



BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA

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Georgia Archives Collection Policy

The Georgia Archives collects records and books related to the history of the state, focusing on Georgia state agency records of permanent value.

Records of Government Agencies. The collection of state and local agency records is guided by approved retention schedules. Permanent records of state agencies are transferred to the Georgia Archives once they are inactive.

Permanent records of local government agencies must be maintained by the local government, but if the local government cannot maintain the records or if the records have permanent value but are not scheduled as such, contact the Georgia Archives.

Other Records (including photographic materials). The Georgia Archives may accept donations of records if the records **1)** contain a prominent connection to Georgia Government, or **2)** Document underrepresented time periods, events, regions, and/or people related to Georgia, or **3)** Reflect strong connections to the social, economic, military, or political history of the state of Georgia, or **4)** Have intrinsic value; **and** meet the following criteria:

- Enhance current collections;
- Are of permanent legal or historic value to the people of the state of Georgia;
- Do not require extensive resources to process and/or preserve;
- Are free of undue restrictions.

The Georgia Archives does not accept:

- Genealogical research notes;
- Reproductions/copies of records held by other repositories;
- Records on loan or deposit;

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Books. The Georgia Archives collects published books as follows:

- Abstracts and Histories related to the State of Georgia and other Southeastern states;
- Biographies of Georgians who had a major cultural, economic, political or social impact on society;
- Family histories with a significant Georgia connection;
- Publications of lineage societies with Georgia descendants;
- The Georgia Archives does not accept volumes with comb or spiral binding or without pagination and an index.

Family Vertical File Materials. The Georgia Archives may accept vertical file material related to the history of Georgia and its people that is not accessioned into the collections, but is placed in the appropriate Vertical File. These materials can include:

- Pamphlets
- Family charts
- Photocopies of family Bible pages
- Photocopies of personal family records not in another repository
- Obituaries
- Photocopies of newspapers clippings

The Georgia Archives does not accept:

- Printouts of information available online
- Applications to lineage societies
- Photocopies other than those listed under Family Vertical File Materials
- Bibles or Textbooks
- Family newsletters or reminiscences
- Fiction
- Materials with inaccurate, unverifiable, or poorly organized information
- Unidentified photograph collections
- Newspapers. Please contact the Georgia Newspaper Project
- CDs and other electronic media.

Rights and Restrictions. All materials transferred to the Georgia Archives become the property of the Georgia Archives, and all rights and title to these materials are transferred to the Georgia Archives upon execution of the Deed of Gift. The Georgia Archives will not accept transfer of items with undue access restrictions.

The Georgia Archives makes records available to all researchers and is not liable for the use of this information. Any person who donates items to the Georgia Archives assumes all responsibility for the use of personal information, such as addresses, phone numbers, or email addresses, included in the items.

Some of the materials accepted by the Georgia Archives may be accepted for researcher convenience and **not** with the expectation that they will be kept forever. The Archives reserves the right to dispose of any donations, including unsolicited donations, as it sees fit.

Tax Deductions and Appraisement. IRS guidelines do not allow the Georgia Archives to provide financial valuations or recommend an appraiser. We cannot provide tax advice or interpretation of the tax laws to answer individual questions. Donors should consult an expert tax advisor for information on the use of gifts or property for charitable contribution deductions.

Contact. If you wish to donate materials that fit the criteria above, please contact the Georgia Archives via our Ask an Archivist web form, located on the main page of our website. Please describe the type of material (original records, photographs, publications, etc.) that you wish to donate, and Archives Staff will respond to you. Once staff have the necessary information, all offers of donation that fall within the guidelines above will be reviewed and a decision will be made as to whether the donation will be accepted.

Approved 3/1/2023 