

Selling the Importance of RIM to Your Organization

NUTS & BOLTS OF RECORDS MANAGEMENT
CONFERENCE 2018

Ogden City

- 88,000 population located in Weber County
- Within 30 minutes of 3 ski resorts
- Over 260 miles of trails
- Great independently owned restaurants in downtown corridor
- Over 350 permitted events annually
- Vibrant downtown Art District
- Twilight Concert Series
- Ogden Friends of Acoustic Music
- Snowbasin's Blues Brews and BBQ



What is Records Management?



Records Management Beginnings

To the President and Members of the City Council of Ogden Utah.

Gentlemen:

We respectfully call your attention to the fact that the City papers in the vault are in one confused mass. Frequently inquiry comes for certain documents, a search for which involves much waste of time and often proves fruitless. The records, or minute books, are not indexed, and a like difficulty arises in searching for any desired information in them. With 45 years of records and papers on hand, it may well be imagined what a task a search for any given subject involves. There has not been any system whatever of indexing or filing the City records and papers in all these years, and the vault as a result is one confused mass of documents and records, made practically valueless because of such a serious lack of arrangement and order.

Realizing the necessity of a change in this condition, we made preparation at our own expense to remedy the evil. We purchased a valuable index-record book, 150 file boxes, and began the work of filing and indexing the papers which we hoped to follow up with a perfect index-record of every subject in the many volumes of City Council minutes from the organization of Ogden to the present time, so that any given subject and the name of its author might be found at a glance. To this end a double entry was made including, first, the name of the petitioner or author of the subject, and, secondly, the subject itself, with the date and page of the minute book and number and date of the file. We have progressed so far that we have nearly all the papers assorted, and have filed in order and numbered nearly two thousand documents and entered them on record.

In making a closer examination of the records, we find that the task is greater than we anticipated, and the expense necessary to complete the work will be much larger than we care to invest not knowing absolutely how the Council would view the cost of such a complete and comprehensive record, which we deem, however, an absolute necessity to the City.

Under these circumstances we do not feel justified in proceeding with a further outlay of money, and therefore present the matter before Your Honorable Body with the offer to dispose of our interest to the City for the amount which we have actually invested, and suggest that the Council order the work completed by the employment of a clerk under our direction. This proposition will secure this valuable and necessary record to the city at a much cheaper figure than it could be purchased for under other circumstances.

*Approved
April 23/95
A. J. [unclear]*

Respectfully,

*Edw. H. Anderson
N. J. [unclear]*

Letter written to City Council
from City Recorder
& Treasurer

Calls attention to the
“confused mass” of City
papers and requests funds to
“remedy the evil.”

