

# Historical Records Project Grants

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## 2005—2006 Grant Application Guidelines

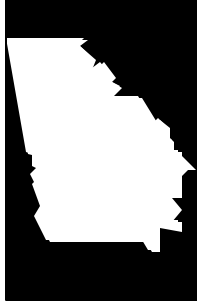
Effective September 1, 2005

### Government Offices



**GEORGIA HISTORICAL RECORDS ADVISORY BOARD**  
**The Georgia Archives**

5800 LINESBORO ROAD ■ MORROW, GA 30260 ■ TEL: 678-364-3718 ■ FAX: 678-364-3860 ■ [WWW.GEORGIAARCHIVES.ORG](http://WWW.GEORGIAARCHIVES.ORG)



*This booklet is designed for organizations who wish to apply for a GHRAB Historical Records grant.*

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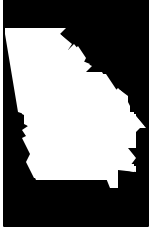
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# Section 1: Overview of Grants Program

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## Purpose

The Historical Records Grant Program is designed to promote preservation of and access to historical documents and to advance the use of technology in Georgia's government offices.

## Eligibility

### Eligible Organizations

Government organizations that care for historical records and provide public access to those records on a regularly scheduled basis may apply for grants. For the purposes of these grants, eligible organizations are defined as:

- ◆ **Local Government Office:** Governing body of any county, municipality, consolidated government, or local authority in Georgia.
- ◆ **University Archives and Records Management Program:** Records programs within University System of Georgia institutions.
- ◆ **Court System:** Judicial systems including but not limited to probate, superior, and magistrate courts.
- ◆ **Board of Education:** City or county boards.

As used in these guidelines, "Government Office" or "Organization" refers to all of the eligible organizations listed above.

## Grant Amounts

The Board has established the following suggested ranges for grants. If project costs exceed these amounts, please discuss with grant staff before submitting the application. All grants require a 25% local match of the grant amount. Ranges are:

- ◆ Up to \$5,000 for one organization.
- ◆ Up to \$10,000 for a cooperative project (two or more organizations).
- ◆ \$10,000 or more may be considered depending on fund availability.

## Deadlines and Timetable for 2005-2006 Grant Cycle (Revised 9/01/05)

Deadline for submission of draft application for review by GHRAB grant staff. (Optional)	February 15, 2006
<b>Grant applications must be postmarked by this date.</b>	<b>March 1, 2006</b>
GHRAB meets.	April 2006
Applicants notified of Board's decision and contracts signed.	May 2006
Grant projects start.	June 1, 2006
Grant projects end.	May 31, 2007

### Applicant Requirements

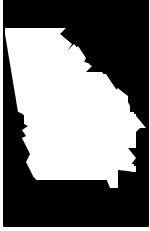
All government offices applying for grants under this program must:

- be in compliance with audit filing requirements as specified in OCGA § 36-81-7 *et seq.*
- ◆ be in compliance with the Service Delivery Act, OCGA § 36-70-1 *et seq.* and certify that their proposal is not inconsistent with the strategy for their county.
- ◆ provide proof that the government office is in compliance with OCGA § 50-18-99 by supplying a records management resolution/ordinance and the name of the records management officer. If the organization does not have a records management resolution, development and passage of this resolution must be included in the project's work plan.
- ◆ provide a copy of the organization's disaster preparedness plan. If the organization does not have a disaster preparedness plan, development of this plan must be included in the project's work plan.

## Application Assistance

- ◆ **Site visits:** Upon request and dependant upon staff availability, GHRAB grant staff will visit applicants to discuss project goals, facilities, and questions regarding the grant application process. Site visits are optional.
- ◆ **Draft review:** GHRAB grant staff will review drafts of your application and provide suggestions for strengthening the application. Draft review is optional but is strongly recommended. In order to allow time for comments, drafts must be submitted for review by February 15, 2006.
- ◆ **Staff support:** GHRAB grant staff are available via phone, fax, or e-mail to respond to questions about the grant application process or project administration. For assistance, please contact Elizabeth Aloï Barr, Assistant GHRAB Coordinator, at [ebarr@sos.state.ga.us](mailto:ebarr@sos.state.ga.us).

