

Strategic Plan

Department of Administrative Services

Utah State Archives

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Salt Lake City, UT 84101

<http://archives.utah.gov>

Fall 2012

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."

Last year, I wrote how Utah citizens were engaged in open government more than ever. This year, the State Archives is proud to promote more openness in government with an additional service, a records ombudsman. Citizens interact with state government daily, creating records that provide needed documentation to protect rights and property. However, when citizens request those records with an open records request (GRAMA—Government Records Access and Management Act), the process can be complicated and confusing. During the 2012 General Legislative Session, the Utah Legislature passed SB177S01 Government Records Access and Management Act Amendments into law. This created a new records ombudsman assignment dedicated to assisting the public and government in making and fulfilling records requests, navigating the complicated appeals process, and mediating difficult issues when requested.

Since beginning in her assignment in April, the records ombudsman has assisted hundreds of citizens and records officers with GRAMA. Her knowledge and expertise in archives and government records management provides a unique and comprehensive perspective: good records management promotes transparency in government.

State records provide citizens the opportunity to become involved in government and understand its actions. Transparency in government relies on effective records management and the preservation of and access to the State's historical records. The work of the State Archives stands at the center of these pivotal activities.

Patricia Smith-Mansfield
Director

Conference of Inter-Mountain Archivists (CIMA) Service Award



Elizabeth Perkes received an award for long-time service to the archival profession. The CIMA Service Award is presented to an individual who has made significant contributions to the CIMA organization or to the archival profession in general. Peers and colleagues of the recipient give the award in appreciation for service and leadership.

Scope

The Archives' strategic plan is a framework of work for the Archives. 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.

In support of the Governor's initiative for economic development, the Archives provides business and others information in the form of access to the state's essential, permanent, and historical records to support their business needs and to assist their interests; preserves and provides access to the state's essential records that document the state's infrastructure and information infrastructure to support economic and future development; and is a destination facility viable to the state's genealogical, historical, research, and business communities.

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

The State Archives achieved two major milestones this year.

For decades, the Archives has worked to obtain and develop a State Records Center in a state-owned facility. Its home in the Decker Lake warehouse district was long inadequate, with yearly water incidents that put records at risk. Because it was a leased facility, the Archives was unable to put into place long-term improvements that would improve the storage conditions for records. However, this year, the State Archives' State Records Center relocated to a state-owned warehouse, renovated to meet the needs of efficient operation for a State Records Center. Secure industrial shelving was installed to house the records, a new fire sprinkling system was installed to protect the records, and new electric equipment was obtained to increase efficiency in records retrieval. The State Records Center moved into its new home, relocating 120,000 cubic feet of state and local government records, in the spring.

In its efforts toward the preservation of the state's cultural resources, the Archives has been a leading partner in developing an Annex for Cultural Property, to be an Appendix to the Emergency Support Function 11 Annex of the Utah Emergency Operations Plan. The two-year effort achieved success as the Annex for Cultural Property was formally adopted as a part of the State of Utah's Disaster Plan. Utah is only the third state in the United States to have a cultural annex approved, making the recovery of cultural property a recognized priority. This is a significant step forwarding the protection of the state's culturally, historically, and artistically significant collections found in archives, libraries, museums, and historical societies statewide.

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 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 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.

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 so that they may more effectively identify, manage, and preserve records of enduring value. Working together as partners, we can accomplish more and be more efficient.

Goals and Objectives

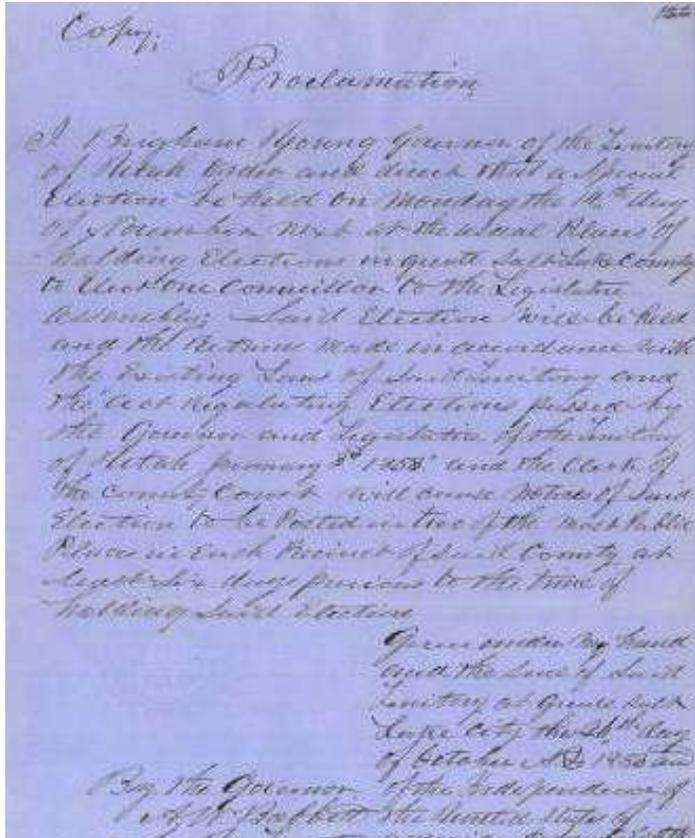
1. The Archives promotes accountability and transparency of the state.

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.

FY2011

- *The Archives was a member of the Utah Academic Library Consortium's Metadata Task Force. The task force updated Dublin Core metadata standards and published the General Guidelines for Digital Metadata online.*
- *The Archives submitted two digital collections and finding aids for review to participate in a metadata interoperability audit with the Mountain West Digital Library, demonstrating that the Archives is adhering to standards.*
- *In addition to offering its Digital Archives, the Archives worked with other institutions on digital collections, including the State Library on legal and legislative research collections and the Division of Arts and Museums on literature collections.*



Governor's proclamation

FY2012

- *The Archives is working with the LDS Church Historical Department, Library, and Archives; the University of Utah Special Collections; Mountain West Digital Library; and the Department of Community and Culture to digitize territorial records.*

- 1.1.2 The Archives provides standards and guidelines on electronic records management and preservation.

FY2010

- *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 planned transition to a new hosted email management system for the state. The committee will develop RFP requirements and solicit vendors.*

FY2011

- *As part of the multistate grant, GeoMAPP, from the Library of Congress, the Archives participated in defining guidelines for preserving geospatial records. The GeoMAPP project conducted a thorough investigation of geospatial data formats and focused on metadata.*

- *The Archives participated in the selection of a new, hosted email solution, which included specifications for the retention and management of email records.*

FY2012

- *The " Geospatial Multistate Archive and Preservation Partnership (GeoMAPP) Best Practices for Archival Processing for Geospatial Datasets" by the GeoMAPP project is the 2012 recipient of the "Preservation Publication Award" given by the Society of American Archivists (SAA).*
- *The Archives facilitated the Best Practices and Standards Task Force of the Utah Academic Library Consortium's (UALC) Digitization Committee, which was charged to update best practices standards.*
- *The Archives developed records management information for state agencies to use when the state's new hosted email solution moves in place.*
- *The Archives adopted and posted social media guidelines to assist state agencies in knowing how to manage records on their social media sites.*

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.

