Managing and Protecting Your Personal Records

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Why Manage Records

• Reduce cost

• Reduce liability

• Reduce stress

• Protect from premature loss
Records Management

• Creating, storing, protecting, accessing, and disposing of records from creation to final disposition.

• Records must remain authentic, usable, and accessible from creation until final disposition.
How to Manage Records

• Intellectual and Physical Control
• Organization
• Retention
• Storage/Climate
• Security
• Backups/Copies

What’s in your records box?
Records and Disasters
Common Disasters

- Fire (house or wildfire)
- Flood
- Tornado
- Tropical systems/strong storms
- Winter/ice storm
- Leaking/broken pipes
- Other sources of water
Common Disasters (cont’d)

- Poor climate control
- Pests
- Technological obsolescence
- Media degradation
- Cybercrime
- Power surges
Essential Records

• Necessary to respond to/recover from a disaster
• Protect health, safety, property, and rights
• Have Sentimental/historical significance
• Require Massive resources to reconstruct
Necessary to Respond to/Recover from a Disaster

- Evacuation routes/shelter information
- Identification records – photo and address
- Insurance records
- Contacts for repairmen
- Contact information for government agencies
Protect Health, Safety, Property, and Rights

- Veterans benefits
- Medical records
  - prescriptions
- Licenses
  - Drivers
  - Professional
  - Business
- Birth certificates/adoption records
- Marriage certificates
- Wills
- Citizenship/residency
- Deeds
- Tax records
Don’t Forget Your Pets

- Photos
- Microchip
- Proof of vaccinations
- Prescriptions/medical records
- Shelters/hotels that allow pets
Sentimental/Historical Significance

- Photos
- Scrapbooks
- Letters
- Family bibles
- Diaries
- Home videos
Massive Resources to Reconstruct

- Genealogy research
- Personal research
Protection Methods

• Identify essential records
• Identify any potential hazards to your records
• Do not store records in attics, basements, sheds, or any other locations that are not climate controlled
• Do not store near pipes or sources of water
Protection Methods (cont’d 2)

• Store at least 6 in off the ground
• Acid free containers, metal not wood shelving
• Fireproof containers
• Manage your records
• Have multiple copies, in multiple locations, in multiple formats, keep current
Protection Methods (cont’d 3)

• Back up records
• Migrate records to new software/hardware
• Periodically check records
• Evacuate essential records with you
• Have a grab and go bag for quick evacuation
Recovery Methods

• Records may not be lost if you act immediately
• Salvage companies
• Dry out records
Resources

- Ready.gov
- Ready.ga.gov
- “Protect your critical documents and valuables.” available on fema’s website (fema.gov)
- https://m.wikihow.com/Make-a-Go-Bag
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