

City of Gahanna Municipal Archives

Collection Development Policy

Introduction

Per the City of Gahanna Code of Ordinances, the City Records Commission exists to “establish rules, regulations and procedures for the retention and disposal of all City records and archives...” ([Gahanna Codified Ordinances Section 157.01 - City Records Commission](#)). The City of Gahanna Municipal Archives (“Archives”) aims to carry out the “archives” aspect of this ordinance.

Records shall come under the purview of the Archives when:

- 1) They are permanently valuable for fiscal, legal, or historical purposes but have served all administrative usefulness for the department of origin.
- 2) Or, when they have met their retention but have been deemed historically valuable by the records & archives coordinator.

The following Collection Development Policy will define the mission of the Archives and will explain how, what, when, and why records will be managed by the Archives.

Mission Statement

The mission of the City of Gahanna Municipal Archives is to preserve, protect, and provide public access to the City of Gahanna’s historical records documenting the activities and functions of our community’s government. The Archives is dedicated to the following principles:

- 1) Preservation: Safeguarding the integrity and longevity of our archival materials through meticulous conservation efforts and modern preservation techniques, including new technologies and methodologies to enhance archival practices and relevance of our collections for future generations.
- 2) Accessibility: Facilitating public access to our collections by maintaining a comprehensive and user-friendly catalog, offering research assistance to the public and administrative departments, and providing educational resources both online and in-person.
- 3) Collaboration: Fostering partnerships with local organizations, schools, and historical societies to enrich our archives and support the collective memory of our community.
- 4) Engagement: Promoting a deeper understanding of our City’s history by organizing exhibitions, workshops, and outreach programs that encourage community participation and historical inquiry.

Conditions for Acceptance

A. Scope

- 1) Geographic scope: The region of Gahanna, including areas annexed into Gahanna after its formation, shall be considered the geographic scope of the collections.
- 2) Subject matter: Records created by, about, and for the city government
- 3) Temporal scope:
 - a. 1849-1881: The period before Gahanna became officially incorporated as a Village.
 - b. 1881-1971 – Village of Gahanna
 - c. 1971-present – City of Gahanna
 - d. Records outside of this scope/earlier than 1849 shall be considered if they are relevant to the site that would become the City of Gahanna in later years, and/or if they are not already maintained or would be best suited to another entity, such as the Ohio History Connection.
- 4) Creator: Records created by City of Gahanna officials, leaders, staff shall be prioritized for transfer to the archives. Records created by citizens or outside entities may be considered if they are relevant to the scope of City of Gahanna government.
- 5) Type: official government records including any records found within any past or present version of the City's Records Retention Schedule (RC-2).
- 6) Intrinsic Value: Records that have one or more additional characteristics that justify the resources in keeping it. Examples may be a unique format, a historical event, or the age of the record. Records with intrinsic value may provide insight into the City of Gahanna, despite the expiration of administrative, fiscal, and legal values.

Council Office will consider the above when reviewing items for transfer. Transfer does not require that each criteria be met.

B. Selection & Transfer Criteria

Records under consideration for permanent preservation will be evaluated according to the criteria outlined above in Section A, as well as the feasibility of its long-term storage, to be determined by the Council Office.

C. Acquisition Methods

- 1) Transfer of records from municipal departments and agencies in accordance with retention and disposition schedules.
- 2) Donations from citizens, business owners, and current and former government employees and officials that meet the criteria listed above in Sections A-B of this policy.

Deaccessioning Policy

- 1) Materials that are duplicated, unrelated to the Archives' mission, in poor condition, or are no longer considered historically or permanently valuable may be deaccessioned.
 - a. Criteria for deaccession does not include lack of space.
- 2) Records considered for deaccessioning must be reviewed by the records & archives coordinator. All applicable policies must be followed, including communication with the Ohio History connection if needed. Deaccessioning shall follow the same process as standard records disposal, documented by either the RC-3 form or Internal Disposal Form.
- 3) Before destruction, records to be deaccessioned shall be considered for transfer to another agency, such as the Gahanna Historical Society or the Ohio History Connection.

Access and Use Policy

Records are considered open to the public. Some records may be restricted or partially redacted in accordance with applicable public records laws. Please see the City of Gahanna Public Records Policy for more information.

Collection Management

- 1) Record collections shall be described and organized to facilitate retrieval and access.
- 2) At minimum, a high-level inventory or catalog of records will be created to provide intellectual control and facilitate access.
- 3) Preservation efforts shall be made to safeguard the physical and digital integrity of records. Records may be rehoused into new folders or boxes, may be digitized to reduce wear and tear on the physical file, and may be stored off-site at a climate-controlled record storage facility.

Collaboration and Outreach

- 1) Initiatives shall be made to collaborate with internal departments as well as relevant community organizations, educational institutions, and other archives. These may include the Gahanna Historical Society, Gahanna Jefferson Public Schools, Columbus Metropolitan Library, Mifflin and Jefferson Townships, and others.
- 2) The records & archives coordinator will develop workshops, educational activities, and exhibits to promote awareness of the Archives and its collections.
- 3) The records & archives coordinator will stay attuned to important updates in the archives field and will stay connected to pertinent archival professional organizations.
- 4) Efforts shall be made to connect with the community via the City of Gahanna Website and City of Gahanna official social media pages.

Conclusion

The City of Gahanna Municipal Archives carries out a significant function of the Records Commission, as outlined in the City of Gahanna Codified Ordinances. The Collection Policy shall serve as a guiding

document for the acquisition, appraisal, maintenance, and deaccessioning of records pertaining to the history of the local government.

Adopted by the City of Gahanna Records Commission on: _____

Records Commission Chair: _____