



Council of State Archivists
**Developing and Maintaining a Strong
State Archives**

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Endorsed by the Society of American Archivists and the Regional Archival Associations Consortium

Developing and Maintaining a Strong State Archives

State archives have an essential statutory role in each state and territory in the United States that is fundamental to the effective and transparent operation and management of government. State archival programs ensure preservation of records that document functions and actions of government; maintain public accountability and support transparency; protect and support the rights of the individuals; furnish public access to government records and provide evidence of the past to support the work of government and the interests of its citizens.

State and territorial governments should provide adequate resources to enable state archives to meet the following minimal criteria to accomplish their central mission.

1. APPROPRIATE LEGISLATION, MANDATES AND POLICIES, INCLUDING:

- Legislation that clearly defines state archives responsibilities and functions; provides a comprehensive, clear, impartial, definition of government records; provides guidance to public officials and governmental bodies in documenting their actions and programs; supports access to and transparency of government records; ensures necessary privacy restrictions; and ensures proper physical care and custody of the records.
- Plans and policies that ensure effective implementation of legislative mandates and compliance with accepted national professional standards and best practices.

Selected Resources

Code of Virginia. [Virginia Public Records Act within the Code of Virginia](#). Most recent update 2006.

Connecticut State Library. [Public Records Policy 02: Digital Imaging](#). 2014.

Library of Congress. [Analysis of Current Digital Preservation Policies: Archives, Libraries and Museums](#). 2013.

National Archives (UK). [Digital Preservation Policies: Guidance for archives](#). 2011.

Maine Secretary of State. [State of Maine: Policy on Preservation of State Government Records](#). 2013.

Massachusetts Secretary of State. Massachusetts Archives Division. [Electronic Records Management Guidelines](#). N.D. Accessed April 5, 2018.

2. OPPORTUNITIES TO EMPLOY PROFESSIONAL EXPERTISE IN THE PRESERVATION AND MANAGEMENT OF ALL STATE GOVERNMENT RECORDS, INCLUDING:

- Employing records systems that support the functions and activities of government and provide accountability and appropriate retention and disposition to meet legal mandates. If the state or territorial archives is not co-located with the state records management function, an effective program that works closely and cooperatively with the archives is essential.
- Identifying archival records of all types, including electronic, early in their life cycle to ensure comprehensive, comprehensible, archival record preservation; and
- Employing accepted professional archives and preservation practices for the archival records that are transferred to the custody of the state archives.

Selected Resources

Council of State Archivists. [Electronic Records Day Promotional Materials](#). 2017.

Digital Curation Centre (UK). [Digital Curation Lifecycle Model](#). Accessed April 5, 2018.

EDRM/Duke Law School. [Information Governance Reference Model \(IGRM\) IT Viewpoint](#). 2015.

Internet Archive. [The Web Archiving Life Cycle Model](#). 2013.

Kentucky Department for Libraries and Archives. [Model Policy and Procedure for the Management of Electronic Mail in Kentucky Agencies](#). 2009.

Maine State Archives. [E-Mail Management and Retention](#). Accessed April 5, 2018.

Michigan State University Archives & Historical Collections. [First Steps for Records Management](#). Accessed April 5, 2018.

National Archives and Records Administration. [Guidance for Building an Effective Enterprise-wide Electronic Records Management \(ERM\) Governance Structure](#). 2005.

North Carolina State Archives. [Best Practices for State Agency Social Media Usage in North Carolina, Version 2.0](#). 2012.

3. APPROPRIATE FACILITIES AND FACILITIES MANAGEMENT, INCLUDING:

- Records storage facilities that ensure ongoing preservation – including proper environmental controls, space for existing records, capacity to incorporate future records, and programs and services to preserve digital government records.
- Physical security to safeguard records from damage, theft, or natural disaster, and cybersecurity protection for electronic records;
- Space to support records, archives, and preservation functions, public use and programming; and
- Emergency planning and preparedness and continuity of operations plans completed and up to date, to prepare for damage, theft, natural or human disaster.

Selected Resources

Council of State Archivists Online Courses. 2010.

- [Essential Records \(ER\) Course](#)
- [Emergency Preparedness Resources](#)

Danuta A. Nitecki and Curtis L. Kendrick. [Library Off-Site Shelving: Guide for High-Density Facilities](#). Libraries Unlimited. 2001.

Michele F. Pacifico and Thomas P. Wilsted. [Archival and Special Collections Facilities: Guidelines for Archivists, Librarians, Architects, and Engineers](#). Society of American Archivists. 2009.

National Archives and Records Administration. [NARA Records Emergencies](#). Accessed April 5, 2018.

Steven Carl Fortriede. [Moving Your Library: Getting the Collection from Here to There](#). American Library Association. 2010.

Thomas P. Wilsted. [Planning New and Remodeled Archival Facilities](#). Society of American Archivists. 2007.

4. SUFFICIENT HUMAN AND FISCAL RESOURCES TO SUPPORT THE ARCHIVES MISSION, INCLUDING:

- Leadership with sufficient legal and governance support to fulfill mandated functions;
- Staffing with relevant education/training/capacity to undertake records and archival functions in legal compliance, and in accordance with existing and emerging professional records and archival standards and best practices; and,
- A budget that ensures the mandates and mission of the state archives will be met effectively, in support of the needs of government and the interests of the people on whose behalf the government operates.

Selected Resources

Bruce Dearstyne. [Leading and Managing Archives and Records Programs: Strategies For Success](#). Neal-Schuman Publishers. 2008.

Council of State Archivists. [Attracting and Retaining Great Talent: Government Records Archives and Records Management as a Career](#). 2017.

Harrison W. Inefuku. ["Putting the Tiles Together: Building Diversity in the Archival Profession."](#) Synergy: New from ARL Diversity Programs 11 (2014): 4–6. 2014.

Maria Kallberg. [Archivists 2.0: Redefining the archivist's profession in the digital age](#). Emerald Group Publishing Limited. 2012.

Mary Caldera and Kathryn M. Neal, Editors. [Through the Archival Looking Glass: A Reader on Diversity and Inclusion](#) (print). Society of American Archivists. 2014.

National Association of State Chief Information Officers (NASCIO). [Perspectives from Partners: Council of State Archivists](#). 2016.

National Digital Stewardship Alliance (NDSA). [Staffing for Effective Digital Preservation 2017: An NDSA Report](#). 2017.