



The Government Records & Information Professionals

<http://www.nagara.org/>

## **National Association of Government Archives and Records Administrators**

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### **QUALIFYING FOR THE**

### ***LOCAL GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATION CERTIFICATE***

### **Description of the Program**

**and**

### **Certificate Application**

## **What is NAGARA's Local Government Archives and Records Administration Certificate Program?**

The National Association of Government Archives and Records Administrators is a professional association dedicated to the improvement of federal, state, and local government records and information management and the professional development of government records administrators and archivists. Members include the National Archives and Records Administration; 47 of the 50 state agencies responsible for the care and management of state records (State Archives, State Records Administrations, or State Libraries); several federal agency staff members; the General Archives of Puerto Rico; a number of provincial and institutional programs; and numerous county, municipal, and special district governments. Supporting the development of knowledge and skills in the care and management of local government records is consistent with the mission of NARA, federal agencies who interact with local governments, state archives and records administrations, state libraries, and NAGARA's entire membership. This certificate program was created to recognize local government officials' achievements in obtaining a base of knowledge which may help them more effectively care for and manage their local government records.

### **Objectives:**

- to enhance the professional development of municipal and county clerks and record caretakers so that they may better manage the records that document the most fundamental events in our communities and which establish many of the legal rights of our citizens;
- to offer a career development goal for participants in a subject area that is critical to their profession; and
- to foster professional networking between NAGARA and federal, state, regional, and county local government associations, and between individual record caretakers and their State Archives.

### **Certificate requirements:**

- 40 hours of study.
- A minimum of 1.5 hours in 8 of 11 core competency areas. This may result in session hours totaling more than 40 hours.
- A state-specific workshop on public records and meeting laws, which must be one of the eight core competencies completed. (See *Legal Issues*.)
- Coursework must be completed within five years of the first professional development session applied toward the certificate's requirements.
- \$10 application fee.
- Membership in NAGARA is not required.

Since the minimum requirement of 1.5 hours in 8 competency areas totals 12 hours, applicants may enroll in multiple workshops within certain competency areas and/or may participate in subject area workshops that are longer than 1.5 hours' duration. This will allow participants to pursue knowledge and skills that are of special interest to them and/or of particular relevance to their work environments.

## **Core competencies:**

1. Records management overview
2. Storage and environment basics
3. Disaster planning and response
4. Basic records center operations
5. Retention and Disposition
6. File and forms management
7. Advocacy and program development
8. Reformatting options
9. Electronic Records Management
10. Vital records and Business Continuity Planning
11. Legal issues

## **What are “core competencies” and why are they required to earn NAGARA’S Local Government Archives and Records Administration Certificate?**

*Competencies* are “a set of behaviors that encompasses skills, knowledge, abilities, and personal attributes that, taken together, are critical to successful work accomplishment.”<sup>1</sup> NAGARA’s Certificate in Local Government Archives and Records Administration (LGARA) is tied to completion of a group of core workshops in competency areas which provide knowledge and skills needed to manage local government records.

NAGARA's Local Government Archives and Records Administration Certificate requires that participants engage in educational sessions that will help them develop entry-level competencies (skills and knowledge) in at least eight of eleven core subject areas. NAGARA acknowledges that demands for the level and depth of workplace skills and knowledge in government archives and records management differ from one environment to another, and from one management level to another. Further, competence grows with experience and continued education. The LGARA Certificate does not result in the CRM designation as established by the Institute of Certified Records Managers (ICRM) or the CA designation as established by the Academy of Certified Archivists (ACA). However, NAGARA’s LGARA Certificate does recognize that an individual has obtained a base of knowledge which may help him or her perform more effectively in certain workplace environments, and NAGARA encourages certificate recipients to use that base for continued personal and professional growth in government archives and records management subject areas.

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<sup>1</sup> <http://www.hr.state.tx.us/Workforce/Glossary.html> April 9, 2008.

## **Examples of workshop subject areas for each competency area:**

This list is not comprehensive, but it does include a sampling of workshops (by title) that have been and are being offered by state agencies throughout the country, as well as workshop themes that would meet each core subject area's training requirement.

