

# An “Appraisal” of **ArchivesSpace** at TSLAC

Susan Floyd, Accessions Archivist

Anna M. Reznik, Archivist

Rebecca Romanchuk, Team Lead, Archives



# How did we choose ArchivesSpace?

- Archivists' Toolkit™ capstone project
- Complications with IT needs
- ArchivesSpace as solution?
  - Approval process
  - IT support
  - Preservica connection



# Who has been involved?

Assistant Director for Archives

(Laura Saegert)

Electronic Records Specialist

(Brian Thomas)

ITS Division

Team Lead, Archives

(Rebecca Romanchuk)

Archivist

(Anna Reznik)

Accessions Archivist

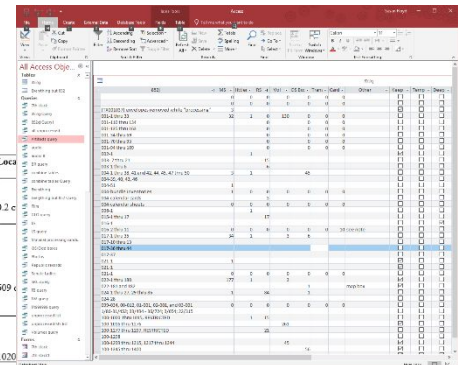
(Susan Floyd)

Archivist staff (5 additional)



# Where was our data?

- Hard copy, MS Word, Access, Excel
  - Accession logs
  - Locations database



34 31 Maps 5334-5419  
 35 32 Maps 5420-5491  
 36 33 Maps 5492-5572  
 37 34 Maps 5573-5665  
 38 35 Maps 5666-5741  
 39 36 Maps 5742-5795  
 40 37 Maps 5796-5855  
 41 38 Maps 5856-5917  
 42 39 Maps 5918-5999  
 43 40 Maps 5999-6070

Accession Number	Transferor/ Donor	Received Date and By	Creator	Description (types, dates, forms)	Loc
2015-038 (TX007514)	Texas State Library and Archives Commission, Archives and Information Services, Texas Documents	October 30, 2014 BR	Texas State Board of Plumbing Examiners	Report to the Governor, 1948-1951 (includes 16 8x10 black and white photographs)	0.2 c
2015-039 (TX007515)	Texas, Office of the Lieutenant Governor	October 31, November 3, 2014, February 24, March 13, 2015 BR	Texas, Office of the Lieutenant Governor	Records of David Dewhurst: Consultant Services correspondence, 2002-2014; Invitations, 2001-2002, 2008; Press Office, 2003-2012; other files, 2005-2006 [Restricted]	609
2015-040 (TX002362)	Texas, Supreme Court	October 13, 2014 LKS	Texas, Supreme Court	Case files, 1995-1998; 93-01 thru 98-197, 94-X-1 thru 98-X-2 [Restricted]	1020
2015-041 (TX007516)	Texas, Legislature, Senate	November 6, 2014 and February 11, 2015 BR	Texas, Legislature, Senate, Senator John Carona	Senator's legislative working files, 74 <sup>th</sup> -83 <sup>rd</sup> Legislatures, 1996-2014 (includes 8 VHS videocassettes, 2 audio cassettes, 1 DVD, 24 3.5-inch floppy disks) [Restricted]	154 cubic ft.
2015-042 (TX006466)	Texas, Dept. of Assistive and Rehabilitative Services	November 12, 2014 BR	Texas, Dept. of Assistive and Rehabilitative Services Council	Agenda, October 2014 (ongoing)	0.1 cubic ft.
2015-043 (TX005724)	Upper Guadalupe River Authority	November 12, 2014 BR	Upper Guadalupe River Authority	Minutes, February 2014 (ongoing)	fractional

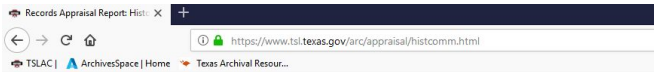


# Where was our data?



# Where was our data?

- HTML (appraisal reports)
- EAD/XML (finding aids)
- Sirsi (MARC)



