

»» The County of Gornja Stubica Archives «« Collection policies

Following the County Board resolution Sl. Br. 22, which states that the purpose of the county Archives is to “appraise, collect, organize, describe, preserve and make available all official records of county of Gornja Stubica,” also in accordance of Public Records Act, Freedom of Information, and Right to Privacy legislation, the County of Gornja Stubica Archives will collect material in the following categories:

- All records generated or received by the various offices of the County in the conduct of their business, regardless of the form in which they are created and maintained. These records include official printed material, correspondence, machine-readable files, record books, minutes, committee files, financial records, and associated papers.
- All records generated by the top County officials, down to the level of the Commission secretary, and resulting from activities of County government and commissions.
- All records of other individuals who, by virtue of administrative responsibilities either of a continuing or occasional nature, possess files, records, or documents relating to their official duties in the County.
- The County would also welcome the offer of privately owned material bearing on the history of the County, provided, however, that the County incur no obligation to retain such material in any prescribed form.

The officer in charge of each county administrative office or department, in consultation with the County Archivist, will be responsible for deciding how long inactive papers are to be retained in and under the direct control of the office concerned.

Records collected are property of County Archives and may not be destroyed or placed in storage without the approval of a committee of three consisting of:

- 1) representative of the Board;
- 2) the County head Archivist and
- 3) the representative of a department, office, or interested party in case of a collection acquisition.

Material selected for preservation shall be sent to the County Archives where they will be processed, preserved, and made available in a form which will make them available to public access with no other limitations than as required by archival best practices and current governmental legislation.

The implementation of this policy is the responsibility of the County Archives and its Records Management Program.

∞ Manuscript collection of ∞
The Museum of clock towers of the United States

The Governing Board of the Museum, on their meeting July 1, 2010 adopted the Organizational structure of the Museum of clock towers of the United States, with a specification of collection policies and the missions of respective museum departments. In accordance with the purpose of the Museum, which is to collect, preserve, and make available to the researches and interested public all aspects of making, operating and designing clock-towers on the territory of the United States, the manuscript collection of the Museum will collect materials in the following categories:

- All papers related to professional lives of master makers of clock towers that are born or for a longer time professionally work in United States.
- All documentation, plans, working papers, and documents associated with building of clock towers in the US, including all forms of photographs materials. Special priority will be given to architectural and technical documentation that show the whole process of building of clock-towers—from the first idea to a final architectural plans.
- All technical documentation, drawings, and any other papers and materials as well as photographs, slides, or films connected with building of the clock for the clock towers. Special priority will be given to the materials that document technical details of tower-clock design and building process.
- All official documentation, permits, and approvals as required to build clock tower or clocks for them in the United States.

- Selected materials and documents that are not directly connected with process of building of the clock towers or the clocks for them, but are related to the environment and community relationship toward them, or where the subject matter of the collection is particularly relevant to the subject matter of clock towers.

All materials selected for inclusion, whether purchased, donated, or free of charge, must be clearly related to the general mission, and stated goals of the Museum.

All materials that are not of paper, audio-visual, or photographic nature will be referred to the appropriate departments inside the museum:

- Published literature, like books and journals, acquired as the part of a collection will be noted as the part of that collection, but referred to, processed and stored by the Museum library.
- Digital materials acquired as the part of a collection will be noted as the part of that collection, but referred to, processed and stored by Museum digital resources department.
- All items like clock models, tools, furniture, or instruments will be referred to the object collection of the Museum.

All items acquired with a collection that, after specific professional appraisal, are found not related to the scope of the Museum's interest will be publicly auctioned off and all proceeding will go toward collection acquisition funds of the Museum.