

CLEARINGHOUSE

national association of government archives and records administrators

IN THIS ISSUE

President. 2

NAGARA and COSLA. 3

Membership Task Force. 3

NARA Preservation Conference. 4

Archivist of the US. 5

Julia Adams. 6

News from our members. 7

Publication schedule. 20

NHPRC recommends 38 grants totaling \$3,359,140

At its meeting on November 13-14, held at the United States Supreme Court, the National Historical Publications and Records Commission recommended that the Archivist of the United States make grants totaling \$3,359,140 for 38 projects

The Commission recommended 8 grants for Founding-Era documentary editing projects totaling \$1,330,636; 2 Founding-Era subvention grants totaling \$20,000; 9 State Board administrative support grants totaling \$129,111; 4 State Board planning, implementation, and regrant proposals and collaborative projects totaling \$324,639; 6 grants for electronic records and technologies projects totaling \$1,366,415; 5 non-Founding-Era subvention grants totaling \$40,167; and 4 grants for education projects totaling \$148,172. The complete list of funded projects appears below.

The Commission reinstated its annual fellowships in historical documentary editing and archival administration and, in light of the particular value of these programs at the present time, the hope was expressed that funding shortfalls would never again force their suspension.

In the absence of the NHPRC Chairman, Archivist of the United States John W. Carlin, the meeting was convened by Dr. Alfred Goldberg, the Commission's longest-serving member, who presides if the Archivist is absent. Dr. Goldberg thanked Associate Supreme Court Justice David Souter for arranging for the

meeting to be held at the Supreme Court, and announced that a bill appropriating \$6.436 million to the Commission for competitive grants in Fiscal Year 2002 had been signed by the President on November 12. He also welcomed Senator Christopher Dodd of Connecticut as the United States Senate's new representative on the Commission, and announced that Congressman Roy D. Blunt of Missouri had been reappointed to represent the U.S. House of Representatives on the Commission. NHPRC Chair John W. Carlin chaired the consideration of grant proposals on November 14.

Commission members received a brief report, prepared by Richard A. Cameron, Director for State Programs, outlining how NHPRC funding had facilitated disaster response in the aftermath of the events of September 11 in New York City by the New York State Archives in cooperation with the Metropolitan Archivists Group of New York City. The report also noted earlier NHPRC-supported disaster recovery efforts in North Carolina (Hurricane Floyd, 1999), Florida, and Virginia.

The Commission approved a funding strategy for Fiscal Year 2002 that aims for a 50-50 split of available funds for competitive grants between documentary editing projects (including the Founding Era Editions, Second-Tier Editions, Subventions, the

See NHPRC, page 19



NAGARA

**National Association of Government
Archives and Records Administrators**

News and reports on government records

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Change = opportunity; Hold that thought

Jeanne Young, President

Season's greetings, one and all! So much has happened since the last issue of *Clearinghouse*. Does anyone not think immediately - September 11? It's a pivotal date, one that almost everyone alive in this country will remember what they were doing when they heard the news. I had just returned to my office from a staff meeting. The phone was ringing; my husband was calling to tell me the second plane had flown into the World Trade Center. We had no idea what was happening, but my staff was asking to go home. I told the section manager to let people leave. Within minutes, there was gridlock on all of the streets around our building. Meanwhile, the third plane hit the Pentagon and there were rumors that a car bomb had exploded near the State Department, which is diagonally across our building at the intersection of 21st and C Streets. I decided I might be safer in the basement of the Fed than in my car, in the gridlock in front of the State Department. Eventually, our building was evacuated and I drove home without incident - most of the congested traffic was trying to cross the bridges to Virginia.

Subsequent to the plane crashes, the anthrax mailing campaign began. The Records Section at the Fed is across the hall from the mailroom. Our mail is processed in Brentwood, MD. I have received only one or two letters since early October - and those have been opened and retaped. Steve Grandin sent a package of NAGARA stationery that I have not received yet. The second package, delivered to my home, arrived within the express mail time limit.

We are getting used to street closings, increased security around office buildings, and hearing planes overhead without flinching. I have heard from a number of people outside

Washington who commiserate with me having to live and work here. Certainly, I'm aware of the possibility of random danger - but the randomness allows me to live my life as I would anyway. We eat out, go to the movies and the symphony, and I've been doing my patriotic best to spend money. I haven't flown since late August, but that will change in a couple of weeks when I go to Las Vegas for the annual meeting of the National Electronic Commerce Coordinating Council (NECCC). This leads me to the good news.

At its October 13 meeting, the NECCC Board voted to include NAGARA as an affiliate member. Core members of the Council include: the National Association of State Auditors, Comptrollers and Treasurers; the National Association of State Chief Information Officers; the National Association of State Procurement Officials; and the National Association of Secretaries of State. Affiliate members include: the Information Technology Association of America; the National Automated Clearinghouse Association; the National Governors Association; the National Association of State Chief Administrators; and the National Association of State Treasurers. The affiliate members are represented on the Board and may speak to issues but do not vote. Tim Slavin is our official representative to NECCC. Look on the NECCC website, www.ec3.org, to see NAGARA listed.

The NECCC is comprised of work groups with representation from each of the member organizations. The work groups produce study papers on pertinent issues related to electronic commerce. The creation and management of electronic records

See Change = Opportunity, page 4

NAGARA meets with COSLA

Terry Ellis, Vice President

Terry Ellis, NAGARA Vice-President, met with the Networking Committee of the Chief Officers of State Library Agencies (COSLA) at their October meeting in Salt Lake City. NAGARA and COSLA share common concerns in the areas of effective statewide planning, strengthening of state library and archival agencies, and utilizing new technologies for library and information services.

The Networking Committee members attending were Rod Wagner, Director of the Nebraska Library Commission; Sara Jones, Director of the Nevada Department of Museums, Library & Arts; Ken Wiggin, Connecticut State Librarian; James A.

Nelson, Kentucky State Librarian & Commissioner; and Tracy Tucker and John Ruffin of Association Management Resources. Discussion centered on possible joint projects between NAGARA and COSLA. A project to create a work group to develop electronic records guidelines was agreed upon as an initial effort. The guidelines would be used for educating resource allocators, decision makers, state CIO's, etc. and might also address practical issues regarding electronic recordkeeping. COSLA indicated they would contact the National Association of State Information Resource Executives (NASCIO) about participating in the project.

Future plans include identifying

the project's membership, mission, and structure and developing a work plan to achieve its goals. Terry Ellis is the initial NAGARA Board contact for the project. Those interested in additional information about the project can contact her at (801) 468-2332 or tellis@co.slc.ut.us. Information about COSLA and NASCIO can be found on their web sites at www.cosla.org and www.nascio.org.

For more information, contact Terry Ellis, County Records Manager, Salt Lake County Records Management & Archives, 2001 S State Street N4100, Salt Lake City, UT 84190-1020, (801) 468-2332, or tellis@co.slc.ut.us. ■

Membership task force carries out strategic plan key actions

Jelain Chubb, Chair, Membership Task Force

If you attended the 2001 NAGARA Annual Meeting in Portland, Oregon or read the last issue of *Clearinghouse*, you are aware of NAGARA's Strategic Plan Initiative. The Membership Task Force, which will operate as a committee of the Board until December 31, 2002, was established to accomplish the following key actions:

Automatically sign up all members to the *NAGARA Talk* listserv by December 31, 2001

Provide an on-line membership directory with embedded e-mail links by December 31, 2002

Implement a Marketing Plan aimed at recruiting and engaging new members

by April 30, 2002

In October, the Task Force conducted a test of 191 e-mail addresses gathered from the NAGARA membership database produced by Capitol Hill Management Services, the 2001 NAGARA Local Government Records Roundtable attendance list, and the COSHRC list of state archivists. Approximately 30% of those addresses were no longer valid and required updating. The Task Force provided Dan Cantrell, NAGARA webmaster, approximately 165 validated e-mail addresses for addition to *NAGARA Talk* by the December 31 deadline. There are currently 67 subscribers to *NAGARA Talk*.

The Task Force is also working with Capitol Hill Management Services to ensure that the membership renewal forms reflect the new membership structure adopted by the Board in July 2001. Initial work on the Membership Marketing Plan will begin after the New Year.

The Membership Task Force welcomes comments and suggestions as we work to accomplish NAGARA's goals for enhancing member services. For more information, please contact Jelain Chubb at chubbj@sosmail.state.mo.us. ■

17th Annual NARA Preservation Conference

NARA's 17th Annual Preservation Conference will be held on March 21, 2002. The Preservation Conference covers topics on the creation, use, exhibition, care-and-handling, conservation, duplication,

and long term storage of information on paper, film, tape, and disk.

The 2002 conference, *Lessons Learned in Emergencies: Not Your Ordinary Disaster Conference*, will bring together archivists, librarians,

and conservators to discuss the practical aspects of disaster prevention and mitigation.

For more information visit www.nara.gov/arch/techinfo/preservation/conferen/2002.html. ■

Change = opportunity continued from p. 2

has been the subtext of many study papers. The events of September 11 have awakened the business community to the need for business continuity plans. The member organizations of the Council have a heightened awareness that professional records managers and archivists have valuable advice to offer, so NAGARA's petition to join NECCC was endorsed enthusiastically (see the letter from NECCC on page 18).