FY2010

- *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 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, ordinances, databases, and correspondence (including email).*

FY2011

- *The Archives made great strides in adding functionality to its Electronic Archives management system, due, in part, to strides made as a result of the GeoMAPP project. Data ingest is a one-click operation after users point to a folder. The process captures a checksum, moves the data from desktop or server files to an assigned storage location, runs metadata extractors on each file, stores the metadata both as database fields as well as in its original XML form, and documents format types and other technical metadata for purposes of migration. New advanced searching capabilities were also added.*

FY2012

- *The Archives content management system advanced its capabilities. It can interface with the BagIt tool, both as part of the ingest process and on the desktop. It can extract metadata from specific types of records, integrating MediaInfo. It can parse email in .mbox and .eml format. It can manage container files, such as .zip. It has integrated data conversion tools. The Archives gained access to electronic voter registration records for preservation.*

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.

FY2010

- *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 for 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.*

FY2011

- *The Archives further enhanced the descriptive data of 645 records series. The project continues with 240 updates remaining.*
- *The Archives worked with Davis County to review to update all of the county's record series, providing the county with increased intellectual control, less duplication, and greater efficiency in records access.*

FY2012

- *The Archives scheduled 183 record series retention schedules and updated 887 existing record series retention schedules.*



Senate working bills

- 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.

FY2010

- *The Archives has inventoried and provided descriptive data for its microfilm holdings and entered essential range data into the content management system. Of 115,000 microfilm rolls, 7,000 remain.*

FY2011

- *The Archives completed the inventory of the remaining 7,000 microfilm rolls. It entered additional information for 10,000 microfilm rolls, enhancing descriptive data. The Archives resolved retention issues for 157 record series for microfilm holdings, enabling appropriate retention and/or disposal.*
- *The Archives appraised and accessioned 384 cubic feet of backlogged archival material in microfiche format.*

FY2012

- *The Archives entered additional information for 4,600 microfilm rolls, enhancing descriptive data. The Archives deaccessioned 5,956 rolls of microfilm, which have met their retention.*
- 1.2.3 The Archives will conduct a statewide preservation assessment of the state's archival holdings.

FY2010

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

FY2011

- *"Utah's Connecting to Collections Project" published and distributed a brochure to promote the preservation assessment of the state to promote the support of the preservation of Utah's cultural heritage.*

FY2012

- *The Archives, in cooperation with the University of Utah, sponsored a meeting for the state's cultural agencies and universities to implement an Annex for cultural property for the purpose of shaping post-disaster recovery protocols for Utah's cultural property, to*



Alliance for Response forum

help roll out the Annex statewide, and to work out specifics for post-disaster recovery response for cultural property.

- *The Annex for Cultural Property was formally adopted as an Appendix to the Emergency Support Function 11 Annex of the Utah Emergency Operations Plan. Utah is only the third state in the United States to have a cultural annex approved, making the recovery of cultural property a recognized priority. The Archives co-sponsored the "Alliance for Response" initial forum. The forum brought together Utah's cultural heritage custodians*

with first responders and disaster planners to discuss actions that can be taken to protect records and cultural heritage artifacts in the event of a disaster. The Archives administers an Alliance list-serv to provide disaster recovery information to Alliance members.

- *This is a significant step forwarding the protection of the state's culturally, historically, and artistically significant collections found in archives, libraries, museums, and historical societies statewide.*
- *Archives staff participated in a Connecting to Collections Exchange, a national forum focused on the preservation of historical and cultural treasures found in archives, libraries, and museums.*

1.3 The Archives maintains the enduring record.

- 1.3.1 The Archives develops preservation and disaster recovery plans for 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.

FY2011

- *The Legislature appropriated funding for the construction of a new state records center with plans included for an environmentally controlled area appropriate for preservation microfilm. The bulk of the facility is expected to be completed in FY2012 with possible improvements in future years.*

- 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.

FY2010

- *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.

FY2010

- *The Archives participated in the Intergovernmental Preparedness for Essential Records (IPER) train-the-trainer review workshops. IPER is funded through 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.*

FY2011

- *The Archives provided online training courses to state and local governments as part of the Council of State Archivists, Intergovernmental Preparedness of Essential Records*

Initiative. Participants averaged 50 percent on the pre-test administered before each course. Post-test scores averaged 87 percent.

FY2012

- *The Archives participated in a review of the completion of the IPER project. The Archives restructured the IPER training to provide a streamlined version of Essential Records and Disaster Planning to governmental entities.*

- 1.3.4 The Archives improves the quality of its archival holdings, including appraisal, acquisition, preservation, description, and managed access.

FY2010

- *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 ongoing 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.*

FY2011

- *The Archives has transferred an additional 2,720 cubic feet of permanent records to the Archives repository. Prior to transfer, the Archives reappraised 141 record series to resolve intellectual data issues.*
- *As a result of the settlement of the important Pelt Case, 1,000 cubic feet of Navajo Trust Fund litigation records from the State Attorney General's Office were appraised as historical with disposition of archival custody.*
- *The Archives and the Ogden City Records Office inventoried holdings information for all Ogden City records series in the Archives' custody, providing better access to Ogden City's historical records and information vital to city office functions.*
- *The Archives cooperates with Utah's counties in the preservation of official records. The Archives produced 220 microfilm rolls from the digital images of official records from counties.*

FY2012

- *The Archives inventoried the Cache County Recorder's Office, Jordan School District, Salt Lake Water District #3, and the Navajo Trust Fund administrative office, resulting in 274 cubic feet of official records, water system maps, and school records transferred to the Archives.*
- *Approximately 105 cubic feet of historical court*



Processing records

- *case files were flattened, metal removed, and re-housed for preservation purposes.*
- *The Archives partnership with Utah’s counties in the preservation of official records continues with the production of 209 microfilm rolls. Beaver, Box Elder, Cache, Carbon, Davis, Emery, Grand, Iron, Juab, Millard, Morgan, Piute, Rich, Salt Lake, San Juan, Sanpete, Wasatch, Wayne have participated in the project.*

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.

