapes
47. Washington	1987
48. West Virginia	1996
49. Wisconsin	na
50. Wyoming	unknown

QUESTION 16

What types of information is contained in those electronic records?

1. Alabama Constituent correspondence, floppy disks, word processing and html files for WEB site
2. Alaska
3. Arizona emails, some financial, rest unknown
4. Arkansas
5. California
6. Colorado board appointments
7. Connecticut
8. Delaware health and welfare information maintained on federal programs
9. Florida do not have custody of any
10. Georgia email, policy, legislative, correspondence
11. Hawaii
12. Idaho unknown, Governor has not turned over records, regards them as personal papers, have about 10% of records, occasionally bring more in grocery bags, his popularity works against enforcing laws
13. Illinois everything from A to Z
14. Indiana
15. Iowa Tracking of correspondence and activities, correspondence, email
16. Kansas constituent correspondence
17. Kentucky mail logs
18. Louisiana unknown
19. Maine mostly email
20. Maryland no answer
21. Massachusetts
22. Michigan no answer
23. Minnesota speeches and WEB pages
24. Mississippi na
25. Missouri no answer
26. Montana na
27. Nebraska na
28. Nevada na
29. New Hampshire na
30. New Jersey
31. New Mexico no answer
32. New York
33. North Carolina email correspondence within offices and public email
34. North Dakota no answer
35. Ohio na
36. Oklahoma na
37. Oregon no answer

- 38. Pennsylvania correspondence, press releases
- 39. Rhode Island no answer
- 40. South Carolina correspondence management database and CD-R
 containing WEB site as it appeared on last day in office
- 41. South Dakota no answer
- 42. Tennessee na
- 43. Texas electronic tracking system for correspondence
- 44. Utah
- 45. Vermont
- 46. Virginia speeches
- 47. Washington executive orders, policy statements, proclamations,
 news releases, "Blue Ribbon" studies
- 48. West Virginia speeches, constituent correspondence, legal files,
 legislative files, copy of WEB page last week in office
- 49. Wisconsin na
- 50. Wyoming email, word processing, WEB site

QUESTION 17

Have finding aids been prepared for records of governors?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas	x ¹	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x ²	
13. Illinois	x	
14. Indiana		
15. Iowa	x ³	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x ⁴	
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	x	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York		
33. North Carolina	x	
34. North Dakota	x ⁵	
35. Ohio	x	

¹ For those it has, some institutions that have governor's records have also done so.

² Few and far between, staff of the archives is only 1.4 FTD.

³ Only most basic of box listings

⁴ For post 1987 records only; earlier transmittal information served as finding aids.

⁵ For many but not all

36. Oklahoma	x
37. Oregon	x
38. Pennsylvania	x
39. Rhode Island	x
40. South Carolina	x
41. South Dakota	x
42. Tennessee	x
43. Texas	x
44. Utah	
45. Vermont	x
46. Virginia	x
47. Washington	x
48. West Virginia	x⁶
49. Wisconsin	x
50. Wyoming	x
Totals	41

⁶ Some to calendar, others to folder, recent to box only

QUESTION 18

If so, are those findings available in electronic form on the WEB?

	Yes	no
1. Alabama		x only in word perfect files
2. Alaska		
3. Arizona		x
4. Arkansas	na	
5. California		
6. Colorado		x
7. Connecticut		
8. Delaware	x	
9. Florida		x
10. Georgia		x
11. Hawaii	x	
12. Idaho		x ¹
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x some	
17. Kentucky		x
18. Louisiana		x
19. Maine		x
20. Maryland	x	
21. Massachusetts		
22. Michigan		x
23. Minnesota	x	
24. Mississippi		x
25. Missouri		x ²
26. Montana		x
27. Nebraska		x
28. Nevada	x	
29. New Hampshire		x
30. New Jersey		
31. New Mexico		x
32. New York		
33. North Carolina	x	
34. North Dakota		x
35. Ohio		x
36. Oklahoma		x

¹ Have bibliographic records in voyager

² Plan to do so

37. Oregon	x	
38. Pennsylvania	x ³	
39. Rhode Island	some	
40. South Carolina	x	
41. South Dakota		x
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x	
47. Washington		x ⁴
48. West Virginia		x
49. Wisconsin	x	
50. Wyoming	x ⁵	
Totals	18	22

³ For only one governor, 1987-95

⁴ Hope to within a year, currently have series descriptions on WEB

⁵ Series titles only

QUESTION 19

If the finding aids are available in electronic format, for what time period are such finding aids available?

