

**Nevada State Historical Records
Advisory Board**



**Preserving Nevada's
Documentary Heritage:
A Strategic Plan,
2007-2011**



**Nevada State Library and Archives
Carson City, Nevada
2007**

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Preserving Nevada's Documentary Heritage, 2007-2011

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**The National Historical Publications and Record
Commission**

to the

Nevada State Historical Records Advisory Board

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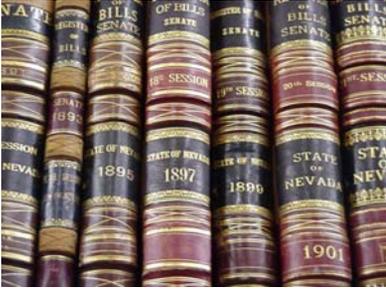
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Table of Contents

Introduction	1
Goals for the next Five Years	5
Roster of SHRAB Members	14
NHPRC Grants to Nevada, FY 1976 – 2006	15
Grants in 1998 - 1999Regrant Project	18
Grants in 1989 - 1991Local Government Regrant Project	20
SHRAB Questionnaires for Historical Records Programs	
State Agencies	22
Local Governments	24
Historical Records Repositories	26
Tribal Governments	28

**“A popular government
without popular information
or the means of acquiring it
is but a prologue to a farce
or a tragedy
or perhaps both”**

— James Madison



Nevada State Historical Records Advisory Board (SHRAB)

It is policy of the State of Nevada to foster and further the establishment of superior archival, public records and educational programs. (NRS 378A.010)

The governor appoints the State Historical Records Advisory Board (SHRAB), consisting of the administrator of the State Library and Archives as ex-officio secretary and nine voting members to advise the chief executive and make recommendations to the legislature.

Nevada's SHRAB advocates the identification, protection and preservation of Nevada's documentary heritage, and open and equal access to government records.

The board's duties include:

- Examining and assessing archives and public records programs and the facilities, professional staffs and auxiliary personnel that support such programs;
- Reviewing and evaluating grant applications made by political subdivisions and private organizations to improve the preservation of their historical records; and
- Making recommendations to the state historical records coordinator for approval of applications for grants from the National Historical Publications & Records Commission



Who Keeps Nevada's History and Why?

State government, cities, counties, special districts, businesses, individuals, churches and religious clubs, colleges and universities, libraries, museums, professional societies, Native American tribes, historical societies, and fraternal orders all keep Nevada's history.

Whether an organization is a church, a scout troop, a support group, a volunteer fire department, a softball league, or a hobby club, it makes **history** with everything it does. Whether an organization has been organized for 100 years or just a few months, it has a history. Whether an organization's purpose is charitable, business, educational, religious, or recreational, it generates historical documents.

From railroads to nuclear waste; from Spanish traders to international tourists and business people from every corner of the planet, documentary heritage is of, by, and for every Nevadan.

We think of "documents" in terms of the Declaration of Independence, the Constitution, or even diplomas, licenses, deeds and certificates, but "documents" can encompass a much wider assortment of papers or formats.



Records Are Information Infrastructure

Few people understand that like highways, streetlights and water systems, records are the indispensable infrastructure of responsible

government and institutions. They are part of the decision-making process of those we elect to govern us. Without records and accountability people lose faith in their governments and institutions.

Nevada's breath-taking growth and changes in population, economy, and built environment should convince us all that last week's planning board minutes or last month's print-out of the Clark County water tables are already the stuff of history, documenting a Nevada that was.



Electronic Records

Challenges to Nevada's Documentary Heritage

Nevada is changing -- almost daily. So, too, are the means to record and register those changes.

Imagine – That forty years from now a developer may wish to buy and develop a tract east of Las Vegas; will he be able to find out whether he has bought the water rights and whether there are any unexpired mineral leases?

OR -- imagine sixty-five years from now someone living in Baltimore has lost her birth certificate but knows she was born in Elko. She needs a copy of her birth certificate for social security -- will she be able to get one?

