

Cumberland County Archives Operations Manual

Cumberland County, Pennsylvania



Approved by the Cumberland County Records
Improvement Committee as of June 28, 2011
(Revised 1 October 2014)

Revision Summary on last page

To All County Record Keepers:

Each county office, department, or agency is an important part of the county and its history. It is essential that the archival records of county offices, departments, and agencies be preserved. The archival program is people dependent. Your understanding, cooperation, and support in preserving the historical and legal records of Cumberland County is critical. Without your help, much of the historical record will be lost, inadvertently destroyed, or ultimately will disintegrate. We hope you will view preservation of the archival records not just as a legal requirement, but as an important cultural responsibility in which you can actively participate and support.

Table of Contents

	<i>Page</i>
Mission	4
Public Records Defined	4
Inactive Permanent Records – Definition and Ownership	5
Procedures for Storing Inactive Permanent Records	5
Registration of Contact Person	5
Records Transfer Request	5
Packing Records	6
Papers	6
Labeling Boxes	6
Instructions for box labeling	7
Volumes	8
Records Transfer – Transportation	9
Access to records	10
Use of Information	10
Loans	10

Appendices 11

1. Paper Box Packing Diagram
2. Box Labeling Sample
3. Records Transfer Form
4. Public Usage Rules

Mission

To provide economical, efficient, and effective management for the centralization, accountability, access, and preservation of Cumberland County's inactive permanent records in accordance with standard archival principles.

Goals

- To organize, arrange, describe, inventory, and preserve inactive permanent records
- To serve County offices, departments, and agencies in maintaining efficient and effective control over their inactive permanent records economically
- To make the records available to County personnel, county residents, and the public at large
- To provide facilities for the permanent retention, preservation, servicing, and research use of the records
- To serve in a public relations capacity by fostering greater knowledge, understanding, and appreciation of the origin and continuing history of Cumberland County government and its people

Archives Contact Information

Location: 310 Allen Rd, Suite 4, Carlisle, Pennsylvania

Telephone: 717- 240-7886

E-mail: archives@ccpa.net

Web Site: www.ccpa.net > Public Records > Archives

Mail: Cumberland County Archives
310 Allen Road – Suite 4
Carlisle, PA 17013

Hours: 9:00 am to 4:00 pm

Hours Public: By appointment

Staff : Archivist: Barbara Bartos (2005 to present)
Assistant Archivist: Barbara Houston (2013 to present)

Public Records

“The term ‘public records’ shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, blue print, machine-readable material, or any other document, regardless of physical form or characteristics, and including such copies thereof, that have been made or received by any office or department of Cumberland County in connection with the transaction of public business.” (Pennsylvania Historical Museum Commission)

Inactive Permanent Records - Definition and Ownership

Inactive permanent records are those records that are no longer needed for the day-to-day operation of an office, department, or agency and are to be retained permanently as defined by The Pennsylvania State County Records Manual (or other authorization entities) and/or are of historic merit.

County offices, departments, or agencies that transfer records to the Archives maintain permanent legal authority over their records, while the Archives staff maintains responsibility for managing and protecting them. All records in the Archives will be made available to authorized County personnel.

Procedures for Storing Inactive Permanent Records at the Archives

1. Registration and appointment of an office, department, or agency Records Coordinator
2. Completion of a Temporary Records Transfer Form
3. Packing of records
4. Physical transportation of records to the Archives
5. Justification of the Temporary Records Transfer Form
6. Completion and filing of the Records Transfer Form

Registration of Contact Person

The Cumberland County Archives requires that each office, department, or agency desiring to store inactive permanent records with the Archives register with the Archives that intent and appoint a contact person (Records Coordinator) and an alternate person in their office, department, or agency who are the only individuals that arrange for record transfers and can authorize access to the records of that office, department, or agency. If the Records Coordinator or the alternate is no longer able to fill the position, it is the responsibility of that office, department, or agency to appoint a new person and inform the Archives.

