



CLEARINGHOUSE

National Association of Government Archives and Records Administrators • www.nagara.org

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NHPRC Recommends 39 Grants Totaling up to \$3,463,840

At its November 18-19 meeting, the National Historical Publications and Records Commission (NHPRC) recommended that the Archivist of the United States make grants totaling \$3,463,840 for 39 projects.

The Commission recommended 8 grants for Founding-Era documentary editing projects totaling \$1,425,056; 3 Founding-Era subvention grants totaling \$30,000; 1 non-Founding-Era subvention grant totaling \$10,000; 10 State Board administrative support grants totaling \$147,285; 8 State Board planning, implementation, and regrant proposals and collaborative projects totaling up to \$957,157; 4 grants for electronic records and technologies projects totaling up to \$653,373; and 5 grants for education projects totaling \$248,719. The Commission also recommended the release of previously approved grant funds for the third year of a three-year electronic records and technologies project, providing an additional \$2,250 for a regrant project approved at its November 2002 meeting, and the release of \$46,864 for an earlier directed grant.

NHPRC Chair John W. Carlin, Archivist of the United States, welcomed new Commission member J. Kevin Graffagnino, repre-

senting the American Association for State and Local History, and former Commission member Deanna Marcum, who is again representing the Librarian of Congress.

The NHPRC adopted several strategies for its Fiscal Year 2004 budget. 1) Adhere strictly to the 50-50 split between publications and records projects for the grant funds available. 2) At the November meeting, fund all four recommended fellowship proposals. 3) At the November meeting, fund the Founding Fathers, State Board, and electronic records projects at the amounts recommended by the staff. 4) At the May 2004 meeting, after all the project proposals for the entire year undergo peer and staff review, make the final funding decisions, which might include multiple-year grants to non-Founding-Era editing projects nearing completion and supplemental grants to Founding-Era editing projects. 5) In response to the recent conference at the Newberry Library on the future of editions in the electronic age, allow the Association for Documentary Editing to apply by March 1 for a grant to be considered at the May 2004 meeting.

The Commission passed the following resolution:

“Resolved, that the NHPRC receives the Electronic Records Agenda Project report of the Minnesota Historical Society and thanks [the Society] for its work. The report will be a resource for the Commission as it formulates its strategic plan.”

The Commission resolved to send the following message to Robert Valencia, Chairman of the Yaqui Tribal Council:

“The National Historical Publications and Records Commission shares with you and others of the Pascua Yaqui Tribe the loss of Christine Ramirez. Her leadership and vision in establishing the First Archivists Circle and her other efforts to protect tribal records and culture honored the Pascua Yaqui Tribe. May her spirit of friendship and her passion and respect for the preservation and teaching of the history of native cultures in America inspire others to carry on her work.”

The Commission also passed the following resolution:

“Whereas Roger Bruns, NHPRC’s Deputy Executive Director, will be retiring from Federal service in December after a career with the National Archives and Records Administration and the National Historical Publications and Records Commission that has encompassed 36 1/2 years;

And whereas in the course of that career, Roger Bruns has made significant and lasting contributions to the work of the Commission, including having served as its acting Executive Director on several occasions;

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THE POLITICS OF PRIVACY

Terry B. Ellis, President

As I write this, the Salt Lake County Council has just heard two records appeals, one of which dealt with privacy issues. On one side was the County Recorder, who had restricted access to the address field in the tax assessment database in order to comply with recent state legislation. Administratively, it made more sense to restrict access to the address on all entries, rather than just the names of the at-risk individuals identified in the legislation. On the other side was the appellant, an individual representing commercial interests who wanted access to the addresses in order to redistribute them to his customers. In the middle sat the nine council members, with nine different approaches and opinions, who had to decide the issue. On the sidelines sat the Records Management staffers, who spent their time watching, waiting, and wishing someone had at least asked for the definition of a record and an explanation of the privacy issues! In the final analysis, the Council voted 6 to 3 in favor of overturning the Recorder's decision and opening the addresses as public records.

