

## Georgia Archives

### Local Government Original (Paper) Records Acquisition Policy

In accordance with O.C.G.A. § 45-13-46, the Georgia Archives may accept the historical records of county and local governments after such records have been certified by the director as necessary to document the history, organization, functions, policies, decisions, or procedures of the agency or office. Such records will be placed for permanent preservation in the state archives when no longer in current use by the agency or office.

Once records have been transferred to the State Archives, they become the property of the Georgia Archives as the legal custodian of the state's historical record (O.C.G.A. §50-18-98). These records may be viewed by the public and by the agency during the operating hours of the Archives, but may not be removed. Should an agency require copies of its records, the Archives will be happy to provide them.

The Georgia Archives will consider accepting the transfer of local government records that meet the following criteria:

- Records in their original format
- Any record that is at least 150 years old
- Pre-1877 Superior Court records:
  - Minute books: books containing copies of the accusation and disposition associated with each case
  - Deeds: books containing instruments pertaining to ownership and transfer of ownership of real and personal property
  - Mortgages: records of claims against real property
  - Case files, such as civil and criminal court cases will be considered for acquisition
- Pre-1877 Probate Court records:
  - Minute books: books containing copies of the accusation and disposition associated with each case
  - Wills: wills of decedents
  - Marriages: records of marriages
  - Plats: books containing maps of property
- Records of other local agencies:
  - May be accepted on a case-by-case basis.

Policy revised 9/01/2005