For the Record…

Seneca Nation Archives Department January 2017 Volume 3 Issue 1

Seneca Nation Archives Department

Remember us?

Happy New Year! Along with a new year comes a new and improved Archives Newsletter. Let us begin by introducing ourselves. Becki Bowen is the Department Director. Mary Anderson is the Records Manager.

Our department was created by Council in 2003. We are located at 252 Rochester St. in Salamanca. Our phone number is (716) 945-1254. Fax is 945-1383.
Our emails are:
becky.bowen@sni.org
mary.anderson@sni.org

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All Archives forms, processes, and instructions are available on the Intranet under Archives Department. Questions? Call us!

Records…

Records can be letters, memos, reports, photographs, maps, drawings, films, audio or video recordings, microfilm, or department client files. (This is not an all inclusive list.)

Different records have different retention and disposition schedules. For example; some are 1 year, some are 7 years, or some may be permanent.

Records management is the systematic control of an organization's records, throughout their life cycle, in order to meet operational business needs, statutory and fiscal requirements, and community expectations. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.

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What We Do

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We are the official repository for historical materials related to the Seneca Nation. In order to keep alive our culture, and institutional heritage; part of our purpose is:

To aggressively collect, preserve, and make reasonably available, materials that have administrative, fiscal, legal and historical value to the Seneca Nation; and

To facilitate a records management system for the entire Seneca Nation.

Records sent to Archives are accessioned into a **Master File List (MFL)** for each department, and the MFL is then emailed to the respective department for their reference. The MFL is used when someone needs to retrieve a file from Archives. Only people from that department that have been granted access by the department director may request files or information. An **Access Authorization form** is available on the Intranet.

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