The Council's 2001 annual conference is in Las Vegas, December 9-12. Tim will be unable to attend, due to a previous commitment, so Terry Ellis will represent NAGARA at the conference. I am also attending to reinforce NAGARA's interest in and willingness to collaborate with this group of associations. The theme for next year will include emergency preparedness. NAGARA will have an opportunity to help shape the topics the study groups will investigate and to provide representatives to the work groups. I am delighted with this opportunity and I look forward to your response.

On my return from Las Vegas, I will stop in Chicago to meet with the Executive Directors of the Society of American Archivists (SAA), the American Association for State and Local History (AASLH), and the Council of State Historical Records Coordinators (COSHRC). We will discuss possibilities for collaboration, especially relating to continuing professional training.

On November 2, President Bush signed Executive Order 13233,

extending the provisions under which presidential records may be withheld beyond the 12 years mandated in the Presidential Records Act. Furthermore, the Executive Order extends executive privilege to former Presidents and, most disturbing, to any private citizen the former President may designate to act on his behalf in case of disability or *after his death*. Representative Stephen Horn held hearings relating to the issuance of the Executive Order. Archivist John Carlin solicited comment from Steve Hensen, SAA president, prior to Carlin's testimony at the hearing. I submitted comments on behalf of NAGARA to Rep. Horn via fax, deploring the language of the Executive Order, urging Congress to pass legislation superseding the Order, and recommending NAGARA members as a valuable resource in crafting legislative language relating to records management. The text of the NAGARA comments can be viewed on the NAGARA website, www.nagara.org.

Finally, the Board is continuing the search for an Executive Director. We received seven proposals to our RFP. We reviewed the proposals, discussed them by e-mail and conference calls, and asked for modification from several respondents. We hope the process concludes soon because we realize how important it is to have someone coordinate administrative matters so the Board can enact, promote, and carry out the provisions of the strategic plan.

Cultural change is always difficult - whether changing a work

process or redesigning an association. I want to extend my profound thanks to the Board for its hard work and support through all the changes. As noted above, we took advantage of modern communication devices to help us stay in touch and get the work done. We have had a monthly conference call that everybody has attended. Through the miracle of electronic technology, Bob Horton, with his trusty laptop at hand, created the minutes in real time and sent them out - complete with homework assignments - the same day as the call.

Jelain Chubb and her coworkers on the Membership Task Force are putting in yeoman service, by all reports, sorting out NAGARA's membership list. Dues notices will go out shortly. We revised the membership structure, so please be sure that your institution is in the correct category. Also, please take note that you can join as an individual member if you work in a government records management or archives program but your agency is unwilling to join professional associations.

These are the most important issues the Board has worked on. It has been a busy time but it is good to be reaching out and joining with other associations, especially when we all face troubled times—terrorism, war, a stalled economy. We are moving into the traditional winter holiday season. I hope each of you finds the time to relax and enjoy the blessings of family, treasured friends, and close colleagues.

See you next year! ■



*John W. Carlin
Archivist of the
United States*

NARA's 2002 budget ensures progress toward strategic goals

I am pleased to announce that Congress has approved and the President has signed NARA's appropriations legislation for FY 2002, which provides significant funding increases that will enable us to continue to make progress toward the goals in our Strategic Plan. The legislation funds NARA at a total of \$289,826,000, including \$244,247,000 in operating expenses, \$39,143,000 for repairs and restorations, and \$6,436,000 for competitive grants administered by the National Historical Publications and Records Commission (NHPRC).

During these difficult times of constrained resources, this budget clearly illustrates that both the President and the Congress recognize the importance of the work we do and the challenges we face, and this is clearly good news for all of us who care about Government recordkeeping. Even more importantly, this budget, along with the favorable funding we have received the last several years, will allow us to continue the momentum we now have on key initiatives.

I am especially pleased that the Congress and the Administration have provided \$19 million for our Electronic Records Archives (ERA), the program that will enable us to build the archives of the future by developing solutions for the long term preservation of and access to the digital records of our Government. This tells me that our Government leaders have recognized the critical importance of dealing with

our electronic records challenges. These resources will allow us, with help from our partners, to define a research agenda of archival and technical questions for ERA development, collaborate in sponsoring research to answer these questions, and begin translating the research into engineering solutions that work. Also included in these funds is money to do the initial development of targeted pilots to apply research results to high priority needs

This budget clearly illustrates that both the President and the Congress recognize the importance of the work we do and the challenges we face . . .

such as the preservation of electronic personnel files of veterans at the National Personnel Records Center in St. Louis.

Additionally, our new budget includes \$1,135,000 to build an interim repository to preserve and make accessible the Clinton White House electronic records.

To meet storage and preservation

needs, the FY 2002 budget provides \$28.5 million to build a new Southeast Regional Archives facility in Morrow, Georgia, just outside Atlanta. This new facility will replace our current one, a World War II depot, which does not meet building code standards, and puts the long-term preservation of the records housed there at risk. The new Southeast Regional Archives facility will be located on property immediately adjacent to the Clayton College and State University campus, and represents the first partnership of a State and Federal archives. Sharing the site with NARA will be the new Georgia Department of Archives and History building. When the new Southeast Regional Archives is complete, we will be better able to serve our customers and care for the records entrusted to us in this region of the country.

I am very excited about the many possibilities of this partnership between NARA, Clayton College and State University, and the Georgia Department of Archives and History (GDAH). NARA and the state of Georgia will share preservation lab facilities, cold storage, and a welcome center, and we will be able to use Clayton State facilities for major conferences and events. University students will find internship opportunities at NARA and GDAH, and the university's new curriculum in archival and information science will draw on our combined

See NARA's 2002 budget, page 6

Family and friends celebrate the life and contributions of Julia Adams

Tony Adams, State Archivist and Director, Wyoming State Archives

The State Archivist and director of the Wyoming State Archives from 1966-1992, Julia Adams (formerly Yelvington) passed away in Cheyenne, Wyoming, on November 17. Julia was appointed Secretary to the California Senate Fact Finding Committee on Education by Governor Edmund Brown. She wrote the law creating the California Heritage Preservation Commission, which studied and investigated problems of the California Archives. Julia sat on the Commission

for three years, serving as Chair of both the Legislative and of the Document and Display Committees.

Returning to Wyoming, Julia directed the Wyoming State Archives, during which time she served as acting director of the Archives, Museums and Historical for eight months. She was a charter member of the Rocky Mountain Chapter of ARMA International, and served on the Archival Advisory Committee for Region 8. Julia was certified from the Institute of Archives

Administration, accredited by Emory University, Atlanta, GA, and a member of the Society of American Archivists and the National Microfilm Association (now AIIM). She was key in the publication and distribution of the well-known Wyoming Blue Books, which chronicle the governmental history of the state from the Territorial Era through the 1990's. She will be missed by her friends and family. ■

NARA's 2002 budget continued from p. 5

expertise. Most importantly, researchers will be able to find both State and Federal records in one convenient location. Clearly, this three-way partnership will benefit countless numbers of people.

The budget also includes \$5,693,000 for renovation and improved accessibility for visitors to the Eisenhower Presidential Library (\$1,288,000) and the Ford Library and Museum (\$4,405,000).

To expand opportunities for access, the budget provides:

\$450,000 for microfilming of the records of the Bureau of Refugees, Freedmen and Abandoned Lands;

\$1,503,000 and seven positions to complete staffing of the Clinton Library, without drawing positions from other parts of NARA, and to fund an automatic system to redact privacy information from Clinton Presidential records;

\$3,970,000 for development of the NARA web site to better meet customer's needs, to expand

opportunities for citizens and Federal agencies to use more NARA services electronically, and to meet the requirements of the Government Paperwork Elimination Act;

\$1,442,000 for the implementation of an Electronic Editing and Publishing System by the Federal Register and further development of its electronic Code of Federal Regulations;

\$237,000 to complete testing and begin piloting of a Records Management application that may potentially be used NARA-wide.

Because I know that many of you are interested in grants made by the NHPRC, I want to elaborate a bit on how grant funds will be distributed. The Commission recently approved a funding strategy for Fiscal Year 2002 that aims for a 50-50 split of available funds for competitive grants between documentary editing projects (including the Founding Era Editions, Second-Tier Editions, Subventions, the Editing Institute, and the Historical Documentary Editing Fellowship) and

records projects (including State Board grants for planning, implementation, administrative support, and regrants; Electronic Records; Records Access projects endorsed last year and urged to resubmit this year; new Records Access projects; and the Archival Administration Fellowship.).

Over the year, this would provide a total of \$3.218 million for documentary editing and documentary editing-related projects and \$3.218 million for records access and records access-related projects. Such an equal division of available grant funds is aimed at reducing the conflicts inherent in the challenge by the Commission to come to grips with the current budgetary shortfall created by flat funding in the face of increasing need by the NHPRC's constituent groups.

Having said that, I will close by saying that overall, I am very pleased that we have successfully made our case that the work we do with Government records is vital to the health of our democracy. ■

NEWS

ALABAMA

Archives dedicated

Since 1997, staff members of Athens State University (ASU) and the Alabama Department of Archives and History (ADAH) have worked to establish a university archives. This project culminated on November 4, 2001, with the dedication of the Dr. Elva Bell McLin Archives Room at Athens State's university library.

