

### Education and Research Applications

- Develop exhibits, including the initial proposal, layout, design, research, and permanent curation (object selection, display, and text writing)
- Develop educational programs (both paper- and electronic-based) and presentations using the customer's collections

### Training Program Components

- Archival Processing, Rehousing, and Stabilization
- Basic Conservation and Preservation Practices
- Archives Management
- Records Management
- Policy and Protocol Development
- Access/Retrieval System Design
- Records Retention
- Improved Access and Retrieval Practices

### Responses to the following questions indicate whether an organization requires an archives and records management program

- Does the organization have policies and procedures to manage all baseline records?
- Does the organization have policies and procedures that have proven ineffective?
- Is the organization searching for long periods of time for documents and data that are "somewhere"?
- Is records retrieval becoming cumbersome and time consuming?
- Are current records taking up too much space?
- Is storage of noncurrent records becoming too expensive or expansive?

### Responses to the following questions indicate whether an organization requires an archives and records management program (continued)

- Are electronic records accessible when needed?
- Is the organization sure of what to keep, how long to keep it, and what can safely be destroyed or maintained off-site?
- When the organization provides materials for display, exhibits, and articles does it find itself searching through "piles" to find these items?
- When finding materials, are they in the format required (e.g., finding pictures but needing digital images)?

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US Army Corps  
of Engineers  
St. Louis District

# Archival Management and Research Services



## Curation and Archives Analysis Branch

Mandatory Center of Expertise for the Curation  
and Management of Archaeological Collections

## Background/Capabilities

Archives preserve the most valuable assets of an organization (its collective knowledge) and provide an important service to many departments and people, both inside and outside the institution. Records (in any format) serve as the memory of actions and transactions of organizations and individuals. If an organization's records management system is breaking down or nonexistent, it is costing time, money, and productivity and is reflecting poorly on the organization. Anyone who generates data or records that might be needed in the future requires archives and records management systems that are simple and easy to use.

MCX-CMAC understands the problems inherent with trying to manage an organization's collective memory. MCX-CMAC performs baseline archival research, organizes backlog data, develops and/or implements successful records management programs, and trains staff to maintain these systems. MCX-CMAC has archivists on staff who can organize, catalog, document, and preserve valuable data and documents, regardless of the storage media. In addition, MCX-CMAC has the capability to perform archival research for organizing the data into customized formats.

MCX-CMAC personnel can come to your facility and assist you with establishing priorities and parameters based upon your organization's needs. Once the system has been implemented,

MCX-CMAC will train your staff in use and maintenance of the system. MCX-CMAC prides itself in meeting each customer's needs in the most efficient, timely, and cost-effective manner.

## The MCX-CMAC's capabilities allow it to do:

### Research

- Conduct baseline research on archives and records and assemble documents in a variety of formats

### Archives/Record Management

- Inventory records and collections
- Evaluate the historic value of records/documents
- Recommend and conduct traditional archival appraisals, arrangements, and descriptions of all types
- Conduct archival processing feasibility and cost analysis studies
- Evaluate and recommend records management policies and procedures
  - Assist with implementing policies and procedures
  - Advise on improvements to records-keeping practices (active file management)
  - Modify an existing filing system or develop a new one based upon customer specifications
- Conduct a records inventory of the customer's holdings
- Create retention and disposition schedules
  - Reduce long-term storage volume by developing and applying a retention/disposition schedule

- Advise on long-term solutions for electronic records retention and disposition
- Advise on forms, correspondence, e-mail, and report management procedures
- Develop a policy and procedures manual
- Develop a disaster plan and vital records program

### Archival Processing

- Conduct collections assessment and evaluation studies
- Arrange and describe materials to facilitate access and retrieval
- Perform preservation and conservation treatments (i.e., deacidification, flattening, cleaning, mending, and encapsulation)
- Perform archival rehousing, stabilization, and repackaging
- Create archival finding aids to facilitate access and retrieval
- Advise on issues of long-term curation and storage

### Collection Duplication and Alternate Formats

- Duplicate collections on archival microfilm or digital media (any sized item)
- Develop migration schedules for digital information/data (addresses software and technological obsolescence)



**Disorganized and damaged records**



**MCX-CMAC archivists at work conserving and arranging records**



**Arranged and described records are physically secure and accessible via electronic catalogs**

