



TROUP
COUNTY
ARCHIVES

Records Management Policy

Troup County Historical Society

The mission of Troup County Historical Society (TCHS) is to acquire, maintain, and preserve tangible and intangible history and to increase and diffuse knowledge and a greater appreciation of the collective heritage of Troup County, Georgia. To accomplish this mission, TCHS as the Troup County Archives and Records Center partners with local governments to provide a central location and degreed expertise for the permanent preservation of historical papers and assist in the management of local government records. Legacy Museum on Main, TCHS's educational museum completes the mission by using the historical documents and artifacts to create exhibits and programming to engage and educate the general public.

This document serves as a means to codify daily operations of Troup County Historical Society, Troup County Archives, and Legacy Museum on Main.

Table of Contents

Mission.....	2
Table of Contents	3
Archives Collection Policy.....	4
Purpose and Scope of the Collection	
Additions to the Collection	
Collection Committee	
Materials Collected	5
Materials Not Collected	
Deselection / Withdrawal	
Loans	
Research and Access Policy.....	6
Records Management Policy	7
Purpose	
Transferring Records	
Helpful Hints	
Retrieval.....	8
Destruction Letters and Unable to Locate	
Returns	
Destruction by TCA	
Destruction by Department / Agency	
Training	9
Inventories	
Digitization	
Use and Storage	
Terminology	10
Revision Schedule.....	11
Deed of Gift (Addendum I).....	12
Incoming Loan Agreement (Addendum II).....	14
Library Registration Form (Addendum III).....	16
Box Labels (Addendum IV).....	20
Transferal Form (Addendum V).....	21
Government Record Lending Form (Addendum VI)....	22

Archives Collection Policy

The Troup County Archives has been established:

- To collect, organize, describe, preserve, and make available Troup County, Georgia government records of permanent administrative, legal, fiscal, and historical value
- To collect, organize, describe, preserve, and make available records of historical significance in the founding and continuing history of Troup County, Georgia including but not limited to manuscripts, correspondence, photos, books, and personal memorabilia;
- To provide facilities for the retention, preservation, servicing, and research use of such records;
- To serve in a public relations capacity by promoting knowledge and understanding of the origins and continuing history of Troup County, Georgia, its government, and all of her people.
- To facilitate the efficient management of recorded information produced by the Troup County government, City of LaGrange government, City of Hogansville government, and the Troup County School System.

Purpose and Scope of the Collection:

The Troup County Archives will collect items for the purpose of preserving and interpreting the history of Troup County, Georgia. Here the mission is defined in two segments. The Troup County Archives is charged with the collection and preservation of the official historic record of the local governments and the various local governmental offices that are devoted to that task. Secondly, Troup County Archives has the responsibility to collect items from the general public that are representative of the history of the county as a whole.

The Troup County Archives will collect historical materials in a variety of formats including, but not limited to; official documents pertaining to local governments, manuscripts, correspondence, diaries, books, and other written and printed materials; photographs, prints, paintings and other visual materials; tapes, recordings, and other oral history materials; equipment, furnishings, clothing, and other natural, commercial, institutional, and personal objects of the past. The Troup County Archives will accept memorabilia only if it represents important themes or episodes in the community's past. The Archives will accept and maintain both born digital and digitized records.

Additions to the Collection:

All items accepted for the collection must be accessioned. The Archives does not purchase items for the collection. Donations will be accepted only when accompanied by a signed Deed of Gift form that legally transfers ownership of the materials to the Troup County Archives. Forms must be signed by the donor and an authorized official of the Troup County Archives. The donor will receive a copy of the signed form for their files. The original signed form will remain within Troup County Archives records. Donations are tax deductible under Section 501c (3) of the United States Internal Revenue Code of 1954. If desired, donors are responsible for arranging and paying for their own appraisals before donating the items to the Archives.