Dr. McLin retired from the university in 1987 as the head of its English department. In her retirement, she has served as the volunteer university archivist. ADAH staff members Tracey Berezansky and Linda Overman presented Dr. McLin with certificates of appreciation from both the State Archives and the Governor's Office. The certificates recognized and applauded her contributions in researching, organizing, recording, and preserving the history of Athens State University. Created with funds from the ASU foundation, the McLin Archives houses the McLin Collection, the Fiddlers Convention Collection, the University Collection, and the Historic Districts Collection.

Records section hires staff

The ADAH Government Records Division is pleased to announce the addition of two new state records archivists. Kerry Pond joined the staff on September 10, and Becky Lapczynski arrived on November 5. They will assist section head Richard Wang in our work with state agencies. Kerry has a Master of Library Science (MLS) from Florida State University and previously worked as a cataloging librarian at the North Palm Beach Public Library. Becky has a MLS from the State University of West Georgia. Earlier this year, she participated in the Georgia Archives Institute held in Atlanta. We are delighted to welcome Kerry and Becky to the ADAH staff.

2001 humanities award recipient

Dr. Ed Bridges, Director of the

Alabama Department of Archives and History, received the Alabama Humanities Award from the Humanities Foundation during its annual luncheon in Birmingham on November 1.

Records commissions actions

On October 24, 2001, the State Records Commission and Local Government Records Commission approved several disposition authorities (RDAs).

State Records Commission:

Board of Heating and Air Conditioning Contractors - *revised*

Board of Veterinary Medical Examiners - *new*

Jefferson County Department of Health - *revised*

State Safety Coordinating Committee - *new*

Local Government Records Commission:

Local Government Archives and Museums - *new*

Commission members also heard reports about several forthcoming ADAH publications, including new leaflets on records access issues, microfilming basics, disaster preparedness and recovery, and model job descriptions for agency archivists and records managers. The leaflets will be available to state and local agencies after approval at subsequent commission meetings.

The State and Local Government Records Commissions will next meet on Wednesday, January 23, 2002, in the Milo B. Howard Auditorium at ADAH. Meeting times will be 10:00 a.m. (state) and 1:30 p.m. (local).

DELAWARE

Digital archives: Phase I launched

Phase I of the *Digital Archives* project went live on Monday, November 5, 2001. The Digital Archives is intended to make more information about the Delaware Public Archives (DPA) holdings available to the public via the internet. Phase I included the web-

publication of the naturalization database, which includes more than 3,000 names of Delawareans naturalized prior to 1906 (when the federal government took control of naturalizations). Phase I also included the web-publication of more than 500 digital images from the Archives collection. The images include a sampling of maps, World War II photographs, church photographs, school evaluation reports, pauper reports, and coroner's reports (from the 19th century). The Digital Archives can be accessed from the DPA home page, www.archives.state.de.us.

States project underway

The DPA launched a new project on electronic records management. The project includes the participation of two other state archives programs - Wyoming and North Carolina - and is designed to provide all three programs with core competencies on how best to manage different types of electronic records.

Electronic or digital records are one of the largest challenges we face in the next ten years. DPA needs to ensure that the knowledge, skills, and abilities of its staff in managing, preserving, and providing access to paper records is refreshed to include digital skills. Also, our new strategic plan calls for us to "achieve and maintain world class status in the stewardship of digital records." This project is directed toward that goal.

The project has as its basis a taxonomy that includes fourteen different types of electronic records we can expect to manage. This includes web pages, email, word processing documents, geographic information systems, databases, and enterprise resource planning systems (such as PHRST and ASAP). Each of the electronic records types has a pilot project identified for it. It is expected that each state will work on the same pilot project for a period of

approximately 90 days (per project). At the conclusion of each pilot project, we will gather the core team (two representatives from each state), identify the best practices, and create a training module to distill the results of the project to all staff members.

North Carolina and Wyoming have agreed to adopt the taxonomy and have agreed to be participants in the project. Most of the collaborative work is designed to take place electronically with the use of web sites and email distribution lists. All three states have agreed to keep the project with as little overhead as possible.

The participation of the state archives programs will allow each program to leverage out needed expertise without paying for consultants or adding additional staff members. The first meeting of the core team was held in early September 2001. The first pilot project on website records is to be completed by February 2002.

On-line workshops available

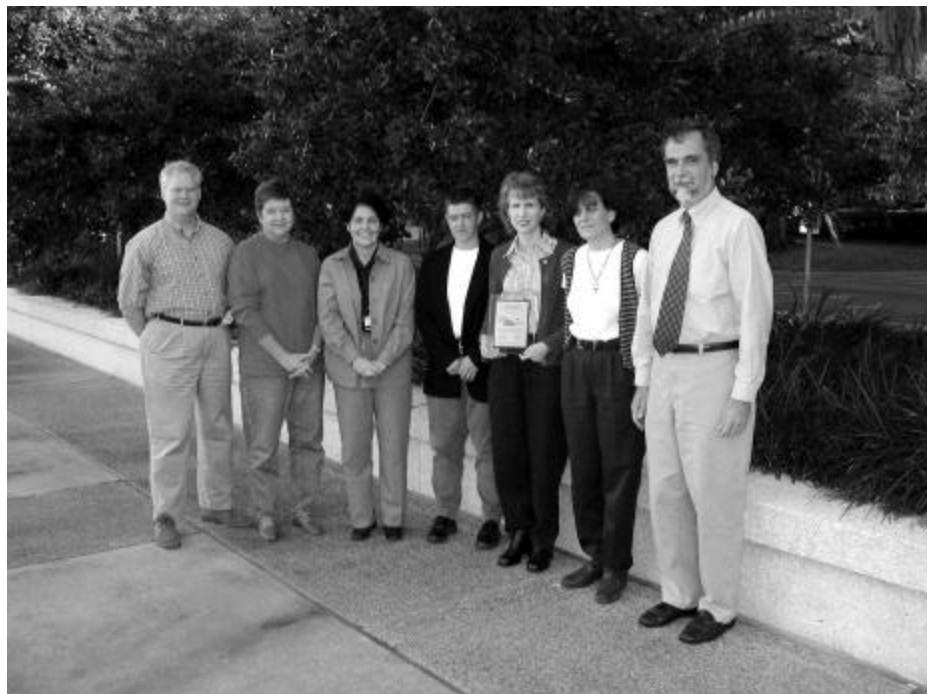
Since last spring, the DPA featured a very popular series of hands-on Web genealogy workshops. These programs have included presentations on German, Irish, Polish and beginning genealogy. Future Web workshops will include sessions on the American Civil War and the history of Rock & Roll. ■

FLORIDA

Project receives award

The Florida Bureau of Archives and Records Management's *Florida State Archives Section/Florida Memory Project* was selected to receive an award from the 2001 Davis Productivity Awards Program. The Davis Awards are given *for innovation, dedication, and commitment to excellence for work that enhances the productivity of state government and enhances the lives of Florida's citizens.*"

There were a record number of nominations submitted this year for excellence and achievement in state government on a statewide basis. The Davis Productivity Award Program is sponsored by Florida TaxWatch, Florida Council of 100, Inc., and the State of Florida. For more information



Dan Emerick, Maryellen Delp, Jody Norman, Cathy Christman, LaDonna Wagers, Katrina Harkness, and Gerard Clark receive Davis Productivity Award.

about the Davis Awards, please visit the Florida TaxWatch site, www.floridataxwatch.org/dpa/.

Online classroom adds to web site

As part of the Florida State Archives Florida Memory Project, the Online Classroom provides an educational web site for students and teachers featuring transcripts and scanned images of original diaries, letters, documents and photographs from Florida's past. Recently, the Online Classroom added a new learning unit on Florida during World War II. This unit will provide a nice compliment to the Museum of Florida History's exhibit being developed by the Department of State in cooperation with the Division of Veterans' Affairs, as part of their World War II Memorial Project. The Museum opening is scheduled for December 7. For more information about the Florida Memory Project and the Online Classroom component, please visit, www.FloridaMemory.com/. ■

GEORGIA

Groundbreaking

The official groundbreaking ceremony for the new State Archives of Georgia building took place on October 31 at

2:00 p.m. Secretary of State Cathy Cox was one of the many honored speakers, addressing approximately 1000 guests. The new structure will contain 171,000 square feet compared to the 140,000 square feet in the present building. The new building will feature separate program and records storage areas; systems that provide optimum temperature and relative humidity for records storage; state-of-the-art training rooms and classrooms; comfortable research space; and ergonomically designed workspaces for the staff. The building is designed to support current and future technological advances including wireless communications systems. The projected construction cost are \$22,000,000.

The new site is adjacent to the campus of Clayton College and State University and will become a key part of a Clayton County redevelopment project called the *Gateway Village*. The National Archives and Records Administration (NARA) plans to move the NARA-Southeast Region archives from its present location at East Point. The new NARA-Southeast Region archives will be built along side the State Archives. The future location of the NARA-Southeast Region records center has not been determined.



Georgia Secretary of State Cathy Cox welcomes everyone to the official groundbreaking ceremony for the new State Archives of Georgia building. And, a drawing of the new State Archives.

The neighboring of state and federal archives facilities will be a national first.

Gateway Village planners envision a 225-room hotel with a conference center, golf course, and an office building in a nearby location. It is estimated that over 28,000 historians and genealogists will visit the new archives complex. For more information, contact Pamela Coleman at (404) 651-6474, pcoleman@sos.state.ga.us, or www.GeorgiaArchives.org.

