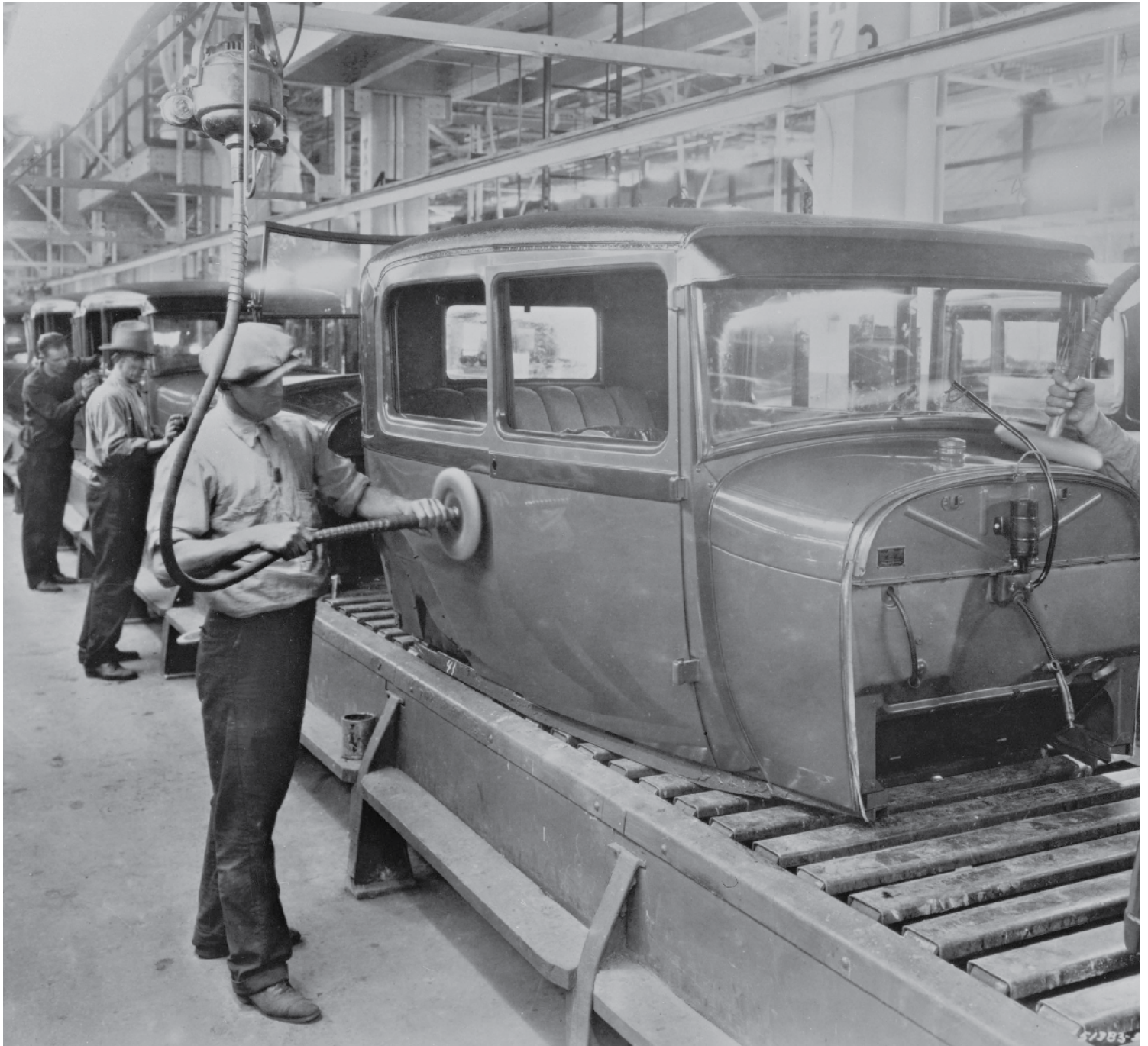


ARCHIVAL

# OUTLOOK

*Published by the* Society of American Archivists



**March/April 2011**

[www.archivists.org](http://www.archivists.org)

**3** WikiLeaks  
Phenomenon

**8** Big Ideas  
for Battling  
Monster Disasters

**12** 200 Neighborhoods—  
7 Days



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#### COVER PHOTO

**Cashing in on Automotive Attraction.** The assembly line developed by Ford Motor Company between 1908 and 1915 ushered in the era of mass production and contributed directly to America's love affair with cars. From the Model T to the Thunderbird to the Mustang, Fords have left an indelible imprint. And now you can own a Ford print, like this 1928 snapshot of a buffer at the Ford Rouge Complex in Dearborn, MI. Some of Ford's visual history is for sale at [Fordimages.com](http://Fordimages.com) (see News Briefs on page 18). There's gold in your archives, too! For a future story, tell SAA how you are leveraging your visual material assets and what contribution they make to your archives' bottom line. Send an e-mail to Teresa Brinati at [tbrinati@archivists.org](mailto:tbrinati@archivists.org). *Photo courtesy of Ford Motor Company.*

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Top Left Image: Spanish-American War volunteers from Red River County, Texas. From the Red River County Public Library Digital Collection.

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Top Right Image: The intersection of Milwaukee, Damen, and North Avenues, in Chicago, September 1928. Special Collections and University Archives, University of Illinois at Chicago Library.





## PRESIDENT'S MESSAGE

**Helen Tibbo**

University of North Carolina at Chapel Hill  
tibbo@email.unc.edu

# A Balancing Act

In a unanimous decision, the SAA Council voted on February 23 that SAA would “proceed with plans to convene the 2011 Annual Meeting at the Hyatt Regency Chicago, August 22–27.” As noted in a series of communications with all members via *In the Loop* and the website, SAA had learned of a labor dispute involving Unite Here Local 1 (a hospitality workers union) and several Chicago-area hotels, including the Hyatt Regency Chicago, site of SAA’s 2011 Annual Meeting. The union is calling for a boycott of these hotels; no strike has been called. A labor contract was in place and the boycott was not in effect when SAA signed the hotel contract.

Council members discussed the dispute at our January 27–30 meeting in Chicago and at that meeting heard from representatives of the hotel and the union. On January 31 we issued a call for member comments on the situation. We thank those who commented for your substantial and substantive feedback, which helped us consider the best way to approach the meeting.

We recognize that this decision may have an impact on individual members’ ability and willingness to attend the 2011 Annual Meeting. However, given the significant cost of cancelling the current hotel contract

(amounting to approximately \$685,000), as well as concerns associated with finding an appropriate alternative venue, we believe it is prudent for the Society to proceed as contracted.

Among the member comments received were many that expressed a desire for SAA to take steps to avoid a similar problem in the future. We agree, and the Council and staff are committed to analyzing the best methods to integrate social responsibility issues into our negotiations and contracts with future conference venues. We’ll be sure to keep you informed and involved as these new approaches are being developed.

Even before this situation occurred, SAA Executive Director Nancy Beaumont had begun researching our options for providing some or all of our Annual Meeting content via virtual conferencing. We understand that, although there’s nothing quite like the excitement and connections that occur when attending a dynamic conference in person, many members don’t have the professional development and travel funding that would enable them to attend. Virtual conferencing isn’t inexpensive, but it can be a very viable alternative for SAA in ensuring that we’re meeting members’ education needs. More to come as our research evolves . . .

In her column in the January/February 2010 issue of *Archival Outlook* (“Location, Location, Location”) Nancy laid out the “balancing act” associated with conference site selection. I encourage you to revisit that article, as it summarizes many of our guiding principles for the Annual Meeting, including keeping registration fees and guest room rates as low as possible while providing a comfortable environment and stimulating experiences in cities that are accessible and in which members want to meet. (See [www2.archivists.org/sites/all/files/AO-JanFeb2010.pdf](http://www2.archivists.org/sites/all/files/AO-JanFeb2010.pdf).)

The Annual Meeting is an important educational and networking event for members and an opportunity for accomplishing section, roundtable, committee, and advocacy work. It is also a significant source of revenue for SAA that, together with member dues, supports such essential programs as the *American Archivist*, workshop and book development, advocacy, and public awareness.

Going forward, we will make sure that we negotiate contracts for hotels and other services that best meet the needs of SAA members while ensuring that we remain mindful of social responsibility issues—a balancing act, indeed! ■

# ARCHIVAL OUTLOOK



**SOCIETY OF  
American  
Archivists**

The Society of American Archivists serves the education and information needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation’s historical record.

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# The WikiLeaks Phenomenon

## NYC Panel Explores What WikiLeaks Means to Archivists

Rachel Miller, Center for Jewish History

"It is time to open the archives," tweeted WikiLeaks in August 2010. The group's website features a promotional image, which is an over-the-top representation of an archives: an illuminated WikiLeaks hourglass stands in the doorway to dark stacks, shedding light on the shelves of secrets within. A portrait of Nixon grins over the scene.

This sensational portrayal of archives is being mined successfully by WikiLeaks, an international activist organization that publishes private and classified materials from anonymous sources.

What do such provocative representations and statements mean to archivists? Why are historians, journalists, techies, and librarians heavily engaged over the topic while archivists are relatively quiet—when, at the heart of the matter stands the struggle for both control of and access to the document?

One instance of professional conversation I encountered was on the Australia Society of Archivists' network, ArchivesLive!, in response to Cassie Findlay's (Australian government archivist) thread, "WikiLeaks, access and us." Just prior to stumbling across this nascent ArchivesLive! discussion, it occurred to me that organizing a panel might be an appropriate format to formally initiate professional dialog about WikiLeaks. Backed by the Programming Committee of the Archivists Roundtable of Metropolitan New York, the plan quickly took shape.

Partnering with the Metro NYC Chapter of ARMA International, the horizons of the panel expanded. Interests even extended to the point where the U.S. Department



WikiLeaks, which publishes private and classified materials from anonymous sources, invokes archives in this visual from its website.

of State considered teleconferencing in a representative.

The panel, which took place on January 25, 2011, consisted of information professionals who spoke broadly to WikiLeaks's impact on archives and records and specifically to legal, corporate, systems, theoretical, and governmental factors. The event attracted an audience of 122 archivists, records managers, librarians, and members of the general public. In the first three days after the video and audio of the event went online, the video page experienced 581 views and the audio page 48 views.

### Panel of Info Professionals

Peter Wosh, historian and director of the Archives/Public History Program at New York University, led the discussion. Trudy Peterson, a consulting archivist, opened with an overview of released documents and the originating agencies and networks. Pointing out the divergence in key issues

presented by WikiLeaks for archives versus records management, she identified security and permissions as the concerns for records managers, and access as the central question for archivists.

Peterson alluded to the international impact the leaks have already had, saying, "WikiLeaks is a forceful reminder of the variety of information found in routine . . . correspondence. While . . . we need to tilt to openness when doing review, archivists also have to be willing to say, 'No, not now.' And that's what WikiLeaks has not done. They have said, 'Yes, now, everything.'"

From the records management perspective, Fred Pulzello, solutions architect at MicroLink LLC, framed Cablegate as a theft of services and information and the product of a breakdown in security and permissioning. According to Pulzello, human error and malicious circumventions that cannot be handled with technology

Continued on page 26 >>

# Lending a Hand

## Collaboration Helps Humble Shops Undertake Large-Scale Digitization Projects

Alexis Braun Marks, CA, Charles H. Wright Museum of African American History, and  
Andrea Ellis Weddle, Texas A&M-Commerce

A modest shop and large-scale project may not sound like an ideal pairing. More like a recipe for disaster. Unless . . . that smaller institution seeks out a partner when tackling an extensive project . . .

Just ask two smaller institutions that sought out partners when each undertook a large-scale digitization project. With challenges aplenty, the James G. Gee Library at Texas A&M University-Commerce and the Charles H. Wright Museum of African American History show how teaming up triumphs.

### James G. Gee Library

In September 2008, the James G. Gee Library at Texas A&M University-Commerce (TAMU-C) received a \$74,000 Library Services and Technology Act (LSTA) Cooperation Grant from the Texas State

Library and Archives Commission to begin the HeirLoom Project, a public and university library digitization initiative.