## Records Appraisal Report: Historical Commission

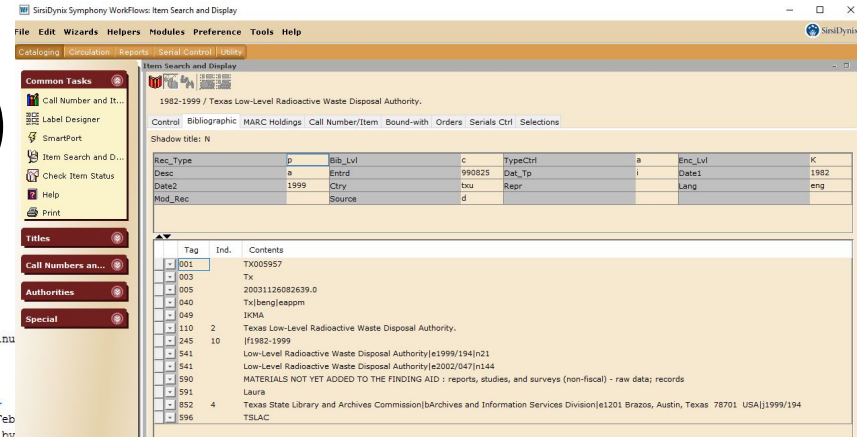
Contents of this report

[Agency Contact](#) | [Agency History](#) | [Project Review](#) | [Record Series Reviews](#)

Internal links to series reviews

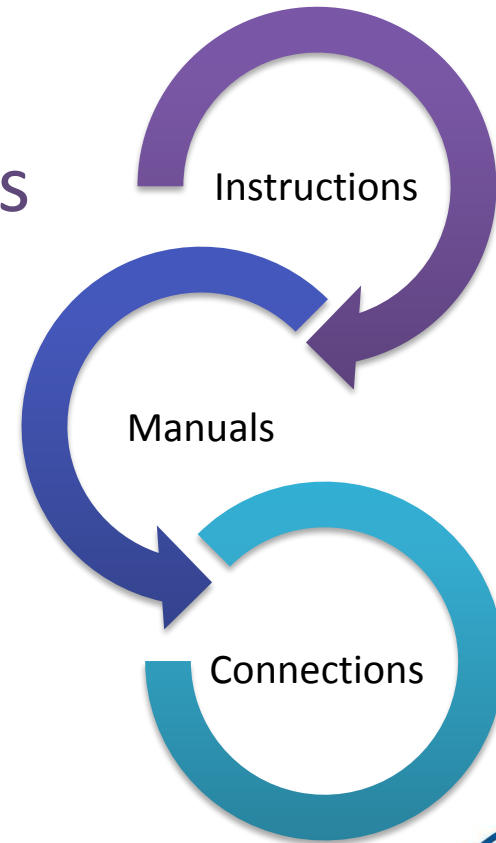
- [Legislative appropriation requests](#)
- [Agency rules, policy and procedure manuals](#)
- [Meeting files](#)
- [Organization charts](#)
- [Correspondence — Administrative](#)
- [Policies and procedures manuals](#)
- [Speeches \(Exec. Dir.\)](#)
- [County files](#)
- [State agencies](#)
- [Commission members - Official](#)
- [Meeting files of Trust Fund associated boards](#)
- [Agency building plans and specifications](#)
- [Texas Preservation Trust Fund Program, development documentation](#)
- [Architectural awards files](#)
- [Endangered Historic Properties Needs Assessment Files](#)
- [County courthouse reviews/files](#)
- [County courthouse files — | Plans/maps/drawings](#)
- [State grant files — Texas Historic Preservation Grant Program and/or plans/maps/drawings](#)
- [Federal grant files — Historic Preservation Fund Grants-in-Aid and/or plans/maps/drawings](#)
- [Texas Preservation Trust Fund Grant Program](#)
- [Texas Preservation Trust Fund Grant Program — | Plans/maps/drawings](#)

```
<head>Location of Originals</head>
<p>The record copies of dockets, minutes and exhibits, including the original, are held by the General Land Office.</p>
</originalloc>
<processinfo encodinganalog="S83">
<head>Processing Information</head>
<p>Draft inventory by Tony Black, February 1999.
<p>Description and DACS compliance by Tony Black, February 1999.
</processinfo>
</deacgrp>
<dsc type="combined">
<head>Detailed Description of the Records</head>
<c01 level="series" id="ser1">
<did>
<unittitle>Texas School Land Board dockets, minutes, and exhibits, <unitdate era="ce" calendar="gregorian" type="inclusive">1932-2012,</unitdate>
</unittitle>
<physdesc><extent>27.5 cubic ft.</extent></physdesc>
</did>
<c02>
<did>
<container type="Box">2017/104-1</container>
<unittitle>Texas Board of Mineral Development minutes and exhibits,</unittitle>
<unitdate era="ce" calendar="gregorian">1932-1938</unitdate>
</did>
</c02>
<c02>
<did>
<unittitle>Texas School Land Board,</unittitle>
<unitdate era="ce" calendar="gregorian">1939-2012:</unitdate>
</did>
<c03>
<did>
<container type="Box">2017/104-1</container>
<unittitle>Minutes and exhibits,</unittitle>
<unitdate era="ce" calendar="gregorian">October 1939-October 1959</unitdate>
</did>
<scopecontent>
<p><emph render="italic">[July 1957-October 1959 also include dockets.]</emph</p>
</scopecontent>
</c03>
</dsc>
```



