

# Strategic Plan

## Department of Administrative Services

### Utah State Archives

346 S Rio Grande

Salt Lake City, UT 84101

<http://archives.utah.gov>

Fall 2011

## Strategic Overview

The State Archives permanently preserves and provides access to the records of enduring value created by state, county, and municipal governments, and other local government entities. The function of the State Archives is to document the rights of citizens, the actions of state officials, and the state experience. These records belong to the citizens of the state and they have a legal right to open and fair access. The State Archives represents a public trust upon which our democracy depends and provides transparency and accountability in government. The State Archives works to ensure that the essential evidence of government is created, maintained for as long as needed, and is available to the citizens of the state and to the public in general.

## Director's Message



The State Archives' mission is to "assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information."

The citizens of Utah are engaged in open government more than ever; and for good reasons. State records provide citizens with the documentation needed to protect rights: medical records allow safe treatment of patients; infrastructure records document the locations of utility or water lines; plats, deeds, and mortgage records establish ownership; probate records prove inheritance; laws and ordinances establish government order; and the list goes on. State records provide citizens the opportunity to become involved in government and understand its actions.

Transparency in government relies on effective records management and the preservation of and access to the State's historical records. The work of the State Archives stands at the center of these pivotal activities.

*Patricia Smith-Mansfield*  
*Director*

## Scope

The Archives' strategic plan is a framework of work for the Archives. Our objectives are aligned with our mandated responsibilities and daily work of preserving and providing access to the state's public records. Each year we provide an update of the strategic plan to account for what we have been able to accomplish and to promote accountability and transparency.

In support of the Governor's initiative for economic development, the Archives provides information in the form of access to the state's essential, permanent, and historical records to business and others to support their business needs and to assist their interests; preserves and provides access to the state's essential records that document the state's infrastructure and information infrastructure in support of economic and future development; and is a destination facility viable to the state's genealogical, historical, research, and business community.

## Stakeholders

The Archives serves two communities: those who create and maintain records in state or local government, and the general public who use and need records.

## Current Environment

The State Archives is fortunate to be involved in two central national projects. These projects enable the State Archives to leverage expertise to take advantage of the knowledge, skills, and tools of archivists and preservationists across the nation.

The *Connecting to Connections Exchange* initiated its first forum in Richmond, Virginia, in September. It launched what will be an ongoing initiative dedicated to the preservation of the nation's cultural heritage treasures, found in state archives, libraries, and museums. The State Archives provides critical support to Utah's regional and local repositories, and is positioned to be able to add valuable preservation tools and resources to this assistance. The Archives is an active participant in the nationally sponsored *Inter-Governmental Preparedness of Essential Records* project (IPER), and now will be able to move forward in tying the resources of the IPER project with additional resources to reach Utah's local cultural institutions.

Next year, Salt Lake City is the venue for the annual conference of the American Association for State and Local History. This national association conference brings together all fields working in state and local history, including archives, historical libraries, museums, and historical societies. It is an opportunity to highlight the unique cultural heritage of Utah. By the nature of our work, the State Archives has much to contribute to and learn from this opportunity.

## Strategic Focus

### *Vision:*

Serving the records needs of government and citizens.

***Mission:***

The mission of the State Archives is to assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information.

**Strategic Elements**

The State Archives preserves and provides access to essential records which support the initiatives of the Governor. The State Archives promotes efficient records management so that state agencies may carry on the business set by the Governor’s priorities.

**Preservation of historical records**

The State Archives acts as steward to the state’s governmental records of enduring value. State records are essential to protecting life, property, and the rights of citizens; to providing the documentation of the infrastructure of society and government; and to providing the informational infrastructure necessary to maintain order, accountability, and transparency in government.

An understanding of Utah and its people depends on the enduring historical record. This history belongs to the citizens of the state and they have a legal right to open and fair access.

**Comprehensive and quality access**

The State Archives holds Utah’s documentary history in public trust. We educate citizens and agencies to promote understanding and increase efficiency. The Archives is committed to



Military records

providing quality services to its patrons and customers and seeks to find new avenues to increase access, expand its audience, and enhance the research experience.

**Leadership and partnership**

The State Archives is a resource to all its partners and customers, providing leadership to state and local governments and archival institutions throughout the state. The Archives works with its colleagues and customers--governmental, private, and public--to preserve Utah’s documentary history and promote access and research.

The State Archives provides guidelines, standards, tools, and resources necessary to state and local governments and the state’s archival institutions so that they may more effectively

identify, manage, and preserve records of enduring value. Working together as partners, we can accomplish more and be more efficient.

## Goals and Objectives

### 1. The Archives promotes accountability and transparency of the state.

1.1 *The Archives addresses the challenges of electronic records in government to fulfill the mandates of preservation and access in the digital era.*

- 1.1.1 The Archives explores means to maintain its digital collections.  
**FY2011**
  - *The Archives was a member of the Utah Academic Library Consortium's Metadata Task Force. The task force updated Dublin Core metadata standards and published the General Guidelines for Digital Metadata online.*
  - *The Archives submitted two digital collections and finding aids for review to participate in a metadata interoperability audit with the Mountain West Digital Library, demonstrating that the Archives is adhering to standards.*
  - *In addition to offering its Digital Archives, the Archives worked with other institutions on digital collections, including the State Library on legal and legislative research collections and the Division of Arts and Museums on literature collections.*
  
- 1.1.2 The Archives provides standards and guidelines on electronic records management and preservation.  
**FY2010**
  - *As a result of a multistate grant, GeoMAPP, from the Library of Congress, the Archives has been invited to participate in the Library of Congress' National Digital Stewardship Alliance. This national partnership is dedicated to the preservation and access of historical electronic records.*
  - *The Archives is participating in a statewide committee hosted by DTS to discuss the planned transition to a new hosted email management system for the state. The committee will develop RFP requirements and solicit vendors.***FY2011**
  - *As part of the multistate grant, GeoMAPP, from the Library of Congress, the Archives participated in defining guidelines for preserving geospatial records. The GeoMAPP project conducted a thorough investigation of geospatial data formats and focused on metadata.*
  - *The Archives participated in the selection of a new, hosted email solution, which included specifications for the retention and management of email records.*
  
- 1.1.3 The Archives is developing an electronic archives to acquire, harvest, and ingest archival electronic records to our custody and to preserve and make those records available.  
**FY2010**
  - *The GeoMAPP project partners (the state archives and geospatial data divisions of Kentucky, North Carolina, and Utah) and representatives from the Library of*

*Congress continue to transfer and preserve historical geospatial data. The Utah State Archives has programmed its systems to be able to preserve a variety of historical electronic records as part of the grant.*

- *The Archives is working with DTS on solutions for the working environment available to the Archives' Electronic Archives so that governmental entities may transfer custody of their archival electronic records to the Archives, the Archives can process the records and attach appropriate metadata, and important collections can be made accessible to the public online. These include permanent records such as minutes, ordinances, databases, and correspondence (including email).*

**FY2011**

- *The Archives has made great strides in adding functionality to its Electronic Archives management system, due, in part, to strides made as a result of the GeoMAPP project. Data ingest is a one-click operation after users point to a folder. The process captures a checksum, moves the data from desktop or server files to an assigned storage location, runs metadata extractors on each file, stores the metadata both as database fields as well as in its original XML form, and documents format types and other technical metadata for purposes of migration. New advanced searching capabilities were also added.*

**1.2 The Archives improves the intellectual control of government records.**

- 1.2.1 The Archives ensures that required descriptive data is complete in the state's records series and retention schedules.

**FY2010**

- *The Archives continues work on its intellectual control project. Archives staff has made progress on updating and adding required descriptive data to records series. Of 3505 record series to be reviewed at the start of the project, the Archives has corrected data for 2620 record series. The project will continue with updates to the 885 remaining series. The remaining series updates will require a more in-depth evaluation of the records to either reappraise or appropriately describe them.*

**FY2011**

- *The Archives further enhanced the descriptive data of 645 records series. The project continues with 240 updates remaining.*
- *The Archives worked with Davis County to review to update all of the county's record series, providing the county with increased intellectual control, less duplication, and greater efficiency in records access.*

- 1.2.2 The Archives ensures that it has intellectual control over its holdings. All accession information will be complete and the required data fields entered into the content management system for records held at the State Records Center and transferred to Archives' custody. The Archives will inventory its microfilm holdings and enter all required data fields to ensure effectiveness.

