Minnesota

Entered the Union 1858

Population (est. 1994):
4,375,099 Rank: 20/50

Land Area (square miles):
79,617 Rank: 14/50

State Historical Records Coordinator:
Nina Archabal, Minnesota Historical Society
345 Kellogg Blvd. West, St. Paul, MN 55102

Deputy Coordinator:
Lila Goff, Minnesota Historical Society
Telephone: (612) 296-2150

ARCHIVES AND RECORDS PROGRAM

State Archives Established: 1947

State Records Management Initiated: 1947

Archives Placement
Minnesota Historical Society (independent organization),
Division of Library and Archives

Records Management Placement
Department of Administration, Print Communications Division, Micrographics/Records Center; and Department of Administration, Information Policy Office, Public Policy Analysis Division

FINANCES

Total State Govt Expenditures (1993):
$13,003,118,000

Total Budget, Archives and Records Management (FY 1994):
$2,750,000
See "Notes" section, below, for program elements included in budget and FTEs.

Percent of Total State Expenditures Allocated to Archives and Records: 0. 021%

MHS funding has been relatively stable, Micrographics/ Records Center funding has declined over last 2 years.

STAFFING

State Government FTEs (1992):
67,332

Archives & Records FTEs (1994):

Total	57
Archives	40
Records Mgt	17

Number of Archives/Records FTEs per 1000 State FTEs:
0.85

Average earnings for all full-time state employees
(Oct.1992):$37,212 per year

Salary ranges for entry level professionals
Management Analyst$25,000
Collections Processing Asst$24,805-32,343

HOLDINGS

Minnesota Historical Society

Archival material:			
Paper	Government records	50,386	cu. ft.
	Nongovernment manuscripts	35,000	cu. ft.
Microfilm (total no of rolls)		18,640	rolls
Other MHS research holdings:			
Newspapers (microfilm rolls)		50,000	rolls
Photographs		250,000	items
Films, videos, audio tapes		45,000	items
Maps, blueprints, drawings		1,630	cu. ft.
Books		250,000	vols.

Records Center

Paper records	Government	36,000	cu. ft.
	Nongovernment	0	cu. ft.
Microfilm (total no of rolls)		20,000	rolls
Computer tapes		600	reels
Films, videos, audio tapes		15,000	items
Maps, blueprints, drawings		200	cu. ft.

ACCESS TO RECORDS IN STATE ARCHIVES

Reference services provided (FY 1994)*

Individual daily visits	20,969
Mail requests	1,639
Telephone requests	16,117

*These figures represent half of the total use of all research materials, which include government and nongovernment manuscripts and library materials.

Reference activity has increased dramatically since MHS moved to the new History Center in FY 1993.

cont.

Arrangement and description activities (FY 1994)
Records arranged and described1,406 cu. ft.
(2,680 series)

Descriptions of holdings are provided through:

WWW home page	http://www.state.mn.us/ebranch/mhs
Networks:	RLIN, PALS
Other:	Dial-up catalog (612-296-2252) Telnet (pals.msus.edu)

cont.

Access to State Archives Records, cont.

Reference services, cont. Services provided free of charge:
Use of reference room
Answers to in-state and out-of-state mail requests (donations requested)

Services provided for a fee:
Photocopies and faxes of documents or finding aids
Commercial use of documents/photos

No new fees have been instituted in last 2 years.

Arrangement and description, cont.

Nonelectronic finding aids available at MHS for government records describe 100% of the holdings at the series level. Other finding aids for nongovernment records and holdings include inventories for manuscript collections, card catalogs for photographs, biography files, other specialized collections.

Automated finding aids accessible in-house and remotely for government records describe 100 % of the holdings at the series level; for nongovernment records and holdings, they describe about 45% of the manuscript holdings and about 90% of other material.

FACILITIES

State Archives Building
(owned by Minnesota Historical Society)

Constructed: 1992

Total storage capacity: 100,000 cu. ft.
Percent now occupied: 90%
Will be full in 10+ years.
No construction planned.