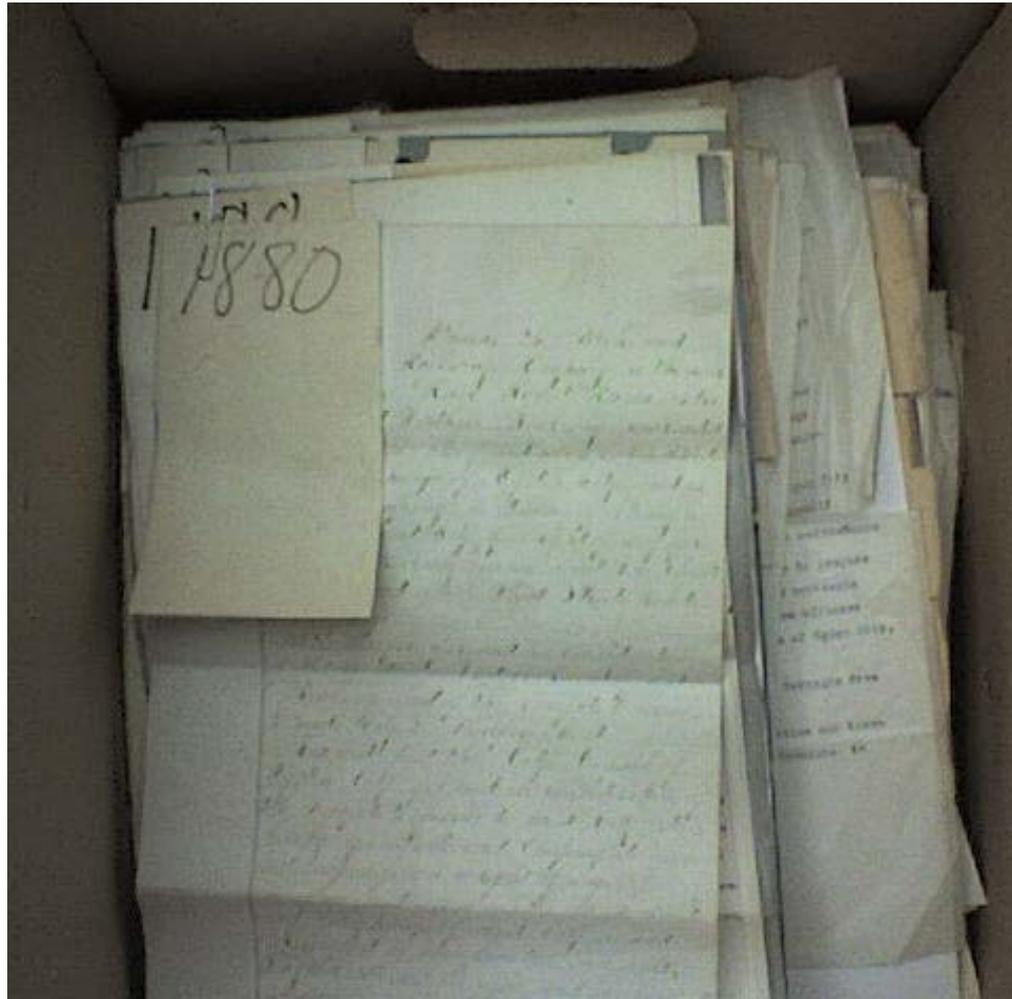
Written March 22, 1895



Remedy the Evil



Original Ordinances



Great Records

6 Feb. 1851

An ordinance to incorporate Ogden City
Sec 1. Be it ordained by the General Assembly of the
State of Deseret that all that district of ^{Utah} ~~Country~~
embraced in the following boundaries, To wit,
Beginning at the base of the Mountain due East of the present
Mill dam on Weber river and running due west to the South End

Original Ogden City Charter
Church of Jesus Christ of Latter-day Saints Archives



Great Records

Exp'd.

THE UNITED STATES OF AMERICA.

To all to whom these presents shall come, greeting :

CERTIFICATE }
No. 2189 } *Alherras, Lerin Parr Mayor of the City of Ogden, Weber County, Utah Territory, in trust for the several use and benefit*
of the occupants of said City of Ogden, according to their respective interests by virtue of an act of Congress approved
March 3rd 1867 entitled, An act for the relief of the inhabitants of Cities and towns upon public lands.

has deposited in the GENERAL LAND OFFICE of the UNITED STATES, a CERTIFICATE of the Register of the Land Office at *Salt Lake City, Utah Territory* whereby it appears that FULL PAYMENT has been made by the said *Lerin Parr Mayor as aforesaid, in trust as aforesaid*

according to the provisions of the act of Congress of the 24th of April, 1850, entitled "An act making further provision for the sale of the public lands," for *the South East quarter of Section twenty, the South West quarter of Section twenty-one, the West half the West half of the South East quarter, and the West half of the North East quarter of Section twenty-eight, Section twenty-nine, Section thirty-two, the North West quarter, the North half of the South West quarter, the West half of the South East quarter, and the West half of the South East quarter of Section thirty-three, in Township six North of Range one West, in the District of Lands subject to sale at Salt Lake City, Utah Territory, containing two thousand four hundred and eighty acres*

according to the OFFICIAL PLAN of the Survey of the said lands returned to the GENERAL LAND OFFICE by the Surveyor General, which said Tract has been purchased by the said *Lerin Parr Mayor as aforesaid, in trust as aforesaid.*