FY2010

- *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.*

FY2011

- *The Archives provided training and records management consultations to over 5,300. Assistance covered such issues as records access, records preservation, electronic records management, the Public Notice Website, and other records issues.*
- *The minutes of the State Records Committee from 1992 to 2008 are online. Approved minutes from 2008 are posted on the Public Notice Website.*
- *The Utah Public Notice Website was upgraded to accommodate new requirements mandated in the 2010 General Session. In addition to public meeting notices, the public can now find all public notices (encompassing over 60 statutes) from state and local governmental entities on the Website. Other improvements and reporting capabilities were also programmed.*
- *The Archives distributes records management information online through a blog, “Record Keepers – State of Utah,” which acts as a newsletter to keep records officers informed. The blog received 2,523 hits.*
- *The Archives provided assistance to the public in GRAMA appeals and support to the State Records Committee. The Committee heard 20 appeal hearings out of 110 hearing requests. Over 300 individuals inquired about how to appeal denial of records access.*

FY2012

- *In response to a new legislative mandate, the Archives implemented a Records Ombudsman service to advocate for fairness and compliance with the Government Records Access and Management Act (GRAMA). The ombudsman began helping members of the public, as well as government records officers, to navigate the records access process in April. The Records Ombudsman had 389 contacts.*



Rosemary Cundiff,
records ombudsman

- *The Archives provides support to the State Records Committee. Complete meeting minutes of the State Records Committee, 1992-2009, are now online alongside the Committee's Decisions and Orders. The State Records Committee held its first meeting on September 30, 1992, and has heard approximately 238 cases, an average of 12.52 cases per year. The Committee heard 17 hearings, and 12 pre-hearing conferences, out of 126 requests for hearings during the year.*
 - *The Archives trained 1,116 state and local government employees at 50 training events, and 143 at agency visits, and logged 2,661 telephone or email contacts—totaling 3,920 consultations. The Archives provided support for the Public Notice Website; 719 individuals received training or consultation on the use of the website from the Archives.*
 - *“Record Keepers – State of Utah,” the Archives informational blogs for records managers, had 44 blog posts and received 10,315 visitors.*
- 1.4.2 The Archives will preserve and process records to ensure access by the public as soon as legally possible.

FY2010

- *The Archives processed and indexed 652 cubic feet of historical 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 Office, Parks and Recreation, and the Dept. of Health’s Vital Records Office.*

FY2011

- *The Archives processed and indexed 1,027 cubic feet of historical records of agencies throughout the state, including records of municipalities, counties, Board of Education, Labor Commission, Natural Resources, Administrative Services, Courts, and the Governor’s Office.*

FY2012

- *The Archives processed and indexed 837 cubic feet of historic records of state agencies, municipalities, and counties. Historical records pertaining to the MX Missile program were processed this year, along with various environmental quality and radiation study records. Records from the Attorney General related to Utah’s role in the Colorado River Compact have been processed and made accessible, along with a collection of records related to Utah’s 1987 bid to build a Superconducting Super Collider. Other records processed include cemetery records, Vital Records (Birth and Death), Ogden and Myton City records, and material from UDOT. (See attachment)*



Archives member converting microfilm

- 1.4.3 The Archives will apply for a grant to process its backlog of records on microfiche, presently unavailable for access.

FY2010

- *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.

FY2011

- *As part of a grant from the National Historical Publications and Records Commission, the Archives processed 384 cubic feet of backlogged records on microfiche and posted 498 online finding aids to facilitate access.*

FY2012

- *The Archives completed the microfiche grant project requirements and staff processed an additional 129 cubic feet of State Auditors Municipal Financial Reports and State Agency Audit Reports and reconciled those with fiche holdings.*



Microfiche processing grant

- 1.4.4 The Archives improves the quality of its archival services, including appraisal, acquisition, preservation, description, and access, through enhanced online resources.

FY2010

- *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.*
- *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.*

FY2011

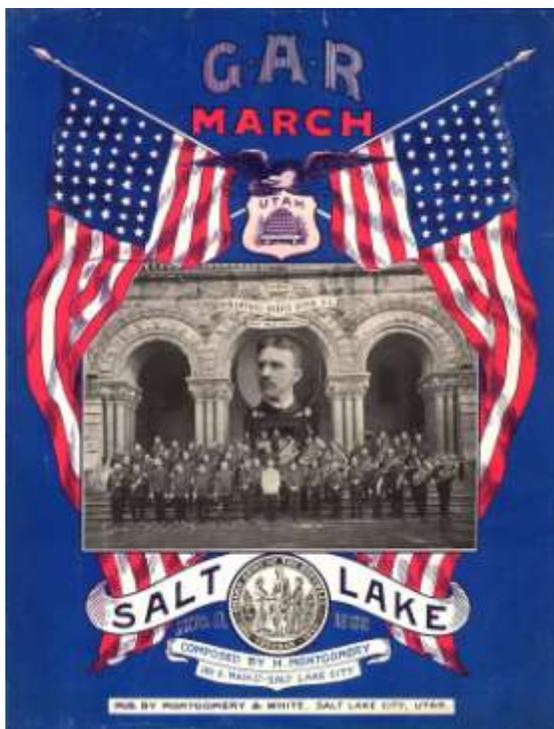
- *The Archives created a guide to resources available for research concerning government optimization of Utah, [State Government Organization](#). Records of past state government realignment efforts are described. In response to a request from the Governor's Office, and in connection to the Governor's [Advisory Council to Optimize State Government](#), the Archives has made available online the records to several past projects of a similar nature. These record series are the [Commission on the Organization of the Executive Branch \(a.k.a. "Little Hoover Commission"\)](#), [State Agency Reorganization Records, 1965-1967](#); [Legislature, Little Hoover Commission Administrative Records, 1965-1966](#); and [Governor \(1977-1985 : Matheson\)](#), [State Agency Correspondence on Executive Reorganization](#).*
- *The Archives has improved public access through "digitization-upon-demand" services. Records of high research value that are requested to be digitized are posted for wide public access. The Archives provided online access to state government organization records and the records of Governor Jon M. Huntsman, Jr., through this process. The*

Governors' Digital Archives now contains more than 73,000 items of former governors who served from 1993 to 2009.

- The Archives added an additional 215,961 images to the Digital Archives which now provides over 800,000 images online. These include such collections as military death certificates, birth registers, Indian war service affidavits, and Senate working bills. The Digital Archives had over 2,035,000 patron accesses.
- "Family Tree Magazine" honored the Archives' website as one of the Best State Websites for Genealogy, <http://familytreemaqazine.com/article/2010-best-state-websites>. The list honors the best websites that specialize in genealogy research. This is the second consecutive year the Archives has been recognized.

FY2012

- The Archives has posted online the Community Relations Office of the Department of Transportation index to official photographs. The index provides access to all photographic material in the official photographs collection. The Archives is working with the Department



Sheet music cover, 1909

made available online; and death certificates from 1959-1961 and Birth Certificates from 1909-1910 were processed and indexed and made available online. The Digital Archives had over 1,909,000 patron accesses. (See attachment)

of Transportation and volunteers in identifying parts of the official photograph collection for possible digitization.