In rural northeast Texas, public libraries are an important seat of learning and activity, and many serve as the unofficial repository for a community's historical materials. These libraries sometimes lack dedicated archivists and the proper training to safely make the historical resources in their care accessible to the public.

Gee Library established the HeirLoom Project in an effort to preserve and provide online access to the local history resources

**A digitization initiative like this is possible at an institution of any size, regardless of proximity to a graduate training program or an established volunteer community.**

housed in rural repositories. The project operates through a variety of steps. Public library partners hold a digital collection "space" on the TAMU-C server and receive training from grant employees to create and

manage digital collections. The grant funds two full-time employees—an archivist and a cataloging assistant. The archivist travels to partner locations to supply digitization, CONTENTdm software, and basic preservation training. The cataloging assistant works with partners to generate uniform, rich metadata and monitors the digital collections for quality control.

At the onset of the project several obstacles were identified, the primary being the varying levels of digitization experience and technical know-how among partners. Individuals required basic software training in addition to instruction in appropriate materials handling and scanner operation. Because many rely on volunteers to participate in the project, HeirLoom staff developed concerns about the sustainability of the project due to the rapid turnover of volunteers.

To counter both problems, training manuals were developed and geared toward specific scanning and photo editing software; standardized manuals covered CONTENTdm software operations and basic preservation practices.



This 1909 photograph of Bonham High School in Fannin County, Texas, is one of 30,000 images now digitized at TAMU-C. *From the Bonham-Fannin County History Collection.*



Patented lock from the door of the Donoho Hotel in Clarksville, Texas—one of the most noted hotels in early Texas that served as a stop on the stagecoach line during the Civil War. *From the Red River County Public Library Digital Collection.*

Another hindrance was lack of adherence to digitization and metadata standards. The digital librarian at TAMU-C compiled a standards document in 2008 for Gee Library's digital collections, but it proved to be too technical for HeirLoom partners. Staff created a simplified standards document tailored to the technical knowledge and needs of HeirLoom partners. Although basic, these standards manage to promote uniformity and consistency across HeirLoom digital collections.

The HeirLoom project is now in its third and final year of LSTA funding. The project boasts almost 30 public library, museum, and historical/genealogical society partners from across northeast Texas. More than 30,000 items of historical significance that previously were stashed away in file cabinets and closets are now accessible online in the Northeast Texas Digital Collections at TAMU-C.

## Charles H. Wright Museum of African American History

In 2007, the Charles H. Wright Museum took great strides to reestablish its library and archives program with funding from the Institute of Museum and Library Services (IMLS). The ultimate goal: public opening in 2008.

The museum itself did not have the infrastructure in place to digitize; it lacked equipment, software, training manuals, trained staff, and a website to publicize final products.

In the fall of 2008, Kim Schroeder, adjunct faculty at Wayne State University, approached the museum to use its collections as a lab for her digitization course. The university was interested in establishing a partnership with the museum, and funds were quickly identified to secure three small, flat-bed scanners and a Web domain.

With the help of graduate student Holly Stevens, a digitization manual was written and a collection was identified that could accommodate the 25 students enrolled in the digitization course. Difficulties with this initial partnership included aligning 25 scheduling needs with the three workstations, improving the manual mid-semester, and learning Wordpress.



**Texas-style collaboration:** Wagons assembled for the weekly cotton sale in downtown Clarksville, Texas, circa 1910. *From the Red River County Public Library Digital Collection.*

Given the success of this initial project, the museum expanded its digitization efforts by enlisting volunteers. An influx of volunteers resulted from recent college graduates seeking to improve their résumés with real-world experience, as well as unemployed individuals wanting to remain professionally engaged. The museum now holds more than 1,400 images scanned and cataloged from 12-plus collections.

Establishing a strong foundation, which included a comprehensive manual, allowed the museum to support the volunteers as well as the graduate students who arrived with a wide variety of technical know-how and experience working with archival collections. A single training session typically lasts 30 to 40 minutes and relates to materials handling, hardware operation, and cataloging standards of the digitized images. From that initial session, individuals can work independently with the assistance of the manual, which is continually updated.

A digitization initiative like this is possible at an institution of any size, regardless of proximity to a graduate training program or an established volunteer community.

## Takeaways

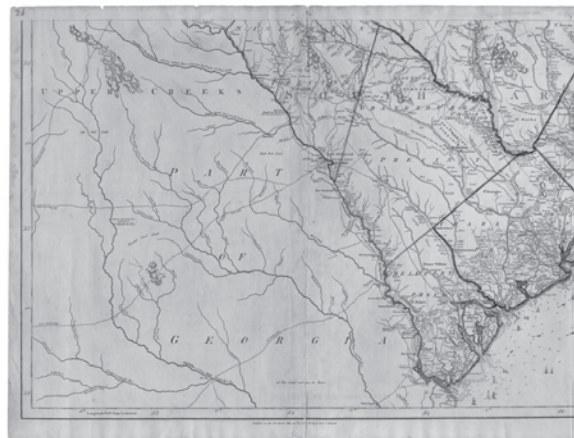
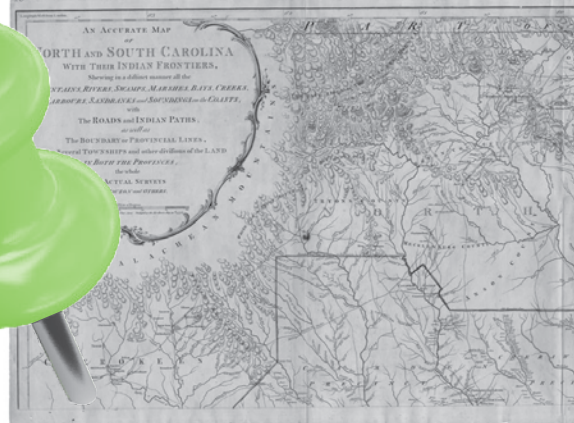
The lessons learned from both projects are fundamentally the same: Documentation and partnerships are essential to success. At both institutions it was clear from the beginning that all staff members needed to understand the basic ins and outs of digitization in order to be effective trainers.

To train new partners and volunteers, equipment and software manuals were composed and used extensively in both instances. As small shops, TAMU-C and the Wright Museum looked to other institutions, large and small, to monitor current trends in best practices and standards. Using examples obtained from other repositories, both institutions were able to develop their own best practice documents to fit their specific needs and resources.

Identifying willing partners, at both the institutional level and with individual volunteers, will ensure the success of a digitization program by following best practices, adhering to the guidelines of instruction manuals, and guaranteeing a quality end product. ■



# You Are Here



## North Carolina Maps Project Injects Interactivity in Online Collections

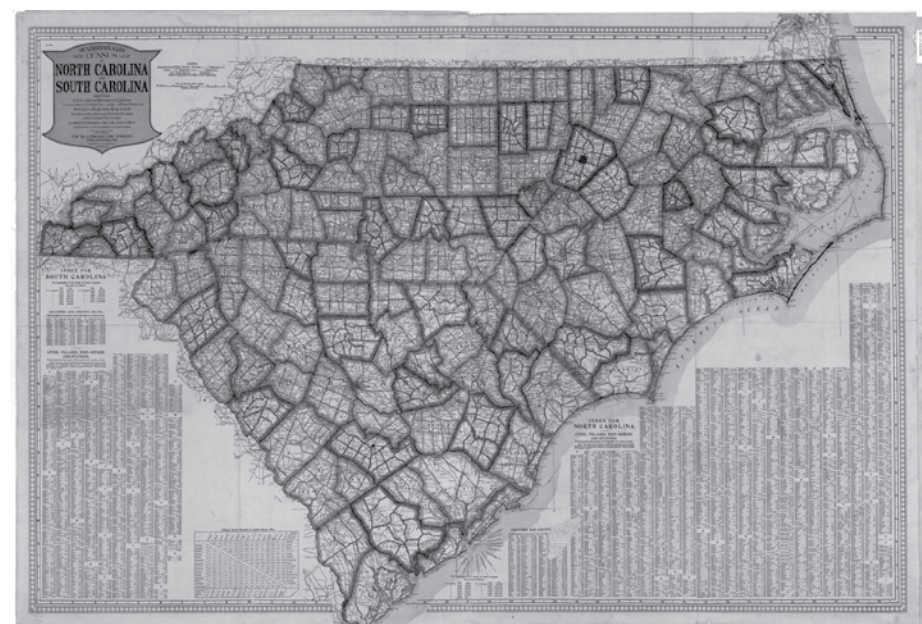
Nicholas Graham, North Carolina Digital Heritage Center

It's a great time to be a map buff. Historic map digitization projects thrive—from large collections featuring maps from around the world to smaller projects focusing on a single state or city. Rapid advancement of online geographic information services and applications makes it not enough to simply present a digital image online. The advent of digital map applications on desktops and phones illustrates that people want to do more than just look at images of old maps; they want to interact with them, too.

North Carolina recently completed a three-year, IMLS-funded collaborative project involving the North Carolina State Archives, the University of North Carolina at Chapel

Hill, and the Outer Banks History Center to digitize and share online images of historic maps from these three partner collections.

More than 3,300 different maps were involved, ranging in date from 1584 to 2000. The collection provides free and easy access to materials that can be challenging to use in person, and it unifies the complementary holdings of the three partners, resulting in a digital collection that is larger and more comprehensive than anything found in a single, physical repository. Users have responded enthusiastically from the outset, often writing to thank us for making the materials available online (and frequently asking for more).



Scarborough's census map of North and South Carolina. Scarborough Company, 1911. *Courtesy of the North Carolina State Archives.*

A map of North and South Carolina with their Indian frontiers. Henry Mouzon, 1775. *Courtesy of the North Carolina State Archives.*

### Moving from Digitized to Digital Maps

Geographic Information Services (GIS) applications are nothing new to professionals in geography or city planning. Most large college and university libraries have had GIS tools and labs available for years. However, GIS work was primarily performed by specialists until the release of Google Maps and, especially, Google Earth. These free, user-friendly applications make it easier for users to manipulate and interact with digital maps, geographic information layers, and satellite images.

In order to move from digitized maps to digital maps in the North Carolina Maps Project, a couple steps were necessary. First, we had to georeference selected historic maps and devise ways to present them online. Georeferencing is a familiar process for GIS specialists. It involves assigning a digital image and assigning it a place in physical space. For our project, this usually involved comparing a historic map to existing, known geographic information, such as a layer of streets or a satellite image.

The person conducting the georeferencing finds a spot on the historic map that



Of the more than 3,000 maps available on the North Carolina Maps Project website, about 200 are presented as georeferenced, or “historic overlay,” maps. There’s no easy or automatic way to georeference a map. It can take many hours to complete even one.

### Georeferencing Feature

Once a historic map is georeferenced, it can be used like any other geographic layer. North Carolina Maps Project users view a historic map directly on top of a current map or satellite photo, generating a comparison of the same area past and present. The feature is a fun way to study changing roads and borders, and even see the location of specific buildings.

In North Carolina Maps, the georeferenced maps employ a custom Google Maps interface and people can open the historic maps in Google Earth. At the time, these tools were easiest, but there are now many more options for displaying and interacting with

georeferenced maps online, including open-source tools.

Each georeferenced map is available for download for individuals to use in their own GIS programs, a function that resulted from requests from experienced GIS users who wanted to be able to do more with the maps than they could with the relatively simple interfaces provided by Google.

Many libraries and archives are taking advantage of the user-friendly GIS applications offered by Google and others. At the 2010 SAA Annual Meeting, the

panel discussion, “The World at Our Doorstep: Digitizing Historical Maps,” highlighted innovative map projects from the University of Connecticut and Ball State University, in addition to North Carolina Maps. Although the projects differed in their scope and

presentation, making the leap from digitized maps to digital maps enables users to study and interact with historic maps in ways that would never have been possible using only the paper originals. ■

**Archivists are finding that users want to do more than just look at images of old maps; they want to interact with them, too.**

matches a corresponding spot in the known geographic layer, such as a road or railroad intersection. The software then aligns the historic map to the existing digital information. The more points found on the historic map, the more accurate the results.



