Strategic Plan

Department of Administrative Services

Utah State Archives

346 S Rio Grande
Salt Lake City, UT 84101
http://archives.utah.gov
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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 democratic republic 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 work of the State Archives continues to stand at the center of transparency and accountability in government. Utah citizens are engaged in open government and insist on transparency and access to the State's records. During the 2012 General Legislative Session, the legislature created a State Records Ombudsman position, a person familiar with the provisions of the Government Records Access and Management Act (GRAMA) to serve as a resource for citizens seeking government records and information. At the completion of a full year of service, the Ombudsman has provided 1,100 consultations to both records requester and records responders. Of the 585 consultations with records requesters, 441 were members of the public, 103 were representatives of the media, and 41 individuals represented special interests. Of 515 consultations with records responders, 214 were employees of state government and 301 were employees of local governments. These services increase government efficiency by reducing the

number of hearings that go before the State Records Committee and promote "good-will" between government agencies (records creators) and those requesting information (citizens).

In 2013, all records officers for the state of Utah were first required to take an annual records officer training and complete the steps for certification. This training, created and administered by the Archives, effectively trains records officers to work with the State Archives to care for, maintain, schedule, dispose, classify, and preserve the state's records. To date, 509 records officers are now certified.

This year, the State Archives is proud to announce that there are now one million items—including documents, photographs, registers, finding aids, legislative working papers, and birth and death certificates—in the State Archives digital archives. We could not have reached this milestone without dedicated staff and volunteers, and private partners like FamilySearch, which have digitized an additional one million-plus pages not yet available online.

The State Archives digital collections continue to be one of our most popular services, with over 3,127,000 visits in the year.

One of the most interesting collections added to the digital archives is "The Book of the Pioneers," "a record of those who arrived in the Valley of the Great Salt Lake during the year 1847." This two-volume book memorializes the first pioneers of Utah, and was compiled by the Utah Semi-Centennial Commission (1897) for the Pioneer Jubilee of 1897, the 50-year anniversary of the pioneers' arrival to the valley.

Patricia Smith-Mansfield
Director

Scope

The Archives' strategic plan is a framework for action by 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 business

and others information in the form of access to the state's essential, permanent, and historical records 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 information infrastructure to support economic and future development; and is a destination facility viable to the state's genealogical, historical, research, and business communities.

Stakeholders

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

Current Environment

The mandates from the Utah General Legislature which created the Government Records Ombudsman and required the Archives to certify records officers in the practice of the Government Records Management and Access Act has illuminated a great need for more services to the public and records holders in the application of the law when it comes to records requests. In response, the Archives has developed a [GRAMA and Open Government webpage](#), which we hope will assist those who make records requests and those who respond.

The portal will provide materials on the intricacies of the appeals process, what fees are appropriate, and other such information. It provides a list of the state's certified records officers, including those from local government. And it provides a portal to open records laws and political subdivision ordinances regarding records requests.

Over time, these resources will contribute greatly to the state's transparency.

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 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 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.*

❖ **FY2012**

- ➢ *The Archives is working with the LDS Church Historical Department, Library, and Archives; the University of Utah Special Collections; Mountain West Digital Library; and the Department of Community and Culture to digitize territorial records.*

❖ **FY2013**

- ➢ *The Archives continued its cooperative partnership with the LDS Church Historical Department, University Special Collections, and the Department of Heritage and Arts to digitize territorial records pertaining to governance within our state. The State Archives promoted the creation of a portal page for territorial collections held in the state's manuscript repositories on the Mountain West Digital Library.*
- ➢ *In partnership with five Utah repositories, the Archives is participating in ILEAD, a grant project from the Institute of Museums and Libraries. The team will develop new technology to bring together collections that highlight the history along Utah's Highway 89 and present those collections through tools created as part of the ILEAD experience.*
- ➢ *Working with the Mountain West Digital Library, the Archives integrated its digital archives into the Digital Public Library of America, a national network of hubs hosting digital collections.*

❖ **FY2014**

- ➢ *Over 400 photos from State Archives holdings were digitized and made available on the site Highway 89 Digital Collections website, http://highway89.org/exhibits These include historic road sign photos created by the State Department of Highways, and photographs documenting the mudslide and subsequent flooding of Thistle, Utah in 1983.*
- ➢ *Archives staff completed the processing of photographs that document every graduating class that has finished POST training. This collection is the beginning of a project to preserve a variety of historic law enforcement records in Utah.*

1.1.2 The Archives provides standards and guidelines on electronic records management and preservation.

❖ **FY2010**

- ➢ *As a result of a multistate grant," Geospatial Multistate Archive and Preservation Partnership" (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.*

❖ **FY2012**

➢ *The" Geospatial Multistate Archive and Preservation Partnership (GeoMAPP) Best Practices for Archival Processing for Geospatial Datasets" by the GeoMAPP project is the 2012 recipient of the "Preservation Publication Award" given by the Society of American Archivists (SAA).*

➢ *The Archives facilitated the Best Practices and Standards Task Force of the Utah Academic Library Consortium's (UALC) Digitization Committee, which was charged to update best practices standards.*

➢ *The Archives developed records management information for state agencies to use when the state's new hosted email solution moves in place.*

➢ *The Archives adopted and posted social media guidelines to assist state agencies in knowing how to manage records on their social media sites.*

❖ **FY2013**

➢ *The Archives developed a procedure and workflow for the acquisition and transfer of electronic records to the Archives for permanent storage. The procedure includes the steps taken for preparing records for transfer, use of various tools to maintain the integrity of the information, descriptive standards, accessioning and storage, and providing access.*

❖ **FY2014**

➢ *The Archives assisted the Department of Administrative Services to create an email management policy and provided training to the department on email management.*

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 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 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.*

❖ **FY2012**

➢ *The Archives content management system advanced its capabilities. It can interface with the BagIt tool, both as part of the ingest process and on the desktop. It can extract metadata from specific types of records, integrating MediaInfo. It can parse email in .mbox and .eml format. It can manage container files, such as .zip. It has integrated data conversion tools. The Archives gained access to electronic voter registration records for preservation.*

❖ **FY2013**

➢ *The Archives is on the State Electronic Records Initiative (SERI), Governance and Sustainability Committee, of the Council of State Archivists to establish a model law for electronic records management and identify critical roles for governance to work correctly. SERI has selected the Utah State Archives to host an advanced training institute as part of the initiative, to be held in 2014.*

➢ *The Archives attended the Best Practices Exchange, a national forum dedicated to finding best practices for the management, care, and preservation of electronic records. Utah is the hosting institution of the national conference in Utah in November 2013, with support from Ancestry.com and other sponsors.*

- ➢ *The Archives worked with the Governor's Office, the Department of Technology Services, and cabinet members who were leaving state service to ingest and preserve the historical email of those executive directors. Twenty-five (25) gigabytes of email were ingested as electronic records for preservation.*

- ➢ *The Archives assisted Apple Valley city for assistance in retrieving email records from a Gmail account the city no longer owned. The Archives extracted the emails through Google, ingested them, and exported the data to a spreadsheet. The Archives also provided an .eml viewer so city employees could view the email records.*

❖ **FY2014**

- ➢ *The Archives ingested for historical preservation, the email from the accounts of several retiring department directors, including, Jeff Herring, DHRM; Joe Brown, Public Safety; John Nord, UDOT; Tom Patterson, Corrections; Neil Gooch, Insurance; Greg Buxton and Joe Lagori, and DFCM; Steve Fletcher, DTS;*

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 and update all of the county's record series, providing the county with increased intellectual control, less duplication, and greater efficiency in records access.*

❖ **FY2012**

- ➢ *The Archives scheduled 183 record series retention schedules and updated 887 existing record series retention schedules.*

❖ **FY2013**

- ➢ *The Archives continued to improve better intellectual control by enhancing descriptive data: 377 records series were evaluated and updated to include the required data elements and to meet accepted best practices.*

> The Archives identified record series for which proper retention approval was not confirmed in our database. For all series showing Archives holdings, retention approval was confirmed and the series retention approval was updated. Over 1,280 record series were updated or improved in some way.