- The Archives posted a new collection online, the Garland City Cemetery interment registers. The registers are indexed by name, age, and other descriptive data and will be a valuable tool to genealogists.
- The Archives digitized 99,287 records, including historical records from municipalities, vital records, and the Department of Transportation; Peace Officers Service Training(POST) class photos were transferred, processed, digitized, indexed, and to be

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.

FY2012

- *The Archives digitized 2,251 rolls of Workers compensation case files for the Labor Commission for easier retrieval and access, producing 10,173,246 images.*

- 2.1.2 The Archives provides online and electronic (desktop) training tools on GRAMA, records management, disaster recovery, and the Utah Public Meeting Notice Website.

FY2010

- *The Archives and Utah Interactive are launching a new design of 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.*

FY2011

- *The Archives published a new online handbook and online training to assist state and local governmental entities in using the upgraded Utah Public Notice Website.*

FY2012

- *The Archives updated its website to post all local ordinances specific to GRAMA and updated reference links in records management policies and guidelines.*
- *"Researching the Utah State Archives", a public blog for research patrons received 6,498 visitors.*

- 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.

FY2010

- *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.*

FY2011

- *The Archives provided training at events sponsored by the Utah Association of Counties, Utah Association of Special Districts, Utah Municipal Clerk's Association, Utah Business Licensing Association, Utah Association of Public Treasurers, the Department of Public Safety, and Academica West, which provides management assistance for charter schools. Archives provided specialized in-agency training for the State Office of Education, the Governor's Office of Economic Development, and Salt Lake City.*

FY2012

- *The Archives provided GRAMA, records management, and public notice website training in St. George, Price, and Moab, as well as for the Utah League of Cities and Towns, the Northern Division of the Department of Transportation, the Salt Lake County Public Works Department, and the offices of the Cache County clerk and recorder.*

- *The Archives developed two new training classes in records management to assist governmental entities in their record keeping responsibilities. "Records Inventory and Appraisal" leads records officers through the complicated process of evaluating records and their retention needs;" Essential Records and Disaster Planning," restructured the grant supported IPER training to a more streamlined approach.*
- *The Archives presented fourteen presentations at such special events and meetings as the Utah Association of Public Treasurers, Rural Water Users of Utah, Municipal Clerk's Association, and others. The Archives also provided specialized in-agency training for the Division of State Purchasing.*
- 2.2 *The Archives provides prompt, easy, and secure access to our holdings.*
- 2.2.1 The Archives supports state and local government needs in reformatting records for preservation and access.
 - FY2010**
 - *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.*
 - FY2012**
 - *The Archives acquired a microfiche scanner to provide the needed service of converting microfiche to digital images.*
- 2.2.2 The Archives will implement an electronic patron tracking system to increase efficiency for the Research Center.
 - FY2010**
 - *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.
 - FY2010**
 - *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.*
 - FY2011**
 - *The Archives State Records Center received a 4.8/5 customer service satisfaction rating.*
 - *The Archives records analysis section received a 4.2/5 customer satisfaction rating for trainings.*
 - FY2012**
 - *The Archives State Records Center received a 4.8/5 customer service satisfaction rating.*
 - *The Archives records analysis section received a 4.69/5 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 media.

FY2010

- *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 state's semi-active records. The Archives continues to work with DFCM on the funding package for such a move.*

FY2011

- *The Legislature appropriated funds to renovate a state-owned warehouse facility in Clearfield as the new State Records Center. Included in the renovation is an environmentally controlled area to the specifications suited for microfilm for distributed storage.*

FY2012

- *The Records Center renovated a state owned facility and moved 120,000 cubic feet of records. The new facility has also been designated as the site of the Archives microfilm vault. Currently under construction, the vault is expected to be completed by the end of calendar year 2012.*



Renovation of new records center

- 2.2.5 The Archives provides for the long-term care, access, and security of its microfilm holdings and storage.

FY2010

- *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.

FY2010

- *Archives staff attended "R U REDY" workshops for disaster preparedness. The workshops focused on planning and collaboration among libraries and archives and encouraged institutions to test emergency preparedness and 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 chapter 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 Inter-Mountain 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.*

FY2011

- *The Salt Lake Chapter of ARMA International (an association of records managers) held a monthly meeting at the Archives for a tour of our facility and a presentation on the history of the State Archives. ARMA requested the Archives take a more active role in their monthly meetings. Though ARMA started with a focus on commercial interests, the majority of their support is government.*
- *The Archives worked with State History to host their 58th Annual Conference. As part of the conference, the Archives hosted sessions in its building and participated in an exhibit and presentation of some of its important statehood records in a symposium.*
- *The Archives provided a class, "Wake the Dead," which discussed basic genealogical records in the Archives holdings, at the National Genealogical Conference which was hosted by the Utah Genealogical Society in Salt Lake.*
- *The Archives initiated a monthly series of "Lunch and Learn" brown bag events for the professional development of staff and volunteers, as well as interested public, in special collections and archival repositories. Lectures focus on learning about the collections and resources at the State Archives.*
- *The Archives was represented at regional and national professional conferences, including the Conference of Inter-Mountain Archivists, the Society of American Archivists, National Association of Government Archivists and Records Administrators, and the Council of State Archivists. Two staff members are members of Academy of Certified Archivists. One staff member attended the Western Archives Institute.*

FY2012

- *The Archives participated as a panelist at the Utah Library Association annual meeting. The panelists addressed the challenges in providing digital access to government information.*
- *The Archives participated in a panel presentation on "Social Media Policy and Strategy" at the Utah Digital Government Summit, with a focus on managing agency social media content as government records.*



Utah Library Association meeting, 2012

- *The Archives presented a paper at the National Association of Government Archivists and Records Administrators annual meeting about its patron response to investment regarding access tools*
- *The Archives hosted the Conference of Inter-Mountain Archivists' Utah Fall Caucus meeting. The conference discussed preservation issues in the digital world, and media formats.*
- *The Archives sponsored monthly "Lunch and Learn" brown bag events where Archives staff members, volunteer staff, Friends of the Archives members, and patrons of the Archives research center shared their research. Topics included newly published articles and books that referenced State Archives records, reports on newly processed records series, architectural preservation successes, and local history research projects.*

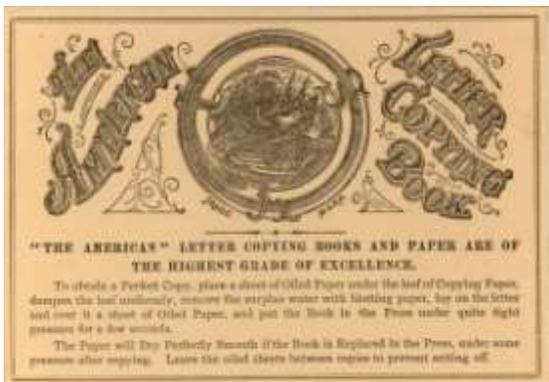
3. The Archives collaborates and partners with public and private organizations and institutions to expand its reach and ability.