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# BIG Ideas to Battle MONSTER Disasters

Tom Clareson, LYRASIS

## A Chicken of the Sea cannery served as a home to more than just seafood. . . .

When natural disaster hits, an archives can be left scrambling to place salvaged records anywhere. This was precisely the case for the Feleti Barstow Public Library in American Samoa, which was able to freeze many of its records at the seafood cannery after an earthquake, followed by a tsunami, devastated the island in September 2009.

Dealing with massive disasters such as torrential flooding, hurricanes, tornadoes, and tsunamis is not something most archivists think about on a daily basis. For those who work in high-risk regions, however, the past six years have brought several dangerous disasters—striking archival and records repositories with greater regularity than ever before.

Archives and library experts from across the United States gathered at SAA's Annual Meeting in Washington, D.C., in August 2010 to discuss how they deal with high-risk disaster preparedness and response. Here are some big ideas from those who have battled monster disasters.

## Aftermath in American Samoa

Cheryl Morales Polataivao serves as territorial librarian for the American Samoa government. In September 2009, Polataivao's home institution, the Feleti Barstow Public Library, escaped the Samoan earthquake, while many other records-holding institutions were devastated. The 8.0 earthquake hit the small cluster of South Pacific islands, which triggered towering tsunami waves.

Polataivao says handling the situation was complex. First, the island's remote location, 2,500 miles southwest of Hawaii, made it difficult to transport disaster supplies and equipment to the site. Cultural heritage



**Before and after:** A shot of American Samoa's Development Bank, one of the government departments affected by the tsunami in 2009. *Courtesy of Cheryl Morales.*



institution staff on the island were prepared to a degree after previous training with the Western States and Territories Preservation Assistance Service (WESTPAS), a regional preservation education and information provider funded by the Division of Preservation and Access, National Endowment for the Humanities. Training included scenario planning, testing emergency preparedness and response plans, identifying mechanisms for collaborative partnerships, and improving the ability to evaluate risks.

On the day the earthquake struck, within 15 minutes many villages (the majority at sea level) were destroyed and nearly 5,000 people were left without shelter, clothing, or food. The island's main power plant and its utility infrastructure were taken out as well.

**Immediately after a disaster and in those following years, records and archival materials are essential to response and recovery, and they are important in rebuilding damaged communities.**

The public library lost power for two weeks, but that enabled staff to assist other institutions with their document recovery efforts. The worst damage touched some of the island's key archival institutions, including the Territorial Registrar's Office

and the Territorial Development Bank (both holding land and title records), the High Court (legal records), and the Power Authority, which housed local history documents. Some of these organizations withstood damage from only a foot of water; others were submerged up to their rooflines.

Response to the disaster began quickly. Many items were placed in freezers located



at the Star-Kist and Chicken of the Sea canneries on-island. (Freeze drying allows water-soaked materials to freeze, and then they are placed into a vacuum to remove the ice through sublimation.) Other assistance came from the Federal Emergency Management Agency (FEMA), which flew in generators on an Antonov An-225. The lessons learned were wide-ranging: planning and training works; keep materials off the floor; and back up your computer backups and store them offsite (in American Samoa, this now means off-island).

The disaster has had some lasting outcomes: the formation of the Governor's Document Preservation Task Force and participation by American Samoa in the Council of State Archivists' Intergovernmental Preparedness for Essential Records project.

## Katrina Reclamation

C. Preston Huff, regional administrator for the National Archives and Records Administration (NARA) Southwest Region based in Fort Worth, has faced both domestic and international disasters. To name several: domestic terrorism in Oklahoma City in 1995; tornado in downtown Fort Worth in 2000; Hurricane Katrina in 2005; and domestic terrorism in Austin in 2010. Along the way he garnered best practices to deal with emergency situations.

Because NARA's facilities were unscathed by Hurricane Katrina in 2005, staff helped with the aftermath at other organizations. Localities communicated with Archivist of the U.S. Allen Weinstein for assistance (an "unprecedented occurrence," according to Huff), and FEMA charged the National Archives staff with a "mission assignment" to assist in recovery in New Orleans.

NARA staff encountered petroleum, chemicals, mold, and standing water during recovery efforts of the Orleans Parish



**The picture of devastation:** Biloxi Public Library in 2005 after Hurricane Katrina. *Photo courtesy of Christine Wiseman, Georgia Archives.*

Coroner's office, District Attorney's office, and the office of the Clerk of the Criminal Court. "The National Archives oversaw the pack out of five tractor-trailer loads of wet, moldy records that were shipped out of the region for vacuum freeze drying and irradiation before returning the documents to New Orleans for their continued use," says Huff.

Along with paper records, NARA assisted in the recovery (through a contractor) of some computer hard drives. The National Archives supplied four staff members to oversee the effort for a total of 18 staff days. Huff notes the importance of scanning original records and distributing these electronic versions widely to protect their informational value.

Work during Hurricane Katrina also led to the formation of NARA's Records Emergency Preparation and Response—External initiative (REPAR-E). "REPAR-E's principal focus is to provide general oversight for, and advise the NARA external

coordinator for disaster preparedness and response on, fulfilling NARA's Mission Essential Function (MEF) requirements," says Huff.

## Proactive Policies

"Most of the time we wait until the disaster happens," says Washington State Archivist F. Gerald Handfield. But even a little proactive disaster preparedness can go a long way, according to Handfield. That was certainly the case in July 2010 when \$44 million was budgeted to strengthen the Howard Hanson Dam near Seattle, which protects some of Washington's most important revenue-driving retail and warehouse operations.

A flood did not drive this disaster-prevention initiative, but reports on the dam's condition scared people into action. Even before the reports, though, the State Archives developed a disaster plan in coordination with local governments and worked to scan minutes, ordinances, and resolutions of cities that were in the floodplain. The archives' preparatory work was heralded by a governor's subcabinet, military personnel, and local and state officials.

Proactive steps on the part of archivists and librarians in disaster recovery are essential. When collaborating to prevent and recover from records disasters, we must "look beyond the walls of our building and step forward as leaders," says Mississippi State Archivist Julia Marks Young.

Proactivity and collaboration are often the only way to battle big disasters. ■



**Post-Katrina:** Damaged records from Beauvoir (Biloxi, Mississippi). *Courtesy of Debra Hess Norris.*

# NO MONEY? NO TIME? NO PROBLEM!



Sarah Minegar discusses letter writing conventions with a group of Butler High School students. Here, students examine and compare various types of paper.

## Get Your Low-Budget Educational Program off the Ground

**Sarah Minegar, Morristown National Historical Park**

In an ideal world, educational initiatives would be inexpensive and simple to implement. The reality is that staffing and budgetary limitations can be impediments. As lone arrangers like me can attest, limited time and resources can make it nearly impossible to get an educational program started—but that doesn't always have to be the case. You can develop a successful educational program using existing collections and minimal funds. And you don't have to rely on luck to make it happen. Give your program the kick it needs with these valuable lessons I've garnered along the way.

### Know What Your Community Needs

One of the most frustrating things about initiating a new educational program is trying to figure out how to draw in new audiences and keep them engaged. The answer is out there, and often it is as straightforward as listening to your neighbors.

Teachers, students, and researchers typically know what types of resources they are looking for in a museum, archives, or library, and these groups are tremendously valuable audiences to survey. If your aim is to provide curriculum-based services, it is beneficial to

work with a cooperating education liaison, such as a classroom teacher. Not only could this contact serve as a consultant, he or she can also familiarize you with state and national curriculum standards that educators in your area are required to meet. A volunteer teacher may even be able to help your institution take existing collections/resources and aid in the development of grade-level-specific lesson plans and teaching materials. Likewise, researchers and visiting students may offer advice.

***Ask yourself:** What's the best way to survey the community to gauge need? Are there any concurrent community projects in which we can build upon or establish an institutional presence?*

### Strive for Self-Sustainability

It's ideal for programs to generate valuable experiences for patrons and communities, but increased interest in programming can be rather taxing, especially for staff at smaller institutions. Success is often met with demand for new and different opportunities, and accommodating those needs is not always feasible. When expanding or branching out, consider creating program components that are self-sustaining and beneficial to all parties involved.

Simply put, make sure those involved in implementing the program have the authority to self-direct, create, or execute content, and produce independently without major intervention or contribution on the part of permanent staff. Former teachers or retirees looking for creative opportunities, current teachers seeking professional development or continuing education credit, and college students who need to build their résumé and gain public humanities experience can become excellent candidates. As these individuals provide a valuable service for your institution, they gain from it, too.

A self-sustaining program takes a lot of planning, but once the parameters are in place, individuals involved are then able to complete tasks and services virtually unassisted. When possible, align your professional development and internship opportunities with existing educational commitments so that you are not constantly reworking and redesigning potential projects. Self-sustaining programs allow an institution to expand its public offerings while keeping staff workloads relatively unaltered.

***Ask yourself:** Are there any volunteers, interns, or community members who could manage a project if guidelines were in place? How would our team train these individuals to work independently?*





Butler High School students examine manuscripts, bindings, and wax seals during a hands-on table talk at Morristown National Historical Park.



Roxbury High School students survey a slave receipt from the Lloyd W. Smith Archival Collection. This document is part of a thematic unit, Exploring Human Rights in America, developed and taught by Sarah Minegar.

## Dream Big But Start Small

Laying out a game plan is necessary to cultivate a new educational initiative. It is best to think through the full spectrum of the program's educational potential while maintaining a realistic outlook. Enthusiasm can drive a program forward, but try not to think too far beyond the actual staffing and resource situation.

Think in holistic terms, but plan in manageable increments that follow a logical

order. This involves deciding which tasks need to be completed first. Depending on your institutional policies and procedures, your program goals may include lesson planning, volunteer training, marketing, artifact preservation or conservation, digitization projects, or Web content development. Logo design might not be the first step for a one-time historical crafts training seminar, but it may be critical for an institution trying to share online resources and develop an online presence.

Avoid rushing into an unproductive area only to fall short on time, resources, and energy in critical areas. It is very easy to become overburdened by too many details. The more comprehensive your plan, the less likely you are to get off track. Short-range goals and worst-case-scenario goals should be included.

Consider how existing programs at your institution are managed and evaluated, the reception they produce, and the needs they

**Continued on page 27 >>**



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# 200 Neighborhoods—7 Days

## Get Local During SAA's Annual Meeting in Chicago, August 22–27!

Meg Romero, Archdiocese of Chicago and 2011 Host Committee

If you've got that "been-there-done-that" feeling about Chicago, think again.

The Society of American Archivists has met in Chicago many times before, and anyone who's been here knows downtown has more than enough to keep visitors occupied for a week. When you come to SAA's 75th anniversary meeting August 22–27, make time to explore some of the city's neighborhoods. Chicago's got more than 200 of them! Most are easy to get to — just hop on a bus or train. There's no better glimpse into Chicago's ethnic diversity, past and present, than a visit to one of the neighborhoods. You won't find descriptions and suggestions for all 200 here, but these are good jumping-off points and perfect if you have a free afternoon.