Georgia Historical Records Advisory Board  
The Georgia Archives  
5800 Jonesboro Road  
Morrow, GA 30260  
Tel: 678-364-3718  
Fax: 678-364-3860



## Section 2: Funding Categories and Priorities

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### Funding Categories

#### Eligible Projects

Projects to establish or improve an organization's stewardship of historical records are eligible. These may include but are not limited to the following categories:

##### Inventory and Planning

- ◆ Identifying the records in the collection and planning for their care, preservation, and access.
- ◆ Developing records management plans.

##### Access-Arrangement and Description

- ◆ Identifying, organizing, and improving access to historical or public records.

##### Program Development

- ◆ Developing and implementing policies and procedures.
- ◆ Improving records-keeping and storage systems.

##### Preservation

- ◆ Conducting preservation planning and/or developing disaster preparedness plans.
- ◆ Microfilming and protecting records of permanent value that are endangered or inaccessible.
- ◆ Planning and assessing facilities for the storage of permanent records.

##### Electronic Access

Using data management software applications to improve intellectual control and access to historical records.

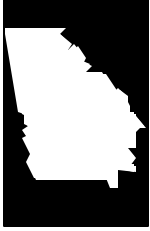
#### Ineligible Projects

- ◆ Digitization projects
- ◆ Outreach/exhibit projects.
- ◆ Ongoing operations of the organization.
- ◆ Projects in which the records have a temporary retention period as listed in the local government retention schedules.
- ◆ Projects in which a major portion of the records will be kept closed to the public, in which records are not accessible to all qualified users on equal terms, or in which it is the organization's policy to deny public access.
- ◆ Conservation treatments. The Board prefers not to support expensive conservation treatment if there are alternative means of preserving information of historical interest. Although the Board supports proposals for conservation projects, recipients should note that in most cases the emphasis is on preservation of the information in the historical records rather than preservation of records in their original form.

- ◆ Codification projects, i.e., research, systematize, or publish government ordinances.

## **Funding Priorities**

In considering proposals for funding, the Board will give priority to those grant applications that improve access to records of local governments or projects that are conducted on a regional basis.



## Section 3: Funding Criteria and Policies

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### Review Criteria

GHRAB will review and evaluate all eligible applications received during the competition period described in these guidelines. The Board may award all or none of the funds requested, offer partial or conditional funding, or encourage revision and resubmission. In determining whether an applicant shall receive a grant, GHRAB will consider the following factors (not listed in priority order):

- ◆ **Cooperative Projects**
- ◆ **Project Significance:** The significance of the records and the project in preserving and making the records and information accessible.
- ◆ **Work Plan:** The soundness of the work plan is critical (focused, clearly defined, and achievable within the grant period).
- ◆ **Participants:** The qualifications and/or plans for training of project personnel.
- ◆ **Budget:** Realistic and accurate. A minimum 25% cash and/or in-kind match is required. A larger match or leveraging funds from other sources will strengthen the application.
- ◆ **Models:** The ability of the project to serve as a model for other organizations.
- ◆ **Continuation:** Commitment for continued support of a program after the grant period ends.
- ◆ **Other factors** submitted by the applicant that are deemed relevant by the Board.
- ◆ **Grant product:** The significance of the product in preserving and making records accessible, especially if it extends beyond the local community.

### Matching Requirements

**Match:** Applicants receiving a grant award will be required to provide a minimum match of 25% of the grant request. The match may be met through cash or in-kind contributions. Grant requests over \$5,000 will require a portion of the match to be cash. The amount of the match will be an important factor in selecting grant recipients. Minimum match requirements:

- ◆ **Up to and including \$5,000:** 25% match of grant amount (cash or in-kind).
- ◆ **Over \$5,000:** 25% match of grant amount (at least 10% of the match must be cash).

**Cash Match:** Cash match is defined as money the organization spends specifically for the project that will not be reimbursed by grant funds.

**In-Kind Match:** In-kind match is the value of time or services contributed. For the purposes of this grant, indirect expenses (including rent, telephones, or other normal operating expenses) may not be included as match.

