



City of Boston ~ Office of the City Clerk
Archives & Records Management Division
Maureen E. Feeney, City Clerk

NHPRC
DOCUMENTING DEMOCRACY
National Historical Publications and Records Commission



City of Boston Archives

NHPRC Grant 2012

Services provided to City Departments

Deputy Archivist: John McColgan

Project Archivist: Gretchen Carney

Assistant Archivists for Reference and Processing: Kristen Swett and Marta Crilly

Assistant Archivist for Records Management: Dave Nathan

201 Rivermoor Street

West Roxbury, MA 02132

617-635-1195

Fax : 617-635-1194

archives@cityofboston.gov

www.cityofboston.gov/archivesandrecords

The Archives and Records Management Division (the "City Archives") was established in 1988 as a division of the City Clerk's office to develop and implement citywide policy and procedures for the systematic management and disposition of all the municipal government records of Boston.

The City Archives has been awarded a grant from the Federal Government to consolidate the permanent and historic records of the City Government.

Archives Services

- *Employs professionally trained archivists to manage the City's historic records.*
- *Stores records in a purpose-designed facility with proper environmental controls and security for the permanent storage of records.*
- *Provides reference services for City Departments including research, photocopying and scanning. Requests from City Departments receive priority and most requests can be fulfilled within the same day or next day.*
- *Provides on-site office space to departments needing to undertake long-term research.*
- *Produces descriptive guides for records series and creates exhibits for departments.*
- *Provides archival record cartons to departments for storage of records in the Archives.*



Archives storage area

Records Management Services

- *Develops the City's records management policies and records retention schedules.*
- *Coordinates all department requests for state approval to destroy obsolete records.*
- *Develops specifications for off-site record center services.*
- *Assists departments in managing retention of their records by means of an interactive online File Plan database.*
- *Helps departments improve operational efficiency, comply with the public records laws, protect the City in litigation discovery, and ensure preservation of the City's historic legacy.*



Archives Reading Room
