



## Tennessee Archives Management Advisory

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1999

### ARCHIVES GUIDELINES: A SELF-EVALUATION HANDBOOK FOR DEVELOPING ARCHIVES PROGRAMS IN COUNTIES, CITIES, AND TOWNS IN THE STATE OF TENNESSEE

#### Archives Guidelines

**Purpose.** These guidelines from the Tennessee State Library and Archives (TSLA) give county, city, and town governments and public records commissions a set of basic archives management objectives to strive for. They may be used by local governments and public records commissions as guidelines to assess their own archives programs and to make improvements as needed. The Tennessee State Library and Archives is prepared to assist local public records commissions in making careful and systematic surveys of their programs and in recommending steps towards more effective, efficient, and economical archives that will, after initial investment, return substantial dividends in cost savings and public confidence.

A local government that strives to follow these guidelines will be developing:

- an archives program that serves the needs of government officials, business enterprises, social organizations, and citizens;
- \* an archives program that saves space, removes the burden of many historical inquiries from the offices of officials who are busy with current affairs;
- \* the best archives program it can afford at the least possible cost, in the best interests of local citizens;
- the best opportunity to assure the public that government is fulfilling its responsibilities with respect to management of the public record; and
- the best opportunity to build public confidence and trust in government's elected and appointed officials.

**Implementation.** Ultimately, it is the citizens of each locality and their government that must design, shape, establish, maintain, support, and manage a good

archives program that suits the needs and character of each locality. Unless they invest resources to establish and maintain a good archives program, they can not reap the public benefits of these guidelines.

TSLA and other state agencies, organizations of professional archivists and records managers, local genealogists and historians, and other local citizens who volunteer their time and effort can all help a local government have a good archives program. But first, the local government must establish a base of operations that can make effective use of their help. In evaluating requests for assistance, TSLA and other state agencies will take into account the degree to which a local government is making a good faith effort to follow these guidelines.

## **INTRODUCTION**

This manual is concerned mostly with the archives of local governments. Much of its advice, however, applies just as well to other sorts of archives.

### **Archives: Definition**

**Archives** are **records** of institutions,<sup>1</sup> enterprises,<sup>2</sup> social organizations,<sup>3</sup> and individual people<sup>4</sup> that do work and record conditions. The records can be read and understood to help explain how and why people did their work. They also contain other incidental information about people, places, and events that were important when the records were created. This makes records valuable as legal, fiscal, and historical evidence of the ways that people—people who affect what others do and how they live—manage their affairs.

People create many more records than they need to keep for future reference. **Archives** are those records that people have decided are important enough to justify the expense of time, effort, and money to keep, catalogue, and index them to make them useful permanently for public reference.

We also use the word **archives** to name the place where permanently valuable records are kept and managed for our use. It is also used to name the office or institution and its staff that manage the archives for us. Those who work in archives to manage the records kept there and to help citizens find what they need are called **archivists**.

### **Archives: Purpose**

Archives are kept so that people can use them to understand the past. People need to understand the past clearly and reliably in order to make prudent decisions in the present, so that they can face the future with confidence.

Archives serve several different groups of users. Each group can provide support and encouragement to an archives in doing its work. How well an archives

serves the needs of all of these clients—not just one set—determines how much support, encouragement, and appreciation the archives and its staff receive. Neglect of any one group makes the work of an archives more difficult and costly. The main clients of local archives include:

*Local government*

The first use of archives is to support the present and future work of the local government in the public interest. If government archives do nothing else, they must perform this function as a public trust to ensure that people have the sort of responsible government they need. Employees of a government agency sometimes need specific documents. Sometimes they need to search broadly through many series and groups of records. Governments take good care of archives that give them good service.

*Special interest groups*

Historians and other scholars, genealogists, lawyers, bankers, commercial developers, and others need to consult archives to do their work. Sometimes they need to find specific documents. Sometimes they need to search broadly through many groups of records. They know how well archives answer their needs. They appreciate, encourage, and support those that do.

*Individual citizens*

An individual may need to find a birth certificate, school diploma, marriage certificate, deed, will, or other document or set of documents. Sometimes an individual is researching his family history or genealogy. Less often, unless the person is an historian, individuals seldom browse widely through many series and groups of documents. Archives that efficiently and accurately retrieve documents for individual use receive the support and encouragement of individual citizens.

