Wyoming State Archivist position - **Position features**

The State Archivist reports to the Deputy Director for Cultural Resources, one of two divisions within the State Parks and Cultural Resources agency

The Wyoming State Archivist chairs the State Historical Records Advisory Board and the State Records Committee. He or she oversees the three units of the Wyoming State Archives (http://wyoarchives.state.wy.us/), including 13 full time staff and a biennial budget of $3,103,260

State Archivist
- State Archives:
  - Four professional and one half-time clerical staff, including Digital Archivist
  - Accession/acquisition, processing, and access for state agency records, local government records and manuscript collections
  - Holdings:
    - 36,000 cf offsite / 5900 cf onsite - 90% state agency and selected local government records, 10% manuscript collections and books
    - 86,000 rolls of microfilm, including all local newspapers
    - Finding aids entered into Rocky Mountain Online Archive (some into ArchiveGrid)
    - Member of ArchivesSpace (as of 2021), DPLA (2020), and WYLD state library network (2019)
    - Ca. 10% of photographs and other digital resources in LUNA database
  - Manages Wyoming Digital Archives (see further description below)
- Records Management
  - One professional department head and four full time non-professional staff
  - Records Center: approximately 45,000 cf of non-current records, managed using Infolinx/Gimmal Physical software
  - Adopted functional schedule approach in 2013
  - Advise state and local government staff on records management issues
- State Imaging Center
  - 4.5 clerical staff
  - Scan predominantly state agency paper and microfilm records, many of which are added to the Wyoming Digital Archives
  - Processes all state newspapers (microfilming outsourced)

Digital programs
- Wyoming Digital Archives
  - In 2013, partnered with Wyoming Enterprise Technology Services (state IT Dept.) and Chaves Consulting/Arikkan to establish the state enterprise-wide Digital Archives using HP Trim software (now HPE Content Manager). Currently contains approximately nearly two million documents.
  - Includes nearly 20 state agencies and 13 local government offices.
  - Developed a remote server system for secure access by non-state agencies; this feature has allowed approximately 25% of County Clerks to join, and a growing number of Municipal Clerks.
- Archive-It
  - Since 2014 the State Archives has preserved the websites for the five elected state offices, expanding to some state agency websites as storage allows
- Internet Archive
  - To expand access, the State Archives has added more than 1000 digitized oral history collections, (also linked in the LUNA database mentioned above), to the Internet Archive.