

FROM The VAULTS

Newsletter of the Georgia Archives



www.GeorgiaArchives.org



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History of the Georgia Archives: 1918 to 2018

Newest Exhibit

For our centennial, the Georgia Archives' staff has created a new exhibit: *History of the Georgia Archives: 1918 to 2018*.

Our newest exhibit examines the history of the Georgia Archives from the founding of the department in 1918. Photographs, news clippings, letters, and objects from the Archives' past show its transition from a small office in the capitol building to the institution we know today.

The exhibit includes: an audio clip of Governor Busbee speaking about Secretary of State Ben W. Fortson, Jr., who was instrumental in securing support for the Archives building on Capitol Avenue, a letter of support for the archives from President Woodrow Wilson to State Archivist Lucian Lamar Knight, and color renderings showing the site of the National Archives Southeast Regional Branch and the Georgia Archives.

The exhibit is open April 7 through July 7, 2018, and is located in the room off the main lobby.

News From Friends of Georgia Archives and History

Update from the President

As we slide from spring into summer, there's much to look forward to from FOGAH. This year the Friends are planning a Centennial Celebration of the Georgia Archives. This event will be held on August 18, and will celebrate the work of the Archives over the last one hundred years. We will announce additional details for this event in the coming weeks, and we hope that you can attend to celebrate this momentous occasion. The funds raised during this event will go further to support our mission and programs at the Georgia Archives.

Look to summer for our 2018 ornament to be announced and to go on sale sometime in the early fall. I promise that this year's ornament will be one to collect.

FOGAH awarded the Sarah Dunaway Scholarship to Kristina Lang, an MLIS Student at Valdosta State University. This scholarship program helps further our mission of archival education outside of the Georgia Archives.

Congratulations to FOGAH board member Ken Thomas, who was awarded the National Genealogical Society's "The President's Citation." This award is given in recognition of outstanding, continuing, or unusual contributions to the field of genealogy or the Society.

Josh Kitchens, President



Friends of Georgia Archives and History Membership Enrollment

Please enroll me at the indicated level:

- Individual/\$20
- Family or Organization/\$35
- Ancestry/\$100
- Heritage/\$500
- Legacy/\$1,000

FOGAH is a not-for-profit organization that supports and assists the Georgia Archives in fulfilling its mission. Membership is open to individuals and corporations.

Name _____

Street _____

City _____ State _____ Zip Code _____

E-mail: _____

Return with your check to P.O. Box 711, Morrow, GA 30261-0711
For more information on membership or volunteer opportunities visit www.fogah.org.

Thank You For Your Donations!

From the State Archivist

Greetings. As the weather warms up, a great place to cool off is at the Georgia Archives. Come spend the day with us in the Reference Room. Possible research topics include your genealogy, land records regarding a specific piece of property (perhaps your current residence or ancestral home, or Georgia's history from as early as the colonial era. While at the Archives, you can use one of our many computers to reach subscription services, such as Ancestry, Fold3, or Family Search, for free, or browse our collections. Be sure to try out GIL, our online catalog, which has a new look. You can even get to GIL from home by going to our website at www.georgiaarchives.org and clicking on the Books & Manuscripts Catalog (GIL) button.

.It is also cool in our classroom on the second Friday of each month where you can listen to a great presentation at a free Lunch and Learn program. This year, FOGAH will be providing snacks and cold drinks. A list of upcoming topics is available on page 9 of this publication.

As summer approaches and you are looking for places to visit, stop by on the second Saturday of the month from 10:00 a.m. to 11:00 a.m. for a free tour of the Archives. Learn about the fascinating stories behind the four homes of the Archives, enjoy unique exhibits with one-of-a-kind documents, and have a personal tour with a Reference Archivist who will describe the many research tools available.

We look forward to seeing you!

Christopher M. Davidson, J.D.



Clayton State University: Master of Archival Studies

Clayton State University's Master of Archival Studies (MAS) is an exceptional program that prepares professionals for careers in government, business, and collecting archives. The program emphasizes digital archives and electronic records. Because the program concentrates on archives and records, it offers more in-depth study than students would receive in a library, information science, or public history program. Its innovative blend of traditional archival knowledge with information technology responds to the need for professionals who understand contemporary records and recordkeeping systems.

