



**HIGHLAND
COUNTY • OHIO
RECORDS CENTER & ARCHIVES
COLLECTIONS MANAGEMENT POLICY**

CONTENTS

Control + Click to advance to a specific page

CONTENTS.....	2
INTRODUCTION	5
Statement of Purpose	5
Public Disclosure	5
Statement of Authority	5
Code of Ethics.....	6
Review and Revision	6
MISSION & OBJECTIVES.....	6
Mission Statement	6
Description and Scope of Collection	7
Purpose of the Collection	7
Records Life Cycle.....	7
ACQUISITION & ACCESSION.....	9
Methods of Acquisition	9
Authority.....	9
Criteria for Collection Acquisition	9
Collecting Scope	10
Title	10
Condition.....	10
Resources.....	10
Duplicates	11
Legal & Ethical Considerations	11
Conditional Acquisitions	11
Acquisition Terms and Restrictions.....	12

Documentation of Acquisitions and Accessions.....	12
DEACCESSION & DISPOSAL	13
Deaccessioning.....	13
Authority.....	14
Criteria for Deaccessioning	14
Restrictions and Conditions on Deaccessioning	15
Methods of Disposal	15
Disposal of Undocumented Objects.....	16
Ethical Considerations	18
Documentation of Deaccession and Disposal.....	18
LOANS	19
Incoming Loans.....	19
Approval Processes for Incoming Loans.....	19
Terms and Conditions of Incoming Loans.....	19
Long-Term Loans.....	20
Outgoing Loans.....	20
Approval Processes for Outgoing Loans.....	21
Criteria for Outgoing Loans.....	21
Requirements and Obligations for Borrowers	21
Documentation.....	22
RECORD REPOSITORY BACKUP & SECURITY	22
Records Repository	22
Security Compliance	22
Security Features.....	23
Backup Plan.....	23
INVENTORY	24

File Architecture	24
COLLECTIONS CARE	24
General Handling Guidelines for Boxes & Books.....	25
Removing books from shelf.....	26
Moving books.....	26
Cleaning books	27
Packing books into boxes	28
Loading books onto a wheeled bookshelf cart	29
Reshelving at the new location	29
INSURANCE & RISK MANAGEMENT	30
Insurance	30
Risk Management	30
Disaster Plan.....	31
Security System	31
Fire Detection/Suppression System.....	31
Water Detection System	32
Daily Environmental Log	32
Employee Training	32
ACCESS & USE	32
Public Record Policy	32
Accessibility	33
Exempt Records	33
Terms and Conditions.....	33
INTELLECTUAL PROPERTY	34
Photography & Reproduction.....	34
Publishing	34

INTRODUCTION

Statement of Purpose

This Collections Management Policy governs all aspects related to the development, management, preservation, and use of the Highland County Record Center & Archive's collections. The Collections Management Policy is a comprehensive written statement that:

- Sets forth the mission of Highland County Record Center & Archives.
- Explains how this mission is pursued through collection activity.
- Articulates the organization's professional standards regarding objects in its care.
- Serves as a guide to staff and volunteers in carrying out their collection related responsibilities.
- Provides the public with information about what objects and information the organization collects and preserves and how the organization performs these functions.

This policy was developed and drafted by the Highland County Record Center & Archives with the assistance of the Conservation Center for Art and Historic Artifacts (CCAHA) as part of an initiative funded by the Institute of Museum and Library Sciences.

Public Disclosure

Once approved by the Board of Commissioners, copies of this Collection Management Policy will be provided to Highland County Board of Commissioners & Records Commission as well as appropriate Highland County staff. The policy will be available on the Highland Records Center & Archives [website](#), and can be requested via email, phone, or in person.

Statement of Authority

Highland County Record Center & Archives is organized as part of our local government and is overseen by Highland County Board of Commissioners & Records Commission. The originating department retains ownership of their records, and the department manager or

their designee signs off on departmental RC-2 updates as well as record management and destruction decisions.

The governing authority's role in managing the collection is to ensure oversight in all record management decisions. The day-to-day management of Highland County Record Center & Archives is delegated to the Record Manager, who bears the ultimate responsibility for implementation of this Collections Management Policy.

Our County **Records Commission** is part of the checks and balances system that ensures the Public Records Act is followed. The Commission reviews all retention schedule changes and one-time disposal requests before sending them to the Ohio History Connection and Auditor of State for approval. Meetings must be held at least every six months. Highland County Record Center & Archive's permanent collections are overseen by the Record Manager.

Code of Ethics

Highland County Record Center & Archives recognizes the code of ethics of the following Organizations:

- [Society of American Archivists \(SAA\)](#)
- [National Association of Government Archives and Records Administrators \(NAGARA\)](#)
- [International Council on Archives \(ICA\)](#)

In general principle, Highland County Record Center & Archives affirms and supports the contents of these codes.

Review and Revision

This policy shall be reviewed by the Records Manager annually. Any major changes regarding the collections and/or their management may necessitate more frequent revisions. The policy will be reviewed if a change in our organization or legal requirements occurs.

MISSION & OBJECTIVES

Mission Statement

Highland County offices create and maintain records that document our government's processes as well as its constituents' rights and responsibilities. Under the Ohio Public

Records Act ([Ohio Revised Code 149.43](#)), we are tasked with the organization and preservation of public records, and to make them available to the public upon request.

In order to better serve the public and our county's public servants we are building a County Records Center which will house records not essential to day-to-day business. This office will inventory and catalog our records to establish retention schedules for the documents of all county entities as required by law. Our collection is narrowly focused on Highland County primarily with some regionally relevant records.

Description and Scope of Collection

The Highland County Record Center & Archives provides secure, climate-controlled storage to non-current County Records. We house records from the following departments: Auditor, Board of Elections, Board of Revision, Budget Commission, Board of Commissioners, Engineer, Human Resources, Planning Commission, Prosecutor, Recorder, Records Commission, Sewer District, Tax Map/GIS, Treasurer, Victim Witness, Common Pleas, Court of Appeals, and Highland Circuit Court. Check the department's [RC-2](#) to see what types of records that office creates.

