

EO

70

Alaska State Legislature

INTERIM OFFICE
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IN SESSION:
POUCH V
JUNEAU, ALASKA 99811
(907) 465-4714



Senator Mitch Abood
CHAIRMAN

Senate Committee on State Affairs

January 21, 1988

Senator Jan Faiks
President of the Senate
P.O. Box V
Juneau, Alaska 99811

Dear Madam President:

The Senate Committee on State Affairs has reviewed Executive Order 70, Transferring the Alaska State Archives from the Department of Administration to the Department of Education, and reports it back with no objection.

A handwritten signature in black ink, appearing to read "Mitch Abood".

Senator Mitch Abood
Chairman



Alaska State Legislature

Senate

Office of the Secretary

OFFICIAL BUSINESS

P.O. BOX V
CAPITOL BUILDING
JUNEAU, ALASKA 99811

January 11, 1988

MEMORANDUM

TO: ✓ Senator Abood, Chairman
State Affairs

Senator Fischer, Chairman
Health, Education and Social Services

FROM: NQ Nancy Quinto
Secretary of the Senate

RE: Executive Order No. 70

The President has referred Executive Order No. 70 (transferring the Alaska State Archives from the Department of Administration to the Department of Education).

Section 23, Article III of the Constitution states:

The governor may make changes in the organization of the executive branch or in the assignment of functions among its units which he considers necessary for efficient administration. Where these changes require the force of law, they shall be set forth in executive orders. The legislature shall have sixty days of a regular session, or a full session if of shorter duration, to disapprove these executive orders. Unless disapproved by resolution concurred in by a majority of the members in joint session, these orders become effective at a date thereafter to be designated by the governor.

Attachment


STATE OF ALASKA
OFFICE OF THE GOVERNOR
JUNEAU

January 11, 1988

The Honorable Jan Faiks
President of the Senate
Alaska State Legislature
P.O. Box V
Juneau, AK 99811

Dear Senator Faiks:

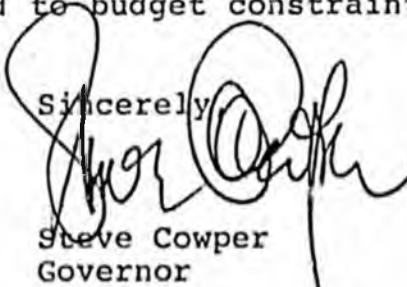
Under the authority of art. III, sec. 23, of the Alaska Constitution, I am transmitting an Executive Order to transfer the functions of the Alaska State Archives from the Department of Administration to the Department of Education.

The Order will enhance the efficiency of the Alaska State Archives office as it operates the state archives and records management program by consolidating similar duties that currently exist in different departments. Because the goals and objectives of the archives program are similar to those of the historical library, it makes good management sense to combine them in the state library.

Section 1 of the Order consists of findings leading to the Order. Section 2 amends AS 14.56.030 by adding a new paragraph (11) to include the archives functions among the responsibilities of the Alaska State Library. Sections 3 -- 5 the Order simply amend the provisions of AS 40.21 that specify the department responsible for the archives functions. Section 6 of the Order provides for an immediate effective date (following the 60-day period for legislative consideration, as specified in art. III, sec. 23, of the Alaska Constitution).

No substantive change in the powers and duties of the Alaska State Archives and the Alaska State Archivist is intended by this Order. It is simply intended to provide greater efficiency in state government by relocating the archives functions. The consolidation of functions provided by this Order should help us respond to budget constraints more appropriately.

Sincerely,


Steve Cowper
Governor

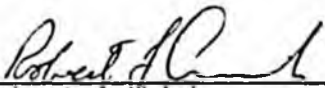
POSITION PAPER

Executive Order 70


- 1) Executive Order 70 transfers the Alaska State Archives from the Division of General Services & Supply, Department of Administration, to the Division of State Libraries in the Department of Education.
- 2) The impact is that the following staff and monies will be transferred:
 - a) \$237.0 from the FY 88 budget
 - b) \$521.5 from FY 89 budget
 - c) \$382.9 from the Capital Budget (\$8.4 Microfilm Services and \$374.5 Archives Records Management)
 - d) nine full-time and two part-time positions.

The Department of Administration supports the transfer of the State Archives because efficiencies will be gained. The State Archives will be able to accomplish work they were unable to do in Department of Administration because the goals and objectives are similar to those of the State Library. Both agencies are dedicated to the dissemination of information.

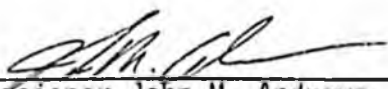
For example, permanently valuable records in the State Archives will be added to the Alaska Library Network catalog which is available to citizens throughout the state. Staff expertise concerning the identification, processing and preservation of permanently valuable records can be shared. Field staff of the library can distribute information about the Archives and Records Program throughout the state.



Robert J. Link
Director
Division of General Services & Supply



1/20/88
Date



Commissioner John M. Andrews
Department of Administration

1/20/88
Date

STATE OF ALASKA

THE LEGISLATURE

BUDGET AND AUDIT COMMITTEE

M E M O R A N D U M

RECEIVED JAN 18 1988

AUDIT DIVISION
P.O. BOX W
JUNEAU, ALASKA 99811-3300

TO: The Honorable Jim Duncan
Alaska State Senate

FROM: Randy S. Welker
Acting Legislative Auditor *RU*

DATE: January 18, 1988

RE: Archives Audit Request

RECEIVED
JAN 19 1988

This memorandum is to provide you with a status report on your request for review of the operations and organization of the State Archives and Records Management Center. Primarily, we want to provide you with a listing of the proposed issues and questions that we have identified as being pertinent to the scope of your requested review.

As discussed with your staff, the scope of the audit has undergone a significant change since your original request. Although the bitter personnel problems that prompted your original inquiry appear to have been abated, other issues have come to forefront in the interim.

Based on discussions with Dale Staley of your staff, the Acting State Archivist, and a preliminary assessment of current operations and history, we have identified the following issues to be included in our review of Archives' operations:

1. To what extent is Archives accomplishing the various aspects of its statutory responsibilities? Does the proposed Executive Order transferring Archives from the Department of Administration to the Department of Education, Division of Libraries, offer any operational or administrative advantages to accomplishing those responsibilities?
2. What is the current status of personnel at Archives? Is there an adequate number of employees on staff to carryout the functions of Archives? Are the employees classified appropriately for the tasks they are performing? Do the job descriptions for the various positions at Archives accurately reflect the duties and tasks involved? The classification and structure of personnel was the major focus of a consultant report prepared by Delores Renze for Commissioner Rudd.

3. How does the efficiency and effectiveness of Archives affect various state agencies and outside counsel who are involved in oil royalty and taxation litigation?
4. How effectively is Archives administering and supervising the use of private contractors who provide records management services in Anchorage? To what extent, if any, could the training and expertise of Archives be used to promote improved records management for agencies such as the Court System, the Legislature, and the University?
5. How does the performance and organization of archives compare with other states' archival and records management functions?

If you would like to discuss the questions involved further, or would prefer more clarification of the issues involved, please contact either myself or Jim Griffin at 465-3830.

cc: The Honorable Ron Larson
Chairman
Legislative Budget and
Audit Committee

STATE OF ALASKA

AUDIT DIVISION
POUCH W
JUNEAU, ALASKA 99811

THE LEGISLATURE

BUDGET AND AUDIT COMMITTEE

MEMORANDUM

DATE: November 18, 1987

TO: The Honorable Jim Duncan
Alaska State Senate

FROM: Randy S. Welker
Acting Legislative Auditor
Division of Legislative Audit *RW*

SUBJECT: Audit Request regarding Archives Operations

In a March 26, 1987 memorandum, the prior Legislative Auditor, Gerald Wilkerson, recommended that your special request performance review of the Archives and Records Management Section of the Division of General Services and Supply (GSS) be postponed. At this time, based on the information that follows and the changes in personnel that have occurred at Archives, we respectfully request your concurrence to cancel the review altogether.

As discussed in the previous memorandum, the primary source of operational difficulties at Archives seemed to revolve around personality conflicts between the State Archivist and his staff. The conflicts became so pronounced and bitter that they resulted in: a comprehensive Ombudsman's review of the situation; filing of a labor grievance by the Records Center Manager; and increased management oversight on the part of the Director of GSS. A copy of our previous memorandum is attached for your review of the details of the prior situation and how GSS management responded.

Operations appear to be returning to normal at Archives. The two primary individuals involved in the previous personality conflict are no longer employed by the State (the State Archivist retired and the former Records Center Manager was laid off and has left the State). The labor grievance filed by the Records Center Manager with the Division of Labor Relations has been withdrawn. Recent management reports by the new Acting State Archivist note continued improvement in the working relationship of Archives' employees and improved morale among both the professional and nonprofessional staff.

Senator Jim Duncan

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November 18, 1987

The APEA representative for the employees has also indicated that the morale and working atmosphere has improved since the departure of the former State Archivist. The Ombudsman indicated that he has not received any more complaints from Archives' employees in recent months. Whatever adverse effect on the performance of the Archives section that may have been brought on by the animosity between the former State Archivist and his staff, is gradually dissipating. Based on the current improving work atmosphere and morale, we respectfully request your concurrence to cancel the review of the management of the Archives and Record Center.

Please contact me at 465-3830 if you need additional information or would like to discuss the issue further.

Enclosure

cc: The Honorable Ron Larson
Chairman
Legislative Budget and Audit Committee

STATE OF ALASKA

AUDIT DIVISION
POUCH W
JUNEAU, ALASKA 99811-3300

THE LEGISLATURE

BUDGET AND AUDIT COMMITTEE

M E M O R A N D U M

DATE: March 26, 1987

TO: The Honorable Jim Duncan
Alaska State Senate

FROM: Gerald L. Wilkerson *GLW*
Legislative Auditor
Division of Legislative Audit

SUBJECT: Audit Request regarding Archives Operation

In response to your audit request regarding the operations of the Archives and Records Management Section of the Division of General Services and Supply (GSS), we have reviewed the recent history of operational problems of the agency. Based on our preliminary assessment, we believe it advisable to postpone the review for six to nine months.