# Instructions and Workflows

- Accessioning instructions
- Appraisal report instructions
- Comprehensive how-to manual
- Connections to previous manuals and procedures
- Connections among new ArchivesSpace instructions



# Instructions and Workflows

- Accessioning process documents

## Accessioning Manual

Archives and Information Services Division  
Texas State Library and Archives Commission

Written by Paul Beck, 1995  
Revised by Nancy Enneking, October 1999; July 2003  
Revised by Rebecca Romanchuk, 2005, 2010, 2012, 2013  
Revised by Rebecca Romanchuk and Tony Black, April 2015  
Revised by Rebecca Romanchuk, February, June 2016  
Revised by Susan Floyd, September 2016, April 2017, August 2017, November 2017, March 2018

### Table of Contents

General Policies (Draft Acquisition Policies for ARIS Collections)	.....	
Texas State Archives	.....	
Archival State Records	.....	
Historical Manuscripts Collection	.....	2
Photograph Collection	.....	3
Map Collection	.....	3
Library Collection	.....	4
RHRDs and Sam Houston Regional Library and Research Center (Local Records)	.....	4
Regional Historical Resource Depositories	.....	4
Sam Houston Regional Library and Research Center	.....	5
Approved Regional Historical Resource Depositories (23)	.....	7
Approved Non-RHRD Depositories (2)	.....	9
State Records	.....	10
Transfer of Records to State Archives	.....	10
The State Archives Answers FAQs for State Agencies	.....	12
The State Archives Answers FAQs for Legislators	.....	12
Accessioning with ArchivesSpace	.....	13
Manuscripts	.....	17
Gift books	.....	19
Appendix A: Deed of Gift form	.....	20
Appendix B: Sample thank you letter to donor	.....	21

## ArchivesSpace Instructions

### Accession Records

#### How to create an entry for a transfer that needs appraisal before accessioning

1. Go to Repository and select Review.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession (this will not be an actual accession).
3. In the Next Accession window that opens, enter "YYYY" using the current fiscal year and click submit. The window will refresh with the next available review number, which will appear in this style: YYYY/###. Add review as the suffix in the second field. The full Accession screen will appear where the record can continue to be edited to describe the materials transferred for Archival Review or any other materials that require review for archival value.

#### How to create a new state agency or manuscripts accession entry

1. Go to Repository and select Zavalas.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###.
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

#### How to create a new local records accession entry

1. Go to Repository and select Zavalas.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###. Add LR as the suffix in the second field: YYYY/###-LR.
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

#### How to create a new Sam Houston Center accession entry

1. Go to Repository and select SHC.
2. Go to the cog drop-down list and under Plug-ins choose Next Accession.
3. In the Next Accession window that opens, enter the current fiscal year and click submit. The window will refresh with the next available accession number, which will appear in this style: YYYY/###. Add SHC as the suffix in the second field: YYYY/###-SHC. (Note that prior to the implementation of ArchivesSpace, the Sam Houston Center used a period rather than a slash between the fiscal year and sequential number.)
4. Follow the instructions for entering the Title, then click submit. The full Accession screen will appear where the record can continue to be edited.

