

# What is an Archives?

---

Learn about archives and the Greene County Records Center &  
Archives

# An Archives is a Place

---

- ❖ A place people can go to gather firsthand accounts, data, or evidence from primary records
  - ❖ letters, documents, photographs, notes, reports, maps, official records, etc.
- ❖ Most people think of an Archives as a building or room at an institution/business
  - ❖ Government facilities such as county archives, federal archives, state archives
  - ❖ University archives
  - ❖ Historical societies, museums, cultural institutions
- ❖ Also personal archives!
  - ❖ Filing cabinet, chest, or box in your home
  - ❖ Any collection of materials that record important information about you or your family

# Greene County Records Center & Archives

---

- ❖ PLACE for records created by Greene County government offices and departments to be stored and preserved
- ❖ Variety of records and media types housed at the archives
- ❖ Hold records that have long-term retention (required by law to keep for a specific period of time) or of historical and/or genealogical value

# Records We Hold and Preserve

---

- Have records from almost every department in the county
- Types of media:
  - Files, bound volumes, maps, blueprints, microfilm/microfiche, scrapbooks, aerials, photographs, slides, electronic/digital
- Doesn't matter the type, if it has a long-term retention, we will preserve it
- Most widely utilized records:
  - Marriage records
  - Tax records
  - Clerk of Court Journals and Minutes (including Divorce records)
  - Common Pleas Court Appearance Dockets and Journals/Minutes
  - Wills, Estates, etc.
  - Early Birth and Death records