**Local Public Records Commission**

***“A well-run archives and records management system is an economical, tax-saving service that builds public confidence in government and in government officials.”***

William W. Moss  
Former Assistant State Archivist  
Tennessee State Library and  
Archives

- **A local public records commission can be a strong advocate of sound records management and responsible government.**

Tennessee law requires each county to have a public records commission,<sup>5</sup> but it doesn't say much about what the commission ought to do. The legal mandate of the commission is *“to provide for the orderly disposition of public records.”* People usually narrowly construe this as to make sure records that should be kept are preserved, and to make sure that records not needed are destroyed.

Guidelines for this narrow function are provided by carefully crafted and historically reliable records disposition manuals developed by the County Technical Advisory Service (CTAS) and the Municipal Technical Advisory Service (MTAS) of the University of Tennessee's Institute for Public Service. A local records commission uses those guidelines to help decide which records must be kept and which may be destroyed. That is a relatively straightforward, simple task. Done regularly and systematically, this task helps rid local offices of unnecessary files and thereby cuts costs and promotes efficiency.

- **A local public records commission also has a great opportunity to improve archives and records services.**

Like a company board of directors, it has the power and opportunity to build a better, more economical, more efficient, and more effective local archives and records management program to serve the people of the locality.

“Orderly disposition of public records” requires a records and archives management system, not merely rulings on records disposition. Where none exists, or where the existing structure is inadequate, the public records commission has an opportunity and a responsibility to exercise its authority to promote development of an adequate system. It can urge the local executive and local legislative body to establish, develop, and operate a good system for the benefit of local citizens.

## **ARCHIVES GUIDELINES**

### **1. Local Public Records Resolution or Ordinance**

Each county, city, and town should have a public records resolution or ordinance consistent with public records provisions of the Tennessee Code (especially in Title 10). This local resolution or ordinance should:

- Establish a public records commission;
- Define basic records management and archives management policy;
- Establish and empower specific offices of local government that are responsible for records and archives management and define the responsibilities of those offices;
- Require that each principal government department that has its own budget and staff to also have a principal member of that staff responsible for records management; and,
- Establish and provide for the maintenance of a local archives.

### **2. Local Public Records Commission**

Each locality should have a **public records commission** that is responsible to the local legislative body and that oversees policy development and implementation, records and archives management, access to, and retention and disposal of public records according to Tennessee law and local resolutions or ordinances.<sup>6</sup> The public

records commission should be given authority to review and approve records disposition authorities and schedules (described below) that are proposed by a local records officer. It should also be a board of directors and local support group to suggest advice, ordinances, or resolutions for the development and improvement of local records and archives facilities and services.

### **3. Local Departmental Records Officers**

Each principal local department or office that has its own budget and staff, and that sends and receives correspondence in its own name should have a member of the staff designated as the **records officer**. This function should be assigned to a principal officer of the department who has enough authority to carry it out. The records officer should see to it not only that information and communications are properly executed and filed, but that **records disposition schedules** are followed. This person is the principal representative of that local office who presents requests for records disposition authorizations to the local public records commission when the records of that department are being considered for disposition. Therefore, the position must have enough authority and status to argue the case for proper disposition of the department's records. Those who are assigned this responsibility should take the short course in records management that is offered by the County Technical Assistance Service (CTAS) or the Municipal Technical Advisory Service (MTAS).

### **4. Principal Records Management Overseer**

In addition to departmental records officers, a local official with significant authority to command the attention of the local legislative body and the local executive should be appointed as the chief records officer of the locality.

The title of this position may be Records Analyst, Systems Analyst, Records Officer, Records Manager, Archivist, or something similar. The choice of title is not so important as assuring that the function is carried out. The position may stand alone, but more often it must be an additional responsibility of an existing office. In some cases this may be the executive secretary of the local legislative body or the administrative secretary of the local executive. In other cases, it may be the archivist of the county or municipality.

The chief records officer, in consultation with the local public records commission, should oversee the appraisal of records. On behalf of the local government departments, the chief records officer should oversee the framing and proposal of records disposition authorities and schedules for approval by the public records commission. The chief records officer should also oversee the development of local government information systems and archival services.

The person who is assigned this responsibility should take the short course in records management that is offered by the County Technical Assistance Service (CTAS) or the Municipal Technical Advisory Service (MTAS).

## **Local Archivist**

Each local government should identify a local government official who is responsible for the storage, maintenance, preservation, arrangement, description, retrieval, and public service of non-current local records that are to be retained indefinitely for future evidence and reference. The local archivist may also serve as the local records officer (above). The title of this position may vary according to local preference, but the function should be clear.

