

## Records Analysts Update

**Brandon Metcalf** joined the Utah State Archives in December as a records analyst working with state government agencies. He previously had been employed with a California records management company, Central Records Management. Brandon recently completed his master's degree in public history, with an emphasis in archives and manuscripts, at California State University, Sacramento. For the last year and a half he interned at the Sacramento Archives & Museum Collection Center where his primary responsibilities included processing manuscript collections. Brandon will be working the following state agencies: Department of Commerce, Department of Environmental Quality, Department of Financial Institutions, Department of Human Resource Management, Department of Human Services, Labor Commission, Utah Technology Finance Corporation, and the Department of Workforce Services.

**Rosemary Cundiff** moved from patron services to records analysis in January. Rosemary has worked for the Utah State Archives since June 2000. As a reference and processing archivist she has written many of the finding aids which appear on the Archives web site. In her new assignment, Rosemary will be working with County governments, Court Districts, Natural Resources and the Public Service Commission. Rosemary has a master's degree in history from the University of Delaware.

**Alan Barnett** returned to patron services after spending nine months as a records analyst. Barnett, former librarian at the History Information Center, has been named to oversee archives reference operations in the newly combined research center.



L to R top row: Stuart Preece, Staci Bates, Alan Barnett, Janell Tuttle; L to R seated: Pat Scott, Donna Morrison

**Donna Morrison** left the Archives in October after six years of working with state and local government agencies. She joined the records management staff of the Bureau of Land Management District Office in Coos Bay, Oregon.

**Pat Scott**, Records Analysis Section Manager, was recently recognized for twenty years of service to the Utah State Archives. She has worked with local government agencies since she developed the program in 1984. In January, she shifted her focus to working with state government agencies. She will be working with Corrections, Health, National Guard, Public Safety, local police and sheriffs departments, and local health departments.



Brandon Metcalf, Rosemary Cundiff

## Personnel Record Changes in the State General Retention Schedule

The 2004 Legislature passed HB 253, which made extensive changes to Utah Code 49-11-602. These changes will affect the retention of all state personnel records. Personnel records have previously been maintained for 65 years from the date of retirement or separation of the employee. They will now be maintained for 65 years from the date of employment or 3 years after the retirement or death of the employee, whichever is earliest. These changes will affect the current State General Retention Schedule (Item 11-2). Any agency using the State General Retention Schedule or an agency specific record series attached to the State General Retention Schedule needs to be aware that these retentions will reflect the new changes in the law. Your analyst is available to answer any questions regarding this change.

## State General Schedule-Correspondence Changes

The State Records Committee reviewed and, in December 2004, approved changes to the correspondence record series in the State General Records Retention Schedule. These changes were made to simplify the schedules by reducing the number of correspondence record series from four to two. The two record series are Program and Policy Correspondence (1-9) and Transitory correspondence (1-47). Their descriptions explain that these retentions are intended only for correspondence that is not included as part of other project files or case files. Essentially, most correspondence (including e-mail) is retained only for as long as you need it administratively and may be destroyed when no longer needed. There is a small percentage of correspondence that documents "material discussions and decisions made" that is scheduled permanently (see Program and Policy Correspondence (1-9)). An examination of this type of correspondence shows that it is less likely to be filed separately but is retained as part of larger program files. These changes were also made to the County and Municipal General Records Retention Schedules. Our online versions of these schedules have been updated to reflect these changes.

## Records Management Training Scheduled

The Utah State Archives will be offering basic records management training to state and local governments each month, beginning February 2005. Training sessions will provide designated Records Officers and other interested state and local government employees information on how to appropriately manage their records and comply with the Government Records Access and Management Act (U.C.A. 63-2-101). All training sessions will be held at the Utah State Archives, Courtyard Meeting Room, 346 South Rio Grande Street (450 West) in Salt Lake City. The following dates have been selected. To register for a training session visit <http://archives.utah.gov/recmanag/training.htm>.

Feb. 16: **State Agency**, 9:00 a.m. – 11:00 a.m.

March 8: **Local Gov.**, 9:00 a.m. – 12:30 p.m.

April 20: **State Agency**, 9:00 a.m. – 11:00 a.m.

May 24: **Local Gov.**, 9:00 a.m. – 3:30 p.m.

June 8: **State Agency**, 9:00 a.m. – 11:00 a.m.



L to R: Patricia Smith-Mansfield, Keith Stepan, S. Camille Anthony, Loraine Pace, Olene Walker

## Dedication of New Archives Building

Ribbon cutting and dedication ceremonies for the new State Archives Building at 346 South Rio Grande Street (450 West), immediately south of the historic Rio Grande Depot, took place October 1, 2004. Participants in the ribbon cutting included former Utah Governor Olene S. Walker, former State Representative Loraine T. Pace, former Department of Administrative Services Executive Director S. Camille Anthony, F. Keith Stepan, Director of the Division of Facilities Construction and Management, and Patricia Smith-Mansfield, Director of the Division of State Archives. Governor Walker capped off the ribbon cutting ceremony by placing the original Utah State Constitution in the Archives' holdings to be preserved in the building's automated storage and retrieval system (ASRS).

