

May 15, 2009

Governor Nixon and Members of the General Assembly:

I am proud to share with you the Records Services Division Annual Report for Fiscal Year 2008 (FY08). This Division consists of three units: Missouri State Archives, Local Records Preservation Program, and State Records Management Program. These three units work collaboratively to preserve government records and make them available to the citizens of Missouri. The Division's success is evident in the release of new historical resources, creation of educational programs, and financial and technical assistance provided to citizens and public officials throughout the state.

The Missouri State Archives is committed to fostering an appreciation of our common past through increased access to historical records and educational opportunities. This year the staff assisted over 35,000 patrons in-person and through telephone, e-mail, and postal requests. Internet searches continue to grow at an ever-increasing pace.

During FY08, the Archives continued to add digitized records, educational resources, research guides, and other resources to its award-winning website, <http://www.MissouriDigitalHeritage.com>. The [Missouri Death Certificate Database](#), a searchable online index with over 2.1 million death certificates from 1910-1957, was first released in April 2006. The remaining certificates were made available online by April 2009, over a year ahead of schedule. Additionally, the Archives continues to provide free public programming through its Evening Program Series. In FY08, transcripts and videos of the programs were made available online, making programs available to audiences unable to attend the programming series. Such accomplishments and ongoing projects have made the Missouri State Archives a leader in online historical research. *Family Tree Magazine* selected the Archives' website as one of the best in the country for the sixth consecutive year. At the National Genealogical Society's (NGS) Annual Conference in Kansas City in May 2008, the Missouri State Archives was awarded the Award of Merit for its exceptional contribution to the field of genealogy over a five-year period.

The Local Records Preservation Program helps county and municipal governments preserve their records and make them accessible to the public. Local Records archivists provided in-depth records consultations, helped public officials inventory records, dispose of extraneous documents, created computerized indexes, and preserved and microfilmed records of historical value. During FY08, field archivists provided support for the Local Records grant program by conducting ten workshops across the state and consulting with applicants to review proposed projects. Local Records Preservation projects currently underway have revealed previously unknown information dating to the beginning of statehood. The Local Records Preservation Program also has the state's only publicly-funded conservation laboratory for paper-based documents. In FY08, conservators treated a variety of significant local government records including a rare [Daviess County Court case](#) in which a private citizen brought suit against Frank and Jesse James for the theft of a horse after a bank robbery in 1869.

The State Records Management Program promotes the efficiency and continuity of state government by providing state agencies with the resources necessary to manage their records effectively. Staff members help state agencies develop guidelines for the retention of documents, offer training on records management, and provide off-site storage. At the end of FY07, the Records Management Division purchased a records tracking system that was implemented throughout FY08. All three sections of Records Management worked with bar-coding boxes and shelves, and migrated data for 280,000 boxes, 255,000 rolls of microfilm, and over 8,000 record series. This SMART (State of Missouri Agency Records Tracking) system is expected to reduce the turnaround time for updating and creating agency retention schedules as well as give agencies easier access to their records. During FY08, the State Records Center accepted 27,360 cubic feet of records for off-site storage. Acting on behalf of state agencies, the staff disposed of over 29,551 cubic feet of records that had met their legal retention requirements. Due to Records Management staff's efforts to get agencies to sign-off on records that are eligible for destruction, for the first time in twenty years, the records center had a net reduction of boxes taken in versus destroyed.

I am pleased to lead a Division whose efforts are of such benefit to the state and its taxpayers. The Records Services Division places a priority on the "public" in public records. In focused and creative ways, the Division is efficiently delivering public records into the hands and onto the computer screens of our citizens and government officials. This report highlights the achievements mentioned above and many others. I invite you to take a closer look at the Records Services Division and discover where the story of our state begins.

Very truly yours,  
Robin Carnahan  
Secretary of State

# Records Services: FY08 Annual Report

The Records Services Division of the Office of the Secretary of State is comprised of three units, the Missouri State Archives, the Local Records Preservation Program, and Records Management. The three units work together to preserve public records of all types, including documents, books, maps, photographs, films, audio recordings, and moving pictures.

Each unit offers specific services. The Missouri State Archives preserves and provides access to the permanent records of Missouri. The Local Records Preservation Program assists counties, cities and other local government entities with the management and preservation of their records. Records Management assists state agencies with organizing and managing their records.

## Missouri State Archives

The Missouri State Archives is the official repository for permanent state records of enduring historical value. Most of the records in the State Archives come to it through the Local Records Preservation Program and the State Records Management Program. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government.

## Holdings and Research

The State Archives' collections and holdings, dating from 1770, allow professional historians and other researchers to uncover information that brings family histories to life and enlightens citizens to our collective past. The State Archives is Missouri's largest repository for historical documents. Its holdings include:



Governor Lilburn Boggs' 1838 Mormon Extermination Order and Governor Christopher "Kit" Bond's 1976 rescission of the Order

- more than 338 million pages of permanent records
- roughly 500,000 photographs (negatives, prints and slides)
- approximately 199,000 reels of microfilm, including security copies, and 270,000 microfiche
- in excess of 9,000 maps
- tens of thousands of state publications
- a variety of audiovisual materials (audiotapes, CDs, moving pictures, videos, etc.)

The State Archives preserves records that document Missouri's history from the era of French and Spanish colonial rule to the present day. Among the holdings of the State Archives, researchers will find documentation of every aspect of life in Missouri.

Records housed in the State Archives support the full range of research interests – from schoolchildren's studies to family history to academic research. They support research in topics and themes as diverse as: the part western Missouri towns played in westward expansion; St. Louis' role in the international fur trade; slavery; the Civil War; western outlaws; military records of Missourians from the War of 1812 to the start of World War II; immigration; and Missouri politics.

Among the larger records series at the State Archives are Governors' papers, General Assembly records, Missouri Supreme Court case files, records and publications from state agencies and departments, and millions of microfilmed county and municipal records.

Many researchers continue to use traditional means to access the Archives. They visit in person, raise questions via telephone, and place requests by mail. In FY08, the Archives filled 36,393 research requests in the Alex M. Petrovic reading Room, answered 7,854 phone requests, responded to 5,780 e-mail requests, and fulfilled 5,814 research requests via postal mail.



Tours of the conservation lab are a popular feature of students' visit to the Archives

The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY08, the Archives received more than 9,439,684 multiple page searches of its web site, an increase from previous years.

During FY08, Archives docents and staff led 99 tours of the Archives facility for 2,028 students, genealogical and historical societies, and legislators.

## Missouri Digital Heritage

Secretary Carnahan proposed this ground-breaking initiative in 2007 to further Missourians' access to information about the history of the state. Once the initiative received funding through the state legislature, development of the website began. On April 29, 2008, Secretary of State Robin Carnahan officially launched the Missouri Digital Heritage (MDH) website at a public program held at the James C. Kirkpatrick State Information Center. The Missouri Digital Heritage Initiative is a collaborative effort between the Missouri State Archives and the Missouri State Library in partnership with the State Historical Society of Missouri that dramatically expands online access to information about Missouri's past. MDH has made millions of historical documents available to the public and connects users to dozens of Missouri's local libraries, universities, and cultural institutions through one searchable destination. The State Archives and State Library are assisting institutions across the state in digitizing their records and placing them online for easy access.

Those wanting to learn more about the making of the Missouri Digital Heritage Initiative can go online to view a video about the project at: <http://www.sos.mo.gov/mdh/MakingOf/>. For even more information on the Missouri Digital Heritage Initiative, the public can explore the website at [www.MissouriDigitalHeritage.com](http://www.MissouriDigitalHeritage.com).

