

GRA Newsletter

A Quarterly Publication of the Georgia Records Association



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GRA Spring Conference

David Singley

The Georgia Records Association invites you to attend the 19th annual statewide spring conference scheduled for May 3 – 6, 2005, at the Sea Palms Resort on beautiful St. Simons Island, Georgia. This conference serves records and information management professionals representing counties, municipalities, public safety, school systems, courts, state agencies, and the University System of Georgia from across the state. Not only will you participate in classroom sessions directed by world-class instructors, you will have the opportunity to meet and network with colleagues from all over Georgia.

The Association is pleased to announce that Andy Taylor, Assistant Director, Records and Information Management Services, with the Georgia Archives, will kick-off the program with a discussion of the Georgia Open Records Act. Andy and the staff of the Georgia Archives are a tremendous asset to the Records Management community

in Georgia and the Association appreciates their contribution to the success of this conference. The conference will conclude with an address by Assistant Secretary of State, Terrell Slayton. You are sure to benefit from Mr. Slayton's presentation and GRA is honored to have the support of the Office of the Secretary of State.

Sessions during this conference contribute to the requirements of the *Records Management Professional Certificate Program* sponsored by GRA, in cooperation with the Association County Commissioners of Georgia and the Georgia Municipal Association, and administered by the University of Georgia's Carl Vinson Institute of Government. The certificate program serves to equip government records professionals with the most current industry practices and to foster professionalism in public records and information management throughout Georgia.

The conference brochure,



The lighthouse and beach at St. Simons Island, Georgia, site of the 19th Annual Spring Records Conference



with registration information and certificate program criteria, is available at www.GeorgiaRecords.org.

For information regarding the spring conference or the certificate program, contact Judy Wilson at 706-542-9525 or Wilson@cviog.uga.edu.

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Roundtable Groups at Spring Conference

David Singley

Want to know what your peers are accomplishing across the state? Do you have an innovative solution to a problem others might encounter? Then you do not want to miss the Roundtable Focus Groups at the GRA Spring Conference!

These informative sessions allow attendees from similar areas of government to discuss

a broad range of records management issues with colleagues from all over Georgia. This is not your standard classroom lecture! These peer-led sessions will allow attendees to participate in an open discussion of legislation, regulations, and "best practice" standards for your agency or jurisdiction. The groups will be structured as

follows: A. Public Safety and Courts; B. County and Municipalities; C. Schools Systems and Universities; and D. State Agencies

Make plans to attend and come prepared with questions, comments, or concerns to share with your colleagues from down the street and around the state!

Records Management Events Calendar

Events calendar suggested by David Bryan

To add records management events to the calendar, submit them to the editors at dharring@dca.state.ga.us

April

1-30	Records and Information Management Month	www.arma.org
23	Municipal and County Clerks Certification Course Savannah Civic Center Savannah, GA	www.sos.state.ga.us/archives
29	Georgia Document Management Association (GDMA) Meeting Southern Polytechnic State University Marietta, GA	www.gdma.intranets.com

May

2	GRA Business Meeting St. Simons, Island, GA	www.georgiarecords.org
3-6	GRA Spring Conference St. Simons Island, GA	www.georgiarecords.org
17	Atlanta ARMA Monthly Meeting Atlanta, GA	www.atlantaarma.org

June

1	Deadline for GHRAB Award Application	www.sos.state.ga.us/archives
1	Deadline to schedule site visit for HRP Grant	www.sos.state.ga.us/archives
13-24	Georgia Archives Institute (application deadline was 4/1/05)	www.sos.state.ga.us/archives
21	Atlanta ARMA Monthly Meeting Atlanta, GA	www.atlantaarma.org

July

1	Deadline for CRM Exam Application	www.icrm.org
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September

1	Deadline for CRM Exam Supplemental Application	www.icrm.org
1	Application Deadline for HRP Grant	www.sos.state.ga.us/archives
18-21	ARMA International Annual Conference and Expo Chicago, IL	www.arma.org

October

3-7	GHRAB Award Winners Announced	www.sos.state.ga.us/archives
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November

3-4	CRM Exam	www.icrm.org
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Excerpts From the President

Marilyn R. Ellison

As time draws nearer, the Georgia Records Association Spring Conference 2005 is in sight. It will be held May 3-6, 2005 at Sea Palms in Saint Simons Island, Georgia. A great conference has been put together by our Conference Chairperson, Mr. David Singley and Ms. Judy Wilson of the Carl Vin-

son Institute of the University of Georgia.

Each person that started the GRA Professional Certificate Program at the Fall Conference will be continuing this program at the Spring Conference. The required courses for the certificate program are *Imaging and Electronic Records* and *Inactive*

Records Management. The elective courses are *Conflict Management*, *Who Moved My Cheese?*, *An Amazing Way to Deal with Change*, *Effective Leadership* and *Basic Personnel Law*. All courses can be attended by all conference participants whether they are in the certificate program or not.

We are looking forward to a "GREAT" time on the island as we have enjoyed in the past.

Let me take time to thank those of you who are involved with Georgia Records Association for all of your support and participation in making our organization the "GREATEST IN THE STATE OF GEORGIA."