	Give span of years
1. Alabama	na ¹
2. Alaska	
3. Arizona	no years given
4. Arkansas	na
5. California	
6. Colorado	na
7. Connecticut	
8. Delaware	1976-present
9. Florida	not given
10. Georgia	for all the governors they have
11. Hawaii	na
12. Idaho	na
13. Illinois	1818-1989
14. Indiana	
15. Iowa	no answer
16. Kansas	scattered beginning in the 1950s
17. Kentucky	1991-95
18. Louisiana	na
19. Maine	na
20. Maryland	1637-present
21. Massachusetts	
22. Michigan	na
23. Minnesota	1858 and after ²
24. Mississippi	1817-2000
25. Missouri	none
26. Montana	na
27. Nebraska	na
28. Nevada	1861-1999
29. New Hampshire	na
30. New Jersey	
31. New Mexico	1912-10
32. New York	
33. North Carolina	1688 to present ³
34. North Dakota	x
35. Ohio	x
36. Oklahoma	x
37. Oregon	1935-1999

¹ Have container lists for all governors and folder level for 1954-78 and 1986-98

² Conversion is in process, newer ones in EAD format

³ All are described in Manuscripts and Archives Records System (MARS)

38. Pennsylvania	1987-1995
39. Rhode Island	depends upon who has them
40. South Carolina	1695-1999
41. South Dakota	no answer
42. Tennessee	all finding aids are available permanently
43. Texas	1876-1941 and 1983-1987 ⁴
44. Utah	
45. Vermont	
46. Virginia	1776-present ⁵
47. Washington	none
48. West Virginia	na
49. Wisconsin	1951-1957 one governor only
50. Wyoming	1869-1995 ⁶

⁴ Those for 1979-1983 are available at the Cushing Library WEB page at Texas A&M University

⁵ Not all years are covered. Early records have been digitized and a searchable index has been prepared on the WEB

⁶ They are not really in a searchable database

QUESTION 20

Are paper format finding aids for governors' records available?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas	x	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	x	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York		
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x	
37. Oregon	x	
38. Pennsylvania	x	
39. Rhode Island	x some	

40. South Carolina	x
41. South Dakota	x
42. Tennessee	x
43. Texas	x
44. Utah	
45. Vermont	x
46. Virginia	x
47. Washington	x
48. West Virginia	x
49. Wisconsin	x
50. Wyoming	x
Totals	42

QUESTION 21

If your answer to number 20 is yes, for what period of years are such paper finding aids available?

Give Span of Years

1. Alabama	all governors ¹
2. Alaska	
3. Arizona	1864-1994
4. Arkansas	na
5. California	
6. Colorado	1862-1998
7. Connecticut	
8. Delaware	1775-present
9. Florida	1820-present
10. Georgia	all they have
11. Hawaii	1900-1999
12. Idaho	1915-1918 and 1931-1937
13. Illinois	1918-1989
14. Indiana	
15. Iowa	no answer
16. Kansas	1861-present
17. Kentucky	1792-1995
18. Louisiana	1717-2000
19. Maine	1987-present
20. Maryland	1637-present
21. Massachusetts	
22. Michigan	1810-1982
23. Minnesota	1858-present
24. Mississippi	1817-2000
25. Missouri	1836-present ²
26. Montana	1871-2001
27. Nebraska	1854-1996
28. Nevada	1861-1999
29. New Hampshire	1969-1979 and 1997-present
30. New Jersey	
31. New Mexico	1912-1992
32. New York	
33. North Carolina	1688-present
34. North Dakota	1961-present
35. Ohio	1803-1991
36. Oklahoma	90 years {1912-2002?}

¹ Container lists for all governors, folder level for 1954-78 and 1986-1998

² Broken and uneven before 1965

37. Oregon	1935-1998
38. Pennsylvania	1895-1995
39. Rhode Island	no answer ³
40. South Carolina	1695-1999
41. South Dakota	1961-2000
42. Tennessee	permanently
43. Texas	1846-1963 and 1979-1995
44. Utah	
45. Vermont	
46. Virginia	1776-present
47. Washington	1854-1981
48. West Virginia	1863-1997
49. Wisconsin	1836-1996
50. Wyoming	1869-1995

³ It probably depends upon which institution has the records.

QUESTION 22

Does your state have an open records or freedom of information act relating to records of elected officials?

	Yes	No
1. Alabama	x ¹	
2. Alaska		
3. Arizona	x	
4. Arkansas	x	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	x	
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	x	
27. Nebraska	x	
28. Nevada	x ²	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York		
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x	

¹ Public library registration and circulation records are excluded

² Everything not closed by law is open.

37. Oregon	x ³	
38. Pennsylvania	x ⁴	
39. Rhode Island	x	
40. South Carolina	x	
41. South Dakota		x
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		x
46. Virginia	x	
47. Washington	x	
48. West Virginia	x	
49. Wisconsin	x	
50. Wyoming	x	
Totals	40	2

³ Covers public records of all public officials.

⁴ Right to know act is restrictive. Access has been determined by court rulings.

QUESTION 23

If your answer to number 22 is yes, are the records of the governor subject to that act?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x	
4. Arkansas		x
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia		x
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x ¹	
17. Kentucky	x	
18. Louisiana		x
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan		x
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	x	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x	
32. New York		
33. North Carolina	x	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x	
37. Oregon	x	
38. Pennsylvania	x	

¹ Portions of them

39. Rhode Island	x	
40. South Carolina	x	
41. South Dakota	na	
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		x
46. Virginia	x	
47. Washington	x	
48. West Virginia	x	
49. Wisconsin	x	
50. Wyoming	no answer	
Totals	35	5

QUESTION 24

If the governors' records are subject to that act, are they subject to it immediately upon creation?

