

*BEDFORD  
COUNTY  
ARCHIVES  
COLLECTIONS  
POLICY*

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Note: Logan Williamson and Morgan Stence created this Collections Development Policy in accordance with their Management of Collections (HIST 6545) course at

Middle Tennessee State University in Spring 2024. They were guided by Dr. Kelly Kolar, archive director Carol Roberts, and archivist Kathryn Hopkins. This document is subject to change and revisions.

## Introduction

This Collections Development Plan serves as the acting guidelines of the Bedford County Archives. It holds the policies and procedures that will be utilized by current staff and reviewed by future volunteers, interns, staff, and others who wish to understand the function of the Bedford County Archives. It is essential to review the archives' mission statement, statement of purpose, and the institution's history to outline the foundations of the rest of the document. These components aid in understanding how the archive functions currently.

### **Mission Statement:**

The Bedford County Archives is the repository for many of the county's permanent and historically valuable records. The mission of the Bedford County Archives is to receive and accession permanent and long-term retention government records. It will make them available to the other departments as needed, to the public, and other agencies while preserving the records for access by future generations.

### **Statement of Purpose:**

The Collections Development Policy serves as a guide to:

- The scope of the collections of government and historical documents, records, and materials within Bedford County and information related to Bedford County.
- The staff and other informed parties responsible for the creation and development of the collections as relevant to the mission statement of the archive.
- The policies and guidelines used when accessioning, deaccessioning, and caring for the collections of Bedford County Archives.

The policy is a working document which is subject to review and changes.

### **Bedford County Archives History:**

The history of the records included in the archive demonstrates not only the significance of the materials, but the importance of the archive as a safe and secure place for the documents.

The current collection has survived several catastrophic events, including a tornado in 1830, an accidental fire in 1863, and a fire resulting from mob violence in 1934. All of these events have resulted in not only the renovations and rebuilding of the Bedford County Courthouse, but the loss of documentation of 19th century government in Bedford County.

The archive started as a volunteer effort by Helen and Tim Marsh in 1996. Their work as county historians then crossed into archival work to preserve and protect the archival-significant records and materials documenting the history of Bedford County and its government. By 1998, the archives had a room in the courthouse and was open to researchers once a week. Since then, Bedford County Archives has grown to now consist of a professional staff which cares for and provides access to the collection.

## The Collection and Collecting Criteria

### **Collection Materials:**

Bedford County Archives collections include materials from the variety of county government offices and courts including: chancery court, circuit court, county court, juvenile court, city council, mayoral office, sheriff office, former Bedford County Hospital, estate records, trust deeds, as well as other municipal files and records concerning Shelbyville and Bedford County.

### **Subject Areas:**

The primary subject areas housed by the Bedford County Archives are government or legal records concerning the town of Shelbyville and the surrounding county.

### **Geographic Locations:**

The geographic area of the archival materials remains within Bedford County as well as the surrounding Middle Tennessee if the materials are related to Bedford County.

### **Materials:**

Most of the materials found in the Bedford County Archives consist of paper. However, the collection also includes select photographic, artifactual, and digital materials.

### **Users:**

The Bedford County Archives serves the government of Bedford County, residents of Bedford County, as well as the public and researchers. These groups consist of the primary users of the archive's collections.

# Accessioning and Appraisal Policy

## Appraisal Policy for the Bedford County Archives

### **Introduction:**

The Bedford County Archives recognizes the importance of effectively managing and preserving historical records to safeguard the heritage and memory of our community. This appraisal policy outlines the principles and procedures by which materials are selected for acquisition, retention, and disposal within the Bedford County Archives.

### **Purpose:**

The primary purpose of this appraisal policy is to establish criteria and guidelines for the systematic evaluation of records to assess their historical significance, authenticity, and long-term preservation needs.

### **Scope:**

This policy applies to all records and materials acquired, generated, held, or transferred to the Bedford County Archives, including but not limited to government records, manuscripts, photographs, maps, audiovisual materials, and digital records.

### **Appraisal Policy Source Material:**

The Bedford County Archive readily accepts the documents created by the government of Bedford County as is required by law as outlined by the University of Tennessee's County Technical Assistance Service (CTAS). Bedford County Archives relies heavily on the policies and procedures outlined by CTAS on the materials acquired and preserved. The following appraisal criteria applies to collections relevant to the county from the donors not associated with the county government.

