

# Local Government Records Program



## Local Government Records Program

The Ohio Historical Society Archives/Library is, by law, the archives for the State of Ohio. As such, we collect, preserve, and make available to the public, documents pertaining to the operation of state and local governments.

The Local Government Records Program (LGRP) was established to assist counties, municipalities, townships, schools and other Ohio local governments with establishing records management and archival programs. Working through the eight Network Centers, the LGR Program provides advisory services for local government agencies' records programs.

## State Archives of Ohio

State and local government records are the property of the citizens of Ohio, held in trust by government agencies. The unique value and irreplaceable nature of records gives them importance not accorded others kinds of public property. The State Archives is responsible for preserving and making available to the public those government records of enduring historical value.

The holdings of State Archives constitute the official memory of Ohio's government. Extending from the Northwest Territory to the present, records in the State Archives are useful for:

- Documenting the origins & development of government agencies
- Determining ancestors' counties and dates of residence
- Settling legal disputes involving real property ownership
- Detailing military or other public services records
- Verifying citizenship, birth, death and marriage

## Ohio Electronic Records Committee

The goal of the Electronic Records Committee (ERC) is to draft policy and guidelines for the creation, maintenance, long term preservation of and access to electronic records created by Ohio's state government. Most of these documents have been adapted for use by local governments in Ohio. Currently, the following guidelines are available at <http://www.ohiohistory.org/resource/lgr/erpublications.html> or <http://www.ohiojunction.net/erc>.

- Managing Electronic Mail
- Managing Web Content
- Databases as Public Records
- Digital Imaging Projects
- Electronic Records Management

In addition to the Ohio ERC documents, the State Archives and LGRP also have sample Email and Internet Use Policies available.

## OHIO HISTORICAL SOCIETY

### Contact Information

#### **Katy Klettlinger**

Local Government Records  
Archivist  
614-297-2553  
[Kklettlinger@ohiohistory.org](mailto:Kklettlinger@ohiohistory.org)

#### **Pari Swift**

Assistant State Archivist  
614-297-2557  
[Pswift@ohiohistory.org](mailto:Pswift@ohiohistory.org)

#### **Jelain Chubb**

State Archivist  
614-297-2589  
[Jchubb@ohiohistory.org](mailto:Jchubb@ohiohistory.org)

Ohio Historical Society  
1982 Velma Avenue  
Columbus, OH 43211

(fax) 614-297-2546

[Http://www.ohiohistory.org/lgr](http://www.ohiohistory.org/lgr)

[Http://www.ohiohistory.org/ohiojunction/erc](http://www.ohiohistory.org/ohiojunction/erc)

[Http://www.ohiohistory.org](http://www.ohiohistory.org)

## LGR Quicklinks

LGRP Homepage

<http://www.ohiohistory.org/lgr>

Ohio ERC Guidelines

<http://www.ohiohistory.org/ohiojunction/erc>

RC1, RC2, RC3 forms

<http://www.ohiohistory.org/resource/lgr/forms.html>

LGR Handbook

<http://www.ohiohistory.org/resource/lgr/LGRHandBk22001.pdf>

Ohio Records Manuals

<http://www.ohiohistory.org/resource/lgr/publications.html>

On-line Workshop w/Audio

<http://www.ohiohistory.org/resource/lgr/webworkshops.html>

Current Public Records Law

<http://www.ohiohistory.org/resource/lgr/lawsandlegislation.html>