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 FamilySearch and Ancestry.com to digitize its holdings and expand its access to genealogists and others.

FY2010

- *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.*



Paper insert in letter book

FY2011

- *The Archives, in partnership with FamilySearch, is processing and digitizing records of high genealogical value. Probate cases from Utah, Juab, and Summit counties have been processed and prepared for digitization.*

FY2012

- *The Archives has continued its partnership with FamilySearch and processed and digitized Salt Lake City and County Plat Maps, Utah County Probate Case Files, and Summit County Coroner Inquests.*

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.

FY2010

- *The Archives has over a half million digital images from 26 collections online in its Digital Archives. The Digital Archives received over 1 million visits.*
- *The Archives added 472 new EAD finding aids online.*

FY2011

- *The Archives added 71 new EAD finding aids online.*

FY2012

- *The Archives added 560 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.

FY2011

- *The Archives developed and posted online “Guidelines for Administrators” to assist government administrators understand their responsibilities in records management, including separating agency records from their personal papers.*

FY2012

- *ARMA International, Salt Lake Chapter, awarded the State Archives an award for "Partner organization of the year," recognizing the Archives' support and leadership in the organization.*
- *The Archives and its department, the Department of Administrative Services, met with each state department to review current services and study potential new services. The Archives conducted follow-up meetings with the departments that expressed an interest in possible additional records management services from the Archives to determine interest, with 19% of state agencies indicating a need.*

- 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.

FY2010

- *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.*

FY2011

- *The Archives, the Utah State Historical Records Advisory Board, and regional repositories worked together to sponsor workshops and conferences, continuing its focus on the basics of oral history. Workshops were held at the State Archives, Southern Utah University, the Western Mining and Railroad Museum, the Grand County Library, and the Uintah County Regional History Center. Participants were from historical societies, universities, cities, counties, museums, and local archives.*
- *The Archives and the Utah State Historical Records Advisory Board were awarded a grant for a State and National Archival Partnership grant to implement a re-grant program. The Board reviewed grant applications and approved funding for seven re-grants to local repositories to preserve and provide access to historical regional records throughout the state.*

FY2012

- *The Utah State Historical Records Advisory Board met to review and approve preservation grants in two re-grant cycles. The board awarded seven project grants and five mini-grants. Funding for the re-grant program comes from a National Historical Publications and Records Commission grant. (See attachment)*
- *The Utah State Historical Records Advisory Board hosted three workshops. The first was its annual Regional Repository Directors Meeting. In December, the board launched its new training curriculum on how to create and maintain a volunteer program. The initial training session was held at the Utah State Archives; a second training session was held at Weber State University.*

- 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.

FY2010

- *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.*

FY2011

- *The Archives conducted acquisition trips to Uintah County and Sevier County to acquire court records. The team assisted with inventorying court records.*
- *The Archives acquired microfilm records from the Second District Court. The Archives arranged and processed the microfilm collection and access copies were transferred to Weber State University, a designated regional repository of the State Archives, for regional access.*
- *The Archives accessioned 315 cubic feet of Law and motion case files from the Utah Supreme Court, used by researchers to study court precedents and proceedings.*

FY2012

- *The Archives processed the records of the Sixth District Court for Kane County that were inventoried by the Archives. These include naturalization and citizenship records, court case files (probate, civil, and criminal), registers of action, indictment registers, and court minutes.*
- *The Archives inventoried the microfilm of Cache County, which was unorganized, with master film and copy film intermixed; damaged; and deteriorating. Master microfilm was transferred to the Archives for preservation.*

- 3.1.6 The Archives works with State History on more effective services offered by the Research Center.

FY2010

- *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.*
- *The Archives Research Center, in cooperation with State History, assisted 11,145 patrons.*

FY2011

- *The Archives Research Center, in cooperation with State History, assisted 8,411 patrons.*

FY2012

- *The Archives Research Center, in cooperation with State History, assisted 10,882 patrons.*

- 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.

FY2010

- *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.*

FY2012

- *The Archives successfully completed the microfiche grant project.*

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 and partners with other institutions in brown bag lectures and other special events.

FY2010

- *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.*

FY2011

- *April was Records and Information Management Month. The Utah State Archives sponsored two events. Joel Campbell spoke about "Sunshine Laws in Utah Government" at a brown bag lecture. An Electronic Records Conference was held with an invited panel of experts to share electronic records management success stories.*
- *Archives staff made presentations on "Basic Archiving for Special Collections, Rare Book Collections," cosponsored by the Utah State Historical Records Advisory Board, and "New metadata standards for digitization," with its Mountain West Digital Library partners, at the Utah Library Association Annual Conference.*
- *The Archives assisted such organizations as the Salt Lake City First Methodist Church on the long-term preservation of its historical records, ensuring the preservation of valuable community histories.*
- *The Archives promoted Utah Archives Month in October with a hosted brown bag lecture, "Opening Zion: A Scrapbook of the National Park's First Official Tourist."*

FY2012

- *The Archives sponsored three events as part of Records and Information Management (RIM) month where over 250 individuals received training. Events included Essential Records Protection and Disaster Recovery training, “What’s in Those Cabinets: Tackling the Records Inventory and Appraisal Process, and the Utah State Archives Electronic Records Management Conference. The Archives hosted professional guest speakers at the electronic records conference, including Kenneth Thibodeau, James Seeley, Philip Favro, and Tad Howington.*



Electronic records conference, 2012

- *During Utah Archives Month, in conjunction with American Archives Month, the Archives supported a statewide calendar of events in state and local archives and hosted a series of brown bag lectures on historical topics and events, preservation and processing projects currently underway at the State Archives, and presentations by two prominent authors.*

- 3.2.2 The Archives works with state agencies, such as the Capitol Preservation Board and other institutions, in exhibits and special programs.