## Landmark Historical Project Completed

The Missouri Death Certificate Project, a searchable online index with over 2.1 million death certificates from 1910-1957, was first released in April 2006. At that time, the database was linked to digital images of original certificates from one decade. The remaining certificates were made available online by April 2009, over a year ahead of schedule. Since its release, the death records database has been searched an unprecedented 11.4 million times, and staff members have responded to over 63,700 requests for copies from researchers wishing to learn more about their heritage.

Over 600 students and volunteers from across the nation and other countries spent 32,810 hours preparing certificates for scanning and entering data into the index. View the Missouri Death Certificate Database at: <http://www.sos.mo.gov/archives/resources/deathcertificates/>.



Digital camera technicians scanned over 2.1 million death certificates to complete the Missouri Death Certificate Project

## Exhibits

### New Display in JKSIC

*Where History Begins*, a new interactive exhibit opened in the lobby of the James C. Kirkpatrick State Information Center in October 2007. The exhibit uses Edward Fisher's paintings of Jefferson City to teach visitors about the mission and the collection of the Missouri State Archives. In January, *Where History Begins* was featured on the website <http://www.Exhibitfiles.org>.

## Three Archives Exhibits Travel in 2008

Three Missouri State Archives exhibits traveled extensively during the past year. *Mapping Missouri* completed an extensive three-year tour with stops at the Newton County Historical Society in Neosho and at the City of Cuba, Missouri. *Ticket to the Past: The First Twenty-five Years of the Missouri State Fair* crisscrossed the state to venues in Stanberry, Maryville, Cape Girardeau, Kirkwood, St. Louis, and Doniphan. Meanwhile, *The Verdict of History* made stops at the Mark Twain Museum and Boyhood Home in Hannibal, Poplar Heights in Butler, Truman State University in Kirksville, and had an extended stay in the U.S. District Courthouse in Kansas City.

The Missouri State Archives makes its exhibits available, free of charge, to educational institutions, libraries, museums, and historical societies across the state. Online versions of these and other exhibits may also be viewed at: <http://www.sos.mo.gov/archives/exhibits/>.

## Programming and Education

### Evening Program Series

As part of its Evening Program Series, the Archives presented twelve programs, free and open to the public. Historians, musicians, folk artists, and genealogists provided a variety of programs at the Archives in FY2008. Some of the most popular programs of the year were:

- *Where the Civil War Began: Missouri Prior to and Through 1861*, a program about the political atmosphere in Missouri prior to the Civil War and the divided loyalties of its citizens. Authors John Bradbury and James Denny discussed the complicated role Missouri played during the first year of the Civil War, key political and military figures involved, military operations carried on throughout the state and the effects of the war on Missourians during the early part of the conflict.
- *River Ridge String Band*, members Cliff White, Molly White, John Cunning and Charlie Nelson combined the hammered dulcimer, mandolin, guitar, banjo, accordion, vocals and folk percussion instruments to produce an interesting mix of old-time fiddle tunes and traditional Irish music. Along with jigs, reels and hornpipes the band added a few classic Bluegrass songs and a variety of ballads and waltzes to create music enjoyable for all ages.
- *Folk Arts Festival*, Jefferson City's Memorial Park once again came alive for a unique gathering of talented folk artists, musicians and craftsmen. People of all ages were treated to live demonstrations of traditional basket weaving, chair caning, loom weaving, soap making and wood turning. Over 350 visitors enjoyed food, a variety of craft vendors and a beautiful park setting while listening to Native American flute music, blues, and old time fiddle tunes.
- *Scoundrels to the Hoosgow: Perry Mason Moments and Entertaining Cases from the Files of a Prosecuting Attorney*, Morley Swingle shared over thirty real-life stories from his legal career, providing a "behind-the-scenes" look at the justice system and the day-to-day life of a prosecuting attorney. Swingle combined actual crimes, legal analysis and humor to recreate his most entertaining stories of villains, heroes and ordinary people, from the crime scene to the courtroom.

The Archives' staff presented additional programming on how to care for and organize family photographs and documents. The workshop celebrated the Archives' annual Family History Day with informative sessions on how to get photographs into practical and safe environments along with the importance of keeping family documents, such as marriage licenses, birth certificates, land deeds and military records, secure. Also addressed was the problem of where to locate duplicates of permanent records if they have been lost or destroyed. A total of 1,521 people attended the combined public programs.

Many of these programs, complete with transcripts, are currently available for viewing online at <http://www.sos.mo.gov/archives/about/presentations.asp>. The presentation website makes educational programs available to audiences unable to attend the programming series.

In celebration of Black History Month, an online-only programming Series concerning African-American genealogy was posted in February 2008. The five-part series, entitled *African-American Genealogy: Putting Together the Pieces of Your Past*, is presented by family history research consultant, Traci Wilson-Kleekamp. The series explores the resources available online and in local, state, and national historical repositories that help family historians discover more about their African-American heritage. In addition, the series provides helpful tips on accessing the best websites, which records are most beneficial, and how to get the most out of original records.



Researchers in the Missouri State Archives' Reference Room

### ***Archives Alive!***

From March to May in 2008, over 5,000 elementary students from 91 schools across the state attended performances of *Archives Alive!* at the Missouri State Archives. The Archives educated and entertained both private and public school students with the forty-minute interactive, theatrical program, the “Molly and Delores Show.” Missouri history was brought to life for fourth and fifth graders as they learned about their heritage and the men and women who shaped Missouri. School groups were also given tours of the Archives in addition to seeing a performance. Both performances and tours were provided at no charge.

### **Online Lesson Plans**

Online lesson plans are available as part of the Archives' focus on providing educators and students with original documents related to the teaching of Missouri history. Lesson plans use curricula based on Archives collections and primary sources. Educators and students can experience the history contained in original records, and develop a greater appreciation for the rich heritage of Missouri through a variety of web-based lesson plans available at <http://www.sos.mo.gov/archives/education/>.

In FY2008, Archives' staff added, *Man's Best Friend: The Old Drum Story*, [www.sos.mo.gov/archives/education/olddrum/](http://www.sos.mo.gov/archives/education/olddrum/). The curriculum for grades 9-12 shares the story of one of Missouri's most interesting court cases, while using the case's journey from a Justice of the Peace to the Missouri Supreme Court to teach students how the judicial system operates. This lesson was designed for eighth grade students but may be adapted for any grade level.

These online lessons help educators incorporate primary sources into their curriculum.

### **National History Day in Missouri**

The Missouri State Archives sponsors the Central Missouri Region National History Day in Missouri competition. This contest is held each year on the last Saturday of February at Lewis and Clark Middle School in Jefferson City. The top three finishers in each category are eligible to participate in the state contest at the University of Missouri-Columbia in April. First and second place finishers at the National History Day in Missouri competition proceed to the National History Day competition at the University of Maryland-College Park in June.

Competing individually or in small groups, in either the junior division, for grades 6-8, or the senior division, for grades 9-12, National History Day students choose their own research topics based on an annual theme. The theme for 2008 was *The Individual in History*. Project formats range from traditional research papers to performances, documentaries, exhibits and websites. Three students from the central Missouri region qualified for the national contest. Chris Ghan, a senior at Rock Bridge High School in Columbia, who placed first in Missouri with his senior individual performance, *Spirit of Liberty: Benjamin Franklin and Slavery*, won third place in the national competition.

## Conferences

The Missouri State Archives was co-sponsor for the 2007 National Association of Government Archives and Records Administrators (NAGARA) Joint Annual Meeting with the Council of State Archivists (CoSA) in Kansas City, July 18-21, 2007. NAGARA is the only professional association dedicated solely to helping government archivists and records managers. At the joint meeting, the Archives was awarded the CoSA Certificate of Preparedness, which recognizes the Archives for completing a detailed assessment of records-related preparedness in Missouri and for compiling a basic emergency communication and response plan for state archives staff.