Needless to say, it was a learning experience! As the comments of the nine council members illustrated, everyone had a different interpretation of personal privacy, how it should be applied, and what it means to them. Most people are pleased to see the implementation of the No-Call list and don't want to be bothered at home by telemarketers. Others believe "public" records are inviolate and should be available to anyone who asks, even if those who do so are commercial interests that contact those same people at home by mail or phone.

Can we have it both ways? I don't think so. As records managers, I believe we will face more discussion, more dialogue, and definitely more frustration in managing personal privacy issues as they relate to government documents. Our definition of a public record may change and evolve as an ever-increasing number of people become more educated about their personal privacy rights and demand protection of their information in government custody.

Many things affect the interpretation of what a public record is. In the not-so-distant past, if people wanted a particular record, they visited a state, county, or city office during business hours. They either looked at a paper file or picked up a paper copy. They needed to expend the effort to gain access to a government record or document. The term "practical obscurity" was coined to describe the de facto privacy protection afforded documents stored in records vaults that require special visits to obtain access.

With a few searches on the computer, records are now available from the comfort of home. Records are digitized through scanning. They are created digitally. They are also increasingly available on the Web, either on government web sites for low/no cost or on subscription services for a fee. The ability to link to databases and records, or to mine information from large data warehouses, makes access to information easier. Balancing access to public records while protecting personal privacy has become one of the most challenging public policy issues.

While many states have public records laws to address elements of personal privacy, most laws were not written to address records access in today's sophisticated technological environment. When

records are distilled to separate data elements, some retained and some redacted, the essence of the "record" or information distributed upon request changes dramatically from the document of record.

Identity theft is a result of increased access to information in electronic form. Of the 218,714 identity theft reports processed in 2002, the Federal Trade Commission reports that 8% of all victims reported the identity thief obtained or forged government documents in their name. In 2002, Beth Givens, the director of the Privacy Rights Clearinghouse, wrote about the dilemma government records keepers face in providing government records on the Web. While she recognized the positive aspect of promoting government accountability through Web access to government information, she identified negative consequences that can occur when public records containing personally identifiable information become available online.

Some of the consequences include the possibility that fewer citizens will choose to participate in government to avoid having personal information gathered. Destruction of reputations can occur through having personal information available through court records, tax liens and judgments, or other databases of government records. Personal safety may also be jeopardized through the use of government records by stalkers or those out for revenge. This paints a grim picture.

What can government archivists and records keepers do to mitigate the damage? First, we must make hard choices about what we post online. The push to become "24/7" has pressured many government agencies to digitize and make records available online in order to meet public expectations. Just because we can provide records online doesn't mean it's the best solution. Second, we should look for software solutions that support flexibility and security in order to redact sensitive information. Enterprise-wide electronic records management systems should protect the authenticity of the record but allow flexibility in providing redacted copies through web services. Third, perhaps most importantly, we should examine our laws, ordinances, and policies governing records access. Should we amend archaic records laws? Do our records policies reflect paper-based systems or electronic systems?

Records access and personal privacy issues have always been at odds. Whether or not a record should be made public depends on the point of view, such as that of a records manager, citizen, or journalist. I think the debate is just beginning! As we enter 2004 and the public becomes better educated about privacy issues, we will see more and more dialogue. As archivists and records administrators, we look to case law and record content to provide us with guidance on how to proceed in the balancing act of access versus privacy. The experience, as well as technology and sound records policies, allows us to utilize the benefits of electronic access while protecting personal privacy.

Editor's note: Related to this issue, readers may find of particular interest the Georgia Archives' NHPRC-funded study on e-government privacy and access. Please see page 7.

**National Association of Government
Archives and Records Administrators**
NEWS AND REPORTS ON GOVERNMENT RECORDS

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2004 ELECTION CANDIDATES

Preliminary Slate of Candidates for the NAGARA 2004 Election.
At press time, the election committee reported several candidates
for the NAGARA 2004 election.