FY2010

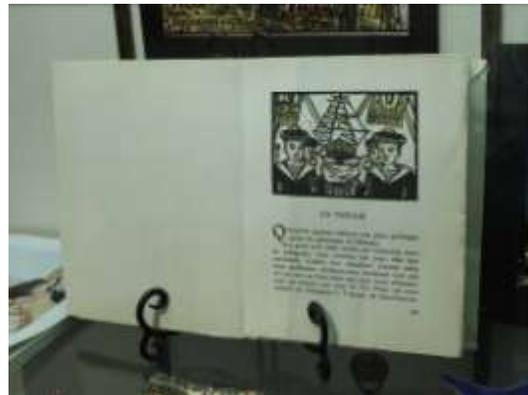
- *The Archives worked with the Capitol Preservation Board and State History on an exhibit of Utah’s statehood and governance on the first floor of the State Capitol. In addition, there were several press events and events at the House Lounge for Utah Representatives and the Senate Lounge for Utah Senators to promote our holdings and the exhibit.*

FY2011

- *Archival materials from the Archives’ holdings were exhibited in the House and Senate lounges during the General Legislative Session. This event was presented in cooperation with the Capitol Commission and State History.*

FY2012

- *The Archives worked with Salt Lake Tribune columnist Robert Kirby to inventory and acquire historical records from various law enforcement agencies in Salt Lake County. Records from the Utah Highway Patrol, Salt Lake County Sheriff’s office, and the Salt Lake City Police Department were exhibited at the Archives. Fifty cubic feet of photographs, publications, reports, and other records were transferred to the Archives.*



- *The Archives partnered with the Utah State Railroad Museum in the Ogden Union Station to exhibit items from the “Merci Train.”The “Merci Train” collection comes from a gift from France in 1949 to Governor J. Bracken Lee, as a token of appreciation for American assistance during World War II. The collection came in a boxcar, with one delivered to each state.*
- 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.
 - FY2010**
 - *Volunteers contributed 2,500 hours to the acquisition, processing, describing, and providing access to essential records in the Archives custody.*
 - FY2011**
 - *The Archives obtained Legislative authority to create and promote a comprehensive friends program that includes community outreach and general fund raising for high priority historical records.*
 - *Volunteers contributed 4,724 hours to the acquisition, processing, describing, and providing access to essential records in the Archives’ custody. Of these hours, 2,600 were contributed to the microfiche processing project, fulfilling the match obligation required by the grant from the National Historical Publications and Records Commission.*
 - FY2012**
 - *Volunteers contributed 5,553 hours of volunteer service to the acquisition, processing, describing, and providing access to essential records in the Archives custody. Volunteers also assist in records management projects and activities.*
 - *Corporate sponsorships in excess of \$2,200 was contributed to the Friends account for the enhancement of training workshops.*

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 yearly progress on objectives and publishes them on its website.

Utah State Digital Archive's

FY 2012 Usage Statistics

Compiled by Gina Strack



New online

- Ogden (Utah). City Recorder Birth register
- Garland (Utah) City cemetery interment registers
- Office of Vital Records and Statistics Death certificates (1959-61)
- Office of Vital Records and Statistics Birth certificates (1909-1910)
- State Records Committee Minutes
- Department of Transportation Official photographs index
- Senate Working bills completion (bulk FY 2011)
- House Working bills adding searchable text (in progress)

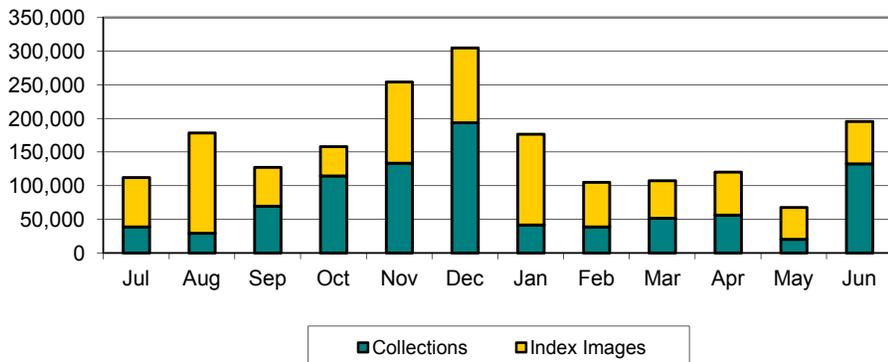
Plus, over 630,000 new images from 60 record series courtesy of our partnership with FamilySearch.

August 2012

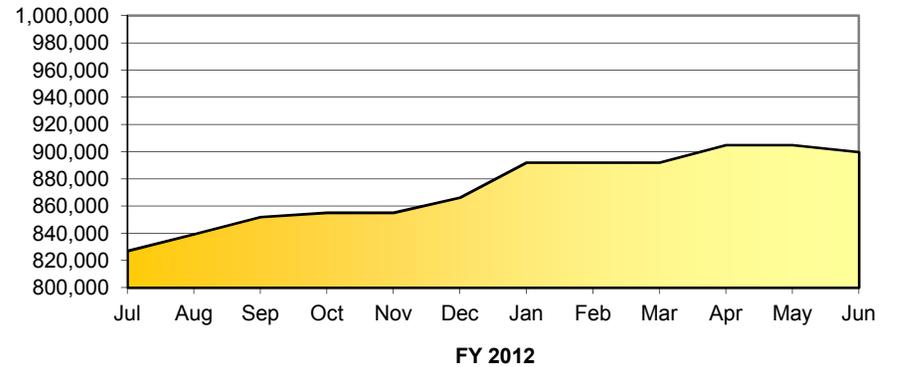
Utah State Digital Archives
Usage Statistics

FY 2012	Month	Total		Index		Trend	Total		Index		Total	FY 2012 Notes
		Items Viewed	Index Hits	Images Viewed	Total		Items Online	New	Images	Total		
2011	Jul	38,782	120,951	73,734	112,516	-53.7%	519,356	26,494	307,641	0	826,997	"Total Items Viewed" is estimated using hits to doc_viewer and item_viewer through May 2012.
2011	Aug	29,393	121,777	149,425	178,818	58.9%	531,759	12,403	307,641	0	839,400	
2011	Sep	69,658	106,887	57,600	127,258	-28.8%	531,865	12,566	320,101	12,460	851,966	
2011	Oct	114,464	106,969	43,850	158,314	24.4%	535,007	3,142	320,101	0	855,108	
2011	Nov	133,748	95,402	120,487	254,235	60.6%	535,010	3	320,101	0	855,111	
2011	Dec	193,788	83,613	111,163	304,951	19.9%	546,083	11,073	320,101	0	866,184	
2012	Jan	41,895	113,339	134,834	176,729	-42.0%	571,925	25,842	320,101	0	892,026	Beginning Dec, removing item count from NEW replace Series 432 since it's a replacement. June 2012 removed 1 collection.
2012	Feb	38,668	114,675	66,398	105,066	-40.5%	571,925	0	320,101	0	892,026	
2012	Mar	51,849	115,147	55,699	107,548	2.4%	571,936	11	320,101	0	892,037	
2012	Apr	56,595	94,776	63,662	120,257	11.8%	571,938	12,783	332,882	12,781	904,820	
2012	May	20,353	109,030	47,637	67,990	-43.5%	571,938	0	332,882	0	904,820	
2012	Jun	132,900	97,086	62,845	195,745	187.9%	566,908	-5,030	332,882	0	899,790	
											Total Viewed	1,909,427
											Total Added	99,287
											Average New	8,274
											Average Views	159,119
											Average Trend	13.1% Increase