Archives' employees participated in the *50<sup>th</sup> Annual Missouri Conference on History* in Columbia, April 4-8, 2008. In addition to staffing a State Archives table, at which they made available to conference attendees information about the research resources at the Missouri State Archives, they attended sessions on such diverse topics as current digitization projects in Missouri and colonial history in the Mississippi Valley. Local Records Program director Lynn Morrow participated in the Missouri History Scholarship Series Roundtable.

The Archives took part in the 2008 St. Louis Genealogical Society 38<sup>th</sup> Annual Family History Conference at the Maryland Heights Centre on April 12, 2008. This Family History Conference is the largest single-day regional genealogical event in the United States. An Archives exhibit showcased the new information being made available online through Missouri Digital Heritage and this information was featured in many of the sessions.

## Fellowships and Internships

FY08 marked the second year of the Friends of the Archives' William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project that uses the Archives' holdings to further knowledge of state or national history is eligible for funding.

The 2008 Foley Fellowship was awarded to Stephen A. Martin, a Ph.D. candidate at the University of Oklahoma. During the summer of 2008 Martin conducted research in the Archives, focusing on the late eighteenth and early nineteenth century migration of the Shawnee and Delaware into the Cape Girardeau region. Martin investigated the circumstances that caused the Shawnee and Delaware to flee the Ohio Valley in 1779; the creation of their communities; the economic and social relationships they developed with the French, Anglo-Americans, and other American Indians; and how these relationships altered over time. Through his research, Martin will provide the first comprehensive look at Missouri Shawnee and Delaware communities; including a new look at the prevailing view of the role of Tecumseh and his brother, the Shawnee Prophet.

2008 marked the tenth year of the Archives highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Supreme Court of Missouri Historical Society sponsor two internships and the Robert Eldridge Seiler Fellowship at the Archives. The two interns work on the long-term project to develop an annotated, sustainable, online database for Missouri's Supreme Court case files. This year the interns added cases from the post-Reconstruction period to the database, bringing the total to 11,441 case files. This database is available at [www.sos.mo.gov/archives/judiciary/supremecourt/](http://www.sos.mo.gov/archives/judiciary/supremecourt/).



Robert Eldridge Seiler Fellow Sarah Bohl and Supreme Court of Missouri Historical Society Interns Erika Woehle and Deanna Martin

The Seiler Fellowship for 2008 was awarded to Sarah Bohl, a Harrisonville native, and a former Supreme Court of Missouri Historical Society intern. Bohl is a Ph.D. candidate in American history at Arizona State University. She conducted her fellowship research at the Missouri State Archives-St. Louis on how women in St. Louis used the court system to reconstruct their lives following the Civil War. Bohl looked through a wide range of Circuit and Probate Court records and compiled information relating to a broad cross-section of women from all types of backgrounds and socioeconomic classes in St. Louis in the Reconstruction Era. At a time when women had few public political rights, they successfully used the court system to their full advantage.

Each summer an upper-level undergraduate or graduate student is selected from a national pool of applicants to conduct work within the various collections of material related to African American history at the Missouri State Archives. This year's African American History Intern was Grace Wade, a graduate student from the University of Missouri-St. Louis. Wade spent her summer reviewing the collection of 300 St. Louis Circuit Court slave freedom suits, which have been processed, indexed and placed online at [www.stlcourtrecords.wustl.edu](http://www.stlcourtrecords.wustl.edu).

Wade read and analyzed each file, making notes on the physical condition of each record, historical connection that clarified context of a case, and noting related cases. Her observations will help historians better analyze the significance of the slave freedom suits in their context in the antebellum United States.

The Archives hosted several other interns during the summer that assisted the professional staff with patron requests, scanning photographs for mounting onto the Missouri Digital Heritage website and database management. These interns provided invaluable assistance during the busy summer research months.



Interns Nicole Cassmeyer, Cynthia Tharp, Danielle McNay, Nancy Meuth and Courtney Butler (not pictured are Allan Hernandez, Thomas MacDonald and Jackson Otto)

## Awards

For the sixth year in a row, The Missouri State Archives was named one of the annual 101 best family history web sites by *Family Tree Magazine*, America's largest-circulation genealogy magazine.

At the National Genealogical Society's (NGS) Annual Conference in Kansas City, in May 2008, State Archivist John Dougan presented a session on the Missouri Digital Heritage Initiative. At the conference, he also accepted the organization's Award of Merit, which was presented to the Archives for its exceptional contribution to the field of genealogy over a five-year period. The Archives was recognized for providing outstanding electronic access to its records. The Missouri Birth and Death Records Database, Pre-1910; Missouri Death Certificates, 1910-1957; Naturalization Records Database, 1816-1955; Coroner's Inquest Database; Missouri Judicial Records Database, 1831-1969; Provost Marshal Papers; Soldiers Database and Service Cards; and Land Patents Database, 1831-1910 were individually recognized as achievements worthy of the honor. The NGS is the premier national association for genealogical researchers.

## State Document Preservation Fund

The State Documents Preservation Fund was created in 1996 by the 88th General Assembly through Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. The Archives spent \$6,919.40 from the fund during FY 2008 to assist with access to the death certificates. At the close of June 2008, the fund balance was \$7,703.32.

## Missouri Historical Records Advisory Board

The Missouri Historical Records Advisory Board (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri State Archives Local Records Grant Program.

During the year, the MHRAB reviewed thirty-six proposals submitted to the Local Records Grant Program. Of these, twenty-six grants, for a total of \$203,413, were awarded to local governments or political subdivisions with taxing authority, for approved records management or preservation projects.

The MHRAB also began a multi-year initiative to assess the condition of Missouri's historical records and plan for their future. In the coming years, the board will administer a statewide assessment survey, conduct regional meetings and on-site assessments in both rural and urban communities, and create a strategic plan addressing the issues of greatest concern to Missouri's historical records community and strategies for addressing those issues.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation of and access to Missouri's documented heritage.

#### **Members of the Missouri Historical Records Advisory Board - FY08**

Robin Carnahan  
Secretary of State  
Coordinator

John Dougan  
Missouri State Archivist  
Deputy Coordinator

Joseph L. Adams  
University City Mayor

Robert P. Neumann  
Director  
Greene County Archives

Gregory B. Allen  
President  
Allen Financial Corporation

Cynthia L. Parks  
Director of Records Management  
University of Missouri-Columbia

Marcia L. Bennett  
Executive Director  
St. Joseph Convention & Visitors Bureau

Terry L. Ramsey  
Museum Coordinator, Bushwhacker Museum  
Vernon County Historical Society

Raymond Doswell  
Director  
Negro Leagues Baseball Museum

David E. Richards  
Head, Special Collections and Archives  
Department  
Meyer Library, Missouri State University

Steven P. Gietschier  
Senior Managing Editor, Research  
*The Sporting News*

Anne G. Rottman  
Head Librarian  
Legislative Library, State Capitol

Christopher Gordon  
Director of Library and Archives  
Missouri History Museum

Gary R. Kremer  
Executive Director  
State Historical Society of Missouri  
ex-officio

# Local Records Preservation Program

Missouri local governments generate records documenting the rights of citizens, government actions, and the history of the community. The mission of the Local Records Preservation Program is to assist local governments with the preservation of historical and vital records and recommend techniques for the efficient management of current records.

To that end, Local Records staff members work with local governments to:

- dispose of extraneous records based on retention schedules
- create computerized record inventories
- reclaim office space through preservation microfilming
- conduct workshops in records and archival management practices
- co-sponsor grant projects
- perform conservation treatments in the lab at the State Archives
- advise on preservation of records

These activities promote long-term public records management and improve public access to the records, preserve the social compact and ensure transparency of government activity.

The Local Records Program operates in three functional areas. Field archivists work directly with local officials in the areas of archival practice and records management. The grant program funds projects to preserve public records. The conservation staff provides professional preservation advice and conservation treatment. Selected professionals in these areas also serve on committees to advise the agency's Missouri Digital Heritage Initiative for planning access to collections statewide.