### **Appraisal Criteria:**

1. *Historical Significance*: Materials that document significant events, activities, individuals, organizations, or aspects of Bedford County's history will be considered for acquisition. Priority will be given to records that contribute to a comprehensive understanding of the county's social, cultural, political, economic, and environmental development.
2. *Uniqueness and Rarity*: Materials that are unique, rare, or irreplaceable will be prioritized for acquisition. Special attention will be given to records that fill gaps in the archival holdings, represent underrepresented communities or perspectives, or are at risk of loss or destruction.

3. *Research Value*: Materials that have research value and potential for use by scholars, genealogists, students, and the general public will be retained. Records that provide insight into the lives, experiences, and contributions of individuals and communities in Bedford County will be given particular consideration.

4. *Authenticity and Integrity*: Materials that are authentic, reliable, and free from alterations or forgeries will be preserved. Records with provenance and a clear chain of custody will be prioritized, while materials of questionable provenance or authenticity will be subjected to further scrutiny.

5. *Legal and Regulatory Compliance*: Materials that are legally mandated for retention or have enduring administrative, legal, or fiscal value will be retained in accordance with relevant laws, regulations, and best practices for records management.

### **Appraisal Process:**

1. *Initial Assessment*: Upon receipt or identification of potential acquisitions, materials will undergo an initial assessment by the archivists to determine their relevance, condition, and potential historical significance.

2. *Consultation*: Archivists and subject matter experts may consult with stakeholders, community members, donors, and relevant authorities to assess the significance and suitability of materials for acquisition.

3. *Appraisal Decision*: Based on the appraisal criteria and consultation, the archivist shall decide the acquisition, retention, or disposal of materials. Materials deemed to meet the criteria for acquisition will be accessioned into the archival collections.

4. *Documentation*: Appraisal decisions and rationale will be documented in writing, particularly through accession records, to ensure transparency and accountability in the appraisal process. Please refer to Appendix C for examples of this form.

**Please refer to the Deaccessioning Policy on page 8 for information about the removal of materials.**

### **Review and Revision:**

This appraisal policy will be periodically reviewed and revised as needed to reflect changes in archival practice, legal requirements, community needs, and best practices in records management. Retention Amendments or revisions to the policy will be subject to approval by the appropriate governing authority.

**Conclusion:**

The Bedford County Archives is committed to the responsible stewardship of historical records and materials entrusted to its care. Through the systematic application of appraisal criteria and transparent decision-making processes, we endeavor to preserve and provide access to the rich and diverse history of Bedford County for present and future generations.

**Loans****Purpose:**

The loans section of the Bedford County Archives' Appraisal Policy outlines the criteria and procedures for the temporary transfer of archival materials from the archive's collections to external individuals, organizations, or institutions for specific purposes such as exhibitions, research, or educational programs, should the archive need it.

**Loan Criteria:**

1. *Historical Significance*: Materials considered for loan must align with the archival collection's mission and focus on documenting the history and heritage of Bedford County. Priority will be given to materials that have significant historical or cultural value and contribute to a comprehensive understanding of the county's history.

2. *Condition and Preservation*: Materials proposed for loan must be in stable condition and suitable for handling and display. Items with fragile or deteriorating physical condition may be excluded from consideration or subject to conservation assessment and treatment prior to loan approval.

3. *Security and Insurance*: Loans must comply with stringent security and insurance requirements to ensure the safekeeping and protection of archival materials during transit, display, and return. Borrowers may be required to provide evidence of appropriate insurance coverage and security measures for the duration of the loan period.

4. *Purpose and Duration*: Loans will be considered for specific purposes such as exhibitions, research projects, educational programs, or public events. The duration of the loan period will be determined based on the nature of the project and the condition of the materials, with provisions for extensions or early returns as necessary.

5. *Borrower's Qualifications*: Borrowers must demonstrate their capacity and commitment to care for and safeguard the loaned materials in accordance with professional standards and best practices in archival management. Institutions and individuals with proven expertise in archival preservation and exhibition management will be given preference.