Board appointments

Georgia Historical Records Advisory Board (GHRAB) members were sworn in during a ceremony on October 11 in the State Capitol. The 2002 GHRAB members include: Ms. Kaye Lanning Minchew, *GHRAB Chair*, Director, Troup County Archives; Dr. Catherine O. Badura, Valdosta State University; Mr. William Harris Bragg, Georgia College and State University; Dr. Annette K. Brock, Vice President, Office of Institutional Advancement, Savannah State University; Dr. Thomas R. Dirksen, Augusta Genealogical Society, Inc.; Mr. Ross King, Assistant Director, Association of County Commissioners of Georgia; Mr. R. Lee Kinnamon, Chairman, Social Studies Department, Sumter County High School; Dr. John S. Lupold, Department of History, Columbus State University;

Rev. Lavonia Kess McIntyre, Genealogist; Ms. Susan D. Prouse, Superior Court Clerk, Chatham County Superior Court; Mr. Hershel E. Strickland, Government Management Information Sciences, Georgia Chapter; and Dr. Alice Taylor-Colbert, Shorter College. For more information contact Elizabeth Barr at (404) 656-2362, ebarr@sos.state.ga.us, or www.GeorgiaArchives.org.

Grants Awarded

GHRAB awarded \$100,314 in grants to sixteen Georgia organizations. The projects range from establishing records management programs to scanning and digitizing records. Participants include local governments, higher education institutions, libraries, historical societies, museums, and related organizations. Many areas across Georgia are represented. For information contact Elizabeth Barr at (404) 656-2362, ebarr@sos.state.ga.us, or www.GeorgiaArchives.org.

Recipients are:

- The Atlanta Opera (\$1,640): Staff will arrange and describe the Opera's photographs and slides for preservation and access.
- Augusta Museum of History (\$3,671): The Museum will produce a detailed catalog of its archival collections.
- Bryan-Lang Foundation for the

Bryan-Lang Historical Library, Woodbine (\$3,276): Library staff will arrange and describe selected Camden County records from ca. 1790 to 1920.

- Catoosa County Probate Court, Ringgold (\$15,000): The grant award will support implementation of a digital imaging program to provide greater access to marriage licenses in Catoosa County.

- Chattahoochee Technical College, Marietta (\$5,650): The College will inventory college records and establish a records management program.

- Floyd College, Rome (\$5,410): Floyd College will microfilm and produce an electronic copy of permanent student records for the years 1970 to 1976.

- The Foxfire Fund, Inc., Mountain City (\$10,000): The project goal is to increase the accessibility of the archives by cataloging and scanning approximately 20,000 photographs.

- Georgia Tech Research Corporation for the Georgia Tech Archives, Atlanta (\$1,952): The papers of Dr. Mel Kranzberg, the founder of the discipline known as the history of science and technology, will be cataloged and made available for research.

- Lowndes County Historical Society, Valdosta (\$5,000): The Society will inventory the archives and improve access to its collections.

- Morgan County Superior Court (\$10,000): The grant will allow the staff to check an existing database index of 1800s and early 1900s deeds and bring the index into line with the indexing standards of the Superior Court Clerks Cooperative Authority
- Peach County Commissioners Office, Fort Valley (\$7,500): The project supports an inventory of selected county records and an assessment of an existing facility for use as a records storage area.
- Putnam County, Eatonton (\$9,715): The staff will inventory and properly store county and court records from the 19th and 20th centuries.
- Sumter County Board of Education (\$7,000): The Board of Education will inventory permanent records of the Board and the school system and evaluate an existing facility for use as a records storage area.
- Teaching Museum South, Hapeville (\$5,000): The staff will arrange and describe Fulton County School Board Minutes, 1871-1930.
- City of Tybee Island (\$4,500): Grant funds will support development of a central repository for city records.
- Walker County Records Department (\$5,000): The Department will microfilm county and court records from the late 19th century to the early 20th century.

Records retention policy

At its October 2001 Board meeting, the Georgia Board of Regents adopted a Records Retention Policy. This includes a schedule for retention of records published on the web, www-test.rath.peachnet.edu/usgweb/busserv/. Two training programs have been scheduled for University System personnel. Amelia Winstead, State and Local Government Services Manager at the State Archives of Georgia, was instrumental in helping the Board to adopt this policy. For more information, contact Amelia Winstead at (404) 657-3849, awinstea@sos.state.ga.us, or www.GeorgiaArchives.org.

New records analyst

On November 1, Amanda Chappuies began her work as the new Records Analyst. Amanda comes to Georgia after receiving her MA in History at Bowling Green State University in

Ohio.

Georgia archives week report

The Georgia Archives Week 2001 final report is available on the Society of Georgia Archivists web site, www.soga.org. The Georgia Historical Records Advisory Board, the Office of Secretary of State Cathy Cox, and the Georgia Department of Archives and History were among the supporters for Georgia Archives Week. For more information contact Pamela Coleman at (404) 651-6474 or archivesweek@soga.org. ■

ILLINOIS

Archives receives grants

The Illinois State Archives received a \$19,525 LSTA grant to digitize its original land survey plats. The images will be made available via the Web and in CD format, particularly for work by surveyors with laptops in the field. The Archives is also a co-recipient, with the Illinois State Library and the State Library of Ohio, of an IMLS National Leadership Grant of \$246,025 to develop a plan for monitoring and evaluating changes made to electronically published state government documents and records to ensure permanent public access. ■

KENTUCKY

Public archives symposium held

This year's Annual Meeting of the Friends of Kentucky Public Archives, Inc., together with the 13th annual Public Archives Symposium, was held November 16, 2001, at Shaker Village of Pleasant Hill, outside Harrodsburg. The Symposium, sponsored by the Friends in cooperation with the Kentucky Department for Libraries and Archives, featured Dr. Edward Steers, Jr., with commentary by Dr. Thomas D. Clark. Dr. Steers discussed his recently published study, *Blood on the Moon: The Assassination of Abraham Lincoln*.

Research room winter hours

The Archives Research Room will be open Monday-Friday and closed on Saturday during November, December, and January. At the end of the three months, KDLA will reassess the Research Room's permanent hours of

service. The new hours are being tried for several reasons. First, the number of customers is historically lower on Saturdays during these months. Second, the Governor's Office no longer allows compensatory time for state government workers, which makes scheduling Saturday work very difficult. Third, original records will be available five days per week instead of four.

Preservation brochure available

The Document Preservation Laboratory recently created a new brochure describing the range of document preservation services available to the general public and to public agencies.

Document management digitization system (DMDS)

Hunter Information Management, Inc., in its consultant report to KDLA earlier this year, recommended enhanced document conversion capabilities for KDLA. Vendors are currently being selected for the first phase of the Document Management Digitization System, or DMDS, which the Kentucky General Assembly funded in the 2000 session of the legislature. DMDS will permit KDLA to respond to growing agency demand for image management services. It will also permit KDLA to take advantage of the technology to digitize incoming paper records in sufficient volume to limit the growth of manual collections, while simultaneously meeting long-term archival requirements. After the first phase, KDLA will begin the second phase of DMDS by establishing a dedicated data archives facility whose functions and resources can be integrated with the Commonwealth's existing archival program.

State archivist participates in privacy committee

State Archivist Richard Belding is working on privacy and records surveys with a group of state agency General Counsels brought together by the Governor's Office for Technology (GOT). This group is to develop, implement and manage strategic information technology directions, standards, and architecture related to the privacy and confidentiality of data collected and stored by state agencies. In Phase One of the survey, the General Counsel for each agency was asked to

complete a six-page survey on 1) Data Maintained, 2) Access to Data, and 3) Validity and Integrity of Data. KDLA provided each agency with a list of all agency records series believed to have access restrictions. In Phase Two of the survey, each agency was asked to verify the title and function of electronic systems on an existing KDLA list. The data collection and analysis, when completed before the end of the calendar year, will help validate KDLA information on existing agency systems. ■

MICHIGAN STATE ARCHIVES

Governor signs new Department of History, Arts and Libraries into law

In July 2001, Governor John Engler signed the Department of History, Arts and Libraries into law. The new department, one of 20 departments in the Executive Branch, merges the responsibilities of the Michigan Historical Center, Library of Michigan, Mackinac Island State Park Commission, the Michigan Council for Arts and Cultural Affairs, and the Michigan Film Office. The State Archives of Michigan is a part of the

Michigan Historical Center.

In speaking about the newly established department, Director Dr. William Anderson stated that *"major state history, arts, library and cultural resources have been brought together in a single department to strength collaboration, build upon mutual strengths and sharpen focus and direction."*

NHPRC grant awarded

The State of Michigan has installed and implemented a Records Management Application (RMA) that captures, classifies, and automates the retention of software-dependent electronic records within a centralized repository. While the RMA is capable of storing and providing access to electronic records, it cannot ensure that they remain accessible as software becomes obsolete. The San Diego Supercomputer Center (SDSC) has developed expertise with the issues and technologies needed to ensure that software-dependent electronic records remain authentic and accessible as existing technology becomes obsolete. The State Archives of Michigan and the SDSC received a two-year grant from NHPRC to develop and test a model for preserving the records in Michigan's RMA. For more information, visit the

RMA page at www.state.mi.us/dmb/mgmtserv/oss/rfmd/rma.

