



# Managing Records: Paper and Digital

Presented by:

Tony Wright

City Archives Officer for the City of Grand Rapids

# Background

- Twenty-six years of experience with local government records and archives.
- Twenty-three years of experience in Michigan working for the City Kalamazoo and the City of Grand Rapids.
- Experience with retention schedule development, employee training, archival preservation, digitizing records, and microfilming.







# Grand Rapids City Archives

- We have records for the Village of Grand Rapids and the City of Grand Rapids (1838 to the present).
- We have 21,664.55 cubic feet of records. This does not include over 22,000 building plans and an estimated 25,000 to 55,000 images.
- We also store records for the Grand Rapids Public Schools, Ottawa County, and the Dominican Sisters of Marywood.

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OFFICE OF CITY ASSESSOR  
GRAND RAPIDS, MICHIGAN  
REAL PROPERTY APPRAISAL

YEAR	LAND	BUILDINGS	TOTAL	REMARKS
1921	200	4500	4700	
1922	200	4700	4900	
1923	200	4900	5100	
1924	200	5100	5300	
1925	200	5300	5500	
1926	200	5500	5700	
1927	200	5700	5900	
1928	200	5900	6100	
1929	200	6100	6300	
1930	200	6300	6500	
1931	200	6500	6700	
1932	200	6700	6900	
1933	200	6900	7100	
1934	200	7100	7300	
1935	200	7300	7500	
1936	200	7500	7700	
1937	200	7700	7900	
1938	200	7900	8100	
1939	200	8100	8300	
1940	200	8300	8500	

1. Year	2. Site Value	3. Building	4. Soil Value	5. Planning	6. No. Stories	7. Construction Material
8. Classification	9. Front & Side	10. Planning	11. No. Stories	12. Planning	13. Planning	14. Planning
15. Planning	16. Planning	17. Planning	18. Planning	19. Planning	20. Planning	21. Planning

LAND VALUE CORRECTIONS

DEPRECIATION

RESIDUAL VALUE

Handwritten notes in red ink:

200  
 200  
 11 150  
 150  
 50

Handwritten notes in black ink:

Handwritten notes in black ink:

Handwritten notes in black ink:

Location: 227 Diamond Ave SE 25504 East Florence 25501

CITY OF GRAND RAPIDS



LAND VALUATION

LAND SPLIT

DESCRIPTION OF RESIDENCE

U.S.	CONSTRUCTION	FUNDAMENTALS	EXTERIOR WALLS	ROOFING	FLOORING	FINISHES	PLUMBING	HEATING
1	Shed Frame	None	Wood	Shed	None	None	None	None
2	Shed Frame	None	Wood	Shed	None	None	None	None
3	Shed Frame	None	Wood	Shed	None	None	None	None
4	Shed Frame	None	Wood	Shed	None	None	None	None
5	Shed Frame	None	Wood	Shed	None	None	None	None
6	Shed Frame	None	Wood	Shed	None	None	None	None
7	Shed Frame	None	Wood	Shed	None	None	None	None
8	Shed Frame	None	Wood	Shed	None	None	None	None
9	Shed Frame	None	Wood	Shed	None	None	None	None
10	Shed Frame	None	Wood	Shed	None	None	None	None
11	Shed Frame	None	Wood	Shed	None	None	None	None
12	Shed Frame	None	Wood	Shed	None	None	None	None
13	Shed Frame	None	Wood	Shed	None	None	None	None
14	Shed Frame	None	Wood	Shed	None	None	None	None
15	Shed Frame	None	Wood	Shed	None	None	None	None
16	Shed Frame	None	Wood	Shed	None	None	None	None
17	Shed Frame	None	Wood	Shed	None	None	None	None
18	Shed Frame	None	Wood	Shed	None	None	None	None
19	Shed Frame	None	Wood	Shed	None	None	None	None
20	Shed Frame	None	Wood	Shed	None	None	None	None
21	Shed Frame	None	Wood	Shed	None	None	None	None
22	Shed Frame	None	Wood	Shed	None	None	None	None
23	Shed Frame	None	Wood	Shed	None	None	None	None
24	Shed Frame	None	Wood	Shed	None	None	None	None
25	Shed Frame	None	Wood	Shed	None	None	None	None
26	Shed Frame	None	Wood	Shed	None	None	None	None
27	Shed Frame	None	Wood	Shed	None	None	None	None
28	Shed Frame	None	Wood	Shed	None	None	None	None
29	Shed Frame	None	Wood	Shed	None	None	None	None
30	Shed Frame	None	Wood	Shed	None	None	None	None
31	Shed Frame	None	Wood	Shed	None	None	None	None
32	Shed Frame	None	Wood	Shed	None	None	None	None
33	Shed Frame	None	Wood	Shed	None	None	None	None
34	Shed Frame	None	Wood	Shed	None	None	None	None
35	Shed Frame	None	Wood	Shed	None	None	None	None
36	Shed Frame	None	Wood	Shed	None	None	None	None
37	Shed Frame	None	Wood	Shed	None	None	None	None
38	Shed Frame	None	Wood	Shed	None	None	None	None
39	Shed Frame	None	Wood	Shed	None	None	None	None
40	Shed Frame	None	Wood	Shed	None	None	None	None
41	Shed Frame	None	Wood	Shed	None	None	None	None
42	Shed Frame	None	Wood	Shed	None	None	None	None
43	Shed Frame	None	Wood	Shed	None	None	None	None
44	Shed Frame	None	Wood	Shed	None	None	None	None
45	Shed Frame	None	Wood	Shed	None	None	None	None
46	Shed Frame	None	Wood	Shed	None	None	None	None
47	Shed Frame	None	Wood	Shed	None	None	None	None
48	Shed Frame	None	Wood	Shed	None	None	None	None
49	Shed Frame	None	Wood	Shed	None	None	None	None
50	Shed Frame	None	Wood	Shed	None	None	None	None