Some local archives have developed well through volunteer efforts. However, since the archivist is responsible for official public records and is likely to supervise others in managing that public property, prudence suggests that a public employee can better be held accountable for the proper execution of that public trust.

The local archivist should take some form of certified archives management training—the more the better.<sup>7</sup>

## **6. Records Retention and Disposition**

### **6.1 Records Disposition Schedules**

All principal files and series of local public records should be identified, named, and appraised for their durable value as evidence for future reference. Each series should be assigned a retention and disposition schedule (RDS).<sup>8</sup>

Master records disposition schedules are found in manuals prepared by the County Technical Assistance Service (CTAS) and the Municipal Technical Advisory Service (MTAS) of the Institute for Public Service of the University of Tennessee. The manuals provide step-by-step procedures for orderly records retention and disposition. They should be readily available for all local officials. Each department should have a copy of the sections that pertain to it.

### **6.2 Records Disposition Authority (RDA)**

Whenever local records officers wish to transfer files to the archives or to destroy records, they must prepare a request for records disposition authority. An RDA identifies a specific record, records series, and date span, and the justification for its retention, transfer, or disposal (often referring to the CTAS or MTAS manuals). It certifies that the record must be kept or that it may be destroyed without detriment to government operations or the public good.

The public records commission reviews these proposals and votes to authorize a specific action. They may decide to keep the record in the operating office or transfer it to the archives if it is a permanent record that must be kept indefinitely. They may decide to transfer it to another office or institution or destroy it if it does not need to be kept.

If records in the series are to be destroyed after a specific time of retention, justification for that destruction should be stated, so that no record is destroyed without good reason. If a record or records series is kept beyond its authorized retention term, that retention incurs public expense. It should be justified and authorized by the local public records commission.

*Records scheduled for disposal* should *not* be kept unless there are assurances that the local archives will also be given the resources necessary to preserve and manage them properly. An unfunded mandate to keep records that need not be kept is an invitation to disastrous waste.

### **6.3 Records Disposition Actions Should Be Timely**

When their retention term in a local office has ended, records should be promptly transferred to the local archives, destroyed, or otherwise disposed of according to the RDA. The steps for this action are clearly laid out in CTAS and MTAS manuals. Failure to act promptly piles up files unnecessarily in local government offices, places unnecessary public service burdens on government officials, and causes unnecessary costs and space allocation problems.

## **7. Local Archives (permanent records)**

Local archives are public records that the public records commission has approved for permanent retention according to Tennessee law and master retention and disposition schedules. Their enduring value as legal, fiscal, or historical evidence and administrative reference justifies public expense to maintain them and manage them permanently in the public interest.

Such records should be in a material form or medium that ensures indefinite survival of the original evidence, provided they are cared for conscientiously according to archival standards. Note that although Tennessee law permits the destruction of records that have been transferred to electronic media for reference, ***no electronic medium has yet proven durable enough to give assurances of indefinite survival.*** According to national archival standards, only acid-neutral paper and carbon-based ink, or archival-quality microfilm that is properly cared for according to archival standards, offer reliable assurances of indefinite survival. According to a report of the National Research Council, “magnetic recording media and other machine-readable recording media cannot be recommended for long-term (say, over 25 years) archival applications.”<sup>9</sup> Those who trust to popular electronic media to preserve archives, run a significant and almost certain risk of losing the evidence and reference information long before its need has expired.

## **8. Training in Archival Principles and Practices**

Archives principles and practices help ensure that archives are preserved, arranged, and described so that they may be readily available to local governments and to the

public. Archivists and others who work with current records or archives should get certified training<sup>10</sup> in these principles and practices.

## **9. Archives Storage and Management Space**

Archival standards should be met so as to preserve local archives for future use. The closer local archives come to meeting these standards, the more likely it is that the records will survive.<sup>11</sup>

### **9.1 Distinctly Exclusive Space**

An entirely separate building is desirable, but not essential, and some counties may not be able to afford it. In an existing building, a separate, exclusive space that can be secured from unauthorized entry and that meets the following general specifications is the minimal requirement to assure proper maintenance. The space should not be combined or confused with any other use.<sup>12</sup>

### **9.2 A strong, durable building that is earthquake-resistant and storm-resistant**

Heavy (e.g. masonry and steel) construction is desirable, not only to resist storm and earthquake damage, but also to help meet the other standards, below with greater economy of operating costs.