RECORDS AND FORMS MANAGEMENT DIVISION

New software upgrade for records center management

The Records and Forms Management Division has upgraded to Versatile Enterprise for the management of the records center. This upgrade has web access that will allow customers to complete their own records transmittal, and input it into Versatile. Versatile Enterprise and the use of ForeMost have eliminated nearly all paper processes.

The RMA Project is beginning implementation of its second phase. ForeMost software will be installed in the new Department of History Arts and Library. Currently file plans are being created for the department and installation of the software is planned for mid December. The new users will be executive staff plus all of the State Archives, and the Human Resource division, which are also participating in this phase.

October 19 was Mimi Dionne's last day with the project. She returned to Texas and is with the University of Texas, Houston, health center's records program. ■

MINNESOTA Agriculture and Rural Life: Documenting Change

In November, the North Dakota and Minnesota SHRABs completed their project "Agriculture and Rural Life: Documenting Change." This is the first collaborative project for states funded by the NHPRC. It represents a unique, real-time assessment of documentation strategy and social change in the Red River Valley. The project formally concluded on November 15 with a colloquium on rural culture hosted by Professor Tom Isern, North Dakota State University, in Fargo, and with the publication of a final report and a volume of essays evaluating the project. The essays reflect the different perspectives on the project. The authors are: Dean Carlson, a local farmer; David Danbom, an historian;



Michigan Governor John Engler signs the bill establishing the new Department of History, Arts and Libraries.

Bob Horton, a state archivist; and Michael Moosberger, a university archivist. Copies of the essays will be mailed to all state coordinators. Additional copies of the essays and the final report will be available in hard copy from the Minnesota Historical Society and in a PDF format from the Society's web site.

Minnesota state constitution day

October 12 is State Constitution Day in Minnesota. The Minnesota Historical Society and the Minnesota Supreme Court observed the day by inviting over 350 middle school and junior high school students to the Minnesota History Center in St. Paul. The students viewed a video about the judicial branch featuring a recent court decision about crack cocaine. Afterwards, the Chief Justice and two associate justices of the Minnesota Supreme Court were quizzed by students about the judicial system, what it is like to be a judge, and the personal and professional lives of the justices. During the event, students and justices could view a display case featuring the Minnesota State Constitution preserved in the State Archives. On display with selected pages from the constitution, were Supreme Court case files, crack pipes, and election promotion items of several Minnesota judges.

For more information

Contact: Bob Horton, State Archivist, Minnesota Historical Society, 345 Kellogg Blvd. West, St. Paul, MN 55102. (651) 215-5866, robert.horton@mnhs.org, or www.mnhs.org/preserve/records.

MISSOURI

Renewed commitment to African American History

Missouri Secretary of State Matt Blunt announced a renewed commitment on the part of the State Archives to African American History in Missouri. Gting the accomplishments of Dred Scott, George Washington Carver, and Scott Joplin, Blunt underscored that these men are only three of the most visible contributors to the richness of African American history and culture in Missouri.



Carl Hayden, New York State Regents Chancellor, presents award to Barbara Dix, Oswego County Historian, and George Williams, Oswego County Clerk and Chairman of the New York State Local Government Advisory Council.

In announcing this initiative, Secretary Blunt said the Archives would begin its work by concentrating on five specific points:

- Creating a guide to all of its relevant holdings in African American History;
- Establishing an annual internship devoted to research in African American History;
- Digitizing and making available online original documents relating to African American History;
- Using the unique and original material in the State Archives to create classroom teaching aids and materials on African American History for elementary and secondary schools;
- Creating a special board to support the initiative through advocacy, fundraising, and advice.

For more information

Contact: Dr. Shelly J. Croteau, C.A. Missouri State Archives, P.O. Box 1747, 600 W. Main Jefferson City, MO 65102 (573) 751-4303, crotess@sosmail.state.mo.us.

NEW HAMPSHIRE

Project launched

A 2-year project to provide archival and records management education

workshops and consultation to municipalities, libraries, and others throughout New Hampshire was launched from Dartmouth College. Funded by NHPRC, the project has received support from the NH Historical Records Advisory Board and the NH Town and City Clerks Association. It received additional funding from several corporate entities and the state's Vital Records Improvement Fund. The project developed in conjunction with New Hampshire's involvement in NFACE. Daniel Daily and Anne Ostendarp, Special Collections, Dartmouth College Library in Hanover are the project coordinators.

NEW YORK

Annual archives awards

Since 1989, the Board of Regents and the New York State Archives have presented awards to recognize outstanding efforts in archives and records work in a broad range of categories. In November at Albany, the 2001 Annual Archives Award recipients were honored at a luncheon ceremony sponsored by the Archives Partnership Trust. Award certificates were presented to:

New York State Historical Records



Cover of New York Archives magazine Fall 2001 issue.

Advisory Board, William Hoyt
Advocacy Award

Crandall Public Library's Center for
Folklife, History and Cultural
Programs, Program Excellence in a
Historical Records Repository

Oswego County, William H. Kelly
Award for Excellence in Local
Government Archival Program
Development

City of Troy, Cheryl Steinbach
Award for Excellence in Local
Government Records Management

New York State Department of
Environmental Conservation,
Excellence in State Agency Archival

Program Development

Robert F. Wagner Labor Archives,
New York University, Debra E.
Bernhardt Award for Excellence in
Documenting New York's History

Robert A. Slayton, Chapman
University (California), Excellence in
Research Using the Holdings of the
State Archives

Greater Capital Region Teacher
Center (Albany), Excellence in the
Educational Use of Local Government
Records by a Local Government.

Student awards competition

The State Archives Student Research
Award competition is open to all New

York students in grades 4-12. Award
certificates and cash awards provided by
the Laura and Robert Chodos
Foundation were presented to the
following winners of the research
competition:

Sherry Tu, Liberty High School
[Manhattan], Bruce W. Dearstyne
Educator Award for Excellence in the
Use of Local Government Records

Michael Moritz, Waverly Park
School, Lynbrook Public School District
[Nassau County], Excellence in Student
Research Using Historical Records,
Grades 4-5

Katy Albanese, Molly Bebb, Cate
McNelis, and Victoria Wells,
Farnsworth Middle School, Guilderland
School District (Albany County),
Excellence in Student Research Using
Historical Records, Grades 6-8

Jonathan Menitove, Clarkstown High
School South, Clarkstown Central
School District Rockland County,
Excellence in Student Research Using
Historical Records, Grades 9-12.

Another American treasure to be preserved

The State Archives received its second
"Save America's Treasures" grant to
preserve a nationally significant
collection of records: Native American
Treaties and Land Papers from 1642-
1850. Under this grant, 1,323 Native
American documents will receive
conservation treatment. The \$50,000
grant will be matched with funds raised
by the Archives Partnership Trust.

These records are one of the few
surviving sources on peoples who are
under-represented in the historical
record. They describe the lives of the
Iroquois Six Nations, as well as the
Long Island Algonkians, Shinnecocks,
and others. The documents are all that
are left from a much larger body of
records that was tragically lost to war,
fire, and neglect over the past three
hundred years. Virtually all the items
are brittle, discolored, and torn. Some
were badly burned in the Capitol Fire of
1911. Others are mold-damaged.

Western New York stories featured in new magazine

Stories about the Polish Blue Army in
Cheektowaga and the Love Canal
environmental disaster in Niagara Falls
are featured in the second issue of *New*

York Archives, a new quarterly magazine published by the New York State Archives and the Archives Partnership Trust.

A regularly scheduled section, "Archives Around New York," informs readers about interesting collections of historical records in communities throughout the state. The Fall issue highlights a variety of human interest stories associated with records from the International Motor Racing Research Center in Watkins Glen, the New York City Transit Museum, and a number of historical repositories in Rochester. Other sections provide tips on genealogy and offer helpful hints from professional conservators on how to care for treasured family photographs and records.

New York Archives is a benefit of membership in the Archives Partnership Trust, a not-for-profit organization dedicated to sustaining the excellence of the State Archives and to ensuring that New York's highly valuable historical records are available for future generations.

Anyone can join by contacting the Trust at (518) 473-7091 or aptrust@mail.nysed.gov. Membership levels start at \$35.

For more information

Contact: Tony Matrizzo at (518) 474-6926 or Amatrizz@mail.nysed.gov. ■

NORTH CAROLINA. . . . **Statewide records conference held**

On November 2, a great variety of people from across the state concerned about the survival of records gathered in Raleigh for a one-day conference. Over 120 archivists, librarians, registers of deeds, historians, museum curators, records analysts, college administrators, and students attended "Charting Our Future: Statewide Conference on Records," sponsored by the State Historical Records Advisory Board, with financial assistance from the NHPRC.

John Carlin, Archivist of the United States, gave the keynote address, stressing that our greatest challenge is preserving the records of the future, and that we cannot succeed without new partnerships. A little creativity and

communication can go a long way, especially while disaster response is in the news. Alan Kowlowitz of the NY State Office for Technology then addressed the challenges and opportunities of electronic records. Kevin Cherry of the State Library of NC discussed digitization issues and described the Exploring Cultural Heritage Online (ECHO) project. Camille Patterson, a private fund-raising consultant, gave practical advice for fund-raising and resource development. Dr. Helen Tibbo of the School for Information and Library Science discussed staff development for the 21st century in terms of asset management. Harlan Greene of the Charleston Public Library, former head of the NC Preservation Consortium, spoke on the need to believe in the value of preserving information entrusted to us, in whatever form. After lunch, Dr. William S. Price, Jr., professor at Meredith College and former director of the NC Division of Archives and History, discussed the legacy of the second generation of archivists in the Southeast.