Our collections date from the 1870's to present, and include a wide scope of records produced in daily County business, as well as historic objects utilized in County business. At this time, we do not accept records or objects from non-County sources.

Purpose of the Collection

The Highland County Records Center & Archives was established by the Highland County Board of Commissioners to inventory, describe, preserve, and protect our county records throughout their lifetime, and to securely destroy those records at the end of their retention period.

Records Life Cycle

All records must be retained based on subject, regardless of form. As such, records created electronically such as email or word documents are processed identically to a handwritten turn-of-the-century bound volume.

The Retention Schedule catalogs the types of records an office produces, documents the amount of time a record should stay in the office of origination, and then designates next steps: retention in the Records Center for the time specified on the retention schedule, destruction, or transfer into Records Center's permanent collection. Retention Schedules are created in collaboration between the Office Manager, the Elected Official, or their designee, and the Records Manager. Retention Schedules go through a multi-step approval process, outlined below:

INITIAL CREATION	LOCAL APPROVAL	STATE REVIEW	APPROVED RC-2	ANNUAL REVIEW
Complete Retention Schedule. Elected Official or Department Head approves & signs.	Presented at Records Commission meeting for review. Chairperson signs off.	State Archives - Local Government Records Program reviews, signs and forward to Auditor of State. Auditor of State reviews and signs.	RC-2 returned to local government. RC-2 Utilized to authorize record disposal with RC-3 or internal documentation.	RC-2 reviewed annually. If updates are needed, update and submit for local, then State approval.

A copy of each department's retention schedule is available on our [website](#), at the Board of Commissioners office, or in hard copy form at the Highland County Record Center & Archives.

If indicated by a checkmark in column 6 (RC-3 Required by LGRP), the State Archives – Local Government Records Program requires a Certificate of Records Disposal to be approved before destruction. The RC-2 also designates which copy is the 'official' or 'copy of record' when multiple copies exist within the county.

CREATION OR RECEIPT	IS IT A RECORD?	CREATION & USE	TRANSFER OR DESTROY	USEFUL LIFESPAN MET
<ul style="list-style-type: none"> • New document is created or received by county department. 	<ul style="list-style-type: none"> • To be defined as a record, the item(s) in question must: • Be stored in a fixed medium (e.g. paper, digital image, audio/video). • Created or received through a public office's business. • Document the functions, policies, procedures, activities, and decisions of the public office. • All records that meet this definition must be placed on a records retention schedule. Documents that do not meet all three criteria are not subject to the Public Records Act. 	<ul style="list-style-type: none"> • Record is used as reference or documents the course of normal business activities. 	<ul style="list-style-type: none"> • When the record is no longer frequently accessed it can be transferred to the Records Center & Archives or destroyed if its retention period is complete. 	<ul style="list-style-type: none"> • Records destroyed are documented with RC-1, RC-3, or internal record destruction documentation, depending on their retention schedule.

ACQUISITION & ACCESSION

Methods of Acquisition

Highland County Record Center & Archives is empowered by their governing authority, the Highland County Board of Commissioners & the Highland County Records Commission, to acquire items for the collections by transfer. “Acquisition” is the procurement of an object or record for the collection by Highland County Record Center & Archives. “Accessioning” is the process by which the title to an object passes to Highland County Record Center & Archives, establishing legal custody and ownership and providing information on how Highland County Record Center & Archives acquired the object.

Authority

The Department Manager is responsible for initiating the acquisition process in accordance with the criteria established in this document. The Department Manager should contact the Records Center & Archives to request a record transfer.

Criteria for Collection Acquisition

Highland County Record Center & Archives only acquires an object for the collection with the intention of retaining it for the long term. No objects or documents shall be accepted into the

permanent collection of Highland County Record Center & Archives with the sole purpose of being deaccessioned and sold.

Collecting Scope

Highland County Record Center & Archives will only accept acquisitions that fall within the scope of its collections (as defined in this policy in Purpose, Scope and Use of the Collection) and collection criteria as defined in additional organization policies. The primary formats collected include bound volumes, hard copy records, historical artifacts, archival collections, photographs, and digital records.

Title

All acquisitions must be accompanied by a clear title, if applicable, that has been presented by the donor or the donor's authorized agent.

Condition

The object is in good condition (or can be stabilized or conserved or, in the case of born-digital materials, transferred to another medium). The object is in a condition to be exhibited or, if for study, sufficiently stable to permit that activity.

The object is not immediately hazardous to people or property. If in need of immediate conservation, the object can be conserved within the available resources of Highland County Record Center & Archives, or is accompanied by a monetary donation for its conservation; no object shall be acquired for the collection if Highland County Record Center & Archives cannot provide proper storage, protection, and preservation.

Exceptionally large or damaged objects, or any object that cannot immediately be made available for research due to its size, poor state of preservation, physical instability, risk to staff or other objects, etc., will be evaluated on a case-by-case basis, and provisions required for the care and conservation of the object will be considered before accepting the object(s).

Resources

Highland County Record Center & Archives must have the resources necessary to acquire and care for the object. Highland County Record Center & Archives can afford to transport, describe, and conserve the object. If an object is not offered as a gift or bequest, Highland County Record Center & Archives must be able to afford to purchase the object using an

annual budget and designated acquisition funds. Highland County Record Center & Archives has the capacity to secure, store, and/or exhibit the object safely.

Duplicates

In general, Highland County Record Center & Archives will not acquire duplicates of objects or materials already in the collection. Exceptions to this may be considered on a case-by-case basis under the following circumstances:

- An object is rare or represents a significant connection to one of the institution's priority collecting areas.
- Objects that are duplicates of things already in the collection may be accepted if they are in better condition, have a particular historical significance or association, or may be used for loans.
- If the duplicate contains additional historical, administrative, or other value.

Legal & Ethical Considerations

The object or record has not been illegally imported into the United States or illegally collected within the United States. The Highland County Record Center & Archives has done due diligence to confirm the object's legal status to the best of its ability prior to acquisition.

Conditional Acquisitions

Gifts and bequests should be accepted only if they conform to the stated policies of Highland County Record Center & Archives. Objects that are subject to the imposition of special and restricting conditions may not be accepted if the conditions are contrary to the interests of Highland County Record Center & Archives.