## Eligible Expenses

- ◆ **Personnel costs:** Salaries/wages and fringe benefits for project staff. Costs for existing part-time staff may be an eligible expense, if such staff works on the grant project in addition to their regularly scheduled hours.
- ◆ **Consultant fees:** Individuals recruited to provide specialized services such as planning, training, program development, and facility assessments. Grant funds will pay a maximum of \$400 per day plus \$100 expenses per day.
- ◆ **Supplies:** Supplies such as boxes and folders as described in *Guidelines for Selecting Storage Supplies*.
- ◆ **Contracted services:** Micrographics, photo reproduction, or similar professional services.
- ◆ **Travel expenses:** Only for participation in training or similar activities that are essential to achieve project goals.
- ◆ **Training:** Only for training that is essential to achieve project goals.
- ◆ **Equipment:** Costs to purchase technical equipment (microfilming equipment, computers, electronic peripherals, etc.) or shelving essential for the project are eligible costs. The Board prefers equipment costs be evenly divided between grant funds and cash match while recognizing, however, that individual circumstances will vary from project to project.

## Ineligible Expenses

- ◆ **Operating Costs:** Indirect costs, such as rent, telephones, or other normal operating expenses.
- ◆ **Personnel:** Costs for existing, full-time staff positions, or overtime hours. Budget proposals may show staff time under cash match.
- ◆ **Capital Improvements:** Costs for the construction or renovation of any building, the purchase of land, or the rental of space. Budget proposals may show building renovation costs under cash match.
- ◆ **Training:** Expenses for training or for staff travel to professional meetings, seminars, and workshops that are not essential to achieve project goals.
- ◆ **Equipment:** Costs for the purchase of routine equipment such as office furnishings and file cabinets. Budget proposals may show equipment purchase costs under cash match. Costs for equipment only. Equipment must be a component of an overall project.
- ◆ **Services:** Costs for service contracts for equipment purchased as part of the grant project. Such expenses may be shown as cash match.
- ◆ **Web Site Development Costs:** Such costs may be part of an organization's cash or in-kind match.

## Funding Policies and Procedures

### Method of Payment

Upon selection by GHRAB to receive a grant, awardees will enter into a contract with the Georgia Archives and specifying the terms and conditions for the receipt of grant funds. ***The grant recipient will spend grant monies and cash match amounts as specified in the approved budget. The Archives will reimburse the grantee for grant funds expended based on a quarterly payment schedule described below. Grant funds will not be provided in advance.*** Final payment of grant funds shall be contingent upon full satisfaction of the terms of the contract, including the completion of reports as scheduled.

## Reimbursement Procedures

After the contract is signed, GHRAB grant staff will provide a reimbursement request form. Grantees may apply for reimbursement every quarter (see schedule below). Grantees are not required to request reimbursement each quarter, but requests may be submitted only at scheduled times. The reimbursement request form must be signed by the authorizing official and accompanied by appropriate reports, copies of invoices, or other materials documenting all expenditures—cash match as well as grant funds. ***Funds may not be spent prior to the grant period or after the closing date.***

## Reimbursement Schedule

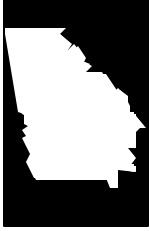
June 2006—August 2006 Expenditures	1 <sup>st</sup> qtr. Reimbursement: Request by September 15, 2006
September—November 2006 Expenditures	2 <sup>nd</sup> qtr. Reimbursement: Request by December 15, 2006. <b>Interim progress report required.</b>
December 2006—February 2007 Expenditures	3 <sup>rd</sup> qtr. Reimbursement: Request by March 15, 2007
March—May 2007 Expenditures	Final reimbursement: Request by June 15, 2007. <b>Final narrative report required.</b>

## Reimbursement Payments

Payment is usually made within four weeks after the reimbursement request is approved. Failure to complete the request correctly or to provide appropriate documentation will delay approval of the request and, therefore, payment. Final payment will be made when the grant is “closed” (that is, all work completed and reports and reimbursement requests submitted and approved).

## Reports

A brief narrative progress report is due at the end of the first six months of the project. At the end of the project, a more detailed final report is required. This final report should provide sufficient information for the Board to evaluate the results of the project. GHRAB grant staff will provide the required format for the final report after the grant contract is signed.