Items Viewed FY 2012



Items Online



Digital Archives Usage Statistics

June 2012

Most Viewed Collections

Legislature. Senate Working bills
Board of Pardons Prisoner Pardon Application Case Files
Legislature. House of Representatives Working Bills
Governor Leavitt (1993-2003) Press Releases
Governor Leavitt (1992-2003) Chief of Staff Records
Commissioner of Indian War Records Indian War Service Affidavits
Division of State Archives Series Inventories
Governor Leavitt (1993-2003) Executive Orders and Proclamations
Office of Vital Records and Statistics Birth Certificates
Governor Leavitt (1993-2003) Administrative Constituent Correspondence

May 2012

Most Viewed Collections

Legislature. Senate Working bills
Legislature. House of Representatives Working Bills
Governor Leavitt (1993-2003) Chief of Staff Records
Division of State Archives Series Inventories
Board of Pardons Prisoner Pardon Application Case Files
Office of Vital Records and Statistics Death Certificates
Governor Leavitt (1993-2003) Press Releases
Office of Vital Records and Statistics Birth Certificates
Commissioner of Indian War Records Indian War Service Affidavits
Division of Animal Industry Brand Books

April 2012

Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates
Office of Vital Records and Statistics Death Certificates
Division of Animal Industry Brand Books
Board of Pardons Prisoner Pardon Application Case Files
Division of State Archives Series Inventories
Ogden (Utah). City Recorder Birth Register
Legislature. House of Representatives Working Bills
Commissioner of Indian War Records Indian War Service Affidavits
Legislature. Senate Working bills
Governor Leavitt (1993-2003) Chief of Staff Records

Digital Archives Usage Statistics

March 2012

Most Viewed Collections

Office of Vital Records and Statistics Death Certificates
Office of Vital Records and Statistics Birth Certificates
Division of Animal Industry Brand Books
Board of Pardons Prisoner Pardon Application Case Files
Division of State Archives Series Inventories
Sanpete County (Utah). County Clerk Birth register
Legislature. Senate Working bills
Commissioner of Indian War Records Indian War Service Affidavits
Ogden (Utah). City Recorder Birth Register
Legislature. House of Representatives Working Bills

February 2012

Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates
Office of Vital Records and Statistics Death Certificates
Division of Animal Industry Brand Books
Board of Pardons Prisoner Pardon Application Case Files
Division of State Archives Oaths of Office
Ogden (Utah). City Recorder Birth Register
Division of State Archives Series Inventories
Legislature. Senate Working bills
Sanpete County (Utah). County Clerk Death register
Commissioner of Indian War Records Indian War Service Affidavits

January 2012

Most Viewed Collections

Office of Vital Records and Statistics Death Certificates
Office of Vital Records and Statistics Birth Certificates
Division of Animal Industry Brand Books
Board of Pardons Prisoner Pardon Application Case Files
Legislature. House of Representatives Working Bills
Division of State Archives Series Inventories
Sanpete County (Utah). County Clerk Birth register
Department of Transportation Official Photographs Index
Commissioner of Indian War Records Indian War Service Affidavits
Ogden (Utah). City Recorder Birth Register

Digital Archives Usage Statistics

December 2011

Most Viewed Collections

Division of Animal Industry Brand Books
Legislature. House of Representatives Working Bills
Board of Pardons Prisoner Pardon Application Case Files
Office of Vital Records and Statistics Birth Certificates
Division of State Archives Series Inventories
Legislature. Senate Working bills
Ogden (Utah). City Recorder Birth Register
Commissioner of Indian War Records Indian War Service Affidavits
Sanpete County (Utah). County Clerk Death register
Office of Vital Records and Statistics Death Certificates

November 2011

Most Viewed Collections

Division of Animal Industry Brand Books
Office of Vital Records and Statistics Birth Certificates
Board of Pardons Prisoner Pardon Application Case Files
Ogden (Utah). City Recorder Birth Register
Division of State Archives Series Inventories
Sanpete County (Utah). County Clerk Birth register
Commissioner of Indian War Records Indian War Service Affidavits
Governor Walker (2003-2004) Executive correspondence
Legislature. Senate Working bills
Division of State Archives Oaths of Office

October 2011

Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates
Division of Animal Industry Brand Books
Board of Pardons Prisoner Pardon Application Case Files
Division of State Archives Series Inventories
Ogden (Utah). City Recorder Birth Register
Governor Matheson State Agency Correspondence on Executive Reorganization
Legislature. House of Representatives Working Bills
Sanpete County (Utah). County Clerk Birth register
Legislature. Senate Working bills
Sanpete County (Utah). County Clerk Death register

Digital Archives Usage Statistics

September 2011

Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates
Division of Animal Industry Brand Books
Division of State Archives Series Inventories
Board of Pardons Prisoner Pardon Application Case Files
Legislature. House of Representatives Working Bills
Legislature. Senate Working bills
Ogden (Utah). City Recorder Birth Register
Sanpete County (Utah). County Clerk Birth register
Sanpete County (Utah). County Clerk Death register
Commissioner of Indian War Records Indian War Service Affidavits

August 2011

Most Viewed Collections

Division of Animal Industry Brand Books
Office of Vital Records and Statistics Birth Certificates
Board of Pardons Prisoner Pardon Application Case Files
Division of State Archives Series Inventories
Legislature. Senate Working bills
Sanpete County (Utah). County Clerk Birth register
Ogden (Utah). City Recorder Birth Register
Commissioner of Indian War Records Indian War Service Affidavits
Division of State Archives Oaths of Office
Legislature. House of Representatives Working Bills

July 2011

Most Viewed Collections

Office of Vital Records and Statistics Birth Certificates
Division of Animal Industry Brand Books
Division of State Archives Series Inventories
Board of Pardons Prisoner Pardon Application Case Files
Sanpete County (Utah). County Clerk Birth register
Legislature. Senate Working bills
Legislature. House of Representatives Working Bills
Sanpete County (Utah). County Clerk Death register
Ogden (Utah). City Recorder Birth Register
Governor Walker (2003-2004) Executive correspondence