**FY2010**

- *The Archives has inventoried and provided descriptive data for its microfilm holdings and entered essential range data into the content management system. Of 115,000 microfilm rolls, 7,000 remain.*

**FY2011**

- *The Archives completed the inventory of the remaining 7,000 microfilm rolls. It entered additional information for 10,000 microfilm rolls, enhancing descriptive data. The Archives resolved retention issues for 157 record series for microfilm holdings, enabling appropriate retention and/or disposal.*
- *The Archives appraised and accessioned 384 cubic feet of backlogged archival material in microfiche format.*

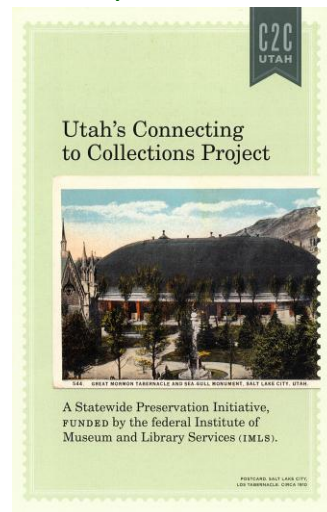
- 1.2.3 The Archives will conduct a statewide preservation assessment of the state's archival holdings.

**FY2010**

- *"Utah's Connecting to Collections Project: a Statewide Preservation Initiative," funded by the Institute of Museum and Library Services, included a statewide assessment on preservation needs of the state. The project was directed by the leaders of a diverse group of heritage repositories, including representatives of the University of Utah Libraries, the Utah State Archives, Utah State Library, Utah State History, Office of Museum Services, Utah Academic Library Consortium, Brigham Young University, and the LDS Church History Department. Of approximately 463 collecting institutions, 203 institutions completed the assessment survey. Multiple Town Hall meetings to discuss key findings and garner feedback were held at the Archives' regional repositories throughout the state. The final assessment report is available online: <http://archives.utah.gov/USHRAB> . The project team will continue to develop new funding strategies to provide preservation training throughout the state.*

**FY2011**

- *"Utah's Connecting to Collections Project" published and distributed a brochure to promote the preservation assessment of the state to promote the support of the preservation of Utah's cultural heritage.*



Connecting to Connections brochure

**1.3 The Archives maintains the enduring record.**

- 1.3.1 The Archives develops preservation and disaster recovery plans for its microfilm holdings and will move forward with an initiative, as appropriate, to ensure off-site storage conditions of the state's essential and vital records, based on an examination and evaluation of essential and vital records on microfilm, optimal storage conditions, and the role of direct duplicates for access.



**FY2011**

- *The Legislature appropriated funding for the construction of a new state records center with plans included for an environmentally controlled area appropriate for preservation microfilm. The bulk of the facility is expected to be completed in FY2012 with possible improvements in future years.*

- 1.3.2 The Archives will develop a maintenance plan to assure the ongoing availability of physical systems and equipment necessary for the care and storage of records.

**FY2010**

- *The Archives reviewed the service contract and on-going maintenance plan for the Automatic Storage and Retrieval System in the Archives repository. In conjunction with HK staff a plan was developed that meets the maintenance needs of the robotic system while reducing overall maintenance costs to the Archives.*

- 1.3.3 The Archives works with the Council of State Archivists and FEMA in developing online and electronic workshops and tools to assist local governments in their continuity of operations plan and the recovery of essential records.

**FY2010**

- *The Archives participated in the Intergovernmental Preparedness for Essential Records (IPER) train-the-trainer review workshops. IPER is funded through a FEMA grant awarded to the Council of State Archivists to provide training to state and local governments in the recovery of permanent and vital records in the event of a disaster. The Archives led a Utah team to evaluate the IPER project that consisted of representatives from the Division of Homeland Security, local governments, and a preservation librarian.*

**FY2011**

- *The Archives provided online training courses to state and local governments as part of the Council of State Archivists, Intergovernmental Preparedness of Essential Records Initiative. Participants averaged 50 percent on the pre-test administered before each course. Post-test scores averaged at 87 percent.*

- 1.3.4 The Archives improves the quality of its archival holdings, including appraisal, acquisition, preservation, description, and managed access.

**FY2010**

- *The Archives has transferred an additional 3,013 cubic feet of permanent records to the Archives repository.*
- *To help Utah recover lost or stolen public records, the Archives has developed an online and print informational brochure to inform the public why public records are important, how to identify public records, and how to report stolen records to the Archives.*



Legislative Senate Working bills

*Stolen and missing records are now posted online and reported to a national theft list.*

- *The Archives completed a condition report and treatment plan for the ongoing preservation of the Utah State Constitution and contracted for surface cleaning to remove dirt and debris deposited as result of its use in exhibition and handling at special events. Digital scans were made for use by researchers and a preservation copy of microfilm was also completed.*
- *The Archives completed a condition report and treatment plan for The Utah Semi-Centennial, Books of the Pioneers. These records, in very fragile condition and in a state of disrepair, received extensive preservation treatment and rebinding. The volumes were microfilmed and digitally scanned for preservation and research purposes. Storage and display boxes were also completed.*

#### **FY2011**

- *The Archives has transferred an additional 2,720 cubic feet of permanent records to the Archives*



Taylor school

*repository. Prior to transfer, the Archives reappraised 141 record series to resolve intellectual data issues.*

- *As a result of the settlement of the important Pelt Case, 1,000 cubic*

*feet of Navajo Trust Fund litigation records from the State Attorney General's Office were appraised as historical with disposition of archival custody.*

- *The Archives and the Ogden City Records Office inventoried holdings information for all Ogden City records series in State Archives' custody, providing better access to Ogden City's historic records and information vital to city office functions.*

#### **1.4 The Archives promotes open access of government records.**

- 1.4.1 The Archives provides training and assistance on GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.

#### **FY2010**

- *The Archives provided over 4,200 records management, preservation, and other consultations in response to the questions and needs of entities throughout the state.*
- *Training on the Public Notice Website was presented at the Utah Association of Counties annual meeting. Records analysts frequently respond to training requests from records officers and to records management and access questions.*



*The Archives provided 59 on- and off-site records access and management training workshops to state and local government entities.*

- *The Archives provided assistance to the public in GRAMA appeals and support to the State Records Committee.*

**FY2011**

- *The Archives provided training and records management consultations to over 5,300. Assistance covered such issues as records access, records preservation, electronic records management, the Public Notice Website, and other records issues.*
- *The minutes of the State Records Committee from 1992 to 2008 are online. Approved minutes from 2008 are posted on the Public Notice Website.*
- *The Utah Public Notice Website was upgraded to accommodate new requirements mandated in the 2010 General Session. In addition to public meeting notices, the public can now find all public notices (encompassing over 60 statutes) from state and local governmental entities on the Website. Other improvements and reporting capabilities were also programmed.*
- *The Archives distributes records management information online through a blog, "Record Keepers – State of Utah," which acts as a newsletter to keep records officers informed. The blog received 2,523 hits.*
- *The Archives provided assistance to the public in GRAMA appeals and support to the State Records Committee. The Committee heard 20 appeal hearings out of 110 hearing requests. Over 300 individuals inquired about how to appeal denial of records access.*



State Records Committee

- 1.4.2 The Archives will preserve and process records to ensure access by the public as soon as legally possible.

**FY2010**

- *The Archives processed and indexed 652 cubic feet of historic records of agencies throughout the state. This work has a positive impact on researchers who utilize the records and newly created finding aids to locate information easily and efficiently. The Archives has been raising awareness of collections from the Courts, Board of Education, Board of Regents, Natural Resources, Governor's Office, Parks and Recreation, and the Dept. of Health's Vital Records Office. (See attachment)*

**FY2011**

- *The Archives processed and indexed 1,027 cubic feet of historic records of agencies throughout the state, including records of municipalities, counties, Board of Education, Labor Commission, Natural Resources, Administrative Services, Courts, and the Governor's Office. (See attachment)*

- 1.4.3 The Archives will apply for a grant to process its backlog of records on microfiche, presently unavailable for access.

**FY2010**

- *The Archives received notification that it has been awarded a grant from the National Historical Publications and Records Commission which will pay for a project archivist for an 18-month period to process all permanent records on microfiche and create finding aids.*

**FY2011**

- *As part of a grant from the National Historical Publications and Records Commission, the Archives processed 384 cubic feet of backlogged records on microfiche and posted 498 online finding aids to facilitate access.*

- 1.4.4 The Archives improves the quality of its archival services, including appraisal, acquisition, preservation, description, and access, through enhanced online resources.

