

## TERRITORIAL ARCHIVIST

NATURE OF WORK IN THIS CLASS:

Administers the territorial archival program.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Establishes and operates a territorial archival depository which provides for the preservation, arrangement, repair, rehabilitation, duplication, reproduction, description and exhibition of permanent public records or other documentary material transferred to, or acquired by the territorial archives.

Consults with departmental officials as to their need for and use of archival records and records management service.

Negotiates for, acquires and receives public records of permanent value including public records of the territory.

Reviews and approves all department and agency records retention schedules to identify and insure the preservation of those records having permanent value.

Prepares inventories, indices, catalogs, and other findings, aids or guides to facilitate the use of the archives.

Accepts documents, including motion picture, films, still pictures and sound recordings, that are appropriate for preservation by the territory as guidance of its organization, function, policies, decisions, procedures and transactions.

Analyzes, develops, and coordinates the standards and procedures for records making and current records keeping; insures the maintenance and security of records.

Initiates action to recover state or territorial records removed without authorization.

Institutes and maintains a training and information program in all phases of the management of current records for all Government of Guam departments and agencies.

Makes continuing surveys of paperwork management practices; recommends improvements in current records management practices including the use of space, equipment, and supplies.

Initiates programs for improving the management of correspondence forms, reports, and directives as integral parts of the overall records management program.

Establishes standards for the preparation of records retention schedules providing for the retention of territorial records of permanent value and for the prompt and orderly disposition of records no longer possessing administrative, legal, or historical value to warrant their retention.

Receives records retention schedules from Government of Guam departments and agencies and submits them to the Attorney General for review and approval.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of office practices and procedures pertaining to the management, preservation, storage, and collection of records.

Ability to administer a territorial archival program.

Ability to develop new standards and procedures and to recommend changes or improvements in the archival system.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

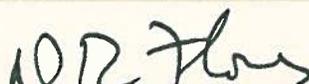
Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Four years of experience in records management, archival, or historical work, including one year of supervisory experience, and graduation from a recognized college or university with a Bachelor's degree in public or business administration or closely related field; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission