

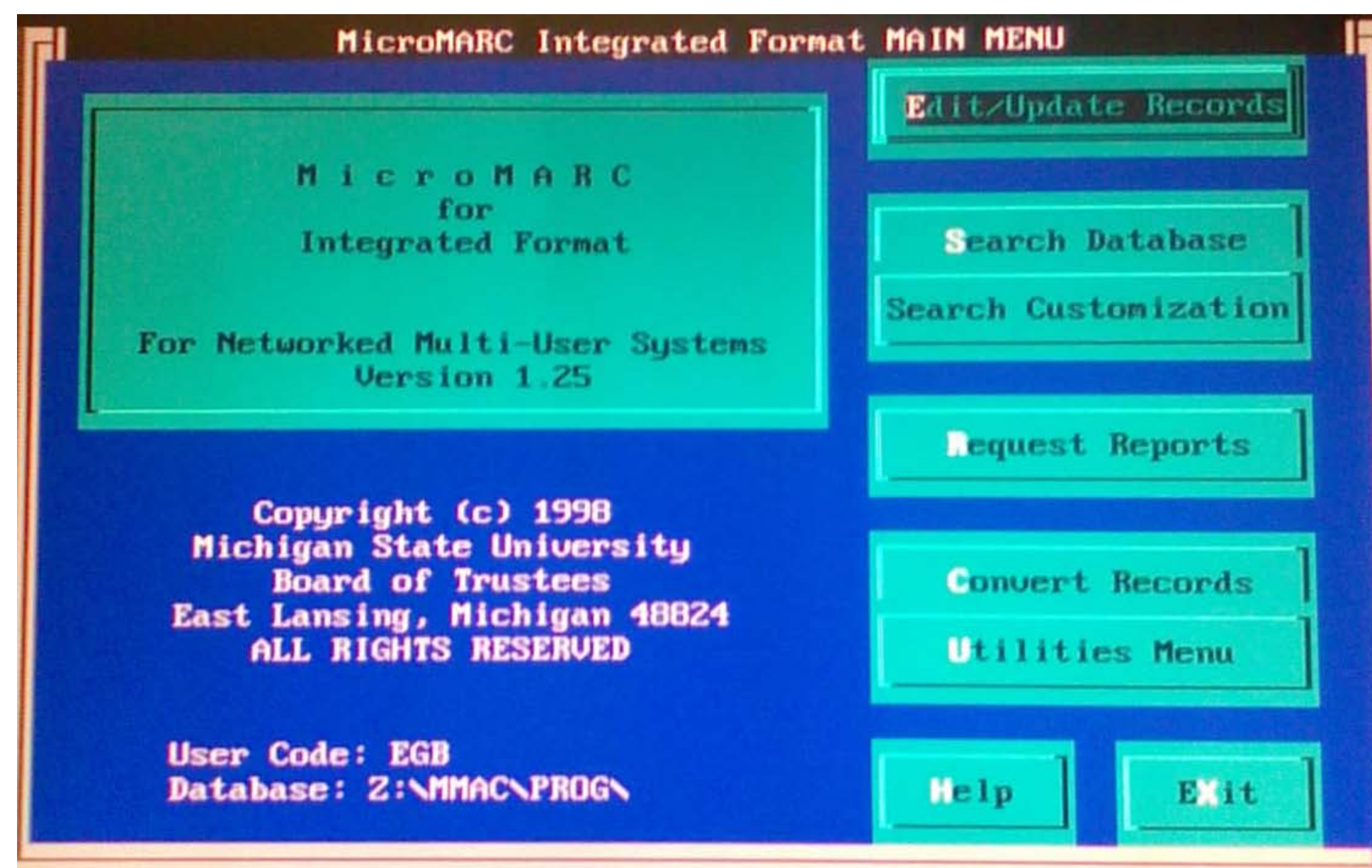


# Using Archivists' Toolkit for Records Management

Rich Burgis, Ed Busch, Cynthia Ghering, Whitney Miller  
University Archives & Historical Collections  
Michigan State University, East Lansing, MI 48824