RESIDENCE BUILDING SKETCH

PROCEEDINGS  
OF THE  
Common Council.  
  
CITY OF  
Grand Rapids  
—  
1890-91.

1888  
1889

PROCEEDINGS  
OF THE  
COMMON COUNCIL  
  
CITY OF  
GRAND RAPIDS,  
  
1891.  
—  
VOL. 1.

PROCEEDINGS  
OF THE  
COMMON COUNCIL  
CITY OF  
GRAND RAPIDS,  
1894-5  
VOL. 2.

PROCEEDINGS  
OF THE  
COMMON COUNCIL  
CITY OF  
GRAND RAPIDS,  
1892-3  
VOL. II

PROCEEDINGS  
OF THE  
COMMON COUNCIL  
  
1894-1895  
  
CITY OF  
GRAND RAPIDS

PROCEEDINGS  
OF THE  
COMMON COUNCIL  
  
1895-6  
  
CITY OF  
GRAND RAPIDS  
  
E. D. CONGER

1896  
1897  
May 4, '96  
to  
May 1, '97

Mo  
Apr





Name *Henry J. Looman* F. P. Class *11/17, R/U, II/II, 5/6*  
 Alias \_\_\_\_\_  
 Arrested *Feb 18/29* Offense *Viol. & break Law*  
 Sentence *Pl. 20: 7 and 77.83* Age *28* Height *5' 5 1/8* Wgt *163*  
 Eyes *Orange. Blue* Complexion *Dark* Build *Medium*  
 Hair *D. Brown* Beard \_\_\_\_\_  
 Married *Yes* Birthplace *Holland, Mich* Descent *Holland*  
 Residence *Holland, Mich.* Officer *O'Malley & Schermer*  
 Bertillon Mts. \_\_\_\_\_  
 Scars \_\_\_\_\_

Record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name *Leroy Jackson* F. P. Class *13/1, R/U, II/II, 5/6*  
 Alias \_\_\_\_\_



Arrested *Feb 16/29* Offense *Viol. L. L.*  
 Sentence *60 Days to jail* Age *31* Height *5' 7 1/4* Wgt *130*  
 Eyes *Maroon* Complexion *D. Brown* Build *M. Slender*  
 Hair *Black* Beard \_\_\_\_\_  
 Married *Widow* Birthplace *Savannah, Ga.* Descent *Am*  
 Residence *344 Bartlett* Officer *Gov*  
 Bertillon Mts. \_\_\_\_\_  
 Scars *Sword scar of 1" at left wrist, near*

# Grand Rapids City Archives

- We have an inventory of our holdings on an Access database. Our database lists all boxes, and in some cases, the folders as well. It includes shelf locations and destruction dates.
- Destruction is completed on a yearly basis and requires the signatures from department or division liaisons. Our records are shredded to the point of pulverization.
- We also track all requests using Access.