As you are aware, Archive operations have been plagued in recent years by severe personality conflicts between the State Archivist and his staff. In the spring of 1985, this disaffection contributed in large part to an Ombudsman investigation of alleged improprieties involving the State Archivist. According to the Ombudsman's closed case file, nine allegations were unsupported, four were indeterminate, and the remaining five allegations were found to be justified or partially justified. The complaint as a whole was classified as partially justified.

Conflicts between the Archivist and his staff continued and seemed to escalate in December 1986. According to GSS memorandums, threats and shouting matches took place between the State Archivist and the Records Center Manager, and may have contributed to the latter's resignation on December 26, 1986. These events apparently also resulted in the filing of a labor grievance by the Records Center Manager. It is our understanding that the grievance is currently pending resolution in the Division of Labor Relations.

Since it appeared the situation was getting out of hand, GSS's Director met with agency employees on December 19, 1986 to assess the situation and allow the individuals involved to "air" their disagreements and complaints. As a result of these meetings, the Director took two actions:

1. He asked his Deputy Director to take a more active role in the day-to-day management of the agency. The Director also asked his Deputy to review and evaluate the organization of job duties and past performance of all the employees involved, in order to develop suggestions on how to improve the performance of the agency.
2. He contracted with the University of Alaska, Juneau (UAJ) to provide a workshop on conflict resolution and problem solving in order to promote a new enthusiasm for cooperation between the employees and the Archivist.

Both of these actions have been accomplished. GSS's Deputy Director is spending up to three afternoons a week at Archives' Willoughby offices and he believes that the attitudes of most of the individuals involved in the conflict are improving. UAJ has conducted the workshop and the instructor concurs with the need for more direct involvement on the part of GSS's upper management. In a follow-up report the instructor noted ". . .it is very useful for [the GSS Deputy] to be present and to provide neutrality when comments are made or employees seek . . .'to tell their side'."

In light of the bitter history of this agency and the extraordinary measures taken by GSS's upper management to date to resolve past problems, I believe it wise to postpone a performance review at the present time. Intrusion on our part risks stirring up old animosities and complaints, perhaps, affecting timely resolution of the labor grievance, and may actually undermine GSS's attempt to resolve the situation in a constructive way. I suggest that the performance review be put on hold for six to nine months, the situation be reevaluated at that time, and if problems remain, then proceed with the review.

While making our assessment, we contacted Chuck Stewart, a former Archives employee and critic of the agency's operations. We discussed our reservations about conducting an operations review of the agency at this time. Mr. Stewart agreed that, given the present circumstances, our presence could have an adverse impact on the agency's progress.

Senator Jim Duncan

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March 26, 1987

We are available to meet with you or your staff as convenient to discuss the situation further. Please contact me at 465-3830 if you or your staff would like more information and/or to advise us how we should proceed.

cc: Ron Larson, Chairman
Legislative Budget and
Audit Committee

FINAL REPORT CONCERNING STUDY
OF THE
ALASKA STATE ARCHIVES
DEPARTMENT OF ADMINISTRATION

September

1983

Prepared By

Dolores C. Renze
Archival and Records
Consultant

TOPICS COVERED IN PRELIMINARY AND FINAL REPORTS CONCERNING STUDY OF THE
ALASKA STATE ARCHIVES - 1983

- Statutory authority
- Allocation and organization
- Functions and operation
- Buildings and equipment
- Program development, archival backlog, finding aids and Guide
- Exhibit area
- Records Centers
- Extension of program development to other political subdivisions and other branches of State government
- Travel funds; educational and training commitment
- Legislative analysis for future consideration
- Microfilm functions and services; Quality Control and Standards; Equipment
- Personnel: Professional, para-professional, technical
- Annual Report recommendation
- Appendices I, II, III

ALASKA STATE ARCHIVES

The State Archivist is charged to organize, direct, administer, manage and monitor the state archives and records services of the state of Alaska as set forth in Alaska Statutes Title 40, Ch. 21: Article 1-2, Section 010-150, within the boundaries of general executive policy and allocation of budget.

The mandates set forth in the present statute are comprehensive in character and, if fully implemented, require the services of a staff of professional archivists, records administration and management specialists, supported by a core of technical and clerical staff of considerable dimension.

Since the statute obviously expresses legislative intent of establishing a strong, aggressive and comprehensive archival and records management program, and, from the current position expressed by Commissioner Lisa Rudd of the Department of Administration, in support of statutory provisions, the present study and consequent recommendations has been undertaken.

In a preliminary Summary Report dated September 16, certain elements within the Statute were commented upon and will not be repeated herein. (See: Appendix for copy of report).

Section 40-21.020. Without recourse to statutory amendment, it is recommended for consideration that: by administrative fiat or executive order, the State Archival agency be placed in an organizational level commensurate with the statutory mandate; establish it as a Division in the Department of Administration with a degree of autonomy which will enable the State Archivist to function across governmental span and levels without restrictions now implicit in organizational chain of command clearance. The State Archivist position should be non-political in character, with inherent professional qualifications, continuity and tenure implicit in appointment.

From a statutory standpoint legislation should be enabling and permissive in character within general policy boundaries. Archival regulation should cover a wide range of what is not contained explicit in the law. It should include the enforcement regulations, and on the other hand, authority for establishing internal regulation of the archival repositories.

The present statute concept of records management vs. the broader concept of a valid state archives function occupies a dominant and division place.

One of the conditions necessary for the smooth functioning of a strong State Archives is a good administrative-management set-up, which is to have its functioning settled by law and to enjoy a certain amount of independence. The head of the State Archives should be responsible for the organization on a scale suitable to the size and importance of the State, within the framework of the departmental level in State government to which it is allocated.

It is not uncommon for the law to state expressly the department to which the archives service does belong. However, this can be of advantage only if the assignment is at a level where stability, continuity and broad inter-departmental powers are extant.

Unfortunately, the present placement of the Alaska State Archives organizationally as a section, responsible in turn to the Director of the Division who, in turn, is responsible to a Deputy of the Commissioner of Administration inhibits performance of the State Archivist at a level where the chain-of-command is sufficiently rigid to allow for little lateral, direct contact with other government departments, agencies, institutions and political subdivisions of the State.

To be effective the State Archives should be removed from risk of "politicizing" since its mission is to serve with absolute dedication to the interests of the State without any political bias or persuasion; to represent a focus for continuity and integrity over the span of time to make clear that the law has in view all public records groups and documents, whether historical, legal, or administrative in character; and a responsibility for those official records and documents stored in specially organized repositories, or those still in keeping of administrative bodies and public institutions.

As a presently constituted Section, the archives-records management function is set among service functions alien to its traditional purposes to preserve documentary materials, to study and evaluate such materials as to their permanency and to make them available for reference, research and search; and to recognize that the records are an important resource from a cultural, official, and personal (individual citizen's) point of view.

Cultural point of view. One of the state's most important sources for information for a study of its political, social, and economic development, they provide a means of transmitting the cultural heritage of the past; they contain the ideas and principles upon which the government is based; they provide the explanation of man's intricate social and economic organization, they are the evidence of his material and intellectual growth. They are as important a resource as parks, or monuments, or buildings. Since Alaska's public records are produced by its government, they are peculiarly its resource. Public records can be administered by no other agency than government itself. The care and administration of public records is thus a public obligation at a significant level of organizational placement.

Official point of view. Alaska's public records are a resource of prime importance. They constitute the memory of its government. They will increase in value and extent as records are accumulated and preserved. Records relating to mineral and other natural resources, those relating to economic and social matters provide valuable background information for solving current economic and social problems.

Records are the basic administrative tools by means of which the government's work is accomplished. They contain evidence of financial and legal commitments that must be preserved to protect the government. They embody a great fund of official experience that is needed to give consistency and continuity to a government's actions, to make policy determinations, to handle procedural problems and to deal with various kinds of business.

Personal point of view. Alaska's public records are the heritage of the people. They define the relations of a government to the governed. They are the immediate proof for all temporary property and financial rights that are

derived from or connected with its citizen's relations to the government, and the ultimate proof of civic rights and privileges.

It is the responsibility of the State Archivist to render expert professional and technical guidance to government officials in regard to records programs as developed, administered and managed within the framework of his statutory authority. Such programs and services to be rendered freely, impartially, competently, and under conditions that will protect the public interest.

The archives-records administration and management services needs permanent conditions and premises to achieve its objectives.

RECOMMENDATIONS

At an appropriate time the legislative enactment titled Management and Preservation of Public Records, Alaska Statutes, Title 40, Chapter 21, should be reviewed for either amendment or re-enactment, in line with current model legislation which would streamline and clarify the State Archives mission and objectives.

(It is recognized that to pursue such a course could result in opening up what is possibly a good, limited working program to action which may not be as acceptable as now in effect.)

Presently, the Commissioner of Administration, who is a political appointee, is very much interested in providing for a strong, aggressive, professionally and technically competent State Archives and Records Management program. This can be achieved under present statutory provisions. By directive, internal movement and reallocation of organizational pattern, the State Archives could be given Division status, endowed with continuity and freedom from political bias by a degree of independence subject to over-all government policy, but able to operate and functional directly with heads of all government agencies, departments and institutions concerning the implementation of the public records program. The Governor should issue an Executive Order which outlines his support and objectives in directing all agencies, departments and institutions to implement their archival and records management programs in cooperation with the State Archivist.

The State Archivist, as Public Records Administrator and Manager, should be empowered to function as chief administrative officer and Director of such Division and should be professionally qualified for his position; to serve on a career tenured basis. He should be able to recruit a staff of professional archivists, records managers, and technical specialists, with such support staff as is necessary and feasible within budget allocations. Programs can only be fully activated and succeed in direct ratio to support provided.

It should be stipulated that the State Archivist serves not only as official custodian but also as "trustee for the state" of public archival resources of the state.

One major problem poses by the current legislation is the heavy emphasis on records management programs and systems involving current records in agencies. While the State Archivist has a legitimate interest in the creation of records, it is believed that this is an area which should be de-emphasized

from its dominant consideration as it infringes on an agency's administrative and management functions. The State Archivist should act in an advisory capacity for current records (office) management practices but should concern himself mainly with non-current records, surveys, preparation of schedules for retention or disposition; recommendations for microfilming or other media, and to set up procedures and controls as to insure the orderly creation, control, retirement and/or disposition or preservation of records.

To achieve such functional delineation it is strongly recommended that thought be given some changes under Section 40.21.030 (b)(1), (4) (6), (7), (8), and (9) as follows:

- (1) Analyze, develop, coordinate and administer the standards and procedures for scheduling for non-current records for retirement, transfer, disposition and/or preservation;
- (4) Establish and operate state records centers for the purposes of accepting, servicing, storing and protecting non-current records which must be preserved for varying periods of time but which are not needed for the transaction of current business;
- (6) Insert after "management of" the word "non-" before "current";
- (7) Strike the word "paperwork" and insert instead the word "non-current";
- (8) Strike the whole of this item;
- (9) After the word "centralized" insert the word "archival".

At some future date, if statutory amendment or revision is contemplated, it may then be advisable to make some adjustments (minor) in wording under Section 40.21.060(2)(3); 080; 090.

The functions allocated under (b)(1) and (8) relating to current agency management and records practices and paperwork control (i.e. correspondence, forms, reports and directives, file systems, etc.) would probably be more effective and attainable if allocated elsewhere in the department's divisions.

Such activities should possibly be coordinated with those of the State Archives but are more directly related to working with agency office management practitioner but obviously will affect the quality of the non-current and permanent record responsibilities of the State Archivist.

In recommending that (b)(8) be deleted from Section 40.21.030, it has been my experience that this is a task of such dimension that it should be considered outside the mission of the State archival and records agency mandate. The archivist should and can cooperate in such venture but not bear the burden of responsibility.

if a centralized microfilm service is to be operated by the State Archives, as stated in (b)(9), it should be confined to such microfilm/microform projects as encompass "permanent records", not those which are short term, current systems of no permanent value. The State Archivist must, however, be able to

establish quality control standards of any permanent record microfilm project, set procedures for inspection and verification that all standards of quality and permanence are met for any microfilm deposited in the custody of the State archives. Budget funds for archival microfilm projects should be allocated to the State Archivist separate and apart from the "current records" projects which now appear to anticipate more time than is possible with the limited technical staff provided in that unit. The theory now prevalent is that the State Archivist is to clear purchases of microfilm equipment by State agencies. Factually, this is often done "after the fact" and sometimes not at all--thus, resulting in wasteful current system application neither up to standard nor satisfactory to an agency's need. Any microfilm/microform records program should be carefully scrutinized and registered before authorization granted to go ahead. Under current technological changes and advancement, such projects frequently involve current office systems of concern primarily to the management or administrative competency of an agency.

The microfilming performed by the state archives unit should be limited to those functions and services concerning records which are potentially permanent in nature and filmed for security or preservation purposes or where they stand in place of permanent records which may have been authorized for disposal after filming. The State Archivist is responsible for establishing microfilm standards, quality control, security, preservation and servicing of records in microform. Current agency in-house microfilm programs should be registered and monitored by the state agencies through its schedule but remain the responsibility of the agency; or, central microfilming of current records projects could be reasonably allocated to the Central Duplicating function but coordinated with the State Archivist as to standards and quality control.

CAUTION: The State Archivist must be the focal point for establishing a standards and quality control unit for all records in microform remanded to its custody. It must also have an archival microfilm program responsibility which enables it to fund archival microfilming for approved agency programs for permanent records, as well as, microfilming of records already in official custody which are permanent in character but which, for valid reasons, justify microfilming as archival projects unrelated to agency demands.

It should be noted that current technology in microfilm/microform equipment has a built in obsolescence factor of five years, after which time servicing becomes very expensive; down-time costs accelerate and parts replacements often impossible to acquire. Any equipment which is obsolescent or subject to frequent breakdown and is inoperative, should be deleted from inventory unless its repair rehabilitation is feasible and not too costly. Any replacement should be analyzed as to whether purchase, lease, or lease-purchase plan is most advantageous -- keeping in mind the five year obsolescence syndrome.

As presently constituted the Microfilm Unit in the State Archives is woefully understaffed for the mission it is attempting to accomplish. The microfilm specialist technician in charge is doing an excellent job, knows his field, but encounters much frustration in inability to utilize equipment to full potential. In order to keep current with work scheduled additional full time microfilm personnel is vital.

Personnel assigned to this unit are technicians in the field of microphotography and should be classified to accommodate to the complexity, use,

operation and accountability of level of duty assignment. Usually, such operations have a "trainee" level, as well as for use in recruitment of personnel where no professional technical pool exists.

The State Archivist is well aware of problems inherent within this unit. I provided him with a document outlining Quality Control Standards and Procedures for the State Archives. This could well serve as a model for re-organization of this unit to conform to recommendations.

Having commented on statutory authority for records management as exemplified in Title 40, Chapter 21, it now seems appropriate to comment on sections concerning the state archives; Section 40.21.010 through 40.21.030 (a)(1)-(11).

Section 40.21.010. Purpose. After the words orderly management of insert the following word "non-"; and, after the words "permanent value for" insert the phrase "administrative, legal, informational, financial or historical reference,"

Section 40.21.020. Insert after "person" the word "professionally". In the last sentence of this section insert after the word "custodian" the phrase "and legal trustee for the state".

Section 40.21.030 (a)(7). I recommend the deletion of the word "payment". I question payment for public records, which by law belong to the state. This is not to say that where appropriate, some reimbursement for cost of transfer and delivery and perhaps other negotiable consideration might be in order to effect restoration of the record to official custody. An occasional estrayed record might merit reimbursement fee, but to suggest that non-official, private parties are to be paid for "public records" establishes a very bad precedent. What about the concept of replevin?

Of course, any record that has been out of the chain of official custody has possibly forfeited its evidentiary character but may never the less have retained informational, reference, research and historical values which merit the return of the records to official custody.

Such negotiations require skill, tact and great persuasiveness on the part of the State Archivist--often in cooperation with the Attorney General. If the concept of replevin, with penalty, should be adopted, its activation would become the responsibility of the Attorney General on behalf of the State for handling either as a civil or criminal action. It is but rarely that recourse to such action would be exercised.

Recommendation: Strike Item (a)(8) of Section 40.21.030 and substitute the following: "Records may be replevined. On behalf of the state archives the attorney general may replevin any public records which were formerly part of the records or files of any public office of the territory or state of Alaska."

Long experience indicates that this is a persuasive clause in negotiating for return of public records. It does not preclude arrangement for microfilming of the records with stipulation for usage being part of the negotiations. However, it must be recognized that when public records have abridged the principle of an unbroken chain of legal custody and no longer in the hands of

the designated "official custodian" all control of their usage, reproduction and accessibility is uncontrolled or abandoned.

Further comment on statutory provisions is not deemed appropriate at this time. My objective in the foregoing is to (1) point out how certain objectives can be obtained without opening up the whole to amendment; and, (2) to direct attention to those areas which at an appropriate time can well be considered for change. The State Archivist is sufficiently familiar with such needs that he can advise and assist in rendering invaluable service in effecting such detail for revision.

PERSONNEL: The one area which is of great concern professionally is the classification and titles assigned to the archives professional and technical positions. Obviously the State Archivist is a single position classification established by statute. I have commented elsewhere on the allocation of his duties to a "section" level rather than the "division" level. Since I am not knowledgeable concerning Alaska's Personnel System it is difficult to comment on the reasons for assignment of titles now used in the state archives.

However, I am very familiar, and have had long experience, with the process of establishing class specifications and job specifications in the archival and records administration and management field. I have completed numerous studies on the subject.

As observed in my preliminary report, it is a matter of much concern that "non-traditional" or even "non-professional" titles are being utilized for professional and technical staff at the state archives. The designation of title "Records Analyst" and "Records Handler" is both ambiguous and inaccurate. The whole series is in need of review, study and determination of a proper series of class and job specifications. It is suggested that such series could conform to the following pattern of titles:

State Archivist (Single position class)
Archivist II A and B (A = Archival Management; B = Records Management)
Archivist (Journeyman level)

Junior Archivist (Apprentice Level with Academic qualification but minimal or no experience)

Para-professional or technician series allocated to appropriate areas:

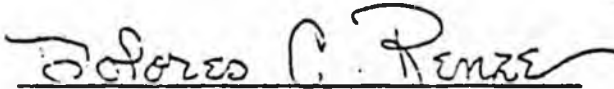
Senior Archivist Aide
Archivist Aide
Junior Archivist Aide

Rather than presenting lengthy comments on the potential for Alaska and in the interest of expediting such Personnel consideration, I am furnishing as an Appendix to this Report copy of study which I have previously made for a State Archive titled:

QUALIFICATION STANDARDS -- ARCHIVISTS

Within this report informational background is provided and the distinctions and relationships vis-a-vis historians, librarians, and managers of current records. There is also included sample copies of possible Job Specifications for a State Archivist, Archivist(s) II A and B, and for Archivist. These are submitted for suggested general guidelines only.

In conclusion there is but one more area which needs to be given very serious consideration. The State Archivist should prepare and make available for distribution on a selective basis an Annual Report. This is a vital communication which provides an account of his stewardship of the public records in his custody and makes known to government, the citizens of Alaska and to the scholarly community as well as professional colleagues the progress, resources and accessibility of the tremendous documentation with which the State Archives is entrusted. It is considered to be one of the essential elements in communication and good public relations for this important function of state government.


