

State of Florida

State Archives of Florida Collection Development Policy



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Introduction

The State Archives of Florida's Collection Development Policy sets forth the documentation goals and objectives of the Archives. The policy defines the scope and content of the Archives' collections and provides a framework for appraisal decisions to ensure consistency in the selection of archival materials for continued preservation. In order to reflect changing research trends, archival resources, and collection strengths and weaknesses, this policy will be reviewed every two years and updated as necessary. The Collection Development Policy is divided into three sections: *State Archives of Florida – Mission and Programs*, *Collection Areas – Scope and Priorities*, and *Procedures Affecting Collection Policy*.

State Archives of Florida – Mission and Programs

Mission

Florida’s historical records are among the most important historical and cultural resources belonging to the people of Florida. These unique, irreplaceable records are essential to ensuring the rights of citizens and organizations and to understanding the responsibilities and limitations of government. They offer insight into our diverse heritage and history; provide government officials the perspective they need to manage responsibly and make informed decisions; and supply valuable information for historians, genealogists, teachers and students from across the state and beyond.

The State Archives of Florida exists to preserve these invaluable historical records and make them available to the public. The State Archives is the central repository for the archives of state government and for historical non-government records that complement the government records in its collections. The Archives’ specific mandate in Section 257.35, *Florida Statutes*, authorizes the State Archives of Florida to:

- Accept, arrange and preserve records and manuscripts transferred to its custody.
- Provide a public research room where the materials may be studied.
- Promote and encourage research in Florida history.
- Assist government agencies, libraries, institutions, and individuals in preserving and making available those records deemed archival and/or historical.
- Publish guides, indexes or other publications that encourage the preservation and use of Florida’s historical records.

Organization

The State Archives of Florida operates under the Bureau of Archives and Records Management, a program of the Division of Library and Information Services under the Florida Department of State. The Bureau has statewide responsibility to promote the economical and efficient management of public records as defined in Chapter 119, *Florida Statutes*, and to preserve those records having long-term or permanent historical value. The Bureau provides services and technical assistance to the general public and state, county, and local governments on management and preservation of records.

Collections

State Government Public Records are the core of the State Archives’ collections. These records document the activities of Florida’s territorial and state government from 1821 to the present, providing a record of the functions and activities of the state’s executive, legislative, and judicial branches of government. The Manuscript holdings of the State Archives are composed of collections from private citizens, social and religious organizations, businesses, and other non-public entities. The Florida Photographic Collection consists of over one million still images and thousands of motion picture films and tapes of Florida people, places and events from the middle of the 19th century to the present. The Genealogical Collection contains books and other

publications, historical records and online resources that provide an extensive information resource for genealogists. The Archives' Local Public Records Collection includes a limited amount of materials from various county and municipal governments around the state.

Research

The State Archives of Florida places special emphasis on making its collections available to a wide variety of researchers, including historians, students, lawyers, government officials and employees, genealogists and others interested in Florida's government, its people, and the events that have shaped its history. Materials in the Archives' collections are available to all researchers on equal terms of access; the Archives does not grant privileged or exclusive use to any person or group.

All public records transferred to the custody of the State Archives of Florida are subject to the provisions of Florida's Public Records Law (Chapter 119, *Florida Statutes*) and other statutory provisions governing access to specific categories of public records. In addition, Section 257.38(2) states that "any public record or other record provided by law to be confidential or prohibited from inspection by the public shall be made accessible only after a period of 50 years from the date of the creation of the record." Access to non-public collections donated to the Archives may be subject to restrictions placed upon them by the donor (Section 257.38(4), *Florida Statutes*). Public record, manuscript and photographic collections in the process of being arranged, described or preserved are generally not open to public use. The Archives will make every effort to accommodate a user's needs in gaining access to unprocessed materials and will respond as appropriate to public records requests. Use of State Archives collections and facilities is governed by Rule 1B-11.004, *Florida Administrative Code*, Use of Archives.

Research in the Archives' collections is supported by a variety of finding aids, guides and indexes. The Archives' Online Catalog (archivescatalog.info.florida.gov/) is designed to assist researchers in locating information about collections in the State Archives. Indexes and finding aids to selected collections, and digitized collection materials, are available on the Archives' Florida Memory website (floridamemory.com). Information about the published genealogical collection is available through the State Library of Florida Online Catalog (fslt.ent.sirsi.net/client/en_US/statelibrary). The Archives also provides printed collection descriptions, subject guides and automated indexes for selected collections.