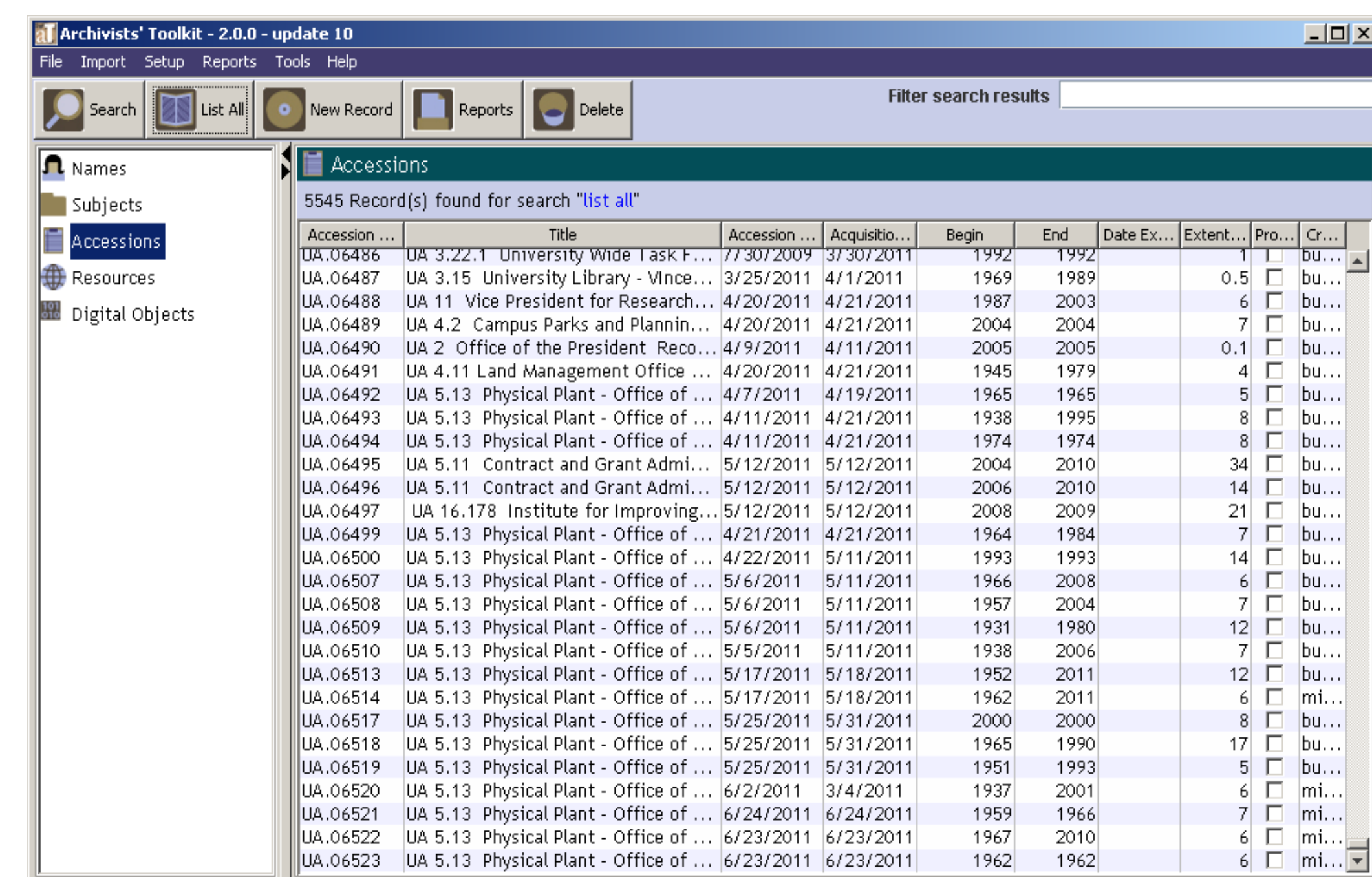
## BACKGROUND

The Michigan State University Archives & Historical Collections used the DOS-based "MicroMARC" collection management program since the mid-1980s. MicroMARC was developed by MSU to manage its accessions and to support a rudimentary records management workflow. In Spring 2011, the UAHC migrated its existing accessions and processed collection records to Archivists' Toolkit (AT). Rather than creating or purchasing a separate tool, it was decided to implement a Records Management workflow using AT. Adding a second repository to AT and several user defined fields provided a workflow for managing the university's non-permanent records.