**Loan Procedures:**

1. *Loan Request:* Borrowers must submit a formal loan request outlining the purpose, scope, and duration of the loan, along with details of the proposed exhibition or project, including venue, security measures, and insurance coverage.
2. *Approval:* Loan requests will be evaluated by the archive's curator or designated staff members to assess the suitability of materials for loan and ensure compliance with the loan criteria. Approval of loan requests will be subject to the archivist's discretion and consideration of the archival collection's preservation and access priorities.
3. *Loan Agreement:* Upon approval, borrowers and the archive will enter into a formal loan agreement specifying the terms and conditions of the loan, including responsibilities for care, handling, insurance, security, transportation, display, and return of the loaned materials.
4. *Condition Reporting:* Prior to loan transfer, archival materials will undergo a comprehensive condition assessment and documentation process to record their physical condition and any existing damage or deterioration. Borrowers will be provided with copies of condition reports for reference and accountability.
5. *Transportation and Handling:* Loaned materials will be transported to and from the borrower's location using secure and reliable shipping methods and packaging materials to minimize the risk of damage or loss during transit. Handling procedures will be provided to borrowers to ensure the safe handling and display of loaned materials.
6. *Monitoring and Oversight:* Throughout the loan period, the archive will maintain regular communication and oversight to monitor the condition and treatment of loaned materials and address any concerns or issues that may arise. Borrowers will be required to provide periodic updates and reports on the status of loaned materials as requested by the archive.

**Conclusion:**

The loans section of the Bedford County Archives' Appraisal Policy outlines the principles and procedures for the responsible and accountable management of archival materials on loan to external individuals, organizations, or institutions. By adhering to established criteria and protocols, the archive seeks to promote access, scholarship, and engagement with the historical resources of Bedford County while ensuring the preservation and protection of its archival collections for future generations.

# Deaccessioning Policy

## Deaccessioning Policy for the Bedford County Archives

### **Introduction:**

The deaccessioning policy of the Bedford County Archives serves to guide the responsible and ethical management of archival materials within the archive's collections. Deaccessioning refers to the process of removing materials from the archive's holdings, either through disposal, transfer to another repository, or other appropriate means. This policy outlines the criteria, procedures, and considerations for deaccessioning archival materials to ensure transparency, accountability, and adherence to professional standards.

### **Purpose:**

The primary purpose of this deaccessioning policy is to establish clear guidelines and procedures for the systematic review and removal of archival materials from the Bedford County Archives' collections. The policy aims to safeguard the integrity and significance of the archive's holdings while facilitating the responsible stewardship of resources and space.

### **Scope:**

This policy applies to all archival materials acquired, generated, or held by the Bedford County Archives, including but not limited to government records, manuscripts, photographs, maps, audiovisual materials, and digital records. Deaccessioning decisions will be made in accordance with this policy and applicable laws, regulations, and professional standards.

### **Deaccessioning Criteria:**

1. *Lack of Historical Significance:* Materials that are determined to lack significant historical, cultural, or research value may be considered for deaccessioning. This includes materials that duplicate existing holdings, have limited relevance to the archive's mission and collecting scope, or do not contribute to a comprehensive understanding of Bedford County's history.
2. *Physical Condition:* Materials that are severely damaged, deteriorated, or otherwise unsuitable for preservation may be candidates for deaccessioning. Preservation concerns, such as mold, water damage, pests, or inherent vice, may necessitate the removal of materials from the archive's collections to prevent further deterioration or risk to other holdings.
3. *Legal and Ethical Considerations:* Deaccessioning decisions will be guided by legal and ethical considerations, including compliance with relevant laws, regulations, and donor restrictions. Materials subject to legal or contractual obligations, such as access restrictions,

copyright restrictions, or donor agreements, will be handled in accordance with established protocols.

4. *Relevance to Collection Development*: Deaccessioning decisions will align with the archive's collection development policies and priorities, taking into account changes in research interests, community needs, and archival best practices. Materials that no longer align with the archive's mission, goals, or collecting scope may be considered for removal from the collections.

5. *Curatorial Judgment*: Archivists will exercise professional judgment and expertise in evaluating materials for deaccessioning, considering factors such as historical context, research value, provenance, and community significance. Deaccessioning decisions will be documented and justified based on these considerations.

### **Deaccessioning Procedures:**

1. *Review and Evaluation*: Materials proposed for deaccessioning will undergo a thorough review and evaluation process by archivists to assess their eligibility based on the deaccessioning criteria outlined in this policy.