## Local Field Archivists



Archivists sort and organize records in local records offices.

The core of the Local Records Program is on-site work conducted throughout the state by field archivists. These professionals advise, educate, and assist local records custodians in sound records management and archival practices.

The services of the Local Records archivists are free-of-charge to any tax-supported government entity in Missouri. Typically, archivists are requested when a local official decides to improve the organization of records, usually motivated by a desire to reclaim or maximize limited office space. Local Records archivists provide wide-ranging consultations that help local government offices gain intellectual and physical control of their records. Often, this involves sorting the records, disposing of those that are no longer needed and recommending strategies for microfilming and storage.

## Records Consultations

In FY2008 archivists consulted with the following units of local government:

- cities: Aurora, Branson, Canton, Cape Girardeau, Eldon, Ellisville, Excelsior Springs, Grain Valley, Greenwood, Hartsburg, Independence, Jefferson City, Kansas City, La Plata, Ladue, Lake Ozark, Neosho, New Franklin, New Haven, O'Fallon, Owensville, Palmyra, Perryville, St. Joseph, Seymour, Springfield, Tracy, Troy, University City, Warrenton, St. Louis City Law Department
- circuit courts: Adair, Bates, Boone, Buchanan, Butler, Cedar, Cooper, Daviess, Greene, Harrison, Hickory, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Morgan, Osage, Platte, Polk, Ray, Saline, Scott, St. Charles, St. Francois, St. Louis, Scott, Shelby, Vernon, and Worth counties
- probate courts: Caldwell, Callaway, Carroll, Cass, Cedar, Chariton, Clark, Cole, DeKalb, Franklin, Gasconade, Howell, Johnson, Lincoln, Macon, New Madrid, Platte, Ray, and Webster counties, and St. Louis City

- county executive officials: Andrew, Bates, Buchanan, Butler, Caldwell, Carroll, Camden, Cape Girardeau, Cedar, Christian, Clay, Cole, Cooper, Daviess, DeKalb, Dent, Franklin, Gasconade, Greene, Grundy, Harrison, Howell, Johnson, Laclede, Lawrence, Lincoln, Mercer, Montgomery, Newton, Oregon, Pettis, Platte, Polk, Putnam, Reynolds, Stone and Washington counties
- county archives and historical societies holding public records: Audrain County Historical Society, Cape Girardeau County Archives, Cass County Historical Society, Clay County Historical Society, Gasconade County Historical Society, Greene County Archives, Johnson County Historical Society, Kingdom of Callaway Historical Society, Northwest Missouri Genealogical Society, Polk County Historical Society, St. Charles County Historical Society, St. Louis County Records Center and Stoddard County Historical Society.

## Inventories and Dispositions



LR archivists identify and process local records

The sheer volume of records in government offices often makes it difficult to locate documents when they are requested. This is particularly true of records considered “old” or of uncertain value. Archivists assist local officials by determining the content of their holdings, identifying those records that may be legally discarded, and producing computerized inventories of records with current, permanent, or enduring historical value, thereby allowing officials to reclaim valuable office and storage space. In FY2008 staff conducted inventory projects in the offices of the clerk in City of La Plata and City of Palmyra, as well as Butler and Mercer counties.

## Grant Program Assistance

Field archivists provided support for the Local Records grant program by conducting ten workshops across the state and scheduling consultation visits with applicants to review proposed projects. They also monitored the progress of the 40 awarded grant projects throughout the state.

## Preservation and Access Projects

### Judicial records

In the past fiscal year, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri’s history that exist in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.

Counties with projects underway in FY2008 included Adair, Audrain, Bates, Boone, Butler, Callaway, Cape Girardeau, Cass, Cedar, Chariton, Clark, Cole, Cooper, Franklin, Gasconade, Greene, Howard, Howell, Jackson, Jasper, Johnson, Lawrence, Lincoln, Morgan, New Madrid, Osage, Platte, Polk, Ray, St. Charles, Saline, Scott, Vernon, and Webster along with the City of St. Louis.



LR archivists train and consult with local volunteers.

The availability of these records allows researchers to gain a deeper understanding of how local, regional, and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and social relations, economic development, transportation, and frontier history. Several of the projects currently underway (including those in Franklin, Gasconade, Lincoln, New Madrid, and St. Charles counties) have records dating to the beginning of statehood that have revealed previously unknown information, substantially altering and augmenting what we know of early Missouri history.

## St. Louis Circuit Court

The Missouri State Archives was awarded a federal grant through the National Endowment for the Humanities to preserve and provide access to more than 11,000 Civil War era cases from the St. Louis Circuit Court. This project was identified as a "We the People" project – a special designation by the NEH for projects that significantly advance the study, teaching, and understanding of American history.

## Provost Marshal records

Archivists continued indexing the Missouri portion of the War Department Collection of Confederate Records entitled *Union Provost Marshals' File of Papers Relating to Individual Citizens, 1861-1866*. (Originals are housed at the National Archives.) The collection contains tens of thousands of documents detailing the way the provost marshals affected the lives of Missouri citizens who came into contact with the Union Army during the Civil War and shortly afterwards. To date, 280 out of 300 rolls of microfilm housed in the Missouri State Archives have been indexed. Excellent progress was made in the indexing of the second series of records, entitled *Union Provost Marshals' File of Papers Relating to Two or More Civilians, 1861-1866*. 10 of 94 microfilm rolls have been indexed. This project has proved invaluable in recovering Missouri's Civil War history; the database is available on the Archives website at <http://www.sos.mo.gov/archives/provost>.

## Grants

The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required. The Missouri Historical Records Advisory Board (MHRAB) establishes policy and reviews proposals. In FY2008, the MHRAB recommended \$259,281 in grants to support 40 projects in 32 counties and the City of St. Louis. Since the program's inception, the agency has awarded 1,016 grants, totaling over \$6,300,000, for records management and document preservation around the state.



In an effort to help local governments develop successful grant proposals, LR archivists conduct workshops around the state to explain the grant guidelines

The following entities received Local Records grants in FY2008:

- counties: Butler County Archives, Camden County Collector, Cedar County Clerk, Christian County Sheriff, Cole County Circuit Court, Cole County Recorder, Laclede County Recorder, Montgomery County Collector, Morgan County Recorder, New Madrid County Commission, Newton County Commission, Pemiscot County Circuit Court, Pettis County Collector, Putnam County Recorder, St. Charles County Corrections, Ste. Genevieve County Commission, Wright County
- municipalities: Cape Girardeau, Ellisville, Farmington, Jefferson City, La Plata, Liberty, Marshfield, St. Louis (2), St. Joseph, Springfield, University City, Warrenton (2), Wright City
- school districts: East Newton R-VI, Gasconade County R-2, Holden R-III, Lebanon R-III, Lindbergh SD, Midway R-1, Plato R-V, Scotland County R-1.

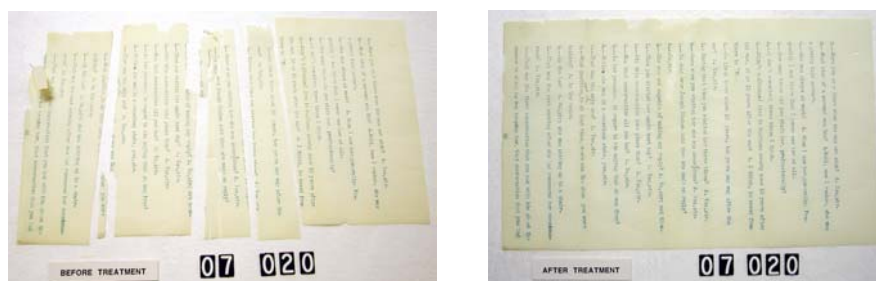
The largest grant award was \$49,420 for the conversion of land records now stored on deteriorating aperture cards in a Recorder's office to a more durable format. The smallest award was for \$427 for microfilming permanent records. The average award was \$6,482. Additional information about the grant program is posted online at <http://www.sos.mo.gov/archives/localrecs/grants>.