The program has students enrolled from across the US, with most being from Georgia. The current program focuses exclusively on graduate education, but there are plans to create an undergraduate component that emphasizes records management and archival studies. The program offices are located in the Georgia Archives, which fosters a collaborative relationship between the Archives and Clayton State. For more information, contact Josh Kitchens at JoshuaKitchens@clayton.edu.

**The Georgia Archives will be closed
Wednesday, July 4 for Independence Day**

Archives Activities Black History Month

On Saturday, February 3, the Metro Atlanta Chapter of the Afro-American Historical and Genealogical Society (AAHGS), the Georgia Archives, and the Friends of Georgia Archives and History (FOGAH) hosted a Black History Month program, *The Enslaved and Free People of Color in Antebellum Georgia*. The program was made possible by support from the Georgia Humanities Council.

Dr. Samuel Livingston, Associate Professor and Director of the African American Studies Program, Morehouse College, presented “Reframing Our Historical Lens: Georgia as an Original Epicenter of African American History.” (Below: Top two photographs.)

Georgia Archives’ Assistant Director for Archival Services, Kayla Barrett, presented “Laws of Slavery in Georgia.” (Below: Bottom two photographs.)



Genealogist Terri Ward presented "Under the Yoke of Slavery in Low Country Georgia." (Photograph top left.)

Researcher Joanne Smalley presented "Rachel Verdery, A Free Woman of Color." (Photograph top right.)

Emma Davis Hamilton, past president of AAHGS, Metro Atlanta Chapter, presented "The American Colonization Society (ACS): Exodus to Liberia." (Photograph bottom left.)

Genealogist and member of AAHGS, Metro Atlanta Chapter, Rhonda Barrow, presented: "Case Study: George Waters Last Will and Testament: 'I Let the People Go.'" (Photograph bottom right.)



Recent Archives Activities Georgia Day

On Friday, February 9 and Saturday, February 10, we celebrated Georgia Day, the commemoration of the founding of Georgia. On February 12, 1733, James Oglethorpe landed the first settlers from the ship *Ann* at what was to become Georgia's first city and later the first state capital, Savannah. King George II of Great Britain granted a royal charter for the Colony of Georgia to the "Trustees for Establishing the Colony of Georgia in America" on June 9, 1732. This copy was recorded on February 22, 1735 by the Secretary of the Province of South Carolina from a copy carried to Georgia by James Oglethorpe. In celebration of Georgia Day, Georgia's Royal Charter and Georgia's recorded copy of the Declaration of Independence were on display.

Also, a scanned copy of a colonial will, written in German (with the translation), from 1775 was on display. Thank you to our many visitors who viewed these important pieces of Georgia's history.

In addition, for our centennial celebration and Georgia Day, our Lunch and Learn speaker, Dr. Richard "Bo" Manly Adams, Jr., the Director of Pitts Theology Library at the Candler School of Theology, Emory University and the Margaret A. Pitts Assistant Professor in the Practice of Theological Bibliography presented a program which focused on colonial Georgia. (See page 8.)

On Saturday, February 10, was the first Georgia Archives Anniversary Tour: "Georgia Archives, 100 years: Where We Are Now." (See page 11 for more details.)



Photographs L-R: Royal Charter, patrons viewing the Royal Charter and the recorded copy of the Declaration of Independence, and a scan of the 1767 Theobald Kieffer colonial will written in German. Ad Hoc Collection. (cw19768): RG 49-1-2.

Symposium

On Saturday, April 7, to celebrate the centennial of the Georgia Archives, the Archives hosted a symposium, Celebrating Archival Record-Keeping: The Georgia Archives at 100. The symposium was sponsored by Friends of Georgia Archives and History and Costco.

Our first presentation was “Intertwined Integration: The Story of Desegregation at Three Major Georgia Universities” with four speakers: Amanda Pellerin, Steve Armour, Laurel Bowen, and Katherine Fisher.

Dr. R. B. Rosenberg presented “‘No stone...left unturned’: The Georgia Archives, the Great War, & Its Legacy.”

Angela Stanley, Derek Mosley, and Muriel Jackson presented “Georgia’s Treasures: Exploring Genealogy, Local History, and Culture at Public Libraries.”

During lunch, Becky Dorminy’s poster, “The Talmadge Political Legacy: Footprints Left Behind,” was on display. Becky is a 9th grade home school student from McDonough, Georgia, who has attended the Home School History Class at the National Archives in Morrow for many years.

