# Archives, Records Management and SMARTech: Your guide to managing and preserving campus records

April 27, 2006

# Overview

- Introduction
- Archives
- Records Management
- SMARTech
- ePublications
- Conclusion

# Mission of the Archives

- Collect and preserve the history and administrative documents of the Institute
- Promote research and scholarship through collections relating to the academic curriculum
- Provide research experience for students in the use of primary sources

# What the Archives collects

- Institutional collections
- Manuscript collections
- Visual materials and artifacts
- Books

# Institutional Collections

- Presidential papers
- Women's Resource Center records
- Athletic Association records
- Institute Communications and  Public Affairs (ICPA) records
- Georgia Tech publications
- Student organization records

# Manuscript Collections

- Personal papers of alumni, faculty, and staff
  - Joseph Ford collection
  - Shirley Clements Mewborn scrapbook
  - Fulton Bag and Cotton Mill collection
  - George P. Burdell telegram

WESTERN UNION

1201

A. N. WILLIAMS
PRESIDENT

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination

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# Visual Materials and Artifacts

- Photographs
  - http://www.library.gatech.edu/archives/gtpc.html
  - http://video.library.gatech.edu/griffin/griffin.html
- Architectural drawings and blueprints
  - http://www.library.gatech.edu/gtbuildings/french/
- Artifacts

# Visual Materials

- Photographic prints and/or scans:
  - http://www.library.gatech.edu/archives/forms.html

# Books

- Rare books
  - Blaeu Atlas, 1660s
  - Principia, 1660s-1770
- Science fiction books
- Faculty books

# What can the Archives offer you?

- Safe, controlled storage
- Access to collections
- Help with research for students, faculty, and staff
- Tours

# How to donate to the Archives

- Contact the Archives
  - Archivists will help prepare collection for donation
  - Library will transport collection to Archives

# Contact Information

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# Records Management at Georgia Tech

# What is records management?

- Systematic control and organization of an institution's records.

- Manages the creation, maintenance and disposition of records material in a manner that meets legal and fiscal requirements.

# Why do records management?

- Promote efficiency in the management of information assets
- Safeguard vital information
- Minimize risks associated with litigation
- Ensure compliance with regulatory guidelines
- Cost benefits: office space vs. high density storage

# Records Management vs. Archives

Archival records:

- Document culture and history of Institute
- Preserve institutional memory
- Retained indefinitely
- Facilitate historical research
- Generally, open to the public

# Records Management vs. Archives

Records management:

- Typically, business records of less importance historically

- Retention governed by legal or fiscal guidelines

- Limited useful life span

- Could pose legal liabilities if kept too long

- Generally, not public records

# What can we do for you?

- Long-term secure storage for inactive and semi-active records
- Facilitate application of retention guidelines
- Secure destruction of records material
- Access and retrieval of documents and files
- Free up valuable office and filing space
- All services are free

# How does this work?

- Records inventory
- Organize records by type or function
- Box, label and fill out transfer form
- Transfer assistance available
- Legal custody stays with your department
- Online retrieval requests
- Records Center inventory
- Destruction approval process

# Records Center Storage

- High density warehouse storage
- Storage for 10,000 cubic feet of records
- Controlled access
- Climate control and fire suppression
- Monitored alarm system

http://www.library.gatech.edu/archives/records_mgmt.html

# Retention Requirements

Board of Regents Retention Guidelines for University System of Georgia

http://www.usg.edu/usgweb/busserv/series/index.phtml

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# SMARTech

**S**cholarly **M**aterials **A**nd **R**esearch at **Tech**

- Preserve and provide access to the intellectual output of Georgia Tech in digital format.

- Make this output more valuable through digital information technologies.

- Provide this in support of the research and educational endeavors of the Georgia Tech community.

# What can be found in SMARTech?

- Campus e-Publications
- Technical Reports
- Project Reports
- Newsletters
- Annual Reports
- Working Papers
- Fact Sheets and Reference Guides
- Web Pages
- OSP Reports

- Learning Objects
- Data Sets
- Pre-/Post-Prints
- White Papers
- Conference Papers
- Simulations
- ETDs
- Student Presentations
- ?????

# How it works

- Contact the Library and request that we ingest materials

- The Library harvests the material and applies metadata

- The material is available through SMARTech

# e-Publications

- Newsletters
- Annual Reports
- Magazines
- Fact Books
- Websites

# Benefits

- Exposure and Accessibility
- Google/Google Scholar
- Discovery across departments
- Long term commitment by the Library to provide access and migration
- Server space
- We do almost all the work!

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