Public Programs

The Archives provides a variety of programs and resources to inform the public about the availability of its collections and to encourage and assist in the preservation of historical records, including exhibits, informational brochures, guides, workshops and educational programs. The Florida Memory Program (floridamemory.com) presents a digitized selection of historical records, photographs, and other materials from the Archives' collections. FloridaMemory.com illustrates significant moments in Florida history, offers educational resources for students of all ages, and provides access to archival collections for historical research. The Archives makes every effort to inform researchers of the availability of materials and to increase access to its collections. Upon request, the Archives also offers technical assistance to agencies, organizations and individuals on the management of archival materials.

Acquisition and Appraisal

The State Archives of Florida only collects materials related to Florida. The Archives selects records that have strong information quality and content and meet accepted professional archival appraisal criteria, placing special emphasis on strengthening under-documented collection areas. The Archives accepts records in a wide variety of formats, including paper originals, microfilm, photographs, audio and video recordings, and electronic formats. In general, the Archives does not collect artifacts, newspapers or materials not related to Florida.

The Archives identifies, appraises and selects collection materials in several ways. Public records are identified and appraised primarily through the Division's records scheduling and disposition process. Manuscripts and photographs are received primarily through donor contact with the Archives. When resources permit, the Archives actively solicits manuscript and photographic materials. Except in rare circumstances, the Archives does not purchase manuscripts and photographs. Genealogical records and publications are received through donations and purchases.

The Archives may also collect records of other governments, such as copies of selected federal government records, if those records relate to the history of Florida.

Collection acquisitions may be reviewed and approved by the Acquisition Committee and must conform to the guidelines outlined in the Collection Development Policy.

Collections Management

All public record and manuscript materials acquired by the Archives are accessioned, arranged and described according to established professional standards. Holdings maintenance activities such as rehousing in archival boxes and folders ensure the long-term preservation of materials in the Archives' collections.

Collection Areas – Scope and Priorities

State Government Public Records Collection

The State Government Public Records Collection documents the history, organization, functions and activities of Florida state government from the territorial period to the present; its influence and impact upon the lives of its citizens; and the protection of their civil rights. Public records are defined in Chapter 119, *Florida Statutes*, as “all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings...or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.” This collection area includes records from all three branches of government.

The State Archives of Florida collects State Government Public Records in the following areas:

- Records designated by law or rule as having permanent value.
- Records of continuing value that are critical to the operations of an agency because of the administrative, legal or financial nature of their content.
- Records having intrinsic value based upon their physical form, uniqueness or association with a person, place or event of particular historical significance.
- Records documenting the formation of policy, development of programs and administration of agencies.
- Records providing significant information on an agency’s functions, activities, operations and programs, especially records with extended and unbroken time spans.
- Records that are legally and physically accessible.
- Records that provide the most accurate and understandable source of information to researchers.

The Archives seeks to develop its State Government Public Records Collection through the continued acquisition of records that meet the standards outlined in this policy. The Archives places an emphasis on collecting records containing information relating to the environment, citizens’ legal rights and interactions with government, social services, and economic development and planning. The Archives seeks to obtain records documenting policy development, decision making, and major program initiatives of state agencies, as well as records from agencies currently under-documented or not documented in this collection area.

Local Government Public Records Collection

The State Archives of Florida’s Local Government Public Records Collection contains a limited amount of materials from various county and municipal governments. The records include probate, tax, voting and commission records of different city, town and county agencies. Many of these local records are of particular value to patrons engaged in genealogical research. The Archives does not actively collect local government records and encourages the preservation of these materials by the agencies or jurisdictions that create them. The Archives may accept local

government records that are in immediate danger of being lost or destroyed, or if the creating agency does not have the facilities to properly maintain them, provided the records meet one or more of the following criteria:

- Records designated by law or rule as having permanent value.
- Records of continuing value that are critical to the operations of the local agency because of the administrative, legal or financial nature of their content.
- Records having intrinsic value based upon their physical form, uniqueness or association with a person, place or event of particular historical significance.
- Records documenting the formation of policy, development of programs, and administration of agencies.
- Records providing significant information on an agency's functions, activities, operations and programs, especially records with extended and unbroken time spans.
- Records documenting the historical development of the local government itself, the community and its people.
- Records that provide the most accurate, understandable and accessible source of information to researchers.