Records Transfer Request

A request for records to be transferred to the Archives for storage is initiated by the Records Coordinator of an office, department, or agency by contacting the Archives. E-mail: archives@ccpa.net. Inter-office mail: Archives- IMTO. Direct mail: Cumberland County Archives – 310 Allen Road Suite 4 -Carlisle, PA 17013.

The Archives, in coordination with the Records Coordinator making the request, will fill out a Temporary Transfer Form.

No transfer will be accepted without this initial contact and approval of the Archives.

Packing Records

The originating office, department, or agency is responsible for the labor associated with packing records for transfer. The Records Coordinator for the office, department, or agency should oversee the packing to ensure proper preparation and transfer of the records. The Archives is available for advice upon request.

Papers

For unbound paper records the Archives will ONLY accept records stored in standard archival cubic foot boxes. A standard archival box has the dimensions of 10" x 12" x 15" and holds one cubic foot (1c') of either legal or letter sized records. Boxes can be obtained from the Archives upon request. For paper records of an unusual size that will not properly fit in a standard 1c' archival box, consult with the Archives for an alternative. All boxes must be appropriately labeled. (See Labeling Boxes below.)

The following guidelines should be followed when packing boxes to hold permanent papers:

1. Purge all unnecessary material or duplicate copies.
2. List any missing records from the series and place the list in the front of the box.
3. Remove plastic or ring binders and hanging file folders. Remove paper and binder clips and rubber bands. Consult with the Archives about removing staples and other hardware.
4. Keep only records from a single record series together in one box. If the last box is not full, the Archives can provide a spacer board to keep files from slumping.
5. Keep the records in the same sequence as found.
6. Leave room for missing records.
7. Pack records upright in the boxes. (See Appendix 2 for packing diagram.)
8. Records should be packed tightly enough to prevent slumping, but not so tightly as to hinder withdrawal. Remember to leave space for interfiling or additions.
9. If possible, a box list of the contents should be placed in the front of the box.

For series that require unfolding, cleaning, arranging, etc., contact the Archives for assistance.

Labeling Boxes

Labeling information is to be placed to one 12" end of the one cubic archival records box using a non-acidic marker obtainable from the Archives. Please print legibly. Do not use paper labels taped to the box as they eventually come off or become ripped.

No box will be accepted without proper box labeling.

Instructions for labeling a box end

1. **Starting on the far left hand side of the box end, just under the box handle opening, enter the name of the Office, Department, or Agency.**
2. **Permanent:** On the right hand side of the box end, parallel to the Office, department, or agency name, enter “Permanent”. (Only non-active permanent records are to be transferred to the Archives)
3. **Restricted:** If the records are restricted, the word “Restricted” should be entered directly under Permanent.
4. **Record Series Title:** Enter the title of the records in caps, larger font size, and in bold type. **Several spaces below the Office name and indent slightly**
5. **Date Span:** enter the date span on the same line as the Record Series title but to the far right. Inclusive dates of the records inside this box with a start and end date using year/month. If records are missing, use “...” between the dates.
Example: 1892 Feb ... 1899 June.
6. **Descriptors:** If needed, use this space to further identify the records.
7. **Scanned:** Enter “Scanned” on the lower left corner if the records have been scanned.
8. **Microfilmed:** Enter “Microfilmed” in the lower left corner if the records have been scanned. (Both “scanned” and “microfilmed” can be entered on the same line.)

Contact the Archives for any questions about labeling placement and content.

Box Labeling Format

Box Lid	
(12” short end of box under open handle)	
Office/Dept./Agency	PERMANENT RESTRICTIONS
Record Series Title:	Inclusive Date
[Descriptors: which may follow the Series Title on the same line if short]	
Scanned/Microfilmed	

Box Labels: SAMPLE 1

Box Lid	
(12" short end of box under open handle)	
Clerk of Courts	PERMANENT
ELECTION RETURNS Municipal	1820-1824
Scanned	

Box Label: SAMPLE 2

(12" short end of box under open handle)	
Prothonotary	PERMANENT RESTRICTIONS
Civil Cases	1842-1845
1842 May T #38 – 1845 Feb T #183	
1. Restrictions: Case 1843 May T #42 sealed	
Scanned	

Volumes: For bound dockets, ledgers, etc. contact the Archives for packing strategies.

