

Jefferson County Historic Landmarks Commission Archive

Mission Statement

The Jefferson County Historic Landmarks Commission (JCHLC) Archive exists to identify, preserve, and make available records and papers of enduring historical value. Its mission is twofold:

-JCHLC Papers: To collect and maintain records of enduring historical value created or received by the Commission, its officers, and members. Areas of interest include: meeting minutes, financial reports, grants, press, and correspondence.

-Historic Landmarks and Sites: To collect and maintain records and papers that support the mission of JCHLC. Areas of interest include: National Register nominations and associated forms, background information on historic landmarks, correspondence, maps, architectural surveys, and other materials pertaining to historic landmarks and towns.

Scope and Content

The collection is composed of two series: Commission Documents and Historic Landmarks and Sites. The collection is particularly strong in the historic landmarks area, for it thoroughly documents the goals and objectives of the Commission.

Series Description

Commission Documents: This series is very strong in its documentation of the Commission, its history, and its daily operations. This series contains documents and photographs related to the following subseries: correspondence, financial reports, grants, meeting minutes, founding documents, and press.

Historic Landmarks and Sites: This series is very strong in its documentation of historic landmarks for it demonstrates the Commission's stated goals and objectives. This series is organized by historic landmark in alphabetical order and includes the following subseries: background information, surveys, maps, National Register nominations, easements, plat maps, reports, and other materials.

Organizational Schema

*See Attachment

Recommendations Concerning Digital Records

*Also See Email Retention Guide

*Also See the Following Websites for More Information on Digital Records:

- <http://www.wvculture.org/history/rmpb/crmmanual.html>
- <http://www.case.edu/its/archives/Records/digipres.htm>
- <http://www.archives.gov/records-mgmt/bulletins/2010/2010-05.html>
- <http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html>
- <http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html>
- <http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html>

Digital Records, especially the ones currently being created by the Commission, specifically e-mails can be tough to manage. It is recommended that for digital records currently being created and those already created that they be backed up on an *external hard drive* which should be taken off of the property for maximum security. Additionally, the pace at which technology is changing can be difficult to keep up with, so it is recommended that digital files be saved as PDFs for word documents and saved as TIFFs for photographs and also be located on CDs, which, of course, should be stored properly so as to ensure preservation.

Storage Media: External hard drive; CD-R or CD-RW

File Format: PDF (word documents); JPEG (photos)

Archival Security and Preservation

What makes an archive unique is that it has original documents, documents that cannot be found elsewhere – this, therefore makes them valuable. Archives also exist to be used as a research tool. Although there is currently no procedural system in place concerning the use of items from the archive, it is highly recommended that at the very minimum a sign-out sheet be used to ensure that if a file were to go missing you have a record of who has used that file; a similar system would be to use “Out Cards,” which are essentially sign-out sheets on a card that is placed where the file is located – investing in or making “Out Cards” would also ensure that files are returned to their proper place.

Retention Schedule

A retention schedule is a simple document that defines how long the records in the archive are maintained. Documents such as maps, National Register nominations, surveys, correspondence, financial records, tax information and the like are to be maintained permanently; however, documents such as receipts, bank statements, time sheets and the like only need to be maintained as long as they are working files. Many archival institutions only maintain the aforementioned financial statements and receipts and information for seven years; therefore, it is recommended that certain financial statements and receipts only be kept for seven years. *See Attachment.

