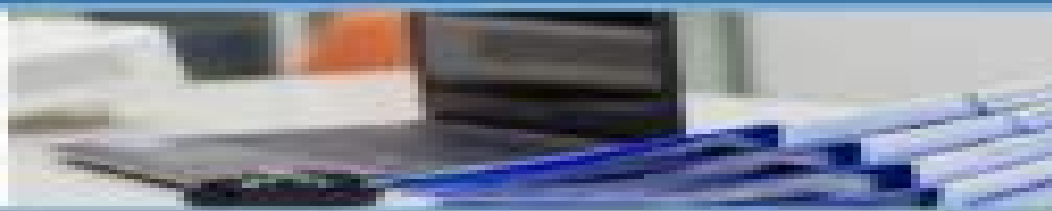


# Western Australian Auditor General's Report



## **Records Management in Local Government**



Report 17: April 2019

# Management Of Local Government Records



**New York State Archives**

## **Management Of Local Government Records:**

*The Management of Local Government Records* Bruce William Dearstyne, 1988 This step by step guidebook tells you what records management is why it is important and how you can make it work to get control and keep control of the records in your courthouse or city hall Anyone who creates uses studies or relies upon the information in the records of local government needs this manual Back cover

*Local Government Records Management* Katherine Magee, 2014

**The Management of Local Government Records** Bruce W. Dearstyne, 1988-01-01

**Managing Local Government Records** New York State Archives, 1985

**Managing Local Government Archives** John H. Slate, Kaye Lanning Minchew, 2016-07-08 Here is a comprehensive authoritative introduction to the elements of day to day operations of local government archives with special emphasis on best practices and practical solutions and strategies for establishing and improving such things as storage environmental control staffing and intellectual control It includes a chapter on general consideration for preservation of electronic archival records Local government records are the records that most directly touch the lives of U S residents deeds and property records marriage licenses school transcripts law suits and more yet these records are often the most neglected records in the country This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality county parish township or borough or a quasi governmental entity such as a water district or a regional transportation authority Managing Local Government Archives describes and prescribes the essential elements and best practices of a local government archives program It is intended to be both a text for classroom instruction and a self help tool for both professional and paraprofessional archivists It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program Coverage encompasses the various domains of archival enterprise as practiced in a local government setting acquisition appraisal arrangement and description preservation access relationship to the records management profession and other topics

**Managing Local Government Archives** John H. Slate, Kaye Lanning Minchew, 2016-07-08 Here is a comprehensive authoritative introduction to the elements of day to day operations of local government archives with special emphasis on best practices and practical solutions and strategies for establishing and improving such things as storage environmental control staffing and intellectual control It includes a chapter on general consideration for preservation of electronic archival records Local government records are the records that most directly touch the lives of U S residents deeds and property records marriage licenses school transcripts law suits and more yet these records are often the most neglected records in the country This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality county parish township or borough or a quasi governmental entity such as a water district or a regional transportation authority Managing Local Government Archives describes and prescribes the essential elements and best practices of a local

government archives program It is intended to be both a text for classroom instruction and a self help tool for both professional and paraprofessional archivists It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program Coverage encompasses the various domains of archival enterprise as practiced in a local government setting acquisition appraisal arrangement and description preservation access relationship to the records management profession and other topics     **The Quiet Revolution** New York (State). Local Government Records Advisory Council,1987     **The Quiet Revolution II** New York (State). Local Government Records Advisory Council,1989     **Managing Archives and Archival Institutions** James Gregory Bradsher,1991-08-13 Drawing on the expertise of nineteen highly regarded American archivists Managing Archives and Archival Institutions establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions Contributions reflect the broad scope of archival work today and the wide range of skills and expertise archivists must acquire to meet the challenges presented by modern records and archives     Annotation ,1994     *Local Government Records, an Introduction to Their Management, Preservation, and Use* Houston Gwynne Jones,American Association for State and Local History,1980     **Local Government Records** Houston Gwynne Jones,American Association for State and Local History,1985     **Michigan's Local Government Records are in Danger!** ,2006     **The Management of Local Government Records** Bruce W. Dearstyne,1996-01-01     **Local Government Records Manual** Craig Blaine,Ohio Historical Society. Archives-Library,1975     *Laws of the State of New York* New York (State),     Annual Report United States. National Historical Publications and Records Commission,     *Managing Records* Elizabeth Shepherd,Geoffrey Yeo,2003 Many organizations do not yet have a formal programme of records management but increasingly they are recognizing the benefits of well managed records and the serious consequences of inadequate records systems Establishing records management and maintaining an effective programme requires specialist expertise This essential manual of practice provides a detailed guide to the concepts skills and techniques of records management for organizational staff who have a responsibility for setting up maintaining or restructuring a records management programme It offers invaluable advice on the management of records in both electronic and traditional paper media and focuses on the following areas understanding records management analysing the context for records management classifying records and documenting their context creating and capturing records managing appraisal retention and disposition maintaining records and assuring their integrity providing access implementing records management The appendices provide a wealth of additional information including a list of standards for records management an annotated bibliography and sources of further information and details of professional and advisory bodies Readership This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field It should be on the desk of every manager and every

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**National Archives and Records Administration**

**Annual Report** United States. National Archives and Records Administration, 1985

**The Record** United States. National Archives and Records Administration, 1995

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