❖ **FY2014**

> The Archives commenced a complete review and update of the general retention schedules. By the end of FY 2014, 15 new general retention schedules had been approved. These new schedules replaced 84 existing retention schedules. The new general schedule revision will result one consolidated schedule, replacing separate schedules for counties, school districts, municipalities, and state government.

> The Archives worked with the Oil Gas & Mining Division of Natural Resources to identify records that are stored at the State Records Center for series 04708, and to make arrangements for an upcoming project that will digitized 925 cubic feet of records.

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 the 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.

❖ **FY2012**

> The Archives entered additional information for 4,600 microfilm rolls, enhancing descriptive data. The Archives deaccessioned 5,956 rolls of microfilm, which have met their retention.

❖ **FY2013**

> ➢ *The Archives reviewed accession information of 6,371 master microfilm reels. Each roll was checked for accuracy, completeness of required accession information, bar-coded, and accessioned into the Archives repository.*

❖ **FY2014**

> ➢ *The Archives reviewed accession information of 2,241 master microfilm reels.*

> ➢ *The Archives updated the online records series submission form to receive more complete and accurate information about record series.*

> ➢ *The State Records Center accessioned 9,546 boxes. Each box was verified to ensure that all required fields were complete and the appropriate retention was applied in accordance with the established retention schedules, and a copy of the box accession report was provided to the agency.*

> ➢ *The State Records Center reviews, transfers, and updates all boxes that are eligible for Archives custody on a monthly basis in order to improve the intellectual control of the Archives holdings. 522 boxes were updated and transferred to Archives custody.*

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.*

❖ **FY2012**

> ➢ *The Archives, in cooperation with the University of Utah, sponsored a meeting for the state's cultural agencies and universities to implement an Annex for cultural property for the purpose of shaping post-disaster recovery protocols for Utah's cultural property, to*

help roll out the Annex statewide, and to work out specifics for post-disaster recovery response for cultural property.

➢ *The Annex for Cultural Property was formally adopted as an Appendix to the Emergency*

➢ *Support Function 11 Annex of the Utah Emergency Operations Plan. Utah is only the third state in the United States to have a cultural annex approved, making the recovery of cultural property a recognized priority. The Archives co-sponsored the "Alliance for Response" initial forum. The forum brought together Utah's cultural heritage custodians with first responders and disaster planners to discuss actions that can be taken to protect records and cultural heritage artifacts in the event of a disaster. The Archives administers an Alliance list-serv to provide disaster recovery information to Alliance members.*

➢ *This is a significant step forwarding the protection of the state's culturally, historically, and artistically significant collections found in archives, libraries, museums, and historical societies statewide.*

➢ *Archives staff participated in a Connecting to Collections Exchange, a national forum focused on the preservation of historical and cultural treasures found in archives, libraries, and museums.*

❖ **FY2013**

➢ *Archives staff participated in a Connecting to Collections Exchange, a national forum focused on the preservation of historical and cultural treasures found in archives, libraries, and museums.*

➢ *As a result of passing the Cultural Property Annex to ESF 11 of the State's Emergency Plan, the Archives participated in the State Emergency Operations Center's day-long Recovery Exercise, the follow-up exercise after the Great Utah Shakeout.*

➢ *The Archives continues to bring together cultural institutions from the "Alliance for Response," now entitled "Emergency Management of Cultural Resources." The team invited representatives from the Division of Facilities Construction and Management, to provide expertise in building management during emergencies; the Agriculture Homeland Security, as the cultural resources FEMA liaison; the Department of Public Safety, Homeland Security; and Division of Risk Management to make presentations on how the team can best interact with their agencies.*

❖ **FY2014**

➢ *Archives staff provided leadership to the Emergency Management for Cultural Resources group to discuss and coordinate activities for emergency response. The group focused on the Threats and Hazard Identification and Risk Assessment and determining resources needed in the recovery of cultural resources following a natural disaster.*

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.*

❖ **FY2014**

➢ *Maintenance is performed on all State Records Center equipment on a semi–annual basis to ensure optimal performance and availability.*

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 87 percent.

❖ **FY2012**

> The Archives participated in a review of the completion of the IPER project. The Archives restructured the IPER training to provide a streamlined version of "Essential Records and Disaster Planning" to governmental entities.

❖ **FY2013**

> The Archives hosted an all-day conference with the theme, "Identifying and Preserving Essential Records." The focus of this conference was preparation and mitigation to temper records loss in the event of a disaster.

❖ **FY2014**

> The Archives hosted and participated in the meetings of a working group to update Utah's 2013 THIRA (Threat and Hazard Identification and Risk Assessment). This is a Federal Department of Homeland Security requirement for grant funding. The State Archives worked with Homeland Security to complete Utah's Threat and Hazard Identification and Risk Assessment, required by FEMA, for cultural and natural resources.

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. 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, "The Book 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 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 Recorders Office inventoried holdings information for all Ogden City records series in the Archives' custody, providing better access to Ogden City's historical records and information vital to city office functions.*

  ➢ *The Archives cooperates with Utah's counties in the preservation of official records. The Archives produced 220 microfilm rolls from the digital images of official records from counties.*

❖ **FY2012**

  ➢ *The Archives inventoried the Cache County Recorder's Office, Jordan School District, Salt Lake Water District #3, and the Navajo Trust Fund administrative office, resulting in 274 cubic feet of official records, water system maps, and school records transferred to the Archives.*

  ➢ *Approximately 105 cubic feet of historical court case files were flattened, metal fasteners removed, and re-housed for preservation purposes.*

  ➢ *The Archives partnership with Utah's counties in the preservation of official records continues with the production of 209 microfilm rolls. Beaver, Box Elder, Cache, Carbon, Davis, Emery, Grand, Iron, Juab, Millard, Morgan, Piute, Rich, Salt Lake, San Juan, Sanpete, Wasatch, Wayne have participated in the project.*

❖ **FY2013**

  ➢ *The Archives has transferred an additional 1,709 cubic feet of permanent records to the Archives repository.*

  ➢ *With the assistance of the Division of Arts and Museums, the Archives transferred the records of the Folk Arts Program to the care and custody of the State Archives. These records, approximately 350 cubic feet, were in danger of loss due to their unstable storage location. These valuable records were cleaned and re-housed. They are being archivally processed to ensure their preservation and accessibility for research access.*

  ➢ *The Archives acquired 227 Mortgage Record Books from the Cache County Recorder. These volumes, dating from 1888-1980, act as a permanent records of deeds of trust, liens, and all other instruments dealing with real estate within the county. The volumes were verified for content, sorted and labeled, and placed on shelving for ease of retrieval.*

- The Archives completed a local government cemetery records project which was funded in part by a grant from the National Historical Publications and Records Commission (NHPRC). The Archives acquired, processed, and microfilmed 56 cubic feet and created 167 rolls of preservation microfilm of cemetery records. Records were acquired from Beaver, Box Elder, Cache, Daggett, Garfield, Iron, Juab, Kane, Millard, Morgan, Piute, Rich, Uintah, Utah, Wasatch, Washington and Weber Counties, and many municipalities within those counties. The State Archives worked with sextons to ensure that these important records were preserved and made available for research.