Robert Kirby, a Salt Lake Tribune newspaper columnist and author, spoke during the dedication ceremony. The program also included remarks by Allen D. Roberts, project architect, and a reading by Kenneth W. Brewer, Utah's poet laureate, of a poem entitled "Persistence of Memory."

An award recognizing Rep. Pace for her support of the State Archives was presented. Others recognized for their contributions to the Utah State Archives were Dr. Everett C. Cooley, Utah's first state archivist; Ferd Johnson, Utah's first records manager; and Jeffery O. Johnson, state archivist, 1984-2002. Sponsors of the event included Cooper Roberts Simonsen Architects, Okland Construction, Inc., HK Storage Systems, Metal Edge, Inc., and Origin Studios.

The two-story structure houses the division's administration, patron services, records analysis, and micrographics sections and houses the permanent records collection. In January 2005, the State Archives and State History will share a common reading room adjacent to the new facility.

## New Combined Research Center Opened

The new Utah History Research Center opened January 10 on the ground floor in the remodeled south wing of the historic Rio Grande Depot located at 300 S. Rio Grande Street. The center is operated jointly by the divisions of State Archives and State History and combines the resources of the Utah State Archives Research Center and the Utah History Information Center into a single reading room. Reference archivists and librarians from the two divisions provide access to the records of both agencies at the new site.

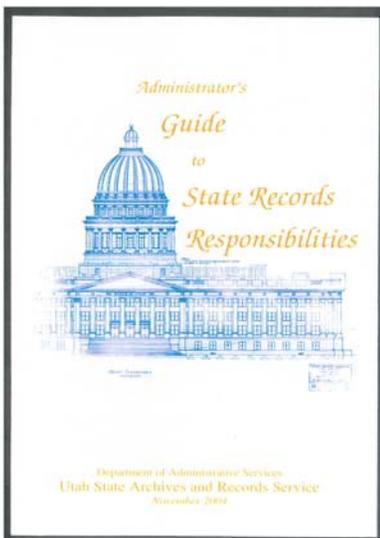
Reference archivists from the State Archives moved out of the temporary public research room on the first floor in the newly constructed State Archives Building adjacent to the Rio Grande Depot. Approximately 9,000 reels of microfilmed records in Archives holdings have been transferred to "open stacks" for patron easy access in the new room. The vacated space has reverted to its original purpose, a training room.

Holdings from the State History Information Center were moved from the second-floor library in the north wing of the depot into the new one-stop facility on the main floor of the refurbished south wing.

A new web site has been created for the combined research room ([historyresearch.utah.gov](http://historyresearch.utah.gov)). The site includes both Archives and History information, finding aids, etc.

## Administrator's Transition Brochure Created

The Utah State Archives has created a brochure titled "Administrator's Guide to State Records Responsibilities" following the election of a new Utah governor and anticipated administrative transitions. This guide is intended for use by government administrators and is a concise review of records management and Utah law. It includes explanations of public records, administrators' responsibilities, and how to manage personal files. The brochure will be particularly beneficial to



administrators leaving or entering government positions. For more information, contact the Records Analysis section at 801-531-3860 or email: [pscott@utah.gov](mailto:pscott@utah.gov) or [jtuttle@utah.gov](mailto:jtuttle@utah.gov).

## Two New Members Appointed to the State Records Committee

The State Records Committee had two new members appointed this past September. Carl Albrecht, general manager and CEO of Garkane Energy, replaced Cherie Willis as the citizen's representative. Scott Whittaker, vice president of File Center Inc., replaced Brian Winterowd as the private sector records manager. The Committee generally meets the second Thursday of the month to approve the retentions and dispositions of records series generated by state and local government entities. The Committee also hears appeals from people who have been denied access to a government record.

## Electronic Records

Over the past six months, the State Archives has conducted focus groups to examine issues relating to electronic records. State and local government records and IT personnel came together to discuss three main topics: 1) What are electronic records and what is their scope? 2) What are the issues and problems involved in managing and preserving electronic records? and 3) What is needed?

Electronic record keeping is here to stay and the results of these group discussions indicated the depth and scope of electronic records management is immense. Issues discussed included how to address the varying array of mediums, platforms, and delivery systems of electronic records and the fact that electronic record formats, delivery systems, and mediums will be ever changing. E-records include tapes, optical disks, compact disks, and hard drives. They include email, desktop files, databases, scanned and digital documents, and web sites. Additionally, there is the issue of interconnectability of electronic and paper formats.

The information collected in these focus groups will assist the Archives in developing an electronic records initiative to assist state and local governments in their e-record management and in developing means to preserve and provide access to e-records of permanent value.