The candidates are as follows:

OFFICERS

President: Tim Slavin, Delaware

Vice President: Preston Huff, NARA, Southwest Region

Secretary: Caryn Wojcek, Michigan

Treasurer: John Stewart, NARA, Great Lakes Region

BOARD OF DIRECTORS

Federal: Nancy Fortna, NARA Hq

1-year vacancy TBD

State: Mary Beth Herkert, Oregon

Local: TBD

For more information or to make a nomination, please contact
Jeanne Young at (301) 585-7912 or jeanne9149@hotmail.com

OBITUARIES

CHARLESA LOWELL

With her mother and husband, Howard Lowell, at her side, Charlesa A. Lowell passed away on October 20, 2003. A celebration of Charlesa's life was held on October 24 in Newark, Delaware, replete with two items she requested—French champagne and chocolate fondue. Family, friends, and colleagues read and presented tributes. Both houses of the General Assembly sent official remembrances. For those who met or knew Charlesa, her gifts of librarianship, companionship, and friendship were equaled by the unblinking courage and bravery she exhibited during her long illness.

Charlesa was the first library director of the Kent County (DE) Library, the Delaware deputy state librarian and, at the time of her death, branch manager of the Newark Free Library. One of the many gifts Charlesa gave Delaware was the renovation and re-opening of the Newark Public Library in 2003. Her contributions to Delaware will ring loudly through the future, as Charlesa's passion for libraries will be felt for many generations to come.

Charlesa is survived by her husband, Howard P. Lowell of Newark; her mother and step-father, Lovina and Charles Thompson of Independence, MO; her son, Garrett R. Timmons of Las Cruces, NM; her brother, Michael Gatson of Independence, MO; and two sisters, Regina Smith of Noble, OK, and Hope Phan of Wichita, KS.

Instead of flowers, the family suggests memorial contributions to the Friends of the Newark Free Library and/or the ACLU, c/o R. T. Foard and Jones Funeral Home, 122 W. Main St., Newark, DE 19711-3241.

(Please see Obituaries cont. on page 6)

Letter of Support Sent on Behalf of NARA's ERA Funding

The National Archives budget cuts, which eliminated the ERA funding and reduced the NHPRC funding, set off a reaction from professional organizations. In October 2003, NAGARA wrote letters of support calling for restoring the funding for both programs. Jeanne Young, Past President, represented NAGARA at meetings held on Capitol Hill on October 14, 2003, where records and archival organizations expressed their concerns. The following letter was sent to Senator Patty Murray, the ranking member on the Subcommittee on Transportation, Treasury and General Government. Similar letters were sent to Senators Richard Shelby and Ernest J. Istook and Congressmen John W. Olver and Steny H. Hoyer.

The Honorable Patty Murray, Ranking Member
Subcommittee on Transportation, Treasury and General Government
144 Dirksen Senate Office Building
Washington, DC 20501

Dear Senator Murray:

I am writing on behalf of the National Association of Government Archives and Records Administrators (NAGARA), representing keepers of the public records at local, state, and federal levels of government. As such, we are acutely aware of the importance of creating, preserving, and making available to the public information that has been gathered at public expense and records of accountability of public institutions and officials.

We were distressed to note that the Subcommittee recently removed or reduced funding that the House had approved for two important programs in the National Archives and Records Administration (NARA) budget: the Electronic Records Archives (ERA) and the National Historical Publications and Records Commission (NHPRC). Neither of these programs is new or expensive. The President requested, and the House approved \$35.9 million for the ERA and the House approved \$10 million for the NHPRC. Our membership urges you to work toward restoring the funding levels for both programs.

The ERA is an especially important endeavor that has been supported by two Presidents and the Congress since 1998 with a \$36 million investment. We all do business through electronic media, but we lack a way to ensure that we can preserve the integrity and trustworthiness of our records. State and local governments look to the federal government to take on large policy and technology issues, to set standards. The National Academy of Sciences reports that "it is critical to start developing new electronic records preservation capabilities quickly in order to continue to fulfill NARA's mandate to preserve federal records."

NHPRC provides seed money for myriad smaller state and local records projects at the grass roots level in our society. Traditionally under funded itself, NHPRC provides support for projects that make local records more accessible and that provide rich documentary resources for school children and their teachers. These small grants help archivists find and preserve records that, once lost, cannot be recovered and that can inform our culture and our government well into the future.

Access to the records of our heritage makes us better informed citizens. Better informed citizens strengthen our democracy. I ask you to support the House budget for ERA and NHPRC. Please note that pursuant to Federal guidelines, the NAGARA Board members employed by the National Archives and Records Administration have recused themselves from this issue.