- The Archives partnership with Utah's counties in the preservation of official records continues with the production of 319 microfilm rolls. Beaver, Box Elder, Cache, Carbon, Davis, Emery, Grand, Iron, Juab, Millard, Morgan, Piute, Rich, Salt Lake, San Juan, Sanpete, Wasatch, Wayne participated in the project.

- The Archives worked with Canyons School District to inventory student records in all of the district's schools. Student records were scheduled and historical student records were transferred to the Archives.

❖ **FY2014**

- The Archives completed a local government records project funded in part by a grant from the National Historical Publications and Records Commission. The Archives worked with local governments in Tooele County to retrieve, process, and microfilm city and county commission minutes. During this project 29 new series and 88 rolls of preservation microfilm were created. Tooele County, Tooele City, Stockton, and Ophir participated in this preservation project. In addition to city and county commission minutes, the Archives also microfilmed registers of births and deaths, tax assessment rolls, ordinances, and building permits from Tooele County and Tooele City.

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 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.

❖ FY2012

- In response to a new legislative mandate, the Archives implemented a Records Ombudsman service to advocate for fairness and compliance with the Government Records Access and Management Act (GRAMA). The ombudsman began helping members of the public, as well as government records officers, to navigate the records access process in April. The Records Ombudsman had 389 contacts.

- The Archives provides support to the State Records Committee. Complete meeting minutes of the State Records Committee, 1992-2009, are now online alongside the Committee's Decisions and Orders. The State Records Committee held its first meeting on September 30, 1992, and has heard approximately 238 cases, an average of 12.52 cases per year. The Committee heard 17 hearings, and 12 pre-hearing conferences, out of 126 requests for hearings during the year.

- The Archives trained 1,116 state and local government employees at 50 training events, and 143 at agency visits, and logged 2,661 telephone or email contacts—totaling 3,920 consultations. The Archives provided support for the Public Notice Website; 719 individuals received training or consultation on the use of the website from the Archives.

- "Record Keepers – State of Utah," the Archives informational blogs for records managers, had 44 blog posts and received 10,315 visitors.

❖ FY2013

- The Archives contacted every state agency, local government, and political subdivision to have them identify the Chief Administrative Officer of every entity and the appointed records officers' contact information. This contact information is now available online through the Archives website.

- The government records ombudsman provided 1,100 consultations, including in-person, telephone, and email assistance. Of these, 585 involved records requesters (the public) and 515 involved records responders (governmental entities). The records ombudsman facilitated formal mediations in twenty-one instances. In fifteen cases (71 percent), the issue was resolved through mediation. A Government Records Ombudsman report was presented to the Government Operations Interim and Political Subdivision Interim Committees and the Governor's Office and is available online.

- The Archives developed email training for state employees to learn basic email management within the Gmail environment. This training complements the email guidelines the Archives previously completed.

- The State Auditor's Office was granted access to the Utah Public Notice Website via hourly generated reports to view data.

- The Archives trained state and local government employees at 43 training events, and 59 agency visits, and logged 5,793 telephone or email contacts—totaling 7,561 consultations. The Archives provided support for the Public Notice Website; 1,216 individuals received training or consultation on the use of the website from the Archives.

❖ **FY2014**

- The Archives trained 1,014 state and local government employees at 35 training events throughout the year. The Archives logged 2,915 telephone and email consultations on records management issues. Additionally, the Archives reached 165 people in 44 in office visits to discuss records management issues, for a total of 4,094 records management consultations. The Archives provided assistance and training to 936 persons about the Utah Public Notice Website.

- "Record Keepers – State of Utah," the Archives informational blogs for records managers, had 34 blog posts and received 12,053 visitors.

- The government records ombudsman provided 1,565 consultations, including in-person, telephone, and email assistance. Of these, 801 involved records requesters (the public) and 784 involved records responders (governmental entities). The records ombudsman facilitated formal mediations in twenty-six instances. In eighteen cases the issue was resolved through mediation. In six instances mediation was not successful, and two cases remained pending at the end of the year.

- The Archives provided support to the State Records Committee, which heard 26 hearings out of 129 requests for hearings. The Archives updated Administrative Rules for the 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 historical 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.*

❖ **FY2011**

- ➢ *The Archives processed and indexed 1,027 cubic feet of historical 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.*

❖ **FY2012**

- ➢ *The Archives processed and indexed 837 cubic feet of historic records of state agencies, municipalities, and counties. Historical records pertaining to the MX Missile program were processed this year, along with various environmental quality and radiation study records. Records from the Attorney General related to Utah's role in the Colorado River*

- ➢ *Compact have been processed and made accessible, along with a collection of records related to Utah's 1987 bid to build a Superconducting Super Collider. Other records processed include cemetery records, Vital Records (Birth and Death), Ogden and Myton City records, and material from UDOT.*

❖ **FY2013**

- ➢ *The Archives archivally processed and indexed 1,050 cubic feet of historic records and added 78 EAD finding aids to records of state agencies, municipalities, and counties. A wide variety of records pertaining to the environment, local government, education, court system, and land records were processed. The Archives also continued with its focus on acquiring and preserving cemetery and burial records. (See attachment.)*

- ➢ *The Archives' staff responded to a disaster recovery call from Weber County. The County had a flood and over 380 boxes of essential records were at risk of sustaining irreversible damage and loss. Archives staff members transported the records to the Archives where damp records were separated, dried, and re-boxed and then transferred to the Archives repository for permanent care.*

❖ **FY2014**

- ➢ *The Archives archivally processed and indexed 1,183 cubic feet of historic records in various formats and added 117 EAD finding aids for records of state agencies, municipalities, and counties. These records, now available for research, include vital records, cemetery and burial information, court files and registers, annual reports, minutes and ordinances, and legislative bill files.*

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.*

❖ **FY2012**

➢ *The Archives completed the microfiche grant project requirements and staff processed an additional 129 cubic feet of State Auditors Municipal Financial Reports and State Agency Audit Reports and reconciled those with fiche holdings.*

❖ **FY2013**

➢ *From equipment acquired from the grant, the Archives has fully integrated reformatting microfiche into our program as a service. This process enables access to records in an outdated format. The Archives digitized over 12,000 sheets of microfiche, totaling 515,415 images.*

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.*

➢ *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.*

  - ➢ *The Archives has improved public access through "digitization-upon-demand" services. Records of high research value that are requested to be digitized are posted 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.*

  - ➢ *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 over 2,035,000 patron accesses.*

  - ➢ *"Family Tree Magazine" honored the Archives' website as one of the Best State Websites for Genealogy, http://familytreemagazine.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.*

- ❖ **FY2012**

  - ➢ *The Archives has posted online the Community Relations Office of the Department of Transportation index to official photographs. The index provides access to all photographic material in the official photographs collection. The Archives is working with the Department of Transportation and volunteers in identifying parts of the official photograph collection for possible digitization.*

  - ➢ *The Archives posted a new collection online, the Garland City Cemetery interment registers. The registers are indexed by name, age, and other descriptive data and will be a valuable tool to genealogists.*