Records Transfer – Transportation

After the Temporary Records Transfer Form and the packing of records for transport according to guidelines are completed, transportation to the Archives will be made in coordination with the office, department or agency, the Archives, and Maintenance. The Maintenance SRO will be submitted by the office requesting the transfer.

Records will not be accepted without pre-approval from the Archives. Do not send records without the approval of the Archives as they will be returned.

Records Transfer Form

Upon arrival, the Records Coordinator of an office, department, or agency and the Archival staff will justify records received against the Temporary Records Transfer Form. The word “Permanent” will be substituted for “temporary” becoming the Permanent Records Transfer Form for signatures by the records coordinator and the archivist. Three copies will be made: one copy will be for the office, department, or agency files, one for the Archives, and one for the Records Improvement Committee to be filed in the Commissioners Office. A sample of the Records Transfer Form is in Appendix 4.

Access to Records

County Employees

The records of an office, department, or agency will be available to that office, department, or agency at all times the Archives is open. County employees must abide by the same rules for the handling of archival materials as the general public as outlined in the Public Usage Rules. Removal of records from the archives facility are for essential business only with authorization. Procedures for 1) Removal Inserts and 2) the Removal and Return Registration must be followed.

General Public (complete policy is elaborated in “Public Usage Rules” in Appendix 5)

1. Members of the public will be provided access to the government records stored at the Cumberland County Archives by appointment.
2. When requesting records, the required “Records Request Form” should be used and is located on the back of the “Public Usage Rules” at the Archives and on web site.
3. The Archives may refuse any research request deemed to be so broad as to require an unreasonable amount of research time for the staff.
4. For researchers unable to visit the Cumberland County Archives, research requests may be made via the internet, direct mail, or telephone.
5. Copies of records are available at (\$0.25) per page. The Cumberland County Archives reserves the right to limit or prohibit the copying of fragile records.
6. The staff of the Cumberland County Archives will provide the records requested as quickly as possible consistent with staff time available.
7. In accordance with state and federal laws, some records may not be open for public inspection.
8. Information about access, restricted records, or this policy can be obtained from the Archives staff.

Use of Information

Government records are not copyrighted, as they belong to the people. If using Cumberland County government records for publication, public display, etc., a citation is appreciated and recommended in the format found on the Public Usage Rules.

Loans

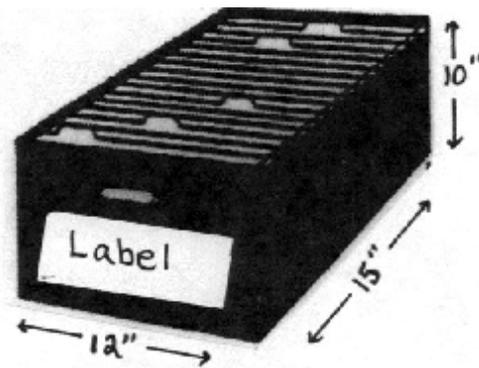
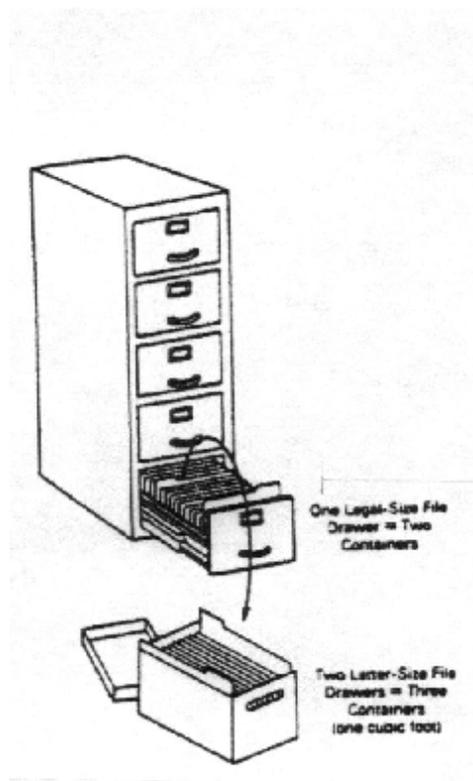
Original records will not be loaned. Exceptions may be granted under special circumstances.