	Yes	No
1. Alabama	x	
2. Alaska		
3. Arizona	x ¹	
4. Arkansas	na	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia	na	
11. Hawaii	x	
12. Idaho	x	
13. Illinois	x	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana		x
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan	na	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri	x	
26. Montana	x	
27. Nebraska	x ²	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x ³	
32. New York		
33. North Carolina	x ⁴	
34. North Dakota	x	
35. Ohio	x	
36. Oklahoma	x	

¹ Except for executive session records

² The Attorney General ruled "personal & political" are exempt.

³ Except for those exempted by law

⁴ Except where restricted or exempted by law

37. Oregon	x	
38. Pennsylvania	na	
39. Rhode Island	x	
40. South Carolina	x	
41. South Dakota	na	
42. Tennessee	na	
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x ⁵	
47. Washington	x	
48. West Virginia	x	
49. Wisconsin	x	
50. Wyoming	x	x ⁶
Totals	34	2

⁵ Except working papers

⁶ Some are and some are not

QUESTION 25

If your answer to number 24 is no, at what time to they become subject to the act?

	end of governor's term	specified period of time after term ends
1. Alabama	na	
2. Alaska		
3. Arizona	na	
4. Arkansas	na	
5. California		
6. Colorado	na	
7. Connecticut		
8. Delaware	na	
9. Florida	na	
10. Georgia		x
11. Hawaii	na	
12. Idaho	x	
13. Illinois	na	
14. Indiana		
15. Iowa	na	
16. Kansas	na	
17. Kentucky	na	
18. Louisiana	x	
19. Maine	na	
20. Maryland	na	
21. Massachusetts		
22. Michigan	na	
23. Minnesota	na	
24. Mississippi	na	
25. Missouri	na	
26. Montana	na	
27. Nebraska	na	
28. Nevada	na	
29. New Hampshire	na	
30. New Jersey		
31. New Mexico		x
32. New York		
33. North Carolina	na	
34. North Dakota	na	
35. Ohio	na	
36. Oklahoma	na	
37. Oregon	na	
38. Pennsylvania	na	
39. Rhode Island	na	

40. South Carolina	na	
41. South Dakota	na	
42. Tennessee	na	
43. Texas	na	
44. Utah		
45. Vermont		
46. Virginia	na	
47. Washington		x¹
48. West Virginia	na	
49. Wisconsin	na	
50. Wyoming	na	
Totals	2	3

¹ All state public records are accessible. For the first six years after a governor leaves office disclosure is through the public disclosure office of the governor. After six years the Archives does a finding aid and opens the records.

QUESTION 26

If your answer to number 25 is the second of the choices, how long is that period of time?

	Number of years
1. Alabama	na
2. Alaska	
3. Arizona	na
4. Arkansas	na
5. California	
6. Colorado	na
7. Connecticut	
8. Delaware	na
9. Florida	na
10. Georgia	25 years
11. Hawaii	na
12. Idaho	na
13. Illinois	na
14. Indiana	
15. Iowa	na
16. Kansas	na
17. Kentucky	na
18. Louisiana	na
19. Maine	na
20. Maryland	na
21. Massachusetts	
22. Michigan	na
23. Minnesota	na
24. Mississippi	na
25. Missouri	na
26. Montana	na
27. Nebraska	na
28. Nevada	na
29. New Hampshire	na
30. New Jersey	
31. New Mexico	5 years
32. New York	
33. North Carolina	na
34. North Dakota	na
35. Ohio	na
36. Oklahoma	na
37. Oregon	na
38. Pennsylvania	na
39. Rhode Island	na
40. South Carolina	na
41. South Dakota	na

- | | |
|-------------------|---|
| 42. Tennessee | na |
| 43. Texas | na |
| 44. Utah | |
| 45. Vermont | |
| 46. Virginia | na |
| 47. Washington | for six years the Governor's disclosure office grants access, after that the Archives grants access |
| 48. West Virginia | na |
| 49. Wisconsin | na |
| 50. Wyoming | na |

QUESTION 27

Does the governor have the authority to deny access to records during his term of office?

	Yes	No
1. Alabama	x ¹	
2. Alaska		
3. Arizona	x ²	
4. Arkansas	x ³	
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida		x ⁴
10. Georgia	x	
11. Hawaii	x	
12. Idaho		x ⁵
13. Illinois	x ⁶	
14. Indiana		
15. Iowa	x	
16. Kansas	no answer	
17. Kentucky	x	
18. Louisiana	x	
19. Maine		x ⁷
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota	x	
24. Mississippi	x	
25. Missouri		x
26. Montana		x
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	no answer	
30. New Jersey		
31. New Mexico	x	

¹ All public officials can deny access to their papers while they are in office. Citizens can sue for access during that time.

² Access can be denied to executive session records. Medical and personnel records are among the few types of records closed in the state.

³ Governor's records are considered personal records.

⁴ Unless specified by state or federal law

⁵ Until recently, but the current governor has assumed special powers and no one has contested them.

⁶ Under the Freedom of Information Act.

⁷ Answers to questions 24-27 are based upon the fact that general law governs access to all records some of which are considered confidential.