Accession number	Transfer/Donor	Received by and date	Creator	Description (types, dates, items, RESTRICTIONS)	Location/Size	Box Type
2017080	Railroad Commission of Texas, Surface Mining and Reclamation Division	February 24, 2017 SR0	Railroad Commission of Texas, Surface Mining and Reclamation Division	Coal mining permit applications issued, Three Oaks Mine 482, 2007-2011	Room 528.05 (temporary) 3 cubic ft.	3 RS

**Next Accession**   **Agent Links**   **Basic Info: Additional Accession Data**   **Agent Links**   **Basic Info: Dates**   **Instances: Entries**   **Extents**

**Accession number > now "Next Accession" plug-in**  
Accession numbers are now auto-generated using the plug-in accessed via Repository > [Appropriate Repository] > Next Accession > YYYY (current fiscal year). Accessionists will then provide you with the next available number for that repository (Review, In-process, Local records, or Sam Houston Center. Most routinely accessioned state records are entered the "in-process" repository.

**Transfer/Donor & Creator > now Agent Links section**  
Accession creator and transfer/donor are now entered in the Agent Links section. Note that an Agent Links instance must be created for both creator and transfer/donor, even when they are the same (e.g. records transferred from the creating agency). We will also now be entering the LCNAF name in the "Agents" drop-down menu, where one is available or can be easily inferred.

**Received by & date > now Basic Information and Additional Accession Data sections**  
This date entry still reflects the date the materials were physically received. The Received Date may be earlier than the Date Accessioned (in which case, enter additional date information in the Additional Accession Data section—this may be a past date for legacy accession data and may be a later date than the Received Date.) Your name will now be entered in the Additional Accession Data section, in the "received by" and "Accessioned by" fields as appropriate, and will consist of your first and last name.

**Description > now Basic Information and Dates sections**  
This information is entered in the screen that will appear after you are assigned a new accession number, under the heading at the top, Basic Information. Include a free-text description of the accession, following DACS 3.1. Be specific, if you can. List document types and be sure to note the presence of photographic types and dimensions of OS boxes as it is entered into the Instances section. Extent information will now be entered in the Extents section. Box types and dimensions of OS boxes are entered in the "Container summary" field.

**Location/Size > now Instances and Extents sections**  
Location information is now entered in each box as it is entered into the Instances section. Extent information will now be entered in the Extents section. Box types and dimensions of OS boxes are entered in the "Container summary" field.

**Box Types > now Extents section**  
This information is now entered in the Extents section, in the "Container summary" field (see above).





# Instructions and Workflows

- Appraisal process instructions

## The Compleat Archivist's Appraisal Companion

Carolyn Foster, February, 1996  
assistance provided by Laura Saegert, Paul Beck, and Tony Black  
Second Edition, February, 1997  
Carolyn Foster, April, 1998  
Carolyn Foster, May 2000

### ArchivesSpace Appraisal Instructions

#### Appraisal Resource Records

##### General commentary

ArchivesSpace does not have a module dedicated to creating appraisal reports. To meet TSLAC's desire to create appraisal reports in ArchivesSpace, it was determined that the "Resources" module worked better for our needs than the "Accessions" module. Unless an in-house stylesheet is created in the future, information entered into the "Resources" module will export in the same order as an EAD finding aid. For this reason, the display of information in the report differs from the order found in the Records Series Review Form.

The [Appraisal Mapping.xlsx](#) spreadsheet acts as a cross-reference between the Word Record Series Review Form and data entry in ArchivesSpace.

##### How to create a new appraisal entry

1. Go to the Repository and select Review.
2. Locate the desired accession record through Browse.
3. Open a new tab in your preferred browser.
4. In the new tab, go to Create and select Resource.

##### \*Required field

###### Basic Information

\***Title:** Use creator name (agency, organization, family, person) followed by a description of the nature of the materials, as instructed by DACS 2.3.

\***Identifier:** The identifier for materials that have not been accessioned is styled YYYY/### in first field. Add review as the suffix in the second field to display the identifier as YYYY/###-review.

The identifier for backlog appraisals is "TX#####" in the first field, "appraisal" in the second field, and a three-digit numeric code. Start with 001. The identifier displays as TX#####-appraisal-###.

