

Microfilm stored in the Georgia Archives

Introduction

The Georgia Archives primarily houses official state government records and a significant collection of local government records. Most of these are unpublished, original source materials maintained in their original format or on microfilm and stored in a climate-controlled environment.

Reference Microfilm

In addition to original government records, the Georgia Archives also maintains a microfilm library containing nearly 30,000 rolls of microfilm available for public use. This film includes Georgia colonial and state government records, selected U.S. records, Georgia county records, private papers (including letters, diaries, account books, organizational records, Bible records, church records, cemetery records, and genealogical records), newspapers, books and periodicals, selected out-of-state records, and a few municipal records. This collection consists of a combination of reference film created by the Georgia Archives and by the Genealogical Society of Utah and is available to the public in the Archives Reference Room. Patrons at the Archives may view this film, make copies (printouts) of individual documents on the film, or request a duplicate of the roll of film for a fee.

If an individual requests the duplication of a roll of film, as a matter of courtesy, we ask that the patron contact the county official who has custody of the original record. The Archives does this because, in a very few instances, the records custodian prefers to provide the copies. Whenever the custodian declines to make the copies, the Archives proceeds to have the roll of film duplicated.

Security Microfilm

The Archives also stores security microfilm, providing a disaster backup of key government records. This film has been deposited by the records custodian as a disaster backup. Security film is maintained only for the benefit of government officials who create it. The Georgia Archives does not provide copies of security film to anyone other than the officials who deposited it in the Archives for safekeeping. The security film is protected with the highest level of security and stored in temperature- and humidity-controlled storage to ensure that it is available should the official need it.

In addition to microfilm, the Georgia Archives accepts other media (CDs, DVDs, magnetic tape) for security storage. For further information about the Security Media Storage Vault, contact the Records and Information Management section at 678-364-3790 or, see the website at www.sos.state.ga.us/archives/who_are_we/rims/.