### *Records management (RM) overview*

Conducting a needs assessments, conducting a records inventory, strategic planning, work processes, basic RM principles, setting RM goals and objectives, RM – value, purpose and function, records lifecycle, records management – an introduction for local governments

### *Storage and environment*

Understanding storage and environment basics, offsite storage, the basics of archives, environmental controls – fire suppression, temperature and relative humidity

### *Disaster planning and response*

Risk management, disaster preparedness, records protection, protecting essential records, recovery techniques

### *Basic records center operations*

Security, managing inactive records, safety and security of records, inventory management, cost effective work methods, outfitting a records center, records storage design

### *Retention and Disposition (records scheduling)*

Records scheduling, using retention schedules, implementation of schedules

### *File and forms management*

Managing case files effectively, managing maps and plans, organizing your historical records, managing historical photos, analysis of record-keeping systems, use of forms and user requirements, filing practices and rules, policies and procedures

### *Advocacy and program development*

Appraisal of historical records, introduction to historical records, developing a website, providing access to your records, building digital collections, grant proposal writing, project management, archival theory and practices, outreach and public relations, advocacy and marketing techniques

### *Reformatting options*

Electronic document management systems, micrographics as a records management tool, scanning and microfilming options, imaging procedures, vendor selection and contract management

### Electronic Records Management

Utilizing technology, introduction to GIS, preservation of electronic records, electronic records management, basic electronic records, RM program metadata requirements, terminology used for electronic records, RM software and database selection, data security, data storage practices, data migration

### Vital records and Business Continuity Planning

Establishing an effective vital records program, business continuity planning, business contingency planning, business resumption processes, vital records management principles, vital records program and practices

### Legal issues

**A state-specific workshop (min. 1.5 hours) on records retention; FOIA (Sunshine, Right-to-Know, Open Records laws); public meetings; and/or public records laws is required.** Other workshops on legal issues that are not state-specific (such as copyright, replevin or legal discovery) can be included in the total number of hours earned in this competency area, but must be in addition to the state-specific subject matter.

### **What types of workshops or training sessions will fulfill the requirements for the LGARA Certificate?**

Core competency sessions available through the following venues may be applied toward fulfilling the certificate program requirements:

- Sessions sponsored by a State Archives, State Records Management Center, State Library, or State Historical Society;
- Pre-approved training offered at NAGARA, SAA, ARMA, or at any State, Municipal or County Association Institute, Meeting, or Conference. Please submit your request for pre-approval at least 60 days prior to the workshop;
- NARA-sponsored records management training sessions (<http://www.archives.gov/records-mgmt/training/certification.html>)
- FEMA Emergency Management Institute coursework (<http://training.fema.gov/EMICourses/>);
- Any other pre-approved archives or records management professional development opportunity, which an applicant has submitted for consideration toward fulfilling the certificate's requirements. Please submit your request for pre-approval at least 60 days prior to the workshop.



## **APPLICATION FOR NAGARA'S LOCAL GOVERNMENT ARCHIVES AND RECORDS ADMINISTRATION CERTIFICATE**

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Name:

Municipality or Government Unit:

Mailing Address:

City:

State/Province:

Zip:

To receive NAGARA's Certificate in *Local Government Archives and Records Administration*, applicants must complete a minimum of 1.5 hours in 8 of the 11 core competency areas that follow. One of the eight competency areas must be a state-specific workshop on public records and/or public meeting laws (i.e, "Legal Issues"). At least 40 hours of coursework is required to receive the LGARA Certificate, and all coursework must be completed within the five years preceding the date of this application.

Please summarize your educational experiences below. List the title of the workshop, the date that each workshop was attended, and the duration of each workshop. Attach documentation which describes the workshop and provides evidence of attendance.

<b>List workshop titles under the applicable competency areas</b>	<b>Date(s) of workshop</b>	<b>Duration (hours)</b>
<b><i>Records management overview</i></b>		
<b><i>Storage and environment basics</i></b>		
<b><i>Disaster planning and response</i></b>		
<b><i>Basic records center operations</i></b>		
<b><i>Retention and Disposition</i></b>		
<b><i>Subtotal (hours)</i></b>		

List workshop titles under the applicable competency areas (cont.)	Date(s) of workshop	Duration (hours)
<i>Subtotal (hours) carried forward from previous page:</i>		
<b><i>File and forms management</i></b>		
<b><i>Advocacy and program development</i></b>		
<b><i>Reformatting options</i></b>		
<b><i>Electronic Records Management</i></b>		
<b><i>Vital Records and Business Continuity Planning</i></b>		
<b><i>Legal issues (state-specific). Required.</i></b>		
<b>Total workshop hours</b>		

Evidence of having completed the above programs must be attached.<sup>2</sup> Attach additional program information or explanatory statements if necessary.

I hereby certify that the above statements are a true and accurate account of my training and education for the period stated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit your application, along with the \$10.00 processing fee made payable to NAGARA, to: NAGARA, LGARA Certificate Program, 90 State Street, Suite 1009, Albany, NY 12207. Please allow 30 – 60 days for the Professional Development Committee to review your application and respond to your submission.

<sup>2</sup> Examples of attendance might include a combination of materials such as registration receipts, roster of attendees, conference program, instructor's sign-in sheets, instructor's assessment, letter from instructor confirming participation, certificate of attendance, completed worksheets, copies of instructor handouts, etc.