Will it be possible to link information from both paper and electronic records? Will the record of an Elko birth, recorded electronically, be readable sixty-five years from now?

Will historical records escape being lost to future fires and floods? County records have been lost in courthouse fires in Virginia City in 1875, Hamilton in 1885 and Dayton in 1909.

And many businesses and families lost their history in the hundred year flood of the Truckee River in 1997.

Few people have yet to understand that electronic records really are records, and unless they are managed and migrated from older to newer formats, the information they contain will become as inaccessible as the music on an [audio cassette floppy disk](#) 8-track tape or 45 rpm record.

We need to plan now for the future preservation of our historical records whether they are paper, audio or videotape, analog or digital.

**Archives Help Us Remember —
Homeland Security 1936**

Nevada Archives Week 2006
October 22nd - 28th
Sponsored by the
Nevada State Historical Records Advisory Board
Visit the Archives Week Treasure Map at nevadaculture.org

Captain Noble McCormick and Winemakers' Company F, 11th Engineers of the Nevada National Guard pose at Camp Merriam near San Luis Obispo, California in 1936. Photos are from a songbook kept by Battery B, 1st Cavalry Battalion in the Winemakers National Guard Armory, now in the Nevada State Archives.

CULTURAL AFFAIRS

SHRAB Strategic Plan for 2007-2011

The SHRAB's five goals for ***Preserving Nevada's Documentary Heritage, 2007-2011*** are listed below. Following each goal are the specific objectives and the strategies for realizing them.

SHRAB members gathered information from archivists, curators, librarians, city clerks, county clerks and recorders and records managers, from state agencies, local and tribal governments. Members attended annual meetings of the following organizations:

- Nevada League of Cities,
- Nevada Association of Counties
- County Fiscal officers Association
- Nevada Library Association
- Nevada Museum Association
- Northern Nevada Association of Records Managers and Administrators
- Intertribal Council of Nevada
- Nevada County Recorders Meetings

The highlights of the goals for the next five years include:

- ❖ ***Raising awareness of the general public of the importance of preserving Nevada's Documentary Heritage through marketing strategies and targeted publicity programs.***
- ❖ ***Preserving electronic the digital records that are rapidly replacing paper records.***
- ❖ ***Providing Education and Training for professionals who keep and preserve records.***
- ❖ ***Getting funding to help archives and records programs in the state.***
- ❖ ***Creating partnerships with organizations that promote preservation of cultural heritage and resources to accomplish the goals of this strategic plan.***



Goal 1

Nevada shall achieve Best Practices in Record Keeping.

The SHRAB affirms that ***Records are the Information Infrastructure*** of responsible decision making, accountable government and institutions, and an accessible past. Managing records is as important to a government, business or organization as managing funds, property and computer information systems. The Board will work to encourage the highest levels of professional care of records by all charged with maintaining records within the state.

Objectives

SHRAB will work to create partnerships with both the public and private sectors to develop a sense of shared responsibility for records, and to foster highest possible standards for their care.

- Members will continue to meet with professional organizations to promote good archival and records Management programs.
- Members will continue to offer educational programs through Lorman Educational Services and work to create new ones through the Extended Studies Programs of the Nevada System of Higher Education. Educational strategies need to be discussed in order to be sure that both public and private entities understand records management procedures.

- Member of SHRAB will plan to meet the Cultural Affairs biennial OASIS conference. OASIS is held every other year during a legislative session. NSLA will propose a joint meeting of the boards and committees that oversee programs or advise the Department of Cultural Affairs.

Ensure uniform application of Nevada's Open Records laws to provide the access to public records.

- One objective from the last strategic plan was to try to get the Attorney General's office to create workshops and training publications on Nevada's Open Records Law similar to what was done for the Open Meetings Law.

Encourage the development and/or expansion of training curricula for courses in archives and records management and information technology. Insure that courses include information and training in preservation and disaster preparedness.