Dolores C. Renze
Archival and Records Consultant

APPENDIX I

ALASKA STATE ARCHIVES
SUMMARY REPORT AND RECOMMENDATIONS ¹

An over-all impression gained from an intensive ten day study of the Alaska State Archives and Records Management program was that:

1. Statutory Authority (AS 40.21) titled "management and Preservation of Public Records Act" is comprehensive in character but perhaps too detailed in providing administrative direction and regulation in what should be an enabling act only. There are some areas which could be improved by either amendment or deletion but only after careful thought, analysis and assessment of the pitfalls inherent in opening the statute to revision or amendment.
2. Allocation and Organization. The Alaska State Archives is allocated to the Department of Administration and clearly identified as a statutory component thereof. There is nothing which indicates it must be organizationally placed as a "Service" section among unrelated functions.

RECOMMEND: That for effective, aggressive, successful program implementation, it should be given Division status with a degree of autonomy and authority which will permit of high level access and accountability to the Commissioner of Administration and empower the State Archivist to develop, direct, contact and negotiate with agency officials relating to archival and records management programs and to monitor their effectiveness.

Such reallocation and organizational placement can be accomplished by administrative or executive fiat without amendment of the statute.

If and when such movement is accomplished, then it should be understood that essential elements of such allocation will be protected from politicizing that the State Archivist and Public Records Administrator/Manager will serve as chief administrative officer of the Division; that such position is occupied by a professionally qualified archivist and that it is a "career" type position with continuity and tenure implied.

3. Functions and Operation of the Alaska State Archives

My general over-all impression was very favorable. The staff, building, equipment, facilities and understanding of the agency mission was one of competency, with desire to accomplish a complex mandate on a broad basis even under the stress of inadequate support staff and minimal travel budget which in itself precludes performance at the level required for a comprehensive program as is in motion. Future growth and accommodation

¹An in-depth report and recommendation in process of final editing and reproduction. This report will be forwarded as soon as possible. This preliminary summary report being tendered for budget purposes and some other matters of immediate concern. Analytical rationale and conclusions will be in extended report.

to the needs of the State make it imperative that the travel budget be supplemented not only for in-state travel but for such limited out-of-state travel as may be essential for the professional interaction and development as is generally understood and required in other State Archival agencies of the United States. In-state travel should also be an enabling factor in the potential for training and expediting agency (other) participation in acceleration of their records management cooperative programs.

The State Archives building (although inadequate in some respects) is serving within reason the purpose intended but is in need of some urgent repairs and structural attention, i.e., roof repair to prevent the major leakage which has plagued the area housing archival and other record materials. The problem of the forward portion of the building sinking and pulling away from the storage area portion is a major structural defect and its solution one which will require intensive engineering, architectural and building analysis. With regard to future availability of increased space for archival (permanent) holdings, I will leave that for delineation in my in-depth report.

Current lay-out and utilization of administrative space and operational deployment should be a matter of study and action. This could be accomplished without too much financial outlay and should succeed in turning an acceptable office into a productive work environment. The State Archivist is quite capable of achieving this and is already aware of some of the inadequacies of a building layout which was not initially planned by a skilled archivist. There are some excellent features incorporated in the building with equipment that enhances the operational functions - i.e. the Halon Gas installation; the shredder-baler; the microfilm processor and several other items. The general over-all storage space is satisfactory but at least a portion of the stacking is sub-standard and poses a dangerous hazard to the records, the building, and to personnel servicing records stored. The deficiency lies in that area of stacking that is of sub-standard steel gauge principally located in the area where permanent archival holdings are housed. The newer stacking (in the Records Center storage area and that in the remote Records Center area) is satisfactory and meets the steel gauge standard required for the housing of records whether archival or non-current in character. Also, the sub-standard gauge shelving is not synchronized to the measurements which maximizes the space utilization. My recommendation will be to replace this shelving over a period of time; give thought to the possibility of installing mobile compact shelving on the lower level and explore the potential for double decking at least the vault dedicated to archival holdings.

The cement floors of the Records Center Building are in need of sealing and coating; the floors in Archives Building would benefit by carpeting which would reduce noise level and provide better maintenance.

Insofar as program development is concerned, the Records Management area has been, by force of circumstances and past history, a dominant operational factor. Now is the time to concentrate on development of a strong and meaningful archival program with preparation and publication of a Guide to Archival Holdings in the Alaska State Archives. Caution is recommended as to

yielding to the temptation to provide too much detail and to rely on supplementing such Guide information by internal finding aids, special lists, as needed, or simply box or shelf lists already in hand. Great effort must be expended to catch up on backlog of archival holdings awaiting review analysis and evaluation with concise and condensed description suitable for incorporation in the Guide. This effort could well occupy the full-time attention of a professional archivist.

At present, because of staff shortage, the current staff workload is fragmented by being forced to split efforts between professional, technical, and clerical support work--all of which ties down the top professionals and inhibits expediting program development and accomplishment.

It is my recommendation that a review of functional and organizational assignment with the State Archives be undertaken to revise and establish clear and concise responsibility for specific areas without all staff members trying to vice in at all levels, thus diluting maximum usage of professional skills and abilities. The staffing pattern should be fully implemented to support the 14 full-time employee occupancy outlined, with future planning for addition of another staff archivist.

It is appropriate at this point to express dismay at the classification titles used in the staffing pattern. It does a gross injustice to the levels of professional skills, technical knowledge and administrative and managerial abilities required to administer and manage a program of this nature which is statewide in scope and functional at every level of government. This is an area where Personnel Divisions usually have but limited knowledge and understanding. In my detailed report I will provide background study in how one should approach such classification review which in time will enable the appropriate persons to develop job specifications, descriptions and standards for what should be an Archival Series made up of professional archivists, archival technicians and such support personnel as is appropriate to the function. The Archival Series would accommodate the Records Management function performed and allocated to the State Archives. The titles of Records Analysts and Records Handlers are not proposed nor adequate to the responsibilities and duties performed.

It should be noted that it may well be difficult to recruit professional archival personnel within the State. If justified, the State Archives should be able to recruit outside in order to secure the most competent and best qualified individual for the job.

EXHIBITS AREA: This is the first introduction to users and visitors to the State Archives. The materials presently being shown have interest and educational value. However, the area needs to be livened up -- perhaps by use of a warmer color tone on the wall areas. The case design is such that the viewer has to bend over or stoop to see documents on lower shelves. NEED: to elevate the wall case to higher level and to utilize plexiglass book rests used to support and mark archival bound materials. The cases could be elevated by building a base sufficiently elevated as to bring the cases up to eye level. The LABELS are difficult to read and are rendered in type too small to read easily.

The Forms Management area is directly off the Exhibit area. This is an activity which could more appropriately be organizationally placed elsewhere in the Department of Administration--possibly with Central Duplicating. The space now used could much better be redesignated for use by the State Archives. A dutch-door arrangement set in and a receptionist-typist be deployed for serving a number of capacities. The problems in connection with this area were discussed in detail with the State Archivist. He is quite capable of resolving them to the best advantage of the operation.

The Exhibit area can be a highly educational and informative focal point for the State Archives. It is in a particularly advantageous location to attract visitors from the Center located directly across the street. Exhibits (other than those worthy of permanent status) should be changed several times a year and should highlight valuable resource material, important anniversary events and celebrations, administrative histories and accomplishments of various departments and agencies. The Exhibit Area is one of the most important public relations and communication opportunities for the State Archives.

OUT-LYING RECORDS CENTER: Accompanied by the State Archivist I spent some time looking over the Building, its equipment and its potential utilization. I have no criticism of its physical aspects. It is well and properly planned and should be utilized to its maximum potential. Many of the intermediate records center materials (limited retention records) could well be transferred from the main Records Center providing opportunity for more adequate development of the Archives function. I would recommend that an employee be stationed at the remote Records Center, perhaps a part-time basis at first but working toward full-time stationing there to receive, handle, service and perform activities germane to Records Center operation. The fact that the building is a modest distance from the main building should not, in any way, inhibit its use. This is quite customary in the archival world.

RECOMMENDATION RE: Records Center elsewhere.

If, and when, the State Archives and Records Management Programs develop as they should, long range planning should now be set in motion for two more Records Centers. One to be located in Anchorage and another in Fairbanks. Because of geographical distances and impracticality of sending non-current, limited term records to Juneau from these locations and the fact that present arrangements are not being facilitated to maximum potential is one major reason for recommendation. Another persuasive one is that with the volume increase of records and the complexities and growth of all government activities, there will soon be if not already a fact, that additional commitment to this area of service will either be supplied under present statutory authority or recourse to other solutions will be sought which will prove far more costly and inefficient for the State. Otherwise, every department and agency will fall into the habit of storing inactive records in their own high-cost space and equipment, or they will be relegated to unsatisfactory storage areas; or, disposed of without due process of clearance. In cases of this kind, usually such permanent and valuable records are lost to posterity. Even the Federal people felt they were handicapped by not having a National Archives and Records Service representative or facility in Anchorage--that they have to depend on the infrequent contact and inadequate facility provided out of Seattle.

There are professional archivists situate in Anchorage - two of whom I visited on my trip there. One at the University of Alaska where an excellent University archives is established and operative, and the Anchorage Historical and Fine Arts Museum under the Cultural and Recreational Service, City of Anchorage. The latter is in process of a massive building expansion program (\$25 million dollars) which will add 85,000 sq. ft. of space. The Museum Archivist (Diane Brenner) and the University Archivist (Dennis Walle) expressed admiration and support for the work being done by the State Archivist. Mr. Walle is an experienced State Archivist having been the State Archivist for South Dakota prior to his present position. Both Walle and Brenner are good advisory resource persons.