32. New York		
33. North Carolina		x
34. North Dakota		x
35. Ohio	x	
36. Oklahoma	x	
37. Oregon		x ⁸
38. Pennsylvania	na	
39. Rhode Island	x	
40. South Carolina		x
41. South Dakota	x	
42. Tennessee		x
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x ⁹	
47. Washington	x	
48. West Virginia	x ¹⁰	
49. Wisconsin	x	
50. Wyoming	x	
Totals	28	10

⁸ State law lists the records that can be closed.

⁹ Access can be denied to working papers.

¹⁰ Access can be denied to certain private and confidential records.

QUESTION 28

If your answer to number 27 is yes, what types of records can be withheld from the public?

list briefly

1. Alabama none are identified by law, courts have ruled on some
2. Alaska
3. Arizona executive session, medical, and personnel records
4. Arkansas all are exempt
5. California
6. Colorado personnel and legal files, confidential agreements
7. Connecticut
8. Delaware records listed in state code 29Decode, ch. 106
9. Florida those listed the public records law
10. Georgia all records, governor's office is exempt
11. Hawaii privacy, legal, confidential, and those covered by state or federal law
12. Idaho
13. Illinois approximately 30 exemptions in FOIA
14. Indiana
15. Iowa Iowa Code Chapter 22.7 lists about 40 specific sets of confidential records
16. Kansas those listed in state open records act
17. Kentucky those protected by privacy considerations and those dealing with pending issues
18. Louisiana confidential, personal and private records
19. Maine those identified in state law as confidential
20. Maryland those listed in the Public Information law, confidential records
21. Massachusetts
22. Michigan all records
23. Minnesota those identified in Chapter 18 Minnesota Statutes
24. Mississippi Some listed in statutes; judicial and personnel records; some attorney's work; some individual tax records; certain appraisal records; academic, archaeological, criminal investigation, license application, and examination, medical examiner; proprietary, commercial, and financial information
25. Missouri na
26. Montana na
27. Nebraska personal, political, confidential, and personnel records
28. Nevada state laws provide for closing some records for specific periods of time
29. New Hampshire na
30. New Jersey
31. New Mexico those exempted by law

- 32. **New York**
- 33. **North Carolina** **na**
- 34. **North Dakota** **na**
- 35. **Ohio** **Ohio's Revised Code defines what can be closed.**
- 36. **Oklahoma** **personnel, legislative, judicial, investigations, and attorney/client records**
- 37. **Oregon** **no answer**
- 38. **Pennsylvania** **no answer**
- 39. **Rhode Island** **Those identified in the state Access to Public Records Act**
- 40. **South Carolina** **na**
- 41. **South Dakota** **All records are restricted unless current administration permits use**
- 42. **Tennessee** **na**
- 43. **Texas** **Records that can be withheld are identified in the 37 sections of the Public Information Act that deal with exceptions**
- 44. **Utah**
- 45. **Vermont**
- 46. **Virginia** **working papers, economic development materials, deliberative process materials**
- 47. **Washington** **those records listed in the state public disclosure act**
- 48. **West Virginia** **items considered private; development projects with pending contracts; clemency, extradition, special council contracts, amicus briefs**
- 49. **Wisconsin** **any records containing personally identifiable information can be withheld, but the state is a strong open records state**
- 50. **Wyoming** **Governor can use executive privilege to limit or deny access while he is in office**

QUESTION 29

Does the governor have the authority to deny access to records after his/her term ends?

	Yes	No
1. Alabama		x
2. Alaska		
3. Arizona	x	
4. Arkansas	na	
5. California		
6. Colorado		x
7. Connecticut		
8. Delaware		x
9. Florida		x
10. Georgia		x
11. Hawaii		x
12. Idaho		x ¹
13. Illinois	x	
14. Indiana		
15. Iowa		x ²
16. Kansas	x	
17. Kentucky		x
18. Louisiana	x	
19. Maine		x
20. Maryland	x	
21. Massachusetts		
22. Michigan	x	
23. Minnesota		x ³
24. Mississippi		x
25. Missouri		x
26. Montana	x	
27. Nebraska		x
28. Nevada	x ⁴	x ⁵
29. New Hampshire	x	
30. New Jersey		
31. New Mexico	x ⁶	
32. New York		

¹ But a recent governor took all the records with him and returned only 10%

² The confidentiality statutes still apply and access is determined by the State Archivist, as custodian, in consultation with the current governor's legal counsel.

³ The State Archives can deny access. Donor agreements can cover access to personal papers.

⁴ Before 1983

⁵ Since 1983

⁶ Through placement of moratorium or restrictions at the time of transfer though the Archives discourages them

33. North Carolina		X
34. North Dakota		X
35. Ohio		X
36. Oklahoma		X
37. Oregon		X
38. Pennsylvania	X ⁷	
39. Rhode Island	X	
40. South Carolina		X
41. South Dakota	X	
42. Tennessee		X
43. Texas		X
44. Utah		
45. Vermont		
46. Virginia		X
47. Washington		X
48. West Virginia		X
49. Wisconsin		X
50. Wyoming		X
Totals	13	27

⁷ Based upon deposit agreement

QUESTION 30

If your answer to number 29 is yes, what types of records can be withheld from the public?