All gifts should be unrestricted, with no commitment made to the donor to retain them in perpetuity or to exhibit them unless agreed upon by Highland County Record Center & Archives and the donor. Conditions regarding exhibiting objects should be avoided except under the most unusual circumstances. If such conditions are accepted, these conditions should apply only to a limited, specified period of time.

Highland County Record Center & Archives will not accept collections donated on the condition that the entire collection be accessioned. Highland County Record Center &

Archives has the right to choose, within a proposed donation, which objects they wish to keep. For manuscript and archival collections, the standard practice of accepting an entire collection and selecting materials for disposal as the collection is processed will be followed.

Highland County Record Center & Archives will not accept materials that are restricted from public access in perpetuity.

Acquisition Terms and Restrictions

Highland County Record Center & Archives will not pay for a monetary appraisal of the proposed gift for a donor, nor recommend an appraiser. A board member, employee, or any consultant or volunteer employed by or associated with Highland County Record Center & Archives may not appraise a potential gift for a donor. Objects that are intended to be sold will not be accepted and formally accessioned.

No person who is a staff member, board member, or volunteer, or who is involved in the policy or management of Highland County Record Center & Archives, may compete with Highland County Record Center & Archives for objects or may take advantage of privileged information which has been received. Should a conflict of interest develop between the needs of the individual and Highland County Record Center & Archives, the needs of Highland County Record Center & Archives will prevail. This should be addressed in Highland County Record Center & Archive's Code of Ethics.

Any County department can house records in the Highland County Records Center & Archives.

Documentation of Acquisitions and Accessions

The complete procedure of acquiring and accessioning any object will be recorded. All documents relating to the object, including the signed Deed of Gift, will be deposited in the relevant collection files.

All acquisitions are described, inventoried, assigned a bar code, labeled, entered into our Laserfiche record repository, and are location tracked. New acquisitions are held in the processing area until catalogued.

Deaccessioning

Deaccessioning is the process of permanently removing accessioned collection objects and materials from Highland County Record Center & Archive's permanent collections. The sole purpose of deaccessioning any object or archival collection within Highland County Record Center & Archives is to refine and strengthen the overall collections. This objective should be achieved either by using designated disposal proceeds to acquire objects of better quality and significance or by deaccessioning an object of no appreciable monetary value in order to give appropriate space and care to the remaining objects.

Deaccessioning is an important collections management tool that is employed by collecting institutions around the world for a variety of reasons. As Highland County Record Center & Archive's collections grow, it is recognized that some objects that no longer fit the mission or parameters of the collection, or that cannot be properly housed, conserved, and/or exhibited, may be considered for deaccession or disposal.

Because deaccessioning can adversely affect an institution's collection, reputation, and ability to fundraise, all objects proposed for deaccessioning from Highland County Record Center & Archives must be subjected to a thorough review. Procedures for the deaccession or disposal of materials should be at least as rigorous as those for accessioning and will be governed by the same basic principles. The decision to dispose of materials must be made only after scrupulous consideration of the public interest, the needs of County offices, and the needs of researchers. The process of deaccessioning and disposal must be carried out in as open and public a manner as possible. Highland County Record Center & Archives will carefully assess all materials before accepting them in order to lessen the likelihood of deaccessioning. Nevertheless, there are valid reasons why materials in collections may be deaccessioned. Archival processing includes selection and disposal of material on a regular basis. Material discarded as a part of this normal process is not subject to the same rigor of deaccession procedures as accessioned collection objects and materials.

Guidelines and standards have been set by professional organizations to promote clear, consistent, and ethical deaccessioning practices. The following policy for deaccessioning of materials from Highland County Record Center & Archives is in accordance with the

standards established by Society of American Archivists (SAA). Considerations regarding deaccessioning are subject to the terms of acquisition, local regulations, and state and federal laws.

Authority

Deaccessions must be approved by the Department Manager. Deaccessions that are of considerable value or a sensitive nature must be approved by the Board of Commissioners. The Records Manager completes a destruction report annually for each department listing items that have fulfilled their retention periods. Upon the Manager sign off, the records are destroyed according to their retention schedule, and a destruction certificate is created. The Retention Schedule (RC-2) outlines how long each record type is preserved. Some records also require additional documentation in the form of RC-1 or RC-3.

Criteria for Deaccessioning

To be considered for deaccessioning, an object must fulfill the following requirements:

- Be free from donor-mandated restrictions.
- Be fully and legally owned by Highland County Record Center & Archives; and
- Meet at least one of the following criteria:
 - The object or material does not meet the current criteria for purpose and scope of collections and hence does not support the organization's mission.
 - The object or material is redundant or is a duplicate, has no value as part of a series, and as such does not enhance teaching, research, or study.
 - The object or material is unduly difficult or impossible to care for or store properly.
 - The object is in a format that the organization cannot support, and has not been (or cannot be reasonably) converted to another format.
 - The object has been extensively damaged or presents a risk to other materials in the collections and/or to the individuals working therein and cannot be restored without compromising its integrity.
 - The object or material that was acquired illegally or unethically, is requested for repatriation, or is shown to be the rightful property of another person or entity.
 - The object has been determined not to be authentic.
 - The organization is unable to preserve or manage the object or material properly.

- The object or material was given by a donor with the express understanding that it may be sold or given away.

Restrictions and Conditions on Deaccessioning

When considering deaccessioning, Highland County Record Center & Archives will carefully weigh the interests of the public and County departments for which it holds the collections in trust, the interests of the scholarly and cultural communities, and Highland County Record Center & Archive's mission.

Highland County Record Center & Archives will consider any legal restrictions, the necessity for possession of valid title, and the donor's intent in the broadest sense. When statements of donor's preferences accompany an acquisition, any departure from them will be carefully considered and negotiated with the donor or the donor's heirs or settled by appropriate legal procedures.

Under no circumstances will a deaccessioned object be given to, or otherwise placed in, the possession of a Highland County Record Center & Archive's staff, volunteers, board members, or any representative or immediate family member of the aforementioned unless purchased in a Sheriff Sale.

