



FLORIDA DEPARTMENT *of* STATE
STATE LIBRARY *and*
ARCHIVES *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 collection, provides a framework for appraisal decisions, and establishes standards 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 annually. The Collection Development Policy is divided into three sections: *State Archives of Florida Mission and Programs*, *Collection Area 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 supply valuable information for historians, genealogists, teachers, and students from across the state and beyond.

The State Archives of Florida is the central repository for the archives of state government. In the broadest sense, the purpose of the State Archives of Florida is to preserve and make available to the public the permanent historical public and private records of Florida in its custody. 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; and
- publish guides, indexes, or any other publications that further the knowledge of Florida history.

Organization

The State Archives of Florida is a program of the Division of Library and Information Services under the Florida Department of State. The State Archives 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 State Archives of Florida provides service 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 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 of Florida are composed of various collections from private citizens, 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, microfilm, online resources, and other publications 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, lawyers, government officials, students, 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). 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 manuscript and photographic collections donated to the Archives may be subject to restrictions placed upon them by the donor (Section 257.38, 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 need in gaining access to unprocessed materials. Use of records, donated historical materials, and facilities in the State Archives of Florida is governed by Rule 1B-11, *Florida Administrative Code*.

Research in the Archives' collections is supported by a variety of finding aids, guides, and indexes. The Archives' Online Catalog (<http://dliis.dos.state.fl.us/barm/rediscovery/>) is designed to assist researchers in locating information about public records and manuscript collections in the State Archives of Florida. Automated access is provided to the published genealogical collection through the State Library's Online Catalog (<http://www.library.florida.gov/>). The Archives also provides printed collection descriptions, subject guides, and automated indexes for selected collections.

Public Programs

The Archives conducts a variety of programs to inform the public about the availability of its collections and to encourage and assist in the preservation of historical records. The Archives produces exhibits, informational brochures, guides, workshops, and educational programs. The Florida Memory Program (<http://www.floridamemory.com>) presents a digitized selection of historical records, photographs, and other materials from the Archives' collections. The site 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 places special emphasis on obtaining materials for collection areas that are under-documented. Records are selected that have strong information quality and content and meet accepted archival

appraisal criteria. The Archives will accept records in a wide variety of formats, including paper originals, microfilm, photographs, audio recordings, and electronic format. In general, the Archives does not collect artifacts, newspapers, or other materials not related to Florida.

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 materials and publications are received through donations and purchases.

The Archives may also collect records of other governments if those records relate to the history of Florida.

Collection acquisitions are 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 Area Scope and Priorities

State Government Public Records Collection

The State Government Public Records Collection documents the history, organization, and functions of Florida state government; 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.” The State Government Public Records Collection consists of public records documenting the history of Florida’s government from the territorial period to the present. This group of records includes items from all three branches of government.

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

- Records designated by law as having permanent value
- Records of continuing value that are critical to the operations of an agency because the information contained in them is administrative, legal, or financial in nature
- Records that have intrinsic value based upon the physical form of the record, its uniqueness, or other factors arising out of its creation or use
- Records that document the formation of policy, development of programs, and administration of agencies
- Records reflecting an agency’s functions and activities
- Records with extended and unbroken time spans offering uniform and comparable information on the operations and programs of an agency
- 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 related to the environment, 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. The Archives does not actively collect Local Government Public Records and encourages the preservation of these materials by the agencies that create them. Many of these local records are of particular value to patrons engaged in genealogical research.

The Archives may accept Local Government Public Records in the following areas:

- 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
- Records designated by law as having permanent value
- Records of continuing value that are critical to the operations of the local agency because the information contained in them is administrative, legal, or financial in nature
- Records that have intrinsic value based upon the physical form of the record, its uniqueness, or other factors arising out of its creation or use
- Records that document the formation of policy, development of programs, and administration of agencies
- Records reflecting an agency's functions and activities
- Records with extended and unbroken time spans offering uniform and comparable information on the operations and programs of an agency
- Records that document the historical development of the local government itself, of the community, and of its people
- Records that provide the most accurate, understandable, and accessible source of information to researchers

While the Archives does not actively solicit original local government public records, it will accept microfilm copies of records that meet the standards outlined above. Any attempts by the Archives to preserve original materials will be focused on records dating from the 19th and early 20th century and records that add additional information to the other collection areas.

