



COUNTY OF
GREENE

What is an archives?

- 1. archives - permanently valuable records, i.e. wills, deeds
- 2. Archives – the organization preserving the documentary history of a particular group
- 3. archives – the building housing the materials

What is an Archivist

- Professionals who assess, collect, organize, preserve, and provide access to these records.

Purpose of an archives

- Preservation
 - Protect from damage or deterioration
- Conservation
 - Documentation/restoration
- Public access

Who do we serve?

- Office holders
 - Historians
 - House histories, old divorces and criminal/civil cases
- Professors
Genealogists

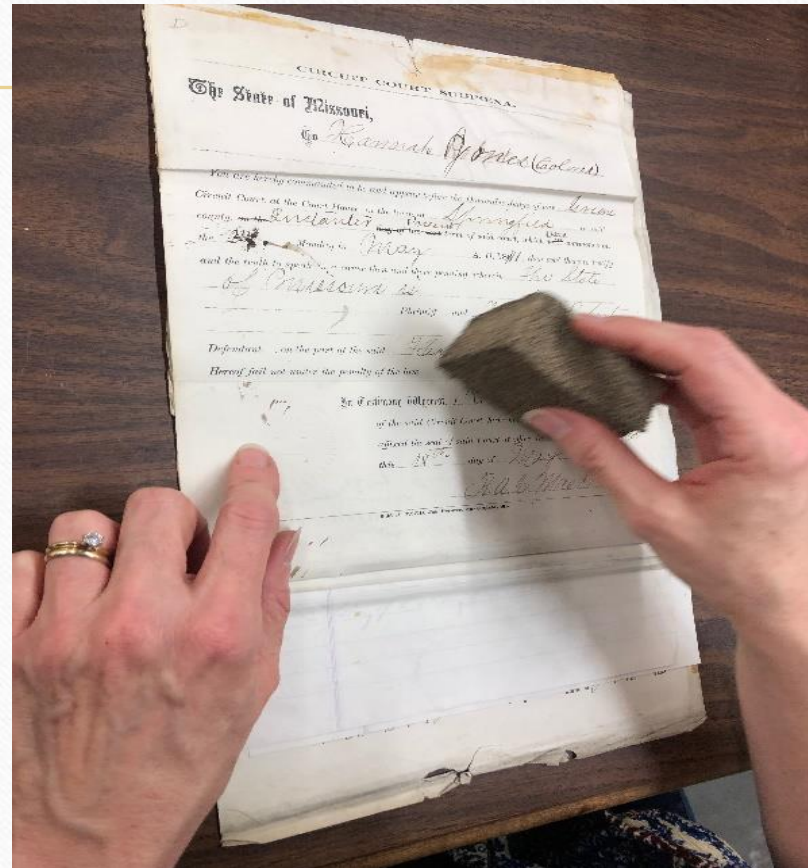
What happens to your records?