Methods of Disposal

Highland County Record Center & Archives may dispose of a deaccessioned object by transfer (to a reference collection or other department), gift (to a non-profit institution with a similar mission), and witnessed or off-site destruction when it is warranted. In no case should a private sale, gift, or transfer to a for-profit institution or an individual be acceptable, although purchasing through a Sheriff's Sale.

When recommending deaccessioning, all acceptable means of disposal must be considered. The method will be determined on a case-by-case basis for each deaccessioned object. Deaccessioned objects are usually disposed of through one of the following means:

Gift: Due consideration should be given to the cultural collecting community in general when disposing of objects. Objects should first be offered to a non-profit institution with a mission similar to that of Highland County Record Center & Archives, and then to other non-profit institutions. The object's provenance will clearly be indicated. In any instance where title is

transferred to another entity, Highland County Record Center & Archives will disclose to the potential new owner or intermediary agent any action, such as the retention of a photocopy of the material, which may affect the monetary or scholarly value of the material.

Witnessed Destruction: This option should be considered if the object has deteriorated so severely that it is no longer useful, and/or if it poses a hazard to staff, public, and/or other items in the collection that is not an acceptable risk. If the condition of the object is a criterion for deaccessioning, Highland County Record Center & Archives may wish to obtain the recommendation of a qualified conservator before making the final decision. Privacy and confidentiality considerations may justify destruction of archival materials.

Off-site Destruction: Records are shredded off site by a shredding company. Vendors are required to have excellent chain of custody protocols, with GPS tracking, and secure monitored NAID certified plant-based shredder facilities. Employees must go through an extensive background screening process. Vendors must utilize cross-shredders and other destruction machines (i.e.: hydraulic shearer or crusher). Provides Proof of Service Certificate.

Disposal of Undocumented Objects

If an object is undocumented, Highland County Record Center & Archives must make a serious, diligent, and documented effort to learn more about it before considering it for disposal. This process may include:

- Determining as much about the object's status as possible – any record whatsoever of its documented history, even if incomplete.
- Consulting institutional records, such as accession records, old inventories, board minutes, old gift and loan agreements, correspondence, newsletters, etc., to attempt to connect the object with some documentation.
- Recording all additional information that is known about the object.

If an undocumented object is to be sold or donated, Highland County Record Center & Archives can use a quitclaim deed that transfers claim and rights to the object to the new owner, with no guarantee of title transfer. Any risk of holding the undocumented object is therefore transferred to the new owner.

If an undocumented object is shown to have or can be reasonably assumed to have minimal value (intrinsic, monetary, research, etc.) to the organization, Highland County Record Center & Archives may choose to donate the object to a nonprofit organization. The lack of title transfer will be transparently stated.

If undocumented objects are deemed to have deteriorated beyond repair, if disposal is required to protect the objects themselves or other objects in Highland County Record Center & Archives collections, and/or if they have become a hazard to health and safety, immediate action as appropriate will be taken. Highland County Record Center & Archives may wish to obtain the recommendation of a conservator in this event.

If it is discovered during review that an object is an old loan, Highland County Record Center & Archives will take steps to resolve the loan status as soon as possible. Resolution actions should follow Ohio Revised Code 3385 - Property on Loan to a Museum:

(A) Property on loan to a museum other than pursuant to a written agreement shall be considered to be abandoned, and title to the property shall vest in the museum, free from all claims of the owner and of all persons claiming under the owner, if all of the following apply:

(1) The property has been held by the museum within the state for at least seven years and, during that time, it remained unclaimed.

(2) The museum gave notice of the abandonment of the property in accordance with section 3385.03 of the Revised Code.

(3) No written assertion of title to the property was made by the owner of the property within ninety days after the date the notice was mailed or, if applicable, within ninety days after the date of the last published notice.

(B) With respect to property on loan to a museum pursuant to a written agreement, the loan shall be considered to be terminated, and title to the property shall vest in the museum, free from all claims of the owner and of all persons claiming under the owner, if all of the following apply:

(1) If the loan was for an indefinite term, the museum has held the property for at least seven years. If the loan was for a specified term, that term has expired.

(2) The museum gave notice of the termination of the loan in accordance with section 3385.03 of the Revised Code.

(3) No written assertion of title to the property was made by the owner of the property within six months after the date the notice was mailed or, if applicable, within six months after the date of the last published notice.

Highland County Record Center & Archives may wish to consult legal counsel to ensure proper action is taken.

Ethical Considerations

Highland County Record Center & Archives has a public responsibility and is accountable for the decision to deaccession an object, and for the method by which disposal is implemented. The procedure will be documented and there will be no effort to conceal the transaction. Any proceeds resulting from the disposal of objects will be used for direct care of the collection. Direct care is defined as investments in existing collections that enhance their life, usefulness, or quality and thereby ensuring they will continue to benefit the public.

Documentation of Deaccession and Disposal

Responsibility to the needs and reputation of Highland County Record Center & Archives requires that, in preparing for and carrying out deaccession and disposal, Highland County Record Center & Archives will take care to explain the purpose of the deaccession and the intended use of monetary or other proceeds of the disposal, to avoid detracting from Highland County Record Center & Archive's reputation for honesty and responsible conduct, and to carry out the entire process in a way which will uphold public perception of its accountable stewardship. The complete procedure followed when deaccessioning and disposing of any object will be documented in collection records.

All documents related to the deaccessioning and disposal process will be deposited in the relevant collection files and retained permanently. Deaccessioning and disposal purpose and dates will be recorded on any object records, physical or electronic. The deaccessioned object's unique accession number will remain permanently in the institution's records, with clear indication that the records are no longer active.

Incoming Loans

Highland County Record Center & Archives borrows books, historical artifacts, archival collections, photographs, and born digital materials for the purpose of exhibition, educational programs, digitization, and conservation as Highland County Record Center & Archive's needs dictate.

Approval Processes for Incoming Loans

Requests for objects from other institutions and individuals are to be proposed by the Records Manager. The Records Manager is responsible for approving incoming loans. Record Center & Archives staff is responsible for ensuring appropriate documentation for incoming loans.

