

GRA Newsletter

A Quarterly Publication of the Georgia Records Association



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GRA Celebrates 25 Years

David Singley

2004 marked the 25th anniversary of the Georgia Records Association! The occasion was grandly celebrated at the annual spring conference held in June at the Sea Palms Resort on Georgia's coastal gem, St. Simons Island.

In addition to the informative breakout sessions provided at the conference, attendees were treated to a full day of instruction from Dr. Mark Langemo, a much-sought-after Records Management expert. Dr. Langemo provided all in attendance with an information-packed binder based on his newest textbook, *Winning Strategies for Successful Records Management Programs*.

After dozens of door prizes, the conference concluded with the installation of its new president, Marilyn Ellison. Marilyn hit the ground running and announced the addition of another conference to the lineup of annual educational opportunities offered by GRA.

The inaugural fall conference

was held at the beautiful conference facilities of Callaway Gardens in Pine Mountain, Georgia. Records Management professionals from across the state representing public safety, municipalities, counties, school systems, state agencies, and courts attended the 3 1/2 day event.

Amelia Winstead, State and Local Government Services Coordinator of the Georgia Archives, kicked off the program with an overview of the process for developing and implementing retention schedules. GRA is fortunate to have the support of the Georgia Archives to lend talent to the conference program.

The association is equally pleased to have had Don Schewe, CRM, present two sessions that are fundamental to the business of records management: *Active Records Management* and *Legal Foundations of Records Management*. Don is a nationally recognized leader in the Records Manage-



Don Schewe teaches *Active Records Management* at the Fall Conference held at Callaway Gardens

ment industry and GRA is thankful for his continued participation.

The Georgia Records Association has made great advances in furthering the educational opportunities for records and information managers across the state of Georgia. To that end, GRA will continue the commitment to provide professional development through continued education and networking, while serving as a source of information and support to all state and local government organizations.

From the Editors

Debbie Harrington and David Singley

Welcome to the first edition of the new GRA newsletter. The purpose of this newsletter is to let you know what's new with GRA, the Georgia Archives, and records management in Georgia. Hopefully, it will also serve as a forum for you to share your ideas, problems, and successes with your own records manage-

ment programs.

The key to a good newsletter is member participation, and we hope to hear from many of you in the coming year. Members are encouraged to submit articles and photographs by sending them to David Singley at David.Singley@gwinnettk12.ga.us or to Debbie Harrington at

dharrington@dca.state.ga.us.

We look forward to hearing about your records management ideas, projects and experiences. Also, feel free to send your suggestions about ways to improve our newsletter. We believe that when you share your knowledge with fellow members, we all benefit.

Excerpts From the President

Marilyn R. Ellison

Truly I'm honored and blessed to serve as the Georgia Records Association President. It has been a pleasure working with the Executive Board Members and to have the continuous support of GRA members who have a genuine concern for our organization. A special thank you to Judy Wilson from the Carl Vinson Institute of Government at the University of Georgia and David Singley (Co-Editor of the GRA Newsletter) of Gwinnett County Government for the "SUPER" jobs they do in coordinating our conferences.

Welcome to the new Executive Board Members; Janet Zirkle, Penny Cliff, Debra Harrington (Co-Editor of the GRA Newsletter), Cecil Banks, Steve Baker, and Amelia Winstead (Thanks so much for the use of the Board Room at the Archives). Each of these board members will serve until Spring Conference 2007. Special thanks to each board member for all your work and support.

GRA's first Fall Conference (November 16-19, 2004) was a "GREAT SUCCESS" at Callaway Gardens, Pine Mountain, Georgia. We had wonderful speakers and presenters on topics such as *Developing Retention Schedules for Government, Active Records Management, Legal Foundation of Records Management, World Class Customer Service, Time Management, and Governmental Purchasing*. I would like to thank our presenters, vendors and the Callaway Gardens staff for their service and hospitality.

The Records Management Professional Certificate Program, sponsored by GRA and administered by the Carl Vinson Institute of Government at the University of Georgia, received awesome reviews and got off to a great start at the Fall Conference. The program is designed to enhance the knowledge and skills of those persons responsible for the management and administration of the records

and information programs in state and local government in Georgia.

Please visit the Georgia Records Association website (www.georgiarecords.org) for all the latest news and updated information on our organization. Be sure to check-out our "new and improved" newsletter each quarter.

Currently, work is in progress for Spring Conference 2005 at Sea Palms Resort, Saint Simons Island, Georgia. Please make plans to be in attendance. The dates for the conference are May 3-6, 2005. It will be great seeing each of you there.

Lastly, let me say I have really enjoyed and will continue to be a part of GRA as a board member and member of the association for years to come. Please renew memberships or join our association by visiting our website or contacting one of our Executive Board Members. An Awesome 2005 to Each of You!



Marilyn enjoys the festivities at the Fall Conference



Ellen Hester was the final presenter at the Callaway Gardens conference

GHRAB/NHPRC Grant Partnership

Elizabeth Barr

The National Historical Publications and Records Commission (NHPRC) awards grants nationwide to help identify, preserve, and provide public access to records that document American history. The grants go to archival repositories, state and local governments, historical societies, libraries, academic institutions, and other nonprofit organizations.