\***Level of Description:** Select "Series" for government records. Select "Collection" for most manuscript appraisals.



# Lessons Learned



Image: Thomas Hawk on Flickr, Creative Commons license <https://www.flickr.com/photos/thomashawk/>



# Lessons Learned

- Importance of thinking through:  
functions desired, existing data and  
systems feeding in, and data clean-up
- Opportunity to streamline legacy data and  
inefficient systems to create new workflows
- Useful to roll out in chunks, not all at once



# Benefits

- Centralized data
  - One-stop shop (eventually) for main categories of administrative data and holdings description
  - Data clean-up and reconciliation
  - Repurposing data more efficiently
- More data entry early in processes: added value
- Multi-point access and editing
- Easier collaboration
- Standardized reporting (PDF)



# Appraisal in ArchivesSpace



# The “Old” Way

## Record Series Review

### Series Title:

Archivist: [staff member conducting the appraisal and date]

Agency: [and division, department, program]

Agency Holdings and Contact:

Obsolete or ongoing record series?

Description:

Purpose:

Agency Program:

Arrangement:

Access Constraints:

Use Constraints:

Indexes or finding aids required for/or an aid to access?

Problems:

Known related records in other agencies:

Previous destructions:

Publications based on records:

Internet pages based on records:

Series data from agency schedule: or Equivalent series from state Records Retention Schedule:

Title:

Series item number:

Agency item number:

Archival code:

Retention:

Texas Documents Collection holdings:

Archival holdings of related records:

Gaps in the records:

Appraisal Evaluation and Recommendation:

Final appraisal decision: (to be added after the report has been reviewed by the appraisal committee)



# Appraisal in ArchivesSpace

The screenshot shows the ArchivesSpace interface for creating a new event. The page title is "New Event" with a sub-label "Event". The "Basic Information" section is active, showing a dropdown menu for "Type" set to "Appraisal". Below this, the "Outcome" dropdown is open, displaying options: "Fail", "Partial Pass", "Pass", "Cancelled", "Fulfilled", and "Pending". The "Event Date/Time" section includes a "Date/Time specifier" dropdown set to "Date Subrecord", a "Label" dropdown set to "Agent Relation", and an "Expression" text area with the placeholder text "Describe the date or date range". A "Type" dropdown is also visible at the bottom of the form. On the left sidebar, there are navigation links for "Basic Information", "Event Date/Time", "Agent Links", "Record Links", and "External Documents", along with a "Save Event" button showing a "+1" count.

ArchivesSpace  
a community served by LYRASIS

Select Repository System areznik

Home / Events / New Event

Save

## New Event Event

### Basic Information

**Type \*** Appraisal

**Outcome**

**Outcome Note**

- Fail
- Partial Pass
- Pass
- Cancelled
- Fulfilled
- Pending

**Event Date/Time**

**Date/Time specifier \*** Date Subrecord

**Label \*** Agent Relation

**Expression \*** Describe the date or date range

**Type \***

Save Event +1



# Assessment Module?

**Basic Information**

Records \* Texas Water Development Board water supply studies and reports x

Type to search available records..

**Existing Description**

Accession Report	<input type="checkbox"/>	Finding Aid (EAD-encoding)	<input type="checkbox"/>
Appraisal	<input checked="" type="checkbox"/>	Finding Aid (online)	<input type="checkbox"/>
Box/Container List	<input checked="" type="checkbox"/>	Finding Aid (paper only)	<input type="checkbox"/>
Catalog Record (MARC)	<input type="checkbox"/>	Finding Aid (word processing document)	<input type="checkbox"/>
Collection/Control File	<input type="checkbox"/>	Finding Aid (spreadsheet)	<input type="checkbox"/>
Deed of Gift	<input type="checkbox"/>	Related EAC Record(s)	<input type="checkbox"/>

Existing Description Notes:

**Surveyed By \*** Anna Reznik x

Type to search available records..