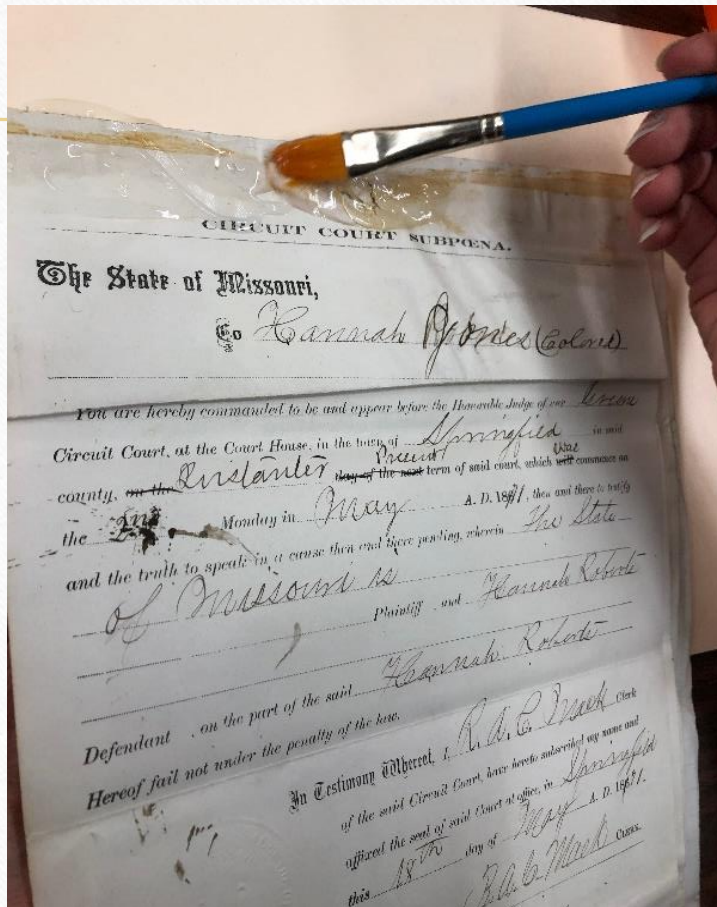
Flatten/Humidify



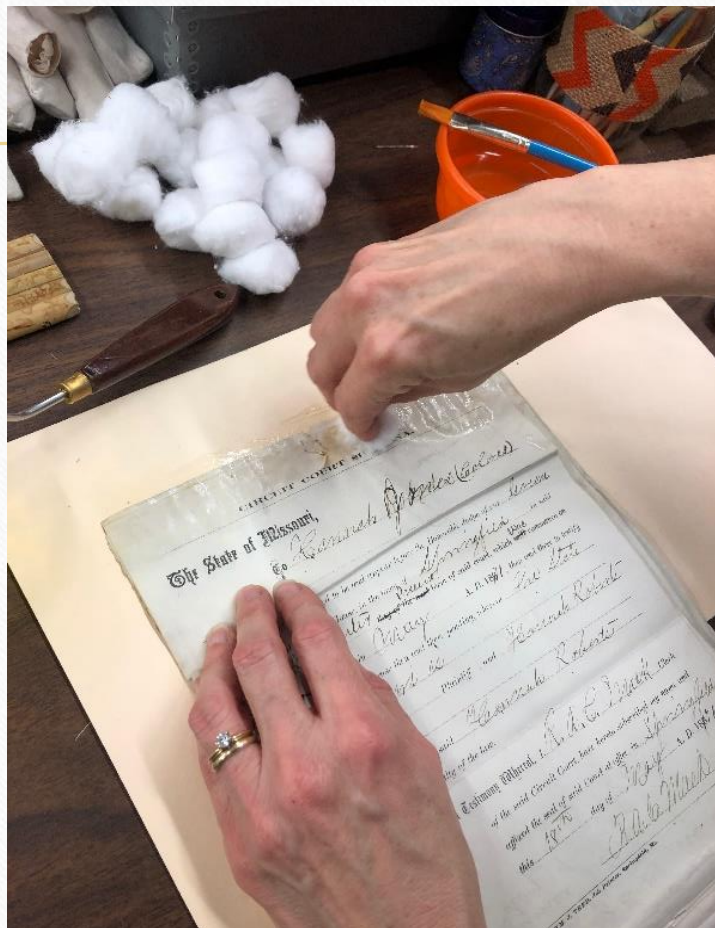
Preservation/Conservation



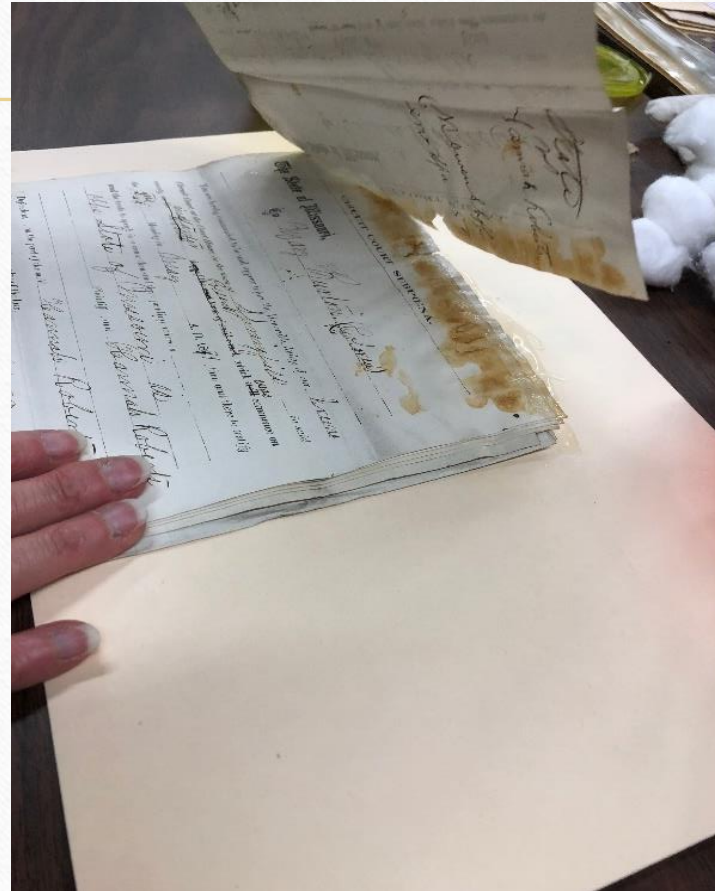
Methyl cellulose



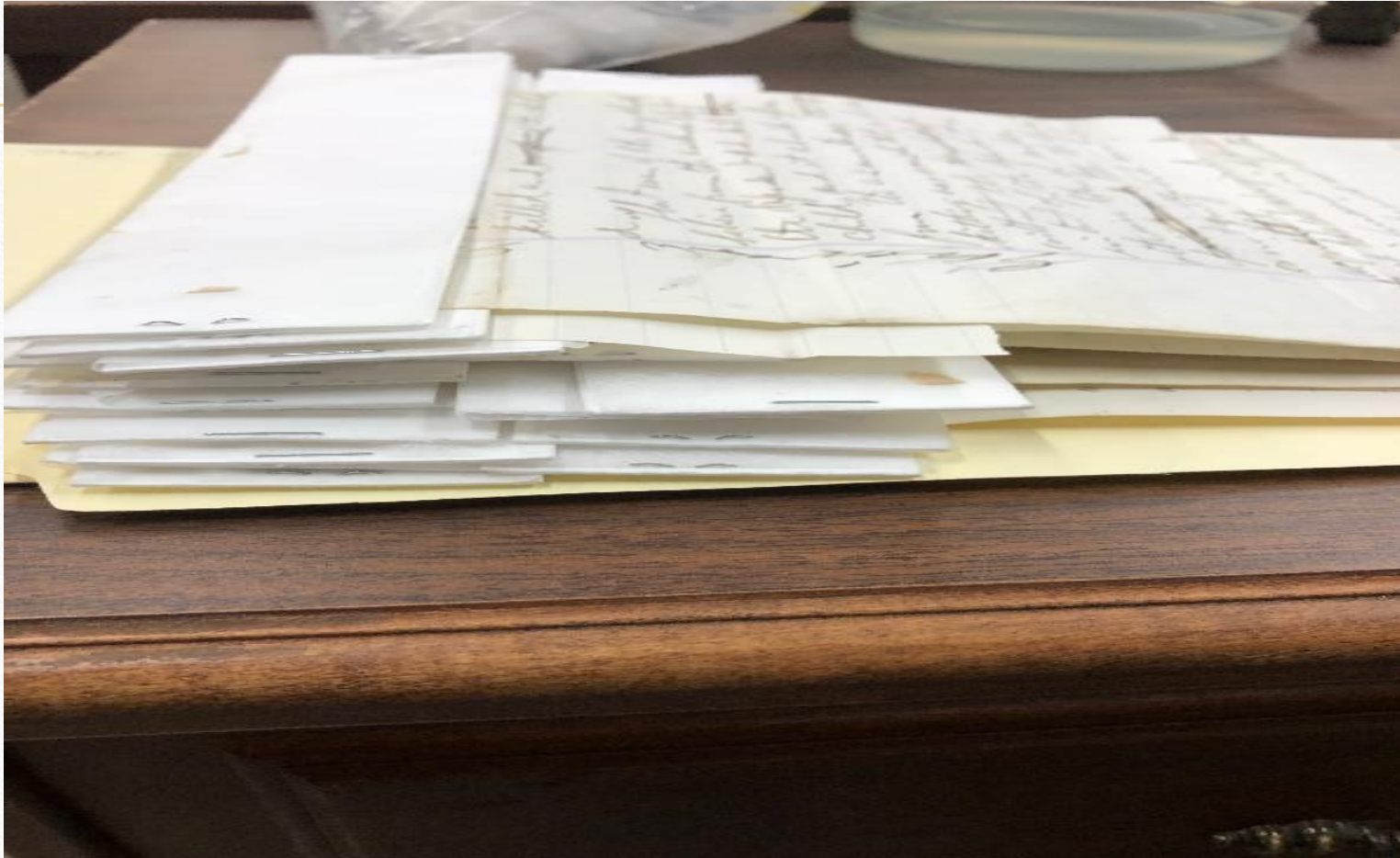
Methyl cellulose



