

NEVADA STATE LIBRARY, ARCHIVES AND PUBLIC RECORDS COLLECTION POLICY FOR NEVADA STATE ARCHIVES

The Archives' collections are used by a wide variety of researchers. These include historians, genealogists, lawyers, government officials, students and others interested in Nevada's government, its people and events that shaped its history. The goal of the Archives is to preserve the documentation that will provide the public with the information needed to conduct this research.

OUTREACH

In order to make its collections available to researchers, the Archives is involved in several outreach programs to publicize its collections and assist others in preserving archival materials. Activities include exhibits, information brochures, guides, workshops, and education programs. The Archives makes every effort to inform researchers of the availability of materials and to increase access to its collections. The Archives will provide upon request technical assistance to agencies, organizations and individuals on the care and preservation of archival materials.

COLLECTION POLICY AND AREAS

State Records: The purpose of the State Archives is to document the history, organization and function of Nevada State Government, and its influence and impact on the lives of its people and protection of their civil rights. Nevada Revised Statutes chapter 378 defines the collecting authority of the Archives. There are 6,150 cubic feet of territorial and state government records dating from 1851 to the present. Records from the three branches of government are found in this group of records.

The Nevada State Archives will collect State Government records in the following areas:

- Records designated by the State Records Committee to be kept permanently.
- Records designated by law as having permanent historic or legal value.
- Records that best reflect the programs, organization, functions, and other activities related to the daily operation of the agency.
- Records of continuing value that are critical to the operations of an agency because the information contained in them is administrative, legal, or financial in nature.
- Records that provide the most accurate, understandable, and accessible source of information to researchers.
- Records that have intrinsic value based upon the physical form of the record, its uniqueness, or other factors arising out of its creation or use.

The Archives does not collect artifacts, newspaper clippings, public records of other states, public records that are duplicate materials or records that do not meet professional archival appraisal criteria.

The Archives seeks to develop its state government records collection through continued acquisition of records that meet the standards outlined in this collection policy.

Local Government Records: The Nevada State Archives contains a limited amount of materials from Carson City and its predecessor, Ormsby County. The records include civil court records and tax assessment rolls.

The State Archives does not actively collect local government records and encourages the preservation of these materials by the agencies that created them. The Archives will accept local government records in the following areas.

- Records that are in immediate danger of being lost or destroyed or if the creating agency does not have the facilities to properly maintain them.

- Records designated by law or regulation as having permanent historic or legal value.

- Records that have intrinsic value based on the physical form of the record, its uniqueness, or other factors arising out of its creation or use.

- Records that document the historical development of the local government itself, the community, and of its people.

Local government records that do not meet the stated standards and accepted archival appraisal criteria, will not be collected by the Nevada State Archives.

The Archives does not actively solicit original local government records but will accept microfilm copies of records that meet the above outlined standards. Any attempts by the archives to preserve original materials will be focused upon records dating from the 19th and early 20th century and records that add additional information to the other collecting areas.

Nevada Photographic Collection: The Nevada photographic collection contains over 6,000 images of Nevada people and places relating to or created by a state agency. The collection provides visual information that complements the Archives' documentation of Nevada History. Photographs created by or for state agencies are state government records.

The Nevada State Archives collects photographs, slides, films videos, drawings and postal

cards and other images that relate to the history of Nevada government. Subject areas include but are not limited to:

-Photographs that were created by a state agency as a visual document of government officials, structures, activities or events.

-Significant collections of images of photographers who photographed Nevada government officials, structures, activities or events, for a state agency or official.

The Archives does not collect images and other materials not related to Nevada. The emphasis on the collection is on documenting the most complete, pictorial history of Nevada government.

PROCEDURES AFFECTING COLLECTION POLICY

Archival Appraisal: The appraisal of state government records is the primary responsibility of the Records Analysts of the Records Management section with consultation with the staff of the State Archives. This appraisal is part of the section's scheduling and disposition function. While responsibility is given to the Records Management section to appraise the state's records, the appraisal process is one involving the input of all professional staff members and is based upon professional appraisal criteria.

Records Transfer: All state government records accessioned into the Archives must be properly scheduled by the Records Management Section of the Division of Archives and Records. Each agency is responsible for the transfer of these records to the Archives. The procedure for the transfer of records is described in the State Administrative Manual (SAM).

No material may be accepted by the State Archives unless accompanied by a completed "Transfer" or "Deed of Gift" form.

Restrictions on Access and Use: Government records transferred to the Nevada State Archives shall be open to inspection and examination by the public unless prohibited by law (NRS 378.290, 378.300, 378.310). All government records acquired by the Archives which have been declared confidential by law must remain confidential for fifty years, or if the record pertains to natural person, until his death, whichever is later, unless another period has been fixed in statute.

All materials transferred or donated to the Archives may not be removed from the Archives.

Researchers using materials will be supplied photocopies upon request of any items in the collection in accordance with the policies of the Nevada State Library and Archives, unless such photocopying is specifically prohibited or would be detrimental to the collection. Use of materials in the Archives is subject to the Research Room regulations described in the State Administrative Manual (SAM).

Deaccessioning/Disposition of Materials: Recommendations for disposition of State government records may be made as a result of archival re-evaluation. Items that are found not to be government records will be transferred to the appropriate historical records repository in the state with the approval of the State Board of Examiners. Records deaccessioning or destruction should be documented by the Archives' staff.

Loans of Materials to/from the Archives: The Archives will not loan original materials from its collections for any purpose except those authorized by the State Librarian in accordance with NRS 378.245. In those instances, a loan agreement formed must be kept on file through the duration of the loan.

The Archives will accept the loan of original materials only when a transfer of custody is unobtainable or when the materials are in immediate danger of being lost or destroyed.

The loan of original photographs for the purpose of duplication is not subject to the rules outlined in this procedure.

Cooperative Agreements: When materials offered to the Archives do not fall under the categories and standards outlined in this policy, prospective donors will be referred to appropriate repository whenever possible.

The State Librarian may enter into an agreement with the Secretary of State to keep the Archives any material of which the Secretary of State is required by law to have custody and preserve.

The State Archives may enter into an inter-Divisional Agreement with the Division of Public and Technical Services to keep the non-circulating copies of published Nevada State Documents and materials from the Nevada Collection.