

Strategic Plan

Department of Administrative Services

Utah State Archives

346 S Rio Grande

Salt Lake City, UT 84101

<http://archives.utah.gov>

Fall 2010

Strategic Overview

The State Archives permanently preserves and provides access to the records of enduring value created by state, county, and municipal governments and other local government entities. The function of the State Archives is to document the rights of citizens, the actions of state officials, and the state experience. These records belong to the citizens of the state and they have a legal right to open and fair access. The State Archives represents a public trust upon which our democracy depends and provides transparency and accountability in government. The State Archives works to ensure that the essential evidence of government is created, maintained for as long as needed, and is available to the citizens of the state and to the public in general.

Director's Message



The State Archives' mission is to "assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information."

State records are essential to protecting life, property, and the rights of citizens; records provide the informational infrastructure necessary to maintain order and accountability in government; and record collections provide the documentation of the infrastructure of society and government.

The State Archives works with records created by state and local governmental entities in Utah. We facilitate good records management practices and the documentation of the state's actions with citizens. Records of historical and essential value are housed in our archival collections, preserved, and made available for research by the public.

Patricia Smith-Mansfield
Director

Scope

Last year, the Archives developed a strategic plan that is a framework of work for the Archives over five years. Our objectives are aligned with our mandated responsibilities and daily work of

preserving and providing access to the state's public records. Each year we provide an update of the strategic plan to account for what we have been able to accomplish and to promote accountability and transparency.

Stakeholders

The Archives serves two communities: those who create and maintain records in state or local government, and the general public who use and need records.

Current Environment

One of the greatest challenges facing state archives nationwide is the preservation of electronic records. State archivists fear the loss of a generation of historical documentation. In today's environment, state archives must preserve and provide access to records that are created, maintained, and reformatted in an electronic environment. Some of the state's essential records now are in electronic format, including birth and death records, land records, policy correspondence, and more.

Compounding the difficulty in preserving electronic records is that there is no one solution to fit all. The State Archives is working to build an Electronic Archives by addressing various types of electronic records and tying them to appropriate best practices and standards. The process is ongoing, ever-changing, and intensive; the volume, vast.

The State Archives has been working on a partnership project with other states and the Library of Congress on the preservation of historical geospatial data. GeoMAPP has provided for the preservation of thousands of historical data sets. The State Archives has been able to maximize

the project: Lessons learned will be applied to other types of electronic records and data programming widely applied. For our efforts, the State Archives was invited to participate in the Library of Congress' National Digital Stewardship Alliance, a national initiative devoted to the public good of preserving digital data.

A great success of the State Archives is its Digital Archives, where more than a half a million digital images of public records were accessed last year by more than a million researchers. In the words of one of our young state archivists, "this is a positive signal for these resources becoming a core tool for researchers both local and global." The Digital

Digital Archives Death Certificates

Archives provides the opportunity of an always-expanding audience by offering what the National Archives calls "Archives without walls."



The State Archives will continue to address the large issues of preserving historic electronic records. As we build our Electronic Archives, we will need to solve issues and garner the resources related to size and volume of their ongoing care and preservation.

Strategic Focus

Vision:

Serving the records needs of government and citizens.

Mission:

The mission of the State Archives is to assist Utah government agencies in the efficient management of their records, to preserve those records of enduring value, and to provide quality access to public information.

Strategic Elements

The State Archives by preserves and provides access to essential records which support the initiatives of the Governor. The State Archives promotes efficient records management so that state agencies may carry on the business set by the Governor's priorities.

Preservation of historical records

The State Archives acts as steward to the state's governmental records of enduring value. State records are essential to protecting life, property, and the rights of citizens; to providing the documentation of the infrastructure of society and government; and to providing the informational infrastructure necessary to maintain order, accountability, and transparency in government.

An understanding of Utah and its people depends on the enduring historical record. This history belongs to the citizens of the state and they have a legal right to open and fair access.



World War I Service Records

Comprehensive and quality access

The State Archives holds Utah's documentary history in public trust. We educate citizens and agencies to promote understanding and increase efficiency. The Archives is committed to providing quality services to its patrons and customers and seeks to find new avenues to increase access, expand its audience, and enhance the research experience.

Leadership and partnership

The State Archives is a resource to all its partners and customers, providing leadership to state and local governments and archival institutions throughout the state. The Archives works with its colleagues and customers--governmental, private, and public--to preserve Utah's documentary history and promote access and research.

The State Archives provides guidelines, standards, tools, and resources necessary to state and local governments and the state's archival institutions that they may effectively identify, manage, and preserve records of enduring value. Working together as partners, we can accomplish more and be more efficient.

Goals and Objectives

1. The Archives promotes accountability and transparency of the state.

1.1 The Archives addresses the challenges of electronic records in government to fulfill the mandates of preservation and access in the digital era.

- 1.1.1 The Archives explores means to maintain its digital collections.
- 1.1.2 The Archives provides standards and guidelines on electronic records management and preservation.
 - *As a result of a multistate grant, GeoMAPP, from the Library of Congress, the Archives has been invited to participate in the Library of Congress' National Digital Stewardship Alliance. This national partnership is dedicated to the preservation and access of historical electronic records.*
 - *The Archives is participating in a statewide committee hosted by DTS to discuss the plan the transition to a new hosted email management system for the state. The committee will develop RFP requirements and solicit vendors.*
- 1.1.3 The Archives is developing an electronic archives to acquire, harvest, and ingest archival electronic records to our custody and to preserve and make those records available.
 - *The GeoMAPP project partners (the state archives and geospatial data divisions of Kentucky, North Carolina and Utah) and representatives from the Library of Congress continue to transfer and preserve historical geospatial data. The Utah State Archives has programmed its systems to be able to preserve a variety of historical electronic records as part of the grant.*
 - *The Archives is working with DTS on solutions for the working environment available to the Archives' Electronic Archives so that governmental entities may transfer custody of their archival electronic records to the Archives, the Archives can process the records and attach appropriate metadata, and important collections can be made accessible to the public online. These include permanent*

records such as minutes and ordinances, databases, and correspondence (including email).

1.2 The Archives improves the intellectual control of government records.

- 1.2.1 The Archives ensures that required descriptive data is complete in the state's records series and retention schedules.
 - *The Archives continues work on its intellectual control project. Archives staff has made progress on updating and adding required descriptive data to records series. Of 3505 record series to be reviewed at the start of the project, the Archives has corrected data of 2620 record series. The project will continue with updates to the 885 remaining series. The remaining series updates will require a more in-depth evaluation of the records to either reappraise or appropriately describe them.*
- 1.2.2 The Archives ensures that it has intellectual control over its holdings. All accession information will be complete and the required data fields entered into the content management system for records held at the State Records Center and transferred to the Archives' custody. The Archives will inventory its microfilm holdings and enter all required data fields to ensure effectiveness.
 - *The Archives has inventoried and provided descriptive data of its microfilm holdings and entered essential range data entered into the content management system. Of 115,000 microfilm rolls, 7,000 remain.*
- 1.2.3 The Archives will conduct a statewide preservation assessment of the state's archival holdings.
 - *"Utah's Connecting to Collections Project: a Statewide Preservation Initiative," funded by the Institute of Museum and Library Services, included a statewide assessment on preservation needs of the state. The project was directed by the leaders of a diverse group of heritage repositories, including representatives of the University of Utah Libraries, the Utah State Archives, Utah State Library, Utah State History, Office of Museum Services, Utah Academic Library Consortium, Brigham Young University, and the LDS Church History Department. Of approximately 463 collecting institutions, 203 institutions completed the assessment survey. A series of Town Hall meetings to discuss key findings and garner feedback were held at the Archives' regional repositories throughout the state. The final assessment report is available online:*



Audograph Recording of Legislative Floor Debate

<http://archives.utah.gov/USHRAB> . *The project team will continue to develop new funding strategies to provide preservation training throughout the state.*

1.3 The Archives maintains the enduring record.

- 1.3.1 The Archives develops preservation and disaster recovery plans of its microfilm holdings and will move forward with an initiative, as appropriate, to ensure off-site storage conditions of the state's essential and vital records, based on an examination and evaluation of essential and vital records on microfilm, optimal storage conditions, and the role of direct duplicates for access.