Collection Committee:

The Collection Committee will consist of the Troup County Archives Executive Director, Government Records Archivist/Assistant Director, and the Manuscripts Archivist. The Collection Committee will consult appropriate staff members, board members, and specialists as they determine necessary. The Collection Committee will review all incoming donations for adherence to the Collection Policy, to ensure that duplicate records and/or materials do not already exist within the collection, to ensure its preservation will reflect the whole history of Troup County and all of her people. The Manuscripts Archivist will bring to the attention of the Collections Committee collections and accessions that should be re-appraised and have the potential for deselection/withdrawal. Should it be necessary, the

Executive Director will have the final say on any contentious decisions before the Collection Committee.

Materials collected:

- All publications about Troup County or authored by Troup County's people.
- Records of the local governments and school system deemed to be of permanent historic value by the Georgia Archives Retention Schedules for Local Government Paper & Electronic Records or by the Troup County Archives Collection Committee.
- Materials relating to the cultural heritage of Troup County and her people.

Materials not collected:

The Archives will not acquire, except in unusual circumstances approved by the Collection Committee:

- Duplicate publications;
- Duplications of records or materials already in the Archives;
- Mass print publications better suited for general library collections;
- Moldy or damaged items;
- Materials in poor condition;
- Material unrelated to Troup County and her people;
- Materials beyond the scope of the collecting policy;
- Material better suited for another repository or institution.

Deselection / Withdrawal:

Periodic deselection may be conducted to identify items which no longer fit the collection criteria for inclusion, that have degraded or that cannot be properly stored, used, and preserved. If this occurs, Archives staff will deaccession by one of the means below:

- Return to the donor or donor's heirs
- Donate to another repository
- Destroy

The Archives reserves the right, as written in the deed of gift (Addendum I), to forgo notification of the donor or donor's heirs should the Collection Committee so choose. This addresses established collections and does not include the general weeding and appraisal of materials upon receipt or those materials deselected during processing.

Loans:

Although accepting objects or documents on loan is discouraged, especially in the case of long-term loans, each situation will be evaluated individually. Loans may be accepted in the case of items that are of unusual importance to the collection. Troup County Archives Collection Committee is to be responsible for authorizing any acquisition on loan and maintains the right to refuse any such loan for any reason. A Temporary Loan Agreement (Addendum II) is to be completed and put on record for all loaned items with the duration of the loan period to be specified on the agreement.

Research and Access Policy

The Troup County Archives will make materials available for research, but because these materials are held in trust for future generations, researchers are required to examine items in the archives facility's research room only.

Due to preservation, organization, privacy, and confidentiality concerns researchers and members of the public are not permitted to roam or browse the stacks or storage areas of the Archives and Records Center.

A researcher must complete a Registration Form (Addendum III) and sign a statement confirming he or she has been made aware of these rules.

Records Management Policy

Purpose of the policy:

Information is a valuable asset, and its accurate and appropriate use and management are essential to proper governance. Included in that mission are the needs to preserve a record of the past, to comply with legal requirements concerning document use, preservation, and destruction, and to enhance operational efficiency. Records containing important information that cannot be retrieved efficiently or are retained for unnecessarily lengthy periods of time lose their value and may unnecessarily burden the local governments' resources.

Transferring records to the Archives and Records Center:

To transfer records from a government agency or department to the custody of the Troup County Archives, these steps must be followed:

- The originating agency will prepare boxes of records for transfer, using Troup County Archives and Records Center approved boxes. Records must be included on the Georgia Archives Retention Schedules for Local Government Paper & Electronic Records. Should a record not be included on the retention schedules, prior approval must be granted by the Troup County Archives' Government Records Archivist. The Georgia Archives Retention Schedules may be found at the following URL: http://www.georgiaarchives.org/records/retention_schedules
- The originating agency prepares a Troup County Archives Box Label (Addendum IV) for each box to be transferred and completes a transferal form (Addendum V). Troup County Archives Box Labels should be affixed to the narrow side of the boxes. One copy of the transferal form should be placed in the top of the box and one copy should be kept with the originating agency for reference.
- The originating agency will send the transferal form to the Troup County Archives' Government Records Archivist/Assistant Director for approval. Records that are beyond required retention will not be accepted into the custody of the Archives and the Troup County Archives' Government Records Archivist/Assistant Director will respond stating that these boxes should be shredded by the originating agency. Once a transferal form is approved, the Troup County Archives will work with the originating agency to arrange delivery.
- Box delivery should be scheduled so that each transfer of boxes is carefully checked into Troup County Archives. For example, if the District Attorney's office is scheduled to deliver on Tuesday, the Clerk's office may be asked to wait until the following Monday to allow Troup County Archives staff ample time to ensure that the District Attorney's files had been properly shelved. All agencies will send records on a yearly basis to eliminate extreme pile up of boxes. (Example of 100+ boxes arriving from the Governor's Office, poorly marked, for the first time in three or more years.)

Helpful hints:

- Do not send vaguely labeled boxes that read, for example, "Alex's Old Office Files", "Misc. Stuff", "Old Stuff." Boxes with vague labels decrease the likelihood of records being located when needed.
- Minimize the number of rubber bands and paper clips. Rubber bands and paper clips deteriorate and damage documents.

Retrieval:

- To retrieve records housed at the Troup County Archives and Records Center either call the archives or email the Government Records Archivist. Agencies and departments find that emailing is a much more convenient way to request records.
- The Troup County Archives strives to retrieve requested files within one business day. However, please allow two to three business days for all requests to be completed. Those making requests for a large number of files or that will require extended searches will be notified that it will take longer than two to three business days to complete the request.
- Walk-in public requesting a record are helped immediately when possible. However, the Troup County Archives often has a wait for public requests and the public should be made aware of this by originating agencies.
- Due to preservation, organization, privacy, and confidentiality concerns originating agencies and members of the public are not permitted to enter the locked storage areas nor roam or browse the stacks of storage areas of the Archives and Records Center.

Destruction Letters and Unable to Locate Letters:

- The Archives will issue letters stating that a record(s) has been destroyed in accordance with the Local Government Record Retention Schedules or the Official Judicial Branch Court Records Retention Schedules as set forth by the State of Georgia and the Supreme Court and Judicial Council of Georgia. Letters will not be issued unless the records series has been destroyed by a signature of a legal representative of the department or agency.
- While the Archives strives to locate all requested records the nature of the archival and records management profession is that not all requested records will be located. If such an incident occurs the Archives staff will issue a letter stating such but only after an exhaustive and thorough search.

Returns:

- In order to maintain records more efficiently, records which have been recalled from the archives should be returned as soon as they are no longer needed in your office. Check-out forms (Addendum VI) are marked with a return date of one month; please strive to return the record within that time frame. This will prevent a pile-up in originating agencies' offices and mitigate confusion when the public needs a record.

Destruction of records by the Troup County Archives:

- When records stored at the Records Center have passed their required retention period, disposal notices are sent to the Agency Records Officer in the originating office to authorize the destruction of those records. This signature is required before the Records Center disposes of any records. A record of all destruction notices is kept on file at the Troup County Archives permanently.
- This process may be delayed if necessary for legal or audit needs. However, the office must indicate the length of time that the records should be kept and provide explanation. Please note that if too many records are kept beyond their retention it will result in a rise storage costs.

Destruction within a department or agency:

- If a record is not included on the Georgia Archives Retention Schedules for Local Government Paper & Electronic Records, departments must seek the approval of the Troup County Archives' Government Records Archivist/Assistant Director. The Troup County Archives' Government Records Archivist/Assistant Director may seek the counsel or approval of the appropriate local government records committee.