## Section 4: Application Procedures

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### Application Form: Page 1

Please provide the requested information in each box. Note the following definitions:

- ◆ **FEIN:** Your Federal Employer Identification Number.
- ◆ **Fiscal Year:** The time period your organization uses for accounting/tax purposes. Please include month and day (for example, July 1-June 30).
- ◆ **Contact Person:** The name of the person most familiar with the grant. GHRAB will contact this person concerning any questions, updates on the grants, etc. This is usually the person supervising the work rather than a grants officer.
- ◆ **Authorizing Official:** The person who is authorized to sign a contract on behalf of your organization (Chair of County Commission, City Manager, etc.). This person must sign the application.
- ◆ **Legislative Districts:** Enter all that apply for the physical location of your organization.
- ◆ **Project Dates:** Grants begin on June 1, 2006 and end on May 31, 2007. You may complete your project and close your grant at any point during the twelve-month grant period.
- ◆ **Project Categories:** Check all that apply. (For definitions, see Funding Categories page 4).
- ◆ **Brief Description of Project:** Provide a brief, one sentence description of your project. For example: "Inventory the records of the Emerald County Probate Court" or "Hire a consultant to evaluate records storage facility."
- ◆ **Grant Amount, Cash Match, In-Kind Match, Total Project Cost:** Transfer from Budget Totals on page 5 of the grant application.
- ◆ **Signature:** Have the authorizing official sign the completed grant application.

### Application Form: Page 2

#### Previous Grants

List all previous GHRAB grant projects. (See Funding Categories, page 4 for definitions of grant project categories.)

#### Organization Description

Provide an organization description by answering the following questions in a narrative or question/answer format. Also include any additional information regarding your facility or other aspects of your organization that you feel would be helpful to the Board's review of your request. For example, if you are applying for a facility assessment consultant grant, provide information on the condition of your facility.

1. What is your organization type? (Local Government, University Archives, Court System, Board of Education)

2. What is the size of your city or county (population) or what is your student enrollment?
3. What are the annual budgets of the records unit and the parent organization?
4. How many staff members do you have, and what is their status? (Full-time, part-time, student workers, volunteers, etc.)
5. What are your hours of operation?
6. Describe your facility. Include the following information:
  - a. Where are records stored? (In office, in a separate storage area, in a separate facility?)
  - b. Do you have more than one facility?
  - c. What is the size of each facility?
  - d. Are the facilities climate controlled?
  - e. Do you have a secure (locked) storage area?
  - f. Do you have a fire suppression system?
  - g. Do you have adequate shelving? What type?

### **Project Description/Plan of Work**

Provide a project description by answering the following questions in a narrative or question/answer format. Your answers should demonstrate to the Board that the project is well-planned and that the goals can be attained within the grant period. You may provide any additional information you feel would be helpful to the Board's review of your request.

1. What is the problem this project will address?
2. What are the project goals?
3. What records are involved?
  - a. Describe the records. (Tax digests, minute books, etc.)
  - b. Date span of records.
  - c. Amount of records. Express quantity in number of volumes or cubic or linear feet of records.
  - d. What is the condition of the records?
  - e. What is the significance of the records? What kind of information do they contain?
4. What activities will be performed or what steps will be taken?
5. Who will take these actions or perform these activities?
  - a. Identify the project staff and provide a brief summary of these individuals' qualifications for their role in this project. This may be one or two paragraphs or a brief resume (no more than one page).
  - b. If you will hire someone for a major role such as project archivist or consultant, provide a job description for this person.
  - c. If you have identified a specific consultant, provide information on that person's qualifications and/or a brief resume. GHRAB reserves the right to approve all consultants.

6. When will activities take place and in what order? (A timeline)
7. What will be produced as a result of this grant? (Inventory of all records, 25 reels of microfilm, 100 cu. ft. of appropriately housed records, etc.)
8. What are the plans to continue program activities after the grant period?
9. If this project is to increase access to records, how will you publicize their increased availability?
10. Statement of Need: Please describe briefly why grant funds (rather than operating funds) are required for this project.

## Application Form: Pages 3-5

### Project Budget

Complete the *Project Budget Form* providing details of how you arrived at the amounts shown. For example, list personnel, number of hours they will work, and rate of pay. For supplies, detail what type of supplies will be purchased, quantity, and cost. (See examples in each category.)

Match includes funds or the equivalent of funds that will be expended on this project by the organization and refers to both cash and in-kind.