The Georgia Historical Records Advisory Board (GHRAB) can provide informal advice on grant proposals before they are submitted against an NHPRC application deadline. GHRAB encourages organizations to

seek such advice. Draft proposals must be submitted to GHRAB by email to ebarr@sos.state.ga.us or by U.S. mail to Georgia Archives, 5800 Jonesboro Road, Morrow, Georgia 30260. Proposals for electronic records projects should be postmarked by April 15th (for June 1st NHPRC grant deadline). Proposals dealing with all other projects should be postmarked by August 15th (for the October 1st NHPRC grant deadline).

The NHPRC will fund documentary editing and publishing; archival preservation and processing of records for access; developing or updating descrip-

tive systems; creation and development of archival and records management programs; development of standards, tools, and techniques to advance the work of archivists, records managers, and documentary editors; and promotion of the use of records by teachers, students, and the public.

For further information, contact Elizabeth Barr at ebarr@sos.state.ga.us or 678-364-3718. Application guidelines and forms may be obtained from NHPRC's website at www.archives.gov/grants or by contacting NHPRC at nhprc@nara.gov.

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Certificate Program

Debbie Harrington

The new Records Management Professional Certificate Program got off to a great start at the Fall Records Conference at Callaway Gardens in November. The feedback from those who participated was very positive and there was a phenomenal passing rate for those who took the exams.

The program is sponsored by the Georgia Records Association (GRA) and administered by the Carl Vinson Institute of Government at the University of Georgia. The certificate program is designed to increase knowledge of the major aspects of public records and information

management; to develop skills necessary for a successful career in records and information management; and to develop and maintain high standards for public records. Just as importantly, the program strives to increase professionalism in public records and information management in the state of Georgia.

To be eligible for the program, applicants must be a member of GRA and must be employed by state or local government with records and information management responsibilities. Participants are required to take four core courses

and twelve elective courses. The core courses are: *Active Records Management*, *Legal Foundations of Records Management*, *Imaging and Electronic Records*, and *Inactive Records Management*. Elective courses include *Time Management*, *Project Planning*, and *Conflict Management* just to name a few of the choices.

For more information regarding the certificate program go to the GRA website at www.georgiarecords.org. For an application, contact Judy Wilson at wilson@cviog.uga.edu or call 706-542-9525.



Yolanda Brunson Collins taught *Time Management*, an elective course for the Certificate Program

New Circuit-Rider Archivist Program Grant Opportunity

Elizabeth Barr

Secretary of State Cathy Cox and the Georgia Historical Records Advisory Board (GHRAB) established the Circuit-Rider Archivist Program in support of the Historical Records Grant Program. Local governments and historical records repositories may apply to receive a visit from a professional "Circuit-Rider Archivist." The archivist will provide advice and assistance in the care of historical records. Local governments and historical records repositories may also apply for cash grants to preserve and make accessible Georgia's historical records. If you are a government agency (county, municipality, public university, court system or board of education), or a historical records repository (historical society, museum, library, or similar organization), you may apply for assistance or a grant. The deadline to apply is April 1, 2005. This will be the only GHRAB grant available for 2005 and 2006.

The Circuit-Rider Archivist (CRA) can help organizations plan and conduct a records inventory, arrange and describe collections, determine appropriate storage methods, or de-

velop policies and procedures. The CRA will also be able to provide a limited amount of archival supplies without the organization having to make a formal grant application. Should the CRA recommend grant funding, the CRA will assist the organization in applying for a GHRAB grant and in implementing the grant, if funded.

Organizations that do not need the services of the CRA will still be able to apply for project grants to support their ongoing efforts to preserve and make accessible Georgia's historical records. GHRAB has established the following suggested ranges for grants: up to \$5,000 for one organization; up to \$10,000 for a cooperative project (two or more organizations); \$10,000 or more depending on fund availability.

Following are examples of past grants to local government agencies. The Carroll County Probate Court was awarded a grant to scan original Probate Court records in order to provide convenient public access while maintaining the original as a permanent record. The Cobb County Records Management Division was awarded a

grant to conduct a facility assessment of the existing Cobb County records storage and provide recommendations and options to enhance and/or expand the facility. The Evans County Board of Commissioners used their grant to review and update policies and procedures, retention schedules, and records management ordinances, as well as inventory records in the storage vault and county offices. The Fayette County Board of Education used their grant to implement the first phase of a project to organize and scan graduate student permanent records of high schools in Fayette County dating from 1965-2000. The City of Alpharetta was awarded a grant to establish a formal document management program and to digitize and make accessible engineering drawings from 1992 to the present.

To obtain an application, visit the GHRAB website at www.GeorgiaArchives.org and select "Who We Are" and then "Georgia Historical Records Advisory Board" or contact GHRAB Assistant Coordinator Elizabeth Barr at 679-364-3718, or by email at ebarr@sos.state.ga.us.



The new Certificate Program was well received

"Local governments and historical records repositories may also apply for cash grants to preserve and make accessible Georgia's historical records."