## Conservation

While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators rescue documents that, due to aging or poor storage conditions, have suffered damage and are in need of repair. The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.



Conservation lab at the Missouri State Archives



Conservators provide full treatment to the most significant documents in state and local government offices. The image on the left was taken before treatment. After conservators cleaned and mended the document, it was more stable.

## Treatment Projects

The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation, and (sometimes) construction of a customized box. In FY2008, conservators treated a variety of significant records from local government, including the following:

- a 1906 map of Bollinger County (from the Bollinger County Clerk), which was treated and digitized
- tax books (1833-47) from the Carroll County Clerk
- 62 documents in the court records from the estate of Obadiah Smith (Cedar County Clerk)
- a rare court case from the Daviess County Circuit Court (1869), in which a private citizen brought suit against Frank and Jesse James for their theft of his horse during the Daviess County bank robbery
- a Daviess County Circuit Court case (1838-39) brought against Mormon leader Joseph Smith for disorderly conduct
- early minute books (1904-59) from the founding of the Carnegie Public Library in Albany (Gentry County)
- school record books from Howell County (disbound to allow microfilming)
- records of the 1866 court case of Wyllys C. Ransom v. George Caleb Bingham (Jackson County Circuit Court)
- Civil War documents (1864) from the Ray County Circuit Clerk, including a list of "Rebel Troops from Ray County" and a letter from Kincaid to Yates
- an 1845 plat map of lands belonging to Vitel M. Garesche, detailing the lands at the confluence of the Missouri and Mississippi Rivers (St. Charles County Circuit Clerk)
- 31 documents in the 1857 murder case of State v. William A. Mills for the murder of Larkin Bentley (from the Shelby County Circuit Clerk)

From time to time, the staff is called to assist in the opening of time capsules. Conservators and an LR archivist traveled to Aurora (Lawrence County) to assist in the opening of a 1923 time capsule removed from the high school building due to demolition. They worked to stabilize the contents so the items could be displayed. The conservators also assisted with the opening of a time capsule at the Polk County Courthouse.

The conservators provide treatment for records from the Missouri State Archives. Conservators launched a long-term project to treat documents from the 1845 and other early constitutional conventions. These items were severely damaged by the fire when the State Capitol burned in 1911. They treated an *Atlas Accompanying Report on Iron Ores and Coal Fields (1873)*. Several other projects are undertaken in response to patrons requesting access to documents that cannot be handled safely. They included the following:

- the 1838 case of Eleanor Ervin v. Francis Henry
- the 1885 case, Granby Mining & Smelting Co. vs. Eben Richards
- the 1890 court case, Wagner v. Missouri Pacific
- the court case in the commutation of sentence #4198, Samuel A. Cheatham
- the Supreme Court Case, State v. Erb

The conservators treated hundreds of documents in the following large-scale projects. Many of these came to the conservation lab for treatment in preparation for microfilming. Most required cleaning, humidification and flattening, separation of pages that had been glued together, and mending. A few required mold remediation.

- Judicial records from the circuit court in St. Charles County (1805-35) were treated in preparation for microfilming.
- Dozens of items from the Archives' 19<sup>th</sup>-century Supreme Court collection were cleaned, humidified, and flattened, as part of a long-term project to improve the access to and preservation of those records.
- Conservators treated early 20<sup>th</sup>-century death record certificates that required tape removal or mending prior to digitization or website release.
- As part of the Archives' NEH-funded project to process records from the Civil War and Reconstruction era (1866-1868), the conservators treated 4,310 documents from the St. Louis Circuit Court during FY08 to prepare them for microfilming and digitization.

In many jurisdictions, court records have long been tri-folded and stored in metal till drawers. As Local Records archivists and volunteers work to process and index them, some documents resist flattening. Humidification speeds the flattening process, but may require considerable space. Conservators have developed a system using cafeteria racks, which allows high-volume humidification and flattening with little space requirement. These systems are in use in the counties of Cape Girardeau, Clay, Jackson, Polk, Ray, St. Charles, and the St. Louis Circuit Court. New humidification equipment was installed in the Butler and Greene County Archives, and conservators prepared portable humidification kits for three of the Local Records archivists.

The conservators engage in cooperative projects. The conservators loaned equipment and shared expertise with the Missouri State Museum engaged in a project to clean and preserve Civil War battle flags, and provided information to organizations affected by the 2008 flooding in Missouri and the Midwest.

### **Consultation and Reference Services**

The conservation staff provides technical preservation information to the State Archives, state and local government offices, archives and historical societies that house public records, and Missouri citizens. Providing information about disaster planning and recovery is common. Other issues included basic care and storage of all types of media (paper, books, photographs, scrapbooks, newspapers, textiles, and many others), building design and renovation, specifications for archival supplies, environmental control, disaster recovery, framing, repair, microfilming, digitization, construction of time capsules, and referral to other specialists.

Conservators provided guidance to Cass County (storage and duplication of acetate film), Chariton County Clerk (storage and duplication of acetate film), City of Cape Girardeau (fireproof cabinets), Fair Grove Schools (mold remediation), City of Grain Valley (storage for plats and blueprints), Greene County Archives (moldy/wet records), Jasper County Archives (preservation and housing of map collection), City of Kansas City (disaster preparedness), Kansas City Parks & Recreation (archives planning), Kansas City Public Library (digitization

options for large map), Pemiscot County Circuit Clerk (storage for rolled items), St. Charles County Historical Society (temperature/humidity analysis), St. Louis Circuit Court (disaster planning), St. Louis Probate Court (HEPA vacuums), Stone County Recorder (flood-damaged microfilm), West Plains City Council (salvage of wet/moldy materials), and Missouri Department of Economic Development, Division of Workforce Development (disaster recovery).

Conservators and archivists provided onsite consultation on the design of storage space, conservation evaluation, and guidance on reformatting strategies (microfilming and digitization). Conservators provided guidance in FY08 to the Kansas City Metro Community Colleges, the Osage County Historical Society, and the Wright County Historical Society, and visited the Stoddard County Archives.

Other Missouri clients included the Missouri Historical Society (pest control) and the History Museum for Springfield-Greene County (mold), and many private citizens seeking guidance on preservation of their own materials.

The conservators maintain lists of vendors offering preservation services and supplies.  
[http://www.sos.mo.gov/archives/localrecs/grants/fy2009/Vendo\\_%20Information.pdf](http://www.sos.mo.gov/archives/localrecs/grants/fy2009/Vendo_%20Information.pdf).

### Training and Education

The conservators offered training to the Jasper County Archives, the Missouri Police Clerks Association, and new staff hired at the State Archives. Staff created a special PowerPoint presentation on the famous Old Drum court case and treatment for the Johnson County Historical Society.

The conservators also offer educational tours of the conservation lab. During the year, the conservators provided such tours to Johnson County volunteers and Congressman Ike Skelton. The conservators provided a "virtual tour" of the conservation lab, available at the Missouri Digital Heritage Initiative site (<http://www.sos.mo.gov/mdh/MakingOf>).

The staff attended the Missouri Professional Association of Court Clerks to share information about microfilming and record center planning. Continued work on courthouse drawings led staff to attend the Architectural Records Symposium in Chicago.

## Microfilming and Imaging

Microfilm is a reliable, long-lived replacement for deteriorating paper records. When produced and stored according to national standards, microfilm can survive for 500 years. In addition, microfilm requires only a fraction of storage space as compared to paper records. Increasingly, local governments and other organizations consult with us about the relationship between microfilming and digitization. The staff stresses the importance of microfilm as a long-term preservation medium, while acknowledging the benefits of digital formats for ready access.