  - ➢ *The Archives digitized 99,287 records, including historical records from municipalities, vital records, and the Department of Transportation; Peace Officers Standards and Training (POST) class photos were transferred, processed, digitized, indexed, and to be made available online; and death certificates from 1959-1961 and Birth Certificates from 1909-1910 were processed and indexed and made available online. The Digital Archives had over 1,909,000 patron accesses.*

- ❖ **FY2013**
  - ➤ *The Archives digitized 88,180 records, including Governor Jon M. Huntsman, Jr.'s press releases that offered insight into the governor's activities and opinions (and is searchable by keyword), the Convention to Ratify the 21st Amendment for Utah; the records of the Territorial Governors and other records related to governance of the territory; the territorial case file index for the Third District Court, recording the names of plaintiffs and defendants involved in both civil and criminal court action and provides case numbers; and birth certificate images for 1911. The Archives reached a milestone of one million images online. The Digital Archives had over 3,127,874 patron accesses. (See attachment.)*
  - ➤ *The Archives implemented changes mandated by SB77S02 Availability of Government Information passed by the 2013 General Session of the Legislature. Public information, such as minutes, agendas, handouts, and audio recordings of public meetings are now available online through the Utah Public Notice Website.*
- ❖ **FY2014**
  - ➤ *The Archives created a new research guide for Territorial Court Records (http://archives.utah.gov/research/guides/courts-territorial.html) to assist patrons in the use of these resources. The Archives also updated the guide to all District Court Records to aid patrons in the navigation within the complex records of the district court system (http://archives.utah.gov/research/guides/courts-district.html).*
  - ➤ *The Digital Archives had over 2,764,343 patron accesses. The Archives digitized 65,896 new records including Territorial Secretary papers, birth and death registers, house working bills, and cemetery records for online access.*
  - ➤ *"Family Tree Magazine" honored the Archives' website as one of the Best State Websites for Vital Records.*

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.

- ❖ **FY2012**
  - ➤ *The Archives digitized 2,251 rolls of Workers compensation case files for the Labor Commission for easier retrieval and access, producing 10,173,246 images.*
- ❖ **FY2013**

➤ *The Archives scanned 425 rolls of microfilm or 348,172 images for state agencies and patron access.*

➤ *The Archives is working on a large digitization project with the Utah National Guard. In FY2013 the Archives digitized 12,385 microfiche for a total of 515,145 images of personnel records.*

❖ **FY2014**

➤ *The Archives' partnership with Utah's counties in the preservation of official records continues with the production of 416 microfilm rolls. In addition, the Archives microfilmed 457 rolls of historical local government records and digitized over 2,351,140 images from microformats for patron use and governmental entities. In total, the Archives reformatted 3,257,986 record images in FY2014 for preservation and access.*

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.*

❖ **FY2012**

➤ *The Archives updated its website to post all local ordinances specific to GRAMA and updated reference links in records management policies and guidelines.*

➤ *"Researching the Utah State Archives," a public blog for research patrons received 6,498 visitors.*

❖ **FY2013**

➤ *The Archives completed online training for records officers and those officials who respond to records access requests and a certification test in consultation with the Attorney General's Office, as mandated by SB 177S01 Government Records Access and Management Act Amendments passed by the 2012 General Session of the Legislature.*

The test and certification was available January 1, 2013, and 509 records officers have certified.

➤ *Articles to assist the public and records officers were developed. "Navigating the GRAMA Appeals Process," was developed to help the public through the complicated appeals process in GRAMA requests and denials. "GRAMA Requests and Appeal Time Limits" was developed to help the public through the complicated appeals process in GRAMA requests and denials.*

➤ *The Archives and the Division of Administrative Rules developed a guide about the filing process of Oaths of Office for state officials, now available online at the Archives website.*

➤ *The Archives provided the Department of Technology Services (DTS) with access to the Archives' Gmail extraction process in our content management system. This process enables DTS to search in Gmail in response to GRAMA requests, litigation, and other issues.*

❖ **FY2014**

➤ *The Archives provided online certification for 614 records officers.*

➤ *The Archives initiated online training events called "Lunch 'n Learn". Six online events were held, in which 75 people participated.*

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 Recorders 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.*

❖ **FY2012**

> The Archives provided GRAMA, records management, and public notice website training in St. George, Price, and Moab, as well as for the Utah League of Cities and Towns, the Northern Division of the Department of Transportation, the Salt Lake County Public Works Department, and the offices of the Cache County clerk and recorder.

> The Archives developed two new training classes in records management to assist governmental entities in their record keeping responsibilities. "Records Inventory and Appraisal" leads records officers through the complicated process of evaluating records and their retention needs;" Essential Records and Disaster Planning," restructured the grant supported IPER training to a more streamlined approach.

> The Archives presented fourteen presentations at such special events and meetings as the Utah Association of Public Treasurers, Rural Water Users of Utah, Municipal Clerk's Association, and others. The Archives also provided specialized in-agency training for the Division of State Purchasing.

❖ **FY2013**

> The Archives provided GRAMA training to help records officers become certified at the annual meetings of the Utah Association of Special Districts and the Utah League of Cities and Towns. The government records ombudsman gave presentations for the Attorney General's office, the Utah Prosecution Council, the Municipal Attorney's Association, and Lorman, a private vendor. In all, the Archives provided presentations for 14 events sponsored by others and hosted 29 records management or access training events including both local and regional.

❖ **FY2014**

> The Archives provided records management or GRAMA presentations for the Utah Municipal Clerks Association, the Utah League of Cities and Towns, and the Utah Association of Special Districts.

> The Archives provided four specialized training sessions for law enforcement officers.

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.

❖ **FY2012**

> The Archives acquired a microfiche scanner to provide the needed service of converting microfiche to digital images.

❖ **FY2013**

> *The Archives produced 319 preservation microfilm rolls of official records for Utah counties and microfilmed over 130 rolls or 80,000 frames from 40 cubic feet of local government records.*

❖ **FY2014**

> *The Archives produced 1,454 preservation microfilm rolls of permanent records for Utah counties and microfilmed 457 rolls of permanent state government records.*

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.*

❖ **FY2013**

> *Archives implemented an automated Patron Registration System powered by the existing Archives Content Management System. This new system will ensure the privacy of Archives' patrons and assist in tracking patron usage statistics.*

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.*

❖ **FY2012**

> *The Archives State Records Center received a 4.8/5 customer service satisfaction rating.*

> *The Archives records analysis section received a 4.69/5 customer satisfaction rating for trainings.*

- ❖ **FY2013**

  - ➢ *Despite its relocation to Clearfield from West Valley City, the Archives State Records Center received a 4.6/5 customer service satisfaction rating.*

  - ➢ *The Archives records analysis section received a 4.4/5 customer satisfaction rating for trainings.*

- ❖ **FY2014**

  - ➢ *The State Records Center completes a customer survey on an annual basis. The satisfaction rating was 4.7/5 for the 2014 fiscal year.*

  - ➢ *The Archives records analysis section received a 4.2/5 customer satisfaction rating for trainings.*

  - ➢ *The Archives completed a follow up survey about the applicability of information provided on government use of social media.*

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**

  - ➢ *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.*

- ❖ **FY2012**

  - ➢ *The Records Center renovated a state owned facility and moved 120,000 cubic feet of records. The new facility has also been designated as the site of the future Archives microfilm vault.*

- ❖ **FY2013**

- ➢ *The State Records Center had its official opening and dedication and offered tours of the newly renovated, state-owned facility.*
- ➢ *The records center transferred 1,744 cubic feet of records from the Fourth District Court, allowing them to close their storage facility in Provo. In addition to reducing their storage expenses, they gained increased intellectual control of their records by adding them into the Archives management system.*

❖ **FY2014**

- ➢ *Funding has been approved for the addition of climate controlled storage at the State Records Center. The project is currently in the design process, and construction is estimated to begin in November 2015.*

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 the 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**

- 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 58th 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.