- SHRAB should issue public support of the already existing educational programs and promote them to their constituencies. These include the 2007 ARMA meeting in Las Vegas and emergency planning classes offered through Extended Studies Programs of Nevada's two Universities.

Recommend legislation for State Records Committee to include representatives from county and local governments and expand the committee's responsibilities to review and approve local government records schedules.

Encourage the Board of Regents and administration of the Nevada System of Higher Education Community to institute records management programs.

- SHRAB will form a subcommittee to meet with the Chancellor and Presidents of Nevada Colleges and Universities and continue with this objective from the last strategic plan.



Goal 2

Nevada shall achieve Best Practices in Electronic Record Keeping.

The arrival of the Information Age means that much of our history is now recorded in electronic format, including your agency's activities. Because of that, you need to develop a strategy for managing electronic records. A government agency's electronic records management strategy must conform to legal mandates, as well as preferred management practices and technological options.

SHRAB encourages the development of standards and protocols that will ensure electronic records are preserved and accessible to future Nevadans.

Objectives

Identify, describe, authenticate, protect, preserve, migrate, and improve access to electronic records scheduled as permanent.

- SHRAB should meet with the Nevada Electronic Records Committee (NERC) to share information on the legal requirements for electronic records, and preservation of digital information.

NSLA needs to do a feasibility study on the needs to and issues to establish a Digital Archives for the state of Nevada and local governments and implement same.

- SHRAB will examine Digital preservation programs in Washington, Kansas and New Jersey to see which model best suits Nevada.
- SHRAB will examine national digital information preservation projects including the National Digital

Information Infrastructure Preservation Program (NDIIPP) of the Library of Congress.

- SHRAB will examine the western regional projects proposed by the state archives of Washington, Arizona and Utah to NDIIPP for funding to ensure that Nevada is included in one of these projects.

State and local governments need to begin a program to preserve their digital records, publications and information in 2009.

- SHRAB needs to collaborate with the Nevada Electronic Records Committee (NERC) and Nevada Information Technology Oversight Committee (NITOC) to begin a state digital archives before the state begins to lose its digital information.
- SHRAB needs to collaborate with the Nevada Electronic Records Committee (NERC) and other local government technology groups to encourage a shared digital archives for counties and cities.



Goal 3

Nevada's people and governments will share responsibility to preserve and make our unique documentary heritage available.

This Goal shares a key component of educating Nevada's people and governments about records preservation with Goal 1 -- Creating the partnerships. SHRAB will work to ensure that Nevada's documentary heritage continues to be collected, appreciated and made as widely available as possible.

Objectives

Encourage the identification, collection, donation, preservation, and protection of records of individuals, businesses, and religious organizations.

- Use a series of brochures and information distributed to public and private groups. SHRAB will approach the Nevada Humanities Committee about the possibility of an implementing a "Circuit Rider Archivist" project modeled after the State of Georgia and the Nevada Arts Council's Nevada Circuit Riders program.
- NSLA will collaborate with the Special Collections Departments of UNR and UNLV to bring the digital finding aids and historical resources together in a single portal so researchers can search the same subject in collections kept by different institutions in different locations.
- Develop a web page with information on the collection policies of Nevada's historical records depositories.
- SHRAB will continue to promote the preservation of historical records at meetings of the Nevada Museum Association and Nevada Libraries Association.

- SHRAB members will also attend annual meetings of Humanities, Arts and Historic Preservation groups to encourage them to include preservation of historical records in their programs

Encourage the use of grant opportunities and available resources to stimulate local and regional collection and preservation of, and access to essential documentary materials.

- SHRAB members will make formal presentations at meetings of Humanities, Arts and Historic Preservation groups to encourage them to include preservation of historical records in their programs

Encourage through collaboration to strengthen the policies and programs and improve the facilities at state, local and tribal history centers statewide.