Break-out sessions after lunch discussed specific problems and made suggestions in the areas of electronic records, digitization, fund-raising, staff development, and preservation. Summary reports were made to the whole group, and these will be available through our website.

The night before the conference, a panel of records professionals appeared on public access cable and satellite channels to discuss and answer questions about the future of our records. This was also sponsored by the SHRAB and was broadcast by the NC Agency for Public Telecommunications.

Collaboration on electronic records

The Archives and Records Section is working with the Delaware Public Archives and the Wyoming State Archives on a series of pilot projects concerning management and preservation of records in various electronic formats. On September 6-7, Delaware hosted a planning session at its new facility in Dover. The next meeting will be in Raleigh on February 7-8.

Each project will run for 90 days, with staff members discussing progress and problems via email and bi-weekly conference calls. The first project is the capture and preservation of each agency's presence on the Web. The second project will focus on the maintenance and preservation of electronic mail and attachments. The third will probably address the management of desktop computer records, such as word processing and spreadsheet documents, and the application of records management software packages to improve their management.

Reorganization

On October 1, the Secretary of the NC Department of Cultural Resources reorganized the department. Jeffrey Crow is now the Deputy Secretary of the Office of Archives and History. Within this office are the Division of State History Museums, headed by Director Elizabeth Buford; the Division of State Historic Sites, headed by Director Kay Williams; and the Division of Historical Resources, headed by Director David Olson. The latter division includes the Archives and Records Section, the Historical Publications Section, the Office of State Archaeology, the State Historic Preservation Office, the division's Research Branch, and the Western Office. ■

OHIO **Award received**

The Ohio Historical Society, Archives/Library Division, received the 2001 Distinguished Service Award from the Society of American Archivists. This annual award, established in 1964, recognizes a North American archival institution that has provided outstanding public service and has made an exemplary contribution to the archival profession. The Archives/Library Division was honored for its efforts to increase access to historic documents through the Web and also for its initiatives in ensuring the preservation of historically significant electronic records that various government agencies are now creating. The results of these accomplishments can be viewed

on the Society's website, www.ohiohistory.org.

Electronic records committee

The Databases as Public Records Subcommittee of the Ohio Electronic Records Committee (ERC) has met twice since its inception at the June meeting of the ERC. As it is currently worded, Ohio's public records laws may make it necessary for state agencies to make copies of entire databases in electronic form to respond to public records requests. This subcommittee's goal is to make recommendations regarding appropriate protocol in interpreting and responding to such requests.

At its most recent meeting on November 13, the ERC approved the *Ohio Trustworthy Information Systems (TIS) Handbook*. The Ohio TIS Handbook is based on the Minnesota TIS Handbook, a project funded by the NHPRC. The committee also approved the *Databases as Public Records Guidelines*. These guidelines provide assistance for state agencies that are asked to respond to public records requests for electronic databases. Both of these resources are available on the Ohio ERC website, www.ohiojunction.net/erc.

The ERC will convene a new working group in January 2002 to create website management guidelines. These are expected to be completed by Spring 2002.

Presentation at the 46th ARMA conference

Charles Arp, State Archivist, and Joe Dickman, Senior Consultant at Fireproof Records Center in Columbus, presented a workshop at the ARMA conference in Montreal entitled, "*Information Preservation: It's a Records Manager's Job Too!*" The workshop discussed the merging of the roles of archivists and records managers when dealing with electronic records based on the concepts of reliable and authentic records as expressed in the aforementioned Minnesota State Archives publication, "*The Trustworthy Information Systems Handbook*" (TIS). The workshop used risk analysis to categorize electronic records as low risk, medium risk, or high-risk applications and then applied the

criteria of the TIS accordingly. The risk analysis model will be incorporated into the recently approved Ohio version of the TIS and will be the basis for future advanced electronic records workshops in Ohio.

Workshops completed

Pari Swift, Local Government Records Archivist, and Judy Walker, Assistant State Archivist, completed another series of workshops on local government records this fall. These workshops were held in Dayton, Canton, Columbus, and Bowling Green. Swift's workshop, *Just the Basics*, is an introduction to records management for public officials. Walker's workshop is titled *Managing Electronic Records*. More information on these workshops is available at the Local Government Records link on the Ohio Historical Society's website, www.ohiohistory.org/lgr. A similar series is planned for Spring 2002. For fall 2002, plans also are being made for videoconferencing workshops on electronic records, disaster planning, and digital imaging. ■

SOUTH CAROLINA. . . .

Another budget cut hits the archives

The South Carolina Budget and Control Board, responding to a decline in state revenues, mandated a 4% budget reduction for state agencies. For the SC Department of Archives and History, another \$183,000 to be cut from its budget. This follows on the 11.2% cut effective July 1, amounting to \$566,000. These two budget cuts bring the total budget reduction for the Archives in this fiscal year to \$749,000. In this latest round, three staff members have been laid off and the positions of two others, who recently resigned for positions elsewhere, will not be filled. There is the possibility of further cuts in February and for next fiscal year.

Appraisal/scheduling study underway

Following the development of its first-ever collection policy, www.state.sc.us/scdah/armcollectplcy.htm, the Archives is now engaged in a study of its records appraisal and scheduling policies and practices. Related to this is the development of a SC historical topics

list www.state.sc.us/scdah/Intro-Topics.htm for use in future appraisal and scheduling. For more information about the study, contact William P. Henry.

Microfilming accomplishments

Through special funding from the SC General Assembly and a cooperative arrangement with the Genealogical Society of Utah, the Archives has been able to microfilm over 1.5 million pages of county historical records since mid-1998. The project has included records from 33 of South Carolina's 46 counties. A list of the records filmed is available at, www.state.sc.us/scdah/mfmcnty/mfmaccomp.htm.

Advisory councils meet

The Archives' state and local government records advisory councils met this fall and discussed a number of issues concerning the Archives' services, including proposed revisions to the SC Public Records Act. For meeting summaries, visit www.state.sc.us/scdah/armadvise.htm.

Electronic records training begins

An NHPRC grant is funding an electronic records training and awareness project, 2001-2003. The first two presentations have been made at the fall conferences of the SC Information Technology Directors Association (Rick Barry on records management issues for IT personnel) and the SC Public Records Association (John Phillips on preserving accurate, authentic, and trustworthy electronic records for records managers). A series of six workshops (basic and advanced) begins in early 2002, with Charles Dollar presenting full day workshops on information technology tools and concepts. For more information, visit www.state.sc.us/scdah/armetrain.htm.

Archives week

Governor Jim Hodges declared October 8-12, 2001, SC Archives Week, www.state.sc.us/scdah/archivesweekproc2001.htm. This is the first such proclamation in South Carolina, coinciding with the fall meeting of the SC Archival Association.

For more information

Contact: Roy H. Tryon, State Archivist, (803) 896-6120, or tryon@scdah.state.sc.us. ■

UTAH.....

Archives hosts records day program

The Utah State Archives hosted the second Records Day on October 11, in conjunction with Archives Week. The program attracted 75 participants. Session topics included "Land Records in the Utah Territory," explained by Rosemary Cundiff, processing and reference archivist at the Utah State Archives; "Oral History Workshop," presented by Jessie Embry, assistant director of the Charles Redd Center at Brigham Young University; "Writing Up Your Research," taught by Kristen Rogers, publications editor at the Utah State Historical Society; and "Preservation Roadshow: Preserving Historic Family Collectibles," hosted by Randy Silverman, preservation librarian at the University of Utah Marriott Library. Attendees were invited to bring an heirloom to the conference for examination and receive recommendations for proper long-term care and storage. During the lunch hour, a 30-minute presentation on "Historical Perspectives of Prostitutes in Salt Lake City," was given by Jeff Nichols, assistant professor of history at Westminster College. The archives' 50th anniversary was noted and Dr. Everett Cooley, first state archivist, was honored at the conference. Utah Governor Michael O. Leavitt issued a proclamation designating October 7-13 as Archives Week in the Beehive State.

Semi-centennial observance

During the October division meeting, staff members noted the 50th anniversary of the legislation creating the Utah State Archives. In a bill passed by the Twenty-ninth State Legislature on March 3, 1951, the State Board of History was directed to appoint a state archivist, who would be legal custodian of the official records of the state and local government agencies. Staff members designed a commemorative poster to mark the occasion.

Employee of the year feted

Arlene Schmuland, reference archivist and cataloger, was recognized as the Utah State Archives's "Employee of the Year" September 24 at the annual Department of Administrative Services (DAS) awards presentation and picnic.



Everett Cooley (left), first state archivist of Utah, receives a framed copy of the poster commemorating the 50th anniversary of the legislation creating the Utah State Archives from Jeffrey O. Johnson, the current state archivist.

The DAS quality service awards are presented to those "displaying a commitment to quality customer service, creativity in identifying problems and solutions, and dedication to efficiency in government." Schmuland has been with the archives since January 1998.

Staff attend western archives institute

Six staff members attended the intensive two-week Western Archives Institute-Utah program October 29-November 9 in Salt Lake City. J. Gordon Daines, a records analyst with the State Archives, served as on-site coordinator. The State Archives also hosted all course participants for a tour of the Archives Research Center on November 2. While most participants were from Utah, archivists from throughout the West attended. The Western Archives Institute is organized and conducted by the Society of California Archivists and the California State Archives. Co-sponsors of the WAI-Utah program were the Conference of Inter-Mountain Archivists (CIMA), the Utah State

Historical Society, and the Utah State Archives.