2. *Documentation*: Deaccessioning decisions and rationale will be documented in writing, including a clear explanation of the reasons for deaccessioning, supporting evidence or documentation, and any relevant legal or ethical considerations.

3. *Notification*: Donors, stakeholders, or other relevant parties will be notified of proposed deaccessioning decisions in accordance with donor agreements, legal requirements, or ethical standards. Transparency and communication will be prioritized throughout the deaccessioning process.

4. *Disposition*: Deaccessioned materials may be disposed of through various means, including but not limited to transfer to another repository, sale, donation, recycling, or destruction, as appropriate and in accordance with legal responsibilities..

5. *Records Management*: Records documenting deaccessioning decisions, including correspondence, reports, and disposition records, will be maintained as part of the archive's administrative records to ensure accountability and transparency in the management of archival materials.

### **Review and Oversight:**

This deaccessioning policy will be subject to periodic review and evaluation to ensure its effectiveness, relevance, and compliance with evolving professional standards and best practices.

Amendments or revisions to the policy will be made as necessary and approved by the appropriate governing authority.

**Conclusion:**

The deaccessioning policy of the Bedford County Archives provides a framework for the responsible and ethical management of archival materials, balancing the preservation of historical resources with the dynamic needs of the archive and its stakeholders. By adhering to established criteria and procedures, the archive seeks to maintain the integrity and significance of its collections while promoting transparency, accountability, and accessibility for present and future generations.

# Cooperative Agreements

## Cooperative Agreement Policy for the Bedford County Archives

### **Introduction:**

The Cooperative Agreement Policy of the Bedford County Archives outlines the principles and procedures governing collaborative partnerships and agreements with external individuals, organizations, institutions, and agencies. Cooperative agreements facilitate the exchange of resources, expertise, and services to enhance the preservation, accessibility, and promotion of archival materials and historical resources related to Bedford County, Tennessee.

### **Purpose:**

The primary purpose of this cooperative agreement policy is to establish guidelines and protocols for entering into cooperative agreements that align with the mission, goals, and priorities of the Bedford County Archives. Cooperative agreements support mutual collaboration, resource-sharing, and capacity-building efforts to advance archival practice, historical research, public programming, and community engagement initiatives.

### **Scope:**

This policy applies to all cooperative agreements initiated or facilitated by the Bedford County Archives, including but not limited to agreements for collection development, digitization projects, exhibitions, educational programs, outreach activities, research partnerships, and collaborative initiatives with external stakeholders.

### **Key Principles:**

1. *Mutual Benefit*: Cooperative agreements should result in mutual benefits for all parties involved, fostering positive relationships, shared responsibilities, and reciprocal exchanges of resources, expertise, and services to achieve common goals and objectives.
2. *Mission Alignment*: Cooperative agreements should align with the mission, goals, and priorities of the Bedford County Archives, supporting its commitment to preserving, promoting, and providing access to archival materials and historical resources related to Bedford County's history and heritage.
3. *Transparency and Accountability*: Cooperative agreements should be transparent, equitable, and accountable, with clear documentation of roles, responsibilities, expectations, and outcomes for all parties involved. Agreements should adhere to ethical, legal, and professional standards governing archival practice, intellectual property rights, privacy, and confidentiality.

4. *Resource Sharing*: Cooperative agreements may involve the sharing of physical, financial, human, or technical resources to support collaborative projects and initiatives. Partnerships should leverage the strengths and expertise of each party to maximize the impact and effectiveness of cooperative efforts.

5. *Community Engagement*: Cooperative agreements should prioritize community engagement, outreach, and inclusivity, involving stakeholders, community members, and diverse audiences in the planning, implementation, and evaluation of collaborative projects and programs.

### **Cooperative Agreement Procedures:**

1. *Initiation*: Cooperative agreements may be initiated by the Bedford County Archives or external individuals, organizations, institutions, or agencies interested in collaborating on archival projects, programs, or initiatives related to Bedford County's history and heritage.

2. *Proposal Development*: Parties interested in entering into a cooperative agreement should develop a written proposal outlining the scope, objectives, activities, timelines, resources, and responsibilities associated with the proposed collaboration. Proposals should be submitted to the archive's administration for review and consideration.