[See “Public Usage Rules” \(Appendix 5\) for policies and procedures.](#)

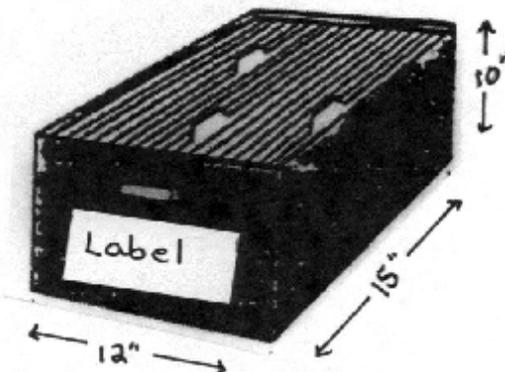
Appendix 1: PAPER BOX PACKING DIAGRAM

1. Purge all unnecessary material or duplicate copies.
2. List any missing records from the series and place the list in the front of the box.
3. Remove plastic or ring binders and hanging file folders. Remove paper and binding clips and rubber bands. Consult with the Archives about removing staples and other hardware.
4. Keep only records from a single record series together in one box. If the last box is not full, the Archives can provide a spacer board to keep files from slumping.
5. Keep records in the same sequence as found or, when active, in office files to aid retrieval.
6. Leave room for missing records.
7. Pack records upright in the boxes.
8. Records should be packed tightly enough to prevent slumping but not so tightly as to hinder withdrawal. Remember to leave space for interfiling or additions.
9. If possible, a box list of the contents should be placed in front of the box.

For series that require unfolding, cleaning, arranging, etc., contact the Archives for assistance.
Standard Archival Boxes are 12" x 10" x 15"



Place letter-size records toward front of the box



Place legal-size records toward the side of the box

APPENDIX 2

BOX LABELING FORMAT AND SAMPLE

Box lid	

(12" short end of box under handle opening)	
Office	PERMANENT Restricted (if applicable)
Series Title (Descriptors)	Inclusive Dates
Scanned/microfilmed (if applicable)	

Box Label Sample

Box Lid	

(12" short end of box under handle opening)	
Recorder of Deeds	PERMANENT
COMMISSIONS Volunteer Police Officers	1917...1946
Scanned	

Appendix 3: RECORDS TRANSFER FORM – (Filled out by Archives)

Cumberland County Records Center
Records Transfer Form : Permanent Records - Archives

Office: _____ Date: _____
 Contact Person & Title _____ Phone: _____

Page / _____

Access Restrictions Yes No

If yes, identify the series and state the restrictions. (Use reverse if needed)

Series Title	Inclusive Dates	Box # Individual/Total	Number of Volumes	Date Received	Storage Location

Name of Office/Dept. & Title authorizing transfer (print) _____ Name of Archivist - upon completion of delivery inventory (print) _____

Signature _____ Date: _____ Signature _____ Date: _____

Appendix 5: PUBLIC USAGE RULES

Cumberland County Archives, Cumberland County, Pennsylvania

The Archives welcomes the public to use the County's records. Cumberland County Archives is dedicated to preserving the government records of Cumberland County, Pennsylvania and follows standard archival principles. To preserve records for the future, the following policies need to be followed when using the Archives:

1. All visitors must register before entering the Archives and sign out when leaving.
2. All personal belonging (coats, pocket books, bags, brief cases, packages, envelopes, etc.) must be left in designated areas.
3. Only one notebook with reference materials and lead pencils may be brought into the Archives.

The Archives reserves the right to search all materials carried into and out of the Archives.

Access

1. Use of the Archives will be consistent with applicable state and federal laws and regulations
2. Only Archival staff will pull documents and only those submitted on the Records Request Form on the reverse of this page. Archival staff reserves the right not to pull any original document considered too fragile.
3. Records are available to view in some form: original paper, volumes, microfilm, scanned images, etc.