Separating the pages



Drying



Final Product



File Folders

- 2018 - \$1093

2019 - \$1066

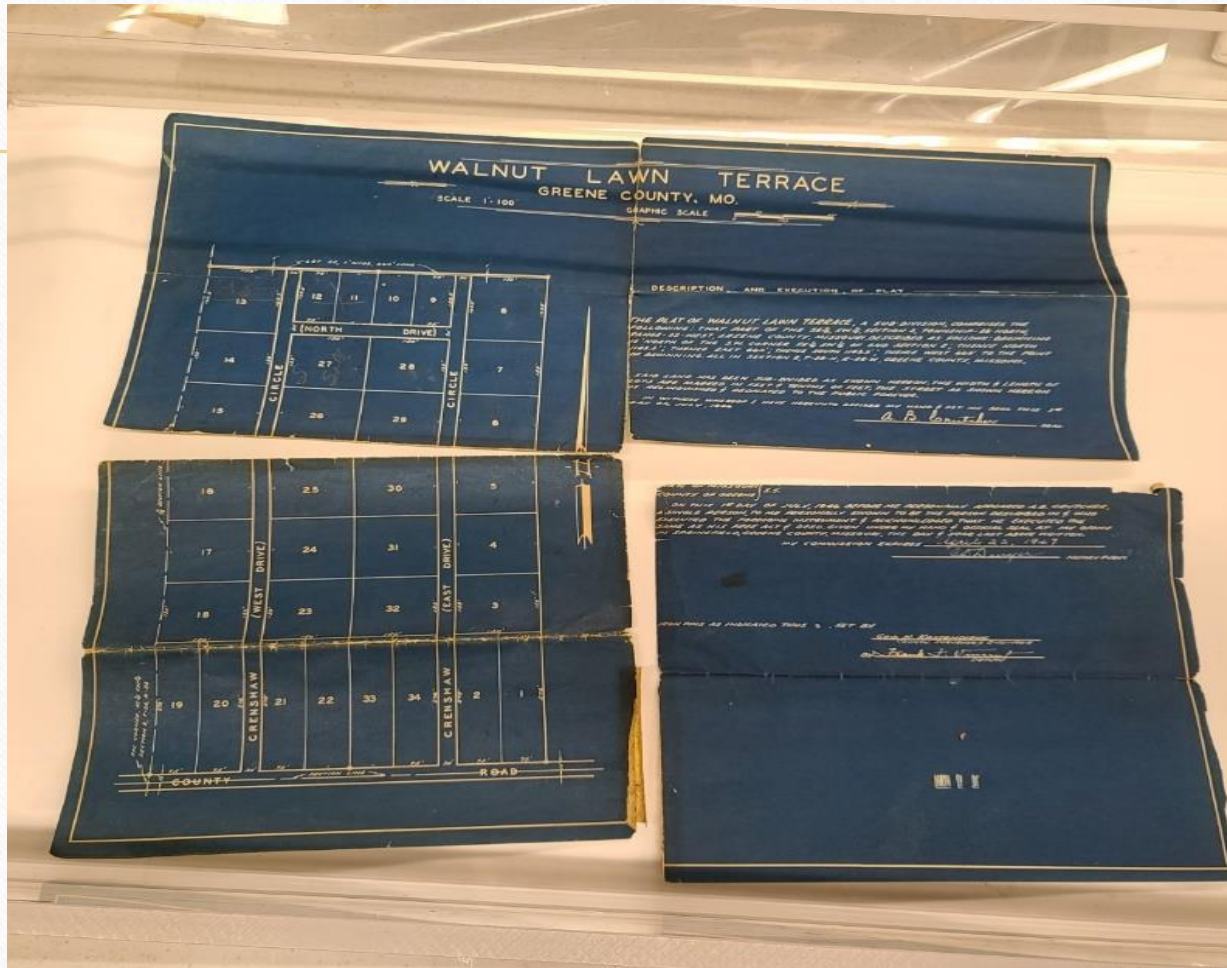
- 2020 – n/a

2021 - \$2033

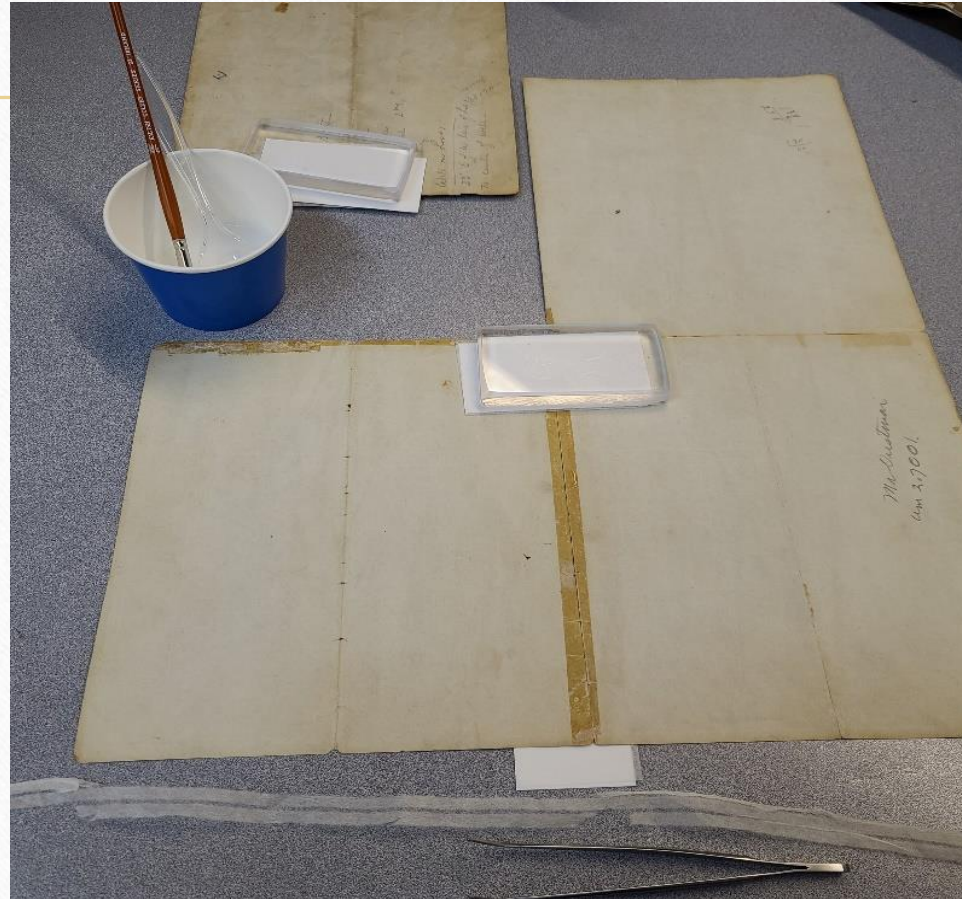
- 2022 - \$2300

2023 - \$2500

Humidification



Restoration



I'M ALL CAUGHT UP

SAID NO ARCHIVIST EVER.

makeameme.org

Adventures in reboxing





Boxes

- **Miracle Boxes**

- 2018 – n/a

2019 – n/a

- 2020 – n/a

2021 – n/a

- 2022 - \$1195/200

2023 - Same

Coroner's/Medical Examiner's Records 1834-2000



Hollinger Boxes

- 2018 - \$141
- 2019 - \$141
- 2020 - \$111
- 2021 – n/a
- 2022 - \$314
- 2023 - \$625

Collections

- Circuit Court – 11,000
 - Recorder
 - Assessor
 - County Clerk
 - Auditor
 - Special Collections
- Probate - 1008
 - Collector
 - Sheriff
 - City of Springfield
 - Commission

Records Management



Records Lifecycle



Shredding

- 2022 – 125 boxes of records from various offices had met retention and were shredded - \$1000.
- 2023 - \$1000 was allocated for shredding and the entire amount will again be used.

Supplies

- Photo storage boxes
- Book boxes
- Disaster prep supplies
- Hollinger boxes

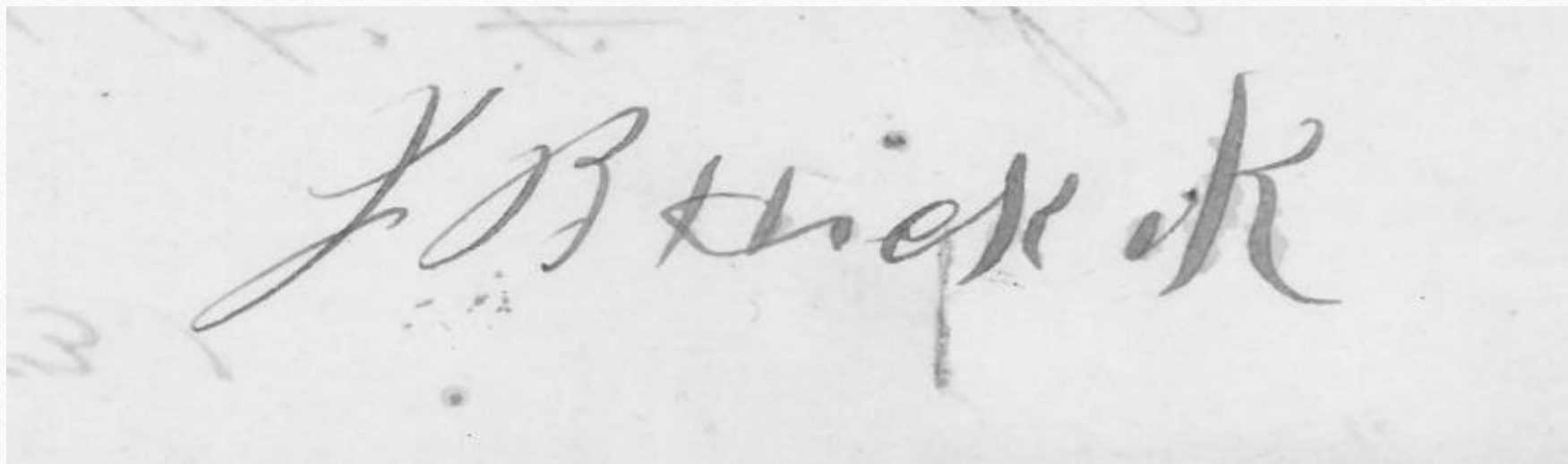
Photo sleeves

Magazine holders

Temp and humidity monitors

Polyester processing folders/L-velopes

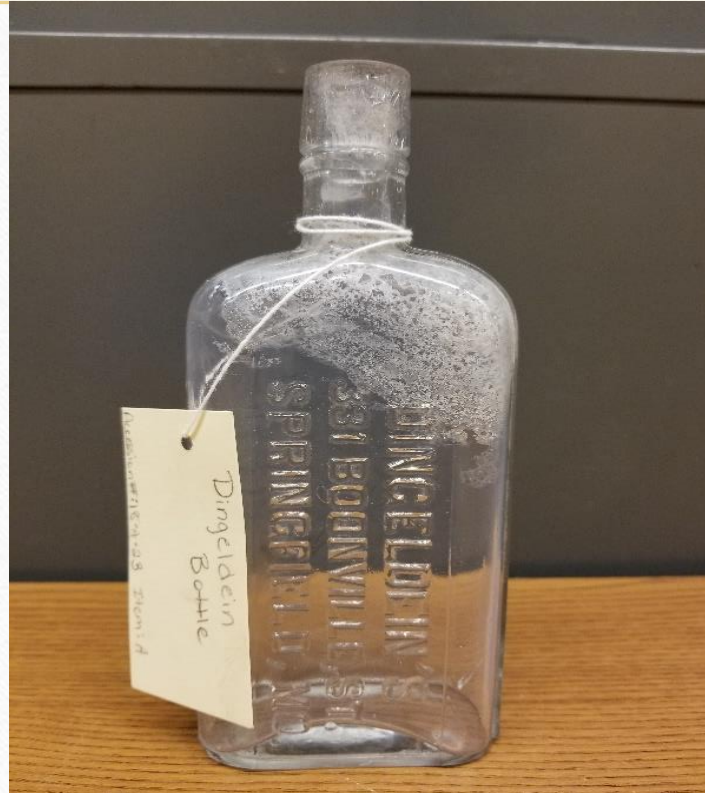
Cool stuff we have at the Archives



JB think ok

Dingeldein bottle

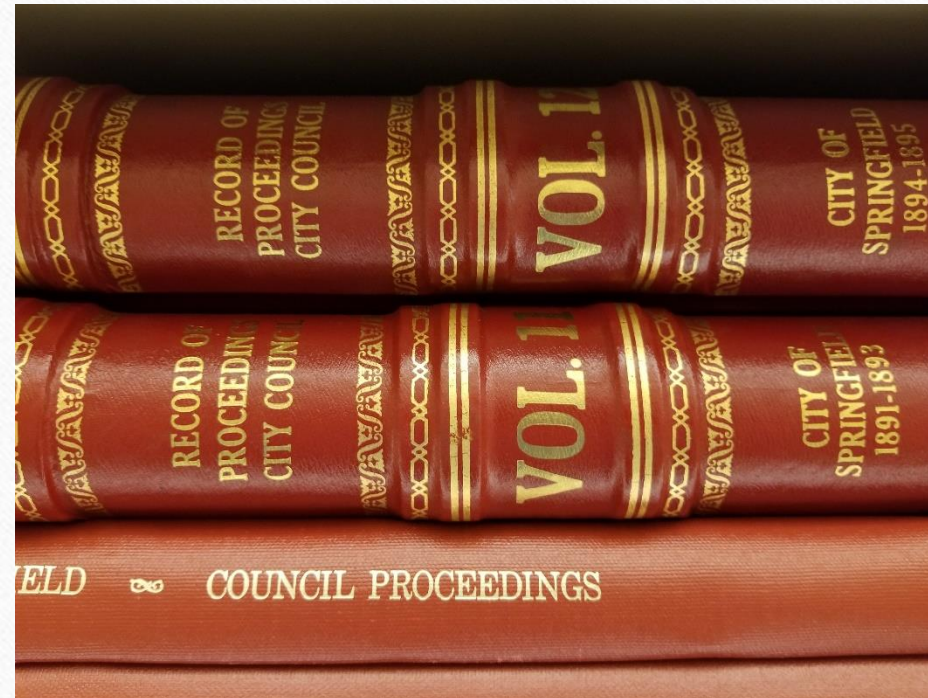
331 Boonville



Assessor's House/Business Photographs 1980s