**Survey Begin Date \***

Survey Completed Date

Time it took to Complete Survey

Extent Surveyed





# Accessions Module?

Home / Accessions / Texas Commission on Environmental Quality Chief Auditor's Office audit reports

- Basic Information >
- Dates >
- Extents >
- Agent Links >
- Related Resources >
- Instances >
- Additional Accession Data >
- Assessments >

Edit

View Published

Add Event ▾

Spawn ▾

Transfer ▾

More ▾

## Texas Commission on Environmental Quality Chief Auditor's Office audit reports Accession

### Basic Information

Title	Texas Commission on Environmental Quality Chief Auditor's Office audit reports
Identifier	2018/041 <input type="text"/> <input type="text"/> <input type="text"/>
Received Date	2013-01-11
Content Description	Internal audit reports, before 2006
Retention Rule	Chief Auditor's Office audit reports are AIN 222 (1.1.002) on the agency's 6th retention schedule. The archival code is "A" after an AC+7 retention. According to the retention schedule, audits created after 2006 are in electronic form.
General Note	Two boxes are slightly larger than RS and materials are laying flat; rehousing is recommended.
Acquisition Type	Transfer
Resource Type	State records
Restrictions Apply?	True
Publish?	True
Access Restrictions?	True
Access Restrictions Note	Possible exceptions include audit working papers (Texas Government Code, 552.116).



# Resources Module?

- Advantages
  - Easier to export report for comment
  - Notes section largely captured “must-have” information
  - Template to assist with data entry
- Disadvantages
  - Lack of familiarity with Module
  - Order of notes in PDF version
  - Module primarily for finding aids



# Results

Texas State Library and Archives Commission Archives and Information Services  
Division  
Record Series Review

**Series Title:** Reports, Studies, and Surveys – Fort Hancock

**Archivist:** Anna M. Reznik, Spring 2017

**Agency:** Texas Low-Level Radioactive Waste Disposal Authority

**Agency Holdings and Contact:**  
None, agency is defunct.

**Obsolete record series?** Yes.

**Replaced by:** The Texas Low-Level Radioactive Waste Disposal Authority (TLLRWDA) was abolished on September 1, 1999 by House Bill 2954 (76<sup>th</sup> Texas Legislature, Regular Session).

**Description:**

Records document environmental monitoring data collected by TLLRWDA contactors, which was used to select a location near Fort Hancock in 1990. Records include observational and experimental data, analytical reports and test results, drawings, topographic maps, site characterization analyses, correspondence, working files and reports, contracts, field notebooks, specific work instructions, core logs, spreadsheets, activity summaries, aerial photographs, calibration read-outs, resumes, and magnetic media, dating 1917, 1920, 1933-1991, bulk 1983-1989. Most records dating prior to 1983 are topographic maps analyzed in 1983 during phase II of the site characterization process.

Subjects reflected include quality assurance activities undertaken to ensure consistent and reliable data, collection of observation data (such as humidity and flood risk) and experimental data (such as composition of cores or chemical analysis of samples), data calculations (especially in regard to changes over time), the effect of a 1991 court injunction preventing TLLRWDA to progress on the Fort Hancock site, suitability of an area for a low-level radioactive waste disposal site, drill activity in West Texas, pros and cons of various waste management designs, and potential solutions to problem statements. Majority of the records were created by consultants providing engineering and environmental services. The primary consultants reflected are University of Texas – Bureau of Economic Geology, Dames & Moore, Rogers and Associates Engineering Corporation, and ~~Ebasco~~ Ebasco Services Incorporated.

Extent is 21 cubic ft. Note all boxes are underfilled, so the actual extent of this series is less than 21 cubic ft.



# Results

## Texas State Library and Archives Commission Archives and Information Services Division Record Series Review

Series Title: Reports, Studies, and Surveys – Fort Hancock

Archivist: Anna M. Reznik, Spring 2017

Agency: Texas Low-Level Radioactive Waste Disposal Authority

### Agency Holdings and Contact:

None, agency is defunct.

Obsolete record series? Yes.

Replaced by: The Texas Low-Level Radioactive Waste Disposal Authority was abolished on September 1, 1999 by House Bill 2954 (76th Texas Legislature,

### Description:

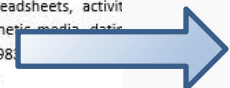
Records document environmental monitoring data collected by TLLRWA was used to select a location near Fort Hancock in 1990. Records include experimental data, analytical reports and test results, drawings, topographic characterization analyses, correspondence, working files and reports, notebooks, specific work instructions, core logs, spreadsheets, activity photographs, calibration read-outs, resumes, and magnetic media dating from 1991, bulk 1983-1989. Most records dating prior to 1983 during phase II of the site characterization process.