Although presently the State Archives has not been much involved with servicing the Courts--this is certainly an area for future potential cooperation and development. While in Anchorage I visited the Judicial Administrative Center to call on the Court Judicial Administrator, Jerry Dubie. He was not in but his deputy (Stephanie) was most cooperative and explained that records accumulation was a problem. She indicated a receptive attitude to the availability of a State Records Center with the potential for Court Records being placed therein and serviced under a general records program worked out to mutual satisfaction between the State Archives and the Courts. Felt that something like this has to come eventually.

Discussion at the University and at the Anchorage Historical and Fine Arts Museum of the Public Library Expansion (\$40 million dollars) and problems posed for other institutions in area of duplication and competitiveness in fields of collecting were expressed. Both spoke highly of the individual (Bonnie Cavanaugh) who might possibly be the designated Archivist when the facility completed.

CONCLUSION: The need for, the climate for acceptance and the potential for location of a Records Center on a regional basis, in Anchorage exists. It should be a major priority for long range planning for the State Archives and Records Management function. At a later time, similar need may be justified to establish such a unit at Fairbanks.

Such plan (or even without long range plan) the implementation of adequate state-wide records programs requires that the professional planning, activation, and coordination will require a great deal of educational and communication effort by the State Archivist and his staff. However, to be successful organizational authority and travel budget are two areas which must be fortified in order to achieve the level of success envisioned for future development and expansion of this essential element in the State.

CONCLUDING STATEMENT:

In submitting this Summary Report I have tried to touch on those items and objectives that appear to be obtainable without too much immediate extension of budgeted funds--to be objective and practical in analyzing some of the more critical problems faced by the State Archives and Records Management Program; and to touch on the questions and considerations which Commissioner Lisa Rudd outlined to me both in correspondence and in personal interview which I had for several hours in Anchorage.

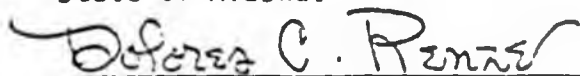
I found the officials from the Department of Administration (Messrs. Staack, Link and Saylor) most cooperative and sympathetic to the Project purpose with expressed interest in implementing the Commissioner's objectives as fully as possible.

I also found that meeting with the members of the Advisory Committee and being able to present a verbal report on some of my findings both beneficial and pleasant. A visit to the State Library and interviews with several of the staff members who work in areas of similar interest (maps, collections, photographs) was most informative and helpful.

The time spent with the members of the staff of the State Archives and Records Management section was probably the best forum for evaluating the present state of development and activity, plus indicating the potential for future growth and leadership. I found the State Archivist to be highly professional and competent in his position and with excellent rapport with his staff.

He is well aware of the problems with which he is faced and is competent to deal with them. There were a number of areas of professional development which we discussed and for which fortunately I had brought materials which can be helpful to him in achieving a solution in at least some major facets. I conferred with all the major support staff, observed services being rendered, and studied the layout of the space and equipment deployment. The whole staff were most cooperative, eager to explain their part in the program and were unified in the expression of being short-handed and unable to devote their full attention to the major mission for which they were responsible. I strongly feel that at least some staff members are not being utilized to their full potential for this very reason.

I do not think the State of Alaska need to feel apologetic in the least for what has been established or accomplished. With relatively modest effort and outlay and substantive organizational support it could easily become one of the top State Archival set-ups among all the States. The State Archivist is competent professionally and administratively; he is knowledgeable in respect to current problems, what is necessary to resolve them, and to ably look ahead and plan for future development. All he needs is the recognition and substantive support necessary to achieve these goals to the best advantage of the state of Alaska.



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APPENDIX II

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QUALIFICATION STANDARDS - ARCHIVISTS INFORMATIONAL BACKGROUND

This series includes positions which involve professional archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and historic documents. This work requires a professional knowledge of archival principles and techniques, a comprehensive knowledge of this history of the United States and the institutions and organization of Government, including the organization and functioning of state and local government and their relationships to national government; and a thorough understanding of the needs, methods and techniques of scholarly research.

OCCUPATIONAL INFORMATION

A general discussion of professional archival work and its relationship to associated occupations is set forth below.

"Archives" are those documents officially produced or received by a government agency, a public or private organization, or an individual which, taken in the aggregate, serve to record the operations or activities of that institution or individual. As the term is applied to the permanent records of the State or Federal Government it embraces (1) those bodies of non-current permanently valuable records that form useful evidence of the organization, functions, policies, decisions, procedures, operations or other activities of governmental agencies or very important Government officials, or (2) those records that must, or should, be preserved for their informational content.

Archival records may take many forms. They may be printed documents, correspondence, reports, voucher, maps, sound recordings, still or motion pictures, or mechanically produced records such as magnetic tapes or machine listings. Regardless of their physical form, archives are of vital importance for both public and private purposes. Archival records document official actions and serve as sources for official reference in the prosecution of the affairs of Government by providing a record of past actions, current practices and projected plans. The information contained in archives is essential to public administration, legislation and the judicial function; to historians, political scientists, economists, sociologists or other scholars engaged in study of various aspects of our society. Such records are also important in establishing or protecting the status or legal rights of individuals.

Professional archival work in the Government Service involves the following broad, but not mutually exclusive, functions: (1) appraisal and disposition, (2) arrangement and description, (3) preservation and rehabilitation, (4) documentary publication, historical editing and exhibit of archival materials, and (5) reference service. These functions are discussed in some detail in the following:

1. Records Appraisal and Disposition. This involves the analysis and evaluation of public records to determine their continuing values and to provide advice or make recommendations or decisions regarding their ultimate disposition, i.e., destruction or permanent retention. Archivists engaged in records appraisal employ a comprehensive knowledge and understanding of (a) the history, organization and operation of the

agency that originated the records, (b) the legislative authorities and responsibilities of the agency as these relate to the development and retention of records, (c) the organizational, functional and records relationships of the agency under study to other Government agencies or activities, and (d) the needs of government, individual citizens and the scholarly community.

In reaching conclusions, archivists analyze the agency records in their entirety in order to understand the interrelationships of the records and the relative significance of any particular group of records to the agency's total system of documentation. They consider (a) the position of each office in the administrative hierarchy, (b) the character of the function performed by each office, (c) the nature of the activities of each office as these relate to a given function, and (d) how the organization, functions and activities of the agency are reflected to the records. They determine the relative value of the various series of records in providing evidence of how the agency was organized and how it functioned.

In making recommendations or decisions regarding the ultimate disposition of particular series of records archivists also consider the extent to which (a) the information in the records may be available from other sources, and (b) the non-availability of the information contained in a given set of records would impair or distort an understanding of agency organization, function or activity.

In appraising records for their informational values archivists analyze the content of the records apart from their organizational context or their agency of origin. They determine the extent to which the records involved may contain unique and significant information concerning persons, organizations, things, situations, events, problems, and the like, with which agencies have dealt.

In reaching conclusions and developing recommendations regarding the retention of records based on their informational values, archivists exercise a broad knowledge of the research sources, needs and methods of the field or fields (i.e., history, public administration, political science, economics, sociology, etc.) for which the records have potential value. They consider such matters as (1) the arrangement and accessibility of the information in the records, (2) the legal requirements or administrative purposes to be served by their retention, (3) the volume of records involved, (4) the availability of similar information from other sources, and (5) the cost of accessioning, arranging, preserving and providing reference service from such records.

They prepare appraisal reports which include (1) description of such essential identifying attributes of the records as (a) the organizational unit or individual that accumulated them, (b) the specific functions or activities to which they relate, (c) the physical types of records involved, i.e., correspondence, reports, photographs, maps, etc., and (d) their inclusive dates; (2) analysis and explanation of their evidential or informational values; (3) nature and frequency of the probable use of the records; and (4) recommendations as to the disposition of the records either by transfer to the State Archives, by transfer to a State Records

Center, or by destruction, or by microfilming for security or before destruction to reduce bulk. Archivists engaged in appraisal and disposition work also make or participate in studies for the preparation or revision of retention and disposal schedules for administrative records and for basic classes of substantive records common to several or all government agencies. They may also participate in the evaluation of agency disposition programs, or they may recommend initiation of a disposition program.

2. Archival Records Arrangement and Description. The appropriate arrangement of archival records is vital to (1) providing a fixed and known location for every file unit so that it can be found when needed, and (2) bringing related materials together in some logical order so that they can be used without prior knowledge of the existence of a particular document or file unit. Thus, archival arrangement involves two kinds of considerations: (1) the internal relationships and arrangement of the records under study and (2) the relationships and arrangement of these records, as a body, to other bodies of records in the archives.

In general, the arrangement of archival records is based on the principle that records should be kept in the order in which they were placed by the creating agency on the theory that that arrangement (1) has logic and meaning in relation to the agency's activities and organization, (2) will facilitate reference to the records, and (3) will best protect the legal and historical value of the records as evidence. Legal or historical "proof" that records are complete or properly identified is difficult if the records have become disarranged.

For purposes of archival management and use, records in public archival institutions are arranged under a classification plan based on the principle outlined above, which provides for the broad categorization of records into record groups.

These, in turn, are further subdivided into sub-groups, series and file units which are arranged in organizational or functional relationship to each other and, in so far as possible, are maintained as integral units. Archivists engaged in records arrangement study the origins, the organizational and functional history and the administrative procedures of the records producing units (i.e., agency, office, etc.) involved, as well as the records they produced. They analyze the record and their relationships to other records holdings in recommending or deciding on that classification and method of arrangement which will best (1) reveal the character, significance and relationships of the records, (2) protect their integrity as historical evidence and as evidence of organization and function, and (3) facilitate their location, description and use.

In the case of records which have become disarranged, or which have been arbitrarily rearranged prior to accessioning, archivists exercise knowledge and make judgments of the type described above in reconstructing original arrangement plans and in restoring such records to their original arrangement. If the original arrangement prevents or hampers the effective use of the informational content of the records, archivists devise that scheme of arrangement plans and in restoring such records to their original arrangement. If the original arrangement prevents or

hampers the effective use of the informational content of the records, archivists devise that scheme of arrangement which best facilitates their exploitation by government, scholars, scientists or others.