❖ **FY2012**

- The Archives participated as a panelist at the Utah Library Association annual meeting. The panelists addressed the challenges in providing digital access to government information.

- The Archives participated in a panel presentation on "Social Media Policy and Strategy" at the Utah Digital Government Summit, with a focus on managing agency social media content as government records.

- The Archives presented a paper at the National Association of Government Archivists and Records Administrators annual meeting about its patron response to investment regarding access tools.

- The Archives hosted the Conference of Inter-Mountain Archivists' Utah Fall Caucus meeting. The conference discussed preservation issues in the digital world, and media formats.

- The Archives sponsored monthly "Lunch and Learn" brown bag events where Archives staff members, volunteer staff, Friends of the Archives members, and patrons of the Archives research center shared their research. Topics included newly published articles and books that referenced State Archives records, reports on newly processed records series, architectural preservation successes, and local history research projects.

❖ **FY2013**

- The American Association of State and Local History, a national association for history professionals, held its annual conference in Salt Lake City in October 2012. The State Archives was a member of the local committee, assigned to provide local events, arrangements, and tours.

- State archivists attended the annual conference of the Conference of Inter-Mountain Archivists, held in conjunction with the Society of Rocky Mountain Archivists. Staff members served on the planning committee and gave presentations. A member of the Archives staff was elected CIMA Treasurer.

- The Archives provided a speaker at the annual NAGARA conference on providing access to government records.

❖ **FY2014**

- The Western States and Territories Preservation Assistance Service (WESTPAS), in cooperation with the Utah State Library, Utah State Archives, Utah Academic Library Consortium, offered a free, 2-part disaster preparedness and response workshop at the State Archives for cultural property collections housed in local repositories.

- The Archives hosted the 2013 Best Practices Exchange in Salt Lake City, a national conference for state archivists and state librarians on the issues of electronic records preservation. The State Library provided planning assistance. There were 183 participants who attended the conference and/or the film student workshop held the final day.

- The Archives hosted archivists and librarians from Utah and Idaho, meeting as the Digitization Committee of the Utah Academic Library Consortium to discuss issues related to digitizing books, manuscripts, records and other materials held by cultural heritage institutions that are also partners in the Mountain West Digital Library (http://www.mwdl.org). Attendees discussed digital preservation, data curation, geospatial data, scanning events at local libraries, outreach and training on various digital standards, and best practices.

- A staff member successfully completed testing and earned designation of Certified Archivist. Other Certified Archivists on staff continued earning credits towards recertification.

- Archives staff attended the Conference of Inter-Mountain Archivists Fall Caucus at Utah Valley University. Staff presented on the collaborative Highway 89 project, and participated in day long activities about developments in the Utah archival community.

- Staff members participated in trainings that meet requirements for the Society of American Archivists Digital Archives Specialist Certification. They are also taking part in a Council of State Archivists grant that provides for the opportunity for on-going electronic records training.

- A staff member was on the board of the local ARMA chapter.

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.*

- ❖ **FY2012**

  - ➢ *The Archives has continued its partnership with FamilySearch and processed and digitized Salt Lake City and County Plat Maps, Utah County Probate Case Files, and Summit County Coroner Inquests.*

- ❖ **FY2013**

  - ➢ *The Archives joined the National Historic Probate Project, a joint effort by FamilySearch, Ancestry.com, state and local courts, and state archives throughout the United States. This project will improve access to historic probate documents, records critical to family history research that remain largely inaccessible to the public. These records, gathered in microfilm and other formats over the last fifty years, will be digitized and made searchable online. Upon project completion (projected for 2015), the collections will be available on project member websites.*

- ❖ **FY2014**

  - ➢ *The Archives, in a joint effort with FamilySearch, Ancestry.com, and the state's court system, completed the digitization phase of the National Historic Probate Project. All probate case files were digitized (1,459,685 images) and are now being prepared for on-line access.*

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.*

➢ *The Archives added 472 new EAD finding aids online.*

❖ **FY2011**

➢ *The Archives added 71 new EAD finding aids online.*

❖ **FY2012**

➢ *The Archives added 560 new EAD finding aids online.*

❖ **FY2013**

➢ *Archives staff members attended Utah Academic Library Consortium Digitization Committee meetings. The Digital Assets Management Systems Interest Group worked on the limitations of CONTENTdm and how organizations were using alternate solutions.*

➢ *The Archives added 78 new EAD finding aids online.*

❖ **FY2014**

➢ *The Archives added 117 new EAD finding aids online.*

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.*

❖ **FY2012**

➢ *ARMA International, Salt Lake Chapter, awarded the State Archives an award for "Partner organization of the year," recognizing the Archives' support and leadership in the organization.*

➢ *The Archives and its department, the Department of Administrative Services, met with each state department to review current services and study potential new services. The Archives conducted follow-up meetings with the departments that expressed an interest in possible additional records management services from the Archives to determine interest, with 19 percent of state agencies indicating a need.*

❖ **FY2013**

➢ *The Archives developed and posted new email guidelines and an email flow chart to help governmental entities better manage email. The Archives provided email*

management training that was specific to Gmail to support the state's transition from GroupWise to Gmail.

❖ **FY2014**

➢ *The Archives presented a series of online training opportunities on records management, where records officers could join the training session from their computers.*

➢ *The Archives published forms and guidelines for record sharing,"What Does GRAMA Say About Sharing Records?"*

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.*

❖ **FY2012**

  ➢ *The Utah State Historical Records Advisory Board met to review and approve preservation grants in two re-grant cycles. The board awarded seven project grants and five mini-grants. Funding for the re-grant program comes from a National Historical Publications and Records Commission grant. (See attachment.)*

  ➢ *The Utah State Historical Records Advisory Board hosted three workshops. The first was its annual Regional Repository Directors Meeting. In December, the board launched its new training curriculum on how to create and maintain a volunteer program. The initial training session was held at the Utah State Archives; a second training session was held at Weber State University.*

❖ **FY2013**

  ➢ *The Utah State Historical Records Advisory Board awarded two rounds of preservation grants. In the two grant rounds, the board awarded sixteen grants to local repositories for a total of $9,974. Funding for the re-grant program comes from a National Historical Publications and Records Commission grant.*

  ➢ *The Archives sponsored a workshop, in association with the Utah State Historical Records Advisory Board, to train city and county administrators in the "Management and Care of Historic Records." Training sessions were held at the State Archives, Southern Utah University, Utah Valley University, and the Uintah County Library and History Center. Over 65 participants in total learned how to appropriately appraise, store, and manage their institution's historical records.*

  ➢ *The annual Regional Repository Directors Meeting was held in November. Training topics included how to more efficiently process records and how to best provide access to records.*

  ➢ *The Archives conducted training in Salt Lake City and Vernal (the Uintah County Library and History Center). Training topics offered were Records Inventory and Basic Records Management, Management and Care of Historic Records; Records Access; and Gmail Management for State Employees. Forty-nine people participated in total among the four training sessions. Attendees were from state, cities, counties, special districts, and other entities.*

❖ **FY2014**

  ➢ *The Archives in association with the Utah State Historical Records Advisory Board (USHRAB) provided training sessions at the annual Regional Repository Directors meeting. Representatives from the Archives' various Regional Repository partners throughout the state gathered to participate in training. Staff from the State Archives, the LDS Church Historical Department, and the BYU Library provided presentations on topics such as promoting archives, standards for archives access, preserving digital records, and standards for describing archival collections.*

> The USHRAB sponsored four training sessions on the Management and Care of Historic Records at four regional repositories statewide. The training sessions were held at Snow College, Grand County Library, Weber State University, and the State Archives with a total of 37 participants coming from cities, counties, and cultural heritage institutions.