### Little Italy

Everybody knows about New York's Little Italy. Boston's got the North End and Philly

has 9th Street. Chicago has an Italian neighborhood, too, and it's clustered around Taylor Street, just south and west of the Loop. Although Italians have been spread all over the city since they started coming in the 19th century, Taylor Street has maintained a strong Italian tradition. The Chicago classic Italian beef sandwich was invented in Little Italy, and you can get the original at Al's Beef (1079 West Taylor Street), still serving the neighborhood beefs and Italian sausages after 70 years. A few blocks east is **Hull House** (800 South Halsted), a settlement home run by Jane Addams at the turn of the century that aided the working-class immigrant population in the neighborhood. The original building, a National Registered Historic Place, is a museum on the University of Illinois at Chicago campus. *To get to UIC's campus, take the Blue Line west (toward Forest Park) and exit at UIC/Halsted. Walking two blocks south will get you to Hull*

*House. One block south of Hull House is Taylor Street. Take a right and head over to Little Italy.*

### Pilsen

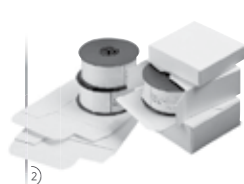
At the turn of the 20th century, Czechs were settling a neighborhood on Chicago's near west side. They called it "Plzen," after a city in Bohemia, and today Chicagoans know it as Pilsen. Like many of Chicago's neighborhoods, Pilsen has seen many immigrant waves come and go. The neighborhood is currently home to a large Hispanic population. One cultural highlight is the always-free **National Museum of Mexican Art** (1852 West 19th Street). The museum boasts paintings, textiles, photographs, and much more from ancient Mexico to the 21st century. Small gallery owners and artists recently have begun to move into East Pilsen lofts and storefronts, so make sure to stop by one of those if you can. Along 18th and 19th Streets, you'll find vintage clothing and thrift stores, taquerías

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and panaderias, and large-scale murals. And check out the Czech-style architecture of **Thalia Hall** (121-1225 West 18th Street), an old theatre and community center. It's no longer operational as a theatre, but the exterior of the building is still worth taking in if you happen to be strolling down 18th. *Hop on the Pink Line from downtown and head west (toward 54/Cermak). Exit at 18th Street and you'll be right in the middle of Pilsen.*

## Bridgeport

Chicago neighborhoods will let you in on the hidden gems of the city. You would never find an old rock mine right in the middle of downtown, but a visit to Bridgeport will take you to **Stearns Quarry Park** (2901 South Poplar Street), a former limestone quarry that was transformed into a 27-acre park just two years ago. The area around the quarry now features a fishing pond, trails and paths, and an athletic field. If you take a path up to the top of the hill, you can imagine what Illinois looked like when it was all prairie: tall grasses and shrubs. But turn to face the city and you'll see a beautiful view of downtown. Bridgeport has seen waves of Irish, German, Lithuanian, and Polish immigrants since the 1840s, and more recently the neighborhood has become home to Chinese Americans as well. *Take the Orange Line (toward Midway) and exit at Halsted. Two blocks south on Halsted is one entrance to the old quarry.*

## Chinatown

Just a few blocks from Bridgeport is Chicago's Chinatown. Pass under the Chinatown Gate and stroll down Wentworth Street to take in the restaurants (dim sum is a must for a weekend lunch), groceries, and tea and herb shops. You can't miss it, but make sure you stop by the **Pui Tak Center** (2216 South Wentworth). It's a Chicago landmark and an architectural beauty, renovated and restored in the '90s and '00s. *The SAA conference is taking place in summer, fortunately, so hop on the Chicago Water Taxi for a trip down the Chicago River to Chinatown's Ping Tom Memorial Park. Otherwise, the Red Line going south (toward 95th/Dan Ryan) will stop at Cermak/Chinatown.*

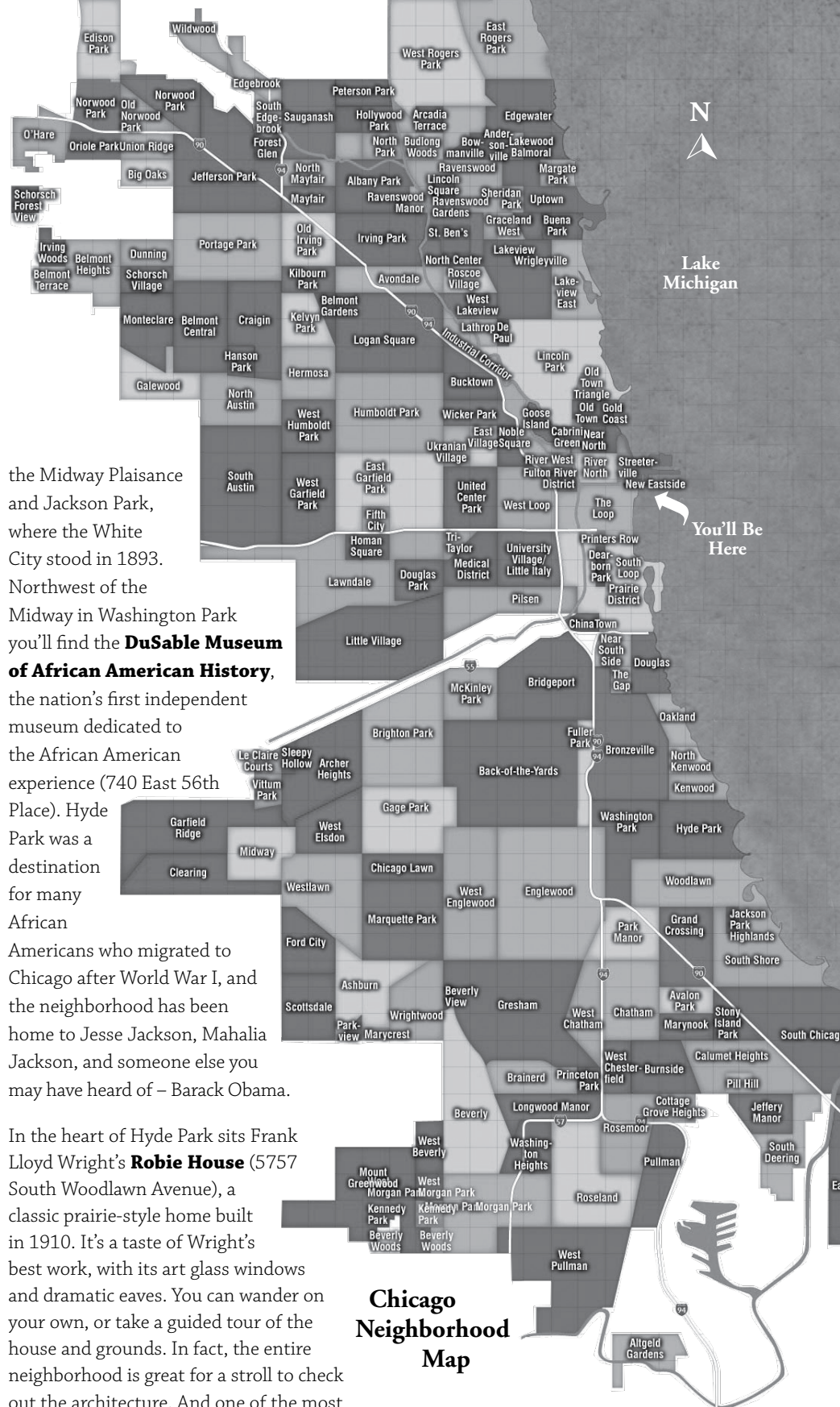
## Hyde Park

For fans of the World's Columbian Exposition, take a trip to Hyde Park to visit

the Midway Plaisance and Jackson Park, where the White City stood in 1893.

Northwest of the Midway in Washington Park you'll find the **DuSable Museum of African American History**, the nation's first independent museum dedicated to the African American experience (740 East 56th Place). Hyde Park was a destination for many African Americans who migrated to Chicago after World War I, and the neighborhood has been home to Jesse Jackson, Mahalia Jackson, and someone else you may have heard of – Barack Obama.

In the heart of Hyde Park sits Frank Lloyd Wright's **Robie House** (5757 South Woodlawn Avenue), a classic prairie-style home built in 1910. It's a taste of Wright's best work, with its art glass windows and dramatic eaves. You can wander on your own, or take a guided tour of the house and grounds. In fact, the entire neighborhood is great for a stroll to check out the architecture. And one of the most beautiful views of the city can be found at **Promontory Point** (55th Street, as far east as you can go before you are in Lake Michigan). *Tons of buses go from downtown to Hyde Park. You can pick up the #6 right by the Hyatt Hotel and take it all the way down Lake Shore Drive to Jackson Park.*



Chicago  
Neighborhood  
Map

## Andersonville

Chicago used to be home to more Swedes than any city outside of Stockholm. Toward the end of the 19th century they began drifting away from downtown to settle in other neighborhoods.



The **Swedish American Museum** in Andersonville (5211 North Clark Street) offers a permanent exhibit on the immigration experience for Swedes in Chicago, a special exhibit that changes every few months, a children's museum, and a shop. As long as you're taking in all things Swedish, try one of the eateries on Andersonville's main strip, such as Erickson's Delicatessen, Swedish Bakery, and Svea, which offers traditional Swedish food. Of course, the neighborhood isn't entirely Swedish anymore, and Clark Street has tons of other restaurants, too. So you can always grab a falafel, sushi, or slice of pizza if herring, meatballs, and lingonberries aren't your thing! *Take the Red Line north (toward Howard). Exit at Berwyn and walk a few blocks west to Clark St., the main strip of Andersonville. Just look for the water tower with the Swedish blue and yellow flag painted on it and you'll know you're in the right place.*

For more restaurants and shopping in Chicago's neighborhoods, be on the lookout for the 2011 Host Committee recommendations coming soon to [www.archivists.org/conference](http://www.archivists.org/conference). ■



**Lake effect:** Make sure your visit to Chicago this August for SAA's 75th Anniversary Annual Meeting includes a trip to one of the neighborhood beaches, but bring your own beach ball! *Edgewater Athletic Club, 1929. Chicago Daily News, Inc. Courtesy of the Chicago History Museum.*

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## CALL FOR PARTICIPANTS /CALL FOR PRESENTATIONS

# SOCIETY OF AMERICAN ARCHIVISTS 2011 RESEARCH FORUM “FOUNDATIONS AND INNOVATIONS” ..... TUESDAY, AUGUST 23, 9 A.M.–5 P.M. HYATT REGENCY CHICAGO

Participants' enthusiastic response to the past four Research Forums confirms that the full spectrum of research activities—from “pure” research to applied research to innovative practice—is of interest and value to the archives community. The 2011 Research Forum will build on previous success by continuing with a full day of presentations.

### If you're:

- Engaged in research. . .
- Seeking to identify research-based solutions for your institution. . .
- Willing to participate in the research cycle by serving as a beta site for research trials. . .
- Simply interested in what's happening in research and innovation. . .

### Then join us for the 5th Annual SAA Research Forum: “Foundations and Innovations”

Researchers, practitioners, educators, students, and the curious across all sectors of archives and records management are invited to participate. Use the forum to discuss, debate, plan, organize, evaluate, or motivate research projects and initiatives. The event seeks to facilitate collaboration and help inform researchers about what questions and problems need to be tackled.

As archivists from around the country and the world convene at ARCHIVES 360°, the Research Forum will provide a platform to acknowledge current—and encourage future—research and innovation from across the broad archives community and for the benefit of the archives profession.

### Research Forum Events at ARCHIVES 360°

- **Research Presentations and Posters** (Tuesday, August 23, 9 a.m.–5 p.m.). Here's your chance to present, discuss, listen to, or view research reports and results on a variety of topics. The final 30 minutes of this session will seek input for SAA's 2012 Research Forum.
- **“Office Hours” in the THINK BIG! Exhibit Hall** (Thursday, August 25, and Friday, August 26). Research Forum organizers will be on hand to hear your ideas about the Forum and for ad hoc discussions about specific research projects.
- **Poster Sessions.** Make time to visit the poster sessions, which will include practice innovation and research topics.

### Call for Platform and Poster Presentations .....

SAA invites submission of abstracts (of 250 words or less) for either 10-minute platform presentations or poster presentations. Topics may address research on, or innovations in, any aspect of archives practice or records management in government, corporate, academic, scientific, or other setting. Presentations on research results that may have emerged since the ARCHIVES 360° Call for Proposals deadline in October 2010 are welcome, as are reports on research completed within the past three years. Please indicate whether you intend a platform or poster presentation.

Abstracts will be evaluated by a review committee co-chaired by Nancy McGovern (Inter-University Consortium for Political and Social Research, University of Michigan) and Helen Tibbo (University of North Carolina, Chapel Hill).

**Deadline for submission of abstracts: May 2, 2011**  
via e-mail to [researchforum@archivists.org](mailto:researchforum@archivists.org). You will be notified of the review committee's decision by July 11.

*The following articles are excerpted from the National Coalition for History's Washington Update prepared by NCH Executive Director Leland White. SAA is a member of NCH. To subscribe to the free weekly online newsletter, subscribe to the RSS feed, or read the full articles, see <http://historycoalition.org/>.*

## FY 2011 Funding Bill Poses Threat to Archives and History Programs

The U.S. House of Representatives leadership brought to the floor in mid-February a massive continuing resolution (H.R. 1) that would fund the federal government for the remainder of FY 2011. Agencies and programs that are important to the archives and history communities, such as the National Historical Publications and Records Commission, the National Endowment for the Humanities, and the Teaching American History grants program in the Department of Education, would see their funding slashed or eliminated. Some of the more draconian cuts include:

- NHPRC: Cut from \$10 million to \$4 million.
- NEH: Cut by \$22 million to \$145 million.
- Teaching American History Grants: Cut by \$119 million, effectively eliminating the program.