## GOALS

- Workflow must be developed for managing university records using Archivists' Toolkit taking into account previous MicroMARC and paper-based workflows.
- Workflow must handle inactive records and records slated for destruction per university retention schedules.
- Workflow must include a means to schedule records for future destruction.
- Workflow must include documentation of all records destroyed in the past.
- Workflow must include a means to separate active records and destroyed records.
- Workflow must be applicable regardless of form (paper or electronic).



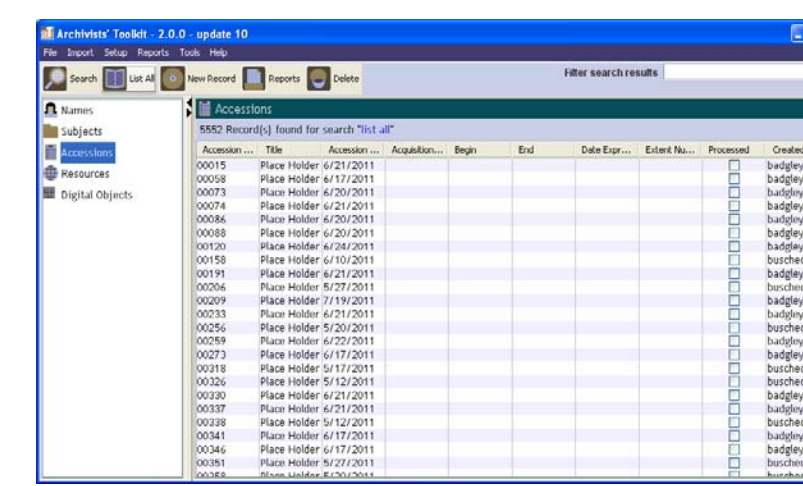
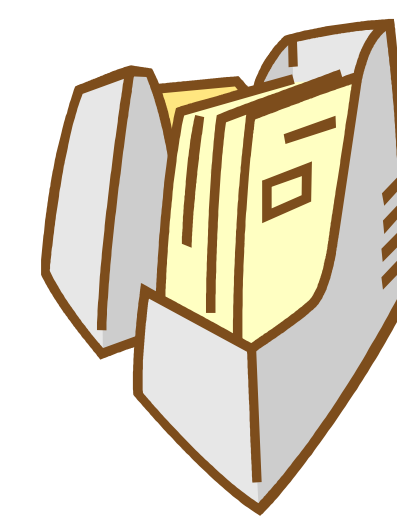
## REQUIREMENTS

- Two (2) AT Repositories with user defined access privileges
- Accession numbering system (an R accession number for material scheduled for destruction or an A accession number for material with a permanent retention)
- Two reports:
  - scheduled destructions
  - destroyed (by office with physical extent)
- Attach scanned transmittal form to accession record in AT.

## RECORDS LIFE CYCLE



## METHOD



### RECORDS RECEIVED

- Accession record created in AT
  - Permanent records assigned an "A#"
    - Scheduled records assigned an "R#"
      - Fields completed for records management include: Title, Extent, Date Range, Resource Link, Location, Retention Rule, Description, Acquisition Date (physical receipt), Link to external documents (transmittal form)

### RECORDS MANAGEMENT

- Records with permanent retention are processed
- Scheduled records with a finite retention period are monitored using report to identify upcoming destruction dates. Report keys off of word "Discard" in Retention Rule

### PERMANENT RECORDS

- Records processed and accession updated in AT
- AT Resource record updated and finding aid entered
- Finding Aid exported as EAD and MARC (for library catalog)

### DESTROYED OR RETURNED RECORDS

- Disposition Note updated
- Deaccession record entered (date, description of materials, extent, disposition (Destroyed or Returned))
- Location removed
- Accession moved to Destroyed repository

