

**DATES TO
REMEMBER**

**Local Government Records
Committee Meetings:**

- January 17, 2012
meeting cancelled
- April 17, 2012
- July 17, 2012
- October 16, 2012

Local Government Records Office



MDAH

NEWS *on the Record*

**Local Government Records Office
Mississippi Department of Archives & History**

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County Records Inventory update *Twenty-nine counties to be inventoried*

The MDAH Local Government Records Office (LGRO) has been inventorying pre-1920 records in the state's twenty-nine counties created between 1818 and 1833, as part of a two-year project to help preserve these valuable historical resources. Following a successful project in 2010 involving the state's original fourteen counties, MDAH received a second grant of approximately \$77,000 from the National Historical Publications and Records Commission through the Mississippi Historical Records Advisory Board for this project.

Counties in this round include Attala, Carroll, Choctaw, Clarke, Copiah, Covington, Hinds, Holmes, Jasper, Jones, Kemper, Lauderdale, Leake, Lowndes, Madison,



Mississippi counties
in 1835

Monroe, Neshoba, Noxubee, Oktibbeha, Perry, Rankin, Scott, Simpson, Smith, Tallahatchie, Washington, Winston, Yazoo, and Yalobusha.

In 2011 MDAH staff inventoried records in twelve of these counties, made recommendations to each county about how to preserve, manage, and improve access to their historical records, and held a free records management workshop for those counties' officials and staff. Between October and December, records in seven more counties were inventoried, and others will follow in 2012. At the end of this round, forty-three counties will have been inventoried.

MDAH will apply for more grant funds to allow continuation of the project across the entire state.

Meanwhile, lists of the records found in these inventories will soon be available on the MDAH Web site.

Introduction to Records and Information Management

Do you or your staff need training on records and information management? A 90-minute narrated PowerPoint presentation, created as part of the Council of State Archivists' Intergovernmental Preparedness for Essential Records (IPER) project, is now available on the LGRO Web Site: mdah.state.ms.us/recman/training.php (scroll down to "Online Courses"). Watch the presentation as a simple introduction to Records Management or to prepare you for the IPER training.

MDAH Staff Teach Records Management Session at CGT's Municipal Clerks Training



MDAH Electronic Records Analyst Walker Sampson explains to the Jackson attendees how to determine which email messages to save.

In October 2011 LGRO director Tim Barnard and Electronic Records Analyst Walker Sampson led a session on the basics of records management during the municipal clerks' certification training offered by MSU's Center for Government Training and Technology.

Over 90 clerks and other municipal employees attended the training, held in Oxford, Jackson, and Hattiesburg. In a three-year cycle, clerks earn credit through these courses toward becoming a Certified Municipal Clerk.



E-Mail Management Guidelines

As local governments do more and more business by email and other electronic services, questions arise about how to manage this information, what must be saved and what can be deleted. The Local Government Records Office has developed a set of guidelines to help answer many of these questions. Look for these Email Management Guidelines on the MDAH Web Site at:

<http://mdah.state.ms.us/recman/email.php>

A sample email policy and guidelines for selecting email archiving systems are included. Contact the Local Government Records Office (see below) if you have further questions.

*The Mission of
Records
Management:
Getting
the right document
to the right person
at the right time.*

We always welcome your questions about managing records, interpreting retention schedules, disposing of records, imaging and storing records, and other related topics.

Call **601-576-6894** or email tbarnard@mdah.state.ms.us.