list briefly

1. Alabama na
2. Alaska na
3. Arizona executive session records
4. Arkansas all are exempt
5. California na
6. Colorado na
7. Connecticut na
8. Delaware na
9. Florida na
10. Georgia all records
11. Hawaii na
12. Idaho na
13. Illinois Those exempted in FOIA
14. Indiana na
15. Iowa Those identified as confidential in Iowa Code Chapter 22.7
16. Kansas everything but 7 categories listed in law, primarily certain types of applications and petitions
17. Kentucky na
18. Louisiana unclear
19. Maine na
20. Maryland 30 years—agreement with state archives to restrict access for 30 years. If the governor dies before 30 years the state archivist assumes authority to grant access.
21. Massachusetts na
22. Michigan Whatever the governor decides to restrict
23. Minnesota na
24. Mississippi na
25. Missouri na
26. Montana restrictions to protect confidentiality of personal information. It can be no longer than the term of the official.
27. Nebraska na
28. Nevada no answer
29. New Hampshire any so requested
30. New Jersey na
31. New Mexico potentially all of them
32. New York na
33. North Carolina na
34. North Dakota na
35. Ohio na

- | | |
|--------------------|---|
| 36. Oklahoma | na |
| 37. Oregon | na |
| 38. Pennsylvania | based upon deposit agreement |
| 39. Rhode Island | Governor can stipulate in writing at time of transfer the types of records to be withheld |
| 40. South Carolina | na |
| 41. South Dakota | no answer |
| 42. Tennessee | na |
| 43. Texas | na |
| 44. Utah | |
| 45. Vermont | |
| 46. Virginia | na |
| 47. Washington | na |
| 48. West Virginia | na |
| 49. Wisconsin | na |
| 50. Wyoming | na |

QUESTION 31

Is there statutory provision or tradition in your state that differentiates between personal and official state records in the office of the governor?

	Yes	No
1. Alabama		x
2. Alaska		
3. Arizona		x
4. Arkansas		x ¹
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware	x	
9. Florida	x	
10. Georgia		x
11. Hawaii		x
12. Idaho	x ²	
13. Illinois	x ³	
14. Indiana		
15. Iowa	x	
16. Kansas	x	
17. Kentucky	x	
18. Louisiana	x	
19. Maine	x	
20. Maryland	x	
21. Massachusetts		
22. Michigan	x ⁴	
23. Minnesota	x	
24. Mississippi		x
25. Missouri		x
26. Montana	x	
27. Nebraska	x	
28. Nevada	x	
29. New Hampshire	x	
30. New Jersey		
31. New Mexico		x
32. New York		
33. North Carolina	x ⁵	

¹ They are all considered personal papers.

² Any record dealing with public business is a state record.

³ Any record dealing with public business is a state record.

⁴ Until 1983 the Governor decided which records were personal and which were public. Since 1983 the Attorney General has made those decisions subject to judicial review.

34. North Dakota	x ⁶	
35. Ohio	x	
36. Oklahoma	x	
37. Oregon	x	
38. Pennsylvania	x	
39. Rhode Island	x	
40. South Carolina	x	
41. South Dakota		x
42. Tennessee	x	
43. Texas	x	
44. Utah		
45. Vermont		
46. Virginia	x	
47. Washington	x	
48. West Virginia		x
49. Wisconsin		x
50. Wyoming		x
Totals	29	12

⁵ Laws back to 1782 refer to governor's records. State law also mandates publication of a documentary volume of official records of each governor.

⁶ Tradition

QUESTION 32

If your answer to number 31 is yes, what types of records might be considered personal?

list briefly

- | | |
|--------------------|---|
| 1. Alabama | na |
| 2. Alaska | |
| 3. Arizona | na |
| 4. Arkansas | all |
| 5. California | |
| 6. Colorado | political files, gifts, trophies, plaques, hats |
| 7. Connecticut | |
| 8. Delaware | pre-election, private affairs, professional records;
political associations, diaries or personal notes not related to government
business, political activities |
| 9. Florida | those not created as part of official duties |
| 10. Georgia | na |
| 11. Hawaii | na |
| 12. Idaho | letters not generated at taxpayers expense |
| 13. Illinois | those not related to state business |
| 14. Indiana | |
| 15. Iowa | Records from before and after term and campaign
materials |
| 16. Kansas | political related records |
| 17. Kentucky | private correspondence, calendar |
| 18. Louisiana | demonstrably personal or private records |
| 19. Maine | provision is “traditional” records that are scheduled are
official. Purely political materials are not scheduled |
| 20. Maryland | documents not reflective of the office of governor |
| 21. Massachusetts | |
| 22. Michigan | political campaign, family papers |
| 23. Minnesota | tradition—usually whatever the governor decides |
| 24. Mississippi | na |
| 25. Missouri | no |
| 26. Montana | records not related to transaction of state business,
papers prior to election, work related personal stuff such as diaries or
calendars |
| 27. Nebraska | those not dealing with business of the public |
| 28. Nevada | campaign records, literature, personal correspondence |
| 29. New Hampshire | correspondence, photographs, clippings |
| 30. New Jersey | |
| 31. New Mexico | na |
| 32. New York | |
| 33. North Carolina | personal correspondence, campaign records |
| 34. North Dakota | no answer |