Terms and Conditions of Incoming Loans

Incoming loans will be accepted from individuals or institutions for Exhibition, Educational programs, Digitization, and Conservation. Because of the liability and expense, Highland County Record Center & Archives cannot store and maintain objects belonging to others that are not required for the aforementioned purposes. The following criteria will be met before requesting or approving an incoming loan:

Highland County Record Center & Archives has determined that it can afford the estimated cost of exhibition, storage, security, transportation, collection maintenance, and all risk, wall-to-wall insurance for the objects on loan at the value established by the lender unless the lender waives insurance requirements in writing. The amount payable by such insurance is the sole recovery available to the lender in the event of loss or damage.

If the lender prefers to provide insurance for the object while it is on loan, the lender shall list Highland County Record Center & Archives as additional insured on its own policy or will obtain for Highland County Record Center & Archives a waiver of subrogation.

Highland County Record Center & Archives can provide care and protection that meets or exceeds standards required by the lender.

Only objects that can withstand the normal rigors of packing, transport, handling, and display will be accepted on loan at Highland County Record Center & Archives. Highland County

Record Center & Archives will conduct a basic condition report upon receipt of a loaned object and prior to the object's return to the lender.

The Highland County Record Center & Archives will not perform any type of conservation, cleaning, reframing, repair, or other action that alters the physical condition of a borrowed object without written approval from the lender.

Long-Term Loans

Highland County Record Center & Archives does not accept objects on indefinite term loan. A clear loan term with definite beginning and ending dates must be stated on all loan agreements. The term of loan should not exceed one year. If objects are found in the collection that were previously deposited at Highland County Record Center & Archives as permanent or indefinite loans, staff will make all possible efforts to contact the lender or immediate heirs of the lender in order to:

- Convert the loan into a gift, if the object is consistent with Highland County Record Center & Archive's mission and collecting criteria.
- Negotiate a new loan agreement with the lender.
- Return the object to the lender or the lender's heirs.
- If staff are unable to locate and contact an object's lender, they must document all efforts and keep all documentation in the object's file.

If an individual or individual's heir claims ownership of a found-in-collection object and wishes for it to be returned, the burden of proof of ownership is on the claimant. The claimant must produce an original loan certificate in order to reclaim the object and an heir must also produce proof that they are the legal heir of the donor.

Outgoing Loans

Highland County Record Center & Archives will loan books, archival collections, photographs, and born digital materials for the purpose of research program, educational programs, digitization, and conservation.

Approval Processes for Outgoing Loans

Outgoing loan requests must be reviewed by the Board of Commissioners. Final approval for outgoing loans must be obtained from the Board of Commissioners. Outgoing loans must be documented by Records Center & Archives staff.

Criteria for Outgoing Loans

Highland County Record Center & Archives will evaluate requests to borrow objects for the purpose of Exhibition, Educational programs, Digitization, and Conservation at other institutions when the policies and facilities of those institutions meet accepted standards of security, climate control, and insurance coverage, and when proper credit is given to Highland County Record Center & Archives. Institutions wishing to borrow objects should begin the process early (x or more in advance) and must submit proper documentation before an agreement will be signed.

When assured that proper care and protection will be provided, Highland County Record Center & Archives may lend objects to other institutions provided that the following criteria have been met:

- At all times, the preservation of collections objects will take priority.
- The object is in good condition and can withstand the stresses of travel, handling, study, and/or exhibition.
- The loan will not jeopardize the institution's own exhibition, loan, research, and/or education programs.
- The object is owned by the institution and not on loan to it.
- The borrower agrees to all conditions established by the institution.
- Loans from Highland County Record Center & Archives will not exceed duration of six months.

Requirements and Obligations for Borrowers

In order for Highland County Record Center & Archives to consider a loan request, it is required that the borrowing institution complete a General Facility Report which documents the conditions under which the object will be displayed.

The borrowing institution must complete a written condition report upon receipt of any loaned object, with an additional condition report completed prior to return of the object to Highland County Record Center & Archives.

Documentation

The Highland County Record Center & Archives will initiate and maintain up-to-date records of all objects under its care, including gifts, purchases, loans, or any other type of acquisition, even if temporary. Collection records are maintained by the Records Manager.

Collection records include, but are not limited to, accession records, location records, object use records, condition reports, deaccession records, photography records, environmental monitoring records, and inventory records. Highland County Record Center & Archives maintains paper- and film-based records as well as electronic records. Electronic records are managed using Laserfiche record repository, and some departments have other software such as VIP.

RECORD REPOSITORY BACKUP & SECURITY

Records Repository

Our Laserfiche repository is Cloud-based. Many factors were considered when creating the Records Repository for electronic records. Laserfiche Cloud is an online document management system, allowing you to upload, view, and work with your content using a streamlined web interface. With Laserfiche Cloud, you can access your content wherever you go, whether from a computer or on a mobile device. Laserfiche Cloud also provides tools to ensure that your data is secure based on staff input, security concerns, legal issues, and the desire for transparent government. We also utilize Laserfiche Cloud to track the locations and contents of our hard copy records.

Security Compliance

Laserfiche Cloud is compliant with the following standards:

- HIPPA
- ISO/IEC 27001:2022
- DoD 5015.2 Records Management Applications
- SEC Rule 17a-4
- HECVA
- Voluntary Product Accessibility Section 508 Compliance

Security Features

- Laserfiche Cloud supports single sign-on with Active Directory Federated Services (AD FS) and SAML Authentication with identity providers such as Okta and Azure Active Directory.
- Laserfiche Cloud supports industry-standard password controls, such as password minimum length, complexity and history.
- Laserfiche performs a vulnerability scan of backend servers that run in the Laserfiche Cloud hosting environment.
- Laserfiche engages third-party vendors to conduct external penetration testing of the Laserfiche Cloud system.
- Laserfiche Cloud utilizes host-based intrusion detection systems to reduce the risk of data theft by individuals or organizations attempting to gain unauthorized access.
- Laserfiche Cloud's firewall configuration settings are regularly reviewed based on industry standards.
- Laserfiche Cloud supports auditing of both access and modification of objects in repositories.
- Administrators can configure access rights and privileges to limit actions that users can perform across the repository based upon role assignments or group memberships.
- Administrators can use access rights to limit and control access to individual documents and objects. For example, security tags restrict access to documents on a document-by-document basis.
- The Laserfiche Cloud repository audit log includes details of user actions, including viewing, modifying, creating and deleting documents, and similar operations on metadata and other repository objects.