The description of archival records involves the preparation of "finding aids" such as guides, inventories, lists and catalogs. Finding aids are necessary to inform users of the existence and availability of records that contain information of value to them and to provide information to the archives staff for administrative purposes and to facilitate reference service activities. Finding aids range in type from simple lists enumerating the main kinds of records in a records group to definitive analytical which bear on a particular broad topic. Archivists employ an intensive knowledge of (1) the evidential or informational values of particular bodies of records, (2) the interests of the using community, and (3) the needs of the archival staff engaged in reference service work in determining the need for and planning the scope and content of finding aids and in conducting the necessary research and authorizing such documents.

3. Preservation and Rehabilitation. The preservation of archival material involves safeguarding the records from deterioration, damage or destruction, or from impairment of their value through disarrangement or alteration. They consider (1) the condition of the records, (2) the nature of their evidential or information values, (3) the extent of their use, and (4) the cost of repair or rehabilitation. They make recommendations or decisions as to the action that should be taken to preserve the records through repair or other rehabilitation or by microfilming or photocopy.
4. Documentary Publication, Historical Editing, and the Exhibit of Archival Materials. Archival holdings may be published either comprehensively or selectively in printed volumes, as facsimiles, or on microfilm, or may be exhibited in the interest of greater popular understanding of events and persons in American history. Archivists engaged in publications work exercise a thorough knowledge of values, uses, volume and physical condition of records in selecting those suitable for publication and in determining the form and scope (i.e. printed volume vs. microfilm; comprehensive vs. selective; full text vs. abstract) of the publication. Recommendations and decisions regarding these matters are influenced by such considerations as (1) the breadth and depth of interest in and the importance of the documents as primary sources for scholarly research, (2) whether the subject matter of the publication requires bringing together in a different arrangement a variety of documents dispersed among many record series of the same or of several records groups, and (3) limitations of cost.

Archivists involved in publication work carefully study the documents to be published to insure their proper order and identification, to resolve questions of origin and authenticity, and to determine similar matters. They conduct extensive research in secondary works and in a number of record groups or collections of private papers, when such research is necessary to bring together or make known the existence of relevant or related documents. They employ a thorough knowledge of the substance of the documents involved and of the persons, circumstances or events to

which the documents relate, and skill and judgment in (1) selecting documents for inclusion in the publication, (2) writing introductory narrative material of a descriptive character, and (3) creating an arrangement of the material, with such explanations as are necessary, that will best reveal its substantive content and insure ease in the use of the publication.

In addition, archivists involved in the publication of archival materials in printed volumes are required to possess a thorough knowledge of: (1) traditional and modern documentation as source material of history; (2) the canons of textual criticism; (3) scholarly annotations; (4) the value and use of non-textual (pictorial, cartographic, etc.) documentary material for explanatory or illustrative purposes; and (5) copy-editing, proofreading and indexing.

Archivists engaged in exhibit work consider the timeliness of proposed exhibit themes, their potential educational and popular appeal, and the cost of preparing exhibits. This involves (1) surveys of the holdings of archival and manuscript repositories and of museums for materials for exhibit and (2) extensive scholarly research in both primary and secondary sources to determine the origin and authenticity of documents selected for exhibit.

5. Reference Service. This consists of making records, and the information in or about them, available in response to individual requests, as distinct from the publication of documents for all users. Reference services range from providing specific information from or about records in response to explicit inquiries, to providing professional research support, advice and consultation to government officials or to scholars concerned with ascertaining the facts and locating and studying the documentation relating to broad or complex subjects.

Archivists engaged in providing reference service employ (1) a knowledge of archival, library and other research resources, (2) a grasp of the subject matter and substance of the inquiry, and (3) an understanding of the point of view and the needs of the researcher. They identify and locate germane source materials; explain the administrative background or interrelationships of source documents; suggest secondary sources such as published works which would be useful in providing added background or perspective to the use of primary source documents; and provide information and suggestions regarding other archival or manuscript collections containing relevant materials.

DISTINCTIONS FROM RELATED OCCUPATIONS

The hallmark of positions in this series is the requirement to apply a thorough knowledge of the theories and principles of professional archival work and the needs and methods of public administrators and the scholarly community in (1) analyzing the values and interrelationships of non-current records and (2) making substantive value judgments of the type described above. At full performance levels, patterns of assignment in professional archival work are not uniform. Some archivists may specialize by function, e.g. appraisal, others by kinds of records or subject matter such as cartographic records, records relating to Presidents or Governors and their administrations, of

Judicial and Court, or Legislative records. Depending on the subject matter or area of assignment, archivists may draw upon one or more other fields of knowledge such as political science, economics, sociology, international relations, science or law, and use such tools as historiography or foreign language. However, for positions, classified in this series, these knowledge and skill requirements are subordinate to the requirement for knowledge of the theory, principles and methodology of archival science. Positions for which the reverse is true should be classified to the appropriate subject matter series.

Professional vs technical positions

The distinction between those archival positions which require full professional knowledge and those which do not is not always obvious. The determination as to whether a given position should be classified to this series or to the Archives Technician Series, should be based on consideration of the following:

1. Whether the organizational context and career pattern in which the position exists permits and requires professional staffing, and
2. Whether the position requires •
 - (a) the application of knowledge of the fundamental principles and theoretical concepts of professional archival work,
 - (b) the ability to apply such knowledges to practical archival problems with versatility, judgment and perception,
 - (c) the ability to use archival materials and related manuscript and published sources in performing the research that underlies and is fundamental to the accomplishment of all archival functions at the professional level,
 - (d) the ability to organize, analyze and interpret non-current records and to assess their values for historical or other scholarly research, and
 - (e) for positions which specialize by subject matter, the ability through study (1) to keep abreast of scholarly research in their particular area of interest, (2) to exercise judgment in recognizing the potential research values of a group of records, and (3) to make them known the results of research to other scholars concerned with the same field.

Positions which at full performance levels require the application of knowledges and abilities of the type described above should be included in this series.

It should be noted that possession of an academic background of the kind described in the qualification standard for this series does not, in and of itself, assure that the position is professional. The critical distinction as to whether a given position is "professional" or "technical" centers on the requirement for the application of the fundamental principles and concepts of archival science in analyzing non-current records and in making discriminating value judgments in their appraisal, arrangement, description and use for research and reference purposes.

Relationship to historian positions

The relationship between the work of archivists and that of historians is particularly close. Many archivists have been trained in historical research methodology and apply such training as a basic tool in making judgments regarding the relationships and values of non-current records. Archivists and historians both evaluate records and conduct research in archival collections. Both may edit historical documents for publication. The key to the distinction between archivist and historian positions lies in the basic nature of their concern with non-current records. The archivist is concerned with the inherent values of such records as they relate to the needs of both government officials and scholars from a variety of fields. The concern of historians with such records usually is more restricted and more specifically related to their values as source materials in a particular historical study.

Relationship to librarian positions

Distinctions between the work of archivists and librarians rest on fundamental differences both in the nature of the material with which they deal and in the methods which they employ. As stated earlier, archival materials are aggregations of non-current records which reflect the organization and functions of the body which produced them. They derive much of their significance independent of their relationship to other items in the collection.

Both archives and libraries may contain printed matter or manuscripts. However, archival materials are received from and bear an organic relationship to the agency, organization or individual that produced them or that is served by the archives. Library materials may be collected from any source. Methodological differences relate to the appraisal, arrangement and description of materials. Unlike archivists, whose work in these areas has been described in some detail above, librarians apply to knowledge of library science and the bibliography of a particular subject matter field in evaluating individual items for acquisition. They arrange materials in accordance with a predetermined logical scheme of subject classification such as the Dewey Decimal System and catalog books or manuscripts as individual items.

It should be noted that possession of an academic background of the kind described in the qualification standard for this series does not, in and of itself, assure that the position is professional. The critical distinction as to whether a given position is "professional" or "technical" centers on the requirement for the application of the fundamental principles and concepts of archival science in analyzing non-current records and in making discriminating value judgments in their appraisal, arrangement, description and use for research and reference purposes.

Relationship to positions concerned with management of current records

Archivists, who are records managers as well, are concerned with what records an agency develops and why, as well as how such records are organized and used. The interest of the record manager archivist centers on the efficient and economical development and maintenance of active records to meet the current operative needs of an agency. The archival interest in such matters derives from the need to understand the relationship of the records to agency organization and function in order to appraise their evidential or

informational values and preserve their arrangement should they become permanent records or "archives." Records manager archivists consult regarding (1) the near and long-term values of records from the standpoint of agency operations, (2) methods and systems for the identification of records of permanent value, and (3) the scheduling of non-current records for transfer into permanent archival custody. Positions in which the concern for current active records predominates should be classified as Records Manager Archivists and should also bear relationships to appropriate management series.

EVALUATION OF NONSUPERVISORY ARCHIVIST POSITIONS

There are two fundamental classification factors, each composed of several elements, which taken together provide a means for measurement of the relative grade value of work in this series. There are (1) the nature of the assignment, and (2) the level of responsibility of the position. Discussion of these factors and their component elements follows:

Nature of the Assignment

This factor incorporates those elements of complexity inherent in the assignment which make it more difficult or less difficult to accomplish. The other components of this factor include the knowledges and skills which the archivist must possess to accomplish the work and the mental demands involved.

Professional archival work ranges in scope and complexity from the simple to the highly involved. The work is influenced by such considerations as: (1) the nature and stability of the organizational structure and functional responsibilities of the agency that produced that records; (2) the kind and quality of the information available about the evaluation of the organization or functions to which the records pertain; (3) the extent to which the records are in good order or are in disarray; (4) the span of time covered by the records; (5) the way in which the subject matter of one records unit, series or group relates to information contained in other records units, series or groups; and similar matters. These considerations, in turn, affect the breadth or depth of organizational or subject-matter knowledges which the archivist must bring to bear on the resolution of the technical archival problems presented by the assignment, and the intensity of the intellectual endeavor involved.