Federal agencies currently are operating at the FY 2010 funding level. H.R. 1 includes \$100 billion in cuts below President Obama's FY 2011 budget request (which was never enacted by Congress) and \$58 billion in cuts from the current level of spending. Some proposed cuts are already in the bill that emerged from the House Appropriations Committee; other programs face cuts or elimination by amendment on the floor.

The current continuing resolution expired on March 4 and Congress must either enact a funding bill that runs through the end of this fiscal year (September 30) or pass another in a series of short-term extensions. The proposed budget released by the White House on February 14 is for Fiscal Year 2012, which does not begin until October 1.

H.R. 1 is expected to pass the House easily. Senate Democrats and the White House have signaled, however, that they

will not concur with the deep cuts passed by the House. Shut down of the federal government, as occurred during the Clinton administration, remains a possibility.

## FY 2012 Budget Proposal Bodes Ill for Archives Programs

President Obama's proposed FY 2012 budget, sent to Congress on February 14, recommends significant cuts in archives-related programs from the FY 2011 proposed budget. Within the National Archives and Records Administration the proposal calls for:

- An 8.2% decrease overall from FY 2011 (from \$460.2 to \$422.5 million).
- A 50% reduction (to \$5 million) for the NHPRC, NARA's grant-making arm.
- A 3.5% decrease in the budget for NARA's Inspector General.
- An 18.5% decrease in repairs and restoration to NARA-owned buildings.

Budget savings will come from the earlier decision to stop development of the Electronic Records Archive (ERA) and move directly into an operations and maintenance mode. This FY 2011 transition will reduce expenditures by \$36.3 million. In FY 2012, ERA will become an operational system and will be moved into the Operating Expenses (OE) appropriation. The president is requesting \$403.7 million for the merged OE and ERA appropriation, or a net decrease of 7% (\$30.4 million) from the combined FY 2011 requests. Although the majority of the decrease is within the ERA program, NARA followed administration guidance in reducing or eliminating a variety of programs to ensure that available resources are going toward mission-critical requirements.

New priorities that NARA will be able to accommodate within available funding include: hiring 15 new employees to improve government-wide and internal electronic recordkeeping; obtaining storage space to address the critical shortage of records storage space in the Washington, D.C., area; supporting records storage space requirements for archival records at the new National Personnel Records Center in St. Louis; continuing to build and expand the IT infrastructure for the

National Declassification Center; and hiring 11 employees to improve research room holdings protection in the Washington, D.C., area.

Other humanities- and information-related agencies and programs face the following:

- A \$21.3 million cut in the National Endowment for the Humanities from the FY 2010 appropriated level of \$167.5 million.
- A \$40 million cut in the Institute of Museum and Library Services from the FY 2010 level of \$282.2 million.
- Elimination of the Save America's Treasures and Preserve America programs and a 50% cut in the Heritage Partnership program within the National Park Service.
- Elimination of the Teaching American History grants as a separately funded program within the Department of Education. The administration proposes consolidating history education into a new program, "Effective Teaching and Learning for a Well-Rounded Education."

In contrast, the administration's budget proposal calls for an increase in the Smithsonian Institution's funding, from \$761.1 million in FY 2010 to \$861.5 million in FY 2012, of which \$125 million is for construction of the National Museum of African American History and Culture. ■

**"A wise friend, who also happens to be my wife, argues that advocacy is really quite simple. It's just a matter of first, figuring out what you need; second, figuring out who has what you need; and third, figuring out how to make them give it to you. For me, advocacy methods apply especially to that third part, but without clarity on the first two steps, advocacy efforts can be wasted."**

—From Larry Hackman's chapter on "Advocacy for Archives and Archivists" in *Many Happy Returns: Advocacy and the Development of Archives* (SAA, 2011).



## FROM THE ARCHIVIST OF THE UNITED STATES

**David S. Ferriero**

National Archives and Records Administration  
david.ferriero@nara.gov

# NARA Tightens Security to Prevent Document Thefts, Mutilation

Over the years, the National Archives has faced many physical and environmental threats to its holdings—including fire, water, insects, and mold. We have been open and forthcoming about these risks and about our efforts to combat them.

However, there's another risk to our collection—the risk of theft and intentional mutilation or destruction of our holdings. Since becoming Archivist of the United States, I have recognized this risk and have taken strong measures to deal with it.

Recently, a senior archivist at the Archives, Trevor Plante, contacted our Office of Inspector General to report that the pardon of a Union soldier in the Civil War, signed by President Abraham Lincoln, appeared to have been altered.

The Inspector General's investigators obtained a full and willing confession, in writing, from a noted historian stating that he changed the date on the pardon to read April 14, 1865, instead of April 14, 1864. The change to 1865 made the document appear to be one of President Lincoln's last official actions on the day he was assassinated.

Based upon the historical importance subsequently assigned to this pardon, it gained a certain amount of fame. The historian wrote a book about it and raised his profile in the history community.

This case is unusual. The statute of limitations expired so the researcher could not be prosecuted, but he will never again be allowed into the National Archives. However, it's another reminder that our holdings are at risk from unconscionable acts by researchers who have sought to steal or mutilate the documents that belong to the American people.

And we have not only experienced theft and damage by those from outside our agency,

but also by those we trust the most, our very own staff.

I have moved to mitigate this real threat by instituting a new policy in our Washington, D.C., and College Park, Md., buildings of searching bags being taken out by staff—including me—as we leave the building.

As a result of thefts over the past decade, we installed video cameras in all our research rooms in Washington and College Park and most research rooms nationwide. And we strictly limit what researchers can take with them when they are in those rooms reviewing records.

In Washington and College Park, researchers' belongings are searched by both research-room staff and security guards when they exit the research room and the building, respectively. This policy will be rolled out to other NARA facilities.

Over the past decade, several individuals stole documents and put them up for sale on the Internet or attempted to sell them to trustworthy collectors. Sharp-eyed researchers who used these records recognized them and alerted us. Those individuals who stole from our holdings went to prison. Sadly, one of them was an Archives employee.

In addition to these specific actions, we have elevated holdings security among our many missions.

Late last year, we formed a Holdings Protection Team. Its job is not only to develop policies for protecting our holdings, but to educate the staff on how to do so. So far, the team has educated more than 2,000 NARA employees, contractors, and volunteers at 26 of our locations.

The team has also performed site inspections at many of our regional records facilities and presidential libraries to

support and foster holdings protection and to monitor compliance to policy. This past fall, the team took over full responsibility for the movement of records between NARA facilities and affiliated agencies for exhibit, loan, or permanent storage.

The team works closely with our Inspector General's staff, which has demonstrated expertise in investigating and recovering lost or stolen holdings. Through the IG's work, many records and artifacts were recovered and thieves successfully prosecuted.

The IG's own Archival Recovery Team (ART) can assist those who think they may be in possession of a lost or stolen document or have knowledge of others attempting to sell them. The ART publicizes lost or stolen items and asks citizens to contact the ART if they have seen any; these items are listed on [www.archives.gov/research/recover](http://www.archives.gov/research/recover) and [www.facebook.com/archivalrecoveryteam](https://www.facebook.com/archivalrecoveryteam).

I take theft and mutilation of documents very seriously, and the security of our holdings is my highest priority. Unfortunately, a significant proportion of theft is perpetrated by employees, and that is especially disheartening. These individuals have lost sight of their responsibilities as caretakers.

I know the Society of American Archivists and its members share our concern about the theft and mutilation of priceless documents, and I ask for your help by reporting instances in which it appears that holdings might have been stolen from the Archives.

To report a document you believe is lost or stolen from the Archives, contact [MissingDocuments@nara.gov](mailto:MissingDocuments@nara.gov) or 301-837-3500 or 1-800-786-2551. Or write Missing Documents, Office of the Inspector General, National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740. ■





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It is this thought that has been the stimulus and inspiration to the Ford organization's growth, that has been the incentive in developing inexhaustible resources, boundless facilities and an industrial organization which is the greatest the world has ever known.

In accomplishing its aims the Ford institution has never been daunted by the size or difficulty of any task. It has spared no toil in finding the way of doing each task best. It has dared to try out the untried with conspicuous success.

Such effort has been amply rewarded. For through this organization, the motor car which is contributing in so large a measure toward making life easier, pleasanter and more worth while has been made available to millions.

The Ford Motor Company views its situation today less with pride in great achievement than with the sincere and sober realization of new and larger opportunities for service to mankind.

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## Own a Piece of Ford History

Ford Motor Company cracked open its photo vault and made 5,000 vintage images available for sale to the public through a third-party Web site, *Fordimages.com*. Images include commemorative and limited-edition prints, vintage signs, and advertisements, like the one above from the *Saturday Evening Post* in 1925. The archives also hold portraits and photographs from press releases, events, factories, motorsports, and product development. Ford archivists are still sorting through millions of old images.

## Futuristic Play “The Archivist” Coming Soon

Chicagoan Stephen Gawrit gives archives a new spin in his upcoming play “The Archivist.” Set in the future, after the death of society, all that is left are memories. Once mortal, the “Archivist” catalogs human media in an attempt to find what he or she once was. The play challenges the human condition and the effects of television on society. Four people, constructions of what they once were, witness tragic moments of their lives captured by visual media. Stay tuned for show times in a future issue of *Archival Outlook*.

## Sharks Hit the Archives Rink

Off the ice and into the archives went the NHL's San Jose Sharks, as roughly half of the team's players and some coaches and trainers visited the National Archives during an afternoon off on February 7. Players gathered around the Declaration of Independence and the Charters of Freedom in the Rotunda, and were ushered into a private room where NARA archivists displayed items they thought would be of interest. U.S. Archivist David Ferriero was on hand to greet players, and Trevor Plante (NARA archivist, Textual Reference Section) pointed out documents from the vaults. Materials included loyalty oaths that Continental Army officers were required to sign, denouncing their allegiance to King George III; the 1846 Oregon Treaty establishing much of the border between the United States and Canada; and a canceled \$7.2 million check that the government used to buy Alaska from Russia. Simply another afternoon of team-building . . .

## Archivists Take Control of Olympic Documents

Vancouver's curators and archivists are eagerly assessing the massive volume of artifacts and documents they've inherited from the 2010 Winter Olympics and Paralympics. The City of Vancouver Archives signed an agreement with the Vancouver Organizing Committee, taking control of almost the entire body of the committee's documents, which includes more than 50 terabytes of information. Images and videos make up about 90% of the materials.

## Status of Cultural Repositories Following New Zealand Earthquake

The Christchurch 6.3-magnitude earthquake that struck New Zealand on February 22, 2011, left a devastating and deadly aftermath. Many in the archives profession wonder about the state of the city's cultural repositories. The following is a brief overview submitted in late February by Alli Smith, executive director of the Library and Information Association of New Zealand Aotearoa (LIANZA): “Staff in the National Library, Central City Library, Law Library, and University of Canterbury Library are safe. Carolyn Roberston (libraries and information manager, Christchurch City Libraries, and president of LIANZA) is working with Civil Defense. With limited phone and power facilities, those on the ground in Christchurch are focusing on their immediate needs and the damage to their homes. People are conserving battery power on their phones and computers for emergency use and I don't think we can expect to get any detailed reports for some time. For further updates, visit [www.lianza.org.nz](http://www.lianza.org.nz).”

### Implementing the Incident Command System at the Institutional Level

A Handbook for Libraries, Archives, Museums, and other Cultural Institutions

David W. Carmicheal

From *Heritage Preservation* and *RescuingRecords.com*

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# Island Outreach in the Caribbean

## Establishing the National Archives Authority of Saint Lucia Took a Little Innovation and a Lot of Heart

Margot Thomas, National Archives Authority of Saint Lucia



Members of the National Trust Youth Group tour the National Archives.



Margot Thomas, National Archives Authority of Saint Lucia, at the Canon Laurie Anglican School where she delivered a lecture to students.



Attendees gather at a National Archives exhibition.