For more information

Contact: Glen Fairclough, Utah State Archives and Records Service, P.O. Box 141021, Salt Lake City, UT 84114-1021, (801) 975-4023, gfairclo@state.ut.us, or www.archives.state.ut.us. ■

UTAH: SALT LAKE COUNTY.....

Program reorganization

The Records Management & Archives Program recently reorganized to provide more efficient service. Darrell Passey, the coordinator of the Records Center, became the Records and Information Management Coordinator. In addition to providing oversight to the Records Center, his new duties include retention schedule development, RIM database development, and management of the intranet site. He may be reached at (801) 963-7350. Hugh Johnson, who worked in both the Archives and Records Center, was assigned full time to the

Records Center to manage daily functions.

Archives remodel

In September, the County Archives remodeled the public reference area and improved their research space. A wall to an adjoining office was removed that enabled the reconfiguration of the work space, the addition of more research tables, and relocation of reference materials to the public area. As a result, the reference area gained twice as much space and is more convenient for researchers.

Archives week exhibit

The County Archives opened a photographic exhibit in October to commemorate Archives Week. The exhibit, entitled "*Gone But Not Forgotten: The City of Bingham Canyon Main Street*" was developed by Susan Quinley, Archives Coordinator, and Karri Krattley, Archives Volunteer. Bingham Canyon was once a booming mining community located in the mountains west of Salt Lake City. The Bingham Canyon tax appraisal cards and photos, which were recently processed and indexed by Susan Quinley, provide a unique view into the history of structures and buildings in the community. Using photographs from the series, the exhibit tells the story of the city's history through photographs of the residences and businesses on Main Street. The exhibit, located in the foyer of the north building of the county complex, is available to the public through November.

Records management & archives now on the web

The Salt Lake County Mayor's office recently revamped and updated their web site. As a result, Records Management & Archives can now be contacted through the Web. Information about the Records Management program, staff contacts, the County Archives, and general information about its holdings are available at www.co.sl.c.ut.us under the OnLine Offices, Depts & Agencies link. Drop by for a visit and give us your feedback!

Staff at western archives institute

Darrell Passey, Hugh Johnson, and Karri Krattley attended the Western Archives Institute - Utah held October 29 through November 9, 2001, at the

University of Utah in Salt Lake City. The Institute was the first held outside California and offered a unique training opportunity for the 30 students who attended. The staff received training on a variety of archival subjects and visited local repositories. The principal faculty member was Terry Eastwood, Associate Professor of the School of Library, Archival & Information Science at the University of British Columbia. Local instructors included Terry Ellis, Salt Lake County Records Management & Archives; Chad Orton, LDS Church Archives; Randy Silverman, University of Utah; Tom Wells, Brigham Young University; and Greg Thompson, University of Utah.

For more information

Contact: Terry Ellis, County Records Manager, Salt Lake County Records Management & Archives, 2001 S State Street N4100, Salt Lake City, UT 84190-1020, (801) 468-2332, or tellis@co.sl.c.ut.us.

VERMONT

Popular web section expanded

In response to sustained public discussion over the role of judicial review and the use of the veto, the Vermont State Archives added overviews of those issues to the "*Continuing Issues*" section of its web site, vermont-archives.org/governance/govern.htm. The goal of Continuing Issues is to link the concept of records of continuing value to the idea that there are continuing issues of government and governance. Continuing Issues fosters better understanding of the institutional role of archival management. The two new entries include overviews of the issues and links to each case where the Vermont Supreme Court decided legislation did not pass constitutional muster and to each veto message.

NHPRC re-grant completed

The Vermont Historical Records Advisory Board (VHRAB) and the State Archives recently completed, as a NHPRC re-grant, a series of workshops on photograph care and on planning digital projects. Under the re-grant, VHRAB encouraged collaboration among local repositories and is

currently funding six such efforts. In one effort, a group of municipal clerks is developing archival management plans based on on-site needs assessments. Several other projects involve town clerks, local historical societies, and local churches working together to address common needs.

Vermont constitution exhibit scheduled

The Vermont State Archives will have an exhibit in the Statehouse in January-February on the 225th anniversary of the State's first constitution. The exhibit includes a carbon-inked, art quality reproduction of the 1777 Vermont Constitution that will eventually be available for traveling display in the schools, court houses, and other public buildings of the state. The exhibit is a partnership among the State Archives, the Vermont Judicial History Society, and Archival Image, a private firm working with repositories to digitize archival photographs for art quality reproductions.

VIRGINIA

MARAC fall meeting at Richmond

Over 250 archivists gathered in Richmond, Virginia, for the Fall 2001 Meeting of the Mid-Atlantic Regional Archives Conference (MARAC). The conference was held in the Omni Richmond Hotel, from Thursday, October 25, to Saturday, October 27.

The conference theme *Old Bits, New Bytes: Archival Collections - Past, Present, and Future* was ably featured throughout both the Library of Virginia and the State Records Center. Conference participants had an opportunity to visit the two state-of-the-art facilities. The Library also served as the host site for several educational workshops and a welcome reception. The reception, held in the Library's Atrium, provided an opportunity for archivists and other records professionals to meet and discuss mutual interests.

The MARAC region states are New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia and the District of Columbia. This year the Society of North Carolina Archivists (SNCA) was invited to

participate. MARAC members work in a variety of government and private settings, acquiring and preserving the documentation of human experience. The MARAC organization helps archivists, librarians and conservators grow within the profession and exchange ideas to promote the best services for their users.

VAGARA annual conference

The 17th annual conference of the Virginia Association of Government Archives and Records Administrators (VAGARA) was held in Hampton, Virginia, November 8-9. The theme was *Challenges and Strategies for the Digital Age*. Members of the Library of Virginia staff giving presentations included: C. Preston Huff, State Records Administrator, Conley Edwards, State Archivist, Bob Nawrocki, Electronic Records Coordinator, and Frank English, Records Analyst. Joanne Smith, Records Analyst is outgoing president after a two year term. Dick Harrington, Manager - Imaging Services Branch was immediate past president.

Technology council appointment

Governor Gilmore appointed C. Preston Huff to a two-year term to serve on the Council of Technology Services (COTS). This Council was created in 1998 to develop a blueprint for state government information technology planning and decision-making. The Council, chaired by the Secretary of Technology, has 23 members, including members from state agencies, institutions of higher education and local governments.

Iron Mountain/ARMA award

The Library of Virginia was awarded the Iron Mountain/ARMA International Award for Excellence in Records and Information Management at the 46th ARMA International Conference in Montreal, Quebec on October 2nd. The award is given in two categories - government and corporate. The Library of Virginia was selected in the government category and the Ford Motor

Company was selected in the corporate category. According to ARMA's press release *"The Library of Virginia records and information management department submission was chosen from a diverse field of entries as an outstanding example of systematic analysis and planning, consciousness-building and networking that are essential to effect major change of how to re-orient a traditional program toward the future in a way that is responsive to the needs of the institution, in this case the state and local*

government of Virginia."

Records preservation grants

In the fall cycle, the Circuit Court Records Preservation (CCRP) Grants Review Board reviewed 19 applications from around the state and awarded grants totaling \$465,678. The program has awarded grants of nearly \$7 million since its inception 10 years ago. Earlier this year the portion of the recording fee that funds this program was increased from \$1 per recorded instrument to \$1.50. ■

Change = opportunity continued from p. 2



The National Electronic Commerce Coordinating Council

October 25, 2001

Chair
Carolyn Purcell
NASCTO
Texas

Vice Chair
J. Kenneth Blackwell
NASS
Ohio

Secretary/Treasurer
Richard B. Thompson
NASPO
Maine

Past Chair
JD Williams
NASACT
Idaho

NECCC
2001 Regency Road
Lexington, KY 40503
859-276-1147

444 N. Capitol St.
Suite 234
Washington, DC 20001
202-624-5451

website: ec3.org

Ms. Jeanne Young
NAGARA
Federal Reserve Board
20th and C Streets, NW
Washington, DC 20551

Dear Ms. Young:

On October 13, 2001, the National Electronic Commerce Coordinating Council (NECCC) Board voted to establish the National Association of Government Archives and Records Administrator (NAGARA) as an affiliate organization of the NECCC. An affiliate organization bears no voting authority or financial obligation to the NECCC. Affiliate members, however, attend all the NECCC board meetings and influence the agenda of the organization by their participation in board discussions. All affiliate organizations were represented at our recent strategic planning session in Herndon, Virginia.

NAGARA joins a select group of affiliate organizations including, the Information Technology Association of America, the National Automated Clearinghouse Association, the National Governors Association, the National Association of State Chief Administrators and the National Association of State Treasurers.

I have attached a copy of the agreement between the signatory associations to give you a clearer understanding of the role of an affiliate. Further, please designate a NAGARA representative who will attend NECCC Board meetings and receive information concerning NECCC. Please contact Evie Barry at NASACT at 859-276-1147 (email: ebarry@nasact.org) with that information. NASACT acts as the administrative agent for NECCC and Evie will be your primary contact within NECCC.