Manuscript Collection (Non-Government Records)

The State Archives of Florida's Manuscript Collection documents the lives of Florida citizens from the pre-territorial period to the present day and contains records of private individuals, families, social and religious organizations, businesses and other non-public entities. Records in this collection include diaries, correspondence, journals, financial records, membership records, maps, photographs and other related materials. The State Archives of Florida will collect private manuscript collections and non-government archival records in the following areas:

- Private papers of public officials, especially those whose public records are in the Archives.
- Private papers of individuals or families providing significant documentation of Florida's social, economic, military or political history.
- Records of organizations, institutions and businesses in Florida reflecting religious, social, civic, educational or economic development or activity.
- Private papers documenting the exploration, settlement or development of the state.
- Private papers and records that complement existing private records or public records in the Archives or that fill in gaps in under-documented collection areas.
- Records having intrinsic value based upon their physical form, uniqueness or association with a person, place or event of particular historical significance.

- Records that provide the most accurate, understandable and accessible source of information to researchers.

Special collecting emphasis is placed on records of racial, ethnic, national, religious or gender minorities or otherwise underrepresented groups and on records representing unique Florida industries, labor organizations and interest groups.

Florida Photographic Collection

The Florida Photographic Collection contains over one million still images and thousands of motion picture films and tapes of Florida people, places and events, forming the most complete portrait of Florida available. The Photographic Collection provides visual information that complements the Archives' textual documentation of Florida's history and development, including photographs, slides, films, videos, drawings, postal cards, portraits and other images in the following areas:

- Significant collections of images of Florida photographers or photographers whose primary subject is Florida.
- Images depicting Florida industry and business, political events, home life, agriculture and land use, natural resources, social events, architecture, transportation, tourism and other aspects of Florida life, activity and experience.
- Images that complement and support existing State Archives manuscript and public records collections.
- Examples of early photographic imagery including daguerreotypes, ambrotypes and tintypes that document photographic history in Florida.

Collecting emphasis is placed on collections or items documenting Florida's economic, political, social, demographic and cultural history.

Genealogical Collection

The Genealogical Collection consists of an extensive compilation of published and unpublished sources for genealogical research including family, state, county and local histories; immigration lists; census records; church, cemetery and military records; genealogical journals; reference books; and a wide variety of other sources including online genealogical research resources. The published materials in the Genealogical Collection relate to Florida and other states to ensure the most productive possible research experience. The Archives also maintains a family name file, which is a vertical file of donated family genealogical documentation such as family charts and research notes.

The Archives accepts into the Genealogical Collection the following materials:

- Donations and purchases of published genealogical materials, including family histories, state and county histories, indexes or transcriptions of state and county records, genealogical handbooks, and genealogical journals and newsletters.

- Donated and purchased copies of unpublished family histories and Bible records related to Florida families.
- Public or non-public records providing substantial information useful to genealogical research.

Collecting emphasis for public or non-public records is on collections that place a significant number of named individuals in particular places at particular times. When funds are available, collecting emphasis for purchases is placed on materials related first to Florida and secondly to the Southeast. The Archives purchases materials that will be of benefit to the greatest number of researchers.

Procedures Affecting Collection Policy

Archival Appraisal

Appraisal is primarily the responsibility of the Collections Management unit. For public records, this appraisal responsibility overlaps the Bureau's records retention scheduling and disposition function. The appraisal process is based upon accepted professional archival appraisal criteria and may involve the input of all professional staff members.

Acquisition Committee

The Acquisition Committee is comprised of the Collections Management Supervisor, Collections Management lead archivist, Reference Services Supervisor, Florida Photographic Collection Coordinator, Digital Initiatives Supervisor and Archives Historian. The committee actively formulates collection development strategies based upon guidelines established in this Collection Development Policy. The Committee assists in review and appraisal of potential acquisitions requiring significant resources to accession, process or make accessible; involving restrictions that would make administering access particularly complex or burdensome; or presenting other unusual problems or concerns. The Committee may also be involved in the re-appraisal of Archives collections.

Records Transfers (Custody)

All public records accessioned into the Archives must be properly scheduled through the Bureau's records retention scheduling function. Public records transferred to the State Archives of Florida are subject to the conditions outlined in the "Transmittal/Receipt, Transfer of Public Records to the Florida State Archives," form LS51807R10-14.

All non-government records transferred to the State Archives of Florida are subject to the conditions outlined in the "Florida State Archives, Deed of Gift," form LS5P806R1-14. The State Archives of Florida will not accept materials unless they are accompanied by the completed "Transfer" or "Deed of Gift" form.