State Archives Repository

- 1.3.2 The Archives will develop a maintenance plan to assure the ongoing availability of physical systems and equipment necessary for the care and storage of records.
 - *The Archives reviewed the service contract and on-going maintenance plan for the Automatic Storage and Retrieval System in the Archives repository. In conjunction with HK staff a plan was developed that meets the maintenance needs of the robotic system while reducing overall maintenance costs to the Archives.*
- 1.3.3 The Archives works with the Council of State Archivists and FEMA in developing online and electronic workshops and tools to assist local governments in their continuity of operations plan and the recovery of essential records.
 - *The Archives participated in the Intergovernmental Preparedness for Essential Records (IPER) train-the-trainer review workshops. IPER is funded by a FEMA grant awarded to the Council of State Archivists to provide training to state and local governments in the recovery of permanent and vital records in the event of a disaster. The Archives led a Utah team to evaluate the IPER project that consisted of representatives from the Division of Homeland Security, local governments, and a preservation librarian.*
- 1.3.4 The Archives improves the quality of its archival holdings, including appraisal, acquisition, preservation, description, and managed access.
 - *The Archives has transferred an additional 3,013 cubic feet of permanent records to the Archives repository.*

- *To help Utah recover lost or stolen public records, the Archives has developed an online and print informational brochure to inform the public why public records are important, how to identify public records, and how to report stolen records to the Archives. Stolen and missing records are now posted online and reported to a national theft list.*
- *The Archives completed a condition report and treatment plan for the on-going preservation of the Utah State Constitution and contracted for surface cleaning to remove dirt and debris deposited as result of its use in exhibition and handling at special events. Digital scans were made for use by researchers and a preservation copy of microfilm was also completed.*
- *The Archives completed a condition report and treatment plan for The Utah Semi-Centennial, Books of the Pioneers. These records, in very fragile condition and in a state of disrepair, received extensive preservation treatment and rebinding. The volumes were microfilmed and digitally scanned for preservation and research purposes. Storage and display boxes were also completed.*

1.4 The Archives promotes open access of government records.

- 1.4.1 The Archives provides training and assistance on GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.
 - *The Archives provided over 4,200 records management, preservation, and other consultations in response to the questions and needs of entities throughout the state.*
 - *Training on the Public Notice Website was presented at the Utah Association of Counties annual meeting. Records analysts frequently respond to training requests from records officers and to records management and access questions. The Archives provided 59 on- and off-site records access and management training workshops to state and local government entities.*
 - *The Archives provided assistance to the public in GRAMA appeals and support to the State Records Committee.*
- 1.4.2 The Archives will preserve and process records to ensure access by the public as soon as legally possible.
 - *The Archives processed and indexed 652 cubic feet of historic records of agencies throughout the state. This work has a positive impact on researchers who utilize the records and newly created finding aids to locate information easily and efficiently. The Archives has been raising awareness of collections from the Courts, Board of Education, Board of Regents, Natural Resources, Governor's*

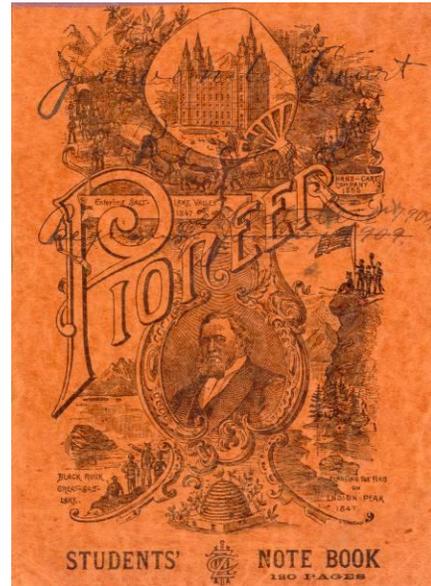


Records Management Training, Fall 2009

Office, Parks and Recreation, and the Dept. of Health's Vital Records Office. (See attachment)

- 1.4.3 The Archives will apply for a grant to process its backlog of records on fiche, presently unavailable for access.
 - *The Archives received notification that it has been awarded a grant from the National Historical Publications and Records Commission which will pay for a project archivist for an 18-month period to process all permanent records on microfiche and create finding aids.*

- 1.4.4 The Archives improves the quality of its archival services, including appraisal, acquisition, preservation, description, and access, through enhanced online resources.
 - *The Archives has updated and posted online public research guides for court records, including Probate Records, Adoption Records, Utah's Court System (a guide to understand how the different levels of the court system have evolved over time), and Accessing Divorce Records.*
 - *The Archives updated the Research Guide to Marriage Records at the Utah State Archives, and added historical background to the introductory text to explain how civil registration of marriage came to be in Utah, and to explain why there are generally no government records of marriage before about 1888.*
 - *Important collections were added and/or updated to the Digital Archives, providing over a half a million images online. (See attachment)*
 - *The Archives worked with the Council of State Archivists to update Managing Gubernatorial Records: A Guide for Governors. This guide was published in cooperation with the National Governors Association.*



Juvenile Court Record

2. The Archives increases the efficiency of the state through education, promotion, and outreach.

2.1 The Archives provides more efficient tools online and through electronic means.

- 2.1.1 The Archives will examine the ability to provide agency records retrieval on the file level through electronic means.

- 2.1.2 The Archives provides online and electronic (desktop) training tools on the GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.
 - *The Archives and Utah Interactive are launching a new design on the Utah Public Notice Website, with upgrades to improve performance and incorporate the needs dictated by legislation enacted during the 2010 General Legislative Session. The new design incorporates all mandated public notices into the system, includes a widget to allow public bodies to have the Public Notice Website posting automatically sent to their web page, and features information about the media's Utah Legal Notice website.*
 - *The Archives provided training on the Public Notice Website at the Utah Association of Counties annual meeting.*

- 2.1.3 The Archives develops new training opportunities directed at specific agency-wide issues and specialized topics such as preservation, managing electronic records, and in-depth GRAMA trainings.
 - *The Archives developed a record managers "Tool Kit" for online use. The "Tool Kit" provides basic guidelines and information for new records officers.*
 - *The Archives developed training materials on access issues for law enforcement records and on managing email and posted these online.*
 - *The Archives presented or provided training at events sponsored by the Bear River Association of Governments, the Central Utah Records Association, and the Salt Lake Chapter of ARMA .*

- 2.2 *The Archives provides prompt, easy, and secure access to our holdings.*



Processing Microfiche

- 2.2.1 The Archives supports state and local government needs in reformatting records for preservation and access.
 - *The Archives provided preservation/security microfilm of essential electronic records for 16 counties. The Archives converted over 500,000 images onto 30 rolls of microfilm.*

- 2.2.2 The Archives will implement an electronic patron tracking system to increase efficiency for the Research Center.
 - *The Archives worked with the State Library and OCLC to develop improvements to the new Symphony cataloging system. New bibliographic records were imported into the new catalog system hosted by the State Library*

- 2.2.3 The Archives implements electronic surveys and other tools to measure customer satisfaction. Questions could include timeliness, accuracy, hours of operation, etc.
 - *The Archives Research Center conducted two surveys for public input on the state's "Working 4 Utah" initiative. The first survey was conducted prior the initiative and the second at the end of the test period. Patron satisfaction of the Research Center services remained high at 4.6/5.*
 - *The Archives State Records Center received a 4.5/5 customer service satisfaction rating.*
 - *The Archives records analysis section received a 4.32/5 customer satisfaction rating for trainings.*

- 2.2.4 The Archives is evaluating the feasibility and cost effectiveness of remodeling the existing Records Center in order to provide an area that is more favorable for long-term storage of documents and electronic media. The relocation of the Records Center to a state owned facility should also be evaluated as a possible way to decrease costs and provide an environment that is better suited for the storage of emerging mediums.



