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# 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





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# Records and Disasters

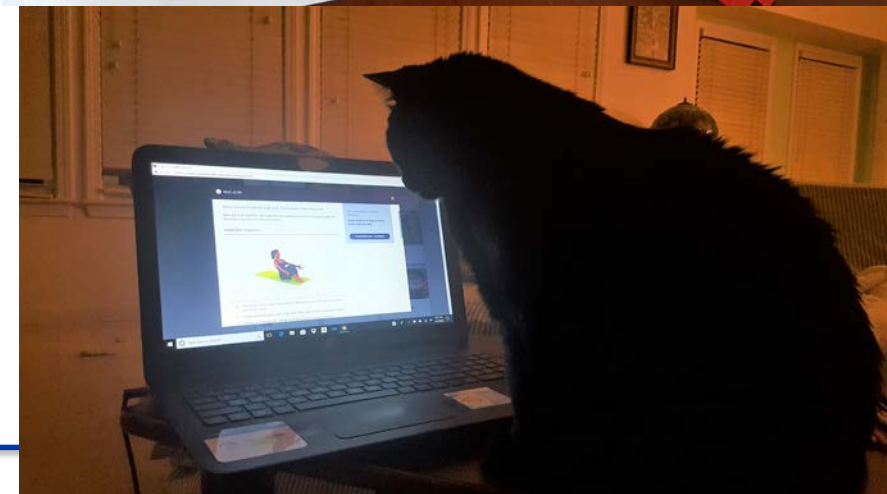
# Common Disasters

- 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

©

Accuweather

EVACUATION  
ROUTE



# 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



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## Ancestry Chart

www.GeorgiaArchives.org  
Reference Phone: 678-364-3710

Annie Marie Knowles  
Date BORN: Dec. 18, 1885  
Location: Key West, FL  
Date MARRIED: June 6, 1905  
Location: Monroe County, FL  
Date DIED: Sept. 22, 1945  
Location: Hendersonville, NC

William Edward Parker  
Name of Spouse

John T. Knowles  
Date BORN: Dec. 15, 1851  
Location: Key West, FL  
Date MARRIED: 1871  
Location: Monroe Co., FL  
Date DIED: Dec. 21, 1933  
Location: Key West, FL

Louisa Atchinson  
Date BORN: Dec. 1854  
Location: Key West, FL  
Date DIED: Aug. 18, 1939  
Location: Key West, FL

First person on this chart is continued  
from Chart \_\_\_\_\_.

John Knowles  
Date BORN: ~1830  
Location: Bahamas  
Date MARRIED:  
Location:  
Date DIED:  
Location:  
Arrived 1818 Key West, FL

Charlotte Curry  
Date BORN: Oct. 23, 1832  
Location: Bahamas  
Date DIED: June 17, 1917  
Location: Key West, FL

William Atchinson  
Date BORN: Oct. 10, 1827  
Location: England  
Date MARRIED:  
Location:  
Date DIED: Apr. 22, 1884  
Location: Key West, FL

Matilda Saunders  
Date BORN: Oct. 10, 1834  
Location: Green Turtle Key, Bah.  
Date DIED: May 20, 1910  
Location: Key West, FL  
Arr. 1850

Chart Number \_\_\_\_\_

Continued on Chart \_\_\_\_\_  
father's father's father

Continued on Chart \_\_\_\_\_  
father's father's mother

Richard Curry  
Continued on Chart \_\_\_\_\_  
father's mother's father

Mary Lane  
Continued on Chart \_\_\_\_\_  
father's mother's mother

Continued on Chart \_\_\_\_\_  
mother's father's father

Continued on Chart \_\_\_\_\_  
mother's father's mother

Albert Saunders  
Continued on Chart \_\_\_\_\_  
mother's mother's father

Nancy Baker  
Continued on Chart \_\_\_\_\_  
mother's mother's mother



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# 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)
- [www.georgiaarchives.org/documents/caringforrecords/essential\\_family\\_records.pdf](http://www.georgiaarchives.org/documents/caringforrecords/essential_family_records.pdf)
- <https://m.wikihow.com/Make-a-Go-Bag>





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