Restrictions on Access and Use

Access and reference service is primarily the responsibility of the Reference Services unit. Public records transferred to the State Archives of Florida are open to inspection and examination by the public unless specifically confidential or exempt from disclosure by law (Section 119.07, *Florida Statutes*). Materials not defined as public records will be made available to all researchers unless donor-imposed restrictions on access to or use of these materials are specifically noted on the "Deed of Gift" form or other donor documentation. Any donor-imposed restrictions must have a date of termination (Section 257.35(1)(b), *Florida Statutes*).

Materials transferred or donated to the Archives may not be removed from the Archives or loaned out for research purposes. Researchers using the materials will be supplied copies upon request of any items in the collection, in accordance with the policies of the State Archives of Florida, unless such photocopying or other reproduction is specifically prohibited or would be detrimental to the collection. Use of materials in the State Archives of Florida is subject to Rule 1B-11, *Florida Administrative Code*, Use of Archives.

Deaccessioning and Disposition of Materials

Recommendations for disposition of accessioned public records may be made as a result of archival re-appraisal. Such disposition of public records will be made only after prior approval of the originating agency and with the authorization of the Director of the Division of Library and Information Services (Division Director) in accordance with the disposition provisions and procedures covered by Chapter 257.36, *Florida Statutes*.

Manuscripts and other non-government records that are determined to have no permanent value or historical interest will be returned to the donor or otherwise disposed of according to the wishes of the donor as stated in the "Deed of Gift." If no provision is made, the Archives will use its discretion in disposition of unwanted materials. The Archives does not sell unwanted materials as a means of disposition.

Individual records weeded, sampled or otherwise removed from the Archives' collections because they have been re-appraised as having no permanent archival value will be disposed of in accordance with State Archives of Florida procedures.

Loans of Materials

The Archives will not loan original materials from its collections for any purpose except those authorized by the Division Director.

The Archives will accept the loan of original materials only in rare circumstances when a transfer of custody or donation of exceptionally valuable materials is not immediately obtainable or when such materials are in immediate danger of being lost or destroyed. Acceptance of a loan of archival materials will be made only with the approval of the Division Director and must have a date of termination upon which the materials will either be transferred or donated to the Archives' legal custody or returned to the loaning entity.

The loan of materials to the Archives for exhibits, and the loan of original photographs to the Archives for duplication purposes, are not subject to the rules outlined in this procedure.

Referrals

When materials offered to the Archives do not fall under the categories and standards outlined in this policy or are otherwise appraised as non-archival, prospective donors will be referred when possible to appropriate repositories. Donors of print materials related to Florida will be referred to the Florida Collection of the State Library of Florida. Donors of artifacts will be referred to the Museum of Florida History or other appropriate collections area of the Department of State.

Tax Appraisals

The Archives cannot conduct monetary appraisal of donated or offered materials to determine their fair market value since the Archives is considered an interested party in the transaction. Such evaluations do not meet the IRS definition of "qualified appraisal." To qualify as acceptable for income tax use, the appraisal must be performed by an objective, qualified appraiser, unconnected with either the donor or the institution, hired for this purpose by the donor. Donors interested in monetary appraisal of manuscripts should contact the American Society of Appraisers (www.appraisers.org) to help locate a manuscripts appraiser in their area.

In addition, the Archives cannot provide tax advice or interpretation of the tax laws to answer questions on these matters. Donors should consult an expert tax advisor for answers to specific questions on the use of gifts of property for charitable contribution deductions.

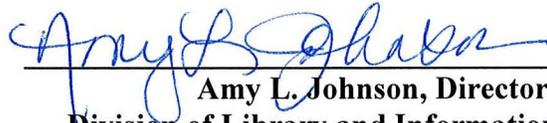
Copyright

As stated on the “Deed of Gift” form, all materials transferred to the State Archives of Florida become the sole and absolute property of the Archives. All rights, title, and interest in and to these materials, together with all donor-held copyright/literary property rights are transferred to the State Archives of Florida. The Archives, as owner of copyright/ literary rights transferred by the “Deed of Gift,” may exercise or transfer to a third party the right of quotation or publication.

It is the responsibility of the researcher to determine the status of copyright in the records he or she uses when copyright is not held by the State Archives. The researcher is liable for any copyright infringement in their use of materials. Researchers are encouraged to confer with the Archives’ professional staff on any question of copyright/literary property rights.

Collection Policy Approval

The State Archives of Florida Collection Development Policy is hereby approved.



Amy L. Johnson, Director
Division of Library and Information Services



Beth Golding, Chief
Bureau of Archives and Records Management



Date