### **9.3 Secure against theft and other hostile intrusion**

A safe and secure locking system for the space is highly desirable. Entry to and exit from the space should be controlled by official staff so that patrons are not free to come and go without surveillance, so as to assure that documents will not be stolen or removed inadvertently without proper authorization.

### **9.4 As damp-proof as possible with a consistently moderate relative humidity**

The best relative humidity for archival materials is a constant RH of 45%-55%; excessive ranges and changes in humidity tend to speed up deterioration of archives materials. Leaky roofs, walls, and foundations that invite seepage and mold are natural enemies of archives. The site of the archives space should be chosen to protect it from flooding, either from nearby rivers or from excessive ground-water during heavy rains. Care should be taken to see that water pipe systems that serve the space are sound and leak-free.

### **9.5 Consistently moderate temperature**

The best temperature for archival materials is a constant temperature between 65-degrees and 70-degrees Fahrenheit. Excessive ranges and swings of temperature tend to speed up deterioration of archival materials.<sup>13</sup>

### **9.6 Free of pollutants**

As much as possible, air circulation systems should be filtered to remove contaminating acids, dust, and other air-borne dangers to archives materials.

### **9.7 Free of biological pests**

As much as possible, the archives should be protected against and free from insects, rodents, mold, and other biological dangers to records.

### **9.8 Free from ultra-violet light**

As much as possible, sunlight and other sources of ultra-violet light, such as fluorescent tubes, that tend to damage film and paper documents must be excluded from the archives by shielding and filtration.<sup>14</sup>

### **9.9 Fire-proof**

To the greatest extent possible, construction materials should be of masonry, steel, and other fire-retardant or fire-resistant materials. Care should be taken to see that heating and electrical systems that serve the space are not likely to cause accidental fires.

### **9.10 Protected by a reliably-tested fire suppressant system**

The most commonly-advised system is a reliable water sprinkler system with proper drainage for the water to be eliminated readily. Desirable fire protection includes rapid response by local fire fighting teams and briefing and orientation of local fire departments by local government officials on the nature of archives and the need to preserve the content materials.<sup>15</sup>

### **9.11 Shelves and other containers should meet archival specifications**

Shelving should be of strong, baked enamel steel construction.<sup>16</sup> Enough space should be left between shelves, for convenient access and to inhibit fire migration. Shelves should be deep enough so that there is no overhang of boxes. Oversize materials (such as engineering drawings) should be in oversize shelving or metal cabinets. The bottom shelf should be high enough from the floor (about 3" ) to avoid damage from minor flooding.

### **9.12 Foldering and boxing of records**

To the extent possible, records should be kept in acid-neutral paperboard boxes and folders (available from archival suppliers). This often requires removing records from original folders and boxes to new ones and labeling the new containers.

### **9.13 Disaster plan**

A well-devised disaster plan for actions to take in case of fire, flood, water leakage, earthquake, theft, bomb-threats, or other dangers to archives should be written. There are good models of disaster plans already in existence. Local archives can acquire one of these and adapt it to local conditions.<sup>17</sup> Archives staff should be trained in its provisions and should know what to do in any emergency. Local disaster relief agencies such as fire departments and police departments should be briefed on the special needs of archives.

## 10. Archives Arrangement and Description (Labeling and Finding Aids)

### 10.1 Arrangement

Arrangement should be according to archival principles, including:

#### 10.1.1 Records and files from one office must all be kept together

Files from one function or operation should not be intermixed or confused with those of another. To do so destroys the historical context in which the records were created and used, and that distorts the future interpretation of those files. Temptations to intermix files for other purposes, such as to facilitate alphabetic searches, should be avoided. Alphabetic cross-indices to names in different record groups can serve the same purpose, do no damage to historical context, and are (in the long run) cheaper to produce.

A **record group** is all records from one particular office that serves or carries out a distinct function, that (usually) has its own budget, its own mission, objectives, and policies, that initiates and receives correspondence in its own name, and that has its own staff. [For example, all records from the office of county sheriff belong to one record group.] All records from a single record group should be kept together, and they should be kept in the series order that they were originated.

#### 10.1.2 Records within one series, and all records within one folder must be kept together and in their original order

Records from different series should not be intermixed or confused, and they should be kept in the order filed by their originating offices. The reason for these principles is that original order and original association contributes to better understanding of the intent and purpose of the evidence that the documents provide. If original order is destroyed, then the interpretation of the significance of the records may become confused and misleading.

