

STAFF ARCHIVIST

JOB DESCRIPTION

General Responsibilities

In general, the Civil District Court/Notarial Archives staff archivist sees to the balance of preservation of and access to the records of the Land Division of the office of the Clerk of Civil District Court for the Parish of Orleans. When called upon, the Archivist also makes recommendations for preservation of and access to the records of the Civil Division. After observation and study of the Archives and Civil systems, the Archivist should create a general plan for the office in the areas of preservation and access. At the conclusion of each year, the Archivist should submit to the Clerk an annual report on the activities and records received by the office, comparing the progress of activities to the general plan for the office and suggesting priorities for the upcoming year.

Preservation in General

1. Manage the protection of documents from the time of filing through indexing, binding, storage and use in reading rooms. Keep records on storage capacity of office. Allocate space for both incoming acts and existing bound volumes.
2. In cooperation with staff conservationists, oversee program of conservation and repair of notarial bindings, and pages, conveyance and mortgage volumes and pages, and Civil District Court case files.
3. In cooperation with Deputy Clerks for Conveyance, Mortgage, and Civil Divisions, make recommendations for preservation, repair, and storage of Conveyance and Mortgage volumes and Civil District Court records. This will include devising a plan for these offices to follow, assisting with its execution, and reporting on progress.
4. Report to Clerk on preservation needs of collection. Recommend procedures and preservation projects, assessing costs.
5. Oversee management of user community. Observe system of use and copying for areas of weakness. Plan for security of records.
6. Make disaster plans for office, allocating tasks for categories of staff. Oversee execution of plan in time of emergency. Order and maintain supplies for plan.

Access in General

1. Become completely familiar with Archives collection, history of office, notarial and civil law procedures, and methods of title research.
2. Devise and maintain reference services for research community, both in person and via Internet. Oversee reference and outreach services.
3. Study, expand, and correct finding aids where needed. Assign staff projects in this area.
4. Oversee completion of volume-level inventory of collection on 5th, 3rd, and 2nd floors of office. Including conservation, size and condition of each volume. Assign staff projects in this area for less busy blocks of time.

Specific Duties

Preservation

1. Track incoming record volume and project number of volumes that will result from binding them.
2. Analyze incoming paper trail from filing to storage to ensure protection of paper and safeguarding of all parts of acts. Make recommendations for any needed changes in system.
3. Track number of visitors and daily wear on volumes.
4. Make recommendations about user management.
5. Manage to ensure usefulness and efficiency.
6. Become familiar with existing binding specifications in general, as well as with those being used in current projects.
7. Perform quality control checks on all bound or rebound volumes upon return to office.
8. Manage handling of volumes removed from shelves more than one day.

Katrina Volumes and FEMA-funded projects

1. Become familiar with volumes damaged in Hurricane Katrina.
2. Study spreadsheet identifying volumes and become familiar with identified levels and categories of damage.
3. Become familiarize with existing staff, methods, and procedures being used to address damage to volumes.
4. Assist Conservator with sequestering system for mold-damaged volumes.
5. Learn State of Louisiana "PA" (Public Access) system for digitally managing and making reports for FEMA-funded projects in the state

Maintenance

1. Manage shelf cleaning in the Research Center and Filing Office
2. Complete an overall cleaning
3. Set-up schedule for periodic cleaning
4. Weed Research Center of duplicate paper and project materials.
5. Clean-up of Research Center storage areas for unused, out-of-date and duplicate materials (non-notarial materials)
7. Review reference materials for redundancy and usefulness. Determine
8. disposition accordingly
9. Inventory materials
10. Inventory stored documentation (ex. guest books, copy request, etc.)
11. Determine best method of storage and access
12. Monitor and track Hobo machine data on both 5th and 3rd floors.
13. Monitor operation of 24/7 HVAC system on 3rd floor

Access

1. Train users with Real Estate Search Form
2. Edit Guide for using notarial records
3. Add more indices to Web site.
4. Copying/Duplication/Reformatting
5. Methods
 - a. Look into new methods of duplication from original to paper or digital formats.
6. Digital images of Acts and plans
7. Save and index images as they are copied.
8. Add to [digital] folder of Attached Plans. Begin consistent photographing of attached plans
 - a. See to photographing of Plan Book plans not now in Browser.
 - b. Gather existing inventories of existing quality microfilm and recommend projects to have images digitized in high speed machines and loaded into system.

Outreach

1. Conduct tours of Archives Division when needed
2. Plan for records and drawings to be used
3. Plan annual Archives Month
4. Invite school groups to visit Archives
5. Create activity items for children such as coloring book page
6. Plan event for K-12 teachers in the summer
7. Participate in cultural heritage events
8. Plan open house events for Clerk's Office Divisions
9. Consider opening Research Center half day on occasional or regular Saturdays
10. Plan exhibits and explanations of the documents and uses
 - a. Explain path that documents take through the land records division

Seminars and Tours

1. Create new seminars
2. Dating homes
3. How to tell a story with notarial records
4. Develop programs for specific groups (ex. schools)
5. Conduct tours for employees of the Clerk's Office to introduce them to the collection
6. Land Records to show path of a document and the significance of the collection
7. Highlight ways the divisions interact
8. Conveyance Record used to find notary name and date - NA for the act -
Continuing Education
 - a. Identify groups with potential interest in the collection
 - b. Prepare reports on visits

Museum

1. Research, create a plan, and find space within office.
2. Begin with small displays

Digital

1. Develop Plan
2. Add plans to Browser
3. Manage applications for older documents
4. Scan management documents that are only in paper format
5. Records Management and Condition Assessment
6. Will provide a complete inventory of all volumes located in office

Preservation

1. Begin preservation programs for other divisions
2. Shift of volumes between Filing Office and Research Center
3. Increase use of digital images in place of original
4. Digitize fragile notaries Conservation
5. Training or further training in conservation for selected staff in all divisions of the Office
6. Develop a systematic conservation plan
7. Determine notaries at risk and issues to address
Consolidation and integrate collections

Supervise staff in enforcing office policy.

Performs other duties as assigned or required.