Manuscript Collection (Non-Government Records)

The State Archives of Florida's Manuscript Collection contains records of private individuals and organizations. Records in this collection include diaries, correspondence, journals, business and church records, maps, photographs, and other related materials. The Manuscript Collection documents the lives of Florida citizens from the pre-territorial period to the present day.

The State Archives of Florida will collect private manuscript collections and non-government archival records in the following areas:

- Private papers of public officials whose public records are in the Archives

- Significant collections of private papers of individuals or families reflecting the social, economic, military, or political history of Florida
- Records of organizations, institutions, and businesses in Florida reflecting religious, social, civic, educational, or economic development
- 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 that have intrinsic value based upon the physical form of the record, its uniqueness, or other factors arising from its creation or use
- Records that provide the most accurate, understandable, and accessible source of information to researchers.

Special collecting emphasis is placed on records that represent unique Florida industries, labor organizations, and special interest groups. The Archives also seeks records of underrepresented 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 history.

The State Archives of Florida collects photographs, slides, films, videos, drawings, postal cards, portraits, and other images related to the history and development of Florida. Subject areas include the following:

- Significant collections of images of Florida photographers or photographers whose primary subject is Florida
- Images of Florida such as industry and business, political events, home life, agriculture and land use, social events, architecture, transportation, and tourism
- Images that complement and support existing manuscript and public records collections in the Archives
- Examples of early photographic imagery including daguerreotypes, ambrotypes, and tin-types that document photographic history in Florida

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

Genealogical Collection

The Genealogical Collection consists of an extensive library of materials 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 published sources, including online genealogical research resources. The Genealogical Collection contains materials related to Florida and other states. The Archives also maintains a family name file, which is a vertical file of donated genealogical materials consisting of 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

When funds are available, collecting emphasis is placed on purchasing materials related first to Florida and secondly to the Southeast, Northeast, and Midwest. 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 Information Resources Management program. For public records, this appraisal responsibility overlaps the program'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 actively formulates collection development strategies based upon guidelines established in this Collection Development Policy. The Committee assists in review and appraisal of potential acquisitions when appropriate and 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 records retention scheduling function of the Information Resources Management program. 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 LS51807.

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 LS5P806. 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 Information Access Services Program. Public records transferred to the State Archives of Florida shall be 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. 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. 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*.

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 unobtainable or when materials are in immediate danger of being lost or destroyed. The acceptance of the loan of archival materials will be made only with the approval of the Division Director and must have a date of termination.

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, 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 appropriate collections area of the Department of State.

Tax Appraisals

The Archives cannot appraise donated 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.

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

Donors interested in monetary appraisal of manuscripts should contact the American Society of Appraisers to help locate a manuscripts appraiser in their area.

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 literary property rights that the donor(s) holds are transferred to the State Archives of Florida. The Archives, as owner of 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. The researcher is liable for any copyright infringement in his use of materials. Researchers are encouraged to confer with the Archives’ professional staff on any question of literary property rights.

POLICY APPROVAL

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



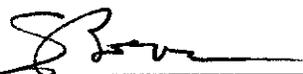
**Judith A. Ring, Director
Division of Library and Information Services**



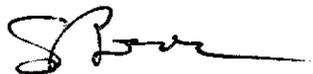
**Jim Berberich, Program Manager
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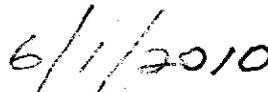
**Gerard Clark, Program Manager
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State Library Council



State Historical Records Advisory Board



Date