We look forward to the wealth of knowledge your members will bring to NECCC. I hope you and many of your members will be able to attend the NECCC conference in Nevada in December. If you have any questions please feel free to contact Evie or me at 512-475-4720 or email at carolyn.purcell@dir.state.tx.us.

Sincerely,

Carolyn Purcell
NECCC President
CIO, State of Texas

National Electronic Commerce Coordinating Council (NECCC) letter to NAGARA.

NHPRC continued from p. 1

Editing Institute, and the Historical Documentary Editing Fellowship) and records projects (including State Board grants for planning, implementation, administrative support, and regrants; Electronic Records; Records Access projects endorsed last year and urged to resubmit this year; new Records Access projects; and the Archival Administration Fellowship.). Over the year, this would provide a total of \$3.218 million for documentary editing and documentary editing-related projects and \$3.218 million for records access and records access-related projects. Such an equal division of available grant funds is aimed at reducing the conflicts inherent in the continuing struggle by the Commission to come to grips with the inevitable budgetary shortfall created by flat funding in the face of increasing need by the NHPRC's constituent groups.

The Commission passed a resolution adopting the following criteria for evaluating second-tier documentary editing projects:

"The NHPRC is proud of its long history of support for the creation and publication of documentary editions of the papers of people and events of significance in American history – indeed, it was for this reason that the Commission was created – and renews its dedication to this purpose.

Since the implementation of its current Strategic Plan in October 1998, the Commission has experienced an extraordinary surge in the number and quality of the proposals submitted to the NHPRC and in the dollars requested. Throughout this same period, however, NHPRC's appropriations have not been sufficient to meet the needs of those who turn to the NHPRC for help: the non-Federal communities dedicated to preserving and making accessible the American documentary record.

As a consequence, at the May 2001 meeting of the NHPRC, members passed the following resolution: "That the Commission directs the Commission staff, working with a committee of Commission members and others, as appropriate, to develop a set of criteria to be used for the evaluation of the second-tier documentary editions for

review and approval at the next meeting of the Commission."

In complying with the resolution, staff sought the informed views of some members of each of the following groups: the Commission, editors of current documentary editing projects, and historians who have used NHPRC editions. The resulting statement is basically a codification of the criteria already employed by staff when evaluating new and ongoing projects and are addressed in the staff reports submitted to the Commission regarding each documentary editing proposal to be acted upon at Commission meetings. These criteria are outlined within the NHPRC publication, *Grant Guidelines: How to Apply for NHPRC Grants; How to Administer NHPRC Grants*, which is available free of charge in hard copy to all who request a copy and online on the NHPRC's website, www.nara.gov/nhprc.

The Commission agreed to award its Distinguished Service Award at its May 2002 meeting to Dr. John Bradamas, President Emeritus of New York University. Dr. Bradamas served as President of New York University from 1981 to 1992, and earlier represented Indiana's Third District in the United States House of Representatives for 22 years (1959-1981), the last four as Majority Whip. From 1971 to 1976, he represented the House of Representatives on the NHPRC, providing much guidance and direction.

The following Commission Members were present at the November 13-14 meeting: Chairperson John W. Carlin, Archivist of the United States; Congressman Roy D. Blunt, representing the U.S. House of Representatives; Nicholas C. Burckel, Presidential appointee; Charles T. Cullen, representing the Association for Documentary Editing; Senator Christopher Dodd, representing the U.S. Senate; Mary Maples Dunn, representing the American Historical Association; Fynnette Eaton, representing the Society of American Archivists; Barbara J. Fields, representing the Organization of American Historians; Brent Glass,

representing the American Association for State and Local History; Alfred Goldberg, representing the Department of Defense; Margaret P. Grafeld, representing the Department of State; Marvin F. "Bud" Moss, Presidential appointee; Justice David H. Souter, representing the United States Supreme Court; Winston Tabb, representing the Librarian of Congress; and Roy C. Turnbaugh, representing the National Association of Government Archives and Records Administrators.

Information on NHPRC objectives and activities is available at our Web site. Application materials for all Commission grants, including fellowships, may be requested by telephone, fax, mail, or e-mail: NHPRC, NARA, 700 Pennsylvania Avenue NW, Room 111, Washington, DC 20408-0001, (202) 501-5610, fax (202) 501-5601, nhprc@nara.gov, or www.nara.gov/nhprc/.

State Board Administrative Support Projects

Alaska Division of Libraries, Archives, and Museums, Juneau, AK: A conditional grant of \$19,997 in partial support of the Alaska Board's administrative expenses for two years.

American Samoa Government, Pago Pago, AS: A grant of \$4,950 in partial support of the American Samoa Board's administrative expenses for one year.

Colorado State Historical Records Advisory Board, Denver, CO: A grant of \$14,584 in partial support of the board's administrative expenses for two years.

Florida Department of State, Division of Library and Information Services, Tallahassee, FL: A grant of \$15,400 in partial support of the Florida Board's administrative expenses for two years.

Massachusetts State Historical Records Advisory Board, Boston, MA: A grant of \$20,000 in partial support of the board's administrative expenses for two years.

North Carolina Department of Cultural Resources, Raleigh, NC: A grant of \$9,185 in partial support of the North Carolina Board's administrative expenses for two years.

See NHPRC, page 20

NHPRC continued from p. 19

South Carolina State Historical Records Advisory Board, Columbia, SC: A grant of \$19,995 in partial support of the board's administrative expenses for two years.

Washington State Historical Records Advisory Board, Olympia, WA: A conditional grant of up to \$5,000 in partial support of the board's administrative expenses for one year.

Wyoming Department of State Parks and Cultural Resources, Cheyenne, WY: A grant of \$20,000 in partial support of the board's administrative expenses for two years.

State Board Planning, Implementation, and Regrant Projects; Collaborative Projects

Minnesota Historical Records Advisory Board, St. Paul, MN: A conditional two-year grant of \$48,314 to develop a new strategic plan to guide the board over the next five years.

New Jersey Historical Records Advisory Board, Trenton, NJ: A conditional two-year grant of \$16,999 to establish a statewide program for basic MARC cataloging of the archival collections of small repositories.

New Mexico Commission of Public Records, Santa Fe, NM: A two-year grant of \$80,290 (\$20,000 matching) and an additional conditional grant of up to \$79,036 (\$52,300 matching) for a Phase II project to implement the board's strategic plan.

Massachusetts Historical Records Advisory Board, Boston, MA: A 25-month conditional grant of up to \$100,000 (\$100,000 matching) for a regrant project to continue to assist local repositories, to increase the accessibility of historical records, to improve the documentation of Massachusetts, to develop networks that can have a long-term impact on records and the historical records community, and to implement the board's strategic plan.

Electronic Records and Technologies Projects

The Regents of the University of California: A two-year grant of \$160,590 on behalf of the San Diego Supercomputer Center for a project to test the ability of a Records

Management Application (RMA) to classify, store, and manage the disposition of electronic records.

Minnesota Historical Society, St. Paul, MN: A conditional 14-month grant of \$105,400 to examine the NHPRC's Electronic Records Research Agenda and to recommend a revised and newly validated agenda.

The University of North Carolina at Chapel Hill: A conditional one-year grant of up to \$78,605 to study current end user practices in managing email and electronically transmitted documents in selected offices throughout the UNC system.

Nevada State Library and Archives, Carson City, NV: A conditional one-year grant of up to \$39,487 to assess the need for state laws that address the management and preservation of government electronic records, to draft necessary legislation, to draft a plan for funding a state electronic records program, and to educate stakeholders about the need for such legislation.

The Research Foundation of the State University of New York, Albany, NY: A conditional three-year grant of up to \$796,951 to build upon the work of the original InterPARES (International Research on Permanent Authentic Records in Electronic Systems) Project through InterPARES 2, which will study new types of non-textual and interactive records produced by digital government, electronic commerce, and the digital arts.

The University of South Carolina, Columbia, SC: A conditional 18-month grant of up to \$185,382 on behalf of the Model Editions Partnership to create new versions of the current *MEP Guidelines, Reference Manual*, and document type definitions based upon a new, simplified version of the Standard Generalized Markup Language (SGML) known as the eXtensible Markup Language (XML).

Education Proposals

Wisconsin History Foundation, Inc., Madison, WI: A one-year grant of \$31,059 to support the 31st Institute for the Editing of Historical Documents.

Arizona State Library, Archives, and Public Records, Phoenix, AZ: A one-

year grant of \$26,613 on behalf of the First Archivists Circle to help fund organizational meetings.

Host/Fellow for Fellowship in Archival Administration: A one-year grant of \$45,250.

Host/Fellow for Fellowship in Historical Documentary Editing: A one-year grant of \$45,250. ■

NAGARA Clearinghouse Publication Schedule 2002

Spring

Copy deadline: February 15
Publication date: March 15

Summer

Copy deadline: May 10
Publication date: June 14

Fall

Copy deadline: August 16
Publication date: September 6

Winter

Copy deadline: November 15
Publication date: December 13

From the editor

I am pleased to serve as the new editor of Clearinghouse. I wish to thank everyone who sent news to share, especially those who expressed their warm regards and support.

I also wish to thank Jeanne Young, Roy Tryon, Judith Andrews, Timothy Slavin, and Steve Grandin whose help made the transition possible.

I owe a particular debt of gratitude to Bill Greathouse, my Pacific Alaska Region colleague, for providing invaluable assistance with the graphics.

Again, thank you. I look forward to working with all of you in the future!

**Sincerely,
Stacie Byas**