**FY2010**

- *The Archives has updated and posted online public research guides for court records, including Probate Records, Adoption Records, Utah’s Court System (a guide to understand how the different levels of the court system have evolved over time), and Accessing Divorce Records.*
- *The Archives updated the Research Guide to Marriage Records at the Utah State Archives, and added historical background to the introductory text to explain how civil registration of marriage came to be in Utah, and to explain why there are generally no government records of marriage before about 1888.*
- *Important collections were added and/or updated to the Digital Archives, providing over a half a million images online. (See attachment)*
- *The Archives worked with the Council of State Archivists to update Managing Gubernatorial Records: A Guide for Governors. This guide was published in cooperation with the National Governors Association.*

**FY2011**

- *The Archives created a guide to resources available for research concerning government optimization of Utah, State Government Organization. Records of past state government realignment efforts are described. In response to a request from the Governor’s Office, and in connection to the Governor’s Advisory Council to Optimize State Government, the Archives has made available online the records to several past projects of a similar nature. These record series are the Commission on the Organization of the Executive Branch (a.k.a. “Little Hoover Commission”), State Agency Reorganization Records, 1965-1967; Legislature, Little Hoover Commission Administrative Records, 1965-1966; and Governor (1977-1985 : Matheson), State Agency Correspondence on Executive Reorganization.*



Little Hoover Commission Report

- *The Archives has improved public access through “digitization-upon-demand” services. Records of high research value that are requested to be digitized are posted only for wide public access. The Archives provided online access to state government organization records and the records of Governor Jon M. Huntsman, Jr., through this process. The Governors’ Digital Archives now contains more than 73,000 items of former governors who served from 1993 to 2009.*



Volunteer digitizing

*over 2,035,000 patron accesses.*

- *“Family Tree Magazine” honored the Archives’ website as one of the Best State Websites for Genealogy, <http://familytreemaqazine.com/article/2010-best-state-websites>. The list honors the best websites that specialize in genealogy research. This is the second consecutive year the Archives has been recognized.*

- *The Archives added an additional 215,961 images to the Digital Archives which now provides over 800,000 images online. These include such collections as military death certificates, birth registers, Indian war service affidavits, and Senate working bills. The Digital Archives had*

## **2. The Archives increases the efficiency of the state through education, promotion, and outreach.**

### *2.1 The Archives provides more efficient tools online and through electronic means.*

- 2.1.1 The Archives will examine the ability to provide agency records retrieval on the file level through electronic means.
- 2.1.2 The Archives provides online and electronic (desktop) training tools on GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.

#### **FY2010**

- *The Archives and Utah Interactive are launching a new design of the Utah Public Notice Website, with upgrades to improve performance and incorporate the needs dictated by legislation enacted during the 2010 General Legislative Session. The new design incorporates all mandated public notices into the system, includes a widget to allow public bodies to have the Public Notice Website posting automatically sent to their web page, and features information about the media's Utah Legal Notice Website.*
- *The Archives provided training on the Public Notice Website at the Utah Association of Counties annual meeting.*

#### **FY2011**

- *The Archives published a new online handbook and online training to assist state and local governmental entities in using the upgraded Utah Public Notice Website.*
- 2.1.3 The Archives develops new training opportunities directed at specific agency-wide issues and specialized topics such as preservation, managing electronic records, and in-depth GRAMA trainings.

**FY2010**

- *The Archives developed a record managers "Tool Kit" for online use. The "Tool Kit" provides basic guidelines and information for new records officers.*
- *The Archives developed training materials on access issues for law enforcement records and on managing email and posted these online.*
- *The Archives presented or provided training at events sponsored by the Bear River Association of Governments, the Central Utah Recordors Association, and the Salt Lake Chapter of ARMA.*

**FY2011**

- *The Archives provided training at events sponsored by the Utah Association of Counties, Utah Association of Special Districts, Utah Municipal Clerk's Association, Utah Business Licensing Association, Utah Association of Public Treasurers, the Department of Public Safety, and Academica West, which provides management assistance for charter schools. Archives provided specialized in-agency training for the State Office of Education, the Governor's Office of Economic Development, and Salt Lake City.*

- 2.2 *The Archives provides prompt, easy, and secure access to our holdings.*
- 2.2.1 The Archives supports state and local government needs in reformatting records for preservation and access.

**FY2010**

- *The Archives provided preservation/security microfilm of essential electronic records for 16 counties. The Archives converted over 500,000 images onto 30 rolls of microfilm.*

- 2.2.2 The Archives will implement an electronic patron tracking system to increase efficiency for the Research Center.

**FY2010**

- *The Archives worked with the State Library and OCLC to develop improvements to the new Symphony cataloging system. New bibliographic records were imported into the new catalog system hosted by the State Library.*

- 2.2.3 The Archives implements electronic surveys and other tools to measure customer satisfaction. Questions could include timeliness, accuracy, hours of operation, etc.

**FY2010**

- *The Archives Research Center conducted two surveys for public input on the state's "Working 4 Utah" initiative. The first survey was conducted prior the*

*initiative and the second at the end of the test period. Patron satisfaction of the Research Center services remained high at 4.6/5.*

- *The Archives State Records Center received a 4.5/5 customer service satisfaction rating.*
- *The Archives records analysis section received a 4.32/5 customer satisfaction rating for trainings.*

**FY2011**

- *The Archives State Records Center received a 4.8/5 customer service satisfaction rating.*
- *The Archives records analysis section received a 4.2/5 customer satisfaction rating for trainings.*

- 2.2.4 The Archives is evaluating the feasibility and cost effectiveness of remodeling the existing Records Center in order to provide an area that is more favorable for long-term storage of documents and electronic media. The relocation of the Records Center to a state owned facility should also be evaluated as a possible way to decrease costs and provide an environment that is better suited for the storage of emerging media.

**FY2010**

- *The Archives is developing two models for operation of the State Records Center: one model for the center's operation in a Clearfield location in the event of relocation; the other for operation in its present, rented location with a renewed lease. The Archives received notification that the federal government had approved the transfer of warehouses in Clearfield to the state that would provide appropriate storage for the state's semi-active records. The Archives continues to work with DFCM on the funding package for such a move.*

**FY2011**



Clearfield, State Records Center

- *The Legislature appropriated funds to renovate a state-owned warehouse facility in Clearfield as the new State Records Center. Included in the renovation is an environmentally controlled area to the specifications suited for microfilm for distributed storage.*

- 2.2.5 The Archives provides for the long-term care, access, and security of its microfilm holdings and storage.

**FY2010**

- *The Archives has identified microfilm security storage in the possible funding package of the State Records Center operational models.*

2.3 The Archives supports professional training and development in the archival community.



- 2.3.1 The Archives works with professional associations to provide professional training in conferences and seminars, as well as provide professional development for its staff.

**FY2010**

- *Archives staff attended "R U REDY" workshops for disaster preparedness. The workshops focused on planning and collaboration among libraries and archives and encouraged institutions to test emergency preparedness and response plans, identify mechanisms for collaborative partnerships, improve participants' ability to evaluate risks, and improve disaster preparedness plans.*
- *Archives staff attended local AIIM and ARMA chapter meetings, as well as portions of the National Genealogical Conference which was held in Salt Lake City in April 2010. Two staff members are members of Academy of Certified Archivists.*
- *Archives staff represented the Archives at the combined meeting of the Conference of Inter-Mountain Archivists and Conference of Northwest Archivists in Seattle, Washington.*
- *The Archives was represented at national professional conferences, including the Society of American Archivists and the Council of State Archivists.*

**FY2011**



Electronic records conference

- *The Salt Lake Chapter of ARMA International (an association of records managers) held a monthly meeting at the Archives for a tour of our facility and a presentation on the history of the State Archives. ARMA requested the*

*Archives take a more active role in their monthly meetings. Though ARMA started with a focus on commercial interests, the majority of their support is government.*

- *The Archives worked with State History to host their 58<sup>th</sup> Annual Conference. As part of the conference, the Archives hosted sessions in its building and participated in an exhibit and presentation of some of its important statehood records in a symposium.*
- *The Archives provided a class, "Wake the Dead," which discussed basic genealogical records in the Archives holdings, at the National Genealogical Conference which was hosted by the Utah Genealogical Society in Salt Lake.*
- *The Archives initiated a monthly series of "Lunch and Learn" brown bag events for the professional development of staff and volunteers, as well as interested*



*public, in special collections and archival repositories. Lectures focus on learning about the collections and resources at the State Archives.*

- *The Archives was represented at regional and national professional conferences, including the Conference of Inter-Mountain Archivists, the Society of American Archivists, National Association of Government Archivists and Records Administrators, and the Council of State Archivists. Two staff members are members of Academy of Certified Archivists. One staff member attended the Western Archives Institute.*

### **3. The Archives collaborates and partners with public and private organizations and institutions to expand its reach and ability.**

*3.1 As the state's records-keeper, the Archives ensures the continuity and effective operations of government and repository programs by expanding our leadership and services.*

- 3.1.1 The Archives partners with FamilySearch and Ancestry.com to digitize its holdings and expand its access to genealogists and others.