- ◆ **Cash match** is the portion of funds that will actually be spent specifically for this project by the organization and will not be reimbursed by grant funds. For example, hiring an inventory team leader and paying all or part of the salary from organizational funds, purchasing equipment or supplies, etc.
- ◆ **In-kind match** is the contribution of resources without expending additional funds. In-kind match may include the value of volunteers' time or the value of time that current staff will spend specifically on the grant project. GHRAB does not accept indirect costs such as portions of normal operating expenses (rent, utilities, telephone, etc.) as in-kind cost share.

As you compute your budget, remember the organization initially pays all expenses and the grant portion is reimbursed by GHRAB on a quarterly basis.

### Personnel/Salaries

Personnel costs may be grant funds, cash or in-kind match. If you will hire someone to perform grant duties, you may request grant funds or count that amount as cash match.

If you have a part-time staff member that you will hire to work additional hours on the grant project, you may request grant funds for the additional hours or count as cash match.

If a person in your organization will work on grant-related tasks that are not already part of their normal duties, you may count that time as your in-kind match. This would include supervision of the project.

Payment for work that is part of an individual's normal job responsibilities is not eligible for grant funding nor acceptable as match.

Show the work of volunteers as in-kind match at the rate of compensation usual for that work.

List name/position and amount of time that will be contributed by project personnel and how the person will be compensated. For example:

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Inventory Team Leader 15 weeks, 10 hours per week x \$15.00 per hour	\$2,250			\$2,250
Project Assistant 15 weeks, 5 hours per week x \$10.00 per hour		\$750		\$750
Susie Staffperson, Project Director 5% of \$30,000			\$1,500	\$1500
Volunteers (3 people) 15 weeks, 3 hours per week x \$8.00 per hour			\$1,080	\$1,080
<b>TOTAL SALARIES</b>	\$2,250	\$750	\$2,580	<b>\$5,580</b>

### Fringe Benefits

Where appropriate, multiply the salary of the position times the fringe benefits rate of your organization or calculate the specific benefits that will be paid. Fringe benefits may include employer contributions for social security, employee insurance, pension plans, etc.

Item	Grant	Cash Match	In-Kind Match	TOTAL
Inventory Team Leader Employer portion Social Security \$2,250 x .0765	\$172			\$172
Project Assistant Employer portion Social Security \$750 x .0765		\$57		\$57
Susie Staffperson, Project Director Organization's fringe benefits rate			\$375	\$375
<b>TOTAL FRINGES</b>	\$172	\$57	\$375	<b>\$604</b>

### Consultant Fees

Indicate the fees that will be paid to any consultant. If you have not discussed fees with a specific consultant and need an estimate, please contact the GHRAB grant staff for suggestions. Grant funds will pay a maximum of \$400 per day plus \$100 expenses per day.

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
John Q. Records, Consultant 3 days @ \$350/day	\$1,050			\$1,050
<b>TOTAL CONSULTANT FEES</b>	\$1,050			<b>\$1,050</b>

### Travel Expenses

Travel expenses may be claimed only for those activities specifically related to your grant project, such as participation in training required for the project.

- ◆ If requesting grant funds, these costs must not exceed the established state rates for travel (\$.28 per mile, \$28 per day for food). If your organization provides travel support in excess of the state rates, show this additional support as cash match.

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Susie Staffperson Attend Disaster Preparedness Workshop; registration fee \$50 235 miles @ \$.28/mi. = \$65.80 1 night lodging @ \$75 Food, 1 day @ \$28	\$169	\$50		\$219
<b>TOTAL TRAVEL</b>	\$169	\$50		\$219

### Supplies/Materials

Include consumable supplies and materials to be used in the project (boxes, folders, etc.) as described in *Guidelines for Selecting Storage Supplies*. Include the company where supplies will be purchased.

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
Records storage cartons (Company) 10 x 15 x 12", alkaline	\$86			\$86
File folders (Company) letter size, alkaline, reinforced tab 50 pkgs (100 per pkg) @ \$26/pkg	\$1,000	\$300		\$1,300
<b>TOTAL SUPPLIES</b>	\$1,086	\$300		\$1,386

### Equipment

List the cost of any equipment to be purchased for this project. This may include a computer to be used for the project, but it does not include equipment for normal business activities such as file cabinets, copy machines, etc. GHRAB prefers a 50-50 cost share on equipment purchases. Please discuss equipment needs with grant staff before including in the grant request.