Saint Lucia's challenge was unique to its history: find a permanent home for its historical records. In a culture where the word "archives" was virtually unknown, creativity and a tenacious drive went into establishing the National Archives Authority of Saint Lucia.

The history of archives in Saint Lucia is similar to that of many English-speaking islands of the Lesser Antilles in the Caribbean Sea. A lack of understanding and appreciation of the country's records resulted in their neglect and degeneration.

All it took was the concern of one party. The Saint Lucia Archaeological and Historical (A&H) Society, established in 1954, was interested in and dedicated to the care and preservation of historical records and artifacts. In 1974, this intense interest led to the A&H Society being appointed "Preserver of Records" by the government.

However, the establishment of the National Archives under a voluntary body, the A&H Society, was never the intention of the government. In 1993, the National Archives Authority of Saint Lucia was established, and the government subsequently withdrew the title of "Preserver of Records" from the A&H Society.

From the onset, the work of the National Archives was generally misunderstood and unappreciated. Pioneering approaches had to be conceptualized and implemented not only to assist people in understanding the role of the National Archives, but to ensure that ordinary citizens recognized the National Archives as important to their daily lives. Here are a half-dozen examples of our outreach efforts.

- **Research and Genealogical Department** was created to make use of the records from the Registry of the High Court, particularly civil status and deeds and mortgages records. This area became a center for lawyers, notary royals, and ordinary citizens to access documents to lay claim to their family lands and other immovable property.
- **Exhibitions** such as "Tribute," which in 1994 highlighted the lives of individuals who contributed to the development of Saint Lucia. Other exhibitions have focused on various aspects of Saint Lucia's history: "Castries through the Years," "Politics in Saint

Lucia," "Saint Lucian First Ladies," "Lucian Carnival," and "Nobel Laureates in Focus and the Banana Industry."

- **History Quiz** enabled secondary school students to gain knowledge about and appreciate Saint Lucia's history. Secondary schools received Archives Information Packs that comprised five booklets covering such topics as Notable Saint Lucians, historical events, national institutions, national symbols, flora and fauna of Saint Lucia, and Saint Lucian businesses. The packs are prepared by National Archives staff for the History Quiz, which was conceptualized as an annual event. The two are inextricably linked. Information for the booklets is gathered from both primary sources such as archival records and secondary sources such as books, newspapers, and magazines. The packs are sent to the schools in January, and the quiz takes place in March. All the secondary schools are invited to participate.
- **Talks by the National Archivist** on the history of Saint Lucia, as a guest speaker at activities such as graduation ceremonies, or as a radio and television show guest highlighting the work of the National Archives.
- **National Archives Month** is celebrated by the National Archives in October, which is also Creole Heritage Month. The general public is welcomed for tours to have a first-hand look at how archival records are preserved. Other staples include school visits during morning assembly and radio awareness discussions.
- **Summer Program for Students** is held in July and August at the National Archives and trains students in library and archives work during the summer vacation. Depending on the funding available, four to six students are recruited from secondary schools and community college. The program started as an indexing program for the newspapers and gazettes in 2004; over the years, the scope has broadened and the students are involved in basic archival work including digitizing and accessioning.

In less than 20 years since its establishment, the National Archives has become a well-recognized institution that plays a significant role in helping the nation understand the value of records and archives. These outreach activities have put a public face on Saint Lucia's National Archives. ■

# SAA Council Wrap-Up

## EAC-CPF Standard Adopted, Member Comments Requested on Draft Code of Ethics and Proposed Constitutional Amendments

At its January 27-30 meeting at SAA Headquarters in Chicago, the SAA Council took the following actions:

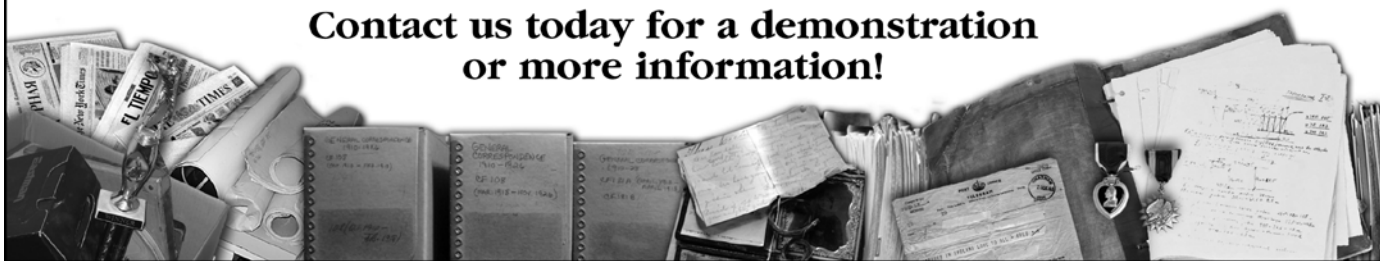
- Adopted Encoded Archival Context—Corporate Bodies, Persons, and Families (EAC-CPF) as an SAA standard, as recommended by the Standards Committee. To view EAC-CPF: <http://eac.staatsbibliothek-berlin.de/>.
- Approved several Standards Committee recommendations regarding its component groups, including creating a Technical Subcommittee on EAC-CPF to oversee maintenance and ongoing development of the standard; changes in the terms for Development and Review Teams; and charges and descriptions of new technical subcommittees on Describing Archives: A Content Standard (TS-DACS) and Archival Facilities Guidelines (TS-AFG).
- Agreed to seek member comments on the Committee on Ethics and Professional Conduct's revised draft of the Code of Ethics for Archivists. The current revision is based on comments from a variety of sources, including a member forum at SAA's 2010 Annual Meeting. The revision reflects recent scholarship and professional discourse regarding archival ethics and the profession's goals and identity while maintaining its aspirational, and legally neutral, character. Member comments are due by April 4, 2011. To review the draft and background materials and to comment: [www2.archivists.org/news/2011/saa-seeks-member-comment-on-draft-code-of-ethics-for-archivists](http://www2.archivists.org/news/2011/saa-seeks-member-comment-on-draft-code-of-ethics-for-archivists).
- Approved a "vision statement" and proposed work plan for an expanded Mosaic Program designed to increase minority representation within the profession and SAA. Prepared by a task force of the Diversity Committee, the plan will serve as the basis for one or more grant proposals in 2011 and beyond. The Council charged the executive director to determine the most effective means of implementing the grant preparation and submission process.
- Agreed to propose a constitutional amendment at the 2011 Annual Membership Meeting that would require that persons slated for a national elected office (vice president/president-elect, treasurer, Council member, Nominating Committee member) hold individual full membership at the time at which they



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are slated and throughout their tenure in elected office.

- Agreed to issue a call for member comments on a proposed constitutional amendment that would implement all-member referendum voting on dues changes, constitutional amendments, and bylaws amendments. Member comments are due by April 4, 2011. See the call for comment and background information: [www2.archivists.org/news/2011/call-for-member-comment-on-draft-constitutional-amendments-to-voting-methods](http://www2.archivists.org/news/2011/call-for-member-comment-on-draft-constitutional-amendments-to-voting-methods).
- Agreed to propose an amendment to Article VI.2. of SAA's constitution to bring the language up to date with modern methods of communication and provide staff with the option to use electronic balloting when a special referendum is required.
- Approved a Finance Committee recommendation that the "Asset Standards" section of SAA's Investment Policy be revised to allow for the purchase of fixed-income securities that extend beyond those issued by the U.S. Treasury in order to provide a greater rate of return while taking on minimal risk.
- Approved new bylaws for the Issues and Advocacy Roundtable and bylaws revisions for the Lesbian and Gay Archives Roundtable, the Archivists' Toolkit™ Roundtable (now the Archivists' Toolkit™/Archon™ Roundtable), and the Metadata and Digital Object Roundtable.
- Conducted an annual review of SAA's Equal Opportunity/Nondiscrimination Policy, and made no changes.

In addition, the Council discussed:

- A labor dispute involving Unite Here Local 1 (a hospitality workers union) and several Chicago-area hotels, including the Hyatt Regency Chicago, site of SAA's 2011 Annual Meeting. The union is calling for a boycott of these hotels; no strike has been called. A labor contract was in place and the boycott was not in effect when SAA signed the hotel contract. The dispute may have implications for the Society's 75th Anniversary conference, scheduled for August 22-27. During its meeting,

the Council heard from representatives of the hotel and the union. The Council and staff are investigating options related to the conference venue and will continue to monitor the situation closely.

- Possible revisions in the current strategic plan related to the desired outcome of "mak(ing) increasingly effective use of current and emerging technology in order to enhance communication with internal and external audiences and stimulate collaboration among [SAA's] constituents." Changes are pending Council members' written suggestions and additional discussion by the full Council.
- The Committee on Education's proposed revisions to SAA's "Guidelines for a Graduate Program in Archival Studies." Consideration of the Committee's recommendation to adopt was postponed pending amendments by a Council subgroup.
- The ideas expressed in Immediate-Past President Peter Gottlieb's 2010 presidential address, "Unifying the Archives Profession: A Proposal."
- And a variety of other topics. To view the full Council agenda and materials: [www.archivists.org/governance/agendas/0111-I-A-AgendaPublic.htm](http://www.archivists.org/governance/agendas/0111-I-A-AgendaPublic.htm).

Minutes of the January 27-30 Council meeting will be posted on the SAA website no later than 60 days after the meeting. The Council will meet again in Chicago from May 23 to 26. A call for agenda items for that meeting will be issued in early April, with a deadline of April 26.

### **SAA Foundation Board Adopts FY 2011–FY 2014 Funding Priorities**

At its January 29 meeting, the SAA Foundation Board:

- Reviewed draft articles of incorporation and bylaws and discussed questions related to Board composition, nomination and election of directors, and scheduling of the Board's annual meeting. Based on Board direction, the staff will work with legal counsel to complete a final draft for Board consideration in May 2011.

- Adopted the following funding priorities for FY 2011–FY 2014:

- Mosaic Program scholarships, internships, and travel awards directed to increasing the diversity of the profession.
- Scholarships for graduate archival education.
- Development of low-cost education opportunities that will reach the entire profession with state-of-the-art information.
- Opportunities for leadership development for the profession.
- Opportunities for international exchange and professional development.
- Administration of profession-wide surveys of archivists.
- Administration of profession-wide surveys of archival repositories.
- Fellowship program to support research related to professional issues and practices.

- Adopted the FY 2011 – FY 2012 work plan proposed by the Foundation Development Committee.

Minutes of the January 29 Board meeting will be posted on the SAA website no later than 60 days after the meeting. The Foundation Board will meet again in Chicago in conjunction with the May 23–26 SAA Council meeting. ■



#### **FACT:**

**In 1947, individual membership dues were \$5 per year.**

## Online Voting for 2011 Election Begins March 11

Your vote counts! Casting your vote online is easier than ever by visiting SAA's home page between March 11 and April 11 to select the candidates of your choice vying for 2011 SAA office in the following areas:

- Vice President/President-Elect
- Council Members
- Nominating Committee

All individual members, student members, and primary contacts of institutional members who were in good standing on February 28, 2011, are able to vote. View candidate statements and vote today at [www.archivists.org/governance/election/2011](http://www.archivists.org/governance/election/2011).

## MayDay: Saving Our Archives

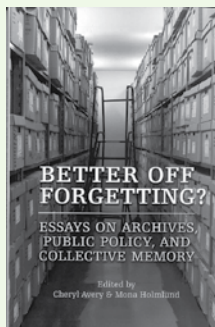
On May 1, 2011, you can do *something* that will make a difference when and if an emergency occurs in your repository. MayDay is a time when archivists and other cultural heritage professionals do something *simple*—something that can be accomplished in a day but that can have a significant impact on an individual's or repository's ability to respond. Re-read key policy documents, just to keep the information fresh. Quickly survey collections areas to ensure that nothing is stored directly on the floor. Note the location of fire exits and fire extinguishers. Conduct an evacuation drill to acquaint staff members with the evacuation plan and to test its effectiveness. *Do something!* For more information and ideas, see [www2.archivists.org/initiatives/mayday](http://www2.archivists.org/initiatives/mayday).