Membership

Debbie Harrington

It's that time again...time to renew your membership with the Georgia Records Association (GRA). Membership in GRA is on an annual basis and runs from January 1 through December 31. You should have received your renewal application already, but if you haven't please complete and send the application form located under the "Membership Info" tab at www.georgiarecords.org.

Your \$20 yearly membership in GRA entitles you to access to

the Association website for up-to-date information on conferences and workshops throughout the state, regularly published newsletters and bulletins, and other pertinent information. As a member of GRA, you'll also be able to participate in the newly developed Records Management Professional Certificate Program.

Most importantly, as a GRA member you'll have access to a wealth of knowledge and experience. GRA is comprised of Re-

ords and Information Management professionals representing local governments, school boards, state agencies, law enforcement, and the state university system. Your GRA membership is a great resource to obtain the information and skills that you'll need to successfully manage your records program.

For more information on becoming a GRA member, contact Judy Weaver at jweaver@gainesville.org.



Treasurer Judy Weaver and David Singley kick up their heels

GHRAB 2005 Outstanding Archives Awards

Elizabeth Barr

Where there are historical records, there are outstanding people and programs! The Georgia Historical Records Advisory Board (GHRAB) established the Outstanding Archives Awards Program in 2003 to recognize outstanding efforts in archives and records work in Georgia. By publicly recognizing excellent achievements, the Board strives to inspire others.

GHRAB has ten different award categories so someone you know or a program you know about is sure to fit. The

categories are: Legislative Advocacy; Advocacy; Excellence in Archival Program Development by a Historical Records Repository or Local Government; Excellence in Archival Program Development by a State Agency or Institution; Excellence in Documenting Georgia's History; Excellence in Research Using Holdings of an Archives; Excellence in the Educational Use of Historical Records; Student Research Using Historical Records, Undergraduate Level; Student Research Using Histori-

cal Records, Grades 9-12; and Student Research Using Historical Records, Grades 6-8.

You can apply for yourself or nominate another person or program. For more information, or to view instructions, forms and previous award winners, visit the GHRAB site at www.GeorgiaArchives.org and select "Who We Are" and then "Georgia Historical Records Advisory Board." The application deadline is June 1st, 2005 so don't delay.

*"The Georgia
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Board (GHRAB)
established the Outstanding
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Name the Newsletter

Debbie Harrington

It's finally here...the new and, hopefully, improved GRA newsletter. With updates on GRA happenings, the latest Archives news and relevant records management information, we hope you'll find it interesting and informative.

There is one thing missing, however. Observant readers

may have noticed that this newsletter has no name. In its past life, it was called the *GRApevine*, but with a new format it seems like this version should have a new name.

That's where you come in! Send us your ideas...name your newsletter! E-mail your suggestions to David Singley at David.

Singley@gwinnettcountry.com or to Debbie Harrington at dharrington@dca.state.ga.us. The editorial staff will collect all of your suggestions and pick the best one (in our opinion). We'll use the new name and post the results in the next edition of the newsletter.



E-mail your newsletter name suggestions to David Singley or Debbie Harrington

26 years of excellence



The Georgia Records Association (GRA) is a professional organization dedicated to establishing responsible Records Management practices throughout local and state government in Georgia. The Association is committed to providing professional development through continued education and networking, while serving as a source of information and support to all local and state government organizations.

Spring Conference

Debbie Harrington

Mark your calendars and plan to attend the GRA Spring Conference May 3-6 at the Sea Palms Resort on beautiful Saint Simons Island, Georgia. This year's conference will be packed with important information and will continue the Records Management Professional Certificate Program that was kicked off at the Fall Conference last November.

Courses will include: *Inactive Records Management* which will explore the development of electronic, optical and automated records management systems. *Effective Leadership* will help you develop specific skills to identify and adapt a

leadership style that will help you deal with various levels of competency and motivation. *Basic Personnel Law* will discuss issues including recruitment, harassment and recent court decisions impacting personnel law. Not part of the Certificate Program, but always of great interest to conference attendees is the *Georgia Open Records Act* seminar. This session will instruct you on how to comply with requests for information and review provisions of the Open Records Act.

As in year's past, there will also be roundtable focus groups, a banquet, entertainment, and tons of prizes! You

won't want to miss the final General Session speaker!

Saint Simons is considered part of Georgia's "Golden Isles" and consists of beaches, roads canopied by Live Oak trees, and pockets of marsh land. The island is a thriving habitat for a diverse range of birds and other wildlife. There's also a lighthouse to tour and plenty of good restaurants and shops to explore.

More information and conference applications will be mailed out in the near future. Watch the GRA website, www.georgiarecords.org for updates.



The Spring Conference will be held at the beautiful Sea Palms Resort on Saint Simons Island



Explore the beautiful beaches



Tour the lighthouse

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We're on the Web!
www.georgiarecords.org

Members are encouraged to submit articles, photographs, and other materials of interest by sending them to David Singley at David.Singley@gwinnettcountry.com or to Debbie Harrington at dharring@dca.state.ga.us

The deadline for submission of items to the April edition of the newsletter is March 15th, 2005.

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