You've Got The Schedule Now Implement the Program!

Steve Drake

Reprinted from *The State Record, Texas State Library and Archives Commission, No. 6, July 2002*

I have noticed some state agencies embrace misconceptions about records management. It seems that once a records retention schedule is approved, a government files it away and believes they now have a records management program. This is far from the case. In fact, the retention schedule is the beginning, and only part, of a records management program: it is the implementation, in conjunction with the schedule, which is really the program.

Records have a life cycle. We could say the record is born when we receive or create it. This first interaction between the government and its record is normally administrative. The record, like our children, needs attention and guidance. How does the record flow through the organization? What departments are affected, and which will react to the record? This is the growing period when one or more departments, or custodians may handle the record. It might be administrated only once, or many times. The record matures as it moves through this process. It could be altered, or even change identities and become some other kind of record, or it might remain the same as when it began. This is called the active phase of a record's lifecycle.

The record will eventually require little or no administra-

tion and the need to keep the record close at hand may diminish, and sometimes this occurs immediately after the administrative process is complete. Like children who mature and move out of the house, we will see the record less frequently. When this happens, we can do the same thing with the record as we do with our kid's bunk beds: they can be put elsewhere to free up space that can be more efficiently utilized. The bunk beds may go in the attic, but we have some other choices to make with the records. They may be stored safely away, or we may want to microfilm them, or even scan the records to optical disks. We must retain the records for the period of time that is listed on the retention schedule just like we keep the bunk beds until there is no longer a need for them. This is called the inactive phase of a record's lifecycle.

The time comes to take the next step in the process. The retention period of the record has been met and it is time to dispose of the record. We may dispose of the bunk beds in a garage sale, but our records require additional decisions. Records may have a historical value and need to be sent to a historical records, or archival, facility. They can also be destroyed, and here we must note whether they are confidential or open records. Confidential re-

ords must be destroyed to the point where the confidential information in them is unrecoverable. Open records can be destroyed as well, but they could also be recycled. This is called the disposition phase of a record's lifecycle.

So you can see now that records are like other cycles in our social world. We cannot simply list records series on a piece of paper and state what we intend to do with our records. We must use this approved retention schedule to pursue records management physically, actively, and conscientiously. The bunk beds need to be made up in the morning, eventually moved to the attic, and finally taken down to the front lawn for the garage sale. All records in the agency must be managed from creation, through the active phase, into the inactive phase, and culminating in the disposition phase, all of which is reflected on the retention schedule.

Any break in this continuing process results in owning bunk beds that have no use, and more specifically, having records that are inefficiently managed, lost, or destroyed in an untimely manner. So let's pull that retention schedule out of the file and use it to implement an efficient and effective records management program for our agency.

"So you can see now that records are like other cycles in our social world. We cannot simply list records series on a piece of paper and state what we intend to do with our records. We must use this approved retention schedule to pursue records management physically, actively, and conscientiously."

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.

Name the Newsletter

Debbie Harrington

You've got another chance! The Name the Newsletter contest has been extended for another quarter. We've decided to extend the contest through the Spring Conference in order to give everyone ample opportunity

to submit their suggestions.

You may e-mail your suggestions to Debbie Harrington at dharring@dca.state.ga.us or to David Singley at David.Singley@gwinnettcounty.com. You may also submit your suggestions to

us in person at the Spring Conference.

Put on your thinking cap and come up with a fitting name for your newsletter. The winner will be announced in the next edition.

GHRAB/NHPRC Grant Partnership

Elizabeth Barr

Description of grant program: Historical Records Repositories and Local Governments may apply for cash grants to preserve and make accessible Georgia's historical records.

Eligibility: Organizations that care for historical records and provide public access to those records on a regularly scheduled basis including Historical Records Repositories (historical society, library, museum, private university, or similar organization) and Local Governments (county, municipality, university archives and records management program, court system, board of education, or local authority) are eligible to apply.

Amount of funding available for the grant program: \$110,000.

Applicant contributions: Grant applicants are expected to contribute a minimum match of 25% of the grant request. The match may be met through cash or in-kind contributions. Grant requests over \$5,000 will require a portion of the match to be cash. In-kind contributions may include staff time, supplies, and other project related expenses.

Deadlines: Application is a two-step process:

1. Call 678-364-3718 to schedule the required site visit by Georgia Archives staff. The deadline for Step 1 is **June 1, 2005**.

2. Complete a Grant Application. The deadline for Step 2 is **September 1, 2005**. All grant projects will begin on December 1, 2005 and must be completed by October 31, 2006.

NOTE: If you applied for a Circuit-Rider Archivist (CRA) Consultation Grant, the CRA visit will serve as the required site visit in order to apply for a Historical Records Project Grant. You do not need to call by June 1, 2005.

For more information: Visit www.GeorgiaArchives.org or contact Elizabeth Barr at 678-364-3718 or ebarr@sos.state.ga.us.

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www.georgiarecords.org

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

The deadline for submission of items to the 3rd Quarter edition of the newsletter is June 15th, 2005.

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