Tiffany Atwater Lee’s presentation was “The Atlanta Black Archives Alliance.”

Concluding the symposium were three short presentations. The first speaker was Dr. David B. Parker who spoke on “The Georgia Archives and the Georgia Bicentennial.” Our second presentation was “Record-keeping Partnerships and Maintaining Records About Records” by Kara Flynn. Our third presentation was “Visualizing Archives: Exploring Archives and Records in Georgia Through Data Visualization” by Joshua Kitchens.



Photographs L-R: Becky Dorminy discussing her poster; Dr R. B. Rosenberg; and Amanda Pellerin, Steve Armour, Laurel Bowen, and Katherine Fisher.

Recent Lunch and Learn Programs from 2018

January 12 — “Coca-Cola goes to War” by Justine Fletcher, Archives specialist, Coca-Cola. At the outbreak of World War II, Coca-Cola was bottled in 44 countries. Justine discussed how Coca-Cola addressed the war’s new set of challenges and opportunities for the entire Coca-Cola system.



February 9 — “Two Ships that Sailed to Georgia in 1736: Conversations between the Wesleys, the Moravians, and the Salzburgers” by Dr. Richard “Bo” Manly Adams, Director of Pitts Theology Library at Candler School of Theology, Emory University. In 1736 two ships sailed from Europe to Georgia... Dr. Manly discussed how the interaction of representatives of three major Protestant denominations shaped Protestant traditions in Georgia.



March 9 — “Etched in Stone: The Language Carved in Victorian Cemeteries” by Penny Cliff, Education Specialist, Georgia Archives. Penny deciphered nineteenth and early twentieth century symbolism in Victorian cemeteries.



April 13 — “Documenting John Henry 'Doc' Holliday in Griffin, Georgia” by Cindy Barton, Archivist, Griffin-Spalding Archives. Using primary source documents, Cindy traced Doc Holliday’s historic footprint in Griffin and Spalding County.



May 11 — “Historic Preservation in the City of Atlanta: Find out How it Works and What is Going on Now!” by Doug Young, Assistant Director for Historic Preservation, in the City of Atlanta’s Department of City Planning. Doug’s PowerPoint presentation showed the locations of Atlanta’s many historic districts and historic buildings.



Upcoming Lunch and Learn Programs

The monthly Lunch and Learn programs are sponsored by Friends of Georgia Archives and History. These free programs are available to the public on the second Friday of each month from noon until 1 p.m. No registration is required. Bring a lunch and enjoy the program.



June 8 — “History Alive: Museum Theatre, Living History, and Audience Engagement” by Ken Johnston, Director, History Now! and Curator of Education, Northeast Georgia History Center. Ken will share about the History Center’s Museum Theatre, Living History Interpretation, and Digital Media Outreach Character website/webisodes.



July 13 — “Disaster Planning for Your Personal Records” by Christine Garrett, Electronic Records Manager, Georgia Archives. The presentation is aimed at helping residents identify essential records and how to protect them from disasters.



August 10 — “History of the Braves” by Carolyn Serra, Senior Director, Ballpark Tours, Braves Heritage and Hall of Fame. Learn more about the more than 145 years of Braves history and the team’s move to their new home, SunTrust Park.



September 14 — “Folk Art in a Larger Historical Perspective” by Dr. Katherine Jentleson, Merrie and Dan Boone Curator of Folk and Self-Taught Art, High Museum of Art. History and art are combined in this presentation on Folk Art at the High, recognized as one of the most significant public repositories of this genre in the world.



Georgia Historical Records Advisory Council Award Nominations Reward Excellent Work in Archives

Call for GHRAC Award Nominations

Do you know someone who has done outstanding work using, preserving, or making historical records more accessible? Think about the historical or genealogical society, library, museum, county or municipal government, researcher, local historian, educator or student. The Georgia Historical Records Advisory Council (GHRAC) wants to encourage, and reward their efforts.

The Georgia Historical Records Advisory Council (GHRAC) 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. Hundreds of organizations and individuals play a significant role in the preservation of our state's documentary heritage.

GHRAC has twelve different award categories for individuals and organizations. Award recipients will be honored at the Georgia Archives by the GHRAC Board at a ceremony during Archives Month in October. **Nominations must be postmarked on or before June 1, 2018.**

All of the following are eligible for an award. (You may nominate your own organization.)