Backup Plan

[Backup plan here](#)

INVENTORY

To maintain, manage, and secure its holdings properly, Highland County Record Center & Archives performs regular inventories. Full inventories are conducted as records are transferred for storage. Reviews will be scheduled as needed to improve descriptions.

Our current inventory process records the originating department, record type, schedule number, inclusive dates, media type, enclosure size, description, bar code, and location information. Records are maintained according to the Department's retention schedule. Physical (hard copy) and electronic records are processed identically to electronic records.

File Architecture

The contents of our record repository are organized into a folder tree, much like the folder tree you see in Windows Explorer. Documents are stored in folders, and folders are stored in other folders, to allow quick storage and retrieval. In addition, the folder tree allows administrators to easily secure even large numbers of documents. For more information, see our File Plan, which details each record type a department generates and the folder or subfolder where the record is saved.

COLLECTIONS CARE

Highland County Record Center & Archives is responsible for the care and preservation of all objects in its custody, including all collection and loaned objects. Collections care and preservation activities are the responsibility of the Records Manager, in coordination with other staff and volunteers, as applicable. In addition to performing the types of care and management described in other sections of the policy, Highland County Record Center & Archives will:

- Carry out all legal, ethical, and professional responsibilities required to provide the necessary care for all objects acquired, borrowed, or placed in the custody of Highland County Record Center & Archives.
- Take measures to prevent theft, vandalism, destruction or damage by pests, fire, water, or other elements.
- Maintain a comprehensive collection preservation program.

- Ensure that dedicated funds are available for collections care and conservation.
- Maintain appropriate storage conditions within the constraints of budget and space allocation of Highland County Record Center & Archives.
- Monitor all storage areas to ensure appropriate environmental conditions and employ strategies to remediate any concerns.
- Perform in-house assessments of collections as objects are accessioned, in response to problems that are revealed during object use, through condition surveys of specific collections, and when objects are chosen for exhibition.
- Ensure collections are physically protected through the use of secured storage areas, secured transport areas, appropriate housings, established environmental control, building-wide security systems, security policy, security cameras, and regular collection maintenance.
- Address conservation needs concerning damage or stability of collections by contracting with a qualified independent conservator.
- Ensure that objects are handled appropriately as described in the Records Management Manual.
- Regularly monitor pests and ensure that an integrated pest management program is in place to prevent or mitigate issues.
- Practice regular housekeeping procedures throughout the building in order to maintain proper storage and exhibition conditions for the collections, deter unwanted pests, and expedite salvage procedures in the case of an emergency. These procedures are outlined in the written Housekeeping Guidelines. The Maintenance department is primarily responsible for housekeeping, and only uses archive-safe products.
- Perform routine building inspections to ensure a secure building envelope and alleviate structural or environmental concerns. Regular maintenance duties are the responsibility of County maintenance staff.

General Handling Guidelines for Boxes & Books

- Damage, mold, or pest damage is both documented and reported immediately to the Record Manager so corrective action can be taken.

- Safety procedures prevent injuries to all personnel working on the project.
- County property is never left unattended or in unsecured areas. Vendor personnel comply with all security requirements and regulations at work sites.
- Food, drink, and smoking are prohibited in storage areas. Personnel refrain from eating, drinking (including water), or smoking except in designated areas and at all times when handling library collections.
- No adhesive labels of any kind, including Post-it®-like labels, are applied to Record Center materials. When books must be individually marked, insert paper flags into text blocks.
- Handle materials with recently cleaned hands or disposable, powder-free examination gloves (no cotton gloves).

Removing books from shelf

- Use ladders or stools to access library materials on higher shelves; do not climb or support body weight directly on library shelving.
- Freestanding bookends such as cloth-covered blocks keep books upright at all times on the original shelf; no slumping or leaning is permitted at any time.
- Remove volumes that sit upright on shelves by grasping them at mid-spine with one hand, while supporting those that remain on the shelf with the other. Gently push adjacent books back to expose gripping area. In absolutely no case shall a volume be removed from the shelf by pulling from the top of the spine.
- For thinner books, grasp no more than three books at a time and a maximum of 3" total thickness (to reduce the risk of dropping).
- Whenever possible, move library collections on rolling carts, or boxed and secured on wrapped pallets. Minimize the distance of hand-held transport to reduce risk of dropping.

Moving books

- Avoid stressing the binding or covers whenever handling a bound volume. Never force open beyond the media's normal stretch.
- Gently align detached pages individually; moving the pages as a group is likely to

cause further damage.

- Keep any inserts with the volume.
- Do not place anything between the pages of bound volumes. The added thickness can strain bindings or tear pages.
- Weak or broken bindings will be wrapped and tied with cotton tape for structural support. The knot is required to be placed on the back of the book (side opposite spine) where it will not touch neighboring volumes.

Cleaning books

- Ensure that as little dust and grit as possible are transferred to new locations, and to improve the longevity and usability of the collection by reducing risks of acid migration and abrasion.
- Vacuum and/or wipe dust and other particulate matter from the outside surfaces of collection items or their containers. No liquids are to be applied to collections or their containers.
- Any cleaning products should be archive-safe.
- Only use vacuum cleaners with HEPA filtration systems. Use soft bristle brush attachments at the nozzle end. Mark the brush attachments used to clean collections so they can be segregated from brushes used to clean shelving and floors.
- Prepare the vacuum cleaner: when vacuuming special collections materials, cover the vacuum wand with cheesecloth before a brush is applied, to prevent paper and loose parts of bindings from being picked up by the vacuum cleaner. Any loose parts recovered from the cheesecloth should be put in an envelope and placed in the same box or end of shelf. When vacuuming general collections library materials in good condition, as well as boxes and other enclosures, the vacuum wand and brush may be used without cheesecloth.
- For books and journals in good condition, remove items from shelves one by one and hold tightly closed with the top edge pointing down, to prevent dust and dirt from being forced between pages. Run vacuum brush along all edges of each volume. Begin at the top (at the spine) and work forward along the top and the front edge. Then begin at the bottom edge (at the spine), and work forward.