> The USHRAB met three times during the fiscal year and awarded nine re-grants to cultural heritage institutions for a total of $10,998. Funding for the re-grant program comes from a National Historical Publications and Records Commission grant.

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.

❖ **FY2012**

> The Archives processed the records of the Sixth District Court for Kane County that were inventoried by the Archives. These include naturalization and citizenship records, court case files (probate, civil, and criminal), registers of action, indictment registers, and court minutes.

> The Archives inventoried the microfilm of Cache County, which was unorganized, with master film and copy film intermixed; damaged; and deteriorating. Master microfilm was transferred to the Archives for preservation.

❖ **FY2013**

> The Archives acquired 25 cubic feet and 104 microfilm rolls of records of the Seventh District Court for San Juan County. These include: civil, probate, and criminal case files and associated indexes, registers, and minutes. The records were brought to the

repository, arranged and described, accessioned and bar-coded, and paper records microfilmed for preservation. Complete EAD finding aids and inventories are available online.

- ❖ **FY2014**
  - ➢ *The Archives acquired, processed, and made available to the public, 67 cubic feet of Legislative Floor Debate Recordings from 1957-1989. These recordings document proposed legislation, votes on legislation, testimony or comments, and all other business conducted on the floor of the house and senate.*

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.*
  - ➢ *The Archives Research Center, in cooperation with State History, assisted 11,145 patrons.*
- ❖ **FY2011**
  - ➢ *The Archives Research Center, in cooperation with State History, assisted 8,411 patrons.*
- ❖ **FY2012**
  - ➢ *The Archives Research Center, in cooperation with State History, assisted 10,882 patrons.*
- ❖ **FY2013**
  - ➢ *The Archives Research Center, in cooperation with State History, assisted 9,571 patrons.*
  - ➢ *The Archives implemented an automated patron registration system.*
- ❖ **FY2014**
  - ➢ *The Archives Research Center, in cooperation with State History, assisted 8,181 patrons.*

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.

❖ **FY2012**

➢ *The Archives successfully completed the microfiche grant project.*

❖ **FY2014**

➢

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 and partners 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.*

❖ **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 historical 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."*

❖ **FY2012**

➢ *The Archives sponsored three events as part of Records and Information Management (RIM) month where over 250 individuals received training. Events included Essential Records Protection and Disaster Recovery training, "What's in Those Cabinets: Tackling the Records Inventory and Appraisal Process, and the Utah State Archives Electronic*

Records Management Conference. The Archives hosted professional guest speakers at the electronic records conference, including Kenneth Thibodeau, James Seeley, Philip Favro, and Tad Howington.

➢ *During Utah Archives Month, in conjunction with American Archives Month, the Archives supported a statewide calendar of events in state and local archives and hosted a series of brown bag lectures on historical topics and events, preservation and processing projects currently underway at the State Archives, and presentations by two prominent authors.*

❖ **FY2013**

➢ *October was Utah Archives Month, and the Archives commemorated the month with a series of well attended brown bag lectures including: "Utah's MX Moment," "Foodways of the Mormon Pioneers," "The Avenues of Salt Lake City," and a presentation on preserving historic newspapers.*

➢ *The Archives hosted a workshop on Identifying and Preserving Essential Records during Records Information Management Month in April. Over 50 records managers attended the event, with presenters from both public and private sectors.*

❖ **FY2014**

➢ *October was Utah Archives Month and the Archives provided a series of lectures in association with the Utah Humanities Council based around the theme, "Ecology in the Archives." Presenters included environmental historian, Mark Fiege, discussing his book, "The Republic of Nature," historian Val Holley discussing his recent history of Ogden's 25th Street, writer Anne Torrence discussing her work on historic Highway 89, and director of the University of Utah Stegner Center, Robert Keiter, presenting his work on the environmental history of America's National Parks, "To Conserve Unimpaired."*

➢ *The State Archives hosted a two-day conference for the Mountain West Digital Library, a centralized search portal for digital collections about the Mountain West region. Hosting staff attended and participated in meeting sessions, conducted tours of the Archives repository, and collaborated with other repositories that utilize the services provided by the Mountain West Digital Library.*

➢ *The Archives' held two electronic records conferences. The fall conference, "Bridging the Gap: Electronic Records and Information Management for the 21st Century." was held in association with Utah Archives Month. The spring conference focused on "Social Media and Email Management," and was held in celebration of Records and Information Management Month. Both conferences were well attended and well received.*

➢ *The Archives sponsored a workshop on the care and maintenance of historical records.*

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.

❖ **FY2012**

> The Archives worked with Salt Lake Tribune columnist Robert Kirby to inventory and acquire historical records from various law enforcement agencies in Salt Lake County. Records from the Utah Highway Patrol, Salt Lake County Sheriff's office, and the Salt Lake City Police Department were exhibited at the Archives. Fifty cubic feet of photographs, publications, reports, and other records were transferred to the Archives.

> The Archives partnered with the Utah State Railroad Museum in the Ogden Union Station to exhibit items from the "Merci Train." The "Merci Train" collection comes from a gift from France in 1949 to Governor J. Bracken Lee, as a token of appreciation for American assistance during World War II. The collection came in a boxcar, with one delivered to each state.

❖ **FY2013**

> The Archives presented before the Privatization Board an overview of the essential activities of archives and records management programs. This presentation also covered division partnerships with non-profit, governmental, and professional associations and concluded with a show-and-tell demonstration of the various formats preserved by the Archives and the challenges of providing access to obsolete but permanent records.

> The Archives participated in a department wide legislative open-house. The staff displayed records demonstrating the process of law-making and how those records are preserved and made available for research to the citizens of Utah. The highlight of the display was the floor debate recordings preserved on Audograph discs. Staff demonstrated the process of converting this obsolete format to a digital format utilized by current researchers.

❖ **FY2014**

> The Archives continues to collaborate with several Western libraries and archives to capture Highway 89's storied past through the digitization of photographs, manuscripts, and printed items. This online exhibit currently contains 1,363 items from participating repositories.