Sincerely,

Terry Ellis
NAGARA President

NARA's Strategic Plan is Updated

John W. Carlin, Archivist of the United States



I am pleased to report to you that the 2003 update of our Strategic Plan, which describes our goals and objectives as an agency over the next several years, was released to the public. In 1997, we embarked on our first 10-year Strategic Plan. It provided a blueprint to help align priorities, direct funding, and deploy human resources. Three years later, in 2000, we updated the plan to reflect progress we had made and the changing realities of our long-term goals.

NARA's Strategic Plan has been a sound guide for us for six years, and I firmly believe we are on the right course toward achieving our goals and taking on the challenges that lie ahead. Credit for the progress we've made starts with the exceptional commitment and work of the NARA staff, the essential support of the Congress and the White House, and the assistance of new partners, key stakeholders, and of course, our colleagues in the archival community.

To update the plan, we made use of lessons we learned in the first six years of our plan's implementation. We also incorporated guidance and suggestions on ways to better measure the results of our efforts and the benefits our customers want to realize.

This updated Strategic Plan does several things. It identifies things that are now achievements rather than objectives, such as launching the Archival Research Catalog, our new Internet-accessible catalog describing our holdings; opening the 1930 census records; and reopening the newly renovated Rotunda and re-encased Charters of Freedom. It identifies efforts under way to meet objectives, such as our progress toward creating a viable Electronic Records Archives, implementing initiatives to redesign Federal records management, and making increasingly more of our records and services available to our customers through the Internet. The updated plan also accounts for the different world in which we find ourselves after September 11, 2001, with efforts identified for working closely with Federal agencies that create classified records, and ensuring the security of our nation's records by making improvements in the infrastructure of NARA's information technology systems and facilities. Finally, we have removed from the plan references no longer relevant and have updated statistics and examples.

Today one of our greatest records management challenges lies in the fact that many more records are being electronically created and maintained than ever before, and we anticipate exponential growth in their numbers in coming years. The updated Strategic Plan acknowledges the significance of electronic records by creating a new goal for electronic records, allowing us to highlight the crucial importance of our work in this area and to share the significant progress we've made toward creating the Electronic Records Archives (ERA). We appreciate the help the archival community has given us in developing the requirements for ERA—this is especially important as the systems used in ERA will be scalable for use by other archives.

Our revised plan also highlights initiatives already underway to redesign Federal records management that are being led by Deputy Archivist Lew Bellardo. Building on our own experience and discussions with professional archival organizations, Federal agencies, and public stakeholders, we have defined a set of strategies we are pursuing to improve Federal records management. Through surveys and benchmarking with other Government agencies, state archives, the archives of foreign countries, and private industry, and through pilot activities with Federal agencies we continue to look for better ways to meet our shared goals.

Federal agencies must be able to economically and effectively create and manage records necessary to meet business needs, records must be kept long enough to protect rights and assure accountability, and records of archival value must be preserved and made available for future generations. We recognize that we must protect records from the time of their very creation to ensure their accessibility for as long as they are needed to meet the needs of Government agencies and the public. Moreover, better front-end records management and effective recordkeeping systems will support government business operations (particularly electronic government activities), help agencies meet legal responsibilities, and result in more efficient and responsive delivery of public services, which will improve performance and save money for the agencies themselves and the Federal Government as a whole.

The revised plan also recasts many of our objectives to emphasize benefits not just to us as an agency, but, more importantly, to our customers, who increasingly are demanding immediate access to our information through the Internet. Each objective links to the Federal Enterprise Architecture's Performance Reference Model, which helps establish a line of sight to our long-range outcomes.

You can read the updated Strategic Plan at www.archives.gov/about_us/strategic_planning_and_reporting/2003_strategic_plan.html or request a copy from the Policy and Communications Staff by writing to vision@nara.gov.

NARA's Strategic Plan now identifies what we must do during the next several years to keep faith with the trust that a democratic nation has placed in us. Our strategic goals are important because we serve not just today's citizens, but all who are yet to come. We must preserve past documents already in our care, but also prepare to manage tomorrow's records in new and challenging forms. If Americans are to have faith in their public institutions, the records of those institutions must be secure, open, and accessible. Ensuring that they are is what NARA does everyday, and I appreciate the support of NAGARA members in achieving the goals that are so vital to our profession, and to our nation.

Advocacy and Collaboration are Focus of COSHRC's New Strategic Plan

The Council of State Historical Records Coordinators (COSHRC) approved a new mission statement and strategic plan at its July 2003 annual meeting. The plan emphasizes the importance of advocacy and collaboration in ensuring that our nation's historical records are valued, preserved, and widely used.

COSHRC represents the chief archival officials for the states, territories, and the District of Columbia, focusing on their responsibilities as chairs of the State Historical Records Advisory Boards (SHRABs). Since 1975, federal regulations have required each state and territory to have a SHRAB to review grant proposals submitted to the National Historical Publications and Records Commission (NHPRC). Over the years, many SHRABs expanded their roles beyond their NHPRC-related duties and now provide active statewide leadership on historical records issues and promote cooperative activities to improve conditions and practices

in historical records repositories of all kinds—public and private, large and small.

Collectively through COSHRC, the State Coordinators and SHRABs work actively with other associations and organizations, such as SAA, NAGARA, and AASLH, to improve the appreciation and management of historical records nationwide. COSHRC's recently adopted strategic plan calls for developing a case statement on the value of our nation's historical records, conducting periodic broad-scale surveys of archival programs and repositories, facilitating access to information and tools needed by archival professionals, and training archivists in effective advocacy and media relations.

The new mission and goals are available on the COSHRC Web site at <http://www.coshrc.org/admin/plan.htm> or by contacting Vicki Walch, COSHRC Program Director, 65 N. Westminster St, Iowa City, IA 52245, (319) 338-6650, or vwalch@coshrc.org.

SAA Receives IMLS Grant to Conduct an Archival Census in 2004

Under the 2003 *Recruiting and Educating Librarians for the 21st Century* program, IMLS awarded the Society of American Archivists (SAA) a \$247,932 grant to conduct a comprehensive, nationwide census about archivists. The SAA project—called the *Archival Census and Education Needs Survey in the U.S.* or A*CENSUS—seeks to:

- define the universe of archivists currently in the workforce,
- determine the knowledge and skills they need to do their jobs now and in the future, and
- provide graduate and continuing education programs with base line data to support recruitment and training of new archivists.

A*CENSUS is an unprecedented collaborative effort among five national and seven regional archival associations. It includes a panel of archival educators representing both graduate and continuing archival education programs. Several state and federal archivists are participants. NAGARA Treasurer John Stewart, NARA, Great Lakes Region, represented NAGARA at the A*CENSUS first meeting on November 14-16 in Chicago. Roy Tryon, South Carolina Department of Archives and History, represents COSHRC. Peter

Gottlieb, Wisconsin Historical Society, represents the Midwest Archives Conference. Nancy Zimmelman, California State Archives, represents the Society of California Archivists. COSHRC Program Director Vickie Walch helped to prepare the grant proposal and serves as one of the project's research consultants.

To ensure that the needs of diverse groups are addressed, representatives from Native American and African American archivists groups, such as Brenda Banks, Georgia Archives and director of the Historically Black Colleges and Universities Archives Institute Training Project, and Marnie Atkins, Table Bluff Reservation, Wiyot Tribe, will participate.

Current plans call for the census to occur during the spring of 2004. Preliminary reports should be available in the summer in time for the NAGARA annual meeting and the SAA annual conference. SAA provides project details at www.archivists.org/a-census/index.asp.

Through *2003 Recruiting and Educating Librarians for the 21st Century*, IMLS awarded 27 grants totaling \$9,898,338. For more information, visit IMLS at www.imls.gov/index.htm.

(Obituaries cont. from page 3)

CHRISTINE MARIE RAMIREZ

Christine Marie Ramirez, archivist for the Pascua-Yaqui Tribe in Tucson, Arizona, passed away on Monday morning, November 3, 2003. Christine was seriously injured in a car accident in September and never regained consciousness.