When available in another format, original records will not be pulled.

4. The Archives reserves the right to deny further access to records to persons who mishandle material or are disruptive.
5. Children under 12 years of age must be supervised at all times by an adult and cannot handle documents.
6. Final requests for materials must be made 30 minutes prior to closing.

Care and Use of Archival Material

1. When handling archival materials, researchers should be sure their hands are clean and free of lotion. If necessary, especially for photographic material, gloves will be provided.
2. Only pencils can be used in the Archives. Other writing instruments (pens, markers, highlighters, etc.) can irreversibly damage documents.
3. Laptops, computers, typewriters, and tape recorders maybe be used with permission, but must have their own power source.
4. Food, drink, candy (including chewing gum), and tobacco products (smoking/chewing) are prohibited in the Archives.
5. Only one box or volume of material will be issued at one time and must remain in full view of the Archival Staff.
6. Only one folder may be removed from a box at a time, and any papers and folders must be laid flat on the table.
7. Keep records in their original order in a folder and the folders in a box.
8. Use provided file markers/book marks to mark the place of a paper in a folder or a folder in a box.
9. Do not use post-its or any other marking device.
10. Loose sheets and volume pages should be carefully handled by the edges. Do not moisten fingers to turn pages.
11. Papers and volumes may not be leaned on, written on, folded, traced over, or handled in a manner to cause damage.
12. Do not exert pressure on any records (such as taking notes on top of the documents or resting an arm on the documents.)
13. Keep papers flat. Book supports are available for volumes. If help is needed to handle documents, the Archival staff is available.

Please alert the archival staff if there is any sign of damage or items appear to be out of order.

Courtesy

1. Visitors are to remain reasonably quiet to avoid disturbing others.
2. Cell phones must be on silent and no calls can be made in the Archives.

Copying

1. All photocopies are made by the archival staff. Copies are \$0.25 per page. The Archives may determine an original document is not safe to copy due to its condition.
2. Use of other types of image capturing equipment (cameras, camera phones, scanners, etc.) requires permission from the archives. ONLY non-flash camera equipment will be considered.

Archival Citation:

(Cumberland County Office, Series Title: Item details – date, etc. Cumberland County Archives, Carlisle, PA)

Example:

Cumberland County Prothonotary. Civil Case Papers: 1826 June Term #27. Cumberland County Archives, Carlisle, PA.

Under no circumstance are any materials to be removed from the Archives.

Violators will be detained and prosecuted under Act 95 (1982) of the Libraries/Archives Act.
If the above policies are not followed, the Archives reserves the right to take appropriate action.

County Employees conducting business for their office, department, or agency should contact the Archives regarding access.

**Cumberland County Archives
310 Allen Road, Carlisle, PA 17013
(717) 240-7886 (archives@ccpa.net)**

Records Request Slip

Researcher Information

Name: _____

Address: _____

Telephone #: _____ e-mail: _____ photo ID#

Requested Records

1. _____

2. _____

3. _____

4. _____

5. _____

I have read and agree to abide by the rules of The Cumberland County Archives.

Signature: _____

Date _____

PUBLIC RECORDS DEFINED: “The term ‘public records’ shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, blue print, machine-readable material, or any other document, regardless of physical form or characteristics, and including such copies thereof, that have been made or received by any office of department of Cumberland County in connection with the transaction of public business.”
(Pennsylvania Historical Museum Commission)

This form is also available at ccpa.net (Archives)

Summary Revisions:

Records Transfer Request

pg 5

Eliminating paper work:

Offices/Departments need only to call or e-mail the archives instead of filling out a form.

The archives will do a temporary form that will become the permanent form later.

Labeling Boxes

pg 6

Eliminates paper and tape, paper work, and damaged labeling

Offices/Departments can label directly enter information in the archival format directly onto the boxes with an acid-free marker.

Public Usage Rules

Appendix

- 1) Hours: Monday-Friday 9am – 4pm
- 2) Public Hours: By Appointment
- 3) Academic Citation revised