- local governments, courts, school systems, state agencies, and institutions
- historical records repositories, historical societies, libraries, and museums
- educators, students, and researchers
- legislators and government officials
- individuals and organizations who support archives and records management
- specialized subject societies in related fields such as oral history, genealogy, folklore, archaeology, business history, etc.

Information about the GHRAC Awards Program is located on the website of the Georgia Archives, www.georgiaarchives.org. On the homepage, under "Announcements" click on "[GHRAC Solicits Award Nominations](#)." You can then click on links for the Nomination Form and instructions, the Award Categories and Selection Criteria for all 12 awards categories, and a list of all prior award recipients.

A nomination package consists of the one-page nomination form (please provide all requested contact information), a 500-word summary or project description, a copy of the work itself, and any supporting documentation necessary to appropriately portray the complete work (in the case of a project which includes an exhibit, a website, or an audiovisual, instructional, service, or performance component).

If submitted electronically, one copy of the nomination package should be emailed to: christopher.davidson@usg.edu. If submitted as hard copy, seven (7) complete nomination packages should be sent to: GHRAC, Georgia Archives 5800 Jonesboro Rd. Morrow, GA 30260. Copies will not be returned.

Nominators should pay particular attention to the following requirements: 1. Georgia students who research and write in an area other than Georgia history or a Georgia subject must use the resources of Georgia records repositories to qualify for these awards. 2. Student nominations which are self-nominated, or nominated by a family member, must be accompanied by a letter of support from a professor, teacher, adviser, or other appropriate representative of an organization or institution.

Award recipients are typically notified in August or September, and the annual GHRAC Awards Reception and Ceremony are typically held at the Georgia Archives in October. Please share this solicitation of nominations widely with all interested parties.

Don't miss out on this opportunity to get involved and shine the spotlight on the organizations and individuals all across Georgia who are dedicated to preserving and sharing our history.

For additional information, please contact GHRAC by phone at 678-364-3806, or email christopher.davidson@usg.edu.

Events and New Collections

The Georgia Archives Institute will be held at the Georgia Archives, June 11-22, 2018. The Georgia Archives Institute's ten-day program includes one day of preservation. In addition, area archival institutions contribute to the success of the program by providing three-day internships for Institute students. The Georgia Archives Institute, Inc., is a non-profit organization administered by a Board of Directors composed of archives professionals.

The annual institute is co-sponsored by the Georgia Archives, the Society of Georgia Archivists, Friends of Georgia Archives and History, and the Georgia Historical Records Advisory Council.

Free Tours — Georgia Archives, 100 Years: Where We Are Now. The tours are scheduled on the second Saturday of the month from 10:00 a.m. to 11:00 a.m. Please meet in the lobby.

Each tour will be a little bit different: Travel back in time at the Georgia Archives. Learn how one man's dream became a reality. See how documents are protected and conserved with a tour down the conservation hall. Enjoy fascinating stories from the Vanishing Georgia Collection. Finish the tour with our Reference Room and learn of the many resources available to you.

The tour is free and no registration is required. Please wear comfortable shoes.

New Digital Collection in the Virtual Vault! World War I Casualties Scrapbooks. You can view the collection online on the Virtual Vault on the Georgia Archives website: www.georgiaarchives.org.

Donation — Virginia Wolf, Librarian for the Huguenot Society of Georgia, presents a gift to the Georgia Archives. The funds will be used for materials to repair book bindings.



(L-R: Virginia Wolf, Librarian, Huguenot Society of Georgia; Kayla Barrett, Assistant Director for Archival Services)

News from Our Partners

September Symposium, The National Archives at Atlanta

NARA's 7th annual September Symposium will be held on Saturday, September 15. This year's title is "True Crime in the Archives: Bootleggers, Counterfeiters, Murderers, and Everything in Between" (working title). NARA is not yet taking registrations, but will soon be posting the lineup of speakers. For more information, contact Joel Walker at joel.walker@nara.gov.

News from Our Partners Continued

Society of Georgia Archivists (SGA)

The Education Committee is pleased to present **Fundamentals of Archives Preservation** on Thursday, August 9, from 9 a.m. to 4 p.m. at the Georgia Archives in Morrow. This workshop will provide an introduction to the history and practice of preserving paper, photographic materials, sound recordings, audio/video, and motion picture film. Through case studies and a hands-on component, participants will gain practical knowledge of the preservation issues of a variety of materials.