- | | |
|--------------------------|---|
| 35. Ohio
governor | records that do not document policies or activities of the |
| 36. Oklahoma
business | those not involving or having a relationship to state |
| 37. Oregon
governor | records not related as an official function of the |
| 38. Pennsylvania | political records and personal papers |
| 39. Rhode Island | Archives works with Governor's office to understand |
| | the difference between public and private or personal papers using NARA |
| | publication on Executive Branch Personal Papers |
| 40. South Carolina | no answer |
| 41. South Dakota | na |
| 42. Tennessee | Legislative, congressional, personal, professional |
| 43. Texas
statutes | any not related to duties of the office as established in |
| 44. Utah | |
| 45. Vermont | |
| 46. Virginia | personal, political, professional papers |
| 47. Washington | public records are those dealing with public business |
| 48. West Virginia | na |
| 49. Wisconsin | na |
| 50. Wyoming | na |

QUESTION 33

Do your state laws exempt all or a portion of the records of the governor's office from public disclosure for a specific number of years after the governor leaves office?

	Yes	No
1. Alabama		x
2. Alaska		
3. Arizona		x
4. Arkansas		x
5. California		
6. Colorado	x	
7. Connecticut		
8. Delaware		x ¹
9. Florida		x
10. Georgia		x
11. Hawaii		x
12. Idaho		x
13. Illinois		x
14. Indiana		
15. Iowa		x
16. Kansas	x	
17. Kentucky		x
18. Louisiana		x
19. Maine		x
20. Maryland		x
21. Massachusetts		
22. Michigan	no statute	
23. Minnesota		x
24. Mississippi		x
25. Missouri		x
26. Montana		x
27. Nebraska		x
28. Nevada	x	
29. New Hampshire		x
30. New Jersey		
31. New Mexico	x	
32. New York		
33. North Carolina	x ²	
34. North Dakota		x
35. Ohio		x

¹ An exception was made for one governor

² Prison case files are confidential, records regarding pardons, commutation, and extradition are confidential

36. Oklahoma		x
37. Oregon		x ³
38. Pennsylvania	na	
39. Rhode Island		x
40. South Carolina		x
41. South Dakota		x ⁴
42. Tennessee		x
43. Texas		x
44. Utah		
45. Vermont		
46. Virginia		x
47. Washington		x
48. West Virginia		x
49. Wisconsin		x
50. Wyoming		x
Totals	5	24

³ State law specifies those records that are exempt from disclosure

⁴ Current governor has signed an agreement with the archives stating his records will be closed for 7 years following the end of his term.

QUESTION 34

If your answer to number 33 is yes, for what period of time can the records be withheld from public disclosure?

Give number of years

1. Alabama	na
2. Alaska	
3. Arizona	na
4. Arkansas	na
5. California	
6. Colorado	25
7. Connecticut	
8. Delaware	na
9. Florida	na
10. Georgia	na
11. Hawaii	na
12. Idaho	na
13. Illinois	na
14. Indiana	
15. Iowa	na
16. Kansas	remainder of the lifetime of the governor
17. Kentucky	na
18. Louisiana	na
19. Maine	na
20. Maryland	¹
21. Massachusetts	
22. Michigan	na
23. Minnesota	na
24. Mississippi	na
25. Missouri	na
26. Montana	na
27. Nebraska	na
28. Nevada	10 years for some, 30 years for others
29. New Hampshire	na
30. New Jersey	
31. New Mexico	5 years
32. New York	
33. North Carolina	permanently unless made available by clemency office
34. North Dakota	no answer
35. Ohio	na
36. Oklahoma	na

¹ Although there is no statutory provision for closing or restricting access to records of governor, the State Archives has agreed to restricting them for 30 years.

37. Oregon	varies with records series
38. Pennsylvania	na
39. Rhode Island	na
40. South Carolina	na
41. South Dakota	na
42. Tennessee	na
43. Texas	na
44. Utah	
45. Vermont	
46. Virginia	na
47. Washington	na
48. West Virginia	na
49. Wisconsin	na
50. Wyoming	na

QUESTION 35

To what extent are governors' records processed and described? Check appropriate choices. a. They are left in the boxes and folders in which they are received. b. If no box and folder list is prepared by the governor's staff when the records are sent to the archives, such a list is created. c. Records are systematically transferred to new folders and boxes and duplicate copies, envelopes, and other extraneous items are removed. d. New and sometimes expanded box and folder lists/descriptions are prepared. e. Collection, series, and sub-series descriptions are prepared. f. Some additional conservation measures are taken. g. Finding aids are made available on the WEB as well as in paper copy.

	a.	b.	c.	d.	e.	f.	g
1. Alabama ¹							
2. Alaska							
3. Arizona		x	x	x	x	x	2
4. Arkansas	3						
5. California							
6. Colorado	x				x	x	
7. Connecticut							
8. Delaware		x	x	x		x	
9. Florida		x	x	x	x	x	x
10. Georgia	x	x		x	x		x
11. Hawaii			x		x	x	
12. Idaho	x	x					
13. Illinois			x		x		x
14. Indiana							
15. Iowa	x	x					
16. Kansas		x	x	x			x
17. Kentucky	x	x		x	x	x	
18. Louisiana	x					x	
19. Maine	x						
20. Maryland	x ⁴				x	x	x
21. Massachusetts							
22. Michigan	x ⁵	x	x	x	x	x	
23. Minnesota			x	x	x	x	x
24. Mississippi	x	x		x	x		
25. Missouri		x	x	x	x	x	

¹ Any incoming records placed in appropriate boxes and folders. Good records have folder level finding aids prepared. Volunteers are working on processing records.