# Design and Development Shelf List

Show  entries

DEPARTMENT NAME	RECORD SERIES TITLE	BOX RANGE	RECORD SERIES NUMBER	BOX DATE FROM	BOX DATE TO	ACCESSION NUMBER	BOX NUMBER	SHELF LOCATION	RECORD SER DISPOSITION
<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>	<input type="text" value="All"/>
DESIGN AND DEVELOPMENT	Mechanical Permit Applications		36-77	01/01/2016	12/31/2016	18-021	1	11/04/5/1	Temporary
DESIGN AND DEVELOPMENT	Electrical License Applications		36-35	01/01/2016	12/31/2016	18-020	1	11/04/6/3	Temporary
DESIGN AND DEVELOPMENT	Michigan Residential Builders License Applications		36-81	01/01/2017	12/31/2017	20-048	1	37/04/6/3	Temporary
DESIGN AND DEVELOPMENT	Electrical License Applications		36-35	01/01/2018	12/31/2019	20-046	1	38/08/6/3	Temporary
DESIGN AND DEVELOPMENT	Plumbing Permit Applications		36-78	01/01/2017	12/31/2019	20-045	1	38/09/3/3	Temporary
DESIGN AND DEVELOPMENT	Electrical Permit Applications		36-76	01/01/2019	12/31/2019	20-044	1	35/03/5/2	Temporary
DESIGN AND DEVELOPMENT	Electrical License File	Apprentice License	36-37	01/01/1978	12/31/2001	20-043	1	07/13/7/3	Permanent
DESIGN AND DEVELOPMENT	Electrical License File	Journeyman License	36-37	01/01/1990	12/31/2001	20-043	2	07/12/7/1	Permanent
DESIGN AND DEVELOPMENT	Electrical License File	Master License	36-37	01/01/1988	12/31/2001	20-043	3	07/12/7/2	Permanent
DESIGN AND DEVELOPMENT	Electrical License File	City Elec Contr License, Fire Alarm, Sign, Factory/Building License	36-37	01/01/1970	12/31/2001	20-043	4	07/12/7/3	Permanent
DESIGN AND DEVELOPMENT	Electrical License File	State Contractor Registration	36-37	01/01/1970	12/31/2001	20-043	5	07/11/7/1	Permanent
DESIGN AND DEVELOPMENT	Electrical File	A - C	36-34	01/01/1936	12/31/1984	20-041	1	13/13/7/2	Permanent
DESIGN AND DEVELOPMENT	Electrical File	D - Hiawatha	36-34	01/01/1936	12/31/1984	20-041	2	13/13/7/3	Permanent
DESIGN AND DEVELOPMENT	Electrical File	High - M	36-34	01/01/1936	12/31/1984	20-041	3	13/12/7/1	Permanent
DESIGN AND DEVELOPMENT	Electrical File	Mc - T	36-34	01/01/1936	12/31/1984	20-041	4	13/12/7/2	Permanent

Showing 1 to 15 of 672 entries

# Grand Rapids City Archives

- We share our space with the Grand Rapids Public Museum and Kent County.
- Our building has key card entry and is monitored by a security staff.
- We have a temperature-controlled facility, and we control the relative humidity of the facility.

# Grand Rapids City Archives

- Our staff completes 1,500 to 2,500 requests per year.
- We have a records retention schedule that was approved by the State of Michigan. We also have developed guidelines for electronic records management.
- Our electronic policy includes guidelines from the National Association of Government Archives and Records Administrators (NAGARA).

# Key Points to Electronic Records

- Understanding Records: The Federal Records Act defines US government records as: *...all recorded information, regardless of physical form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.*
- Access vs Preservation

# Electronic Files (1 to 5 Years)

- These records are generally temporary records by the day-to-day work of a department. An example would be water bill stubs with a two-year retention period.
- Online storage is acceptable for records that have this length of lifecycle.
- Application upgrades may be necessary to ensure continued access throughout lifecycle.

# Electronic Files (5 to 10 Years)

- These records are generally less active. An example would be impounded car records, which have a 10-year retention.
- Off-line storage is recommended for records that have this length of life-cycle.
- If kept electronically three issues may arise...



# Electronic Files (5 to 10 Years)

- **Multiple version issues.** Multiple people working on the records may create duplicates or differences, and the original will have to be controlled centrally, which increases the amount of time spent on monitoring the files.
- **System upgrade issues.** An application update or hardware update can introduce access problems and increase the amount of time spent monitoring the hardware and software.

# Electronic Files (5 to 10 Years)

- **Migration issues.** If the records are stored in vendor-supplied software, problems may arise when migrating to a different or updated system. Companies supplying a software solution may not be around forever.

CITY OF  
GRAND  
RAPIDS

# Electronic Files (10 Years to Permanent)

- An example of these records would be certain contracts and agreements, which have the retention of 10 years following the contract's expiration. Due to the length of some contracts, this can extend to a retention of well over 30 years.
- Off-line storage is highly recommended.
- Migration, system upgrades, and other issues regarding the software and hardware are almost inevitable.

# Electronic Files (10 Years to Permanent)

It is required that all permanent records be transferred to paper or microfilm formats. If this is impossible, a standard sustainable file format must be used.

A single staging computer not connected to a network should be used to access permanent electronic records. This measure may seem strict, but it is necessary to ensure that those records are protected and secure forever. That the records are themselves permanent speaks to their importance.

If permanent records are transferred to paper or microfilm, a digital copy may be used to fulfill access needs.

# Know Your Resources

- Michigan's Records Management Services – 517-335-9132 or [recordscenter@michigan.gov](mailto:recordscenter@michigan.gov).
- They have retention schedules that are agency-specific online and general schedules for local government. They also provide guidance and training.
- Historical Societies, local libraries, and regional records repositories.

# My Contact Information

- Tony Wright (awright@grcity.us) – 616-456-3114
- <https://www.grandrapidsmi.gov/Government/Departments/City-Archives-and-Records-Center>