State Records Center

- *The Archives is developing two models for operation of the State Records Center: one model for the center's operation in a Clearfield location in the event of relocation; the other for operation in its present, rented location with a renewed lease. The Archives received notification that the federal government had approved the transfer of warehouses in Clearfield to the state that would provide appropriate storage for the states inactive records. The Archives continues to work with DFCM on the funding package for such a move.*
- 2.2.5 The Archives provides for the long-term care, access, and security of its microfilm holdings and storage.
 - *The Archives has identified microfilm security storage in the possible funding package of the State Records Center operational models.*

2.3 The Archives supports professional training and development in the archival community.

- 2.3.1 The Archives works with professional associations to provide professional training in conferences and seminars, as well as provide professional development for its staff.
 - *Archives staff attended "R U REDY" workshops for disaster preparedness. The workshop focused on planning and collaboration among libraries and archives and encouraged institutions to test emergency preparedness & response plans,*

identify mechanisms for collaborative partnerships, improve participants' ability to evaluate risks, and improve disaster preparedness plans.

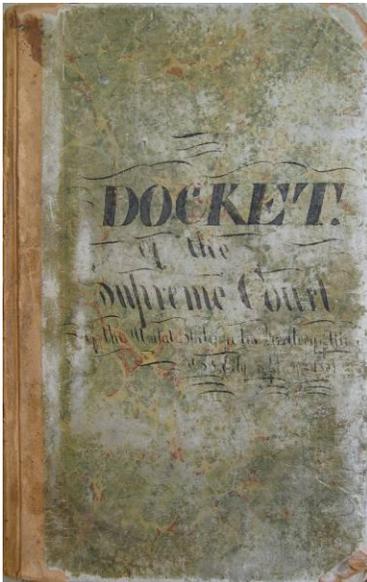
- *Archives staff attended local AIIM and ARMA meetings, as well as portions of the National Genealogical Conference which was held in Salt Lake City in April 2010. Two staff members are members of Academy of Certified Archivists.*
- *Archives staff represented the Archives at the combined meeting of the Conference of Intermountain Archivists and Conference of Northwest Archivists in Seattle, Washington.*
- *The Archives was represented at national professional conferences, including the Society of American Archivists and the Council of State Archivists.*

3. The Archives collaborates and partners with public and private organizations and institutions to expand its reach and ability.

3.1 As the state's records-keeper, the Archives ensures the continuity and effective operations of government and repository programs by expanding our leadership and services.

- 3.1.1 The Archives partners with Family Search and Ancestry.com to digitize its holdings and expand its access to genealogists and others.
 - *The Archives was part of an advisory team for FamilySearch. FamilySearch brought in archivists from all over the world to discuss the issues of digital and electronic records. The Archives has an ongoing partnership with FamilySearch.*
- 3.1.2 The Archives partners with the Mountain West Digital Library to establish standards and guidelines and aggregated access to the Archives' digital collections.
 - *The Archives has over a half million digital images from 26 collections online in its Digital Archives. The Digital Archives received over a million visits.(See attachment)*
 - *The Archives added 472 new EAD finding aids online. (See attachment)*
- 3.1.3 The Archives works with state and local government entities in developing tools and resources that will promote efficiency in records management.
- 3.1.4 The Archives, the Utah State Historical Records Advisory Board, and regional repositories foster local repositories throughout the state through training and support of regional resource centers.
 - *The Archives, the Utah State Historical Records Advisory Board, and regional repositories sponsored oral history workshops and basic archives workshops at the State Archives and the regional repositories of Grand County Library, Snow College, Southern Utah University, Uintah County Library Regional History Center, Utah State University, Utah Valley University, Weber State University, and Western Mining and Railroad Museum. Participants were from government, the public, family history workers, and the relic hall volunteers.*

- *The Utah State Historical Records Advisory Board met quarterly. It reviewed by-laws, repository projects throughout the state, and future goals. The Archives and USHRAB hosted its annual workshop for the consortium of regional repositories at the State Archives. The workshop focused on the preservation and access of government records, and on promoting networking of repository directors; possible topics for future training workshops to be held at the regional repositories; and ways to improve connections with cities, towns, municipalities, and small, local repositories within the regional repositories' geographic area.*
- 3.1.5 The Archives works with the legislature and the courts on the appraisal and disposition of their records, including the timely transfer of custody of enduring records to the Archives.
 - *The Archives assisted Beaver County in inventorying historical records found in a vault in the county courthouse. The Archives conducted acquisition trips to Duchesne, Summit, Garfield and Sevier Counties where they worked to preserve district court records. The team returned with the most important and historically vital records from the court.*



Territorial Supreme Court Docket

- *The Archives submitted a new modified Administrative Rule for the Research Center to provide that the resources of the Research Center be used for the research services provided by the Archives and State History.*
- 3.1.6 The Archives works with State History on more effective services offered by the Research Center.
 - *The Archives submitted a grant proposal to the National Historical Publications and Records Commission for the processing of backlog records on microfiche. The award will fund an 18-month project.*
 - *The Archives submitted a grant proposal to the National Historical Publications and Records Commission for the preservation storage of an Electronic Archives that was not awarded. The Archives is working with other states in a possible partnership reapplication for the next grant cycle.*
- 3.1.7 The Archives will apply for grants to carry on part of its electronic records initiative and to process backlog of records on fiche.
 - *The Archives was awarded a grant from the National Historical Publications and Records Commission for the processing of backlog records on microfiche. The award will fund an 18-month project.*
 - *The Archives submitted a grant proposal to the National Historical Publications and Records Commission for the preservation storage of an Electronic Archives that was not awarded. The Archives is working with other states in a possible partnership reapplication for the next grant cycle.*

3.2 *The Archives increases access to records in ways that further civic literacy in the state through public outreach and education programs.*

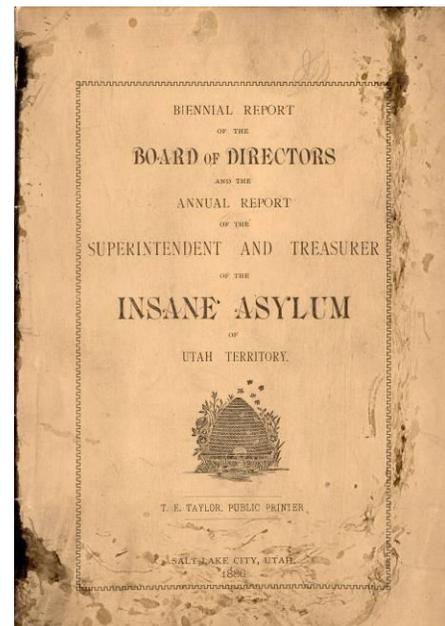
- 3.2.1 The Archives promotes Archives Month and Records Information Management Month by partnering with other institutions in brown bag lectures and other special events.
 - *Records and Information Management Month was observed in April. The division presented a brown bag lecture entitled "Transparency in Government: Accessing Utah State and Local Government Records," attended by government workers, agency records officers, and the public. The Archives held an Open House event at the State Records Center for Records and Information Management Month. It was well attended by both agency staffs and the public.*

