For the Record…

Seneca Nation Archives Department February 2017 Vol. 3 Issue 2

Many people have asked us exactly what it is we do… So here is a brief rundown of some of the things we do!

- Send boxes to employees to fill and send back to us with their properly filled boxes for accessioning into Archives
- Make a Master File List (MFL) of every box and every labelled file in the box (accessioning)
- Retrieve files or information for requesting departments and send to them in the manner they request. This could be the whole file or a scan of something in the file, or they may come here to research something and make necessary copies.

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Records Management

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Records management is the systematic application of management techniques in the creation, utilization, maintenance, retention, preservation, and disposal of records for the purpose of reducing costs and improving records keeping.

The key elements of a records management program are the records inventory and the retention/disposition schedule. It also includes managing active/inactive records, vital records protection, disaster recovery planning and image technology including but not limited to microfilm and digital imaging.

A records manager (RM) plays a supervisory or administrative role over any department in the Seneca Nation. This RM sorts, files, consolidates, screens out inappropriate or unacceptable items, and ensures said records are kept from harm and confidentiality measures are in place.

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We have updated our Intranet website! Check it out!

What does accession mean?

A catalogue number assigned to an object when it becomes part of archives.

Weird Stuff We Have Found In Boxes Sent to Archives

Meaningless Scribbles

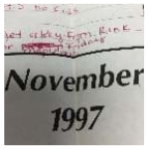
Keychains

Food

Count Dracula

Turkey Price Tag

1997 Calendar Page



TIP: We do not accession WEIRD stuff!

Happy Valentine's Day!