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.*

❖ **FY2012**

➢ *Volunteers contributed 5,553 hours of volunteer service to the acquisition, processing, describing, and providing access to essential records in the Archives custody. Volunteers also assist in records management projects and activities.*

➢ *Corporate sponsorships in excess of $2,200 was contributed to the Friends account for the enhancement of training workshops.*

➢ **FY2013**

➢ *The Archives, with Salt Lake Tribune columnist and former peace officer, Robert Kirby, and law enforcement officers, identified and processed photographs of law enforcement officers, events, and incidents, documenting decades of their agencies activities, making the photograph collection usable. Over fifteen law enforcement veterans volunteered their time to the effort.*

➢ *Volunteers contributed 5,896 hours to the acquisition, processing, describing and providing access to essential records in the Archives' custody.*

❖ **FY2014**

➢ *Volunteers contributed 6,678 hours to the acquisition, processing, describing and providing access to records in the Archives' custody including: court records, vital records (birth and death certificates), supreme court case files, local government records, aeronautics investigation photographs, several indexing projects, and school records. Interns from college history and library science programs assisted in Records Management activities and in the organization and cataloging of the Archives' staff resource library.*

Utah State Digital Archives

FY 2014 Usage Statistics

Compiled by Gina Strack

New Online

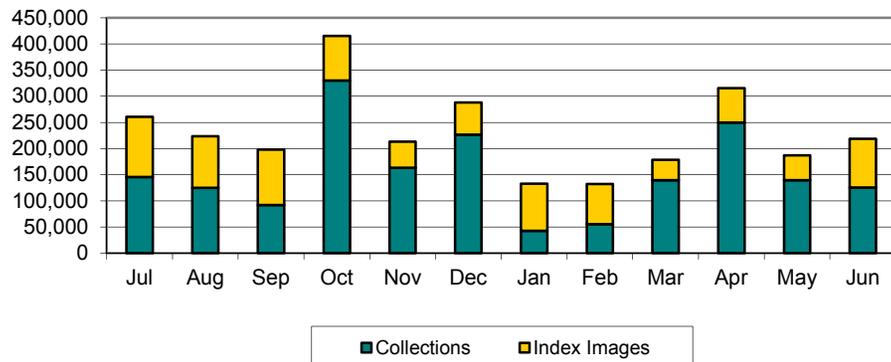Many large projects are in progress, with the following complete:
- Office of Vital Records and Statistics Birth certificates (1912)
- House Working bills adding full text search
- Semi-Centennial Commission Book of the Pioneers
- Peace Officer Training Graduation Photographs
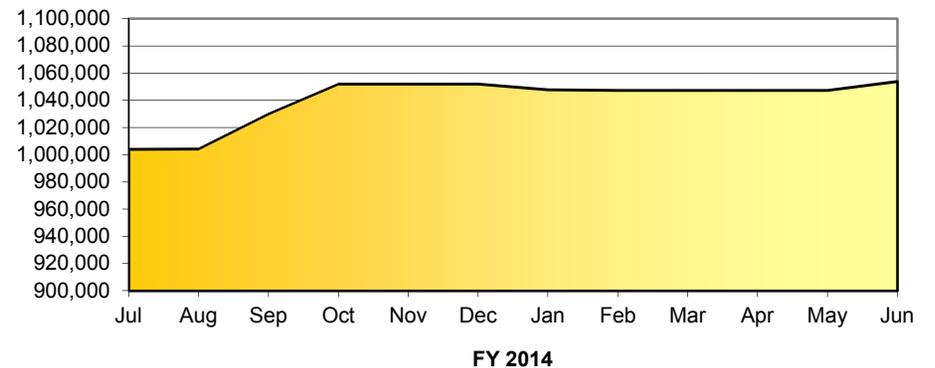
September 2014

Utah State Digital Archives
Usage Statistics

FY 2014	Month	Total Items Viewed	Index Images Viewed	Total	Trend	Total Items Online	New	Index Images		Total		
2013	Jul	145,453	115,123	260,576	-29.2%	649,176	16,196	354,990	0	1,004,166		
2013	Aug	124,989	98,364	223,353	-14.3%	649,180	14	355,000	10	1,004,180		
2013	Sep	92,170	105,940	198,110	-11.3%	674,987	25,807	355,000	0	1,029,987		
2013	Oct	330,047	85,405	415,452	109.7%	674,987	22,040	377,040	22,040	1,052,027		
2013	Nov	163,258	50,211	213,469	-48.6%	674,988	1	377,040	0	1,052,028		
2013	Dec	226,872	61,396	288,268	35.0%	674,994	6	377,040	0	1,052,034		
2014	Jan	42,451	90,327	132,778	-53.9%	670,841	-4,153	377,040	0	1,047,881		
2014	Feb	55,436	76,935	132,371	-0.3%	670,370	-470	377,041	1	1,047,411	Total Viewed	2,764,343
2014	Mar	139,803	38,617	178,420	34.8%	670,370	2	377,043	2	1,047,413	Total Added	65,896
2014	Apr	249,652	66,000	315,652	76.9%	670,370	0	377,043	0	1,047,413	Average New	5,491
2014	May	139,803	47,158	186,961	-40.8%	670,370	0	377,043	0	1,047,413	Average Views	230,362
2014	Jun	125,327	93,606	218,933	17.1%	676,823	6,453	377,043	0	1,053,866	Average Trend	6.3% Increase

Items Viewed FY 2014

■ Collections ■ Index Images

Items Online

FY 2014

Series Number	Agency and Record Series Title	Total Cubic Feet
24270	Alton (Utah) Water and road project photographs	3
28288	Benjamin Cemetery Maintenance District (Utah) Burials list	3
28445	Canyons School District (Utah). Jordan High School Yearbooks	0
28229	Cedar City (Utah) Cemetery burial card file	9
28228	Cedar City (Utah) Cemetery burial records	12
28218	Cedar City (Utah) Cemetery interment register	3.2
28231	Cedar City (Utah) Cemetery lot files	6
28230	Cedar City (Utah) Cemetery lot owners index file	3
28279	Cedar City (Utah) City and cemetery map	0.01
28379	Daggett County (Utah). County Clerk Manila Cemetery lot book	3
808	Department of Corrections Biennial and annual reports	7
14448	Department of Public Safety. Division of Emergency Management Local, county, state, and other state disaster files	0.7
27847	Department of Public Safety. Division of Peace Officers Standards and Training Graduating class photos	0
1187	Department of Publicity and Industrial Development WPA capital improvement survey data	1
27864	District Court (Eighth District : Uintah County) Civil registers of action	3.5
28377	District Court (First District) Unlawful cohabitation register of action book	0.01
24250	District Court (Sixth District : Kane County) Commissioner's record of town lots sold	3
1603	Division of Health Radiation study radiological surveillance reports	112
28277	Eureka (Utah) Cemetery burial card files	6
28386	Garfield County (Utah) Spry Cemetery records	0
24365	Hatch (Utah) Codified ordinances	3
24360	Hatch (Utah) Council minutes	6
24364	Hatch (Utah) Hatch town newsletter	3
24361	Hatch (Utah) Ordinances	3
28329	Heber City (Utah) Cemetery burial index	6
28370	Heber City (Utah) Cemetery deed register	3
28337	Heber City (Utah) Cemetery interment registers	3
28364	Heber City (Utah) Cemetery lot card files	12
28348	Heber City (Utah) Cemetery lot owners list	3
28331	Heber City (Utah) Cemetery lot records	21
424	High School Inspector Annual reports	0.2
1841	High School Inspector Correspondence	0.9
28344	Holden (Utah) Cemetery records	3
28421	Iron County (Utah). Probate Court Administrators' record book	0.01
28420	Iron County (Utah). Probate Court Fee book	0.01