Organizational Schema

1. Commission Documents
 - a. Background Information on Landmark Commissions
 - b. JCHLC Establishment
 - c. Constitution & By-Laws of JCHLC
 - d. JCHLC Early Years
 - e. Agendas
 - f. Annual Reports
 - g. Brochure
 - h. Budget
 - i. Certified Local Governments
 - j. Contracts
 - k. Correspondence
 - l. Finances
 - m. Grants
 - n. Historic Roundtable
 - o. Invoices
 - p. Jefferson County Reconnaissance Survey
 - q. Landmarks
 - r. Meeting Minutes
 - s. Press
 - t. Purchases
 - u. Rules
 - v. Section 106 Letters
 - w. State Historic Preservation Office (SHPO)
 - x. Survey
 - y. Taxes
 - z. Time Sheets
 - aa. Website
 - bb. Zoning

2. Historic Landmarks & Properties
 - a. Architectural Inventory
 - b. Background Information
 - i. American Archaeology magazine
 - ii. Brick Patterns
 - iii. Certificates
 - iv. Correspondence
 1. Plaques
 - v. Culture and History
 - vi. Eastern WV Community Foundation

- vii. Jefferson County 2004-2005 Historic Resources Survey
- viii. Landmarks
 - 1. Lists
 - 2. Reports
- ix. National Register Nominations & Reports
- x. Sites & Structures Inventory
- xi. Preserving Old Barns (book)
- xii. Proposals
- xiii. Security Bollard at Jefferson County Courthouse
- xiv. WV Humanities Council
- xv. WV Law: Graves
- xvi. Wood
- c. Historic Landmarks/Sites (alphabetically organized)
 - i. Aspen Hill
 - ii. Aspen Pool
 - iii. Barleywood/Cool Spring
 - iv. Belle Grove
 - v. Belle Vue
 - vi. Bel Mar
 - vii. Beverly
 - viii. Blakeley
 - ix. Bullskin Run Rural Heritage District
 - x. Burr, Peter House
 - 1. Archaeological Survey
 - 2. Friends of
 - 3. Living History
 - xi. Caledonia
 - xii. Campbell, Andrew House
 - xiii. Cave Farm
 - xiv. Charles Town
 - xv. Claremont
 - xvi. Claymont Court
 - xvii. Cottage
 - xviii. Darke Home
 - xix. Duffields Depot
 - xx. Fairfax Grant Stock Farm
 - xxi. Fairview/Rees-Daniels Farm
 - xxii. Falling Spring
 - xxiii. Federal Hill
 - xxiv. Fruit Hill
 - xxv. Gannon-Musick House

- xxvi. Gapview
- xxvii. Glenburnie
- xxviii. Glenwood
- xxix. Grubb Farm
- xxx. Halltown School
- xxxi. Hendricks Farm
- xxxii. Homestead Farm
- xxxiii. Hopewell
- xxxiv. Hunt Field Property
- xxxv. Hunters Hill
- xxxvi. James House
- xxxvii. Jefferson County Courthouse & Jail
- xxxviii. Kabletown Church
- xxxix. Kearneysville Rellim
 - xl. Lansdale
 - xli. Leeland
 - xlii. Linden Spring
 - xliii. Little Elmington
 - xliv. Locust Grove
 - xlv. Manor House
 - xlvi. Maple Tree Farm
 - xlvii. Meadow Spring
 - xlviii. Middleway
 - xlix. Millbrook
 - l. Miller Tavern & Farm
 - li. Mount Ellen
 - lii. Mountain View
 - liii. New Hopewell
 - liv. Piedmont
 - lv. Pleasance
 - lvi. Prato Rio
 - lvii. Prospect Hall
 - lviii. Richwood Hall
 - lix. Ripon Lodge
 - lx. (The) Rocks
 - lxi. Rockland
 - lxii. Rock Spring
 - lxiii. Rock Springs
 - lxiv. St. George's Chapel
 - lxv. Scollay Hall
 - lxvi. Scrabble Historic District