The *Guidelines for Microfilming Public Records* specify the minimum standards that all grant funded projects must meet, and serves as a *de facto* guide for many localities and state agencies. The *Guidelines* reflect national standards as well as the advent of technologies that facilitate the migration from film to digital media. The *Guidelines* are available on the Archives webpage at <http://www.sos.mo.gov/archives/pubs/mfmfg/>.

With the increasing demand for digital media from clients and the public, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have made the creation of microfilm from digital images possible. With that in mind the "Statement on Acceptance of Microfilm Created from Digital Sources," available at [http://www.sos.mo.gov/archives/localrecs/microfilm\\_acceptance.asp](http://www.sos.mo.gov/archives/localrecs/microfilm_acceptance.asp), specifies the criteria that microfilm created by digital sources (such as an ArchiveWriter) must meet in order to qualify for storage in the Archives'



Records microfilmed by the LR Program are stored in the Archives' secure microfilm vault.

secure film vault. Often, the staff provides guidance on the use of "hybrid systems" that yield the advantages of digital technology while retaining the security of microfilm.

## Resources

### Local Records Inventory Database

The Local Records online database continues to support research in Missouri history. Records from courthouse and municipal offices, dating from the 19th century and including the judicial system, document the interactions of government and citizens. While originally created for a specific administrative or legal use, the documents now contribute to our understanding of persons, events, themes, and institutions.

Since its inception, the Local Records Program has completed computerized inventories for over 460 offices, giving local officials intellectual control of their records and the ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous database is available to local governments and the public. This database is updated periodically as additional inventories are completed. During FY2008, the Local Records Inventory Database registered 69,296 web page searches. This database can be found online at <http://www.sos.mo.gov/CountyInventory/index.asp>.

### Records Center Planning

Each year, more localities begin exploring the creation or modification of space for records storage and preservation of their permanent records. Often, local officials launch such explorations because of the shortage of space in the courthouse. To provide basic guidance and a starting point for planning and discussions, the conservation staff developed an online resource, *Preservation Concerns in Planning a Records Center*, which can be found at <http://www.sos.mo.gov/archives/localrecs/conservation/concerns.asp>. In recent years, for example, Local Records staff has had on-going consultation with Cape Girardeau, Greene, Howell, Jackson, Jasper, Ray, and Ste. Genevieve counties, and New Bloomfield and St. Louis City officials about record center planning and operations.



Local government agencies and historical organizations may cooperate to preserve historical documents.

### Retention Schedules

Missouri state law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff analyzes records series produced by local governments based on their current and long-term administrative, fiscal, legal and historical values and submits detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation. In FY2008, staff began a multi-year process of revising the Police Schedule. There were also additions and revisions to the Sheriff, County Clerk (general, education and election), Fire and General Schedules. The schedules for county and municipal governments and minor political subdivisions are available online at <http://www.sos.mo.gov/archives/localrecs/schedules/>. The online retention schedules remain a great success, with annual searches remaining nearly constant between FY2007 and FY2008, with 81,374 searches in the past fiscal year.

## Outreach Activities

To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, archivists and conservators of the Local Records program provide programs on a variety of records topics at annual statewide training conferences of executive and judicial governments, and regional city and county clerks' organizations.

Local Records archivists conducted programs highlighting our efforts to bring historical resources to the public at the following national and statewide programs: Missouri Association of Circuit Clerks, Missouri Collector's Association, Missouri Conference on History, Missouri Police Chiefs Association, Missouri Association of

Professional Court Clerks, National Association of Government Archives and Records Administrators, National Genealogical Society Conference, Midwest Archives Conference and Society of Southwest Archivists.

They also spoke at regional meetings of the St. Louis Area Archivists, Monroe County Genealogical Society, St. Louis Genealogical Society, St. Louis Civil War Roundtable, St. Louis "Discovering Your Roots" Conference, St. Charles Genealogical Society, Macon County Historical Society, Lawrence County Historical Society, Twentieth Century Club—Mt. Vernon, Springfield Area Archivists, University of Missouri-St. Louis, Lindenwood University and the University of Central Missouri.

## Volunteers and Interns



Local volunteers organize records and create the computerized inventory

Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to cooperate in preserving historic executive and judicial records. Several projects were advanced thanks to the work of citizens in Butler, Callaway, Cass, Cooper, DeKalb, Franklin, Gasconade, Greene, Jasper, Johnson, Lawrence, Lincoln, New Madrid, Osage, Platte, Polk, Ray, Vernon, and Webster counties. Some 185 volunteers from historical and genealogical societies contributed a total of 6,813 hours in FY2008. Since FY2004 civic-minded volunteers have given 25,260 hours to Local Records projects.

Each year, the Local Records Program offers students in publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. In FY2008, students from Missouri Southern University, Southeast Missouri State University, and Missouri State University worked under the supervision of field archivists to process and index historical documents in local government archives in Cape Girardeau, Greene, and Jasper counties.

## Local Records Board

The Local Records Board serves as the coordinating board to establish retention schedules for all local governments. The Board derives its authority from RSMo 109.230 and 109.255.

### Members of the Missouri Local Records Board - FY08

Marlene Castle  
Jefferson County Recorder

Mike Hepler  
Sullivan County Clerk

Ann Copeland  
New Madrid County Recorder

Barbara O'Connor  
Cameron City Clerk

Jo Ann Cordsiemon  
Elsberry City Clerk

Judy Richardson  
St. Charles Deputy City Clerk

San Duncan  
Director, State/Federal Programs  
Jackson Public Schools

Kristi Urich  
Grundy County Clerk

Virginia Habjan  
Vernon County Public Administrator

Tom Vansaghi  
Metropolitan Community Colleges

# Records Management

The State Records Management Program's mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, hold state officials accountable for their actions and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control. Services are provided at no charge to state agencies. Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and the Imaging Services Section.

## Records Analysis and Consultation

Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. The professional Records Analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. Analysts help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.



### Records Tracking Software

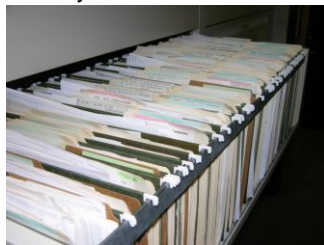
In the last months of FY07, the Records Management Division purchased a records tracking system from Infolinx Software Solutions. Throughout FY08 the Records Analyst staff spent many hours working with the vendor, the Records Center staff and Imaging staff to test and deploy the software. The design and implementation phase included discussions with customers, creating manuals, developing procedures, designing training materials, cleaning up data in the existing database and preparing the records centers to use barcode technology. All three sections of Records Management assisted with barcoding boxes and shelves, and migrated data for 280,000 boxes, 255,000 rolls of microfilm, and over 8,000 record series.

The result of the year long process was the creation of the State of Missouri Agency Records Tracking (SMART) system. SMART is a web-based system that provides state agency customers with online access to the services of the Division. SMART allows agencies to: view/update agency records disposition schedules; create/view/request/transfer boxes or files for their particular agency to/from the State Records Center; and view and request copies of rolls of microfilm stored in the microfilm vault.

The system is expected to reduce the turn around time for updating and creating agency records retention schedules, allow agencies to easily integrate their retention schedule into electronic records management systems, and give agencies easier access to their holdings in the records center. The system will also give agencies the ability to index their own records down to the file level.

### Records Retention and Disposition

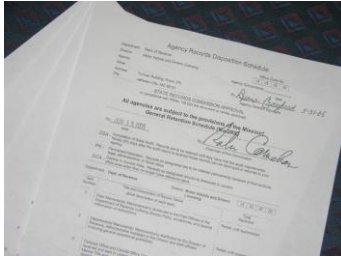
A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept:



Records Management files

like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal, and fiscal functions, but no longer. A few records, typically less than one percent of those created in a given year, should be retained permanently because of their historical significance. Historically significant records are stored for a period of time within the State Records Center during agency use. Eventually these records are transferred to the Missouri State Archives for preservation and to give access to the general public.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet business functions. They research statutes, regulatory codes, and similar records series in states across the nation. The analysts work with agencies to prepare draft disposition schedules, which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.