## Three SAA Staff Saluted for Service

During the Council meeting in Chicago in January, Executive Director Nancy Beaumont presented Certificates of Appreciation to **Jeanette Spears**, **Brian Doyle**, and **Solveig De Sutter** (photo above). Spears, a service center representative, celebrated her 15th year with SAA and was cited for her outstanding customer service, positive attitude, poise under pressure, common sense, and staff leadership. Doyle joined the SAA staff in 2000 as a graphic designer and is now director of member and technical services. He was recognized for his contributions to website and database management, membership development, and his support of committee and task force work. De Sutter, director of education, also joined the staff in 2000 and has overseen development of the education program, webinars, the online education directory, *GPAS* and *ACE Guidelines*, and has provided support to committees and the task forces. Congratulations to these three staffers!

## 3 More Reasons To Read . . .



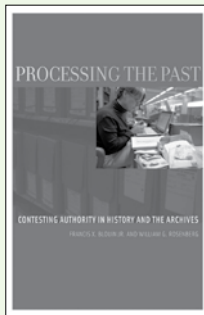
### Better Off Forgetting? Essays on Archives, Public Policy, and Collective Memory

Edited by  
Cheryl Avery and  
Mona Holmlund

Offers a

reappraisal of archives and challenges faced in a time when issues of freedom of information, privacy, technology, and digitization are increasingly important. Sixteen contributors from a variety of disciplines argue that archives are essential to contemporary debates about public policy and make a case for more status, funding, and influence within public bureaucracies.

University of Toronto Press (2010)  
242 pp., Soft Cover  
Product Code: BOOKRES-0573  
SAA Member Price \$22 (List \$30)



### Processing the Past: Contesting Authority in History and the Archives

Francis X. Blouin  
and William G.  
Rosenberg

Explores the

dramatic changes taking place in historical understanding and archival management and the relations between historians and archivists. The authors—an archivist and a historian—demonstrate how these changes have been brought on by new historical thinking, new conceptions of archives, changing notions of historical authority, modifications in archival practices, and new information technologies.

Oxford University Press (2011)  
272 pp., Hard Cover  
Product Code: BOOKRES-0569  
SAA Member Price: \$64 (List \$74)



### The Future of Archives and Recordkeeping: A Reader

Edited by  
Jennie Hill

Leaders in the  
field address  
the nature of  
archives, the role  
of the archivist,

and challenges posed by the rapid rise of technology. Chapters are grouped around four core themes: defining archives; shaping a discipline; archives 2.0—archives in society; and archives in the information age—is there still a role for the archivist?

Facet Publishing, U.K. (2011)  
244 pp., Soft Cover  
Product Code: BOOKRES-0574  
SAA Member Price \$91 (List \$115)



Buy and browse archives titles at [www.archivists.org/bookstore](http://www.archivists.org/bookstore).



# Society of American Archivists seeks **EDITOR** of



# the AMERICAN ARCHIVIST

The Society of American Archivists (SAA) announces the availability of the position of Editor of the *American Archivist*. This premier, semi-annual journal was established in 1938 and is the largest circulation English-language archives journal. Published in print *and* online, it will celebrate its 75<sup>th</sup> anniversary of continuous publication in 2013. The entire back run of the journal was recently digitized and is available at <http://archivists.metapress.com/home/main.mpx>.

SAA seeks a dynamic individual with excellent communication skills who will enhance the visibility of the *American Archivist* in the archives and allied professional communities, grow the number of high-quality submissions, and leverage the journal's 75<sup>th</sup> anniversary and online publication to increase readership.

The Editor is responsible for the solicitation, selection, peer review, and final approval of articles, features, and photographs. He or she works with authors and prospective authors on necessary revisions, reviews page proofs before publication, and works closely with the reviews editors, a copyeditor, an indexer, and the SAA director of publishing, who handles journal production and business matters. In addition, the Editor coordinates the activities of the *American Archivist* Editorial Board and reports to the SAA Council.

The honorarium is commensurate with experience (\$30,000–\$40,000 per year).

## Candidates should possess the following qualifications:

- Demonstrated leadership skills that allow him or her to present a vision of the journal that places it at the center of the profession's intellectual dialog.
- Demonstrated ability to develop and nurture relationships with authors, both established and newly emerging, to encourage them to explore interesting questions and submit material to the journal.
- Ability to nurture interesting but not completely satisfactory submissions to successful publication.
- Ability and willingness to pay special attention to the need to develop ideas in newly emerging areas of the profession and support the thoughtful re-examination of past professional insights, and address issues of particular relevance to historically under-represented populations.
- Excellent personal communication and writing skills, including the ability to edit scholarly material, the ability to communicate successfully with those who make submissions, and the ability to report to those in the Society with oversight responsibility for the journal.
- Sufficient financial skill to manage the journal within the budget established for it.
- Sufficient time-management skills to complete tasks in an acceptable manner and, most importantly, to publish the journal at appropriate and regular intervals as established within the annual budget work plan.

The term of the current Editor, Mary Jo Pugh, expires on December 31, 2011. Her successor, who will serve a three-year term, will begin work no later than January 1, 2012. **Interviews of finalists will be conducted May 22, 2011, in Chicago.**

**Submit letter of interest and curriculum vitae by April 15, 2011, to**

saahq@archivists.org      OR      American Archivist Editor Search Committee  
Society of American Archivists  
17 North State Street, Suite 1425  
Chicago, IL 60602

Questions should be directed to SAA Executive Director Nancy Beaumont at [nbeaumont@archivists.org](mailto:nbeaumont@archivists.org) or 312-606-0722.



Putting a name to a face is often helpful, and now SAA members can do just that. This department spotlights one member at a time with the goal of helping all members get to know each other.

## David M. Hovde

David M. Hovde is associate professor of library science in the Purdue University Libraries and also serves on the editorial board of *Libraries & the Cultural Record*.

### SAA: How did you know you wanted to work in the archives profession?

**DMH:** My father created the archives at the college where he was the head librarian and was the head of the local museum for a while. I have been around libraries, museums, and archives all of my life and have been using archives as a researcher since the early 1970s. So, coming into the profession back in 2006 from the library world was an easy and enjoyable transition.

### SAA: Describe an interesting project on which you've worked.

**DMH:** My role is primarily instruction and helping with large research questions. I enjoy creating instructional materials and writing articles about Purdue University history, and am in the midst of writing a three-chapter piece on the history of the Purdue libraries. A goal is to become acquainted with other SAA members interested in information literacy issues in the academic setting.

### SAA: What is your most memorable moment from an SAA event?

**DMH:** Having been a member of the American Library Association since 1984, my first SAA conference a few years back was memorable because I went to everything I could to try to understand the differences and similarities of the two professional cultures.

### SAA: Do you have a hobby when not working?

**DMH:** I am a potter, a blacksmith, an 1858 rules baseball judge (umpire), and enjoy Victorian balls. We have an annual event in West Lafayette, Indiana, called the Feast of the Hunters' Moon that celebrates the history of a French Colonial fort that existed here. I am one of 5,000 participants. For this event I recreate French Colonial pottery, circa 1730–1760, and have visited museum collections throughout the United States, Canada, and Europe to make sure it is accurate. ■



## KUDOS



**Michael J. Kurtz** retired after working for 37 years at the National Archives and Records Administration, most recently as assistant archivist for records services. Since 1990 he has served as an adjunct professor at the University of Maryland's College of Information Studies, teaching a course on management of cultural institutions.



**Max J. Evans**, LDS Church History Department, was awarded the Conference of Inter-Mountain Archivists' 2011 Life-Time Achievement Award. Evans, a founding member of CIMA, was selected for his decades-long work and advancements in the uses of technology in archives, electronic records, and in promoting the wider uses of archives.



**Gregory Sanford**, Vermont State Archivist since 1982, received the Matthew Lyon Award for his lifetime commitment to the First Amendment in Vermont. The Vermont Press Association cited Sanford's leadership in open access to public records and the proper management of records so that people can find out how government operates.



**Annemarie van Roessel** is the new reference archivist at the New York Public Library for the Performing Arts.



**Steven Sturgeon** received the Conference of Inter-Mountain Archivists' 2011 Service Award for his leadership in several archival and historical organizations. Sturgeon is the manuscript curator in Special Collections and Archives Division of the Merrill-Cazier Library at Utah State University, where he is also an adjunct associate professor of history.



University of Michigan School of Information Associate Professor **Elizabeth Yakel** and others, including **Nancy McGovern** of the Inter-university Consortium for Social and Political Research, were awarded a National Leadership Grant of \$589,728 from the Institute of Museum and Library Services for a three-year project on "Dissemination of Information Packages for Information Reuse."



Welcome to Photo-Op, a new department in *Archival Outlook* focusing on visual materials. Send your “worth-a-thousand-words” images to [jschooley@archivists.org](mailto:jschooley@archivists.org).



**In the name of fun:** Sisters M. Lucida and M. Norbertine engage in a snowball fight at their congregation's headquarters in Frascati (Rome), Italy, February 9, 1965. *Courtesy of the Franciscan Sisters of the Poor Archives Department, Cincinnati, Ohio.*

## Get In the Know . . .

### . . . Take SAA Workshops:

#### **Visual Literacy for Photograph Collections**

May 2 / Seattle, WA

#### **Managing Electronic Records in Archives and Special Collections**

May 2–3 / Nashville, TN

#### **Emergency Management for Archivists**

May 17–18 / Little Rock, AR

#### **Arrangement and Description of Manuscript Collections**

June 16–17 / Chicago, IL

#### **Save the date for these Web seminars:**

May 12 – Archon . . . Making It Work for You

June 16 – Train the Trainer

July 7 – Archivists' Toolkit

July 21 – Using XSL

For more information, visit [www.archivists.org](http://www.archivists.org).

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## WikiLeaks continued from page 3

must be addressed administratively with policy and procedure. Faced with the probability of more corporate leaks, Pulzello emphasized the need for records managers to conduct early case assessment, understand weak spots, and make certain solid policies and procedures are not only in place, but also followed.

Jim Fortmuller, systems security manager at Kelley Drye & Warren LLP, enumerated the security policy failures surrounding the NetCentric Diplomacy database. Potential risks were not adequately assessed prior to implementation. Even the three most basic tenets of information security—confidentiality, integrity, and authenticity—were not adhered to. Most problematically, responsibility for the safety of the data fell to the end users. There was little oversight and custodianship of the records. User confusion resulted in incorrect coding of data. Without a central password repository, individual users' activities could not be traced.

Speaking on the topic from a theoretical bent, Mark Matienzo, digital archivist at Yale University Library, called for a more holistic conceptualization (and ultimately description) of provenance. Our concept must better acknowledge not just the effects of creators, originating offices, and business function on records, but also the actors, such as WikiLeaks and redactors, and their motivations. Underlining the importance for archivists to analyze our reactions to such a non-neutral actor as WikiLeaks, he suggested we consider the fact that WikiLeaks's first release was siphoned off of Tor, and ask ourselves what this provenance means to us.

Matienzo also outlined what he calls "the burden of contextualization," which leads to a number of questions. What role can archivists play in instances of decontextualization as we see with WikiLeaks? To what extent should we build meaning and story around raw data? What are our responsibilities to researcher needs in information environments so divorced from their origins?

Derek Bambauer, associate professor of law at Brooklyn Law School, constructed both optimistic and pessimistic takes on what the elimination of traditional gatekeepers

and interpretative frameworks in the WikiLeaks model means for archivists. He called attention to the relationship between diminishing information-sharing costs and rising penalties for breaches. Bambauer challenged "the impulse to classify, to protect, to fortify," saying that the wiser move would be toward increased corporate and government transparency, because "in an information environment where inevitably data will leak... it's advantageous both to have a reputation of openness and have the power to be the first to frame the information." At the same time, Bambauer would be surprised to see the government meaningfully shift records retention or declassification policies, since disincentives are scarce for overprotection while the penalties for underclassification are enormous.

### Response by Professional Organizations

Wosh questioned what official positions professional organizations might take. According to Pulzello, ARMA considered issuing a statement, but concluded that given its apolitical stance, anything offered on process and protection would simply be restatements of basic records management principles.