Existing environmental controls (ANSI/NFPA standards):

100%	year-round temperature controls
100%	year-round humidity controls
100%	fire detection
100%	fire suppression

State Records Center
(rented by Department of Administration)

Constructed: 1989

Total storage capacity: 44,400 cu. ft.
Percent now occupied: 81%
Will be full within 5 years
No construction planned.

Existing environmental controls (St. Paul City Code):

100%	year-round temperature controls
100%	year-round humidity controls
NA	fire detection
100%	fire suppression

SERVICES TO STATE AND LOCAL GOVERNMENT AGENCIES

Technical assistance provided by MHS (FY 1994):

No. completed	4,103	(state & local agencies)
	250	(nongovt repositories)
No. of agencies served	ca. 550	(state & local agencies)
	100	(nongovt repositories)

Technical assistance provided by Dept of Admin (FY 1994):

No. completed	50	(state agencies)
	10	(local govts)
No. of agencies served	20	(state agencies)
	5	(local govts)

No. of local government units (1992):

87	counties	377	school districts
854	municipalities	393	special districts
1,804	townships		

Services to state and local governments provided by MHS:
Training, publications, consultation.

Services to state and local governments provided by Dept of Administration:
Training, publications, micrographics services, consultation, inventorying and processing. MHS has authority to accept original archival records from local governments.

MICROGRAPHICS

Microfilming activities by Dept of Administration (FY 1994)

Source document microfilming	14,000,000	images
Processing	7,000	rolls
Duplicating	8,700	rolls

Department of Administration provides centralized micrographics services for state and local government agencies.

MHS tests historical records microfilm and has experienced redox problems.

Department of Administration stores security microfilm for state and local government agencies.

PRESERVATION POLICIES AND SERVICES

Preservation activities (FY 1994)
374 actions for state archives materials
192 cu. ft. rehoused

MHS has an agency preservation officer and employs a trained, full-time conservator.

MHS does not have an agency preservation plan but does have a written disaster plan.

No statewide preservation plan is in place and no disaster response team exists.

AUTOMATED APPLICATIONS

MHS uses automation applications for the following:

Finding aids	Word Perfect (MHS)
Accessioning	dBase (Dept of Admin)
Inventory Control	dBase (Dept of Admin)
Correspondence	Word Perfect (MHS), MSWorks (DoA)
Bookkeeping	Excel (MHS), Paradox (DOA)
Cataloging	PALS/UME (MHS)

Electronic Mail
NASIRE reports that a state email package is available to agencies but not mandatory.

ELECTRONIC RECORDS

MHS has scheduled dispositions for electronic records.

MHS has not accessioned and does not provide security storage for electronic records.

Electronic records are a special focus of MHS's Strategic Planning Process (see "Special Projects," below).

Department of Administration has no program for electronic records management.

RECORDS-RELATED LEGISLATION, REGULATIONS, AND GUIDELINES

Definition of a record
1982/1994 statute
Includes electronic records and e-mail.

Public's right to access to government records provided in statute; all government data is public unless specifically classified.

Restrictions to specific classes of records provided, expiration dates vary; most records could be opened under statutory presumption of death in 90 plus 10 years after birth.

Permanent paper standards
None

Optical imaging standards
1994 guidelines (MHS)

Admissibility of microfilm
1984 statute, guidelines

Admissibility of optical images
1993 statute

Admissibility of electronic records
1982 statute

Theft/defacement of a public record
1982 statute

Replevin
1982 statute

INFORMATION POLICY AND INFORMATION INFRASTRUCTURE INITIATIVES

Information Resources Management
Assigned to Department of Administration
MHS is active in the state's IRM work.

Information Policy Coordination
Assigned to Department of Administration
MHS and Micrographics/Records Center are active in the state's information policy work.

Government Information Access Council
was established in 1994 and is working on standards for public access to government information.

Government Information Locator Service
No activity reported.