This course is geared toward those who already have an understanding of professional archival practices. The agenda is similar to the preservation session offered annually as part of the Georgia Archives Institute and would be both beneficial to those beginning their career in archives and an excellent refresher for those looking to keep their skills up-to-date.

Christine Wiseman, Head of the Digital Services Department of the Robert W. Woodruff Library at the Atlanta University Center, and Tina Seetoo, Archives & Donor Relations Associate at the Delta Air Lines Archives at the Delta Flight Museum, will serve as co-instructors.

Due to the nature of the course, attendance is limited to 20 participants. Registration ends Friday, August 3.

Fundamentals of Archives Preservation is \$50 for SGA members and \$60 for non-members.

You can register at: <https://soga.wildapricot.org/event-2923769>

Georgia Genealogical Society (GGS)

The Georgia Genealogical Society Inc., has the capability for offering monthly webinars to their membership and the general public thanks to the support of TechSoup and Citrix, Inc. GGS uses the GotoWebinar/Meeting software from Citrix. For more information visit the Georgia Genealogical Society website: <https://www.gagensociety.org/events/webinars>.

GGS Summer Genealogy Picnic

GGS will hold the Summer Genealogy Picnic on Saturday, June 23. Registration will be held from 9:45 a.m. to 10:00 a.m. The event is free and open to the public. A traditional summer sandwich lunch will be available for a donation. See gagensociety.org for more information on speakers and the event.

Georgia Humanities and LaGrange College

National History Day (NHD) in Georgia is a program of Georgia Humanities and LaGrange College. The state contest host is Mercer University. The aim of NHD is to encourage middle and high school students to engage more deeply in the historical process, through research and presentation of that research along with analysis. LaGrange will be hosting the NHD teacher workshop (<http://www.lagrange.edu/academics/history/nhd/index.html>) July 15-19, 2018.

Preservation Program Update

Tape? Are we talking about tape?

The last week of April, the conservation lab at the Georgia Archives was abuzz with more activity than usual as fourteen preservation professionals from across the country, including one international participant, attended the Removal of Pressure Sensitive Tapes & Tape Stains Workshop led by Linda Morenus, Senior Paper Conservator at The Library of Congress in Washington, D.C and Elissa O'Loughlin, a private practice conservator in Baltimore, MD.

For five days, Morenus and O'Loughlin led the attendees through the complicated world of tape. This workshop gave resource after resource, example after example, on how various types of tape and adhesives can be detrimental to an item and the overall health of a collection.

The instructors directed the class through pressure sensitive tape identification, adhesive types, and removal practices, while providing succinct hands-on practicums. The information gathered during this workshop was invaluable and will continue to serve conservation professionals who attend, long into their career.

The workshop was sponsored by the Southeast Regional Conservation Association (SERCA), and the lunches for participants were provided by Friends of Georgia Archives and History (FOGAH).



FOGAH Intern

Over the month of April, the conservation lab hosted James Davis, a senior graduate student at West Dean College in the United Kingdom, as a part of the Conservation Internship Program sponsored by FOGAH. While at the Archives, James was able to treat several maps from the collection, as well as present to the FOGAH board about his experience leading up to and while at the Archives. He will be completing his Conservation of Books and Library Materials Program this summer with an intent to begin conservation work in Charleston, South Carolina.



James Davis, FOGAH intern

Reformatting

Reformatting is located on the second floor of the Georgia Archives building. The reformatting staff is responsible for a series of activities designed to prolong the utility and availability of the materials we process, both in their original form and as scanned computer files. In order to complete a wide variety of preservation tasks, we must possess a practical understanding of basic material conservation principles and maintain proficiency in numerous image capture and digital collection management technologies.

The reformatting lab supports the digital preservation and access portion of the public service mission of the Georgia Archives. The tools of our trade consist of flatbed scanners, a microfilm scanner, and a large-format camera. Our work promotes a range of archival activities for individual and institutional stakeholders, including grant-funded digitization projects, electronic records management services, records emergency response, exhibit materials preparation, and patron reference requests.