² Some finding aids are available both in paper copies and on the WEB. Later governor's records will be available within the next year. Many of the older finding aids are poorly typed and old. Archives does not have the staff to go back and re-do them at the present time.

³ The State Archives has processed the ones they have. It is up to the institutions that have records of other governors to process those records.

⁴ For the last 50 years.

⁵ Depends on condition and organization

26. Montana	x	x					
27. Nebraska		x	x		x		
28. Nevada		x	x	x	x	x	x
29. New Hampshire	x						
30. New Jersey							
31. New Mexico			x		x		x
32. New York							
33. North Carolina			x	x	x	x	x
34. North Dakota	6						
35. Ohio	x	x		x	x	x	
36. Oklahoma			x	x	x	x	
37. Oregon		x	x	x	x	x	x
38. Pennsylvania		x	x	x	x		x
39. Rhode Island		x	x	x	x	x	x
40. South Carolina	x	x		x	x		x
41. South Dakota		x	x		x	x	x
42. Tennessee		x	x	x	x	x	x
43. Texas	x	x	x	x	x	x	x
44. Utah							
45. Vermont							
46. Virginia		x	x	x	x	x	x
47. Washington		x	x	x	x	x	⁷
48. West Virginia	x	x	x	x	x	x ⁸	
49. Wisconsin	x	x	x	x	x	x	
50. Wyoming		x	x	x	x	x	x ⁹
Totals	19	27	25	25	30	25	20

⁶ Records for 1961-1984 are all re-folded, re-boxed, and fully described. Some others left in original boxes and folders with brief listings. Records schedules suffice for descriptions of most recent records.

⁷ Not yet but will be done soon.

⁸ Qualifiers given as follows: a. some, c. some, d. some, e. not very often, and f. very limited

⁹ Series titles only

QUESTION 35a

With what frequency and to what extent are governors' records used by researchers? Please describe briefly.

- | | |
|-------------------|---|
| 1. Alabama | no reference use stats at agency level |
| 2. Alaska | |
| 3. Arizona | about twice a week |
| 4. Arkansas | infrequently |
| 5. California | |
| 6. Colorado | 10-15 requests per month |
| 7. Connecticut | |
| 8. Delaware | generally several times a month regarding Delaware history |
| 9. Florida | no answer |
| 10. Georgia | often but fluctuating ¹ |
| 11. Hawaii | infrequently, 5-10% of total use |
| 12. Idaho | few finding aids mean people do not know records are available so few use them infrequently |
| 13. Illinois | rarely |
| 14. Indiana | |
| 15. Iowa | Not the most heavily used record group in the archives |
| 16. Kansas | frequently |
| 17. Kentucky | 3-4 times a month |
| 18. Louisiana | rarely |
| 19. Maine | a few times per year—no information on extent |
| 20. Maryland | earliest used weekly by genealogists, recent ones by college students |
| 21. Massachusetts | |
| 22. Michigan | moderate |
| 23. Minnesota | do not keep statistics at this level |
| 24. Mississippi | apparently frequently |
| 25. Missouri | over 1,000 times per year |
| 26. Montana | used frequently but do not keep quantitative data of individual collections |
| 27. Nebraska | estimate 15 researchers per year |
| 28. Nevada | constantly, most complete records in archives ² |

¹ The frequency will change depending upon factors such as an election year and time of year. During the school year we pull older files (early governors, antebellum.) In the summer months we find that we are pulling more late nineteenth going into early twentieth century records for genealogists. During election years we are pulling those records concerning the last twenty-year period. Al together, this gives the records a high use factor across the board for various categories.

² Records for 1861-1902 are indexed to the item level. Most recent records are heavily used by current state employees.

- 29. New Hampshire less than once a year
- 30. New Jersey
- 31. New Mexico 1-5 times per week
- 32. New York
- 33. North Carolina moderate use
- 34. North Dakota rarely, mostly by the governor's office
- 35. Ohio infrequently
- 36. Oklahoma very sparse, 2-3 people per year
- 37. Oregon not heavily used, users are typically researching a topic
from a particular time or an individual governors' administration
- 38. Pennsylvania 41 times per year in last 20 years
- 39. Rhode Island very cyclical, cannot give meaningful answer
- 40. South Carolina frequently by undergraduate and graduate students for
seminar papers, theses, and dissertations. Total is less than 10% of total use
of archives
- 41. South Dakota most use is of records of current administration.
Previous governor's records are mostly small collections.
- 42. Tennessee fairly heavy, at least 6 times per week
- 43. Texas low to moderate
- 44. Utah
- 45. Vermont
- 46. Virginia Academic use frequent. Government employees and
journalists occasional. Legal proceedings involving the state can generate
heavy, heavy use.
- 47. Washington often, about 1.4 of research requests lead to a search in
governor's records
- 48. West Virginia about 25 times per year
- 49. Wisconsin no answer
- 50. Wyoming early ones regularly for pardons, and specific events.
Used infrequently by private researchers.