Series Number	Agency and Record Series Title	Total Cubic Feet
28422	Iron County (Utah). Probate Court Insanity record book	0.01
27952	Jordan School District (Utah) Copperton School attendance registers	1.75
27949	Jordan School District (Utah) Union Elementary and Junior High School attendance registers	8.05
28341	Kanab (Utah) Cemetery burial index	3
28343	Kanab (Utah) Cemetery maps	0.01
24210	Kanab (Utah) Economic and demographic studies	3
24209	Kanab (Utah) Energy Board minutes	3
10256	Kanab (Utah) Justice court records	3
28283	Kanosh (Utah) Birth registers	3.2
28287	Kanosh (Utah) Cemetery records	3
28286	Kanosh (Utah) Death registers and burial permits	3.2
28372	Kingston (Utah) Cemetery records	3
28373	Kingston (Utah) Town Hall progress reports	3
28304	La Verkin (Utah) Cemetery records	3
28129	Laketown Cemetery Maintenance District (Utah) Laketown Cemetery directory	3
7073	Legislature. Office of Legislative Research and General Counsel Bill drafting and research files	190.4
28324	Levan (Utah) Cemetery burial index	3
28325	Levan (Utah) Cemetery burial plot index	3
28326	Levan (Utah) Cemetery burial-transit permits	3
28328	Levan (Utah) Cemetery Policies and Procedures	0.2
28327	Levan (Utah) Cemetery sexton's records	6
28262	Liberty Cemetery Maintenance District (Utah) Financial ledger	3
28257	Liberty Cemetery Maintenance District (Utah) Interment register	3
28440	Millard County (Utah) County record book	3
28289	Minersville (Utah) Cemetery perpetual care card file	3
28258	Morgan (Utah) Cemetery deeds	9
28261	Morgan (Utah) Cemetery lot records	3
16381	Mount Carmel School District (Utah) Record book	0.35
28280	Nephi (Utah). Sexton City Cemetery deeds	3
28281	Nephi (Utah). Sexton Vine Bluff Cemetery deeds	6
13912	Office of the State Engineer Colorado River project records	14.95
27192	Ogden (Utah). City Recorder Death returns and certificates	11.3
28352	Orderville (Utah) Mt. Carmel Cemetery burials list	3
28351	Orderville (Utah) Orderville Cemetery lot books	3
24265	Orderville (Utah) Ordinances and resolutions	3

Series Number	Agency and Record Series Title	Total Cubic Feet
24266	Orderville (Utah) Water system development files	3
9934	Panguitch (Utah) Council minutes	12
24350	Panguitch (Utah) Ordinances	3
24322	Panguitch (Utah) Revised ordinances	3
24370	Panguitch (Utah) Utah Community Progress scrapbooks	6
24351	Panguitch (Utah) Zoning ordinances	3
28320	Payson (Utah) Cemetery account book	3
28321	Payson (Utah) Cemetery burial permits and reports	24
28296	Payson (Utah) Cemetery deed and transfer book	3
28322	Payson (Utah) Cemetery index record of burials	9
28374	Payson (Utah) Cemetery receipt books	3
84798	Payson (Utah) Interment registers	18
28375	Payson (Utah) Sexton's reports	3
28274	Riverside Cemetery Maintenance District (Utah) Plot purchase certificates	3
28275	Salem (Utah) Register of deaths	3
84360	Salt Lake City (Utah). City Recorder Minute indexes	0.01
82755	Salt Lake City (Utah). City Recorder Minutes	417
4612	Salt Lake City (Utah). Police Department Police blotters.	1.05
4611	Salt Lake City (Utah). Police Department Register of arrests	0.7
28278	Springville (Utah) Accounting ledger	3
371	Springville (Utah) Cemetery deed records	3
28290	Springville (Utah) Cemetery interment records	12
28282	Springville (Utah) Cemetery plot care payment records	3
4904	Territorial Secretary Great Salt Lake City Charter	3.35
28220	Tremonton (Utah) Cemetery burial information sheets	3
28174	Tremonton (Utah) Cemetery burial permits and information sheets	3
28226	Tremonton (Utah) Cemetery certificates of burial right	3
28173	Tremonton (Utah) Cemetery lot account ledgers	9
28227	Tremonton (Utah) Cemetery plot ownership transfer records	3
28219	Tremonton (Utah) Cemetery records	15
28332	Uintah County Cemeteries Department (Utah) Avalon Cemetery lot books	3
28330	Uintah County Cemeteries Department (Utah) Gusher Cemetery records	3
28334	Uintah County Cemeteries Department (Utah) Hayden Cemetery lot books	3
28365	Uintah County Cemeteries Department (Utah) Jensen Cemetery burials inventory	3
28369	Uintah County Cemeteries Department (Utah) Jensen Cemetery records	3

Series Number	Agency and Record Series Title	Total Cubic Feet
28335	Uintah County Cemeteries Department (Utah) Lapoint Cemetery records	3
28333	Uintah County Cemeteries Department (Utah) Leota Cemetery lot books	3
28336	Uintah County Cemeteries Department (Utah) Maeser Cemetery lot book	3
28350	Uintah County Cemeteries Department (Utah) Rock Point and Maeser Cemeteries inventories	3
28349	Uintah County Cemeteries Department (Utah) Tridell Cemetery burials inventory	3
28342	Uintah County Cemeteries Department (Utah) Tridell Cemetery lot book	3
28368	Uintah County Cemeteries Department (Utah) Vernal Memorial Park Cemetery burial book	3
28367	Uintah County Cemeteries Department (Utah) Vernal Memorial Park Cemetery map book	3
28360	Uintah County Cemeteries Department (Utah) Vernal Memorial Park lot books	3
25962	Utah County (Utah). Justice of the Peace : American Fork Precinct Justice dockets	0.7
28232	Warren-West Warren Cemetery Maintenance District (Utah) Lot and burial records	3

Total Cubic Feet Processed: 1183.77

USHRAB Report FY 2014

During the 2014 fiscal year the Utah State Historical Records Advisory Board (USHRAB) sponsored several training sessions. A training geared toward city and county administrators in the "Management and Care of Historic Records" was developed and presented. Training sessions were held at Snow College, Grand County Library, Weber State University, and the Utah State Archives. There were 44 participants who learned how to appropriately appraise, store, and manage their institution's historical records. The annual Regional Repository Directors Meeting was held in November. Training topics included migrating and preserving digital records and understanding DACS (Describing Archives: A Content Standard).

The State Archives and the USHRAB completed a local government records preservation project which was funded in part by a grant from the National Historical Publications and Records Commission (NHPRC). The project was to retrieve, process, and microfilm city and county commission minutes from Tooele County. The Archives was able to microfilmed 21 cubic feet and create 88 rolls of preservation microfilm of Tooele County records. Records were acquired from Tooele County and from the cities of Tooele, Stockton, Ophir, and Wendover. The State Archives worked with county and city recorders to ensure that these important records were preserved and made available for research.

 The USHRAB had two re-grant cycles during the past fiscal year. The Board awarded 9 re-grants. A table of the grant recipients and their projects is below. Funding for the re-grant program comes from a NHPRC grant.

Organization	Project Description	Amount Awarded
Wheeler Historic Farm	Enter documents and photographs into Past Perfect and add online exhibit features to make information more accessible	$1500
Box Elder Museum Foundation	Install smoke detectors, re-house historic photographs	$1500
Sundance Institute Archives	Prepare a comprehensive disaster response plan and assemble disaster response kits	$1500
Hyrum City Museum	Properly house and organize historic records	$1330
Cathedral Church of St. Mark	Purchase a flat file cabinet for blueprints and oversize historical items	$1500
Western Mining and Railroad Museum	Purchase shelving and preserve oral histories	$1422
Emery County Archives	Purchase disaster preparedness supplies	$750
University of Utah-Preservation Project	Digitize and preserve photographs from 1972-75 of computer graphics scholarship	$748
Fort Douglas Military Museum	Preserve historic blueprint maps of Fort Douglas	$750