Subjects reflected include quality assurance activities undertaken to ensure reliable data, collection of observation data (such as humidity and flood risk data (such as composition of cores or chemical analysis of sample (especially in regard to changes over time), the effect of a 1991 court injunction on TLLRWA to progress on the Fort Hancock site, suitability of an area for a waste disposal site, drill activity in West Texas, pros and cons of various designs, and potential solutions to problem statements. Majority of the records were prepared by consultants providing engineering and environmental services. The primary consultants reflected are University of Texas – Bureau of Economic Geology, Dames & Moore, Rogers and Associates Engineering Corporation, and Ebasco Services Incorporated.

Extent is 21 cubic ft. Note all boxes are underfilled, so the actual extent of this series is less than 21 cubic ft.

- Basic Information
- Dates 1
- Extents 1
- Finding Aid Data
- Related Accessions
- Agent Links 1
- Subjects
- Notes 20
- External Documents
- Rights Statements
- Instances
- Deaccessions
- Collection Management
- Classifications
- Additional Accession Data 1

Save Resource



### Notes

Add Note Apply Standard Note Order

- Processing Information - Appraised by** Expand X  
Anna M. Reznik, Spring 2017
- Immediate Source of Acquisition - Accession Information** Expand X  
Accession under appraisal is 1999/194.
- Accruals - Agency holdings** Expand X  
None, agency is defunct and no other records are expected.
- Custodial History - Agency contact** Expand X  
None. Agency is defunct.
- Custodial History - Obsolete records series** Expand X  
The Texas Low-Level Radioactive Waste Disposal Authority (TLLRWA) was abolished on September 1, 1999 by House Bill 2954 (76th Texas Legislature, Regular Session).
- Custodial History - Gaps in the records** Expand X  
None known.
- Custodial History - Previous destructions** Expand X  
None known.
- Scope and Contents** Expand X  
As required by TLLRWA's enacting legislation, the agency's main charge was to locate and manage a site to dispose of the state's low-level radioactive waste. To be able to accept low-level...
- Biographical / Historical - Agency History** Expand X  
After World War II, technological advances in medicine, research, energy production, and manufacturing caused an increase in low-level radioactive waste generation. This waste contaminated machinery...
- Arrangement - Organization** Expand X  
Records are organized into four series. Quality Assurance records, 1985, 1987-1991, bulk 1989-1991, 12 cubic ft. Maps, 1917, 1920, 1933-1984, bulk 1963, 4 cubic...
- Conditions Governing Access - Conditions governing access** Expand X  
Possibly exempted information includes home addresses and home phone numbers of state officials (Texas Government Code, Section 552.117), third-party information (Texas Government Code, Section...



# Results

## Texas State Library and Archives Commission Archives and Information Services Division Record Series Review

Series Title: Reports, Studies, and Surveys – Fort Hancock

Archivist: Anna M. Reznik, Spring 2017

Agency: Texas Low-Level Radioactive Waste Disposal Authority

Agency Holdings and Contact:  
None, agency is defunct.

Obsolete record series? Yes.

Replaced by: The Texas Low-Level Radioactive Waste Disposal Authority abolished on September 1, 1999 by House Bill 2954 (76<sup>th</sup> Texas Legislature,

### Description:

Records document environmental monitoring data collected by TLLRWA used to select a location near Fort Hancock in 1990. Records include experimental data, analytical reports and test results, drawings, topographic characterization analyses, correspondence, working files and reports, notebooks, specific work instructions, core logs, spreadsheets, activity photographs, calibration read-outs, resumes, and magnetic media data. 1991, bulk 1983-1989. Most records dating prior to 1983 during phase II of the site characterization process.

Subjects reflected include quality assurance activities undertaken to ensure reliable data, collection of observation data (such as humidity and flood risk data (such as composition of cores or chemical analysis of sample (especially in regard to changes over time), the effect of a 1991 court injunction on TLLRWA to progress on the Fort Hancock site, suitability of an area for a waste disposal site, drill activity in West Texas, pros and cons of various designs, and potential solutions to problem statements. Majority of the records were prepared by consultants providing engineering and environmental services. The primary consultants reflected are University of Texas – Bureau of Economic Geology, Dames & Moore, Rogers and Associates Engineering Corporation, and Ebasco Services Incorporated.