- 3.2.2 The Archives works with the state agencies, such as the Capitol Preservation Board and other institutions, in exhibits and special programs.
 - *The Archives worked with the Capitol Preservation Board and State History on an exhibit of Utah's statehood and governance on the first floor of the State Capitol. In addition, there were several press events and events at the House Lounge for Utah Representatives and the Senate Lounge for Utah Senators to promote our holdings and the exhibit.*

- 3.2.3 The Archives works with the "Friends of the Archives" and its volunteers to promote archival services and the preservation of the enduring record.
 - *Volunteers contributed 2,500 hours to the acquisition, processing, describing, and providing access to essential records in the Archives custody.*

Implementation

The Archives integrates its goals and objectives into the work plans and performance measures of the division. It uses the tools of the Utah Performance Management to align performance plans and work actions. It demonstrates ongoing progress through its balanced scorecard and customer service summaries, which provides profile information to its customers. It provides a year progress on objectives and publishes them on its website.



State Mental Hospital Record

Utah State Archive's Digital Collections

FY 2010 Usage Statistics

Compiled by Gina Strack



Report Summary

The usage of the Utah State Digital Archives continues to grow as represented by increased views of digital items compared to 2008-2009 (FY 2009), with over 1.2 million views. One of the more interesting trends to highlight was that this growth occurred with substantially less additions—the source of most past increases in overall usage. This is a positive signal for these resources becoming a core tool for researchers both local and global. The Legislature’s House Working Bills continue to be popular more than a year after going online, even without a full text search (hopefully to be added in the future). Another popular “collection” is the inventories of record series. While these are simply descriptions of the thousands of different records available by more traditional means at the Utah State Archives, keyword searches are turning up many either from within the Archives site or general web searches. Their presence within the digital collections application is temporary to enable submission to the Mountain West Digital Library (<http://www.mwdl.org>) and may eventually move. Finally, a major update to Death Certificates occurred in December by adding 1958 and 1959. Work continues on more years, plus birth certificates, and many more digital projects to come!

August 2010

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Utah State Digital Archives
Usage Statistics

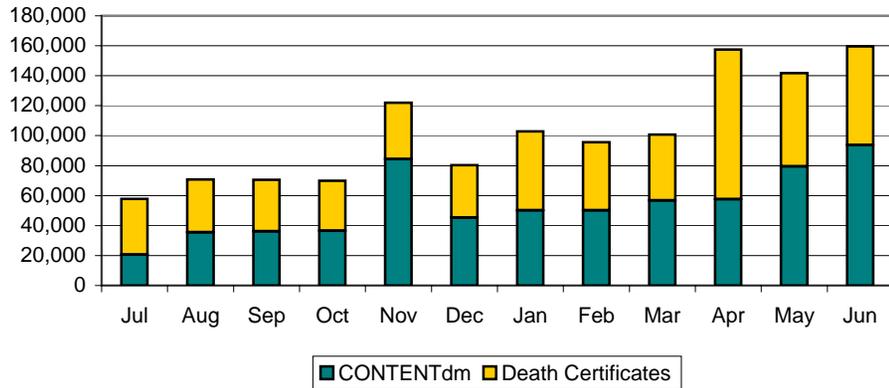
FY 2010	Month	Total Items Viewed	Index Hits	Index Images Viewed	Total	Trend	Total Items Online	New	Death Cert.	Total
2009	Jul	20,671	131,330	37,072	57,743	3.3%	281,845	24	282,245	24
2009	Aug	35,512	140,837	35,314	70,826	22.7%	277,209	-4,632	282,249	4
2009	Sep	36,179	124,316	34,376	70,555	-0.4%	277,455	247	282,250	1
2009	Oct	36,599	119,013	33,298	69,897	-0.9%	277,455	0	282,250	0
2009	Nov	84,465	114,182	37,579	122,044	74.6%	277,055	-400	282,250	0
2009	Dec	45,363	91,349	35,058	80,421	-34.1%	277,055	13,361	295,611	13,361
2010	Jan	50,158	134,873	52,741	102,899	28.0%	277,071	20	295,615	4
2010	Feb	50,158	135,107	45,447	95,605	-7.1%	277,081	10	295,615	0
2010	Mar	56,793	161,037	43,929	100,722	5.4%	279,417	2,349	295,628	13
2010	Apr	57,612	155,391	99,898	157,510	56.4%	284,447	5,030	295,628	0
2010	May	79,492	153,333	62,254	141,746	-10.0%	288,815	4,368	295,628	0
2010	Jun	93,762	127,848	65,759	159,521	12.5%	288,834	19	295,628	0

FY 2010 Notes
Death certificates viewed is total number of hits from server log then filtered by URL.

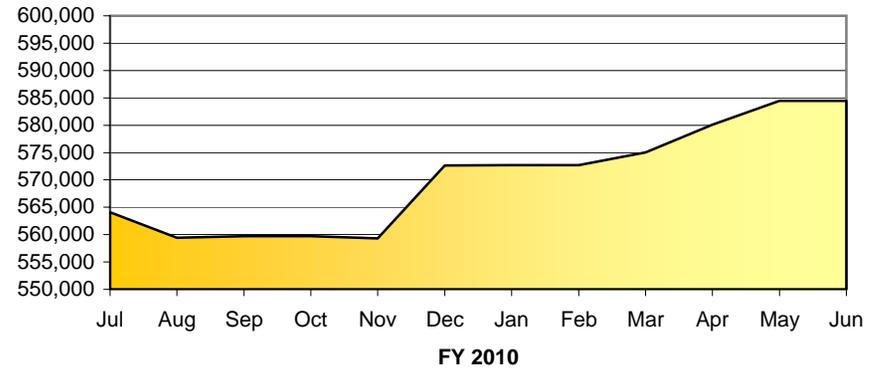
*Aug/Nov 2009 removed duplicate items from Series 432.

Total Viewed	1,229,489
Total Added	20,396
Average New	1,700
Average Views	102,457
Average Trend	12.5% Increase

Items Viewed FY 2010

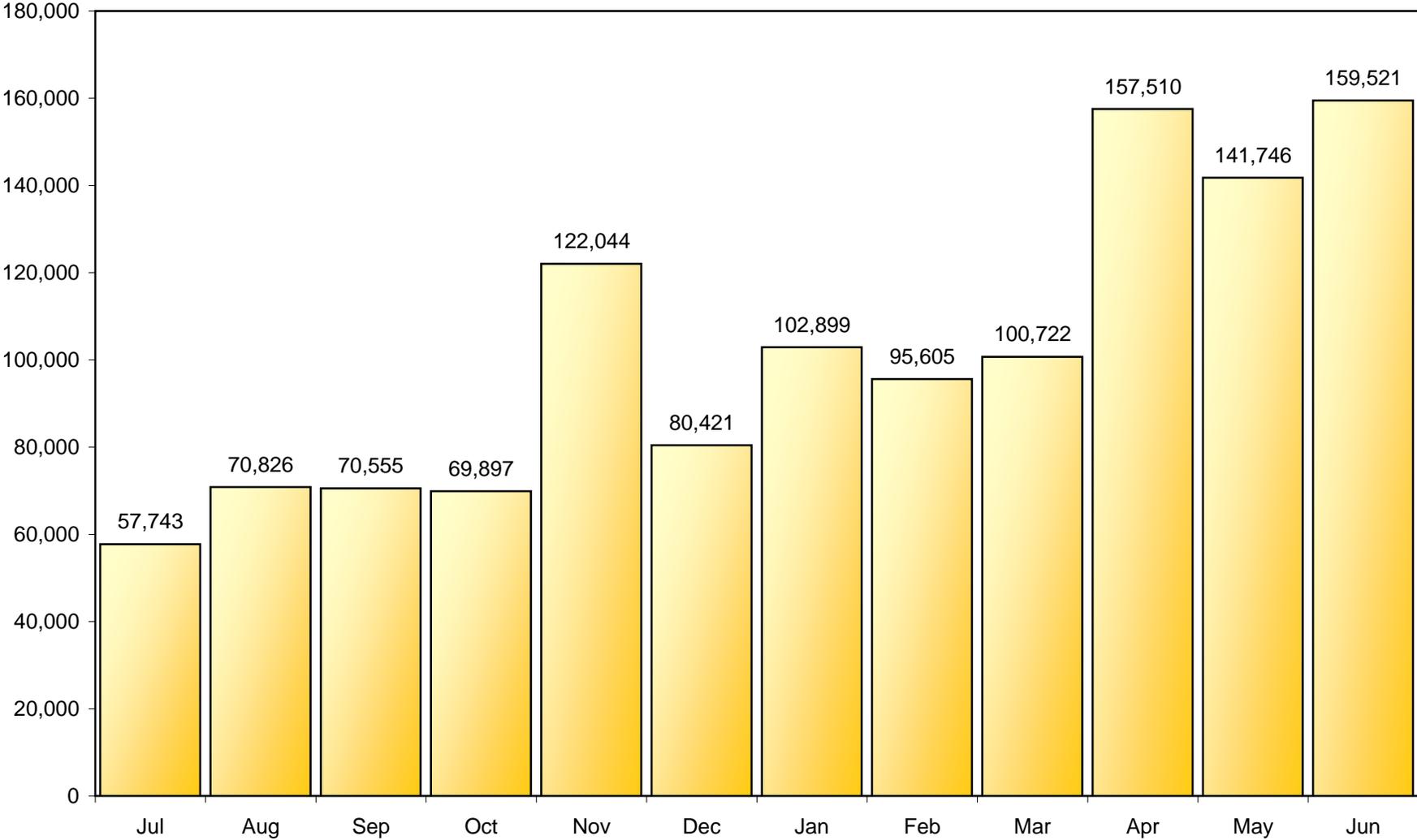


Items Online



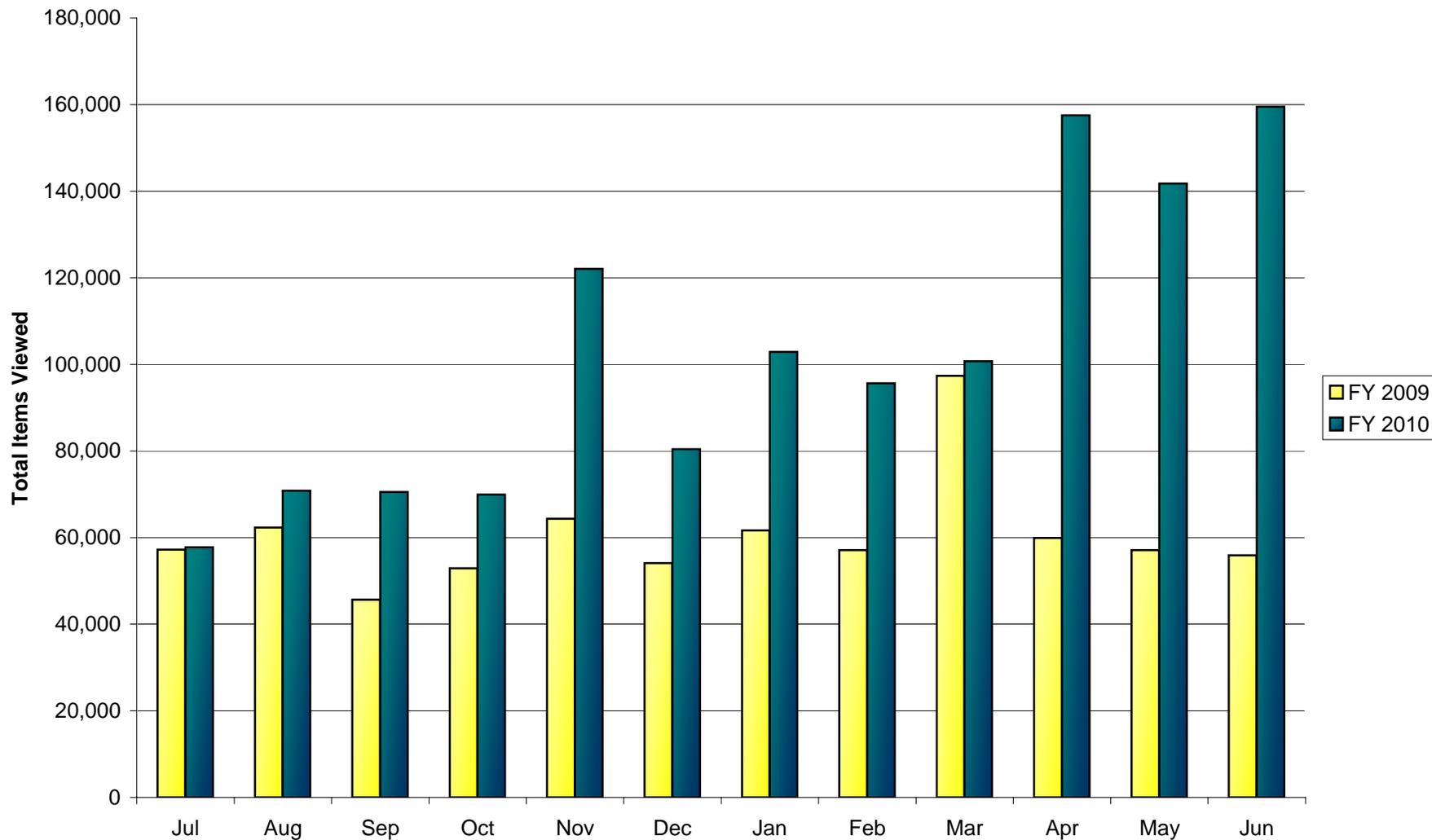
Utah State Digital Archives

Items Viewed
FY 2010 Total **1,229,489**



Source: CONTENTdm and web server statistics

Digital Archives Statistics: Compare
69% increase with 78% less new additions to online collections



Digital Collections Usage Statistics

June 2010

Most Viewed Collections	Times Viewed
Division of State Archives Oaths of Office	31,648
Legislature. House of Representatives Working Bills	29,244
Board of Pardons Prisoner Pardon Application Case Files	14,632
Division of State Archives Series Inventories	6,083
Governor Leavitt (1993-2003) Photographs	2,401
Governor Leavitt (1993-2003) Programs of the First Lady	2,243
Division of Animal Industry Brand Books	1,957
Governor Leavitt (1993-2003) Executive Orders and Proclamations	1,469
Governor Leavitt (1993-2003) Chief of Staff Records	1,227
Governor Leavitt (1993-2003) Newspaper Clippings	552

Most Viewed Items Overall		
Division of State Archives Oaths of Office	Gary Richard Herbert, Governor	19,341
Division of State Archives Oaths of Office	Gregory S Bell, Lieutenant Governor	12,118
Division of Animal Industry Brand Books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	696
Division of Animal Industry Brand Books	ca. Dec 1897-Jun 1901, index	268
Sanpete County (Utah). County Clerk Death register	Death register	260
Board of Pardons Prisoner Pardon Application Case Files	John Quinn	224
Legislature. House of Representatives Working Bills	1974 Budget Session: Bill 31	209
Board of Pardons Prisoner Pardon Application Case Files	Elmer L. Gray	190
Division of Animal Industry Brand Books	ca. Jul 1911-Oct 1912, index	190
Legislature. House of Representatives Working Bills	1897 Session: Bills 31-33	179

Grand Total: 93,762

Top Search Terms	
divorce	7
Department of Corrections	4
thomas box	4
Mt. Pleasant	4
park city	4
Death Certificates	3
death	3
Elias Cox	3
65A-3-4	3
john william gilson	3

Digital Collections Usage Statistics

May 2010

Most Viewed Collections	Times Viewed
Legislature. House of Representatives Working Bills	32,410
Board of Pardons Prisoner Pardon Application Case Files	16,445
Division of State Archives Oaths of Office	12,777
Division of State Archives Series Inventories	3,517
Governor Leavitt (1993-2003) Photographs	3,300
Division of Animal Industry Brand Books	3,218
Governor Leavitt (1993-2003) Executive Orders and Proclamations	2,032
Governor Leavitt (1993-2003) Chief of Staff Records	1,913
Governor Leavitt (1993-2003) Programs of the First Lady	1,129
Governor Leavitt (1993-2003) Newspaper Clippings	565

Most Viewed Items Overall		
Division of State Archives Oaths of Office	Gary Richard Herbert, Governor	11,919
Division of Animal Industry Brand Books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	832
Division of State Archives Oaths of Office	Gregory S Bell, Lieutenant Governor	618
Division of Animal Industry Brand Books	Oct 1915-Oct 1916	558
Sanpete County (Utah). County Clerk Death register	Death register	371
Division of Animal Industry Brand Books	Oct 1917-Sep 1918	360
Division of Animal Industry Brand Books	ca. Dec 1897-Jun 1901, index	282
Division of Animal Industry Brand Books	ca. Jul 1911-Oct 1912, index	260
Division of Animal Industry Brand Books	Jan 1885-Dec 1888	192
Board of Pardons Prisoner Pardon Application Case Files	Elmer L. Gray	186

Grand Total: 79,492

Top Search Terms	
leo	6
court	6
turner	5
Peter Anderson	5
1987	5
Stookey	5
death certificate	4
stockton	4
aaron johnson	4
leo	6

Digital Collections Usage Statistics

April 2010

Most Viewed Collections	Times Viewed
Legislature. House of Representatives Working Bills	22,066
Board of Pardons Prisoner Pardon Application Case Files	17,333
Division of State Archives Series Inventories	4,398
Division of Animal Industry Brand Books	2,661
Division of State Archives Oaths of Office	2,350
Governor Leavitt (1993-2003) Executive Orders and Proclamations	2,188
Governor Leavitt (1993-2003) Photographs	2,166
Governor Leavitt (1993-2003) Chief of Staff Records	1,302
Governor Leavitt (1993-2003) Programs of the First Lady	1,270
Governor Leavitt (1993-2003) Newspaper Clippings	758

Most Viewed Items Overall		
Division of State Archives Oaths of Office	Gary Richard Herbert, Governor	1,489
Division of Animal Industry Brand Books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	762
Division of State Archives Oaths of Office	Gregory S Bell, Lieutenant Governor	662
Division of Animal Industry Brand Books	ca. Dec 1897-Jun 1901, index	323
Division of Animal Industry Brand Books	ca. Jul 1911-Oct 1912, index	302
Division of Animal Industry Brand Books	Jan 1885-Dec 1888	254
Sanpete County (Utah). County Clerk Death register	Death register	236
Division of Animal Industry Brand Books	Oct 1915-Oct 1916	208
Board of Pardons Prisoner Pardon Application Case Files	Elmer L. Gray	149
Division of Animal Industry Brand Books	Oct 1904-Oct 1905	136

Grand Total: 57,612

Top Search Terms	
criminal	10
1939	9
Oct 1917-Sep 1918	8
John Flint	7
daniels	5
death certificates	4
higgins	4
Roma Jarvis	4
DEATH CERTIFICATE	4
John M Foster	4

Digital Collections Usage Statistics

March 2010

Most Viewed Collections	Times Viewed
Legislature. House's Working bills	19,563
Board of Pardon's Prisoner's pardon application case files	9,688
Utah State Archives Series Inventories	7,297
Governor's Executive orders and proclamations	4,349
Oaths of Office	4,313
Division of Animal Industry's Brand books	2,536
Governor Leavitt's Photographs	2,446
Governor Leavitt's Chief of Staff records	2,238
Governor Leavitt's Programs of the First Lady	1,762
Governor Leavitt's News clippings	900

Most Viewed Items Overall		
Oaths of Office	Gregory S Bell, Lieutenant Governor	1,520
Oaths of Office	Gary Richard Herbert, Governor	1,469
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	961
Oaths of Office	Mark L. Shurtleff, Attorney General	394
Oaths of Office	Auston G. Johnson, Auditor	339
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	328
Sanpete County Clerk Death register	Death register	318
Oaths of Office	Gary Richard Herbert, Lieutenant Governor	310
Board of Pardon's Prisoner's pardon application case files	Bud Fox	273
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	259

Grand Total: 56,793

Top Search Terms	
Gill	10
Christensen	6
property records	6
wayne county	6
Victims' Rights	4
Green River, Utah	3
baptiste	3
pleasant valley	3
death certificate	3
thomas wood	3

Digital Collections Usage Statistics

February 2010

Most Viewed Collections	Times Viewed
Legislature. House of Representatives Working Bills	15,421
Board of Pardons Prisoner Pardon Application Case Files	14,106
Division of State Archives Series Inventories	6,107
Governor Leavitt (1993-2003) Chief of Staff Records	5,260
Governor Leavitt (1993-2003) Executive Orders and Proclamations	4,261
Governor Leavitt (1993-2003) Photographs	2,256
Division of Animal Industry Brand Books	1,732
Governor Leavitt (1993-2003) Programs of the First Lady	1,126
Governor Leavitt (1993-2003) Newspaper Clippings	655
Governor Leavitt (1993-2003) Press Releases	482

Most Viewed Items Overall		
Division of Animal Industry Brand Books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	563
Division of Animal Industry Brand Books	ca. Dec 1897-Jun 1901, index	244
Board of Pardons Prisoner Pardon Application Case Files	Elmer L. Gray	228
Board of Pardons Prisoner Pardon Application Case Files	Gilbert C. Beebe	200
Board of Pardons Prisoner Pardon Application Case Files	Charles Beebe	197
Division of Animal Industry Brand Books	ca. Jul 1911-Oct 1912, index	183
Board of Pardons Prisoner Pardon Application Case Files	George Beebe	182
Board of Pardons Prisoner Pardon Application Case Files	Edward Ingram	182
Division of Animal Industry Brand Books	Jan 1885-Dec 1888	169
Board of Pardons Prisoner Pardon Application Case Files	Henry Klingshirn	135

Grand Total: 52,227

Top Search Terms	
november 2,2001,	8
jeremy	6
James King	4
carbon county ordnace smell	3
death certificates	3
tax records for william anderson	3
2001	3
drinking water	3
case information	3
57-8-20	3