Item	Grant	Cash	In-Kind	TOTAL
Computer, Pentium 4 processor, 1.4 Ghz, 128 MB	\$808	\$808		\$1,616
<b>TOTAL EQUIPMENT</b>	\$808	\$808		\$1,616

### Services

Include costs for services such as microfilming, data entry, photo reproduction or other specialized services. (Microfilmmers must sign the approved Memorandum of Understanding.)

Item	Grant Funds	Cash Match	In-Kind Match	TOTAL
<b>Acme Data Services</b> Microfilming services 5 rolls @ \$250 per roll	\$1,000	\$250		\$1,250
<b>TOTAL EQUIPMENT</b>	\$1,000	\$250		\$1,250

### Other

Explain any costs that are necessary for the project but are not appropriate for the categories above.

### Totals

Recap your totals and ***make sure that your combined cash and in-kind match meets or exceeds the required 25% of the grant request.***

Remember, if your grant request is \$5,000 or less, you do not have to provide a cash match. If it is over \$5,000, a cash match is required. A minimum cash match would be 10%. The amount and type of match will be a factor in the Board's decision.

### **Application Form: Attachments**

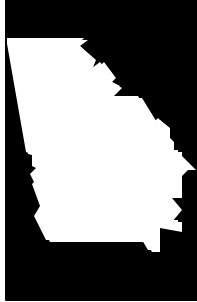
The following attachments are required to be submitted with your application.

- City/County Resolution (Exception: Development included in work plan.)
- Disaster Preparedness Plan (Exception: Development included in work plan.)
- Memorandum of Understanding, Microfilming Services (For microfilming projects)

## **How to Submit the Application**

After completing your application, have the appropriate authorizing official sign it and submit the original application with the required attachments to:

GHRAB Historical Records Grant Program  
The Georgia Archives  
5800 Jonesboro Road  
Morrow, GA 30260  
Tel: 678-364-3718  
Fax: 678-364-3860



## Georgia Historical Records Advisory Board Members

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**Catherine O. Badura**

*Valdosta State University, Valdosta*

**William Harris Bragg**

*Georgia College and State University, Milledgeville*

**Annette K. Brock**

*Savannah State University, Savannah  
Retired*

**Thomas R. Dirksen**

*Augusta Genealogical Society, Augusta*

**Ross King**

*Association County Commissioners of Georgia, Atlanta*

**R. Lee Kinnamon**

*Americus-Sumter Performance Learning Center, Americus*

**John S. Lupold**

*Columbus State University, Columbus  
Retired*

**Lavonia Kess McIntyre**

*Genealogist, Atlanta*

**Kaye Lanning Minchew**

*Troup County Archives, LaGrange*

**GHRAB COORDINATOR**

**David W. Carmicheal, Director**

*The Georgia Archives, Morrow*

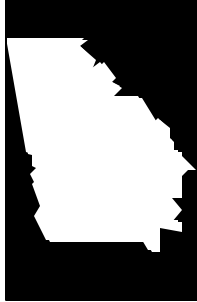
**ASSISTANT GHRAB COORDINATOR**

**Elizabeth Aloï Barr**

*The Georgia Archives, Morrow*

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The Georgia Historical Records Advisory Board (GHRAB) was established by the Georgia General Assembly in 1993. Its mission is to promote the educational use of Georgia's documentary heritage by all its citizens, evaluate and improve conditions of records, conduct statewide planning for preservation of and access to Georgia's documentary resources, foster cooperation and collaboration among users and keepers of Georgia's historical records, and advise the Secretary of State and the Georgia Archives on issues concerning records.



# About the Georgia Archives

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The mission of the Georgia Archives is to identify, select, preserve and make accessible records that constitute Georgia's recorded history; to increase the efficiency of the State Government through effective records management; and to improve the quality of records and archives management statewide.

## Public Hours

Tuesday-Saturday	8:30 a.m.—5:00 p.m.
Monday	Closed

*Closed for State and most Federal holidays and on the Saturdays immediately preceding Monday holidays or following Friday holidays.*

## Contact Information

The Georgia Archives  
5800 Jonesboro Road  
Morrow, GA 30260  
Tel: 678-364-3700  
Fax: 678-364-3860

## Online

[www.GeorgiaArchives.org](http://www.GeorgiaArchives.org)



Cathy Cox, Secretary of State  
David W. Carmicheal, Director