Christine was a major force in establishing the First Archivists Circle, an organization for tribal archivists. She was project director for the NHPRC grant that funded the initiation of the organization. Christine played an important role in the creation and

administration of the Western Archives Institute-Institute for Native American and Tribal Archivists. She participated in the program held in July 2003.

Those who worked with and loved Christine will miss her cheerful spirit, enthusiasm, hard work, passion, and commitment to preserving Native culture by protecting tribal archives. Her passing is a loss to the profession.

MEMBER NEWS

FLORIDA

FLORIDA STATE HISTORICAL RECORDS ADVISORY BOARD DISASTER PLANNING AND RECORDS RECOVERY WORKSHOPS

The Florida State Historical Records Advisory Board (SHRAB) received an NHPRC grant for a 2-year Disaster Planning and Recovery project. In conjunction with the Florida Department of State's Division of Library and Information Services, the SHRAB will sponsor a series of twelve disaster planning and recovery workshops throughout the state.

Southeastern Library Network (SOLINET) staff will teach the workshops, which concentrate on risk assessment, disaster planning, and records recovery. The grant also provides for creating a consortium to coordinate statewide efforts to address disaster recovery issues.

GEORGIA

FIRST ANNUAL GHRAB AWARDS

Secretary of State Cathy Cox joined with the Georgia Historical Records Advisory Board (GHRAB) to present awards in the First Annual GHRAB Archives Awards Ceremony held on Thursday, October 30. The GHRAB awards recognize outstanding efforts in archives and records work in Georgia. To celebrate its tenth anniversary, GHRAB selected the award winners for their historical records activities over the past decade.

The retrospective resulted in 49 award winners. The award categories included Advocacy; Legislative Advocacy; Excellence in Archival Program Development; Excellence in Documenting Georgia's History; Excellence in Using the Holdings of an Archives; Student Research Using Historical Records, Grades 6-8 and 9-12; and Outstanding Service. A list of awardees is available on the Georgia Archives Web site at www.GeorgiaArchives.org.

RECORDS MANAGEMENT WORKSHOPS

The Georgia Archives sponsored several half-day records management workshops in September and October. The series in

September featured classes from basic to advanced records management. It was held on four sequential Mondays.

The October workshop was on *Managing Access to Your Public Records (Understanding the Open Records Act)*. Two half-day sessions were held. The Georgia Archives and the Georgia Document Management Association sponsored the sessions.

NHPRC GRANT-FUNDED PRIVACY AND ACCESS ISSUES IN GEORGIA E-GOVERNMENT PROJECT NEARS COMPLETION

The Georgia Archives will soon complete an NHPRC-funded grant to study privacy issues in digital government through a series of workshops, an interactive Web site, and a distributed white paper. A series of six workshops were presented throughout the month of July to a statewide audience via the state's satellite network, the *Georgia Statewide Academic and Medical System (GSAMS)*. Choosing privacy and confidentiality as the focus, workshop presenters discussed the legal, technological, and accessibility issues surrounding citizen data maintained by government agencies. Already an acknowledged leader in state government in the field of privacy and access training, the Georgia Archives raised awareness of the need for integrated lifecycle management as a necessary component of an overall strategy for protecting confidential data while providing accountability and access to the public.

The results of the grant project are already apparent:

- A working relationship with the Georgia Technology Authority has expanded into a partnership for the adoption of standards to ensure the authenticity, reliability, and integrity of electronic transactions.

- In addition, the two agencies are partnering on a Library of Congress grant application to develop and include long-term preservation planning in all aspects of government record keeping.

- Several agencies are pooling small amounts of money together to fund demonstration projects, the first of which will develop

several XML templates to provide a 'public' view and an 'agency' view of government records. These templates will be used to shield confidential data within government records. The goal of this demonstration project is to develop a process for template development that can be replicated by all government agencies.

- The white paper, along with other key events occurring in government, is raising awareness that attention needs to be given to a review of the state's open records legislation that was written to address information in a paper environment.

Its Web site, <http://privacy.spsu.edu>, will be live for another month, then its content will transfer to the Georgia Archives, Records and Information Management Services Web page, www.sos.state.ga.us/archives/rms/grms.htm.