Utah State Archives Processing

2011-2012

Compiled by Ken Williams



Series Number	Series Title	Agency Name	Total	Cubic Feet	Agency Type	Month
FICHE	Various Series	Fiche Project	248		State Agencies	July
14437	Probate Case Files	Fourth District Court : Utah County	18		Court	July
			266			July Total
10621	Internment registers	Bear River (Utah)	0.5		Local Government	August
11508	Cemetery Lot Books	Centerfield (Utah)	0.5		Local Government	August
83019	Epidemiology Studies Program Files	Division of Epidemiology and Lab Services	1		State Agency	August
16694	Research Case Files	Commission on Economy and Efficiency Research	1		Commission	August
5200	Minutes	Industrial Commission	1		Commission	August
20373	Publications	Office of Education. Instructional Technology Section	1		State Agency	August
1222	Administrative Records	Commission on The Reorganization of the Executive Branch	14		Commission	August
3179	State Agency Reorganization Records	Commission on The Reorganization of the Executive Branch	1		Commission	August
23971	Cemetery Records	Milford (Utah)	1		Local Government	August
27643	Consolidation of Public Health Records	Salt Lake County (Utah). Health Department	1		Local Government	August
5305	Railroad survey report	Weber County (Utah). County Surveyor	1		Local Government	August
9972	Burial, removal, and cremation permits	Millard County (Utah). Registrar of Vital Statistics (Hinckley Precinct)	0.5		Local Government	August
22073	Death and Burial register	Brigham City (Utah). City Sexton	0.5		Local Government	August
8633	Wells Records Program Files	Department of Natural Resources. Division of Oil, Gas, and Mining	2		State Agency	August
26344	Minutes	Sevier County (Utah). Water Commission	1		Local Government	August
14437	Probate Case Files	Fourth District Court : Utah County	13		Court	August
3298	Administrative Records	Little Hoover commission	8		Commission	August
10621	Interment registers	Bear River Interments registers, 2 reels	2		Local Government	August
11508	Cemetery Lot Books	Centerfield cemetery lot books, 1 reel	1		Local Government	August
83019	Studies Program Files	Div. of Epidemiology and lab Services	2		State Agency	August
16696		Commission on Economy and Efficiency Research	1		Commission	August
5200	Minutes	Industrial Commission	1		Commission	August

Series Number	Series Title	Agency Name	Total	Cubic Feet	Agency Type	Month
20373	Publications	Office of Ed. Instructional Tech. Section	1		State Agency	August
23971	Cemetery Records	Milford	1		Local Government	August
27643		Salt Lake City, Health Dept. Consolidation of Public Health	1		Local Government	August
5305	Railroad Survey Report	Weber County Surveyor	1		Local Government	August
9972	Burial, removal, and cremation permits	Millard County Registrar of Vital Statistics (Hinckley Precinct)	1		Local Government	August
22073	Death and burial register	Brigham City Sexton	1		Local Government	August
8633	Wells Records Program files	Dept. of Natural Resources, Division of Oil, Gas, and Mining	1		State Agency	August
26344	Minutes	Sevier county. Water Commission	1		Local Government	August
			63			August Total
642	Case Files	Public Service Commission	6		Commission	September
2619	Applications and Petitions	Tuberculosis Hospital	1		State Agency	September
3640	Inquest Records	Seventh District Court: Carbon County	1		Court	September
			8			September Total
2847	Administrative Records	Division of Parks and Recreation	8		State Agency	October
			8			October Total
14198	Probate Case Files	District Court (Eighth District : Uintah County	8		Court	November
			8			November Total
1664	State Agency Audit Reports	State Auditor	64		State Agency	December
19994	Municipal Financial Reports	State Auditor	27		State Agency	December
			91			December Total
10561	Publications	State Archives	13		State Agency	January
19994	Municipal Financial Reports	State Auditor	38		State Agency	January
642	Case Files	Public Service Commission	13		Commission	January
			64			January Total
14437	Probate Case Files	Fourth District Court : Utah County	20		Court	February
5269	1880 Census Lists of Persons	Weber County Clerk of the County Court	1		Court	February
27857	Agenda for the Eighties Reports	Dept. of Community and Economic Development	16		State Agency	February
			37			February Total

Series Number	Series Title	Agency Name	Total	Cubic Feet	Agency Type	Month
14437	Probate Case Files	Fourth District Court : Utah County	13	Court		March
642	Case Files	Public Service Commission	12	Commission		March
4031	Criminal Case Files	Seventh District Court : Carbon County	3	Court		March
5643	Administrative Records	MX Missile Policy Board	16	State Agency		March
4435	Commissioner's Files	Ogden City Mayor	10	Local Government		March
			54			March Total
14437	Probate Case Files	Fourth District Court : Utah County	27	Court		April
27773	Probate Case Files	Sixth District Court : Kane County	15	Court		April
4435	Commissioner's Files	Ogden City Mayor	12	Local Government		April
642	Case Files	Public Service Commission	40	Commission		April
10317	Community Impact Records	Dept. of Community and Economic Development	12	State Agency		April
5650	MX Administrative Records	Dept. of Natural Resources. Division of Water Resources	8	State Agency		April
7184	Incorporation Case Files	Dept. of Commerce. Division of Corporations	6	State Agency		April
			120			April Total
642	Case Files	Public Service Commission	65	Commission		May
7184	Incorporation Case Files	Dept. of Commerce. Division of Corporations	17	State Agency		May
			82			May Total
642	Case Files	Public Service Commission	36	Commission		June
			36			June Total
			837			Grand Total

Utah State Archives

UTAH STATE HISTORICAL ADVISORY BOARD GRANTS

2011-2012

USHRAB GRANTS

The Utah State Historical Records Advisory Board re-granted \$19,300 in grant awards, possible through a grant from the National Historical Publications and Records Commission.

Institution	Project Description
Uintah County Regional History Center <i>Project grant</i>	House, arrange, and describe the Vernal Express Photograph Archives from the 1970s to late 1980s
Emery County Archives <i>Project grant</i>	Purchase equipment to provide more accessibility to collections of the Emery Co Archives, including a scanner to convert negatives to positive photographs
Utah State University <i>Project grant</i>	Transcription of oral histories for Ranch Family Documentation Project
Southern Utah University <i>Project grant</i>	Preserve and digitize historical photographs from the Cedar City Chapter of the Daughters of the Utah Pioneers
Morgan County Historical Society <i>Project grant</i>	Catalog (MARC records) contained in historical society/library's files
Fort Douglas Military Museum <i>Project grant</i>	Catalog, preserve, and properly house early blueprints and building drawings of Fort Douglas ranging from 1910 to World War II
Western Mining and Railroad Museum <i>Project grant</i>	Repair, clean, and store the museum's collection of local city and mine maps and blueprints
Historic Wendover Airfield <i>Mini-grant</i>	Purchase archival supplies for WWII photographs and memorabilia
Brigham City Museum <i>Mini-grant</i>	Re-house historical negatives and improve descriptive metadata of photographs
Tooele County Recorder <i>Mini-grant</i>	Purchase archival boxes to store deteriorating property record books dating back to the 1800s
Utah Valley University <i>Mini-grant</i>	Purchase preservation tools and supplies as a prerequisite for book/paper preservation and repair training at the University of Utah
DUP Hogan Cabin Museum <i>Mini-grant</i>	Organize and preserve Bountiful pioneer and community histories