**FY2010**

- *The Archives was part of an advisory team for FamilySearch. FamilySearch brought in archivists from all over the world to discuss the issues of digital and electronic records. The Archives has an ongoing partnership with FamilySearch.*

**FY2011**

- *The Archives, in partnership with FamilySearch, is processing and digitizing records of high genealogical value. Probate cases from Utah, Juab, and Summit counties have been processed and prepared for digitization.*

- 3.1.2 The Archives partners with the Mountain West Digital Library to establish standards and guidelines and aggregated access to the Archives' digital collections.

**FY2010**

- *The Archives has over a half million digital images from 26 collections online in its Digital Archives. The Digital Archives received over 1 million visits. (See attachment)*
- *The Archives added 472 new EAD finding aids online. (See attachment)*

**FY2011**

- *The Archives added 71 new EAD finding aids online. (See attachment)*

- 3.1.3 The Archives works with state and local government entities in developing tools and resources that will promote efficiency in records management.

**FY2011**

- *The Archives developed and posted online "Guidelines for Administrators" to assist government administrators understand their responsibilities in records management, including separating agency records from their personal papers.*

- 3.1.4 The Archives, the Utah State Historical Records Advisory Board, and regional repositories foster local repositories throughout the state through training and support of regional resource centers.

**FY2010**

- *The Archives, the Utah State Historical Records Advisory Board, and regional repositories sponsored oral history workshops and basic archives workshops at the State Archives and the regional repositories of Grand County Library, Snow College, Southern Utah University, Uintah County Library Regional History Center, Utah State University, Utah Valley University, Weber State University, and Western Mining and Railroad Museum. Participants were from government, the public, family history workers, and the relic hall volunteers.*
- *The Utah State Historical Records Advisory Board met quarterly. It reviewed by-laws, repository projects throughout the state, and future goals. The Archives and USHRAB hosted its annual workshop for the consortium of regional repositories at the State Archives. The workshop focused on the preservation and access of government records, and on promoting networking of repository directors; possible topics for future training workshops to be held at the regional repositories; and ways to improve connections with cities, towns, municipalities, and small, local repositories within the regional repositories' geographic area.*

**FY2011**

- *The Archives, the Utah State Historical Records Advisory Board, and regional repositories worked together to sponsor workshops and conferences, continuing its focus on the basics of oral history. Workshops were held at the State Archives, Southern Utah University, the Western Mining and Railroad Museum, the Grand County Library, and the Uintah County Regional History Center. Participants were from historical societies, universities, cities, counties, museums, and local archives.*
- *The Archives and the Utah State Historical Records Advisory Board were awarded a grant for a State and National Archival Partnership grant to implement a re-grant program. The Board reviewed grant applications and approved funding for seven re-grants to local repositories to preserve and provide access to historical regional records throughout the state.*

- 3.1.5 The Archives works with the legislature and the courts on the appraisal and disposition of their records, including the timely transfer of custody of enduring records to the Archives.

**FY2010**

- *The Archives assisted Beaver County in inventorying historical records found in a vault in the county courthouse. The Archives conducted acquisition trips to Duchesne, Summit, Garfield, and Sevier counties where they worked to preserve district court records. The team returned with the most important and historically vital records from the court.*

**FY2011**

- *The Archives conducted acquisition trips to Uintah County and Sevier County to acquire court records. The team assisted with inventorying court records.*

- *The Archives acquired microfilm records from the Second District Court. The Archives arranged and processed the microfilm collection and access copies were transferred to Weber State University, a designated regional repository of the State Archives, for regional access.*
  - *The Archives accessioned 315 cubic feet of Law and motion case files from the Utah Supreme Court, used by researchers to study court precedents and proceedings.*
- 3.1.6 The Archives works with State History on more effective services offered by the Research Center.
    - FY2010**
      - *The Archives submitted a new modified Administrative Rule for the Research Center to provide that the resources of the Research Center be used for the research services provided by the Archives and State History.*
  - 3.1.7 The Archives will apply for grants to carry on part of its electronic records initiative and to process backlog of records on fiche.
    - FY2010**
      - *The Archives was awarded a grant from the National Historical Publications and Records Commission for the processing of backlog records on microfiche. The award will fund an 18-month project.*
      - *The Archives submitted a grant proposal to the National Historical Publications and Records Commission for the preservation storage of an Electronic Archives that was not awarded. The Archives is working with other states in a possible partnership reapplication for the next grant cycle.*

**3.2 The Archives increases access to records in ways that further civic literacy in the state through public outreach and education programs.**

- 3.2.1 The Archives promotes Archives Month and Records Information Management Month by partnering with other institutions in brown bag lectures and other special events.
  - FY2010**
    - *Records and Information Management Month was observed in April. The division presented a brown bag lecture entitled “Transparency in Government: Accessing Utah State and Local Government Records,” attended by government workers, agency records officers, and the public. The Archives held an Open House event at the State Records Center for Records and Information Management Month. It was well attended by both agency staffs and the public.*
  - FY2011**
    - *April was Records and Information Management Month. The Utah State Archives sponsored two events. Joel Campbell spoke about “Sunshine Laws in Utah Government” at a brown bag lecture. An Electronic Records Conference was held with an invited panel of experts to share electronic records management success stories.*

- Archives staff made presentations on “Basic Archiving for Special Collections, Rare Book Collections,” cosponsored by the Utah State Historical Records Advisory Board, and “New metadata standards for digitization,” with its Mountain West Digital Library partners, at the Utah Library Association Annual Conference.
  - The Archives assisted such organizations as the Salt Lake City First Methodist Church on the long-term preservation of its historic records, ensuring the preservation of valuable community histories.
  - The Archives promoted Utah Archives Month in October with a hosted brown bag lecture, “Opening Zion: A Scrapbook of the National Park’s First Official Tourist.”
- 3.2.2 The Archives works with state agencies, such as the Capitol Preservation Board and other institutions, in exhibits and special programs.

**FY2010**

- The Archives worked with the Capitol Preservation Board and State History on an exhibit of Utah's statehood and governance on the first floor of the State Capitol. In addition, there were several press events and events at the House Lounge for Utah Representatives and the Senate Lounge for Utah Senators to promote our holdings and the exhibit.

**FY2011**

- Archival materials from the Archives’ holdings were exhibited in the House and Senate lounges during the General Legislative Session. This event was presented in cooperation with the Capitol Commission and State History.

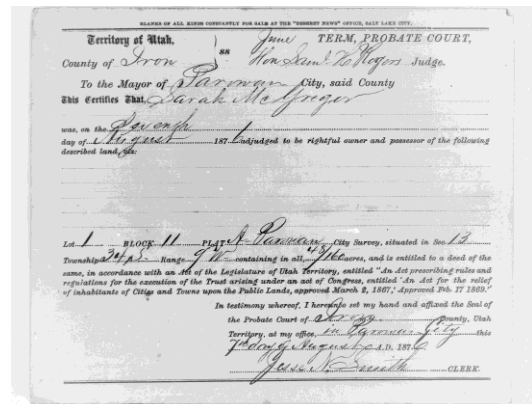
- 3.2.3 The Archives works with the "Friends of the Archives" and its volunteers to promote archival services and the preservation of the enduring record.

**FY2010**

- Volunteers contributed 2,500 hours to the acquisition, processing, describing, and providing access to essential records in the Archives custody.

**FY2011**

- The Archives obtained Legislative authority to create and promote a comprehensive friends program that includes community outreach and general fund raising for high priority historical records.
- Volunteers contributed 4,724 hours to the acquisition, processing, describing, and providing access to essential records in the Archives’ custody. Of these hours, 2,600 were contributed to the microfiche processing project, fulfilling the match obligation required by the grant from the National Historical Publications and Records Commission.