Matienzo pointed out that ALA's "Resolution in Support of WikiLeaks" speaks to values in which the librarian profession is steeped, and it is unlikely SAA could speak out differently or any more specifically. Wosh held that effectual professional organizational response is challenging, due to the tendency to "generalize the issue" and "then the response appears to be ineffective in dealing with the specific case, but it attempts to assert a more fundamental professional principle."

### Impact on Records Creation

The questionable impact on records creation and retention also surfaced. Referring to the declassification issue, Peterson noted the possibility for government

movement toward creating records that are unclassified but not immediately available to the larger public. Wosh asked Peterson if she

**Most problematically, responsibility for the safety of the data fell to the end users.**

expected any effects on documentation available in international courts for future truth and reconciliation commissions.

Referring back to FOIA debates in the 1970s, Peterson reminded us that many said FOIA would have "a chilling effect" on government documentation, but "the fact is bureaucracies have to communicate with each other," and that following short-term shifts in behavior, "everyone went back to reporting just as they were," as is evidenced by the contents of Cablegate.

### Public Perceptions

WikiLeaks will have serious ramifications on public perception of security, observed Bambauer. Archivists may see other relevant shifts in public perception as well. In the ArchivesLive! thread, Findlay observed, "... surely people's expectations of access and use of records from a pluralised archive like the Afghan war records or CableGate will force some bigger reform and push our profession into new models of archival practice and understandings of what archives are or could be?"

Rich ground remains to be covered in our analysis of how the expectations, assumptions, and needs of the public—our archives users—might be affected by exposure to transnational digital repositories, such as WikiLeaks, which are not generated by archivists but by other actors such as Julian Assange and anonymous sources.

With the power of archives and records brought currently front and center to the public by WikiLeaks, how can archivists use this to our advantage? ■

### Resources

<http://twitter.com/#!/wikileaks/status/21576108459>

[www.wikileaks.ch/IMG/wallpapers/wall3.jpg](http://www.wikileaks.ch/IMG/wallpapers/wall3.jpg)

[www.nycarchivists.org/?p=672](http://www.nycarchivists.org/?p=672)

<http://archiveslive.ning.com/forum/topics/wikileaks-access-and-us>

Streaming MP4: [www.cjh.org/videoarchivist/1791](http://www.cjh.org/videoarchivist/1791)

Streaming MP3: [www.cjh.org/audioarchivist/1791](http://www.cjh.org/audioarchivist/1791)

## No Money? No Time?

continued from page 11

fulfill. Follow up all action with self and participant evaluation.

**Ask yourself:** *At full potential, what are the program's activities, objectives, essential components, audience, and resources? What is the minimum the program must achieve?*

### What Gives You the Best Mileage?

Although donor, grant, copyright, or other restrictions may determine the focus of your educational initiative, concentrate on an area that will give your institution the biggest impact. Hone in on that collection, series, object, manuscript, or book that is most stable; serves multiple uses; generates publicity; is already scheduled and budgeted for digitization, conservation, or rehousing; is of interest to diverse audiences; or those collections that your institution has contractual authority to utilize. If all things are equal, it may be as simple as choosing from what is already processed and catalogued or avoiding a new task that will further your backlog.

A resource that can be marketed for its educational potential, cultural relevance, and “wow factor” may attract attention and encourage support (financial or otherwise) from the local community.

**Ask yourself:** *How will this resource be used? Will our efforts (digitizing, curriculum unit development, creating brochures or worksheets, etc.) see a second life? Will this exhibit, lecture series, school program, workshop, internship, or literature endure or become obsolete?*

### Tap Into (Mostly) Free Resources

Not every institution is in a position to contract out for website, brochure, or curriculum development and design as these services require dollars and conferencing time. Finding free, inexpensive, and existing (in-house) modes of advertising, fundraising, and content distribution can be immensely valuable.

Survey your volunteers, interns, docents, and other personnel to see if they might be

familiar with design software or have the skill sets needed to design or consult with your team on projects. In-house knowledge often goes untapped. Collaborating agencies (universities, historical societies, special interest groups) may also be willing to donate services or resources.

For a website solution, consider utilizing free blog services, such as Blogger. Blogs can be used to host program content and provide a space for you to communicate directly with patrons via comments and RSS feeds. Social media, such as Twitter, Flickr, Facebook, and Del.icio.us, can be leveraged to connect with and serve a variety of audiences. Bells and whistles aside, your permanent collections tend to be the most valuable “free” resource and educational tool available. If you have artifacts, manuscripts, or books, you have a start!

**Ask yourself:** *What office or technology products are available for minimal cost? Who are some of our biggest potential partners, donors, and contributors?*

### Build Community Relationships

Stewardship is an essential component of a successful educational program. To build stewardship, your community must feel, in some way, accountable for the well-being of your institution and the artifacts, manuscripts, and books you preserve and protect. Share your collections with them whenever possible so that they can begin to care about the stories your collections tell and the cultural, historical, and aesthetic significance your institution and its assemblage represent. It is important for your community to understand the value of its role in the preservation of such institutions.

**Ask yourself:** *How can we encourage our community to subscribe to the mission of our institution? How can we ensure that we are providing opportunities of interest?*

That's it in a nutshell, especially if a nutshell is all you have for educational programming! You, too, can build on what you have by using your permanent collections as valuable “free” resources and educational tools. ■

## “Quotable”

Theft flourishes in the genteel world of manuscripts and archives when there is tacit collusion between the perpetrators and confrontation-averse staff.

—Elena S. Danielson,  
*The Ethical Archivist*  
(SAA 2010)

Thank you both for sharing your wisdom, expertise, and first-hand case studies with all of us at the SAA workshop. The material you covered will undoubtedly change the way in which I approach my consulting work as well as my service as a public library board member. As archivists and collections managers, I recognize we all play a role as fundraisers, educators, and enthusiastic advocates at one time or other. Thank you for sharpening our skills in all of these arenas!

—Janine St.Germain  
“Raising Private Monies”  
Workshop Attendee

The answer to “Who represents the past?” is that we all share this responsibility—creators, archivists, and users.

—Elizabeth Yakel, Contributor to  
*Controlling the Past: Documenting Society and Institutions—Essays in Honor of Helen Willa Samuels*  
(SAA 2011)



## FROM THE EXECUTIVE DIRECTOR

Nancy P. Beaumont

nbeaumont@archivists.org

# Reaching Out

Our thanks to the five institutions that chose to participate in our first-ever *I Found It In The Archives!* campaign and contest. Although we had hoped for broader participation in this first year, we're delighted with the submissions and anxious to get started on the national judging and voting. For more on the contest, see the SAA website at: [www2.archivists.org/initiatives/i-found-it-in-the-archives](http://www2.archivists.org/initiatives/i-found-it-in-the-archives).

We're still feeling our way through the logistics of this first contest, but I expect that we'll be doing the preliminary judging of national finalists in March, fielding the public voting in April and May, and announcing the winner(s) in early June. We'll honor the national winner(s) at the SAA Annual Meeting in Chicago in August.

Be assured that SAA is committed to running the national-level contest over a period of years in order to raise public awareness about archives and archivists. We hope that as you view the 2011 contestants on SAA's website—and encourage your family, friends, colleagues, and community to vote online for a winner—you'll get excited about implementing a local contest beginning in October 2011 in conjunction with American Archives Month. SAA's modest means don't allow us to spend a million dollars a year (or more) on paid advertising to raise public awareness. We're counting on each of you, working with the tools that SAA provides, to reach out!

\* \* \*

Protecting your collection is one of your fundamental responsibilities as an archivist. The Heritage Health Index, released in 2005

soon after hurricanes Katrina, Rita, and Wilma struck the Gulf Coast, reported that few institutions have disaster plans and, for those that do, often the plan is out of date. That's why SAA launched "MayDay" in 2006 to encourage archivists and other cultural heritage professionals to reach out to their colleagues to do *something*—even if it's something *simple*—that can have a significant impact on an individual's or repository's ability to respond to a disaster.

*Whatever your repository setting:* On May 1, take the time to re-read key policy documents, just to keep the information fresh. To quickly survey collections areas to ensure that nothing is stored directly on the floor. To note the location of fire exits and fire extinguishers. Or to conduct an evacuation drill to acquaint staff members with your evacuation plan and test its effectiveness. For more information and lots of ideas, see the SAA website at: [www2.archivists.org/initiatives/mayday](http://www2.archivists.org/initiatives/mayday).

*If your repository is within or allied with a library:* Get started early with your disaster planning by participating in Preservation Week, April 24 – 30 (sponsored by the American Library Association and its Association of Library Collections and Technical Services). You'll find many great resources: [www.ala.org/ala/mgrps/divs/alcts/confevents/preswk/index.cfm](http://www.ala.org/ala/mgrps/divs/alcts/confevents/preswk/index.cfm).

*And if you're in a government setting:* Our partners at the Council of State Archivists have undertaken a long-term initiative—fueled by a \$2.6 million Federal Emergency Management Agency grant—called the Intergovernmental Preparedness for

Essential Records (IPER) project. IPER teams are now training thousands of state and local government officials nationwide in emergency preparedness and recovery for business-critical records. CoSA's online resource center (<http://rc.statearchivists.org>) connects state and local governments with the information, tools, and training they need to manage records and archives effectively. The Council's new (and free!) webinars—"Introduction to Records and Information Management," "Records Emergency Planning and Response," and "Essential Records"—are available to state, local, territorial, and tribal government employees who are responsible for creating and maintaining records of any kind and in any format, both paper and electronic. Find the courses: [www.statearchivists.org/iper/RIM](http://www.statearchivists.org/iper/RIM).

CoSA also offers the Pocket Response Plan (PReP), a concise document for recording essential information needed in case of a disaster. PReP can be printed on legal-size paper, folded to credit card size, and inserted in a protective Tyvek envelope so that key personnel can carry it in their wallets. Side 1 records contact information for all those who will need to communicate after an emergency occurs; side 2 provides space for a customized step-by-step response checklist to specify actions that staff should take in the first 24 to 72 hours after a disaster. Download a free template for creating your PReP at [www.statearchivists.org/prepare/](http://www.statearchivists.org/prepare/).

Take the time this spring to reach out and do *something*—even if it's something *simple*—to save our archives! ■





**Plan NOW to participate — reserve the dates!**

Submit your proposal for a session or pre-conference workshop by October 1, 2010.

See [www.archivists.org/conference](http://www.archivists.org/conference) for details.



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## Controlling the Past

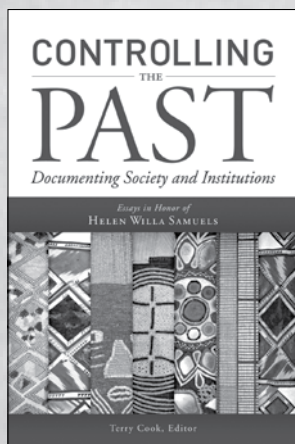
**Documenting Society  
and Institutions—**

**Essays in Honor of  
Helen Willa Samuels**

*Terry Cook, Editor*

Twenty archivists explore the contexts in which the appraisal of potential archival sources takes place, while others examine the nature, influences, and ethics of archivists and their roles in appraising records, documenting society and its institutions, and describing records with digital tools.

Society of American Archivists (2011)  
442 pp., Soft Cover; Product Code: BOOKSAA-0572  
SAA Member Price \$39.95 (List \$56)



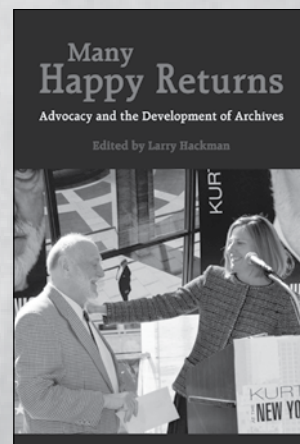
## Many Happy Returns

**Advocacy and the  
Development of Archives**

*Edited by Larry Hackman*

Twenty-three archivists and allied professionals provide sound advice and teach you how to advocate effectively for your archives. Includes 13 case studies that address a variety of advocacy methods. Concludes with essays on advocacy and archival education, the use of new technologies to build support for archives, and advocacy at the federal level.

Society of American Archivists (2011)  
424 pp., Soft Cover; Product Code: BOOKSAA-0568  
SAA Member Price \$39.95 (List \$56)



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