The **World War I Casualties Scrapbooks Digital Collection** was recently added to the Archives website to coincide with the Georgia Archives Centennial Symposium in April. The reformatting staff received the able assistance of part-time work-study students from Clayton State University and a FOGAH-sponsored intern to complete this project, which required scanning 17 volumes of paper documentation on World War I service personnel from the state of Georgia. Please visit *Georgia's Virtual Vault* to explore the full scope of our digitized holdings.



Records Management

State Records Committee Meeting

The State Records Committee met on April 27, 2018 and approved new and/or revised records retention schedules for the Department of Law, Consumer Protection Unit; Georgia Soil and Water Conservation Commission; Georgia Council for the Arts; Georgia Department of Natural Resources, Environmental Protection Division; Department of Banking and Finance; Governor's Office of Highway Safety. The committee also approved state agency common schedules and local government schedules. The next SRC meeting will be in October. Agencies wishing to update or create records retention schedules must submit the template by August 1. Please contact Karl Simpson at karl.simpson@usg.edu or 678-364-3881 for more information.

Records Retention Not Based on a System's Ability or Inability to Purge Records

As Georgia Archives staff works with agencies to update their schedules, many agencies report that the systems or software that contain their electronic records cannot delete records. When these agencies complete the records retention schedules template, they suggest such records be retained indefinitely or until the new system or software is replaced or to not even schedule the records. None of these are valid retention periods.

Retention is based on the legal, financial, administrative, and historical value of the records, not on technological capabilities, or lack thereof, to delete records. Even if a system's ability was considered a factor, none of these retentions are acceptable. Ideally, retention periods have a set end time, such as 5 years after creation, 7 years after case resolved, or after two audit cycles. Indefinite is too vague and usually results in the records never being deleted until they are lost to technological changes, whether or not the agency still has a need for them.

A retention of keeping the records until the system is replaced is also problematic. Imagine if the records in the system were legally required to be kept for 20 years. If the records in the old system go away when the ability to use the old system is scrapped, it is highly likely that many of the records in the old system would not have met the legal requirements and, thus, are prematurely destroyed. Finally, excluding records from retention schedules because an agency cannot handle their destruction does not follow good records management practices. All an agency's records must be scheduled to ensure that they are properly managed and helps encourage transparency, an important characteristic of a strong records management program in a democratic society.

Records Management

What should agencies do then, if their systems cannot purge records? The first step is to talk to IT. Perhaps the system can destroy records but restrictions have been put in place so that nobody can delete. While it is understandable that an agency's administration, legal, or IT departments may not want everyone to have deletion privileges, they do need to designate someone to do it. The people given the authority to delete need to understand records retention schedules and would know of any active or pending lawsuits or audits. Ideally, at least two people would review the records scheduled for deletion to ensure the record are legally eligible for destruction.

Perhaps the part of the system that allows for deletion has never been set up or nobody knows how to use it. If this is the case, then administration, legal, and IT need to plan how to implement the ability to delete and assign privileges to the appropriate personnel. Finally, it may be that the system truly cannot delete records because the agency did not purchase the records management component that allows for deletion, considering it not important or too costly. If that is the case, then management, legal, and IT need to be educated as to why the ability to purge records is necessary. Holding on to all electronic records, regardless of retention, can be costly to manage and wastes server space. The more records an agency has, the more it has to manage, resulting in a system that is more likely to become unwieldy. Additionally, agencies place themselves in potential legal risk by holding on to records that they no longer need. While it may be too late to purchase the records management component, agency records management officers should talk to their administrations, legal teams, and IT staff to ensure that future systems will include records management components and the ability to purge.

Records Management Month

April was Records and Information Management Month. During the month, records management staff posted weekly tips on the Archives Facebook page on managing personnel records. Tips included records retention, destruction, organization, and protection from disasters. While the Archives focuses on government records management, personal records management is also important for many of the same reasons it is important to government agencies and businesses. Individuals should talk to lawyers and accountants to figure out what records they need to keep and when they can destroy records and then destroy them in a manner that will prevent them from being reconstructed. By only holding on to the records that they need and organizing them into a logical file organizational structure, individuals will be able to easily locate records and save money, time, and space when they need to locate specific files. Finally, they should take measures to protect their records from potential dangers so that the information in the records is not lost. As with government records, personal records management includes both paper and electronic records. To see the tips, visit the Georgia Archives Facebook site.

For more information on protecting personal records from disasters, plan to attend the Lunch and Learn on July 13, when Electronic Records Manager Christine Garrett will discuss the topic.