3. *Negotiation and Approval*: Upon receipt of a proposal, the archive's administration will review the proposal, assess its alignment with the archive's mission and priorities, and negotiate terms and conditions with the proposing party as needed. Once agreed upon, the cooperative agreement will be subject to approval by the appropriate governing authority.

4. *Execution*: Once approved, the cooperative agreement will be formalized through a written agreement or memorandum of understanding (MOU), specifying the roles, responsibilities, obligations, rights, and expectations of each party involved. The agreement will be signed by authorized representatives of the parties and retained for documentation and reference purposes.

5. *Implementation and Evaluation*: Cooperative projects, programs, or initiatives will be implemented according to the terms and timelines outlined in the agreement, with regular communication, coordination, and collaboration among the parties involved. Progress and outcomes will be evaluated periodically to assess the effectiveness and impact of the cooperative efforts.

### **Review and Renewal:**

Cooperative agreements will be subject to periodic review and evaluation to ensure their continued relevance, effectiveness, and alignment with the archive's mission and priorities. Agreements may be renewed, revised, or terminated based on the outcomes of the review process and the evolving needs and priorities of the parties involved.

**Conclusion:**

The Cooperative Agreement Policy of the Bedford County Archives provides a framework for fostering collaborative partnerships and initiatives that advance the preservation, accessibility, and promotion of archival materials and historical resources related to Bedford County's history and heritage. By adhering to the principles and procedures outlined in this policy, the archive seeks to maximize the collective impact and benefit of cooperative efforts for the benefit of present and future generations.

# Privacy Policy

## Privacy Policy for the Bedford County Archives

### **Introduction:**

The Bedford County Archives is committed to protecting the privacy and confidentiality of individuals' personal information in accordance with applicable laws, regulations, and best practices. This Privacy Policy outlines how the Bedford County Archives collects, uses, discloses, and protects personal information obtained through transference from government departments and offices, as well as archival activities, programs, services, and online platforms.

### **Collection of Personal Information:**

1. *Voluntary Submission:* Personal information may be collected from individuals voluntarily, such as when they provide information in person, via mail, email, telephone, or through online forms, surveys, or registrations.
2. *Types of Information:* Personal information collected may include, but is not limited to, names, addresses, contact details, dates of birth, biographical information, and any other information relevant to archival research, services, or programs.
3. *Sensitive Information:* Bedford County Archives collects materials which contains sensitive personal information such as racial or ethnic origin, religious beliefs, health information, or other sensitive data including that which is collected in county records. Information shall be handled with care and steps taken to retain personal privacy in cases where it is necessary.

### **Use of Personal Information:**

1. *Archival Purposes:* Personal information collected may be used for archival purposes, including but not limited to cataloging, indexing, describing, preserving, and providing access to archival materials and records.
2. *Communications:* Personal information may be used to communicate with individuals regarding archival services, programs, events, updates, and other relevant information.
3. *Research and Analysis:* Personal information may be used for research, analysis, and statistical purposes to improve archival services, programs, and operations.

**Disclosure of Personal Information:**

1. *Authorized Access:* Personal information may be disclosed to authorized staff, volunteers, contractors, or service providers involved in archival activities, programs, or services, who are bound by confidentiality obligations.
2. *Legal Requirements:* Personal information may be disclosed when required by law, court order, or legal process, or to comply with legal obligations, regulatory requirements, or law enforcement investigations.
3. *Consent:* Personal information may be disclosed with the individual's consent or as permitted by applicable privacy laws and regulations.

**Protection of Personal Information:**

1. *Security Measures:* The archive employs administrative, technical, and physical safeguards to protect personal information against loss, theft, unauthorized access, disclosure, alteration, or destruction.
2. *Access Controls:* Access to personal information is restricted to authorized personnel on a need-to-know basis and is subject to appropriate steps to ensure individual privacy.
3. *Data Retention:* Personal information is retained to fulfill the purposes for which it was collected by the county government or as required by law, archival standards, or institutional policies.

**Individual Rights and Choices:**

1. *Access and Inspection:* Individuals have the right to request access information held by the archive for public inspection as outlined by the TN Code § 10-8-102 (2021) and TN Code § 10-7-503. For further reference about these codes, please refer

**Updates to Privacy Policy:**

This Privacy Policy may be updated periodically to reflect changes in privacy laws, regulations, or archival practices. Updates will be posted on the archive's website or other appropriate platforms, and individuals will be notified of any material changes to the policy.