- lxvii. Shannon Hill
- lxviii. Shannondale Furnace
- lxix. Shannondale Springs
 - 1. 1996 Project
 - 2. DNR Lease
 - 3. Friends of
 - 4. SHPO Grant
- lxx. Shenstone
- lxxi. Shepherdstown
 - 1. Battlefield
 - 2. Entler-Weltzheimer House
- lxxii. Snow Hill/Alms House
- lxxiii. Southwood Springs
- lxxiv. Springland
- lxxv. Springwood Farm
- lxxvi. Stone Fels
- lxxvii. Travelers' Rest
- lxxviii. Vinton
- lxxix. Walnut Farn
- lxxx. Walnut Grove II
- lxxxi. Webb-Blessing House
- lxxxii. West Seventh Townhomes
- lxxxiii. White House
- lxxxiv. Wild Goose
 - 1. Community Impact Statement
- lxxxv. Woodbury
- lxxxvi. York Hill
- lxxxvii. Zoar
- lxxxviii. Route 9
- lxxxix. Route 340
- 3. Photographs/AV Materials
 - a. Historic Landmark (alphabetically organized)
- 4. Oversized Maps

Jefferson County Historic Landmarks Commission

Email Retention Guide

- The vast majority of what you send and receive does not need to be retained for more than two or three years.

- Responsibility for retaining an email falls to the sender, unless the email comes from an outside source (i.e. not a Commission member who would already be retaining the email).

- Personal or transitory correspondence can be deleted immediately after being read or when it is no longer useful.

- Any attachments received via email should be saved to your hard drive or to cloud space online.

- Do not destroy anything relating to an active project, i.e. National Register nominations, grant applications, and the like.

Email Retention Schedule

Email correspondence and email attachments that pertain to any of the following should be preserved outside of the email system – preferably on an external hard drive and a flash drive. Some documents, especially if they are the final copy of National Register Nominations and Reports, end of the year financial statements, grants, and the like (i.e. very important documents) should be printed and preserved in the archive.

On a monthly basis emails to be preserved should be added to both the external hard drive and flash drive, as well as documents that need to be preserved in the archive should be printed and placed in the archive accordingly.

General Correspondence between Commission Members: Retain no longer than two years, unless it is needed as a reference.

Research Related Correspondence: If Correspondence contains pertinent information about a historic landmark or site it should be saved outside of the email system in the archive on paper.

Committee Correspondence:

Meeting Minutes/Agendas/Committee Reports/Financial Statements: Meeting minutes, agendas, committee reports, and financial statements (specifically anything tax related or end-of-the year) should be saved by the creator with the rest of the related documents in the archive on paper (if all of the meeting minutes and agendas become digitized they should be retained outside the email system on an external hard drive or flash drive).

JCHLC Document Retention

Records with Enduring Value

Retain: Permanently

Examples, not all inclusive:

- Agendas and meeting minutes
- Correspondence related to official business
- Documentation of historic landmarks and sites
- Grant proposals, approvals, reports

Documentation with limited value

Retain: See Retention Schedule

Examples, not all inclusive:

- Budget records
- Day-to-day administration
- Supply orders and receipts

Documentation of little or no long-term value

Retain: 0-30 days or until no longer needed for reference

Examples, not all inclusive:

- Calendars
- Copies of documents when the holder is not the official record keeper, sender, or primary addressee
- Copies of publications or other published reference materials
- Drafts, except for mission statements, program and policy changes, or original works
- Informational, e.g. charitable drives, notifications of meetings, etc.
- Junk and SPAM mail, whether received via email, fax, or traditional mail
- Messages to/from distribution lists(e.g. ListServes)
- Personal correspondence
- Routine requests for information or publications and replies
- Scheduling of work assignments, work-related trips and assignments
- To-Do lists and task lists that serve as a reminder an action is required or a reply expected on a given dat