Level of responsibility

This factor includes consideration of the nature and extent of the supervisory control exercised over the work, the nature and extent of the archivist's responsibility for personal work contacts and for making recommendations or decisions, and similar matters. The degree of "authoritativeness" with which the work of an archivist is viewed by his agency and by the scholarly community and the extent to which his opinion is sought and given weight within his area of competence also are indicators of the level of his responsibility. These elements are treated in some detail in the grade-level discussions which follow.

NOTES TO USERS OF THIS STANDARD

1. The nature of archival work offers considerable opportunity for the archivist to influence the dimensions of his position. The breadth and depth of knowledge and experience, and the judgment, perceptiveness and ingenuity which an archivist brings to his work may have a material influence on the scope of his assignment. This influence will be reflected in the kind and complexity of the assignments which he receives and the "authoritativeness" which attaches to his completed work. The classification criteria in this standard are intended to measure these considerations. However, in order to insure that the influence of this

relationship is considered in its proper perspective, the evaluation of an archivist's position should be based on a sufficient span of time to reflect the norm of his current assignments rather than be based on an isolated or a typical project.

2. This standard does not include grade-level guides for nonsupervisory positions above the grade level because of the small number and highly individualized nature of such positions.

Description of work

Archivists in the Government service analyze and evaluate public records to determine their continuing values and to make recommendations or decisions regarding their ultimate disposition. They study the history of the organizations which produced the documents, or the functions to which the documents relate and employ this knowledge in (1) determining the organizational or functional relationships of the records, (2) describing the arrangement and content of records, and (3) conducting documentary research. They provide advice and assistance to the various departments and agencies of Government in the identification of records of enduring value and negotiate for the transfer of such records into archival custody. Archivists also provide advice, assistance and consultative service to public administrators, scholars and other regarding the resources of the archival holdings and engage in the preparation of definitive publications of important archival records for the use of scholars, educators and the general public.

Basic education and experience requirements (all grade levels)

- A. A full 4-year course in an accredited college or university which has included or been supplemented by 18 semester hours in the history of the United States or in American political science or government or a combination of these and 12 semester hours in any one or any combination of the following: history, American civilization, economics, political science, public administration or government management, or;
- B. Courses in an accredited college or university as described in A above, plus additional appropriate education or experience which, when combined, have provided the candidate with the substantial equivalent of A above.

Substitution of Graduate Study for Experience

Graduate study in archival science, history, government, economics, political science, international relations or international law which has contributed significantly to the applicant's ability to perform professional archival work at the level to which he will be appointed is qualifying for the Archivist (Professional) grade series, and above, on the following basis:

- Junior Archivist - One full year of graduate study.
- Archivist I - Two full years of graduate study;
or completion of the requirements
for the master's degree.

Additional requirements for professional position:

Except for the substitution of education for experience as provided for in these standards, applicants must, as a minimum, have had experience of the length and quality described below. The evaluation of this experience does not depend on length alone since length of experience is of less importance than demonstrated success in positions of a responsible nature, and the breadth and scope of pertinent knowledges and abilities possessed by the candidate. Thus possession of the required length of experience will not, of itself, be accepted as meeting the qualification requirements.

Junior Archivist:	One year of experience
Archivist I:	Two years of experience
Archivist II and above:	Three years of experience

For eligibility at grades Junior Archivist through Archivist II, applicants must have had at least 6 months of experience comparable in difficulty and responsibility to the next lower grade in the State or Federal service, or 1 year comparable to the second lower grade in State service. For eligibility at Archivist III and Principal Archivist and above, applicants must have had at least 1 year of experience comparable in difficulty and responsibility to the next lower grade in either the State or Federal service.

Evaluation of education and experience

- A. Education. The evaluation of educational preparation requires particular care. In general, those courses in U.S. history or American government which are directly relevant to the subject matter of the archival work make a greater contribution to the breadth and depth of background knowledge requisite to successful performance and should be given higher quality credit than courses in such ancillary subjects as the history of American art or literature. The following are illustrative: (1) courses which have dealt directly and in depth with the history of the United States, the North American Colonies or regions, sections or States within the United States, (2) courses which have dealt in depth with the history of any important sector of the life, thought, cultural and activity of the nation such as those relating to the development of economic, political, agricultural, legal or other institutions, political parties, international relations and foreign affairs, or constitutional history and law, or (3) courses relating to the organization of government including the theory, development, operation or effect of such governmental organization at the Federal, State or local levels.

In addition to courses of the kind described above, some candidates may present academic preparation which has included substantive instruction in historiography or historical research methodology, or in the theory, principles and methodology of archival science. Such applicants possess a substantial academic base for future professional growth. Such additional preparation should be taken into account in the appraisal of the overall breadth and the quality of the candidate's education.

- B. Experience. The following are illustrative of kinds of experience which may be accepted as meeting the professional experience requirements: (1) experience as an archivist in Federal, State, church, business or other

archives, or in manuscript depositories, (2) experience of an archival nature which has involved research in documentary collections.

Evaluation of the kind and level of professional work experience processed by a candidate should be based on (1) the extent to which the experience has demonstrated the applicant's ability to apply substantive professional knowledge to the solution of professional archival problems, (2) the level, scope and responsibility of the candidate's present and past positions, (3) his progressive advancement in the field, (4) the substance and merit of his publications, (5) membership and active participation in appropriate professional societies, and (6) any special recognition in the form of special honors, awards, etc.

In addition to the considerations outlined above the evaluation of candidates for archivist positions should also take into account the extent to which the applicant has demonstrated possession of the following: (1) ability to keep long-term projects advancing and in perspective, (2) capacity for making sound and discriminating value judgments, and ability to write well and concisely.

Candidates for supervisory positions must have demonstrated the ability to perform supervisory or administrative duties such as training subordinates, evaluating performance and directing the work of others to further organizational objectives. Candidates who lack actual supervisory experience but who clearly demonstrate supervisory potential may qualify. Such potential may be evidenced by outstanding performance on special projects or planning assignments, self-development activities and initiative in organizing and accomplishing one's own work.

The nature of this occupation is such that, where possible, evaluation of an applicant's education and experience background should be made by, or in consultation with archivists of high standing in their field, who have had some training in examining qualifications and appraising the significance of professional archival work. To aid in this evaluation applicants should furnish concise summaries of the substance of their course work as well as course titles. They should also provide clear and concise information about their professional work assignments which describe the nature of the archival problems they have been called upon to solve and their contribution to the problem solving process.

VERIFICATIONS

Qualification inquiries

Confidential inquiries, including contacts with applicant's present and former professors, supervisors and associates may be made to obtain further information concerning his professional and personal qualifications and general suitability for these positions.

Pre-employment interviews

In addition to substantive archival knowledges, some positions in this occupation require considerable skill in personal relationships and public contact work.

Selective certification

At full performance levels all archivist positions share the requirement for a good knowledge of (1) the theory, principles and techniques of archival science, (2) historical research methodology, and (3) U.S. Regional, State and/or Local History, Government or Political Science. However, because of the range of subject matters with which archivist positions may be concerned, and the variety of governmental activities and operations with which they may become involved, some positions in this occupation may require additional specialized subject matter knowledges such as a knowledge of economics or of a foreign language, ethnic problems, constitutional history or judicial history and administration of the courts. Such additional specialized requirements may vary significantly from position to position. In the interest of providing maximum flexibility in matching the qualifications possessed by archivists to the actual requirements of individual jobs, each situation should be evaluated on its individual merits.

Some candidates may have taken additional courses in subject matter fields particularly germane to the specialized demands of the individual position to be filled, or to the target position in the career ladder. Such additional preparation should be taken into account in filling particular specialized positions. Those positions which require recruitment or appointment of persons with a background or experience in one or more specialized areas should be filled by selective certification. However, selective certification should be used only in those cases in which it is essential that the selection of persons to fill the position be limited to those having intensive knowledge or experience in the specialized areas involved.

Physical requirements must be in good physical condition with agility, strength and stamina commensurate with work assignment of positions to be filled. A comprehensive physical examination and report thereon may be required. In addition, applicants must possess emotional and mental stability.

APPENDIX III

STATE ARCHIVIST

NATURE OF WORK

This class describes work directing the activities of the State archives under statutes relating to public records including the development and administration of a program for the management, control, and preservation of manuscripts and archival records pertaining to the State's historical heritage or retained in the public's interest.

The employee in this class plans, organizes, directs, schedules, reviews, and manages the archival and public records management programs of the State and acts as legal trustee of archival and public record holdings. Work involves the examination and appraisal of records and documents of public interest according to historical significance and enduring value. Duties include responsibility for the formulation of policies and procedures for the collection and disposal of records. Supervision and direction are exercised over a staff of archivists, technical, clerical, and other employees.

Distinquishing Factors:

This is the highest class in the State archives series. It is a one-position class.

SOME EXAMPLES OF WORK

Serves as administrative head of the Division of Archives and Public Records, directing the administrative, operational, and professional functions related or applicable to the planning, development, administration, and management of the public records depository functions and required professional and technical services.

Establishes, administers, and maintains procedures for the appraisal and selection of records, for transfer of records to the archives and records center, for inventorying, cataloging, and indexing of records, and for the use of records including publication and research.

Plans and supervises a system for the creation and preservation of records against physical loss and restoration processes for damaged materials.

Maintains liaison with and coordinates the records management program of state, county, municipal, and other political sub-divisions; consults with, advises and assists public officials, academic faculty and scholars, improving information and guidance as to availability of source materials for study, research, or informational purposes.

Studies legal basis of record practices, formulates rules and regulations on records retention, destruction and processing.