**Contact Information:**

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information by the Bedford County Archives, please contact us at (931) 735-6916 or email us at [archives@bedfordcountyttn.gov](mailto:archives@bedfordcountyttn.gov)

**Conclusion:**

The Bedford County Archives is committed to protecting the privacy and confidentiality of individuals' personal information in accordance with applicable privacy laws, regulations, and best practices. By adhering to this Privacy Policy and maintaining high standards of data protection, the archive seeks to build trust, promote transparency, and safeguard the privacy rights of individuals associated with its archival activities, programs, and services.

# Care and Conservation

## Care and Conservation Policy for the Bedford County Archives.

### Introduction:

The Care and Conservation Policy of the Bedford County Archives outlines the principles, procedures, and standards for the responsible stewardship, preservation, and conservation of archival materials and historical resources entrusted to its care. This policy applies to all materials held by the archive, including City Council Files, Mayor of Bedford County Files, and Sheriff Files, with specific considerations tailored to each type of record.

### Principles:

1. *Preservation:* The archive is committed to preserving the physical and intellectual integrity of archival materials through preventive conservation measures, appropriate storage conditions, and conservation treatment when necessary.
2. *Access:* The archive seeks to balance preservation goals with the need to provide access to archival materials for research, education, and public engagement, ensuring that materials are accessible in a manner that minimizes risks of damage or deterioration.
3. *Documentation:* The archive maintains comprehensive documentation of conservation activities, including condition assessments, treatment reports, and preservation plans, to ensure accountability, transparency, and continuity of care.

### Care of Materials:

1. *Environmental Control:* Files and records are stored in a climate-controlled environment with stable temperature and humidity levels to minimize risks of deterioration due to fluctuations in environmental conditions.
2. *Storage:* Once processed, materials are housed in acid-free folders and boxes to protect against physical damage, dust, light exposure, and pests. Oversized or fragile materials are stored flat or in specialized enclosures to ensure their safekeeping.

3. *Handling*: City Council Files are handled with care using proper techniques and handling procedures to minimize risks of physical damage, such as tearing, creasing, staining, or contamination.
4. *Treatment*: If the records, documents, or materials require it, they may receive conservation treatment, such as surface cleaning, repair of tears or losses, and stabilization of fragile or deteriorating materials, by qualified conservators using appropriate techniques and materials.
5. *Digital Preservation*: If applicable, files may be digitized to enhance access and reduce handling of original materials, with digital surrogates stored in secure, backed-up repositories to ensure their long-term preservation and accessibility.

**For further information about retention records, please refer to Appendix A: CTAS.**

# Outreach Policy

## Public Outreach Policy for the Bedford County Archives

### Introduction:

The Public Outreach Policy of the Bedford County Archives outlines the principles, strategies, and activities for engaging with the community, promoting awareness of archival resources, and fostering public appreciation for Bedford County's history and heritage. This policy reflects the archive's commitment to transparency, accessibility, and inclusivity in its outreach efforts.

### Principles:

1. *Accessibility*: The archive is committed to making its collections, services, and programs accessible to all members of the community, regardless of age, background, or ability, through inclusive outreach activities and accommodations as needed.
2. *Education*: Outreach efforts aim to educate and inform the public about the significance of archival materials, historical research methods, and the importance of preserving and celebrating Bedford County's history and cultural heritage.
3. *Engagement*: Outreach initiatives seek to actively engage with the community, fostering dialogue, collaboration, and partnerships with local organizations, schools, universities, and cultural institutions to promote public involvement and participation in archival activities and programs.

### Strategies:

1. *Educational Programs*: The archive offers educational programs, workshops, lectures, and tours designed to introduce participants to archival research methods, primary sources, and historical topics related to Bedford County's history and heritage.
2. *Exhibitions*: The archive curates and hosts exhibitions showcasing highlights from its collections, thematic displays, or collaborative projects with local artists, historians, and community partners to engage the public and stimulate interest in archival materials.
3. *Online Resources*: The archive provides online access to digital collections, virtual exhibits, educational resources, and research tools through its website and digital platforms to reach a wider audience and facilitate remote access to archival materials.

