

Q. What is an archival records plan?

An archival records plan addresses issues related to the protection, preservation and accessibility of all county records before, during and after the restoration work. The plan should be comprehensive in nature and include the following elements:

General Inventory

The types of records involved — i.e. deeds, probate records, veteran muster records, court minutes, tax abstracts, working files, plat maps, architectural drawings, etc.

Space Needs

Current space allocation

Anticipated growth

Equipment needs — i.e. copiers, film readers, etc.

Shelving and Storage Materials

Shelving type

Archival boxes and papers

Fire Protection

Construction

Detection

Sprinkler or suppressant systems

Vaults

Security

Public access and use; copying procedures

Door and window types

Locks and keys

Backup copies — i.e. microfilm, digital, etc.

Lighting and UV Protection

Fixtures and filters

Protection from natural light

Monitoring UV levels

Structural Issues

Load estimates

Structural system type

Environmental Issues

Plan for maintaining acceptable levels of temperature, humidity and air circulation

Records Management Compliance

Provide a statement that the county is in compliance with the Records Retention

Schedule requirements of the State and Local Records Management Division of the Texas State Library and

Archives Commission (TSLAC). If the county does not have a schedule on file with the state, please contact the

TSLAC (512/452-9242) for additional information.