- For volumes that have been shelved flat and their covers are dusty or dirty, vacuum (good condition) or wipe (poor condition) these flat surfaces as appropriate.
- Volumes that have weak or crumbling bindings should be wiped rather than vacuumed, using lint-free, oil- and solvent-free cloths approved by Preservation Services.

Packing books into boxes

- Maintain books in the order as found on the shelf.
- Place books in boxes either on their bottom edges (i.e., upright, as if they sat on shelves), laid flat, or positioned spine down. Never place books with the spine facing up.
- Smaller books, up to 1" less than the interior height of the box, stand on their bottom edges. Pad out the sides of the box to prevent shifting.
- Larger books, within 1" of the interior height of the box, lie down inside the box in one or two stacks. If in two stacks, book spines face each other (any other orientation can enable the pages to knife into each other during transit). Pad out the ends of the box to prevent shifting.
- Oversized volumes may be placed upright with the spine facing down, but may not lean diagonally inside the box.
- Pack volumes so they do not rub or shift when they are moved, but not so tightly that force is required to remove them from boxes. Volumes may not slump or lean. Insert padding where necessary to support volumes and stacks upright, and protect collections from abrasion and distortion.
- When the lid is placed on the box, it should not rest directly on any book. A 1" gap between the tallest book or stack should remain between the lid and the material.
- Check box handle holes for damage prior to lifting, and use one hand underneath to support loaded boxes with even slight handle damage.
- All boxes containing library collections remain in an upright position (as they sit on the shelves) when they are picked up, moved, and reshelfed.
- Stack boxes no more than three high on a hand truck for transport to palletizing

location. Use caution when going over thresholds, elevator gaps, and other uneven surfaces. Cover with plastic if travelling outdoors with inclement weather.

- Stack boxes no more than four tiers high on a pallet for transport. Pad each tier with a layer of corrugated board and staggered (bricked) to prevent boxes from toppling or being crushed. Wrap loaded pallet prior to any movement.

Loading books onto a wheeled bookshelf cart

- Use a free-standing bookend on the cart and another on the shelf to keep books upright and supported at all times.
- Maintain the order as found on the shelf.
- Load the cart from the bottom up to prevent it being top-heavy and prone to tipping.
- When ready to move the cart, secure each shelf at the front edge to prevent anything from falling out. A sheet of corrugated cardboard with an L-fold at the bottom tucked into the bottom shelf, secured with three or more elastic cords works well. (consider use of non-adhesive polyethylene closed-cell plank foam to fill gaps at front of shelf)
- Fill any partial shelves with dunnage (empty boxes) or other materials to prevent shifting during transit.
- Maintain full control of a moving cart at all times. Roll carts at a slow and careful speed, and do not allow a cart to roll unattended. Vendor personnel may never ride on carts, empty or loaded.

Reshelving at the new location

- Books that were shelved upright in their original locations are also shelved upright in their new locations if they will fit.
- Alternatively, oversize books may be placed on their sides and stacked no more than four books tall. Shelve large or heavy volumes, especially if fragile or of high intrinsic value, flat to provide support for the text blocks and binding. Ensure the weight is evenly supported.
- When books are placed upright on shelving in their new locations, spines are aligned uniformly and set back 1-2" from the shelf edge.
- Use freestanding bookends on both the rolling cart and the new shelf to prevent books

from leaning or slumping.

- Leave room for expansion at the right end of each shelf.
- Secure built-in bookends once the shelf has been fully loaded.

INSURANCE & RISK MANAGEMENT

Insurance

The Board of Commissioners are responsible for the review and renewal of Highland County Record Center & Archive's collections insurance policy. Highland County Record Center & Archives does not currently provide insurance coverage for its collection.

All-risk policy or one that covers “acts of God” only partially or not at all?

Actual cash value or average cost value to replace damaged or destroyed equipment and other property.

Determine if you need special insurance coverage, such as flood insurance. Generally, the more expensive your insurance, the more it will cover.

Determine what you are expected to do in the event of a disaster to meet insurance requirements.

Insurance agent must personally inspect the disaster site before you begin recovery efforts, or whether your carrier requires photographs to document damage.

Include a description of your insurance coverage in your disaster management plan and incorporate details of coverage into the response section of the plan.

Risk Management

All collections, buildings, and grounds of Highland County Record Center & Archives should be secure and protected from vandalism, criminal activity, and accidents. Highland County Record Center & Archives must conduct periodic reviews of potential risks to the collection including fire, natural disasters, vandalism, theft, human error, mechanical or operational system failure, pests and deterioration.

Highland County Records Center & Archives maintains regular contact with the local fire and police departments. Personnel from these agencies should be aware of the historical value and significance of Highland County Record Center & Archives. Copies of the Highland County Record Center & Archive's blueprints and disaster plan should be held at the local fire department.

Disaster Plan

The Highland County Record Center & Archives Disaster Plan is available [here](#). To protect and preserve county functions as well as irreplaceable historic records, the Record Center has prepared this Disaster Plan. Our goal is that action is taken immediately to reduce the damage incurred during a disaster and preserve our ability to resume normal operations as quickly as possible.

Not all records can receive equal protections. We must prioritize the records that most deserve our time, energy, and resources. This plan outlines the methodology used to determine the relative value of records in our collections, and a plan of response to disasters that mitigates damage. Also contained is a responder checklist, salvage instructions, insurance, grant, and vendor information, reporting information, hardware and software data, contracts and agreements.

The contents of the plan, particularly procedures, contact lists, and collections priorities for salvage and/or conservation, must be reviewed and updated periodically.

Security System

Highland County Record Center & Archives maintains a security system. The security system consists of x. The security system is inspected x. x is responsible for the regular inspection of the security system.