JCHLC Archive Records Retention Schedule	
Document Content	Retention Schedule
Accounts receivable & payable ledgers & schedules	Retain 7-10 years, then destroy
Articles of Incorporation, Charter, Bylaws, Minutes, & other Incorporation Records	Permanently
Audit Reports	Permanently
Bank statements, deposit records, electronic funds transfer service, cancelled checks	Retain 7-10 years, then destroy
Bylaws & Charter	Permanently
Checks for important payments & purchases	Permanently
Contracts (expired)	Retain 7-10 years, then destroy
Contracts (still in effect)	Until 7 years after expiration, then destroy
Correspondence, administrative (pertaining to formulation, planning, implementation, interpretation, modification, redefinition of programs, services, projects and the regulations, policies, and procedures that govern them)	Permanently
Correspondence, general (non-administrative incoming/outgoing and internal correspondence pertaining to or arising from the routine operations of the policies, programs, services, or projects)	Retain 1-3 years, then destroy
Correspondence, legal and important matters	Permanently
Deeds, bills of sale, mortgages	Permanently
Donations	Retain 7-10 years, then destroy
Expense analyses	Retain 7-10 years, then destroy
Financial Statements, year-end	Permanently
General ledgers	Permanently
Grants, un-funded	Retain 1 year, then destroy
Grants, funded	Retain 7-10 years after closure, then destroy
I-9s	Retain 3 years after hire date, then destroy
Invoices	Retain 7-10 years, then destroy

Inventory Records	Permanently
Journals	Permanently
Mission Statements, Strategic Plans	Permanently
Organization Charts	Permanently
Program and/or project files	Permanently
Property appraisals	Permanently
Property records including costs, depreciation schedules	Permanently
Property blueprints	Permanently
Purchase orders	Retain 7-10 years, then destroy
Tax statements, returns, & worksheets	Permanently
Timesheets	Retain 7-10 years, then destroy

Jefferson County Historic Landmarks Commission Archives

Deaccession Form

Series Title:
Date:
Collection:
Location:
Quantity:
Accession #:
Retention Schedule #:
Reason for Deaccession:

Request Date

Staff

Authorization/Completion:

Date

Archivist/Records Manager

Authorization

Date

Archivist/Records Manager

Destroyed

Date

Archivist/Records Manager

Records Updated

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Accessioning Documents

Archives are not permanent; they change over time just as everything else does – in the case of the JCHLC Archive some documents, such as finances are on a retention schedule and will be removed and destroyed after a number of years and because the JCHLC is an active commission, documents will be added over time as more properties are researched and as board members rotate.

Procedure:

Accessioned documents will receive an accession number and code, and will be named based on what Series they pertain to, what year they are received, and what order they are received in (i.e. this is the first accession in the JCHLC Papers for 2013, therefore it would be JCHLCP_2013.001; second accession: JCHLCP_2013.002 and so on; likewise the first accession for the JCHLC Historic Landmarks and Sites for 2013 would be JCHLCHLS_2013.001; second accession: JCHLCHLS_2013.002 and so on).

Accession Codes:

Documents pertaining to the Commission Papers: JCHLCP_(year received).(#)

Documents pertaining to Historic Landmarks & Sites: JCHLCHLS_(year received).(#)

Use the ACCESSION FORM to accession objects, files, documents, photos, and et cetera to the collection.

After the document has been accessioned place it in the corresponding folder (if a folder already exists). If no folder exists, one must be created and it must be placed into the correct box based on what the documents pertain to and following alphabetical order. The new folder must then be added to the container list and finding aid (make sure to change the last updated date on the container list and finding aid whenever they are edited).

JEFFERSON COUNTY HISTORIC LANDMARKS COMMISSION ARCHIVE

PO BOX 23
Charles Town, WV 25414

ACCESSION RECORD

Accession #: _____

Date: _____

Date Received: _____

Location: _____

Received From: _____

Address: _____

Accession Title: _____

Provenance: _____

Contents:

___ Textual (paper) records

___ Sound recordings

___ Maps/Plans

___ Photographs

___ Books/Publications

___ Ephemera

___ Prints, Paintings, Drawings

___ Film/Video

___ Other (describe) _____

Extent:

Description:

Acquisition Information: _____

Donation

Transfer

Copied material

Purchase \$ _____

Other

Restrictions:

Notes:

Date acknowledged: _____

Archivist/Records Manager: _____