Authenticates film copies of original documents for use as court evidence.

Prepares budgets and administers activities relating to personnel, equipment, and supply.

Performs related work as assigned or required.

KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the policies, procedures, and practices used in the administration of an archival depository.

Extensive knowledge of problems encountered in research and methods appropriate to the solution of these problems.

Extensive knowledge of the care and preservation of archival materials.

Extensive knowledge of the organization of state and local government.

Through knowledge of the professional and technical treatment of archival material to ensure preservation through processes of repair, storage, and reproduction by microfilm.

Ability to direct the planning, assignment, training, supervision, and evaluation of staff and their work.

Ability to communicate effectively, both orally and writing.

Ability to establish and maintain effective working relationships with others.

MINIMUM PREPARATION FOR WORK

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in social or behavioral science or a related field which included the completion of the equivalent of 10 semester hours in archival studies or archival records management; or possession of an institute certificate in archival studies or archival records management; or which included the completion of the equivalent of 16 semester hours in American History and the equivalent of four semester hours in _____ History or a closely related field.

AND

Six years of professional or technical experience in archival records preservation or archival records management including at least three years of supervisory and administrative work over professional and technical archivist personnel.

Substitution

Additional full-time paid professional or technical experience in archival records preservation, archival records management, or the administration of an archival depository may be substituted for the required education on a year-for-year basis.

Graduation from an accredited college or university with a Master's degree in the fields listed in the educational requirement may be substituted for one year of the required general experience.

ARCHIVIST II A (Archival Management)
ARCHIVIST II B (Records Management)

NATURE OF WORK

This class describes supervisory work in preserving manuscripts and archival records pertaining to the State's historical heritage or retained in the public's interest.

Employees in this class are responsible for planning, directing, coordinating, supervising and evaluating work in any one of the following three archival program areas: Program Development and Operation Services, Public Records Information Services, or Archival Technical Services. Work includes the supervision of subordinate professional, technical and/or clerical personnel employed in the section. Duties include stimulating and promulgating interest in the principles and methods of maintaining and using historical documents. Employees in this class are responsible for implementing assigned division policies and the coordination of administrative programs as directed by the State Archivist.

Distinguishing Factors: Positions in this class are distinguished from the higher State Archivist class by the lack of responsibility for the administration and direction of the Division of Archives and Public Records. Employees identified at this level supervise a section of the division as noted above.

"Supervision" is defined as: determining or interpreting work procedures for a group of workers, assigning specific duties to them, maintaining harmonious relations among them, and promoting efficiency; to oversee or control the work performance and conduct of others where there is opportunity for personal control or inspection of the work performed. The act of supervising is identified by the following characteristics: the making of work assignments, reviewing completed work, approving leave, establishing work standards and evaluating performance, selecting and training new employees, suggesting work improvement procedures and practices, and assisting in the interpretation of policy and the development of operational procedures.

SOME EXAMPLES OF WORK

Prepares recommendations for the State Archivist's consideration concerning policies, procedures, program plans, and project schedules.

Plans and directs the work of a staff of professional, technical, and/or clerical employees engaged in selecting, arranging, researching, restoring, microfilming and storing materials in the State archives.

Formulates and implements methods, techniques, and procedures as necessary to effect approved policies and program objectives.

Plans and supervises a system for the preservation of public records against physical deterioration, theft, or mutilation and supervises the restoration processes for damaged holdings.

Assigns and gives general direction to subordinate staff in the performance of archival duties.

Supervises, conducts, and performs historical research for the writing of books, magazine articles, other publications and correspondence on inquiries of an archival nature.

Speaks before professional or lay groups to promote interest in the preservation and use of public records.

Participate in formulating policies and procedures for the collection and disposal of public records.

Supervises the organization and arrangement of public, historical, and other records.

Conducts and participates in educational and training activities.

Represents the State Archivist at meetings and conferences.

Performs related work as assigned or required.

KNOWLEDGES, SKILLS AND ABILITIES

Through knowledge of the principles and practices used in collecting, administering, and disposing of public records.

Thorough knowledge of the laws and regulations pertaining to public records.

Thorough knowledge of the sources, methods, and techniques used in historical research.

Knowledge of the principles and practices of effective supervision and administration.

Ability to plan, organize, and supervise the work of others.

Ability to evaluate program effectiveness and make recommendations leading to the formulation of policies and procedures.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

MINIMUM PREPARATION FOR WORK

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in a social or behavioral science or related field which included the completion of the equivalent of 10 semester hours in archival studies or archival records management; or possession of an institute certificate in archival studies or archival records management; or completion of the equivalent of 16

semester hours in American History and the equivalent of four semester hours in _____ History or a closely related field;

AND

Three years of professional and technical experience in archival records preservation or archival records management at least one year of which must have been at the journeyman level of work.

Substitution

Professional or technical experience in records preservation or records management may be substituted for the required general education on a year-for-year basis.

Graduation from an accredited college or university with a Master's degree in the fields listed in the educational requirement may be substituted for one year of the required general experience.

ARCHIVIST

NATURE OF WORK

This is a multi-functioning range class describing work in preserving manuscripts and archival records pertaining to the State's historical heritage or retained in the public interest.

Employees in this class perform archival work to assure the preservation, availability, dissemination, and interest in historically accurate information. Work includes making recommendations relating to the collection and disposition of public records. Duties include the arranging, indexing, selecting, processing, searching, storing and preservation of public records. Employees in this class also participate in gathering and researching source data and preparing inquiries for such information. Work is reviewed in progress and upon completion for compliance with established procedures and guidelines.

Distinguishing Factors: Positions in the next higher Archivist class are distinguished from positions in this class by responsibility for supervision of one of the three following archives' sections: Public Records Information Services, Program Development and Operation Services, or Archival Technical Services.

Range A

Employees in this range perform entry, first working level and advanced developmental duties and are assigned a limited phase of the full-performing assignment. The employee utilizes increasing degrees of independence at this level, perfecting the process of utilizing professional techniques and concepts beyond the mere application of detailed rules and procedures. Assignments are designed to expand practical experience and develop professional problems. Employees are expected to be competent in the application of standards procedures and requirements in the normal handling of professional problems, to raise questions about unusual or questionable areas and to suggest possible solutions. Work is reviewed periodically to verify general performance and conformance with required rules, regulations or guidelines and to evaluate the employee's professional growth.

Range B

Employees in this range perform full-operating or journeyman duties requiring the application of the majority of standard techniques of the professional assignment to accomplish day-to-day responsibilities. Employees at this level are responsible for making decisions or recommendations which are subject only to minimal review. This is the full-performing level where the development and completion of non-standard reports and work and the interpretation and preparation of substantiated recommendations are required. As distinguished from Range A, employees in this range require the ability, initiative and other qualities necessary for independent action and authority based on a thorough knowledge and understanding of the techniques and concepts of the appropriate activity. Work is reviewed for technical accuracy, adequacy of professional judgment and appraisal of results. Employees are not advanced to

this range until their level of functioning is evaluated to be at this full-operating level.

SOME EXAMPLES OF WORK

Organizes, arranges, collects, preserves, and shelves public record archival materials.

Prepares finding aids and guides.

Participates in and recommends security and environment practices and procedures required for storage.

Provides access to public records for reference.

Performs professional public records search and reference.

Performs consultative staff assistance or advisory activities with respect to public records access, methods of storage, microfilming, research, use, and reference.

Provides for archival and records management program development for State and local agencies in the field to initiate, establish and implement a sound public records conservation program to effect economies in personnel, space and equipment use, and to ensure the preservation of permanently valuable records; provides advice, cost estimates, consultation, and operational instructions to set up and achieve compliance with authorized program action.

Performs complex records servicing, searching records for information requested, retrieval of records requested; researching and writing news releases; preparing drafts for publications; and does research and development historical background reports.

Participates in cataloging, indexing, filing, and inventorying of records.

Recommends procedures to facilitate the storage and retrieval of archival records.

Inventories and evaluates public records and makes recommendations for their disposal or transfer to the custody of the archives.

Participates in conducting systematic surveys of agency records and provides professional and technical advice to representatives of agencies and other groups in the maintenance and disposition of records.

Prepares indexes, guides, accession lists, bibliographies, and microfilm copies of documents as aids for seeking reference material.

Performs research and prepares historical reports and administrative histories of agencies and functions of government to facilitate use of public records.

Participates in, or oversees the preservation and repair of archival materials and holdings.

Examines and estimates the historical value of public and private documents.
Performs related work as assigned or required.

KNOWLEDGES, SKILLS AND ABILITIES

Some knowledge of the sources, methods, and techniques used in historical research.

Ability to learn the principles and practices involved in the collection and disposition of public records.

Ability to learn the methods, techniques, and materials used in the care and preservation of permanent records.

Ability to learn the laws and regulations pertaining to public records.

Ability to perform historical research and evaluate and correlate source material.

Ability to establish and maintain effective working relationships with others.

Ability to make recommendations for collection or disposal of public records.

Ability to communicate effectively both orally and in writing.

MINIMUM PREPARATION FOR WORK

Education and Experience

Graduation from an accredited college or university with a Bachelor's degree in a social or behavioral science or related field which included the completion of the equivalent of 10 semester hours in archival studies or archival records management; or possession of an institute certificate in archival studies or archival records management; or the completion of 16 semester hours in American History and the equivalent of four semester hours in _____ History or a closely related field.

Substitution

Full-time paid professional or technical experience in archival records preservation or archival records management may be substituted for the required education on a year-for-year basis.

NOTE: Employees may be moved from range A to B based upon an evaluation of the functioning level of the employee relative to the range descriptions identified in the class specification and upon recommendation of the supervisor and approved by the appointing authority. Internal standards of movement within this multiple range class may be developed by the agency. Appointment above the A level will be at the discretion of the appointing authority based upon the determination that the applicant's work and training experience exceed the minimum requirement of the class.