



City of North Port

City Commission Policy – Items in the Historical Archive

Policy No. 2022-01

Adopted by Resolution No. 2022-R-41

Adoption Date: September 13, 2022

I. STATEMENT OF POLICY

- A. To help document the municipal government's history, the City will create and maintain an archive of historical items. The City will accept, arrange, and preserve historical items donated to and created by the City in the historical archive. The City's historical archive will be available to the public for examination as provided by Florida's Public Records Law and should be used to promote and encourage research into the history of the municipal government.
- B. This policy provides directives addressing the scope of collection, collection procedure, and maintenance for items in the City's historical archive.

II. DEFINITIONS

- A. Custodian of the Historical Archive. The City Clerk is designated as the custodian of items in the City's Historical Archive.
- B. Historical Items. Items that document the municipal government's history.
- C. Retention Schedule. The retention requirements for public records as set by the Florida Department of State's General Records Schedules. No retention schedule will apply to City property contained in the historical archive when the property or item is not a public record as defined by Section 119.011, Florida Statutes, as amended from time to time.
- D. Records Management Liaison Officer. The City's coordinator of the records program as designated in writing by the City to the Florida Department of State, division of library and information services.

III. SCOPE OF COLLECTION

- A. Scope of Collection. The following examples are objects that may be designated as historical items, and that will be reviewed by the Custodian of the Historical Archive for inclusion as items in the City's historical archive beyond the time set for their destruction in the Retention Schedules. Where there is a question as to the meaning of a term contained in these examples, the term will be as defined in the State of Florida General Records Schedule GS1-SL for State and Local Government Agencies.
 - 1. Architectural, aesthetic, archeological, cultural items
 - 2. Artifacts
 - 3. Ceremonial items
 - 4. Electronic communications
 - 5. Films
 - 6. Historical designation records
 - 7. Informational objects

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| 8. Memorabilia | 15. Records |
| 9. Newspaper clippings | 16. Recorded audio, video, film, microfilm tapes |
| 10. Objects that provide information on the City of North Port | 17. Scrapbooking |
| 11. Photographs | 18. Significantly historic artifacts |
| 12. Public information files | 19. Videotapes |
| 13. Public program/event records | |
| 14. Publication production | |

- B. Selection for Archive. Great care must be exercised when selecting items for inclusion in the historical archive due to space and resource limitations. The Custodian of the Historical Archive must establish set standards and criteria to be used when evaluating items for inclusion. The standards and criteria should take into consideration and anticipate the information that may be needed by researchers, historians, citizens, and others in order to provide space for only the most valuable or unique items of historical value.

IV. PROCEDURE

- A. Release and Intake Form. Every item submitted for inclusion in the City's historical archive must be accompanied by an executed Release and Historical Archive Intake Form. If an item has been appraised, and if available, a copy of the appraisal should be submitted as well.
- B. Custodian Review. The Custodian of the Historical Archive must review each item submitted for inclusion in the City's historical archive. No item can be transferred into the City's historical archive until approved for inclusion by the Custodian of the Historical Archive.
- C. Archive Management. All items in the City's historical archive must be identified and organized in a searchable format. Every reasonable effort must be made to protect items in the City's historical archive from physical calamity and decay, both in terms of environment and use.
1. Access. Items in the historical archive will be provided for inspection only under the supervision of the City Clerk or designee. The City Clerk or designee must locate, retrieve, and refile all items for and following review. A supervisory fee may be applied, as provided in Florida's public records law.
 2. Prohibited Items. At no time is food, drink, or any other liquid allowed in the same room as an item being reviewed or inspected from the historical archive.
 3. Removal Prohibited. No item from the historical archive may be removed from the building where it is housed without the express prior written permission of the Custodian of the Historical Archive. Written permission must, at a minimum, identify the name and contact information of the person removing the item, the item removed, and the amount of time removal is authorized.
- D. Removal from Historical Archive. If the Records Management Liaison Officer and the Custodian of the Historical Archive agree that an item no longer belongs in the historical archive, the item can be removed, and once any applicable Retention Schedule has been met, destroyed pursuant to

the City's process for the destruction of such record or property. If an item removed from the historical archive is not a public record as defined by Section 119.011, Florida Statutes, a retention schedule will not apply and the item shall be discarded pursuant to the City's process for the disposition of surplus assets.

- E. Appraisal. The City is not a qualified appraiser and cannot independently appraise items donated to determine a fair market value. Anyone desiring to have an item appraised before it is transferred into the historical archive must do so independently and without City assistance, either financially or otherwise. Any appraiser hired by a donor must be a "qualified appraiser" as that term is defined by the Internal Revenue Service (IRS), with no connection to the donor or the City. Where an appraisal exists, a copy of the appraisal must be provided to the City upon the acceptance of the item appraised.
- F. Ownership and Copyright. All items become or remain City-owned property and/or a public record once transferred into the historical archive. All rights, title, and interest in and to all items, including but not limited to unpublished materials and literary property rights, belong to the City once transferred into the historical archive. Researchers are liable for any copyright infringement relating to their use of the material.

V. PROGRAM MAINTENANCE

The Custodian of the Historical Archive must regularly review this policy and the City's historical archive program to ensure continued efficiency and compliance with established policies and procedures. The Custodian of the Historical Archive must ensure that, where applicable and relevant, City staff receives training on this policy and the purpose of the City's historical archive program.