

ENHANCING YOUR ARCHIVE

ASTR ADVISORY

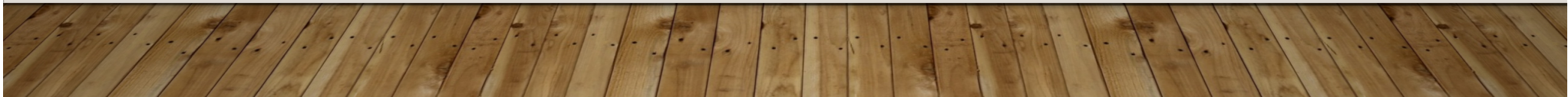
MARCH 11, 2016

PETER CHIOMENTI

OFFICE OF ARCHIVES, STATISTICS, & RESEARCH

CHIOMENTIP@GC.ADVENTIST.ORG

astr
Office of
Archives, Statistics,
and Research



OVERVIEW

- Records
- Storage Area
- Index
- Media
- Hazards

RECORDS

- Records are for retrieving
- What story do you want to tell
- To whom do you want to tell it?
- Types of Records
 - Business
 - Correspondence
 - Financial
 - Health
 - Historical
 - Correspondence
 - Diaries
 - Oral Histories

FORMS

RECORDS CENTER:

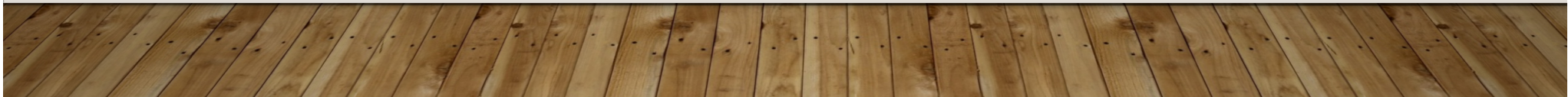
- Transfer forms
- Inventory Forms
- Retention Forms

ARCHIVES:

- Deed of Gift
- Research Application
- Archives Usage Agreement

STORAGE AREA

- Restricted Access
- Cool Dry Area
- Lighting
 - Incandescent
 - No Sun Light
- Shelving
- Storage Containers
- Occupancy



PROTECT THE RECORDS

- Vaulting
- Back up copies
 - Alternate Locations
 - Storage off-line
- Scanning

STORAGE AREA



INVENTORY INDEX

- Card catalog
- Notebooks
- Metadata
- Finding Aids
- Word search
- Computer
 - Spreadsheet
 - Access
 - Records/Archives Program

MEDIA

- Paper

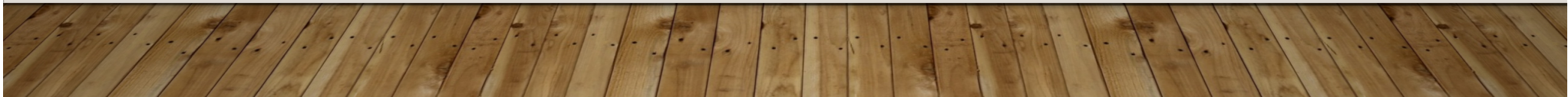
- Regular
- Acid Free
- Photos

- Electronic

- CD/DVD
- Hard drive
- Flash drive
- Smart Phones

- Film

- Microfilm
- Slides
- Video



HAZARDS/RISK

- Fire
- Water
- Mold
- Theft
- Vandalism
- Vermin
- Misfiling
- Mismanagement

RECORDS CENTER

HTTPS://WWW.ADVENTISTARCHIVES.ORG/RECORDS-CENTER

Seventh-day Adventist Church

astr

Office of Archives, Statistics, and Research

Home | Records Center

Records Center

The General Conference of Seventh-day Adventists has established a Records Center in the Office of Archives, Statistics, and Research for the purpose of providing for the proper arrangement, storage, and preservation of the records produced throughout the denomination's headquarters. In addition to serving the General Conference offices, the Records Center also serves in a similar manner for the North American Division. It is the policy (Working Policy BA 70) of the Seventh-day Adventist Church that all denominational organizations and institutions implement a records management program.

Each of the functions or departments, in consultation with the Records Manager, is to develop a records retention schedule that identifies each of the types of records or files, the time they will be retained as active records in the office as well as their time in the Records Center, and what their eventual disposition will be. This varies from permanent preservation in the original form to microfilming and/or destruction. Each of these entities should assign a Records Coordinator to oversee the implementation of the records policies.

The GC Records Manager is available for consultation within the headquarters complex on questions related to records management. Depending on time availability, additional consultations are provided upon request to other denominational organizations and institutions.

The following information related to the Records Office is available for viewing and downloading:

- Records Management Manual
- Retention Guidelines
- General Conference Model Retention Schedule
- Archives & Records Center Policies
- Agreement for Researchers
- Application to Conduct Research
- ASTR Fee Schedule

FAQ

- What are Records and Records Management?
- GC Policy for Records Retention and Safeguarding
- Frequently Asked Questions Regarding Records Management
- Role of the Departmental Records Coordinator
- Recommended Filing System
- What to Keep? What to Toss?
- Types of Records to be Transferred to the Records Center

If you have further questions about the Records Center, please address them to Peter Chionetti.

Copyright ©2015 General Conference of Seventh-day Adventists® 12501 Old Columbia Pike Silver Spring, MD 20904-0600 USA. ADVENTIST® and SEVENTH-DAY ADVENTIST® are the registered trademarks of the General Conference of Seventh-day Adventists.

ABOUT THIS SITE

LATEST GENERAL CONFERENCE DOCUMENTS

THEOLOGY OF ORDINATION

NURTURE AND RETENTION

SDA BASICS

RESEARCH, EVALUATION AND STRATEGIC PLANNING

RESEARCH RESOURCES

ONLINE ARCHIVES

RECORDS CENTER

PHOTOGRAPHS

ANNOUNCEMENTS

FAQ

CONTACT

Search here...

VISIT US ON FACEBOOK

VISIT US ON YOUTUBE

Tweets by @GCArchives

Adventist Archives @GCArchives
2/2 GC Archives at #ASDAH2016 (Assoc. SDA Historians) conference March 17-19. Dr. David Tom will give a plenary



Embed

RESOURCES AVAILABLE FROM ASTR

- Records Management Manual
- Records Retention Guidelines
- Retention of E-mail
- Record Group Summary
- Sample Retention Schedule

BASIC RETENTION SCHEDULE FOR SEVENTH-DAY ADVENTIST ORGANIZATIONS

The retention schedule provided by the General Conference is a guideline for adequate and consistent preservation of denominational records.

Since this retention schedule cannot cover every situation, each organizational unit is encouraged to adapt it to fit local needs.