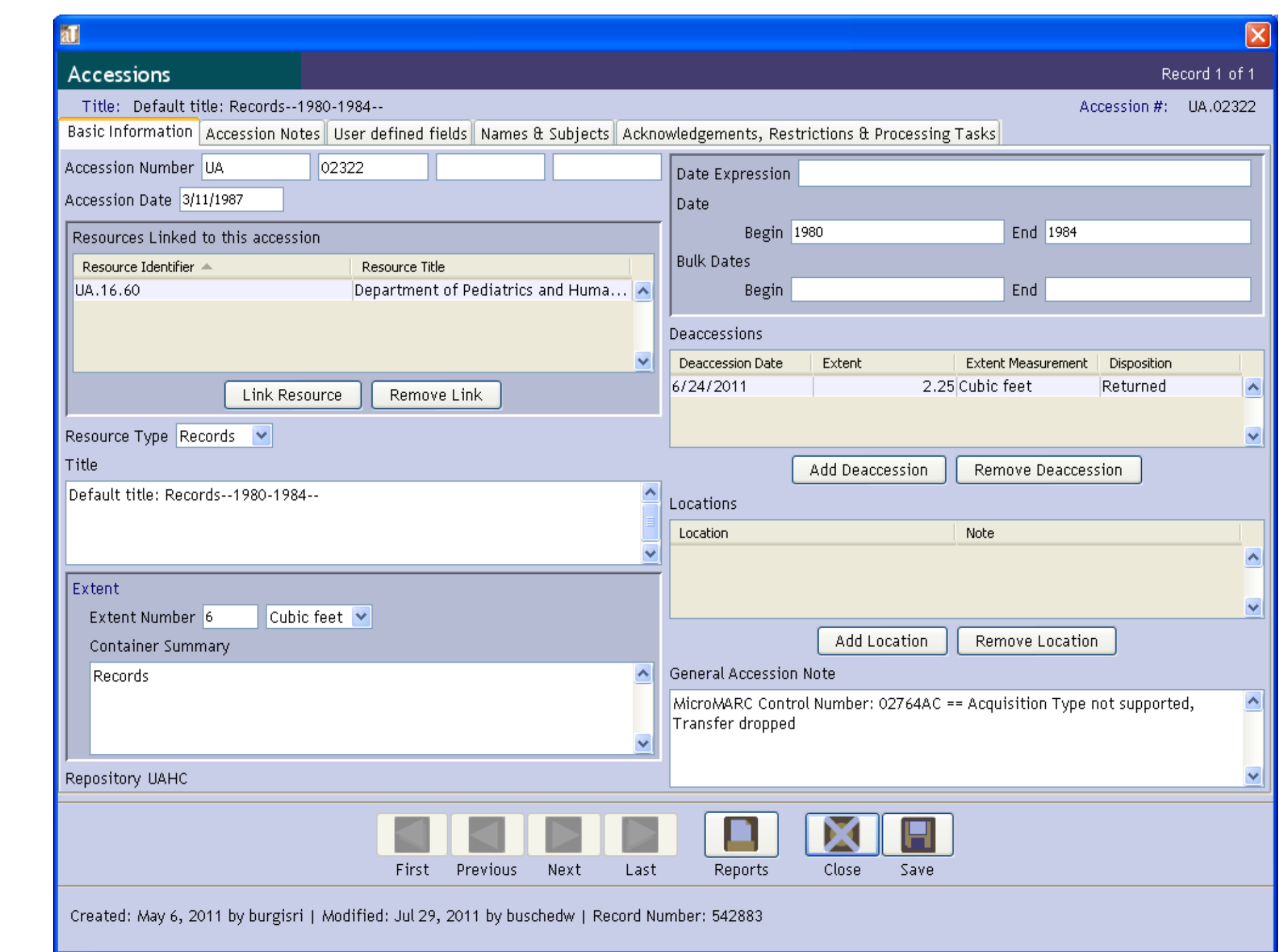


## RESULTS

Procedures created to document workflow for:

- Accession creation (for permanent and non-permanent retention)
- Accession destruction, return or transfer
- Partial accession destruction, return or transfer
- Reporting "scheduled destructions" and "destroyed by office"

Identified problem in AT when searching across multiple repositories (AT-2427).



## CONCLUSION

- Working process in place for managing university records using Archivists' Toolkit.
- Monitoring ArchivesSpace specifications and development for records management functionality via their website (archivespace.org) and their Google discussion group (ArchivesSpace).

## ACKNOWLEDGEMENTS

- The NHPRC for funding the Spartan Archive Project.
- The Andrew W. Mellon Foundation for funding Archivists' Toolkit.
- The UAHC staff and student assistants for their work in migrating the legacy MicroMARC records and subsequent data cleanup in Archivists' Toolkit.

For more information: [archives@msu.edu](mailto:archives@msu.edu)