- SHRAB will create awards to recognize projects with historic records preservation merit to help create partnerships.
- SHRAB members will attend the Department of Cultural Affairs' biannual OASIS conference to meet specifically with members of the Nevada Arts Council, the Board of Museums and History, the Nevada Cultural Commission and the Nevada Humanities Committee to raise their awareness of the needs of historical records programs in libraries and museums.

Improve access to records statewide by encouraging the creation of traditional finding aids and directories, as well as through the wider use of standard online descriptions.

- SHRAB members will encourage collaboration among Nevada libraries, museums and historical societies to create a Nevada Digital Library and Archives to allow researchers, students and teachers to search across all their collections available online.



Goal 4

Foster and Support Programs to Protect Nevada's Shared Documentary Heritage from Disasters, Deterioration and Neglect.

Objectives

Obtain state/federal funding for grant/regrant programs to those archives and records programs in greatest need of technical assistance and training.

- SHRAB will apply for funds from NHPRC, the National Endowment for the Humanities or other funding organization to regrant to small historical repositories to preserve their historical documentary materials.

Institute a program of regularly scheduled workshops or presentations at meetings of related professional organizations.

- Workshops will be scheduled to coincide with Nevada Archives Week, History Day in Nevada and the Society of American Archivist's Mayday initiative.

Encourage development, staffing, and training of disaster-response teams statewide.

- NSLA and UNLV Special Collections will work together to organize a statewide group for disaster recovery of historical records.

Improve knowledge of and access to information about preservation and disaster preparedness.

- SHRAB will actively support and promote the national May Day project of the Society of American Archivists instituted to remind individuals, governments and organizations to update plans disaster recovery plans.



Goal 5
***Mobilizing
Collective Funding
Resources to
Support
Documentary
Heritage Programs***

Work to create an affirming attitude to fulfill its goals and objectives. Board members will work to create the optimum funding base from government and private sources to support these programs. This goal also connects back to Goal #1.

Objectives

Obtain a secure, appropriate funding base for staff and programs of SHRAB.

- One strategy would be to support the re-grant cost initiative by writing to legislators.
- Another would be to create a state historic preservation model based on the Library Services and Technology Act (LSTA) funding; each state gets a certain amount of money with a percentage going to the administration of the grants and the rest being re-granted out on a grant proposal basis.
- SHRAB should look into building partnerships with the University of Nevada Oral History Program, archeological and historic preservation groups to show the close connection of historical records programs to their projects. SHRAB should become more involved in these projects.
- SHRAB should work with the Nevada Humanities Committee and private foundations to build a strong constituency for future project support and funding.

Set priorities for programmatic support and initiatives and schedule regular review of achievements each year as part of the regularly scheduled meetings.

Nevada State Historical Records Advisory Board Roster

Guy Louis Rocha, Coordinator
Assistant Administrator for
Archives & Records
Nevada State Library and
Archives

Peter Michel,
Deputy Coordinator
Director of Special Collections
University of Nevada, Las
Vegas

Sara Jones, Ex-officio
Administrator
Nevada State Library and
Archives

Sabrina Mercadante
Archives and Records
Administrator
City of Henderson

David A Millman
Curator of Collections
Nevada State Museum &
Historical Society

Jacque Sundstrand
Manuscripts Librarian
Special Collections
University of Nevada, Reno

Shayne Del Cohen
Archives and Records
Consulting

Victoria Ford
Historian and Author

Hal Rothman, Professor
History Department
University of Nevada-Las
Vegas

James C. Smith
Attorney at Law

Bill Watson
Foundation 36

Staff

Jeffrey M. Kintop
State Archives Manager

Barbara Gray
Archives Assistant

Elizabeth Moore
Archives Assistant



In 1974 Congress created the Records Program of the **National Historical Publications and Records Commission (NHPRC)** to provide grants to State and local governments, historical societies, archives, libraries and associations to preserve, arrange and describe historical records and for archival training and development programs.

NHPRC receives an appropriation from Congress every year to make these grants. The Commission meets in November and in May to establish policy and to recommend to the Archivist of the United States grants it believes should be funded.