4. *Public Events*: The archive organizes public events, such as open houses, heritage festivals, history fairs, and archival awareness days, to connect with the community, promote awareness of archival resources, and celebrate Bedford County's history and heritage.

5. *Outreach Partnerships*: The archive collaborates with local schools, universities, libraries, museums, historical societies, and community organizations to develop and implement outreach initiatives, programs, and events that reach diverse audiences and promote cross-disciplinary engagement.

### **Evaluation:**

1. *Assessment*: The effectiveness and impact of outreach initiatives are assessed through feedback, evaluation surveys, attendance records, website analytics, and other metrics to measure engagement, reach, and outcomes.

2. *Feedback*: Feedback from participants, stakeholders, and community partners is solicited and valued to inform the development and improvement of future outreach activities and programs.

### **Promotion and Communication:**

1. *Marketing*: Outreach activities and programs are promoted through various channels, including social media, press releases, newsletters, flyers, posters, community calendars, and partner networks, to reach target audiences and maximize visibility.

2. *Communication*: The archive maintains open communication channels with the public, stakeholders, and community partners through regular updates, announcements, and newsletters to keep them informed about upcoming events, programs, and opportunities for engagement.

### **Conclusion:**

The Public Outreach Policy of the Bedford County Archives guides the archive's efforts to engage with the community, promote awareness of archival resources, and celebrate Bedford County's history and heritage through educational programs, exhibitions, online resources, public events, and collaborative partnerships. By adhering to the principles and strategies outlined in this policy, the archive seeks to foster a deeper appreciation for the cultural heritage of Bedford County and inspire active participation and involvement in archival activities and programs among residents and visitors alike.

# Appendix A: UT's County Technical Assistance Service (CTAS)

Introduction: CTAS serves Tennessee County Archives. They provide “outreach, training, and research in all 95 counties across the state.”<sup>1</sup> They provide a comprehensive list of practices and procedures for county archives, so that the archives may adhere to best practice. Below are links to most used resources for the archive.

[CTAS Home](#)

[Retention Schedule Master List](#)

[Records Disposal](#)

## Appendix B: TN Codes

### Relevant Tennessee State Legislature Codes

#### Introduction:

Given the extensive nature of the Bedford County Archives, there are several codes which inform specific parts of the collections, primarily the medical records from the hospital files. Listed here are the relevant codes with light descriptions and links to their online documentation. These informing codes shall be updated about changing legislation.

#### Privacy Policy Codes:

[TN Code § 10-7-503 \(2021\)](#) - Records Open to Public Inspection

[TN Code § 10-8-102 \(2021\)](#) – Disclosure Prohibited

#### Medical Records:

[TN Code § 63-2-101 \(2010\)](#) - Release of Medical Records

[TN Code § 63-2-102 \(2010\)](#) - Costs of Reproduction, Copying or Mailing of Records

[TN Code § 63-2-103 \(2021\)](#) - Limit on Retention of Mammography Records

[TN Code § 68-11-804 \(2019\)](#) - Violation of Enumerated Patients’ Rights and Nursing Home Standards

[TN Code § 68-11-302 \(2010\)](#) - Health Facilities and Resources - Medical Records - Part Definitions

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<sup>1</sup> County Technical Service Association, “About Us” *University of Tennessee Institute for Public Service*, May 2, 2024. <https://www.ctas.tennessee.edu/about-us>.

TN Code § 68-11-303 (2010) - Hospital's Duty to Keep Records

TN Code § 68-11-304 (2010) - Records Property of Hospitals - Access Not Public  
Records - Funding for Medical Record Requests

TN Code § 68-11-305 (2010) - Preservation of Records for Specified Time Method of  
Destruction

TN Code § 68-11-306 (2010) - Photographic Reproduction Reproductions Considered  
Original Record

TN Code § 68-11-307 (2010) - Health Facilities and Resources - Medical Records -  
Continued Storage of Records

TN Code § 68-11-308 (2010) - Records of Closed Hospitals Retained

TN Code § 68-11-309 (2010) - Retirement of Hospital Business Records

## Appendix C: Forms

Introduction: Located here are the variety of forms used within the Collections Policy. These are to be referenced by interested parties and printed off for use by the archival staff.