Digital Collections Usage Statistics

January 2010

Most Viewed Collections	Times Viewed
Legislature. House's Working bills Total	18,058
Board of Pardon's Prisoner's pardon application case files Total	12,825
Utah State Archives Series Inventories Total	9,063
Governor's Executive orders and proclamations Total	3,771
Division of Animal Industry's Brand books Total	1,962
Governor Leavitt's Photographs Total	1,541
Governor Leavitt's Chief of Staff records Total	946
Governor Leavitt's Programs of the First Lady Total	626
Governor Leavitt's News clippings Total	501
Governor Leavitt's Press releases Total	233

Most Viewed Items Overall		
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	683
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	232
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	219
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	207
Board of Pardon's Prisoner's pardon application case files	Roy Powell	167
Board of Pardon's Prisoner's pardon application case files	Levi Bectell	152
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	142
Division of Animal Industry's Brand books	Oct 1919-Sep 1920	81
Board of Pardon's Prisoner's pardon application case files	Jack E. Perry	75
Division of Animal Industry's Brand books	Oct 1915-Oct 1916	65

Grand Total: 50,158

Top Search Terms	
Amos Davis	6
marriage	5
Utah student association	4
schools for the deaf and the blind	4
olsen	4
johnstone	4
James Henry Marsh	3
birth	3
San Juan	3
burke	3

Digital Collections Usage Statistics

December 2009

Most Viewed Collections	Times Viewed
Legislature. House's Working bills	16,243
Utah State Archives Series Inventories	14,894
Board of Pardon's Prisoner's pardon application case files	6,771
Governor's Executive orders and proclamations	2,628
Division of Animal Industry's Brand books	1,758
Governor Leavitt's Photographs	893
Governor Leavitt's Chief of Staff records	681
Governor Leavitt's Programs of the First Lady	422
Governor Leavitt's News clippings	295
Governor Leavitt's Press releases	197

Most Viewed Items Overall		
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	680
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	278
Board of Pardon's Prisoner's pardon application case files	Elmer J. Tillotson	184
Board of Pardon's Prisoner's pardon application case files	Berry Mulliner	176
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	176
Board of Pardon's Prisoner's pardon application case files	Joe Elizondo	170
Board of Pardon's Prisoner's pardon application case files	John Barton	145
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	141
Division of Animal Industry's Brand books	Oct 1905-Oct 1906	132
Utah State Archives Series Inventories	Legislature. House of Representatives Working bills	108

Grand Total: 45,363

Top Search Terms	
state parks	7
james peterson	6
christensen	5
matrix	4
packard	3
william williams	3
Dragon	3
chapter 2	3
exempt vaccination	3
office of legislative research	3

Digital Collections Usage Statistics

November 2009

Most Viewed Collections	Times Viewed
Utah State Archives Series Inventories Total	53,992
Legislature. House's Working bills Total	15,264
Governor's Executive orders and proclamations Total	3,982
Board of Pardon's Prisoner's pardon application case files Total	3,869
Division of Animal Industry's Brand books Total	1,801
Governor Leavitt's Photographs Total	1,615
Governor Leavitt's Programs of the First Lady Total	1,270
Governor Leavitt's Chief of Staff records Total	750
Governor Leavitt's News clippings Total	602
Governor Leavitt's Press releases Total	339

Most Viewed Items Overall		
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	530
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	209
Division of Animal Industry's Brand books	Jan-Jun 1891	198
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	189
Utah State Archives Series Inventories	Legislature. House of Representatives Working bills	181
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	161
Board of Pardon's Prisoner's pardon application case files	Floyd B. Sandberg	145
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	134
Utah State Archives Series Inventories	Governor Rampton Judicial appointment files	128
Utah State Archives Series Inventories	District Court (Third District : Salt Lake County) Exhibits	112

Grand Total: 84,465

Top Search Terms	
1915	14
public safety retirement	7
death records	6
cloward	6
core curriculum	5
vital records	5
birth records	4
Owens Daryl	4
thomas crookston	4
john ira heaton	3

Digital Collections Usage Statistics

October 2009

Most Viewed Collections	Times Viewed
Legislature. House's Working bills	9,608
Utah State Archives Series Inventories	7,010
Governor's Executive orders and proclamations	4,996
Board of Pardon's Prisoner's pardon application case files	4,270
Governor Leavitt's Photographs	3,056
Division of Animal Industry's Brand books	2,140
Governor Leavitt's Chief of Staff records	1,559
Governor Leavitt's Programs of the First Lady	1,351
Governor Leavitt's News clippings	921
Governor Leavitt's Press releases	463

Most Viewed Items Overall		
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	779
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	632
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	269
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	252
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	179
Board of Pardon's Prisoner's pardon application case files	Ulysses S. Grant	122
Board of Pardon's Prisoner's pardon application case files	Alexander Beckstead	86
Board of Pardon's Prisoner's pardon application case files	Donald Whitehead	58
Division of Animal Industry's Brand books	Oct 1929-Sep 1930, index	58
Board of Pardon's Prisoner's pardon application case files	Jesse Wilson	57

Grand Total: 36,599

Top Search Terms	
Harvey G. Bass	12
lee	6
00000000-19799999	5
death certificates	5
thorpe	5
hb201	4
FRANK STANLEY	4
john	4
potter	3
William Turner	3

Digital Collections Usage Statistics

September 2009

Most Viewed Collections	Times Viewed
Legislature. House's Working bills	12,960
Board of Pardon's Prisoner's pardon application case files	7,376
Utah State Archives Series Inventories	5,296
Governor's Executive orders and proclamations	3,845
Governor Leavitt's Photographs	2,279
Division of Animal Industry's Brand books	1,662
Governor Leavitt's Chief of Staff records	667
Governor Leavitt's Programs of the First Lady	544
Governor Leavitt's News clippings	393
Governor Leavitt's Press releases	352

Most Viewed Items Overall		
Board of Pardon's Prisoner's pardon application case files	Nathaniel P. Pryor	4,845
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	578
Board of Pardon's Prisoner's pardon application case files	Ector Oppicini	225
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	205
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	158
Board of Pardon's Prisoner's pardon application case files	Harry J. Tucker	148
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	145
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	136
Board of Pardon's Prisoner's pardon application case files	John J. Baum	125
Board of Pardon's Prisoner's pardon application case files	Ulysses S. Grant	110

Grand Total: 36,179

Top Search Terms	
Judicial appointment	6
mining claims	5
Utah State Death Certificates	5
Casper	5
birth certificates	5
gifts	5
death certificates	4
JOHN D LEE	4
ector oppicini	3
death certificate	3

Digital Collections Usage Statistics

August 2009

Most Viewed Collections	Times Viewed
Legislature. House's Working bills	13,744
Board of Pardon's Prisoner's pardon application case files	7,095
Utah State Archives Series Inventories	4,784
Governor's Executive orders and proclamations	3,966
Division of Animal Industry's Brand books	2,625
Governor Leavitt's Programs of the First Lady	855
Governor Leavitt's Photographs	779
Governor Leavitt's Chief of Staff records	681
Governor Leavitt's Press releases	243
Governor Leavitt's Administrative constituent correspondence	199

Most Viewed Items Overall		
Board of Pardon's Prisoner's pardon application case files	Thomas Mitchell	1,162
Board of Pardon's Prisoner's pardon application case files	Ulysses S. Grant	981
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	774
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	547
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	425
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	261
Board of Pardon's Prisoner's pardon application case files	Fay C. Herron	240
Board of Pardon's Prisoner's pardon application case files	Thomas Mitchell	196
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	177
Board of Pardon's Prisoner's pardon application case files	Leslie Clyde Newton	82