Since 1981, the SHRAB has supported the grant projects to study the conditions of historical records, strategic plans, projects for local and tribal governments, museums and historical societies, churches and the court system in Nevada.

Nevada's SHRAB supports NHPRC grants with the following objectives:

- *To develop archives and records management programs to improve the management of historical records including electronic records.*
- *To identify records of archival value, especially those that are not currently under archival control.*
- *To prepare inventories and finding aids for records not currently accessible.*
- *To provide for records needing restoration, preservation, duplication and protection.*
- *To provide for education and training in the fields of records management and archival practices and administration.*

NHPRC Grants to Nevada, FY 1976 - 2006

- 2006 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$10,000 in partial support of the Nevada Board's administrative expenses for one year. (NAR06GRANT-087)
- 2004 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$20,000 in partial support of the Nevada Board's administrative expenses for two years. (2004-018)
- 2001 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$19,535 in partial support of the Board's administrative expenses for two years. (2001-016)
- 1998 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$50,000 for its Regrant Project, which seeks to address the needs of local repositories of Nevada's documentary heritage. (98-084)
- 1996 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$55,993 for a two-year planning project that will undertake an assessment of records programs in Nevada and create a strategic plan addressing key issues in these programs, including education and training, public awareness, disaster planning, and funding. (96-011)
- 1995 **University of Nevada, Reno, NV:** \$54,168 to continue activities to document historic and contemporary women and women's groups in Nevada. The project will continue a survey begun in 1992 to locate collections of privately held manuscripts and archives of Nevada women and women's organizations; solicit and acquire the materials; arrange and describe the collections and, using the USMARC AMC (United States MACHine Readable Cataloging Archival and Manuscripts Control) format, enter the catalog descriptions into the university library's online catalog and into OCLC (Online Computer Library Center). (95-051)
- 1993 **Nevada State Library and Archives (Nevada State Historical Records Advisory Board), Carson City, NV:** \$3,377 for state board travel and meeting expenses. (93-079)
- 1991 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$1,796 for state board travel and meeting expenses. (91-094)
- 1990 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$2,500 for travel and meeting expenses to allow the state board to carry out its grant review and statewide archival planning missions. (90-078)
- 1989 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$150,000 for a two-year regrant program directed at local governments in Nevada, to encourage the development of records management and archival programs for local governments, to improve existing programs, and to provide improved access to local government archives. (89-083)

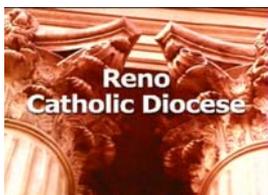
- 1988 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$450 to print and distribute an information brochure on the board and its work. (88-051)
- 1987 **Supreme Court of Nevada, Carson City, NV:** \$60,995 to survey the records of local courts in Nevada and create retention/disposition schedules for those records. The project will also develop a records management manual and educational workshops for court officials. (87-038)
- 1986 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$7,500 for travel and meeting expenses to allow the state board to carry out its grant review and statewide archival planning missions. (86-068)
- 1985 **Reno-Sparks Indian Colony, Reno, NV:** \$56,651 for a two-year project to develop a records management system, produce a program manual applicable to the 24 tribes of Nevada, provide assistance to tribes wishing to replicate the system, survey records of the Inter-Tribal Council of Nevada, and develop a plan for an Inter-Tribal Archives Center. (85-046, 86-108)
- 1983 **Nevada State Historical Records Advisory Board, Carson City, NV:** \$25,000 to analyze the current condition of historical records in the state, identify problems, frame potential solutions, and outline actions that can be taken. (83-088)
- 1981 **Nevada State Library, Carson City, NV:** \$46,132 in support of the State Archives' local government records project. (81-148)
- 1981 **University of Nevada, Reno, Reno, NV:** \$34,974 to arrange and describe its manuscript collections relating to the Lake Tahoe Region, 1865-1979. Included are materials on mining, lumbering, recreation, water resources, and environmental control. (81-052)
- 1979 **Western Council of State Libraries, Carson City, NV:** \$62,875 for its Western States Materials Conservation Project to determine conservation needs and propose potential solutions through coordinated conservation activities in 18 western states. (79-094)
- 1977 **Nevada Historical Society, Reno, NV:** \$17,120 to survey local records relating to Nevada's territorial period. (77-007)
- Total \$ 649,531**