Within a record group, a **series** is a distinct and coherent set of ordered files that represents a specific function, responsibility, or project. For example, in the record group of all records from a county clerk's office, *drainage district minutes* is one series and *records of animal pedigrees* is another distinct series, and they must not be intermixed.

### 10.2 Description

Description includes the labeling of folders and boxes. It also includes shelf-lists or locators and finding aids to individual series of records. It also includes cross-indexes to the contents of record groups, series, and files.<sup>18</sup>

#### 10.2.1 Labeling

All boxes and folders should be concisely and accurately labeled as to

their contents. Often, labeling of boxes includes the record group name, the date-span of the contents, and a brief note of the series it contains. More sophisticated labeling and description systems may include record group number codes, series number codes, box numbers, and the like. When re-housing records into archival-standard boxes and folders, care should be taken to label the new boxes accurately and in the same terms as the original containers.

### **10.2.2 Master Locator**

There should be a master locator or shelf list that enables staff to find records quickly and accurately. Usually, this is arranged in two ways: in shelf-order, cross-referenced to the record groups and series on the shelves; and alphabetically by record group and series titles, cross-referenced to their shelf locations.

### **10.2.3 Record Group Descriptions**

A separate finding aid or register of the titles of series and files in each record group is the basic descriptive control for most archives. The register is titled with the name of the record group, and the series and files are named, successively, in the order in which they appear in the record group. Samples of registers may be obtained from established archives in the state, especially from TSLA.

More sophisticated versions of this basic register often include a brief note on the origin of the records and a brief administrative history of the office that originated the records. Still more sophisticated finding aids may include narrative content descriptions of the overall record group, or each series, and perhaps of each folder, and sometimes there is an index to names and subjects that appear in the series titles and folder titles.

### **10.2.4 Cross-indexes**

Cross-references to names and subjects in record groups require expensive, labor-intensive work to construct, particularly when they must involve several different record groups. However, they are earnestly desired by many users, and user satisfaction often makes the investment worthwhile. This sort of indexing is a good project for volunteer help, particularly by senior citizens who have professional backgrounds in education, libraries, or other professions where careful attention to indexing and reference is required.

[Note that intermixing files, which is prohibited by sound archival practice (as stated in 11.1, above), does *not* make cross-indexing any easier and damages the integrity of the files for other purposes.]

## **11. Public Service**

The sole justification for public archives is public use—by government offices and

citizens. The archives must be open to the public and archives staff must help people use the archives.

- Public satisfaction with the service provided is the principal way to get improved resources for archives management.
- Responsible public use also requires protection of the records from theft and careless or willful damage, so that they may survive for the benefit of future users.

#### **11.1 Reasonable Hours**

Archives should be available to the public conveniently. An archives should have reasonable hours when it is open to the public, though specific hours may vary.

#### **11.2 Registration**

Users should be identified (e.g. by presenting a photo identification such as a driver's license). Their names and addresses and identification should be recorded in a register or application form.

#### **11.3 Reading Room**

A well-lit and conveniently furnished reading room should be provided where users can consult the records under the constant supervision of the archives staff. It should be a separate and distinct space from the entry lobby and from archives work areas and storage areas.

#### **11.4 Finding Aids**

Finding aids to the archives, such as registers and indexes, should be available to the public.

#### **11.5 Records of Material Used**

Archives should keep careful records of each box of records that a user consults. Such records may be the only clue to who damaged records or to the whereabouts of documents that have been mislaid, or stolen. Use records also show which records are used most and suggests which groups or series of archives should be arranged and described most urgently to meet user needs. Statistics derived from user records also help to demonstrate the value of maintaining the archives at public expense.

#### **11.6 Closed Storage**

Users should not be allowed to browse in the storage rooms, and only archives staff should be allowed to find and bring records to users and restore records to the shelves.

#### **11.7 Archives Protection**

### **11.7.1 No Archives Removal or Circulation**

Continuous, responsible, government custody strengthens the value of archives. When that chain of custody is broken and is not accounted for, the validity of a document's evidence becomes suspect.

Under no circumstances should archives allow users to take records out of the archives. If records must leave the archives (as for repair or for use as evidence in a court) an archivist should accompany the removal and assure the protection and return of the record. Any such removal and return must be carefully documented and a record of the removal and return should be kept as a part of the permanent record of the archives.

