

Collections Policy

The Missouri State Archives will collect

- 1) **STATE GOVERNMENT:** records, documents, books, papers, photographs, maps, sound recordings, or other materials regardless of physical form or characteristics of state agencies, departments, offices, commissions, boards, or other units of state government or any political or administrative subdivisions created for any purpose under the authorities of or by the State of Missouri;
- 2) **STATE DOCUMENTS:** two copies of "State publications," to include all multiple-produced publications of state agencies regardless of format or purpose, shall be distributed by the state library to the archives for preservation;
- 3) **LOCAL GOVERNMENT RECORDS:** collect and store original microforms of local government records and make copies available for research at the Missouri State Archives;
- 4) **GENEALOGICAL AND REFERENCE MATERIALS:** collect printed sources of reference materials related to Missouri history for research in our facility;
- 5) **MANUSCRIPT:** recorded information regardless of media or characteristics pertaining to but not limited to collections concerning state and local governments.

The Missouri State Archives shall develop descriptive inventories and finding aids in accordance with archival procedures for access of records by the public.

The Missouri State Archives places highest priority on acquiring records which possess permanent administrative, legal, fiscal, and historical value for the State of Missouri. Determination of the status of a record is based upon informed appraisal of the records' value. The State Archivist holds responsibility for decisions regarding the selection and preservation of records of historical value for administrative, legal, and fiscal purposes. In general, the decisions are embodied in the records retention schedules for state and local governments.