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M E M O R A N D U M

July 22, 2020

TO: All Agencies

FROM: Tammy Westergard, Administrator

SUBJECT: State Archives' COVID-19 Preservation Program

Because of the COVID-19 pandemic, we are facing an unprecedented time in Nevada history. Just as previous historic events like the 1918 influenza pandemic have been researched in great detail, future historians, contemporary social researchers, as well as present and future staff of your agency, will want to see the records you are creating now. These records demonstrate how your agency has navigated the challenge of continuing to serve Nevada citizens while protecting health and safety. The lessons you are learning now may also assist your agency in planning for, or responding to, future crises. With that in mind, the Nevada State Archives wants to offer guidance and assistance on how to preserve Nevada's response to this pandemic.

The Nevada State Archives has the responsibility to serve as the institutional memory of state government. Given this unprecedented time, it is vital to maintain a record documenting our efforts to combat the COVID-19 pandemic. The Nevada State Archives is encouraging every state agency to participate in the COVID-19 Preservation Program. This program is a way to preserve records related to your agency's response to COVID-19 by passing them on to the State Archives **when they have reached the end of their lifecycle** so archivists can start reviewing and developing a State of Nevada COVID-19 collection. Please be thoughtful about how you label records that may have COVID-19 connections or historical information such that it is clear to State Archives when the time comes for transfer or destruction.

To participate, please go to https://nsla.nv.gov/covid_preservation_program for more information on how to submit records to the Archives, as well as preferred record formats, data capture guidance, etc.

Thank you for your support of this important project.