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- Dates
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- Related Accessions
- Agent Links
- Subjects
- Notes
- External Documents
- Rights Statements
- Instances
- Deaccessions
- Collection Management
- Classifications
- Additional Accession Data

Save Resource

### Notes

- Processing Information - Anna M. Reznik, Spring 2017
- Immediate Source - Accession under appraisal
- Accruals - Agency Information - None, agency is defunct
- Custodial History - None known
- Custodial History - The Texas Low-Level Radioactive Waste Disposal Authority, 1999 by House Bill 2954
- Custodial History - None known
- Custodial History - None known
- Scope and Content - As stated in the description
- Biographical / Historical - After World War II, the manufacturing cause machinery...
- Arrangement - Organized by date. 12 cubic ft. Maps, 1991
- Conditions Governing Access - Possibly excepted from public domain (Texas Government Collection)

### Bookmarks

- Title Page
- Summary Information
- Agency History
- Scope and Contents
- Organization
- Administrative Information
- Related Materials
- Physical Characteristics and Technical Requirements
- Appraisal evaluation and recommendation

### Appraisal evaluation and recommendation

Records reflect TLLRWA's early site development activities. These records are data TLLRWA used to select a site near Fort Hancock for the state's low-level radioactive waste disposal site. Records in this series document an era in the agency's history that is underrepresented in the other TLLRWA series.

Though the legislature redefined the site selection criteria in 1991, records in this series review would have been reused in the second site selection process. Some of these records include labels that indicate that they were copied in response to discovery requests by the Texas Natural Resource Conservation Commission and Sierra Blanca Legal Defense Fund during the license application process. Unlike discovery documentation in the *litigation series*, records in this series review are originals and are not segregated.

The *Quality Assurance records* and *Conceptual design records* series include working files and the resulting report. The *Map* series consist of working files used to eliminate areas that did not meet the siting criteria. These working files may have been used to brief others on the site selection process. Working files include observational and experimental data as well as information regarding the collection of this data (such as equipment, software equations, and specific work instructions used). Observational data cannot be recreated, and experimental data is likely difficult to reproduce. The latter is especially true if the sample used for testing no longer exists. Though final versions of reports exist in the files, the working files include supplementary information that is not fully documented in the final reports and later publications. This may be because the project was broadened after the 1991 court injunction. For these reasons, majority of records under review are archival.

Note that all four Ebasco Services Incorporated reports can be found in the Texas Documents Collection. As these records are already cataloged in the Texas Documents Collection, the one cubic ft. of reports in this series review do not need to be kept.

[Return to Table of Contents](#)

### Final decision

The *Quality Assurance records*, *Maps*, and *Conceptual design records* document early efforts to site a low-level radioactive facility and include information that cannot be reproduced. As the siting characterization process was a key function of the agency, records are to be kept.

The *Ebasco Services Incorporated reports* duplicate publications found in the Texas Documents Collection, therefore the reports in the reviewed records will not be kept.

[Return to Table of Contents](#)



# Staff Response

- Increased standardization
- Reports created more quickly and look more “polished”
- Easier collaboration on team appraisal
- Appraisal work visible and easier to track



# What's Next for TSLAC?

- Deaccessioning
- Finding aids (creation and import)
- Full locations and container type functionality





# Who in SSA is using ArchivesSpace?

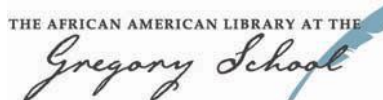


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CRYSTAL BRIDGES  
MUSEUM OF AMERICAN ART



BRISCOE CENTER  
FOR AMERICAN HISTORY  
THE UNIVERSITY OF TEXAS AT AUSTIN

TRAVIS COUNTY ARCHIVES  
AUSTIN, TX





# SSA Region ArchivesSpace Community

- Interest?
- What would it look like and how would it operate?
- Communications forum
- Documentation sharing



# Collaborative Google Workspace

<https://bit.ly/2IA4b0w>

SAA 2018 ArchivesSpace session public folder  
on Google Drive

