#### **TEXAS HISTORICAL COMMISSION**

# Q. What is an archival records plan?

An archival records plan addresses issues related to the protection, preservation and accessibility of all county records before, during and after the restoration work. The plan should be comprehensive in nature and include the following elements:

### **General Inventory**

The types of records involved — i.e. deeds, probate records, veteran muster records, court minutes, tax abstracts, working files, plat maps, architectural drawings, etc.

## Space Needs

Current space allocation Anticipated growth Equipment needs — i.e. copiers, film readers, etc.

## **Shelving and Storage Materials**

Shelving type Archival boxes and papers

#### **Fire Protection**

Construction
Detection
Sprinkler or suppressant systems
Vaults

#### Security

Public access and use; copying procedures Door and window types Locks and keys Backup copies — i.e. microfilm, digital, etc.

## Lighting and UV Protection

Fixtures and filters Protection from natural light Monitoring UV levels

#### Structural Issues

Load estimates Structural system type

#### **Environmental Issues**

Plan for maintaining acceptable levels of temperature, humidity and air circulation

## **Records Management Compliance**

Provide a statement that the county is in compliance with the Records Retention Schedule requirements of the State and Local Records Management Division of the Texas State Library and Archives Commission (TSLAC). If the county does not have a schedule on file with the state, please contact the TSLAC (512/452-9242) for additional information.