After reaching consensus with the agency, the analysts take the proposed Agency Records Disposition Schedules before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 950 records retention and disposition schedules, including the general schedules that apply to all state agencies.

Approved Records Retention Schedule

### **State Records Commission Meeting**

The State Records Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives. The State Records Commission met on August 2, 2007. During the meeting updates to the Missouri General Retention Schedule and 69 agency schedules were approved.

The General Retention Schedule expanded from 13 record series to 99 record series. The General Records Schedule lists series of records that are common to all agencies and provides retention and disposition instructions. Any state agency may use the authority of the GRS to manage records listed on it. The agency specific schedules approved by the Commission were from the Department of Economic Development (3); Department of Conservation (18); Department of Revenue (1); Department of Natural Resources (12); Office of Administration (1); Department of Public Safety (22); Department of Health and Senior Services (5); and Department of Insurance, Financial and Professional Registration (7).

### **Records Management Liaisons Meeting**

On October 30, 2007 the Records Management Division hosted a meeting of the Records Management Liaisons. Liaisons are the primary contacts in state agencies who work with the Records Management Division to update schedules, send boxes to the State Records Center, and consult about electronic records issues. There were 56 Liaisons at the meeting. Topics discussed at the meeting included a review of the Records Management program procedures, distribution of the updated General Retention Schedule, and a preview of the new Records Management software.

### **Staff Training and Development**

During FY08, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. Staff attended the Association of Records Managers and Administrators (ARMA) International Conference, the Local ARMA Chapter Spring Seminar, and the National Association of Government Archivists and Records Administrators (NAGARA).

## State Records Center

Many records may be retained for years after they are no longer used on a daily basis. The inactive life of a record can range anywhere from two-years to 75-years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The State Records Center saves the state money by providing off site storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can request records whenever they are needed, and return them for refile. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that records that no longer have any value are disposed of as soon as possible after they are eligible.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

### Facilities

The State Records Center operates in three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility currently holds 141,342 cubic feet. The KSIC facility has been near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.

The two annex facilities do not have air conditioning, so records stored in these facilities experience the extremes of Missouri's temperature and humidity changes. Annex 1, located off Missouri Boulevard in Jefferson City, houses 76,480 cubic feet of records, opened in 1995. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001. Additional shelving was added to fill the remaining open floor space for a total capacity of 108,024 cubic feet of storage. The maximum capacity of the three facilities is 325,846. Without additional shelving all three facilities are expected to be at operational capacity of 96% in FY10.



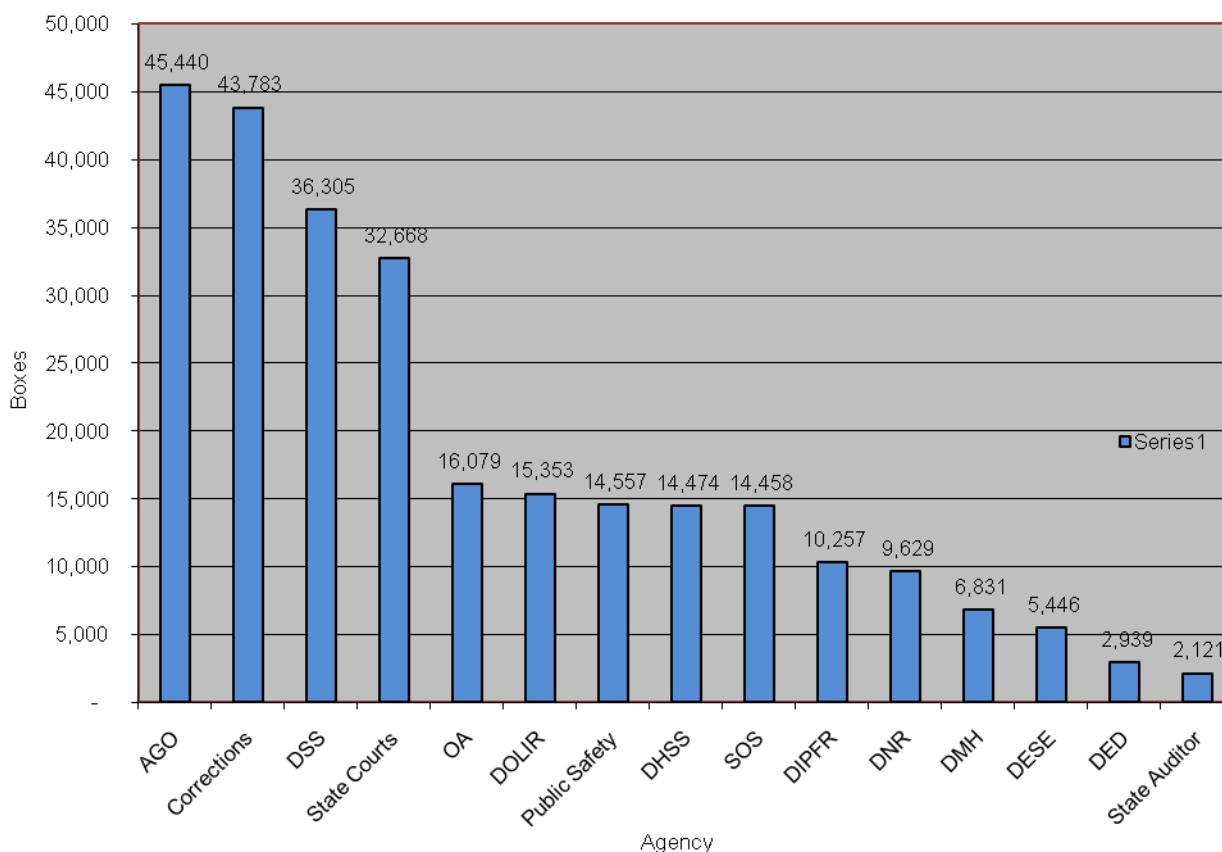
Records Stored in the State Records Center

### Holdings

Total accessions for FY08 were 27,360 cubic feet of records. Staff recycled 29,551 cubic feet of records that had met their retention requirements. This is the most ever for a single year in the history of the program. For the first time in 20 years the records center had a net reduction of boxes taken in versus boxes destroy of 2,191 boxes. The high increase in destruction can be attributed to the extra effort of the Records Management staff to get agencies to sign-off on records that were eligible for destruction. However, the Records Center transferred 8,104 spaces to the State Archives to allow the Archives to expand its holdings. As a result, the records center had a reduction of 5,913 spaces available for new boxes.

As of June 30, 2008, the State Records Center held 279,963 cubic feet of records of which more than 151,035 cubic feet are permanent and will not be destroyed. Many of these records are confidential and will never be transferred to the Missouri State Archives. The holdings belong to approximately 314 business units within state agencies. The following chart illustrates the volume of records stored by the fifteen most active state departments.

### State Records Center Holdings FY 08



### Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, assume that all 27,360 boxes received in FY08 in the Records Center are to be retained for five years. In reality, many of the boxes will be retained longer. The following table compares the cost of storing files in the records center versus storing them in filing cabinets in an agency's office for just the five year period. The assumptions are based on:

- ◇ The average cost of a four drawer letter sized file cabinet, the floor area required to place and access files in cabinets, and a statewide average cost of leased office space of \$10.24 per square foot, the estimated annual cost of storing one cubic foot of records in an office environment is \$13.03.
- ◇ The average per year cost to store a cubic foot box of records in the State Records Center is \$1.15.
- ◇ The cost to process and destroy a box of files \$0.61.

### Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.56	\$13.03
Years 2-5	4.60	52.12
Destruction	0.61	0.61
Total Cost per box	\$9.77	\$65.76
Cost to store 27,360 boxes five years	\$267,307	\$1,799,194
Savings over five years	\$1,531,866	

These savings are based solely on the records accessioned in FY08 and do not reflect the savings for the additional 252,603 boxes held at all three facilities.

### Courier Services

Records Center personnel schedule pick-up and delivery services of boxes for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for arranging for their own records shipments. Agencies may request individual files, which are returned through inner-agency mail in Jefferson City, and through the postal service for those outside Jefferson City. Agencies are responsible for returning the files.



Box Delivery Truck

### Servicing the Records

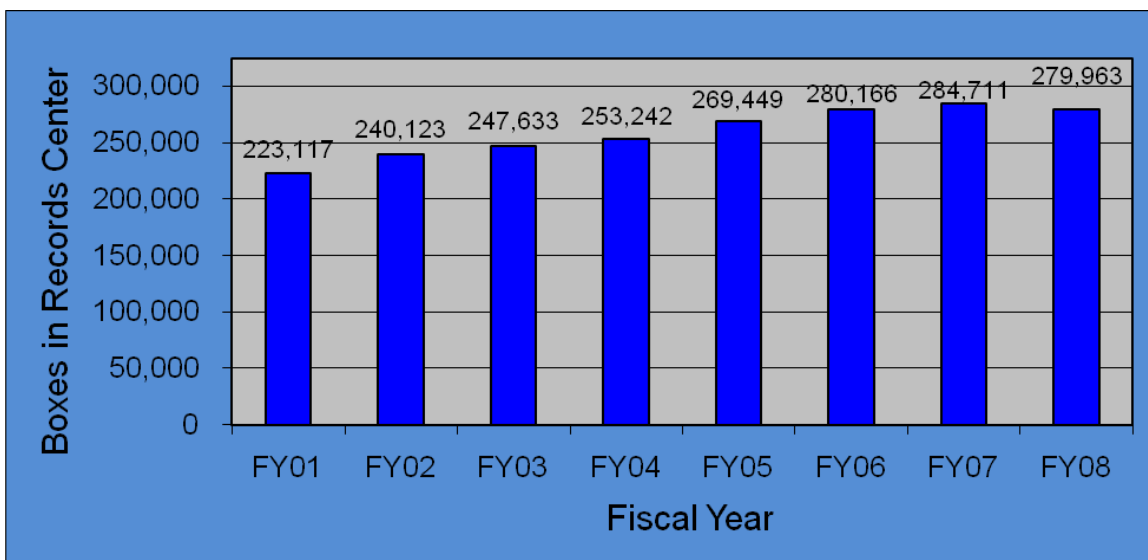
Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. This process is referred to as *Pull Requests*. On average, Records Management processes 63,901 pull requests each year to support state agencies' performance of their missions. In addition to these requests, numerous state agencies pull and refile their own files using their own staff.

### Records Center Growth

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the idea of the "paperless office," where paper files and records could be eliminated or greatly reduced. The reality is that technology has created a proliferation of paper, mostly based on the ease of creation and duplication.

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage holdings in the State Records Center over the past 8 years.

State Records Center Holdings:  
FY01 through FY08



Records Management staff work diligently to limit the rate of growth in Records Center holdings, by promptly processing destruction of eligible records as quickly as possible, and by reviewing agency

disposition schedules to shorten retention periods when appropriate. Nevertheless, the holdings continue to grow. At the present rate of growth, Annex 2 will run out of room by April 2009, leaving only limited space at Annex 1 for future storage. Expectations are that by July 2009, new storage boxes will only be allowed into the records center as other boxes eligible for destruction are removed from the records center.

The Records Management Division believes that the most effective means to deal with this problem is for the state to plan for and build a dedicated records storage facility, designed specifically for the efficient and economical storage of records in all media, and providing room for expansion to accommodate future growth. Records Management first proposed a Records Center Campus in 2000. Although it was considered favorably at the time, budget situations prevented it from being advanced beyond the initial stages.

During the FY08 Legislative Session, Records Management worked with the Secretary of State's Administration, the Office of Administration and the Legislature to secure funding for a new records center building in FY09. A request for proposal will be released for bids during the first quarter of FY09. The new records center will secure enough space to consolidate the two annexes into one location and add built space for ten years of growth and additional land for future expansion in the same location. The consolidation will improve efficiencies for the Records Management Division by allowing for continued growth while maintaining current staff levels.

## Imaging Services

Microfilm is an excellent storage medium for the preservation of long-term and historically significant records. Digital imaging is a great tool for accessing and disseminating information quickly to multiple users. Both have advantages and disadvantages that must be weighed when deciding how to best care for and manage information resources within an organization.

The Imaging Services Section has operated a full-service microfilm laboratory since 1967. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and storage within a state-of-the-art environmentally controlled vault. In 2001, Imaging Services purchased a Wicks and Wilson microfilm scanner to digitize microfilm. In 2005, the section purchased its first digital high-speed scanner and began utilizing a Kodak Digital Archive Writer to scan important records for easy access while ensuring their long-term preservation on proven microfilm media. In FY08, Imaging Services acquired additional digital equipment and reconfigured the production floor as part of the Missouri Digital Heritage Initiative. Acquisitions included a 35 mm Archive Writer, two oversized flatbed scanners, a flatbed scanner capable of scanning documents three feet by four feet, two rotary scanners, two microfilm scanners, and one microfiche scanner.

### Digital Imaging Services

In FY08, the Imaging Section completed the scanning of the State of Missouri death certificates. All years between 1911 and 1957 have been scanned and are available to the public through the Missouri Digital Heritage Website. Missouri Death Certificates are closed records for 50 years by statute. Additional years will be added as the 50 year threshold is reached.

This year was the beginning of a new partnership with the State Archives and State Library as part of the Missouri Digital Heritage Initiative. Imaging Services provides content for the Missouri Digital Heritage Website that is supplied by various organizations through the Archives and Library.



Scanning Death Certificates

In the first year of the Missouri Digital Heritage Initiative, staff scanned 1,316,602 images for various projects. Some of the projects included *the Little River Drainage District Images, Official State Manuals, Registers of Inmates, Missouri Reports and Agriculture Annual Reports*. The images were scanned from paper documents and rolls of microfilm. The total number of images scanned is impressive considering the staff was not in place until the second quarter of the fiscal year and they had to learn how to use each new piece of equipment as it arrived.

## Microfilming Services

The Records Management Division continues to microfilm records for state agencies. Microfilm is used by agencies who want to preserve historical documents, provide access to older documents without damaging the originals, and for agencies who do not have the funds to purchase or maintain imaging systems, but have a need to maintain records in offices with limited storage space. During FY08, Imaging Services filmed 3,657 rolls of microfilm producing 7,475,114 images.

## Processing, Duplication, and Quality Assurance



Microfilm processors

In addition to processing and duplicating film the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY08, technicians processed 7,274 rolls of microfilm and duplicated 14,248 rolls.

## Vault Storage

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 164,000 rolls of microfilm are stored in the vault.

## State Records Commission

The seven-member State Records Commission was created by state statute (RSMo 109.250). The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

### State Records Commission Members - FY08

Robin Carnahan, Chair  
Secretary of State

Craig Kelso, Secretary  
Director of Records Management

Senator Gary Nodler  
Missouri Senate

Representative Dwight Scharnhorst  
Missouri House of Representatives

Ken Kuster, Designee for  
State Auditor Susan Montee

Brett Berri, Designee for  
Attorney General Jeremiah W. Nixon

Dan Ross  
Missouri Chief Information Officer

Dr. Gary Kremer, Executive Director  
State Historical Society