

ABOUT

“CARMA HAS BEEN MY GO TO RESOURCE FOR YEARS. I HAVE FOUND THE NETWORKING AND SUPPORT IS SOME OF THE BEST AROUND.”

CHRIS SHAW
RECORD COORDINATOR | DELAWARE COUNTY

WHAT IS CARMA?

The Ohio County Archivists and Records Managers Association (CARMA) is an organization of archivists and records managers from Ohio's 88 counties. The primary purpose of the association is to provide a forum for professional discussion and information sharing among county records professionals in Ohio. CARMA receives administrative support from the Ohio History Connection Local Government Records Program.

“I JOINED CARMA 4 MONTHS INTO MY RECORDS MANAGEMENT CAREER WITH ONLY A GENERALIZED KNOWLEDGE OF THE FIELD. IN THE 2 YEARS SINCE THAT TIME, CARMA HAS PROVEN TO BE AN INVALUABLE ASSET IN INCREASING THE KNOWLEDGE AND PRACTICE OF ARCHIVING AND RECORDS RETENTION IN MAHONING COUNTY.”

JESSY HORKEY
SUPERVISOR OF MICROFILM | MAHONING COUNTY

MEMBERSHIP

CARMA membership is *free*.

Open to county employees involved in *any* aspect of records management or archives.

MEETINGS

CARMA holds two meetings each year. The spring meeting is hosted by the Ohio History Connection in Columbus. The fall meeting is held at a member's location.

Meetings are open to more than just members of CARMA. Anyone interested in any aspect of records management or archives are welcome to attend CARMA meetings.

SINCE COMING TO WARREN COUNTY, CARMA HAS BEEN A DRIVING FORCE BEHIND MY CONTINUING EDUCATION IN RECORDS MANAGEMENT AND LOCAL GOVERNMENT. IT'S AMAZING TO HAVE SO MANY KNOWLEDGEABLE INDIVIDUALS IN MY FIELD AT A CLICK OF AN EMAIL.”

JEN CONOVER
RECORDS MANAGER & ARCHIVIST | WARREN COUNTY

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COUNTY ARCHIVISTS
AND
RECORDS MANAGERS
ASSOCIATION

RECORDS

ARCHIVES

RETENTION

Navigate Ohio Public Records laws, the Rules of Superintendence (Rule 26), specific sections of the Ohio Revised Code, and the needs of your county and its people.

Learn about the relationship between your records program and the Local Government Records Program/State Archives, and what RC forms you will need and when they are needed.

Work with others to establish how long certain records need to be kept and in what format.

STORAGE

Discuss storage solutions for your records.

- Electronic
- Microfilm
- Paper

Learn the strengths and weaknesses of each medium and how others are utilizing them. Examine best practices as implemented by other agencies.

PROTECTION

Learn how to protect your records, including appropriate handling techniques and environmental standards.

PRESERVATION

Not an archivist by training? Discover options to preserve your local history according to professional best-practices and how to adapt those standards to your specific circumstances.

Run into an interesting issue? See what your colleagues suggest.

OUTREACH

Your agency produces records and archives that may seem mundane, but in the aggregate they become the story of our communities.

Learn how others have engaged the public and stakeholders in their programs. Discover how archives can become a tool to engage your community in a positive way.

Share your efforts to help the public explore your county's unique history.

CARMA HAS BEEN A GREAT SOURCE OF KNOWLEDGE AND GUIDANCE ON HOW TO PRESERVE AND SHARE OUR RECORDS FOR FUTURE GENERATIONS.

CARIE FRAGOSO
DEPUTY CLERK, CLERK OF COURTS | FAIRFIELD COUNTY



CONNECT

Build your professional network and expand knowledge base. Whether you are a county agency (eligible for membership) or a non-county agency seeking assistance, CARMA is available to help!



MANAGE

Improve your records management program. CARMA members share what solutions have worked for them, and just as importantly, what solutions have fallen short. Working with CARMA can help you determine what is best for your agency.



SHARE

The CARMA listserv provides a forum for members to discuss issues, ask questions, provide answers, and develop solutions. Visit www.ohiohistory.org/carma to join!