Probate record

## **Implementation**

The Archives integrates its goals and objectives into the work plans and performance measures of the division. It uses the tools of the Utah Performance Management to align performance plans and work actions. It demonstrates ongoing progress through its balanced scorecard and customer service summaries, which provides profile information to its customers. It provides yearly progress on objectives and publishes them on its website.





| Series Number | Series Title                              | Agency Name                       | Total | Cubic Feet | Agency Type        | Month |
|---------------|---|-----------------------------------|-------|------------|--------------------|-------|
| 1436          | Minimum school program reports            | Board of Education                | 1     |            | Education          | July  |
| 20375         | Financial and statistical summary reports | Board of Education                | 1     |            | Education          | July  |
| 14650         | Minute books                              | Tooele County (Utah)              | 1     |            | Local Government   | July  |
| 23058         | Publications                              | Department of workforce services  | 1     |            | State Agency       | July  |
| 1857          | Publications                              | Board of Education                | 1     |            | Education          | July  |
| 84626         | School evaluation reports                 | Board of Education                | 1     |            | Education          | July  |
| 11954         | Publications                              | Board of Regent                   | 1     |            | Education          | July  |
| 10728         | Core curriculum standards reports         | Board of Education                | 1     |            | Education          | July  |
| 20071         | Special educator newsletter               | Board of Education                | 1     |            | Education          | July  |
| 14450         | Publications                              | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 1348          | Publications                              | Board of Education                | 1     |            | Education          | July  |
| 22600         | Fish proclamations                        | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 4477          | Utah data guide newsletter                | Governor's Office                 | 1     |            | Governor           | July  |
| 22962         | On-the-job newsletter                     | Labor Commission                  | 1     |            | State Agency       | July  |
| 84436         | Legislative program manuals               | Board of Education                | 1     |            | Education          | July  |
| 22904         | State park pamphlets                      | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 83915         | Biennial reports                          | Council of defense                | 1     |            | Commission/Council | July  |
| 10347         | Annual reports                            | National Guard                    | 1     |            | State Agency       | July  |
| 22904         | State park pamphlets                      | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 26779         | Black bear annual reports                 | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 83484         | Upland game annual reports                | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 22545         | Big game annual reports                   | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 22899         | Publications                              | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 22899         | Publications                              | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 1271          | Annual reports                            | Department of workforce services  | 1     |            | State Agency       | July  |
| 22530         | Furbearer harvest reports                 | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 22544         | Big game range trended studies            | Department of Natural Resources   | 1     |            | State Agency       | July  |
| 1276          | Labor market Quarterly                    | Department of Employment Security | 1     |            | State Agency       | July  |
|               |   |                                   | 28    |            | <b>July Total</b>  |       |

| Series Number | Series Title                        | Agency Name   | Total      | Cubic Feet         | Agency Type | Month               |
|---------------|-------------------------------------|---|------------|--------------------|-------------|---------------------|
| 6954          | Criminal Case Files                 | District Court: 2nd Dist. Weber Co.                             | 178        | Court              |             | August              |
|               |                                     |   | <b>178</b> |                    |             | <b>August Total</b> |
| 2221          | Publications                        | National Guard  | 1          | State Agency       |             | September           |
| 22691         | Ground-water conditions reports     | Department of natural Resources. Division of Water resources    | 1          | State Agency       |             | September           |
| 23127         | Publications                        | Department of transportation. Materials and Research Sections   | 3          | State Agency       |             | September           |
| 2871          | Water resource bulletins            | Department of natural Resources. Geological and Mineral Survey  | 1          | State Agency       |             | September           |
| 22588         | Fish publications                   | Department of natural Resources. Division of Wildlife resources | 1          | State Agency       |             | September           |
| 22696         | Publications                        | Department of natural Resources. Division of Water resources    | 1          | State Agency       |             | September           |
| 10335         | Administrative records              | Council of Defense  | 1          | Commission/Council |             | September           |
| 11797         | Criminal case files                 | District Court (First District: Box Elder County)               | 1          | Courts             |             | September           |
| 24294         | Cemetery lot purchase records       | Grantsville (Utah)  | 1          | Local Government   |             | September           |
| 3749          | Publications                        | Department of administrative Services. Division of Finance      | 1          | State Agency       |             | September           |
| 7061          | Official records                    | Sevier County (Utah). County Recorder                           | 1          | Local Government   |             | September           |
| 18079         | Abstracts and briefs (typed)        | Supreme Court   | 2          | Courts             |             | September           |
| 3749          | Publications                        | Department of administrative Services. Division of Finance      | 1          | State Agency       |             | September           |
| 10347         | Annual reports                      | National Guard  | 1          | State Agency       |             | September           |
| 22219         | Publications                        | Governor's Office. Office of Planning and Budget                | 1          | State Agency       |             | September           |
| 24349         | Architectural proposals and reports | Capitol Preservations Board                                     | 1          | State Agency       |             | September           |
| 14450         | Publications                        | Department of Natural Resources. Division of Wildlife Resources | 1          | State Agency       |             | September           |
| 1976          | Five-year building program reports  | State Building Board  | 1          | State Agency       |             | September           |
| 22599         | Bear proclamations                  | Department of Natural Resources. Division of wildlife resources | 1          | State Agency       |             | September           |

| Series Number | Series Title                   | Agency Name   | Total      | Cubic Feet | Agency Type      | Month                  |
|---------------|--------------------------------|---|------------|------------|------------------|------------------------|
| 22598         | Cougar Proclamations           | Department of Natural Resources. Division of Wildlife Resources | 1          |            | State Agency     | September              |
|               |                                | Court film  | 333        |            |                  | September              |
|               |                                |   | <b>356</b> |            |                  | <b>September Total</b> |
| 9814          | Council Minutes                | Myton City Council  | 4          |            | Local Government | October                |
| 27548         | School Records                 | Grandview School/Provo District                                 | 11         |            | School Dist.     | October                |
| 5456          | Orphans Home Records           | Juvenile Court  | 1          |            | Courts           | October                |
| 27550         | Class Photo                    | Grandview School/Provo District                                 | 2          |            | School Dist.     | October                |
| 27549         | Plaques                        | Grandview School/Provo District                                 | 2          |            | School Dist.     | October                |
| 642           | Public Service Commission      | Case Files  | 7          |            | State Agency     | October                |
| 693           | Public Service Commission      | Formal Case Index   | 3          |            | State Agency     | October                |
| 27575         | Public Service Commission      | Informal Docket Index   | 2          |            | State Agency     | October                |
| 26968         | Sanpete County                 | Birth and Death Reports   | 2          |            | Local Government | October                |
| 27574         | Sanpete County                 | Birth Certificates  | 2          |            | Local Government | October                |
|               |                                |   | <b>36</b>  |            |                  | <b>October Total</b>   |
| 3638          | Sanpete Co. Civil Case Files   | District Court: Sixth District: Sanpete Co.                     | 101        |            | Courts           | November               |
| 13841         | Cache Co. Criminal Case Files  | District Court: First District: Cache Co.                       | 6          |            | Courts           | November               |
| 21849         | Sanpete Co. Judgement Dockets  | District Court: Sixth District: Sanpete Co.                     | 7          |            | Courts           | November               |
| 26691         | Sanpete Co. Criminal Registers | District Court: Sixth District: Sanpete Co.                     | 4          |            | Courts           | November               |
|               |                                |   | <b>118</b> |            |                  | <b>November Total</b>  |
| 23288         | Probate Case Files             | District Court: Third Dist: Summit Co.                          | 21         |            | Courts           | December               |
| 7184          | Incorporation Case Files       | Commerce/Corporations   | 4          |            | State Agency     | December               |
|               |                                |   | <b>25</b>  |            |                  | <b>December Total</b>  |
| 3214          | Constitution                   | Constitutional Convention                                       | 2          |            | Commission       | January                |
| 6462          | Beehive History                | DCC/Division of History   | 1          |            | State Agency     | January                |
| 6469          | Newsletters                    | DCC/Division of History   | 1          |            | State Agency     | January                |
| 25539         | Utah Preservation Magazine     | DCC/Division of History   | 1          |            | State Agency     | January                |
| 22528         | Cougar Annual Reports          | Natural Resources: Wildlife Resources                           | 1          |            | State Agency     | January                |
| 1983          | Water Related Land Use Reports | Natural Resources: Water Resources                              | 1          |            | State Agency     | January                |