KENTUCKY

FIFTEENTH ANNUAL PUBLIC ARCHIVES SYMPOSIUM HELD

The Friends of Kentucky Public Archives, Inc., in cooperation with the Kentucky Department for Libraries and Archives, presented Dr. J. Blaine Hudson of the University of Louisville as the featured speaker at the annual Public Archives Symposium, held last fall at Georgetown College in Georgetown, Kentucky.

Dr. Hudson discussed his recent book *Fugitive Slaves and the Underground Railroad in the Kentucky Borderland*, which is considered "an important documentary of the movement of fugitive slaves north across the Ohio River and of the network of people who aided them."

Editor's note: A suggested Web site, www.ket.org/underground/.

SECOND ANNUAL KENTUCKY ARCHIVES WEEK HELD

The State Historical Records Advisory Board, the Kentucky Council on Archives, and the Kentucky Department for Libraries and Archives coordinated Kentucky's second annual Archives Week. Numerous events were scheduled for October 5-11, 2003, centered on the theme *Our Past*

Deserves a Future. A highlight of the week, Dr. Lowell H. Harrison, a retired history professor from Western Kentucky University, received the Thomas D. Clark Archives Week Award in recognition for his years as an advocate for archival repositories in Kentucky and his commitment to teaching with primary source materials. For more information, see the Kentucky Archives Week Web site at <http://archivesweek.ky.gov/>

TRANSITION PLANNING ADVANCES AS ELECTION NEARS

A new gubernatorial administration was elected in November and inaugurated on December 9, 2003. Associated records management transition actions have been underway since June 2003. They have received strong support from senior government administrators. At that time, staff of the Public Records Division met with the Governor and his Executive Cabinet to discuss agency responsibilities for records disposition and to plan the transfer of records of continuing value to the State Archives. In a subsequent meeting, staff reviewed the information with members of the Chief Information Officers (CIO) Advisory Council, the principal technology administrators for the fifteen Executive Branch Cabinets and the five Constitutional Officers.

The CIO Advisory Council was also advised that transition responsibilities include appropriate disposition of e-mail that is consistent with the requirements of *Enterprise Standard 4060- Recordkeeping - Electronic Mail* and the Public Records Division's *Guidelines for Managing E-Mail in Kentucky State Government*. The Governor's Office for Technology adopted the standard in May 2003. It is applicable to all state agencies. The policy documents provide agencies with explicit guidance in this area. Please visit <http://kdla.ky.gov/researchlinks/recordsmanagement.htm> to view them.

KDLA CHANGES WEB SITE AND E-MAIL ADDRESSES

The Kentucky Department for Libraries and Archives redesigned its Web site and the site's URL. The Web site is now more customer-focused and conforms to recently

issued state government design standards. Take a look at <http://kdla.ky.gov>.

The e-mail addresses for all KDLA staff also changed. KDLA became the first agency in state government to migrate to the new "ky.gov" extension. Our e-mail addresses are constructed according to the following convention, richard.belding@ky.gov. Please update your bookmarks and address books.

MASSACHUSETTS

JACQUELINE KENNEDY'S MEMORIAL OF LOVE

The Arlington National Cemetery describes the John F. Kennedy grave area as being "*paved with irregular stones of Cape Cod granite, which were quarried around 1817 near the site of the president's home and selected by members of his family. Clover, and later, sedum were planted in the crevices to give the appearance of stones lying naturally in a Massachusetts field.*"

As happens so often, the human, personalized stories surrounding historical events are at risk of being lost. The above mentioned "*irregular stones of Cape Cod granite*" are actually composed of West Falmouth pink granite. The stones are described as "*quarried around 1817 near the site of the president's home*" in Hyannisport. This statement is almost fact since the pink granite was quarried a "near" 20 miles away in West Falmouth. Finally, it is also true that the granite was "*selected by members of his family.*" But the selections were from the West Falmouth pink granite located and procured by a Falmouth antique dealer, a monument company owner and two local brother truckers.