SHRAB grants in Regrant Project, 1998-99



Storey County Recorder-Auditor's Office: \$4,000 to have some of Nevada's oldest records, dating from 1859, restored by a document conservation service. These include the Virginia and Gold Hill Mining books, maps of Gold Hill and Virginia City. These documents will be unbound, deacidified and rebound. The maps were encapsulated to protect them.

City of Sparks Public Works Department: \$5,000 to inventory and organize its city records dating back to 1911. The records will be arranged, indexed and some microfilmed according to city records retention schedules.



Catholic Diocese of Reno: \$5,000 to establish an repository for the archival records of the diocese. It will hire a professional archivist to gather the archival records into a single repository, organize these records in their proper records groups and apply professional procedures for conservation and preservation.

Nevada Museum Association: \$4,792 grant to hold eight workshops on archival preservation. Workshops include an Introduction to Preservation, Preservation of Audio-Visual Materials, Outsourcing Preservation and Imaging and Imaging Technology for Libraries and Archives.

City of Elko: \$5,000 to design, develop and begin a records management program for the city, to ensure that records of historical value are identified, preserved and made available to the general public.



Fourth Ward School Museum in Virginia City: \$4,500 to design and implement a collection policy and procedure manual, establish a working archival program, train volunteers and staff, and develop a disaster recovery plan for the museum's archives.

Central Nevada Historical Society in Tonopah: awarded \$4,912 to organize, preserve and provide access to the 1,200 historical mining maps and 350 blueprints in the society's collections.



Reno-Sparks Indian Colony: \$5,000 to preserve, catalog and index 3,000 photographs, negatives and slides from the *Native Nevadan Collection*.



Sierra Nevada Community Access Television: \$1,729 grant to produce a half hour program introducing the public to basic preservation of family collections. "The Basics of Archiving" will teach introductory level methods for paper documents, videotapes and photographs.

Nevada Women's Project: \$1,729 grant to organize the Jean Ford Research Center in Women's History. Project staff will organize forty-five cubic feet of research collections compiled by Jean Ford who compiled *Nevada Women's History: A Guide to Archival Collections*.



Carson Valley Historical Society: \$5,000 to organize, catalog and selectively digitize its manuscript and photograph collections.

**SHRAB grants funded as part of Local Government Regrant Project,
1989-91**

City of Caliente: \$10,000 to hire a consultant to work with the city to inventory, organize, and schedule the city's records and produce a city records manual.

Churchill County: \$19,000 to hire a consultant to work with the County to inventory, organize, and schedule the County's records. The project also produced a records manual and a plan for future microfilming needs.

Clark County: \$35,000 to do the initial planning and research for the construction of a County Records Center and Archives. The project included hiring consultants to evaluate and propose comprehensive plans for the layout, design, building, and system requirements for the facility, examine county records management practices.

City of Ely: \$16,000 to hire a consultant to inventory, schedule, and organize the City's records. The project included the formation of a records committee to authorize the schedules, a computerized index for records stored off-site and a records manual.

Lincoln County: \$20,000 to hire a professional consultant to assist the county in the implementation of an archives and records management program. The project included: a records inventory and computerized index, formation of a county records committee, retention schedules, a records manual, a plan for future microfilming needs, staff training, and boxing and organization of records stored off-site.

North Las Vegas: \$10,956.67 to inventory and schedule the City's records as well as provide for the identification of vital records for a vital records program.