Record of Council Proceedings 1846-1965



Wolf Pelt



Tax Books

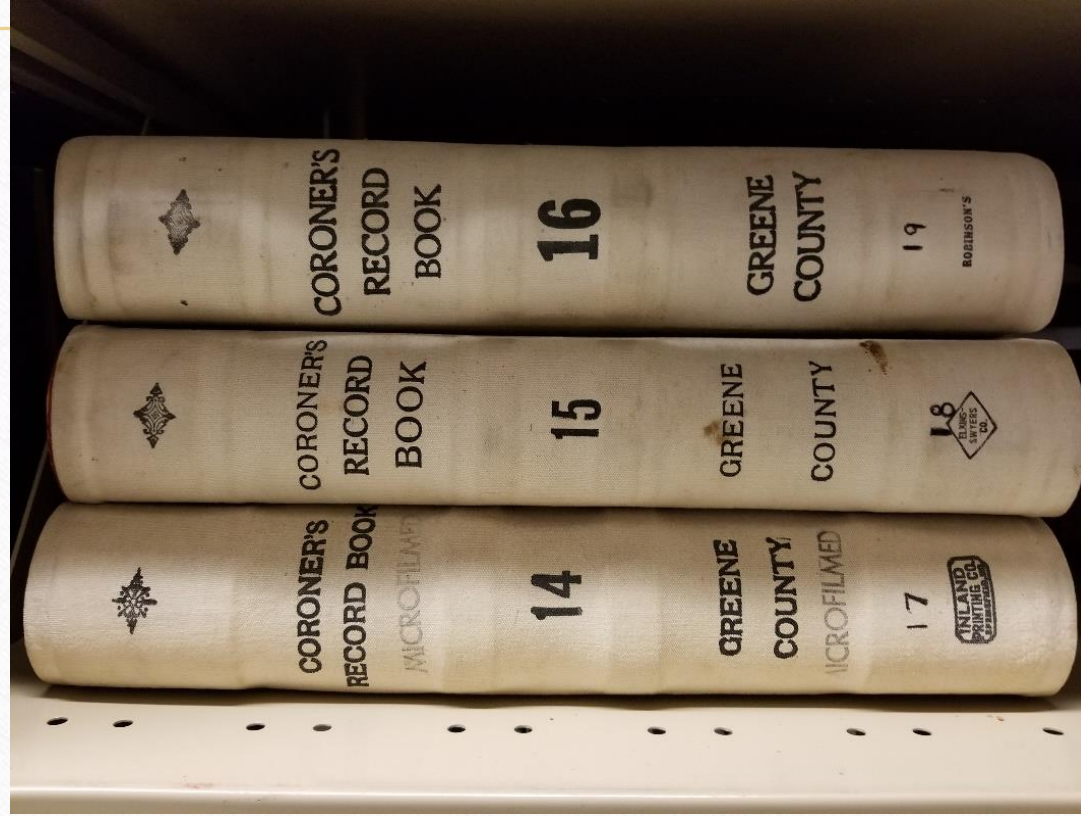


Recorder's Deed Books

1833-1968



Coroner's Record Books



Favorite archivist memes



"we have sealed the vault until the plague passes"

- heroic
- sounds like you have a treasure hoard in the strongroom
- nobody can check as the archive is closed

4:23 AM · 01 Apr 20 · [Twitter Web App](#)