- Expired Records in hardcopy form that do not contain confidential information should be recycled. Expired Records in hardcopy form that do contain confidential information should be shredded in a manner that renders them unreadable and that would prevent them from being reconstructed. Security of the Expired Records should be maintained until proper destruction is actually performed. A destruction receipt should be maintained by the department/agency and a copy should be sent to the Troup County Archives.
- E-mails and other electronic documents (e.g., Word Documents, Excel, and PDFs) approved for disposal should be deleted. The Custodian of Record is responsible for contacting and consulting with the Troup County Archives to ensure that Expired Records contained in a centrally managed system are properly destroyed. Devices or other media that store electronic records (e.g., jump drives, CDs, etc.) should be destroyed in a manner consistent with media sanitization methods which include disintegration, incineration, pulverization, or melting. The type of sanitization required will depend on the type of device as well as the nature of the information contained in the device. Please contact the Troup County Archives' Government Records Archivist/Assistant Director for further guidance.
- Should a department or agency want to solely maintain a born analog record in digitized format, they should seek the guidance of the Troup County Archives.

Training:

- On a regular basis, Troup County Archives will hold formal training workshops to keep agencies abreast of the policies, retention, and reasons for compliance. Less formal training tailored to specific situations and needs is available on request, particularly for new hires at the agencies. Archives staff can conduct brief training sessions at the Troup County Archives. There is no charge for this training.

Inventories:

- Each local government office will send an updated and detailed inventory of the analog and digital records stored in their office to the Archives every two years.

Digitization:

- The digitization of born-analog records by the Troup County Archives will be determined by its appraised value by both the Georgia Archives Retention Schedules for Local Government and the appraisal of professional archivists at the Troup County Archives. Only records appraised to be of permanent historic value will be digitized by the Archives. The priority of digitization projects will be set by the Government Records Archivist.
- Should a local government or local government office wish to digitize records, please contact the Archives for consideration.

Records use and storage:

- All departments and offices must maintain their records in a safe, stable, and secure manner that supports their timely and accurate retrieval with appropriate controls on their accessibility. To do this, managers and employees should:
- Develop filing, classification, and/or indexing systems for department records that all employees understand and follow. These systems need not be complex; they only need to enable people to find the appropriate records quickly and to ensure disposal of duplicate records that are no longer in use.
- Know the storage locations of all departmental records.
- Store records in stable environments. Storage of physical records means keeping them in dry, clean areas that are protected from the elements and have appropriate temperature and

humidity controls. Storage of digital records means ensuring that electronic records are stored on stable media, encrypted, and preserved in readable software formats. Periodically check the stability of departmental physical and electronic storage environments. Ensure that departmental physical and electronic records storage areas are secure. Know who has access to their physical storage areas. Periodically review records storage security measures.

- Determine the confidentiality and privacy status of all departmental records. A variety of internal policies, contractual commitments (such as confidentiality clauses), and external laws and regulations such as FERPA (Family Educational Rights and Privacy Act), HIPAA (Health Insurance Portability and Accountability Act), and relevant data privacy statutes and regulations, may determine the confidentiality and privacy status of their records.
- Know who has the proper authority to view each type of departmental record. Ensure that records storage security measures meet confidentiality and privacy requirements.
- Document records classification and filing systems, storage locations, and security/access procedures.

Records terminology:

- **Active Record:** Active Records are original government or school system records (i.e. records created by or received by an employee in the course of doing work on behalf of their department or office), which are referenced and used on a regular basis. The number of years a record will remain in active use depends on how long the law requires that the record be retained and the purpose for the creation and use of the record. Active Records must either be retained for their full authorized retention period by the office that originally created or received the document (referred to below as the “Owner”) or by the Troup County Archives
- **Archival Records:** Archival Records are original government or school system records, which have been deemed to have enduring value. Archival Records are usually transferred from the originating department or office to the Archives for permanent preservation.
- **Archives:** a specialized repository that has specific protocols in place to protect the integrity, authenticity, and security of physical and digital artifacts and records that have been saved as evidence of transactions and to ensure their usability as far into the future as necessary.
- **Born Analog Record:** Information that was created in a non-digital format and subsequently digitized.
- **Born Digital Record:** Information created in electronic format.
- **Government and School System Records:** government and school system records are original and official evidence of business transactions, decisions and actions. All information regardless of media, including, but not limited to, paper and electronic documents, and any and all other recordings such as audio cassette tapes, digital still images, digital or cassette videos, microfilm, fiche, emails, etc. that meet this definition are considered records.
- **Disposition:** Disposition is the range of processes associated with implementing records retention, destruction or transfer decisions.
- **Duplicate Record (also known as convenience or reference copy):** A Duplicate Record is a copy of a government or school system record held by another department or office as necessary to fulfill that department’s or office’s mission. Duplicate Records should not be retained longer than the official record copy.
- **Inactive Record:** A record that is no longer actively used or referenced by the department or office that created it (i.e. the record is no longer in current departmental or office use), but which must be retained pursuant to an approved retention period.
- **Records Life Cycle:** The distinct phases of a record’s existence, from creation to final disposition.
- **Records Preservation/Hold Order:** An internal procedure to ensure that certain information is preserved which may be needed for reasonably anticipated or actual

