

Municipal Treasures: Unlocking the Secrets in Your Town's Archival Records

Thursday, June 12, 2008, 8:30 am to 4:00 pm
Van Block Facility, Connecticut State Library, 75 Van Block Avenue, Hartford, CT

Archival Records have continuing and enduring value and Town Clerks are charged with their permanent maintenance and protection. This program will assist clerks in safeguarding these treasures and unlocking the valuable information they contain. It will also help in planning archival management grant projects and evaluating vendor proposals.

The program will begin by looking at the concept of an "archival record" and the criteria used to assess a record's value. It will continue with instruction in records processing, including effective methods for organizing, describing and preserving these records for storage and use. Participants will then receive guided tours of the State Archives, conducted in small groups to allow for interaction and discussion. The tours will include demonstrations of processing activities, records storage solutions, and other practical information regarding records care and maintenance. All participants will take home a copy of the workshop manual, *Handbook for Organizing Municipal Records*, and assorted samples of archival products.

Workshop Schedule

- 8:30 am Registration & Continental Breakfast
- 9:00 am **Introduction & Overview**
- 9:15 am **What are Archival Records?**
- 10:15 am Break & Refreshments
- 10:30 am **Organizing Your Records**
- 12:00 pm Lunch (Provided)
- 1:00 pm **Organizing Your Records**
- 1:30 pm **Describing Your Records**
- 2:00 pm **Tours & Demonstrations**
- 3:15 pm Break & Refreshments
- 3:30 pm **Questions & Discussion**
- 4:00 pm Adjournment

Program is IIMC Certified for 1 Point

Presenters As Connecticut State Library Archivists, the three presenters bring a depth of knowledge regarding municipal records and archival practice. **Mark Jones** has served as State Archivist for over 25 years and is chair of the Connecticut State Historical Records Advisory Board. Assistant State Archivist **Bruce Stark** has worked extensively with municipal records, taught numerous archival records workshops and is the author of the workshop manual. **Paul Baran** serves as Government Archivist, with a focus on modern government records, and has implemented the online publication of the State Archives' finding aids.

Directions The Van Block Facility is located at 75 Van Block Avenue in Hartford, CT. For detailed directions, please see www.cslib.org/facvb.htm. Parking is available free of charge.

Registration Due to limited seating, only one Town Clerk or their designee may register per town. Spaces will be filled in the order received. Registrations will be accepted only by mail and with payment, and are due by May 30. You will receive confirmation by email.

Requests for a second attendee from a town may be made by phone or email only and will be added to a waiting list for notification after May 30. Call (860) 566-1100 ext. 303 or email kmakover@cslib.org

COST: \$40 REGISTRATION FEE includes all program materials, continental breakfast, lunch and refreshments and is non-refundable. Checks should be made payable to "**TREASURER, STATE OF CONNECTICUT.**"

Note: It is allowable to use the "Dollar Fund" for the registration fee.



Mail this Form and Payment by May 30 to:

Connecticut State Library, ATTN: Fiscal Services, 231 Capitol Avenue, Hartford, CT 06106-1537

Include Registration Fee of \$40 payable to "Treasurer, State of Connecticut." Use above mailing address only.

Name: _____ Title: _____

Municipality: _____ Phone: (____) _____ Email: _____

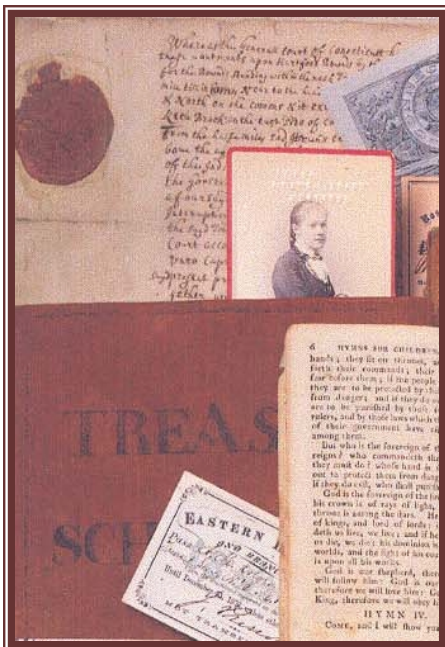
Amount Enclosed: \$ _____ If you have a special dietary need, please specify: Vegetarian Other _____

Office of the Public Records Administrator
Connecticut State Library
231 Capitol Ave.
Hartford, CT 06106-1537



**IIMC Certified — One Point:
Certified Municipal Clerk (CMC) & Master Municipal Clerk (MMC) Programs**

The Tenth in a Series of Workshops for Town Clerks.
Presented by the Connecticut State Library,
Office of the Public Records Administrator and State Archives,
Through the Historic Documents Preservation Program.



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Bruce Stark, Ph.D., Assistant State Archivist
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