### **11.7.2 Protect Fragile Documents**

Fragile documents are like an endangered species. They must be handled carefully, and they must be protected against careless and willful damage or destruction. Fragile documents should be microfilmed,<sup>19</sup> and to the greatest extent possible, users should be restricted to use of the microfilm copy (or a printout) only. Unless careful examination of the original is required to resolve a critical uncertainty about understanding some ambiguity in the copy, users should not examine the originals. When user examination is in this way justified (and not merely for the whimsical convenience of the user), then a member of the staff should handle the document, and while the user may be allowed to look at it closely, the user should not touch or handle it.

Large, bound archives should not be placed on copying machines since repeated copying damages the books. Users may hand-copy from such books, or they may film them and make copies from the film.

When archives must be copied on copying machines, a member of the archives staff should do the copying to ensure that no damage is done to the original documents.

### **11.7.3 Ban User Belongings**

User belongings, except for paper and pencils with which to make notes, should be left outside the reading room to limit possible damage or theft of documents. Archives that provide pencils and paper for users usually find the users cooperative and accepting of this requirement. In recent years, with the coming of the portable, laptop computer, more and more archives are permitting their use in the reading room, provided that there is sufficient electrical power to support them.

### **11.7.4 Staff Supervision**

Staff supervision of the handling of archives by users, including requiring

the use of pencils only is necessary to assure that documents are not carelessly damaged.

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<sup>1</sup> Governments (federal, state, or local) are institutions, as are universities, churches, historical societies, libraries, and other non-business cooperate endeavors.

<sup>2</sup> Enterprises include any corporate commercial activity from self-employed handymen and “mom-and-pop” grocery stores to huge commercial and industrial corporations.

<sup>3</sup> A social or professional organization is a cooperative group of people with a common interest that they jointly promote and develop. It includes political parties, the American Association for State and Local History, educational organizations such as the PTA, fraternal orders such as the Elks, business-related public service associations such as the Jaycees, or youth groups such as scouts.

<sup>4</sup> Most archives are from institutions, enterprises, or social organizations; but, individuals may also have personal archives.

<sup>5</sup> See Tennessee Code Annotated (TCA) 10-7-401 and following sections.

<sup>6</sup> In fact, Tennessee law mandates such a commission for counties. See Tennessee Code Annotated, 10-7-401. Incorporated cities and towns may benefit from establishing public records commissions that help them assure the orderly disposition of government records.

<sup>7</sup> Though not yet available at time of writing (December 1998), TSLA is working with other agencies and with the Society of Tennessee Archivists to offer a range of training opportunities for local archivists.

<sup>8</sup> Manuals prepared by the County Technical Assistance Service (CTAS) and Municipal Technical Advisory Service (MTAS) of the University of Tennessee’s Institute for Public Service contain principal records dispositions schedules for most local records series.

<sup>9</sup> *Preservation of Historical Records*. Washington, DC: National Academy Press, 1986. ISBN 0-309-03681-X, p 62.

<sup>10</sup> Such training is now (1998) in the planning stages and will be offered in the future.

<sup>11</sup> More detailed standards are available from the Tennessee State Library and Archives.

<sup>12</sup> In the past, some people have regarded archives as “dead” storage and put valuable records into rooms with old furniture, cleaning equipment, fuel stores, or into fire-trap attics and basements with dirt, vermin, and the like. That kind of negligence endangers the very evidence that public interest needs to have saved and protected.

<sup>13</sup> There are stricter archival standards, with narrower ranges of tolerance for ideal conditions. Some materials may also require slightly different optimum temperature and humidity. However, these present standards are tolerable for local archives that do not have the resources for highly-sophisticated environmental control systems.

<sup>14</sup> Incandescent lights do not produce strong ultra-violet rays, but fluorescent lamps do and they must be shielded with ultra-violet ray filters if they are used.

<sup>15</sup> Much damage has been done to records when local fire-fighters treat archives as they would any other storehouse of replaceable goods.

<sup>16</sup> Wood is flammable and it often gives off gasses and oils that may damage archives.

<sup>17</sup> The University Library of Tennessee Technological University in Cookeville has a well-developed disaster plan that may be used as a model. Other models will be made available in future through TSLA, CTAS, and MTAS.

<sup>18</sup> This function is similar to but done differently from the library function of cataloging.

<sup>19</sup> The Tennessee State Library and Archives (TSLA) has a local archives microfilming program that assists counties and cities to microfilm their endangered records.