Now KNOW ye, That the United States of America, in consideration of the premises, and in conformity with the several Acts of Congress in such case made and provided, HAVE GIVEN AND GRANTED, and by these presents DO GIVE AND GRANT, unto the said *Lerin Parr Mayor as aforesaid, in trust as aforesaid.*

and to his successors the said Tract above described; TO HAVE AND TO HOLD the same, together with all the rights, privileges, immunities, and appurtenances, of whatsoever nature, thereunto belonging, unto the said *Lerin Parr Mayor as aforesaid, in trust as aforesaid.*

and to his successors and assigns, in trust as aforesaid. *No title shall be hereby acquired to any mine of gold, silver, coal, iron, copper, or to any valuable mineral claim or possession held under existing laws of Congress.*

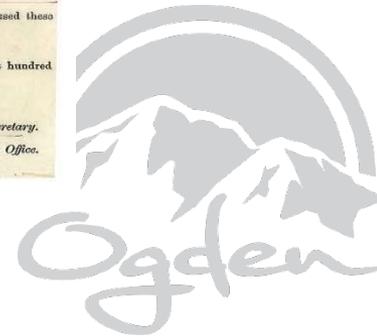
In testimony whereof, I, *Alpheus S. Grant* PRESIDENT OF THE UNITED STATES OF AMERICA, have caused these Letters to be made Patent, and the Seal of the GENERAL LAND OFFICE to be hereunto affixed.

GIVEN under my hand, at the City of Washington, the *second* day of *August* in the YEAR OF OUR LORD one thousand eight hundred and *seventy-two* and of the Independence of the United States the *thirty-seventh*.

BY THE PRESIDENT: *W. S. Grant*
By *J. B. Thompson* *Asst. Secretary.*
C. B. Ferguson Recorder of the General Land Office.

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Original Ogden Townsite Deed
Ogden City Archives



Great Records

CONTRACT BETWEEN THE OGDEN CITY CORPORATION
AND
UTAH RAPID TRANSIT COMPANY
AND
THE UTAH IDAHO CENTRAL RAILROAD COMPANY

THIS CONTRACT, made this 8th day of August, 1935,
between the Ogden City Corporation (herein styled Ogden City), a
municipal corporation of the State of Utah, and the Utah Rapid Tran-
sit Company (herein styled the Transit Company), a corporation of
the State of Delaware, with its principal place of business at Ogden,
Utah, and its parent company, the Utah Idaho Central Railroad Company
(herein styled the Railroad Company), a corporation of the State of
Delaware, with its principal place of business at Ogden, Utah,
WITNESSETH:

EXPLANATORY RECITALS

2. WHEREAS, Ogden City intends to construct a pipe line and
appurtenant works through Ogden Canyon, and

3. WHEREAS, Ogden City desires to construct said pipe line over
the right-of-way now in use by the said Transit Company, and

4. WHEREAS, the Railroad Company is an interested party hereto
by reason of its ownership of one hundred per cent (100%) of the
outstanding capital stock of the Transit Company, and

5. WHEREAS, the Railroad Company and the Transit Company has
signified their intention and willingness to permit their track or
tracks to be taken up and removed upon the terms and conditions here-
inafter stated.

6. NOW, THEREFORE, in consideration of the mutual and dependent
stipulations and covenants herein contained, the parties hereto are hereby agreed to
and filed Presented to Commissioner
between the parties hereto as follows:

AUG 12 1935
L. D. H. DANIELSON, City Records
2013

Right of Way Contract Ogden Canyon 1935

Microfilm Ogden City Archives



Beginning Steps

- Perception of Records and Information Management
- Re-establish Ogden Records Committee
- Education and Training



Changing the Perception

PERCEPTION

- Roadblock
- Not my job
- No records/paperless
- Must comply
- Boring

NEW MESSAGE

- Benefit to your program
- Everyone's responsibility
- Electronic docs are records
- We are here to help
- Really exciting (not much help here)



Ogden Records Committee

- City Code allowed for a records management committee
- Identified key players
- Information binder
- Knowledge inventory
- Needs assessment



Training & Education

- Records management tips in employee newsletter
- Stall paper
- Offer “roadshow” trainings
- Required trainings
- Include records management in job descriptions



Questions

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