Grand Total: 35,512

Top Search Terms	
wilson	4
david beck	4
barker	4
copyright	4
lamph	4
B roads	4
marriage	4
divorce	3
convict archives 1950-1960 draper utah state prison	3
fae c herron	2

Digital Collections Usage Statistics

July 2009

Most Viewed Collections	Times Viewed
Board of Pardon's Prisoner's pardon application case files	4,128
Utah State Archives Series Inventories	1,182
Legislature. House's Working bills	990
Governor Leavitt's Photographs	542
Governor's Executive orders and proclamations	225
Governor Leavitt's Chief of Staff records	83
Governor Leavitt's News clippings	67
Governor Leavitt's Administrative constituent correspondence	33
Division of Animal Industry's Brand books	31
Governor Leavitt's Press releases	28

Most Viewed Items Overall		
Division of Animal Industry's Brand books	Dec 1849-Dec 1874 and Dec 1874-Dec 1884	726
Division of Animal Industry's Brand books	ca. Jul 1911-Oct 1912, index	329
Division of Animal Industry's Brand books	ca. Dec 1897-Jun 1901, index	209
Division of Animal Industry's Brand books	Jan 1885-Dec 1888	199
Board of Pardon's Prisoner's pardon application case files	Robert R. Robertson	149
Board of Pardon's Prisoner's pardon application case files	Elmer L. Gray	141
Division of Animal Industry's Brand books	Oct 1915-Oct 1916	62
Board of Pardon's Prisoner's pardon application case files	Harry Stevens	59
Division of Animal Industry's Brand books	Oct 1912-Oct 1913	59
Board of Pardon's Prisoner's pardon application case files	Thomas Culver	52

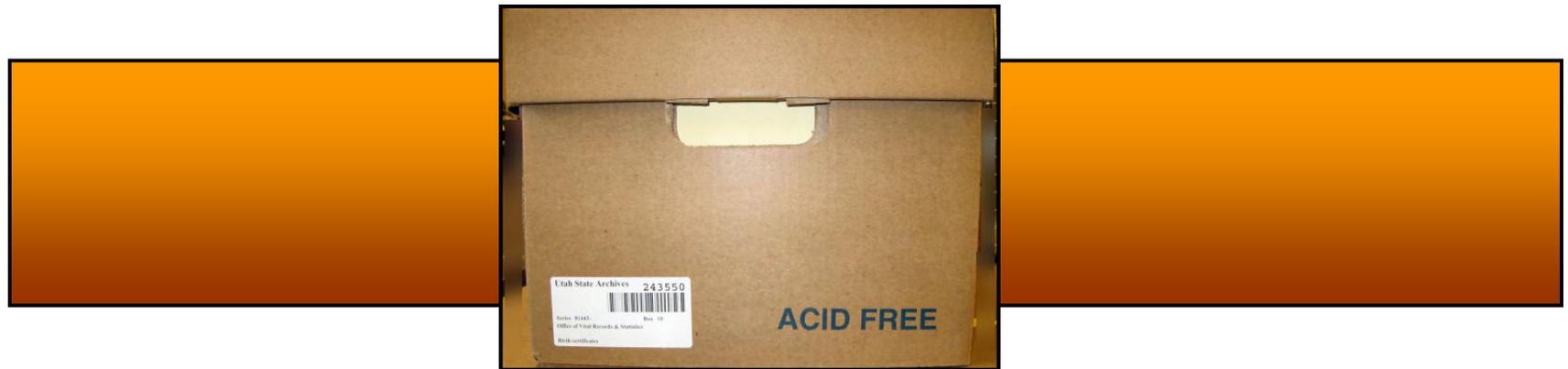
Grand Total: 20,671

Top Search Terms	
water	6
Benmore	5
statute limitations	4
pippy	4
wilson	4
death certificates	3
military muster roll	3
PROBATE	3
Marriage license	3
Dalton	3

Utah State Archives Processing

2009-2010 and 2010-2011

Compiled by Ken Williams



Series ID	Series Title	Agency Name	Total Cubic Feet	Agency Type
1529	Case Files	First Dist. Court	7	Courts
17661	Civil Registers of Action	Second District Court : Weber County	30	Courts
957	Law and Motion Files	Supreme Court	21	Courts
1494	Writs	Supreme Court	71	Courts
27371	Books	Woodrow Precinct	2	Courts
6620	Civil Case Files	District Court (Eighth District: Duchesne Co.)	90	Courts
27411	Civil Registers of Action	District Court (Eighth District: Duchesne Co.)	20	Courts
22679	Criminal Case Files	District Court (Eighth District: Duchesne Co.)	16	Courts
10297	Criminal Registers of Action	District Court (Eighth District: Duchesne Co.)	4	Courts
27412	Minute Books	District Court (Eighth District: Duchesne Co.)	3.5	Courts
27248	Probate Case Files	District Court (Eighth District: Duchesne Co.)	59	Courts
27422	Probate Minute Books	District Court (Eighth District: Duchesne Co.)	1.5	Courts
17831	Probate Record Books	District Court (Eighth District: Duchesne Co.)	5	Courts
27413	Probate Registers of Action	District Court (Eighth District: Duchesne Co.)	8	Courts
27411	Civil Registers of Action	Eighth District Court: Duchesne County	19	Courts
27419	Judgement Docket Books	Eighth District Court: Duchesne County	12	Courts
27420	Judgement Record Books	Eighth District Court: Duchesne County	8	Courts
27412	Minute Books	Eighth District Court: Duchesne County	5	Courts
27422	Probate Minute Book	Eighth District Court: Duchesne County	1	Courts
17831	Probate Record Books	Eighth District Court: Duchesne County	4	Courts
27413	Probate Registers of Action	Eighth District Court: Duchesne County	6	Courts
27441	Civil Registers of Action	Summit County Probate Court	19	Courts
26613	Civil Case Files	Third District Court:Summit County		Courts
26614	Civil Registers of Action	Third District Court:Summit County	22	Courts
20095	Criminal Case Files	Third District Court:Summit County		Courts
27439	Criminal Information Book	Third District Court:Summit County	1	Courts
26619	Criminal Registers of Action	Third District Court:Summit County	2	Courts
27440	Guardians and Executors Record	Third District Court:Summit County	1	Courts
27434	Judgement Docket Books	Third District Court:Summit County	6	Courts
27425	Judgement Record Books	Third District Court:Summit County	5	Courts
27435	Minute Books	Third District Court:Summit County	8	Courts
17540	Orders and Decrees	Third District Court:Summit County	16	Courts
23288	Probate Case Files	Third District Court:Summit County		Courts
27437	Record Books	Third District Court:Summit County	3	Courts
			476	Courts Total

Series ID	Series Title	Agency Name	Total Cubic Feet	Agency Type
13890	Minutes	Uintah County: County Commission	8	Local Government
			8	Local Government Total
7323	Directors Correspondence	Archives	59	State Agency
22531	Information Practices Act Revision Files	Archives	3	State Agency
787	Correspondence	Building Board	14	State Agency
7164	Incorporation Case Files	Commerce/Corporations	51	State Agency
81448	Birth Certificates	Health/Vital Records	2	State Agency
3137	Park Development Project Files	Parks and Recreation	4	State Agency
27266	Utah Historical Quarterly/Published Manuscripts	State History	20	State Agency
27265	Utah Historical Quarterly/Unpublished Manuscripts	State History	8	State Agency
1621	Case Files	Third District Court	7	State Agency
			168	State Agency Total
			652	Grand Total