Electronic Access to Government Information and Services
NASIRE reports that there are many efforts are underway to provide electronic access to government information and services, including several bills to initiate electronic access.

Government Information Access Council
gopher://nic.state.mn.us/11/ipo

Minnesota Legislature
http://www.revisor.leg.state.mn.us/welcome.html

State Government Directory
gopher://x500.state.mn.us/

InforMNs (Minnesota K-12 Project):
gopher://informns.k12.mn.us

SPECIAL PROJECTS AND PROGRAM HIGHLIGHTS

State Archives Strategic Planning Process

MHS has begun a strategic planning process for its state archives program. The one-year project, funded in part by NHPRC, will review current operations, analyze internal and external environments that affect the program, explore the changes and opportunities brought on by electronic records and other new technologies, and develop goals and strategies in response to the evaluation process. The NHPRC funds will be directed specifically at the electronic records aspect of the project.

SHRAB ACTIVITIES

Planning and Implementation Project

A three-year planning and implementation project is dealing with documentation of agriculture and rural life, under-documented communities, volunteerism, and state and local government records. The latter interfaces with the State Archives strategic planning process (above).

FOR FURTHER INFORMATION

State Archives

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Records Management

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Notes

Program elements included in Archives and Records Management budget and FTE figures:

The Minnesota Historical Society has unified processing, reference, and preservation services for its holdings of public and private records, manuscripts, and all textual and nontextual library materials. The statistics provided above, therefore, attempt to provide estimates for the functions and activities related to the government records portions of the MHS collections, but may not be entirely comparable to those reported by other state archives.

In addition to core elements found in most state archives programs (records scheduling, appraisal, accessioning, processing, archival description and reference, and training), the Minnesota budget and personnel figures also cover

- service to local governments
- preservation microfilming,
- records preservation

Abbreviations/Acronyms

COM	Computer output microfilm
COSHRC	Council of State Historical Records Coordinators
FTEs	Full time equivalent staff positions
SHRAB	State Historical Records Advisory Board
N/A	Not available
NAGARA	National Association of Government Archives and Records Administrators
NASIRE	National Association of State Information Resources Executives
NGA	National Governor's Association
NHPRC	National Historical Publications and Records Commission
RLIN	Research Libraries Information Network
SHRAB	State Historical Records Advisory Board

Sources

Unless otherwise specified below, all information in this profile was provided by the State Archives and/or Records Management offices in the state. Most 1994 data was collected on the Joint Survey administered by the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC). Additional information was collected from state-issued newsletters and publicity materials, the NAGARA newsletter, *Clearinghouse*, and interviews with state personnel.

Contact for the COSHRC report: Duane Swanson, Acting Head, State Archives Department, 345 Kellogg Blvd. West, St. Paul, MN 55102-1906. Phone: (612) 297-4502. Fax: (612) 296-9961. Mike Bodem, Manager, 1600 Gervais Avenue, Maplewood, MN 55109. Phone: (612) 779-5204. Fax: (612) 779-5203. Internet: mike.bodem@state.mn.us.

Estimated State Population (July 1, 1994):
Estimates were published in the Census Bureau newsletter, *Census and You* (January 1995): 3. The numbers include Armed Forces personnel residing in each state.

State Government Finances, Employment, and Earnings Data:
U.S. Bureau of the Census, State Finances: 1993, Public Employment: 1992.

Number of local government units: U.S. Bureau of the Census, 1992 Census of Governments, *Government Organization.*

E-mail and Information Policy and National Information Infrastructure
NASIRE, "Development of the National Information Infrastructure: Issues of State and Local Governments," Issue Focus Report (April 1994):9, 15; NGA, "Technology Inventory," *Government Technology* ((May 1995): 36-40, National Assn of State Directors of Administration and General Services, "Survey of Technologies Accessible to State Agencies," *Government Technology* (May 1995): 52, "Internet Connections to State Government," *Government Technology* (May 1995):62.