QUESTION 36

From what time period(s) are governors' records used most often?

Give span of years

- | | |
|--------------------|---|
| 1. Alabama | no specific period more used than any other |
| 2. Alaska | |
| 3. Arizona | 1864-1980 |
| 4. Arkansas | Those before 1950. They have none after that date. |
| 5. California | |
| 6. Colorado | 1980-0current |
| 7. Connecticut | |
| 8. Delaware | 1890-1930 and 1940-1970 |
| 9. Florida | 1930-1940s |
| 10. Georgia | 1998-2002 |
| 11. Hawaii | 1900-1957—territorial period |
| 12. Idaho | 1971-1977 and 1987-1995, Cecil Andrus records |
| 13. Illinois | mid to late 20 th century |
| 14. Indiana | |
| 15. Iowa | no answer |
| 16. Kansas | no time more often than others |
| 17. Kentucky | 19 th century |
| 18. Louisiana | 1930x-1970 |
| 19. Maine | 1950 and after. They have substantial records for only those years |
| 20. Maryland | 1637-1800 |
| 21. Massachusetts | |
| 22. Michigan | 1910-1990 |
| 23. Minnesota | no statistics kept at this level |
| 24. Mississippi | 1. 1840-1970, 2. 1910-1920, 3. 1968-1991, and 4. 1994-1995 |
| 25. Missouri | 1972-present |
| 26. Montana | 1971-1962 |
| 27. Nebraska | unable to determine |
| 28. Nevada | 1961-1902 (indexed to item level), 1989-1999 (used by current government staff) |
| 29. New Hampshire | no answer |
| 30. New Jersey | |
| 31. New Mexico | 1930-1960 |
| 32. New York | |
| 33. North Carolina | certain historical periods as Civil War |
| 34. North Dakota | no answer |
| 35. Ohio | Civil War, early statehood |
| 36. Oklahoma | 1920-1830, 1970-1976 |
| 37. Oregon | no discernable pattern |

- | | |
|--|--|
| 38. Pennsylvania | 1951-1959 |
| 39. Rhode Island | no answer |
| 40. South Carolina | 1860-1945 |
| 41. South Dakota
administration | current governors records used by present |
| 42. Tennessee | no discernable concentration |
| 43. Texas | 1950s to present |
| 44. Utah | |
| 45. Vermont | |
| 46. Virginia | 1776-1783, 1855-1865, 1900-1925, 1990-2001 |
| 47. Washington | 1912-1976 |
| 48. West Virginia | earliest ones and those 50 years old |
| 49. Wisconsin | no answer |
| 50. Wyoming | 1867-1917 and current governors staff use last and
current governor's records |

QUESTION 37

What types of researchers most frequently use governors' records? Please rank the following with number 1 being the most frequent users. a. college and university faculty, b. graduate and undergraduate students, c. public school teachers, d. genealogists, e. current government employees, f. journalists, g. general public.

	a.	b.	c.	d.	e.	f.	g.
1. Alabama	x	x					
2. Alaska							
3. Arizona	5	1	7	2	4	6	3
4. Arkansas		x					
5. California							
6. Colorado					1	3	2
7. Connecticut							
8. Delaware	5	2	6	7	3	4	1
9. Florida	no rankings made						
10. Georgia	3				4	1	2
11. Hawaii	1					3	2
12. Idaho	6	4	7	1	3	2	5
13. Illinois	1				2	3	
14. Indiana							
15. Iowa	3				1	2	
16. Kansas	2	1	7	5	6	3	4
17. Kentucky	3	4	7	2	6	5	1
18. Louisiana	6	5	7	2	4	1	3
19. Maine					1		2
20. Maryland		1		3	2	4	
21. Massachusetts							
22. Michigan	1	2		3			
23. Minnesota	no statistics kept at this level						
24. Mississippi	2	1	5	3	7	6	4
25. Missouri	4	4	6	7	1	2	3
26. Montana	no statistics available						
27. Nebraska	2	1	4	6	5	3	7
28. Nevada	3	4	6	7	1	2	5
29. New Hampshire	2	3	7	6	5	4	1
30. New Jersey							
31. New Mexico	x	x					
32. New York							
33. North Carolina	2	3	5	6	4	1	7
34. North Dakota				1			
35. Ohio	4	1	7	6	3	2	5
36. Oklahoma	3	1	6	7	5	2	4
37. Oregon	1	2	6	7	4	3	5
38. Pennsylvania	2	3	5	7	6	1	4

39. Rhode Island	x				x	x	
40. South Carolina	2	1	7	3	5	6	4
41. South Dakota	x				x		
42. Tennessee	5	2	6	4	3	4	1
43. Texas	1	2			4	3	
44. Utah							
45. Vermont							
46. Virginia	x	x		x	x	x	
47. Washington	2	1	6	7	5	4	3
48. West Virginia	3	2	6	7	1	4	5
49. Wisconsin	no rankings						
50. Wyoming	3	4	6	5	1	7	2
Number rankings	27	24	21	24	28	27	25
Total of rankings	77	55	129	114	97	91	85
Average ranking	2.85	2.29	6.14	4.75	3.46	3.37	3.40
Overall user rank	2	1	7	6	5	3	4