| Series Number | Series Title                                | Agency Name   | Total | Cubic Feet | Agency Type        | Month   |
|---------------|---|---|-------|------------|--------------------|---------|
| 24217         | Publications                                | Department of Environmental Quality                           | 1     |            | State Agency       | January |
| 2221          | Publications                                | National Guard  | 1     |            | State Agency       | January |
| 22587         | Publications                                | Department of Natural Resources: Aquatics                     | 1     |            | State Agency       | January |
| 22691         | Ground-Water Conditions Reports             | Natural Resources: Water Resources                            | 1     |            | State Agency       | January |
| 1983          | Water Related Land Use Reports              | Natural Resources: Water Resources                            | 1     |            | State Agency       | January |
| 26779         | Black Bear Annual Reports                   | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 22552         | Prairie Dog Recovery Efforts Annual Reports | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 27221         | Drainage Management Plans                   | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 22545         | Big Game Annual Reports                     | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 2867          | Special Studies Reports                     | Department of Natural Resources: Mineral Survey               | 1     |            | State Agency       | January |
| 2851          | Publications                                | Department of Natural Resources: Parks and Recreation         | 1     |            | State Agency       | January |
| 22544         | Big Game Range Trend Studies                | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 22510         | Technical Publications                      | Natural Resources: Water Rights                               | 1     |            | State Agency       | January |
| 22585         | Bird Publications                           | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 2869          | Bulletins                                   | Department of Natural Resources: Mineral Survey               | 2     |            | State Agency       | January |
| 22900         | Publications                                | Department of Natural Resources: Energy and Resource Planning | 1     |            | State Agency       | January |
| 22556         | Spotted Frog Reports                        | Department of Natural Resources: Aquatics                     | 1     |            | State Agency       | January |
| 2872          | Survey Notes Bulletins                      | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 22658         | Proclamations                               | Natural Resources: Wildlife Resources                         | 1     |            | State Agency       | January |
| 1837          | Administrative Records                      | Polio Planning Committee                                      | 2     |            | Commission/Council | January |
| 27582         | Pow Wow Newsletter                          | DCC/Division of History                                       | 1     |            | State Agency       | January |
| 5643          | Administrative Records                      | MX Missile Policy Board                                       | 6     |            | State Agency       | January |
| 3115          | Administrative Records                      | Department of Development Services                            | 5     |            | State Agency       | January |
| 5207          | Letter books                                | Dept. of Corrections: Prison                                  | 4     |            | State Agency       | January |

| Series Number | Series Title                   | Agency Name  | Total     | Cubic Feet | Agency Type      | Month                 |
|---------------|--------------------------------|--|-----------|------------|------------------|-----------------------|
| 3776          | Inmate Work Records            | Dept. of Corrections: Prison                               | 2         |            | State Agency     | January               |
| 3114          | Utah Airline Services          | Department of Development Services                         | 3         |            | State Agency     | January               |
|               |                                | Court film   | 21        |            |                  | January               |
| 1529          | Civil and Criminal Case Files  | 1st District Court   | 6         |            | Courts           | January               |
|               |                                |  | <b>77</b> |            |                  | <b>January Total</b>  |
| 25861         | Press Releases                 | Governor: Huntsman   | 1         |            | Governor         | February              |
| 25858         | Schedule                       | Governor: Huntsman   | 1         |            | Governor         | February              |
| 182           | Messages                       | Governor: Huntsman   | 1         |            | Governor         | February              |
| 27644         | Provo School District          | School Records   | 9         |            | School Dist.     | February              |
|               |                                |  | <b>12</b> |            |                  | <b>February Total</b> |
| 25847         | Executive Correspondence       | Governor: Huntsman   | 15        |            | Governor         | March                 |
| 27656         | Timpanogos School History Book | Provo City School District.                                | 6         |            | School Dist.     | March                 |
| 3137          | Park Development Project Files | Natural Resources: Div. of Parks and Recreation            | 1         |            | State Agency     | March                 |
| 2847          | Admin. Records                 | Natural Resources: Div. of Parks and Recreation            | 1         |            | State Agency     | March                 |
| 27657         | Timpanogos School Photos       | Provo City School District.                                | 3         |            | School Dist.     | March                 |
| 26274         | Madison School                 | School Records   | 6         |            | School Dist.     | March                 |
| 22649         | Directors Project Files        | DCC/Division of State History                              | 7         |            | State Agency     | March                 |
| 84630         | Interment Register             | Park City Recorder   | 4         |            | Local Government | March                 |
| 17925         | Probate Case Files             | District Court: Fourth District: Juab Co.                  | 44        |            | Courts           | March                 |
| 9730          | Ordinances and Resolutions     | Ogden City Recorder  | 7         |            | Local Government | March                 |
|               |                                |  | <b>94</b> |            |                  | <b>March Total</b>    |
| 25859         | Photographs                    | Governor: Huntsman   | 1         |            | Governor         | April                 |
| 25856         | Constituent Correspondence     | Governor: Huntsman   | 1         |            | Governor         | April                 |
| 26635         | Criminal Docket Books          | District Court: 5th Dist. Beaver Co.                       | 2         |            | Courts           | April                 |
| 14437         | Probate Case Files             | District Court: 4th Dist. Utah Co.                         | 25        |            | Courts           | April                 |
| 22649         | Directors Project Files        | DCC/Division of State History                              | 2         |            | State Agency     | April                 |
| 3749          | Publications                   | Department of administrative Services. Division of Finance | 1         |            | State Agency     | April                 |
| 27658         | Scrapbooks                     | Provo City School District                                 | 5         |            | School Dist.     | April                 |
| 5321          | Correspondence                 | Ogden City Recorder  | 5         |            | Local Government | April                 |

| Series Number | Series Title               | Agency Name                        | Total | Cubic Feet         | Agency Type | Month              |
|---------------|----------------------------|------------------------------------|-------|--------------------|-------------|--------------------|
|               |                            |                                    | 42    |                    |             | <b>April Total</b> |
| 25856         | Constituent Correspondence | Governor: Huntsman                 | 3     | Governor           |             | May                |
| 14437         | Probate Case Files         | District Court: 4th Dist. Utah Co. | 4     | Courts             |             | May                |
| 27471         | Criminal Docket            | U.S. Commissioners Court           | 1     | Federal Government |             | May                |
|               |                            |                                    | 8     |                    |             | <b>May Total</b>   |
| 81448         | Death Certificates         | Department of Health               | 11    | State Agency       |             | June               |
| 14437         | Probate Case Files         | District Court: 4th Dist. Utah Co. | 38    | Courts             |             | June               |
| 27644         | Provo School District      | Provo City School District         | 4     | School Dist.       |             | June               |
|               |                            |                                    | 53    |                    |             | <b>June Total</b>  |
|               |                            |                                    | 1027  |                    |             | <b>Grand Total</b> |



# Utah State Digital Archive's

*FY 2011 Usage Statistics*

*Compiled by Gina Strack*



# Report Summary

The usage of the Utah State Digital Archives continues to grow, crossing the threshold of 2 million items viewed during Fiscal Year 2011. Thanks in large part to the Senate Working bills going online, 216,041 new digital items were also added within that collection and some of the other new ones:

- Military Death Certificates (Series 3769)
- Birth Certificates (Series 81443)
- Sanpete County Birth Register (Series 84106)
- Indian War Series Affidavits (Series 2217)
- Constitution (Series 3214)
- Oaths of Office [2011] (Series 17170)
- Senate Working bills (Series 428)
- Reorganization various records (Series 3179, 3298, 4532)
- Governor Huntsman's Schedule (Series 25858)

August 2011

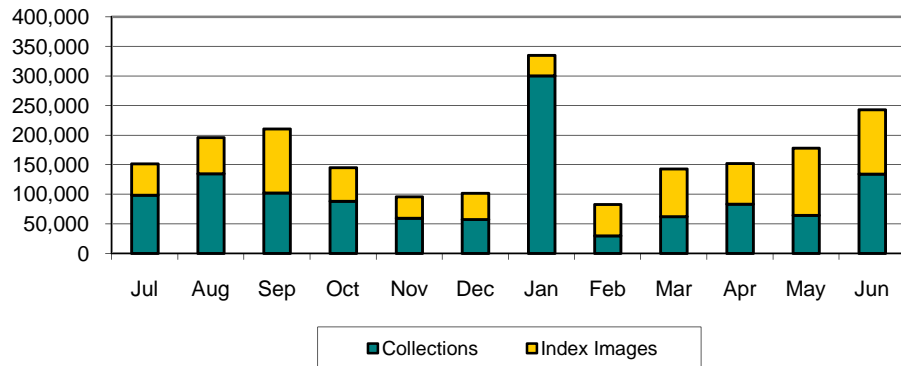
## Contents

|  |   |
|--|---|
| Usage Statistics Summary.....  | 2 |
| Summary Chart .....  | 3 |
| Collection Statistics: top collections, items and search terms ..... | 4 |

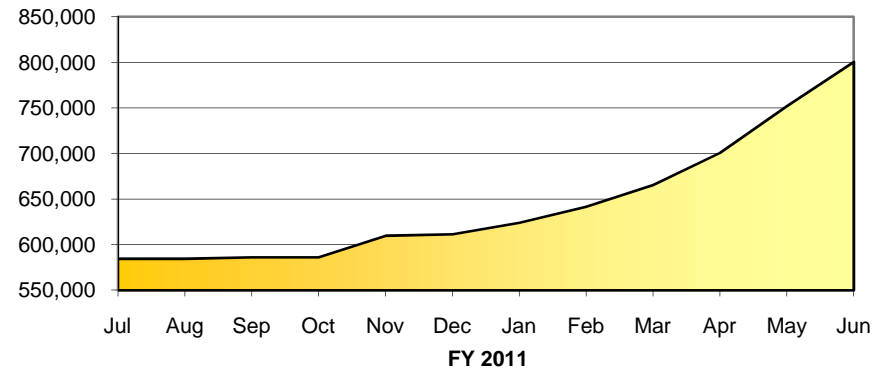
Utah State Digital Archives  
Usage Statistics

| FY 2011 | Month | Total        |            | Index         |         | Trend  | Total        |        | Index   |       | Total   | FY 2011 Notes   |                                     |
|---------|-------|--------------|------------|---------------|---------|--------|--------------|--------|---------|-------|---------|---|-------------------------------------|
|         |       | Items Viewed | Index Hits | Images Viewed | Total   |        | Items Online | New    | Images  | Total |         |   |                                     |
| 2010    | Jul   | 98,798       | 124,250    | 53,024        | 151,822 | -4.8%  | 288,854      | 100    | 295,708 | 80    | 584,562 | Death certificates viewed is total number of hits from server log then filtered by URL.<br>Sep 2010 moved server, "Total Items Viewed" is estimated from Sep 14 until upgrade (document, doc_viewer, item_viewer), later revised to doc_viewer, item_viewer only. |                                     |
| 2010    | Aug   | 134,942      | 116,937    | 61,276        | 196,218 | 29.2%  | 288,855      | 1      | 295,708 | 0     | 584,563 |   |                                     |
| 2010    | Sep   | 102,162      | 123,275    | 108,698       | 210,860 | 7.5%   | 288,855      | 1,468  | 297,176 | 1,468 | 586,031 |   |                                     |
| 2010    | Oct   | 88,326       | 122,492    | 56,723        | 145,049 | -31.2% | 288,855      | 1      | 297,177 | 1     | 586,032 |   |                                     |
| 2010    | Nov   | 59,716       | 103,633    | 35,989        | 95,705  | -34.0% | 304,844      | 23,737 | 304,925 | 7,748 | 609,769 |   |                                     |
| 2010    | Dec   | 57,224       | 101,959    | 44,825        | 102,049 | 6.6%   | 304,877      | 1,539  | 306,431 | 1,506 | 611,308 |   |                                     |
| 2011    | Jan   | 300,319      | 122,598    | 34,772        | 335,091 | 228.4% | 317,508      | 12,632 | 306,432 | 1     | 623,940 |   |                                     |
| 2011    | Feb   | 29,906       | 120,432    | 53,035        | 82,941  | -75.2% | 335,139      | 17,631 | 306,432 | 0     | 641,571 |   | <b>Total Viewed</b> 2,035,722       |
| 2011    | Mar   | 62,366       | 141,420    | 80,432        | 142,798 | 72.2%  | 357,904      | 23,973 | 307,640 | 1,208 | 665,544 |   | <b>Total Added</b> 216,041          |
| 2011    | Apr   | 83,523       | 130,805    | 68,543        | 152,066 | 6.5%   | 393,131      | 35,227 | 307,640 | 0     | 700,771 |   | <b>Average New</b> 18,003           |
| 2011    | May   | 64,547       | 123,011    | 113,752       | 178,299 | 17.3%  | 444,315      | 51,184 | 307,640 | 0     | 751,955 |   | <b>Average Views</b> 169,644        |
| 2011    | Jun   | 134,136      | 118,343    | 108,688       | 242,824 | 36.2%  | 492,862      | 48,548 | 307,641 | 1     | 800,503 |   | <b>Average Trend</b> 21.5% Increase |

Items Viewed FY 2011

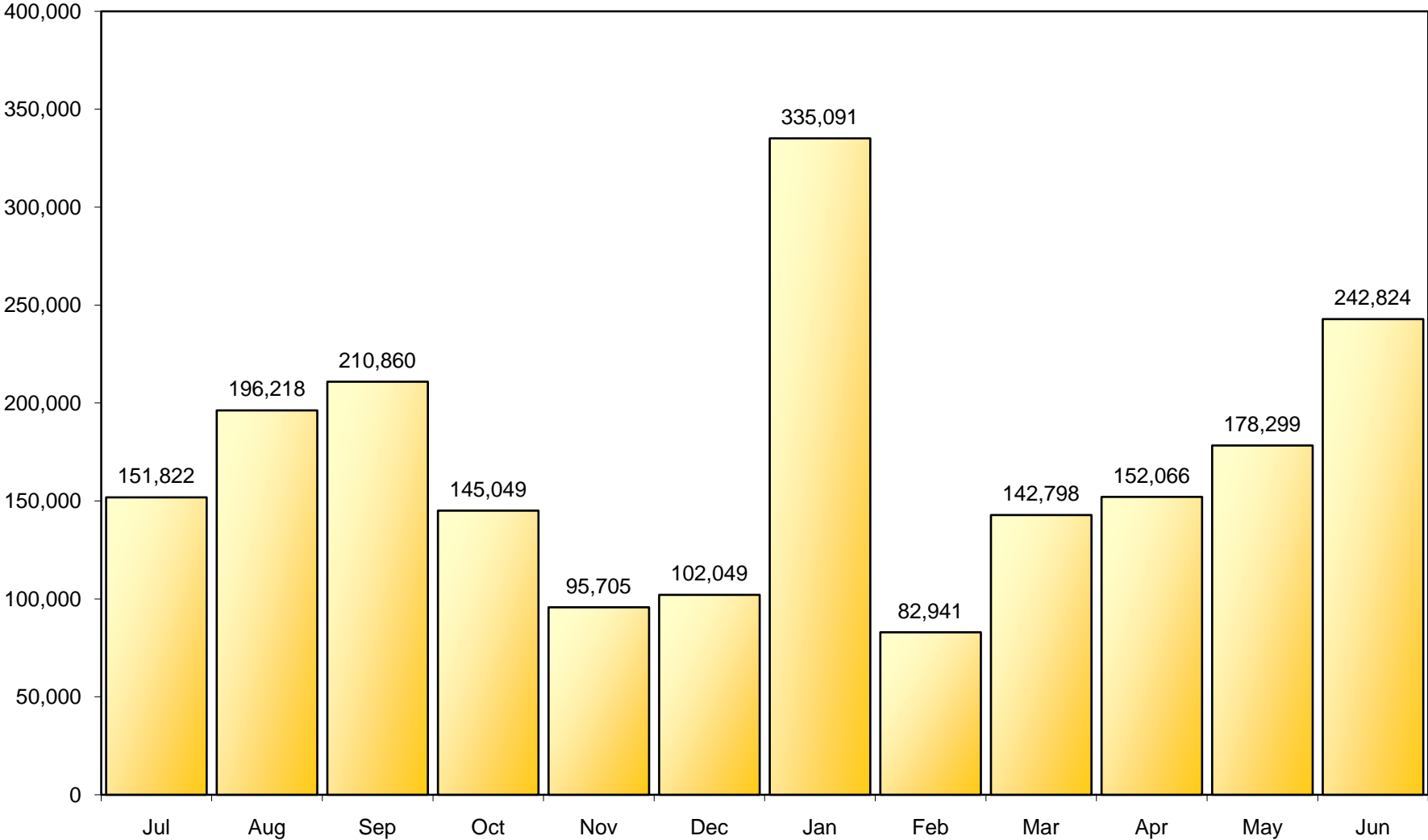


Items Online



Utah State Digital Archives

Items Viewed  
FY 2011 Total 2,035,722



Source: CONTENTdm and web server statistics

# Digital Archives Usage Statistics

## June 2011

### Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates  
Division of Animal Industry Brand Books  
Division of State Archives Series Inventories  
Board of Pardons Prisoner Pardon Application Case Files  
Legislature. House of Representatives Working Bills  
Legislature. Senate Working bills  
Governor Huntsman (2005-2009) Schedule  
Sanpete County (Utah). County Clerk Death register  
Sanpete County (Utah). County Clerk Birth register  
Commissioner of Indian War Records Indian War Service Affidavits