government investigation, audit, or litigation. A Records Preservation/Hold Order temporarily sets aside the retention period stated in the Records Retention and Disposition Schedule, and suspends destruction for the affected records until the Records Preservation/Hold Order is released.

Revision Schedule

These policies have been reviewed by the Executive Director and the Government Records Archivist and are considered effective on the date indicated below. It will be reexamined every two years and revised as needed.

Last revised: 20 October 2022, SGJ and EM

Addendum I



DEED OF GIFT

Date: _____

Name: _____ Phone Number: _____

Address: _____ Email Address: _____

Description of items to be donated:

This Deed of Gift represents an agreement between Troup County Historical Society, Troup County Archives, or Legacy Museum on Main and the Donor(s) named hereon. Any variation in the terms and conditions noted must be submitted in writing to the appropriate representative of TCHS or Legacy Museum for approval. The donor received no goods or services in consideration of this gift.

I/We certify that I/we have read and agree to the "Terms and Conditions for Artifact Donations" found on the reverse of this form, and that the items being offered are my /our personal property not otherwise secured to a third party. I/We do hereby irrevocably and unconditionally give and transfer to the Troup County Historical Society all rights, title, and interest, including all copyright, trademark, and related property interests, if any and when owned by me/us, in and to the described property.

Donor / Legal Representative: _____ Date: _____

TCHS Representative: _____ Date: _____

Title: _____

For TCHS Use Only:

Accession # _____ Processed by _____ Location _____

Cataloged _____ / _____ Newsletter _____ / _____ Photographed _____

Acknowledged: _____

Terms and Conditions of Historical Donations

- 1.) All donations to the Troup County Historical Society, Troup County Archives, and Legacy Museum on Main (hereafter referred to TCHS) will be outright, unconditional, and irrevocable gifts, and will become the complete and total property of TCHS at the time of the Donor's signature on the Deed of Gift.
- 2.) Donations may be tax deductible. However, TCHS will provide no appraisal of the gift. It is the responsibility of the Donor to obtain an appraisal.
- 3.) If the Deed of Gift has not been signed by the Donor after ninety days of notification of its acceptance, the items listed on the Deed will become the property of TCHS, according to the terms stated on this document.
- 4.) Because interests and objectives change and subsequent acquisitions may be in better condition or more useful for TCHS's purposes, no guarantee can be made that the artifacts on the face of this agreement will always remain under ownership of TCHS or in the collection designated herein. If removed from TCHS collections at any point, these artifacts will not be returned to the original Donor, but will be handled according to the current Collections Management Policy. TCHS is not required to notify the original Donor of an item's removal from the collections.
- 5.) The goal of preserving out collections, limited gallery space, and the policy of changing exhibitions do not allow the Museum to permanently exhibit any artifact that has not been specified to be on permanent display.
- 6.) There are two types of collections currently maintained by the TCHS:
 - A. Permanent Collection. Three-dimensional artifacts, original documents, photographs, and library materials are accepted for the permanent collection with long-term preservation as the primary focus. They may be used for exhibition, research, and the further documentation of other parts of the collection. Items with this designation are stored in a climate-controlled environment and in areas where light levels are regulated, and handling is restricted.
 - B. Use / Educational / Reference Collection. Three-dimensional artifacts, documents, photographs, and library materials may also be accepted for educational use. These artifacts may be used as general reference material for the public, serve to illustrate talks and demonstrations, or provide visitors and program participants with "hands on" knowledge (meaning the items may be touched). Such items might be used in exhibition situations where the environment and / or the security of the items might threaten their long term preservation. Environmental conditions, light levels, and handling are not restricted.
- 7.) The Donor freely consents and grants TCHS, its assignees, licensees, and successors, the right to record his/her name, contact information, and documentary information and images relating to donated items. The Donor also consents and grants the aforementioned parties the right to use, adapt, publish, print, broadcast, transmit, and distribute worldwide, in whole or in part, in any and all languages, in any and all media and formats now or hereinafter devised, and the right to sublicense the publications, exhibition, broadcast, transmission, distribution, and translation rights now and in the future, with the exception of private contact information.

