

# *For the Record*

Maryland's Records Management Newsletter

## Establishing a Local Archives

County, municipal, and other local authorities may seek delegated authority from the State Archivist to develop and implement archival records management programs. With the approval of the State Archivist, local authorities can even establish a local archives as the repository for the permanently valuable records of the executive and legislative branches of a county or municipal government. Of course, because of the inherent value of permanent records and the responsibility of all government officials to safeguard government records, before the State Archivist can approve a local archives it must meet certain archival standards. The prerequisites for a local archives are laid forth in COMAR 14.18.03.

The requirements of COMAR 14.18.03 cover the storage conditions and the building environment necessary to protect records from a variety of dangers, from fire and aging to theft and physical misuse. The provisions in COMAR 14.18.03 are also designed to ensure the accessibility of the records to the public in accordance the Annotated Code of Maryland. Local archives are also subject to the same records retention and disposition schedule and disposal practices that apply to all government agencies.

If you are interesting in establishing a local archives, the county or municipal government should submit a written request to the State Archivist with a proposal that meets the standards and requirements of COMAR 14.18.03. For more information, the text of COMAR 14.18.03 is available online at <http://www.msa.md.gov/msa/intromsa/html/reg03.html>.

## Protect Your Records from Summer

Hurricane season started June 1 and will continue through the end of November. There is also always the threat of sudden summer storms, perhaps even another derecho. Meanwhile, heat and high levels of humidity can have a serious negative impact on paper and electronic storage units. Needless to say, summer is a time when there are a myriad of natural threats against records. It is also a great time to make sure that you have protections for your records and back-up plans for emergencies well in place.

If you need some assistance with disaster planning as it relates to records, you may want to participate in the Intergovernmental Preparedness for Essential Records (IPER) project, a training program for government agencies developed by the Council of State Archivists. A full description and registration for the two-part course are available on the Maryland Emergency Management Agency calendar at <http://www.mema.state.md.us/calendar/index.asp>.

Further information on IPER is also available at [http://www.msa.md.gov/msa/intromsa/html/record\\_mgmt/cosa.html](http://www.msa.md.gov/msa/intromsa/html/record_mgmt/cosa.html).

### *In the market to digitize permanent records?*

Contact the Maryland State Archives at 410-260-6467  
to find out more about our scanning and online access services.

### **Questions? Suggestions?**

Contact us at  
410-260-6467 or  
[msa.helpdesk@maryland.gov](mailto:msa.helpdesk@maryland.gov)

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