City of Sparks: \$50,000 to inventory city records, draft and approve retention schedules, develop of records policies and procedures which would be incorporated in a manual, and plan for the better utilization of micrographics, automation, storage, filing, word processing, etc.

**Are you doing what you can to
preserve Nevada's documentary
Heritage?**

Please take the time to complete one of the
following questionnaires, make a copy and
send it to

Jeffrey M. Kintop
Nevada State Library & Archives
100 North Stewart Street
Carson City, NV 89701-4285

**Contact the Nevada State Library and
Archives if you have any questions at**

775-684-3410.

STATE RECORDS MANAGEMENT QUESTIONNAIRE

Name of Agency: _____

Contact person: _____

Phone Number/E-mail: _____

- 1) Does your agency have a person responsible for the records management needs of the department, division, or agency? If so, what is the title and grade of this individual? _____
- 2) Which NSLA Archives and Records services has your office used?
 Records retention scheduling
 Records storage
 Microfilming
 Imaging
 Training
 Consulting
 Other (please specify) _____
- 3) When were the retention schedules for your office approved or updated? _____
- 4) If your agency does not use the State Records Center:
 - a) Where are the non-current records of your office stored? _____
 - b) Do you know the cost of storage? _____
 - c) Are the non-current records of your office disposed of in strict compliance with approved retention schedules?

- 5) If your agency does not use NSLA's Micrographics and Imaging Program, do you:
 Outsource microfilming
 Outsource imaging services
 Use in-house microfilming
 Use in-house imaging
- 6) If services such as an enlarged records center, expanded micrographics and imaging capabilities, and other records management services were available, would your office use these services?

- 7) Additional comments: _____

- 8) Please contact me about:

- Retention scheduling
- Records storage
- Microfilming
- Imaging
- Training
- Consulting
- Other (please specify) _____

9) What in your opinion is your biggest problem? _____

10) How much would it cost? _____

NEVADA LOCAL GOVERNMENT RECORDS QUESTIONNAIRE

Name of City/County _____

Office _____

Contact person _____

1. Yes No Does your government have a records management program?

2. Yes No If no, is one planned?

3. If your program is operational, what is the nature of authority?

____ Ordinance ____ Directive ____ Other (Please explain) _____

4. Yes No Would your council/commission be interested in improving records-related activities including audio, video and electronic?

5. Yes No Are you aware of the "*Schedules for the Minimum Retention of Local Government Records?*"

6. Yes No Have you used these schedules?

7. Yes No In your opinion, are the retention periods realistic?

8. Yes No Are you aware of the Nevada *Local Government Records Manual?*

a. Yes No Do you have a copy?

b. Yes No Do you use the manual?

c. Yes No Do you find it helpful?

9. Yes No Does your city/county microfilm records? If yes:

a. Yes No Does each office film its own records?

b. Yes No Do you use an outside service bureau?

c. Yes No Do you have a centralized, in-house micrographics service?

10. Yes No Does your city/county image records? If yes:

a. Yes No Does each office image its own records?

b. Yes No Do you use an outside service bureau?

c. Yes No Do you have a centralized, in-house imaging service?

11. Where do you store your "historical" records? _____

12. Does your facility have:

a. Yes No Air conditioning

- b. Yes No Temperature controls
- c. Yes No Humidity controls
- d. Yes No Fire detection
- e. Yes No Sprinkler system Yes No Gas fire suppression
- f. Yes No Security system

13. How many patrons used your holding in 2003? _____

14. Yes No Are the schedules comprehensive of the records in your office?

15. Yes No Do you destroy "old" records?

16. What method of destruction do you use? _____

11) What in your opinion is your biggest problem? _____

17. How much would it cost? _____

The Nevada State Library and Archives is authorized to provide, upon request, records management services to local governments. Except for microfilming, these services would be free of charge to the local government. Microfilming is provided at cost. Please use the reverse side for any additional comments.