Except when noted, the Donor's signature also constitutes free consent and permission to use his / her name and biography, and information and images relating to the donated items, including but not limited to use on the TCHS websites and social media, exhibitions, promotional brochures, broadcasts, and transmissions. He / She expressly releases TCHS from any and all claims arising out of the use of his / her name and biography, and documentary information and images relating to donated items including but not limited to claims of invasion of privacy, defamation, and infringement of the right of publicity.

INCOMING LOAN CONDITIONS

Extension, Return, Cancellation, Abandoned Property

1. The object(s) in custody may remain in the possession of TCHS for the time specified in the agreement, but may be returned to the Lender at any time earlier by TCHS. If an extension is requested for long-term research, examination, or exhibition, TCHS will make a formal, written request to the Lender.
2. If mutually agreed upon and noted on this agreement the Lender will take all responsibilities for transporting loaned objects to and from TCHS. TCHS assumes no responsibility for transportation of any objects.
3. The loan is made with the understanding that the object(s) will be in TCHS possession during the entire period requested. Any intention by the Lender to recall or cancel the loan must be for good cause, communicated to TCHS with at least two (2) weeks' notice, and will result in the Lender's responsibility to transport the object(s). TCHS will attain written approval from the Lender if it desires an extension for the loan period.
4. If, after seven days beyond termination of the loan date noted on the agreement, pursuing all possible means of contact, and in accordance with any legal requirements, the Lender cannot be found or the Lender refuses to transport objects from TCHS, it shall be deemed abandoned property, and become the property of TCHS. TCHS may accession the object(s) or dispose of it in an appropriate manner, which may include sale; donation to another museum, library, or archive for educational purposes; exchange with another museum or non-profit institution; use in educational and research programs at TCHS; or physical destruction.

Ownership and Change in Ownership

The Lender agrees that he/she has full legal title and copyrights to objects loaned to TCHS or that he/she is an authorized agent of the Owner or Owners of them. The Lender will notify TCHS promptly of any change of ownership of the items in custody for whatever reason. If the ownership changes during the period of custody, TCHS reserves the right to require the new owner, prior to the return of the object, to establish his or her right of possession by proof to TCHS. The new owner shall succeed to the Lender's rights and obligations under this agreement, including, but not limited to, the custody period and any insurance obligations.

Interpretation

Any object(s) to be placed on exhibit is open to interpretation by TCHS. The Lender loans the object(s) with the understanding that he/she cannot restrict, command, or otherwise determine the manner in which TCHS will interpret the object, its use, and its placement in the exhibit.

Reproduction and Credit

Photographs or copies may be made of the objects for the purpose of cataloging, non-commercial educational uses, publicity, and registrarial purposes. Any further use of such photographs or copies will be made only with written permission from the Lender as noted on this agreement. Each object will be labeled and credited to the Lender as provided on this agreement for display labels and publication credits.

