

## Hours of Operation

The Archives operates Monday through Friday 9:00 a.m. to 4:00 p.m. except on County Holidays.

Public Hours: Monday 10:00 a.m. to 4:00 p.m. or by appointment for other days. Calling ahead is recommended.

## Contact Information:

Phone: 717-240-7886

E-mail: [Archives@cumberlandcountypa.gov](mailto:Archives@cumberlandcountypa.gov).

\* The Archival Operational Manual is available at:  
[www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov) >Government>Archives.  
Link is located on the left of the Archives website

\*\* The County Retention Manual is available at:  
[www.cumberlandcountypa.gov](http://www.cumberlandcountypa.gov) >Government>Archives.  
Link is located on the left of the Archives website.

The Archives is a program of the Cumberland County Records Improvement Committee and the Information Management and Technology Office.

# Cumberland County

## Archives



# ADMINISTRATIVE GUIDELINES 2023

Approved by Records Improvement  
Committee 31 January 2023

## I. Purpose

The mission of the Cumberland County Archives is to provide accountability, access, and preservation of non-active permanent county records and those of historic merit.

The facility was designed to provide secure and efficient storage space for non-active permanent county records. Records needed for day-to-day operations or those with a disposal schedule will not be accepted for storage.

County officials who transfer records to the Archives maintain legal authority over the records while the Archival Staff has the responsibility of managing and protecting them. Records housed at the Archives are accessible to authorized county personnel upon request. Records are available to the public under conditions approved by the transferring Row Office or Department and the Archival Public Usage Rules.\*

Row Officers and Department Heads are the assigned Records Manager for their office. Another employee can be designated as an Alternate Records Manager but **MUST** be registered with the Archives.

The Records Manager, or Alternate Records Manager, of each Row Office and Department is responsible for ensuring proper preparation and transfer of the records in coordination with the Archives Staff. The preparation of records includes inventorying, boxing, and labeling of records and should follow the guidelines in the Archival Operational Manual. Transfer forms are filled out by the Archives.

## II. Procedures for Transfer

### 1. Records Cartons

Standard, acid-free archival boxes are available free of charge from the Archives. Different sizes are available starting with the standard 1 cubic foot box measuring 12 x 15 x 10 inches. These boxes hold either legal or letter size records. Special storage arrangements for oversized or irregular records can be made by contacting the Archives.

### 2. Packing Records

- A. Arrange records in boxes in the proper numerical, chronological, or alphabetical order that existed in the equipment from which the records are being removed.
- B. Space should be allowed in record cartons if it is anticipated that some interfiling or additions will be made.
- C. If no additions are expected, the records should be packed tightly enough to prevent "slumping," but not so tightly as to hinder withdrawal.

### 3. Labeling Boxes

All boxes must be labeled according to guidelines in the Archival Operational Manual.

### 4. Preparing the Records Transfer Form

This form is initiated by contacting the Archives.

## IV. Physical Transfer of Records

Arrangements for physically transferring records to the Archives is initiated by the Row Office or Department contacting the Archives. A Maintenance SRO is then submitted.

**IF NO PRIOR ARRANGEMENT WITH THE ARCHIVES HAS BEEN MADE, ANY BOXES SENT WILL BE SENT BACK.**

## V. Obtaining Reference Service

Row Offices and Departments can receive reference service by:

- Visiting on-site during Archival hours or by appointment
- Submitting a records request by e-mail or phone

Some records can be scanned and sent via e-mail.

Only authorized county employees can remove records from the Archives and must follow the Archival Removal Guidelines in the Archival Operational Manual.

## VI. Permanent Removal

When the return of a complete box or boxes is needed by a Row Office or Department and it is determined that storage is no longer needed at the Archives, those records will be considered withdrawn and removed from the inventory and the responsibility of the Archives.

## VII. Disposal of Records

**The transfer of records to the Archives is not a substitute for disposal.**

Row Offices and Departments are responsible for disposing of records that have reached the end of their retention schedule according to the State's County Records Manual\*\* and/or applicable guidelines of other authorizing agencies.

Disposals should be done annually by:

1. Identifying records for disposal.
2. Boxing them for disposal.
3. Preparing a Records Disposal Form to be sent to the Pennsylvania Historical and Museum Commission's Division of Archives and Manuscripts and sent no later than January of the year following disposals.
4. File a copy of the Disposal Form (State regulation) and provide the Archives with a copy.
5. Submit a Maintenance SRO for disposal pick-up that includes the type of disposal requested (recycling or shredding). For special shredding contact the Finance Office for acceptable local vendors.

## VIII. Disposal of Permanent Records

To dispose of permanent records, a Records Disposition Certificate Request Form must be submitted to and approved by the Pennsylvania Historical and Museum Commission (PHMC) before any disposal process can occur.