HISTORICAL RECORDS REPOSITORY QUESTIONNAIRE

Name of repository: _____

Contact: _____

- 1) What year was your organization formed? _____ By what authority? _____
- 2) Is there a body or group responsible for setting policy for your organization?
How is it selected?
- 3) Does your organization have a written acquisition policy? Yes No
- 4) From what sources does your organization receive funding?

- 5) Has the level of funding during the past five years: Increased? ____ Decreased?
____ Remained relatively unchanged? ____
- 6) How is your organization staffed? (Please provide the number in each category)
____ FTE, ____ PTE, ____ Volunteers.
- 7) Have any of the members of your staff attended seminars or workshops on the
care of archival or manuscript material? Yes No
- 8) If seminars or workshops were provided, would members of your staff attend?
Yes No
- 9) What is the nature of the holdings of your organization? (Check as many as
needed)
 - a) ____ Manuscripts
 - b) ____ Government records
 - c) ____ Photographs
 - d) ____ Maps
 - e) ____ Microforms
 - f) ____ Printed works
 - g) ____ Oral Histories
 - h) ____ Other (please specify)

- 10) Do you maintain donor files? Yes No
- 11) Do you require a deed of gift on donated material? Yes No
- 12) Are your holdings described? Yes No If so, how are they kept?
- a) Yes No Card catalogs
- b) Yes No Inventories No Printed guides
- c) Yes No Registers
- d) Yes No Databases or
- e) Yes No Internet
- 13) What hours are you open to the public? _____
- 14) How many patrons used your holding in 2003? _____
- 15) Are photocopy services available? Yes No
- 16) Are photograph copying services available Yes No
- 17) Are scanning services available Yes No
- 18) Do you charge for admission? Yes No
- 19) Does your facility have:
- a) Yes No Air conditioning
- b) Yes No Temperature controls
- c) Yes No Humidity controls
- d) Yes No Fire detection
- e) Yes No Sprinkler system
- f) Yes No Gas fire suppression
- g) Yes No Security system
- 20) Do you store material in acid-free boxes? Yes No
- a) Acid-free folders? Yes No
- 12) What in your opinion is your biggest problem?
- _____
- _____
- _____
- 21) How much would it cost? _____

NEVADA TRIBAL GOVERNMENT RECORDS QUESTIONNAIRE

Name of Tribe: _____

Office: _____

Contact person: _____

- 1) Yes No Does your tribal government have a records management program operating at this time?
- 2) Yes No If no, is one planned?
- 3) Yes No Are you aware of the *Tribal Government Records Management Manual. (1986)*?
- 4) Yes No Have you received a copy?
- 5) Yes No Have you used the manual?
- 6) Yes No Do you find it helpful? Why?

- 7) Would your tribal council be interested in improving records-related activities or based on past performance, would this rank as a low priority?
- 8) If your program is operational, what is the nature of authority? Ordinance _____ Directive _____ Other (Please specify) _____
- 9) Yes No Does your tribal government microfilm records? If so:
 - a) Yes No Does each office film its own records?
 - b) Yes No Do you use an outside service bureau?
 - c) Yes No Do you have a centralized, in-house micrographics service?
- 10) Where do you store your permanent records? _____
- 11) Do you destroy "old" records?
 - a) Often _____
 - b) Rarely _____
 - c) Never _____
- 12) What method of destruction do you use? _____
- 13) The Nevada State Library and Archives (NSLA) is authorized to provide upon request, records management advice and microfilming and imaging services to tribal governments.
- 14) How many patrons used your holding in 2003? _____
- 15) Does your facility have:
 - a. Yes No Air conditioning

- b. Yes No Temperature controls
- c. Yes No Humidity controls
- d. Yes No Fire detection
- e. Yes No Sprinkler system
- f. Yes No Gas fire suppression
- g. Yes No Security system

16) What in your opinion is your biggest problem?

17) How much would it cost? _____

18) Please use the reverse side for any additional comments.

“We need history,
not to tell us what happened
or to explain the past,
but to make the past alive
so that it can explain us
and make a future possible.”

Alan Bloom