Care and Preservation

TCHS will exercise the same care with respect to the object(s) on deposit as it does with comparable property of its own. TCHS will not alter, clean or repair objects on deposit. The Lender certifies that the objects loaned are in condition to withstand ordinary strains of packing, transportation, and handling. TCHS will notify the Lender immediately, followed by a full written and photographic report, if damage or loss is discovered.

Addendum III

Library Registration Form

Regulations for Use of Library

Entrance to the library requires registration in the visitor's log on reception desk for each visit and each visitor.

This form is required for registration upon one's first visit to our library.

All handbags, purses, briefcases, computer bags, must be deposited in a locker. Staff will instruct you how to operate lockers.

Use of materials is limited to the library. Books and materials from our library are not loaned or circulated.

Archives' staff reserves the right to inspect any materials taken into and out of the library.

Users are requested to handle records with care and to maintain the order of material in folders. Do not turn down page corners.

No one is permitted to write or mark on books or archival materials. Researchers should avoid writing notes or resting objects on top of materials or leaning on them, tracing from, or folding any documents.

Photocopying is generally permitted although certain fragile items may be prohibited. Staff should assist with using the copying machines. Copies are twenty-five cents per page, payment is made upon leaving the library at the reception desk just outside the library.

Use of digital cameras or cellphones to photograph materials is encouraged.

With permission of staff, personal scanners may be used to copy material if they do not require the materials to go through the machine.

Personal computers may be used, and outlets are available so that computers do not have to use the battery.

When citing materials found in the Archives' collections, please use the complete name of the collection and credit the Troup County Archives in bibliographies, endnotes, footnotes, or other appropriate means when publishing.

Researchers agree not to duplicate copies of materials for resale.

Researchers agree to hold Troup County Archives and Historical Society harmless in any legal action resulting from their use of materials found in Troup County Archives.

Do not reshelv or refile any books, microfilm, or other materials used.

Please do not use bits of paper or other markers to hold places in books one wants to copy.
Make a list of the page numbers wanted on a piece of paper.

Food and beverages are not allowed in the library.

* Required

1. **Email ***

2. **Would you like to receive our periodic emails regarding events, lectures, programming, and news? ***

Mark only one oval.

Yes

No

3. **First & Last Name ***

4. **Date ***

Example: January 7, 2019

5. **Mailing Address**

6. **City**

7. **State**

8. **Zip Code**

9. **Would you like to receive mail from the Troup County Archives & Legacy Museum? ***

Mark only one oval.

Yes

No

10. **Phone ***

11. **Subject of Research**

Mark only one oval.

Genealogy

Academic Research

Archival Collections Viewing

General History Research

Other

12. **Agreement (By checking this box and submitting this form you acknowledge that * you have read the Regulations for Use of Library and you agree to abide by the terms.**

Check all that apply.

I agree

This content is neither created nor endorsed by Google.

Google Forms

Addendum IV



Agency _____ Record Group _____
(case files, office files, State Court, etc.)

Date _____ to _____ Range _____ to _____
(month/day/year) (month/day/year) (example: 1986 – 1987, or A – H)

Box # _____ of _____

TCA Staff Use Only:	
Archived Date	_____
D-Date	_____
Location	_____
Accepted	_____ Date: _____
Processed	_____ Date: _____
VITAL	_____



Agency _____ Record Group _____
(case files, office files, State Court, etc.)

Date _____ to _____ Range _____ to _____
(month/day/year) (month/day/year) (example: 1986 – 1987, or A – H)

Box # _____ of _____

TCA Staff Use Only:	
Archived Date	_____
D-Date	_____
Location	_____
Accepted	_____ Date: _____
Processed	_____ Date: _____
VITAL	_____

Addendum V



Troup County Archives Transferal Form

Agency / Department	Record Group(s)
Officer Transferring	Phone Number
Date of Delivery	Box Number to be Delivered
Date Range of Boxes	TCA Representative

Box #	Title / Contents

Addendum VI



Lending Form 1768

Date: _____

Lent To: _____ Agency: _____

Items or Files: _____

Date to be Returned: _____

Signature

Printed Name