Fire Detection/Suppression System

The fire detection system consists of x. The system is inspected x. Records Manager is responsible for the regular inspection of the fire detection system.

The fire suppression system consists of x. The system is inspected x. x is responsible for the regular inspection of the fire suppression system.

Water Detection System

The water detection system consists of _____ . The system is inspected x. Records Manager is responsible for the regular inspection of the water detection system.

Daily Environmental Log

Regular monitoring of Highland County Records Center & Archives temperature, humidity, and pests allows staff to catch problems early.

Employee Training

Staff will be trained in the proper use of fire extinguishers, fire drills, evacuation procedures for members of the public and staff, evacuation procedures for collections, and disaster response and recovery for collections.

ACCESS & USE

Public Record Policy

Highland County Record Center & Archives recognizes its responsibility to make its collection accessible to the public for education, research, exhibition, conservation, publication, and reproduction. The imperative to provide access must be balanced with Highland County Record Center & Archive's responsibility to preserve and safeguard its objects. Policies governing access to the collection include the physical collection materials as well as reproductions of the collection and collection documentation. Laws regarding privacy and freedom of information will be observed where applicable.

Laws that determine our [Public Record Policy \(add link\)](#) include the constitution, statutes, common law, and administrative codes and regulations. These include Ohio Revised Code (ORC) 149.31, ORC 149.38-149.42, Rules of Superintendence for the Courts of Ohio, Rule 26 (E)(2), Patterson v. Ayers, 171 Ohio St. 369, 1960, OMB Memorandum M-07-1616, Ohio Revised Code 149.45. Our policy is also based on 'Best Practices' as defined in Auditor of State Bulletin 2019-003, Ohio History Connection's Local Government Records Manual, Ohio Sunshine Laws 2022, Auditor of State Certified Public Records Training, and NAGARA Local Government Records Technical Publications Series, No. 2 and No. 3.

This policy is subject to change without notice, in response to changes in local laws and regulations. The date of any amendments will be noted on the front of this policy. The most current public records and open meetings laws are available at <http://www.ohioattornevgeneral.gov/Sunshine>.

Public records available for review and reproduction at cost. "Public record" generally means records kept by any public office. Some records that may be used in public offices are not public records, generally due to Personally Identifiable Information or PII. Our retention schedules indicate what types of public documents are available in each department.

Accessibility

Providing equal access is important to us. The Record Center & Archives is ADA accessible and service dogs are welcome. If a patron needs a modification to our rules or policies, please do your best to meet their needs. For example, while we do not normally allow food in our reading room, if the Patron needs to have a snack present to control diabetes, we will happily accommodate. We provide curbside service to those with mobility issues. We appreciate advance notice for accommodations that are time-intensive to provide, but we will do our best to accommodate walk-ins as well. For more information, please visit our website.

Exempt Records

In cases where the record is exempt from disclosure a legal explanation will be included. If the original request was provided in writing the explanation will also be provided in writing. The explanation specified does not exclude additional reasons or legal authority for defending the refusal.

Terms and Conditions

Members of the public may request to examine or study collection items during normal business hours, as walk ins or by appointment. Collections are accessible contingent upon staff availability and consistent with accepted security and preservation practices. Highland County Record Center & Archives reserves the right to refuse access to certain objects in the collection. Highland County Record Center & Archives may also limit the number of researchers using particular collections at one time.

Users must comply with Highland County Record Center & Archive's procedures regarding examination and handling of objects, personal photography, and the use or dissemination of collection information. Requests to reproduce visual images (photography and video) of the collections must be made in advance and are subject to Highland County Record Center & Archive's publication guidelines and fee schedule.

All image use must be credited as required and a gratis copy of any resulting work must be provided to Highland County Record Center & Archives upon publication. To protect the confidentiality of donors and the security of the collection, access to certain information in the object files may be restricted (e.g., donor contact, and other personal information will not be provided). Highland County Record Center & Archives reserves the right to deny access to other types of information contained in its collection records, such as insurance and appraisal values, but in all cases legal guidelines regarding privacy and freedom of information will be observed, as applicable.

INTELLECTUAL PROPERTY

Photography & Reproduction

The copyright law of the United States ([Title 17, USC](#)) governs the making of photocopies or other reproductions or images of copyrighted material. Photography of the collections is not permitted. Filming of the collection is not permitted. Photocopying and/or scanning of the collection is only to be completed by records center staff.

Publishing

In granting permission to publish material obtained from Highland County Record Center & Archives, the Highland County Record Center & Archives does not assume responsibility for infringement of copyright or of publication rights of material which may be held by others; the publisher assumes all responsibility for claims under the Copyright Law of the United States or for libel claims which may be made as a result of the publication.

The publisher agrees to credit the Organization "Courtesy of the Highland County Records Center & Archives" as the source of reproductions in all published works. A dissertation or thesis is considered to be a published work. It is the Records Manager's responsibility to determine whether materials in the collections are in the public domain or are protected by

copyright. A statement of permission must be obtained from the holder of the rights, and proper credits given, for all reproductions that are not the intellectual property of Highland County Record Center & Archives. The responsibility for obtaining additional permission required for the publication of collections remains with the publisher of the material. Permission to publish reproductions obtained from Highland County Record Center & Archives is requested by contacting the Records Manager. The Board of Commissioners is responsible for approving requests for publication.

Permission is granted for one-time publication use only. In granting permission to publish, Highland County Record Center & Archives does not surrender its own right to publish any of the materials in its collection or to grant publication permissions to others.

POLICY APPROVAL

This Collections Management Policy is a working document. Any errors, omissions, or other necessary changes will be identified and updated by Highland County Record Center & Archive's staff in a timely manner.

All policies are approved by the County Board of Commissioners. This policy was initiated in Summer 2024 by Julie Wallingford, Highland County Records Center & Archives Manager.

The final draft was submitted to the Board of Commissioners and Record Commission for comment and approval on _____. This policy was approved by the Highland County Board of commissioners on _____.

Julie Wallingford, Records Manager



Mobile: (513) 614-7990

Email: jwallingford@co.hIGHLAND.oh.us

Address: 119 Governor Foraker Place,
Suite 206 Hillsboro OH 45133