## May 2011

### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Division of State Archives Series Inventories  
Legislature. House of Representatives Working Bills  
Sanpete County (Utah). County Clerk Birth register  
Sanpete County (Utah). County Clerk Death register  
Commissioner of Indian War Records Indian War Service Affidavits  
Ogden (Utah). City Recorder Birth Register  
Legislature. Senate Working bills  
Office of Vital Records and Statistics Birth Certificates

## April 2011

### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Sanpete County (Utah). County Clerk Birth register  
Division of State Archives Series Inventories  
Legislature. House of Representatives Working Bills  
Commissioner of Indian War Records Indian War Service Affidavits  
Sanpete County (Utah). County Clerk Death register  
Legislature. Senate Working bills  
Fifth District Beaver County Case Indexes  
Division of Corporations Incorporation case files index, 1981

## Digital Archives Usage Statistics

### March 2011

#### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Sanpete County (Utah). County Clerk Birth register  
Division of State Archives Series Inventories  
Legislature. Senate Working bills  
Sanpete County (Utah). County Clerk Death register  
Legislature. House of Representatives Working Bills  
Commissioner of Indian War Records Indian War Service Affidavits  
Governor Walker (2003-2004) Scrapbooks  
Division of Corporations Incorporation case files index, 1981

### February 2011

#### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Sanpete County (Utah). County Clerk Birth register  
Division of State Archives Series Inventories  
Commissioner of Indian War Records Indian War Service Affidavits  
Sanpete County (Utah). County Clerk Death register  
Legislature. House of Representatives Working Bills  
Legislature. Senate Working bills  
Fifth District Beaver County Case Indexes  
Governor Walker (2003-2004) Scrapbooks

### January 2011

#### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Division of State Archives Series Inventories  
Sanpete County (Utah). County Clerk Birth register  
Utah Revised Statutes 1933  
Legislature. House of Representatives Working Bills  
Sanpete County (Utah). County Clerk Death register  
Utah Statehood Constitutional Convention State Constitution  
Commissioner of Indian War Records Indian War Service Affidavits  
Governor Walker (2003-2004) Scrapbooks

## Digital Archives Usage Statistics

### December 2010

#### Most Viewed Collections

Division of Animal Industry Brand Books  
Board of Pardons Prisoner Pardon Application Case Files  
Division of State Archives Series Inventories  
Sanpete County (Utah). County Clerk Birth register  
Sanpete County (Utah). County Clerk Death register  
Legislature. House of Representatives Working Bills  
Commissioner of Indian War Records Indian War Service Affidavits  
Utah Revised Statutes 1933  
Governor Walker (2003-2004) Newspaper Clippings  
Governor Leavitt (1993-2003) Press Releases

In CONTENTdm 5.4, it is no longer possible to accurately report “times viewed” for items and collections. Instead, a list available within the software will be presented that will likely come close to showing the most viewed collections.

### September 2010 - November 2010

No item view summary due to server configuration after upgrade (affecting from September 14- November 14).



# Digital Archives Usage Statistics

## August 2010

| <b>Most Viewed Collections</b>                                  | <b>Times Viewed</b> |
|---|---------------------|
| Division of State Archives Oaths of Office                      | 61,609              |
| Board of Pardons Prisoner Pardon Application Case Files         | 30,632              |
| Legislature. House of Representatives Working Bills             | 27,010              |
| Division of State Archives Series Inventories                   | 8,435               |
| Governor Leavitt (1993-2003) Programs of the First Lady         | 1,436               |
| Division of Animal Industry Brand Books                         | 1,332               |
| Governor Leavitt (1993-2003) Photographs                        | 1,225               |
| Governor Leavitt (1993-2003) Chief of Staff Records             | 840                 |
| Governor Leavitt (1993-2003) Executive Orders and Proclamations | 566                 |
| Governor Leavitt (1993-2003) 2K2 Program Records                | 304                 |

| <b>Most Viewed Items Overall</b>                        |   |        |
|---|---|--------|
| Division of State Archives Oaths of Office              | Gary Richard Herbert, Governor          | 34,615 |
| Division of State Archives Oaths of Office              | Gregory S Bell, Lieutenant Governor     | 26,896 |
| Division of Animal Industry Brand Books                 | Dec 1849-Dec 1874 and Dec 1874-Dec 1884 | 416    |
| Division of Animal Industry Brand Books                 | ca. Dec 1897-Jun 1901, index            | 168    |
| Board of Pardons Prisoner Pardon Application Case Files | Charles H. Hales                        | 149    |
| Division of Animal Industry Brand Books                 | ca. Jul 1911-Oct 1912, index            | 137    |
| Sanpete County (Utah). County Clerk Death register      | Death register                          | 129    |
| Division of Animal Industry Brand Books                 | Jan 1885-Dec 1888                       | 103    |
| Board of Pardons Prisoner Pardon Application Case Files | Elmer L. Gray                           | 101    |
| Board of Pardons Prisoner Pardon Application Case Files | Peter Hansen                            | 88     |

**Grand Total: 134,942**

| <b>Top Search Terms</b>     |   |
|-----------------------------|---|
| state prison                | 9 |
| harvey                      | 7 |
| Thompson                    | 6 |
| Tribal Economic Development | 6 |
| huntington                  | 4 |
| Anthon Lund                 | 4 |
| Clark                       | 4 |
| wright,p                    | 4 |
| Birth                       | 4 |
| elmer                       | 3 |

# Digital Archives Usage Statistics

## July 2010

| <b>Most Viewed Collections</b>                                  | <b>Times Viewed</b> |
|---|---------------------|
| Legislature. House of Representatives Working Bills             | 30,146              |
| Board of Pardons Prisoner Pardon Application Case Files         | 26,130              |
| Division of State Archives Oaths of Office                      | 26,004              |
| Division of State Archives Series Inventories                   | 6,469               |
| Governor Leavitt (1993-2003) Photographs                        | 2,095               |
| Governor Leavitt (1993-2003) Programs of the First Lady         | 1,921               |
| Division of Animal Industry Brand Books                         | 1,904               |
| Governor Leavitt (1993-2003) Executive Orders and Proclamations | 862                 |
| Governor Leavitt (1993-2003) Chief of Staff Records             | 824                 |
| Governor Leavitt (1993-2003) 2K2 Program Records                | 402                 |

| <b>Most Viewed Items Overall</b>                        |   |        |
|---|---|--------|
| Division of State Archives Oaths of Office              | Gary Richard Herbert, Governor          | 18,818 |
| Division of State Archives Oaths of Office              | Gregory S Bell, Lieutenant Governor     | 7,112  |
| Division of Animal Industry Brand Books                 | Dec 1849-Dec 1874 and Dec 1874-Dec 1884 | 806    |
| Board of Pardons Prisoner Pardon Application Case Files | Elmer L. Gray                           | 412    |
| Board of Pardons Prisoner Pardon Application Case Files | John Quinn                              | 350    |
| Division of Animal Industry Brand Books                 | Jan 1885-Dec 1888                       | 203    |
| Division of Animal Industry Brand Books                 | ca. Dec 1897-Jun 1901, index            | 198    |
| Division of Animal Industry Brand Books                 | ca. Jul 1911-Oct 1912, index            | 135    |
| Sanpete County (Utah). County Clerk Death register      | Death register                          | 132    |
| Board of Pardons Prisoner Pardon Application Case Files | Merle Fredericks                        | 103    |

**Grand Total: 98,798**

| <b>Top Search Terms</b> |   |
|-------------------------|---|
| charles bouldin         | 6 |
| death                   | 4 |
| Murphy                  | 4 |
| Jensen                  | 4 |
| Sawyer, Joseph Arthur   | 3 |
| wilkinson               | 3 |
| death certificates      | 3 |
| Hospitality             | 3 |
| Giles                   | 3 |
| james iverson           | 3 |