



CHAPTER FOURTEEN

# RECORDS MANAGEMENT



## RECORDS MANAGEMENT

### Importance

Cataloging a record of treatment and the current physical condition of a cultural landscape is standard practice for any historic preservation effort. Careful management of documents provides for a detailed historic record, supports historic research, and assists in helping to manage the improvements to the cemetery.

### Existing Conditions

Historic Oakland Foundation (HOF) and the City of Atlanta have amassed a large historical record of Oakland Cemetery. These include historic maps, burial records, conditions assessments, photographic documentation, and historic research. Some of the material (such as burial records) has been digitized. Others remain in hard copy only. There are also historic records (such as the WPA mapping of the Confederate Memorial Grounds) which have been divided and are in two locations (the Bell Tower and the Atlanta History Center). This prevents researchers from properly studying the cemetery and limits the effectiveness of documents. HOF is currently developing a Geographic Information Systems (GIS) program

which can help synthesize and organize the data to support preservation, education, and research efforts. To successfully accomplish this and preserve the historic record, documents should be digitized and then preserved in an archival quality location. The Bell Tower currently does not meet these requirements and its current condition threatens Oakland's historic records.

### Proposed Strategy

The proposed strategy for records management is to digitize current historic records and accession them to the Atlanta History Center or Emory University. (See page 177.)



*A portion of records to be digitized in current staff offices.*

# Strategy: Digitizing and Cataloging of Records

**Description:**

Only a portion of Oakland’s records are digitized (such as the burial records). In addition, Historic Oakland Foundation (HOF) has a number of organizational records that should be properly archived. The Atlanta History Center and the Cherokee Garden Library already have some records pertaining to Oakland. HOF should take steps to transfer its records to the Atlanta History Center or Emory University once they have been digitized. This will help preserve them and the digital records can support HOF’s GIS program.



## Steps Required for Implementation:

1. Establish an agreement with the City of Atlanta to donate remaining city-owned records to the Atlanta History Center or Emory University.
2. HOF will establish an agreement with the Atlanta History Center or Emory University to donate certain records. AHC will accession after accepting the gift.
3. Staff will begin cataloging and scanning existing records in a logical order and transfer them to the Atlanta History Center or Emory University.
4. Every five to seven years, HOF will submit organizational records to the Atlanta History Center.



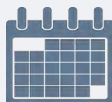
Cost Type:  
Staff time



Partners:  
Department of Parks and Recreation  
Atlanta History Center  
Emory University



Cost Range:  
(Revenue neutral)

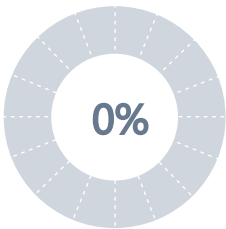


Duration:  
2018-2019 (for initial record submittal)  
Perpetuity for organizational records

## Prioritization



## Digitizing of Records



**of total**

(revenue neutral)

Excluded from \$43.5 M total for all capital improvement strategies

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