When vacationing at the Kennedy compound in Hyannisport it was not uncommon for Jacqueline to visit antique shops in the area. In particular, when driving to the Woods Hole Ferry for Martha's Vineyard or Nantucket, a usual stop along the way was the Antiquarium, in Falmouth. O. D. Garland owns the antique shop. The autographed family pictures and invitation to President Kennedy's inauguration that hang on a wall reveal Jacqueline Kennedy's fondness and appreciation for Garland. Prominently situated at the entrance to the

Antiquarium shop is a large West Falmouth pink granite step.

Several months after her husband's assassination, Jacqueline chose the architectural firm of John Warnecke and Associates to design and build President Kennedy's memorial. Once again Jacqueline Kennedy visited the Antiquarium shop. But this time she was not shopping for antiques. She asked Garland if he could procure a quantity of the pink granite similar to the Antiquarium entranceway step. Garland was pleased to fulfill the First Lady's request.

Garland's first stop was the nearby Baker Monument Company, owned by Dick Baker. In the mid-sixties, Baker was contracted to dismantle and remove old fireplaces, chimneys and foundations as old homes and farms made way for new construction. Many times these fireplaces, chimneys and foundations were composed of locally quarried West Falmouth pink granite. Baker would ship the larger pieces to the Quincy Granite Company to be re-cut into flat granite cemetery markers. The remaining pieces were removed to a large granite rubble pile.

Garland visited Baker and inquired about purchasing West Falmouth pink granite. Baker brought Garland to the rubble pile, which he inspected. Garland marked the pieces in which he was interested. Knowing that Garland was an antique dealer, Baker asked Garland what he was going to do with them. Respecting the privacy of Jacqueline Kennedy, Garland's response was "*Do you want to sell them?*" This went on, back and forth several times, ending with Baker selling the granite to Garland without learning the reason why.

Garland contracted two local truckers (and brothers), Grover and Lester Bourne, to assist in the locating and shipping of the West Falmouth pink granite. The Bourne brothers picked up the granite selected by Garland at Baker's monument company and several other sites throughout West Falmouth. Grover Bourne delivered the West Falmouth pink granite to Robert and Ethel Kennedy's estate, Hickory Hill, located in McLean, Virginia. Robert Kennedy had purchased the house in 1957 from his brother John F. Kennedy, then a U.S. senator. John and Jacqueline Kennedy had bought Hickory Hill in 1953, the year

Jacqueline and John married. Robert Kennedy had a mason onsite to cut the pink granite to the specifications of John Warnecke, the architect.

Construction of President Kennedy's memorial commenced in 1965 and was completed July 20, 1967. During the period of construction, President Kennedy and his two deceased children [Patrick Bouvier Kennedy from Brookline, who had predeceased JFK by 15 weeks, and an unnamed stillborn daughter from Newport, R.I.] were discreetly reinterred to the permanent grave. On May 23, 1994, Jacqueline Bouvier Kennedy Onassis was buried next to President Kennedy. The gravesite was completed with the addition of her grave marker October 6, 1994.

The story behind the "irregular stones" that grace the grave of President Kennedy, Jacqueline, and their young children, and embrace the eternal flame, represents volumes more than "the appearance of stones lying naturally in a Massachusetts field."

For more information, contact Bill Milhomme, Field Archivist, Massachusetts Archives, (617) 727-2816 x 257, or william_milhomme@state.ma.us.

MISSOURI

MISSOURI STATE ARCHIVES ANNOUNCES CONTINUATION OF AFRICAN AMERICAN HISTORY INTERNSHIP AND SUPREME COURT OF MISSOURI AWARDS IN 2004

The Missouri State Archives announces two internship programs in 2004 for qualified applicants interested in working with collections housed in the Missouri State Archives. The African American History Internship Program is part of the Archives' commitment to foster a broad public awareness of the rich and important contributions of African Americans to Missouri; to offer new resources to historians and others who are studying the history of African Americans in Missouri; and to provide new tools for primary and secondary teachers in Missouri's schools. In the second program, the Supreme Court of Missouri Historical Society offers two internships and one fellowship for qualified applicants interested in the study of judicial records held by the

Missouri State Archives. In 2004, the intern project will be the continuation of the indexing project for the Supreme Court of Missouri case files.

Three thousand dollars will be awarded to the successful candidates for both internship programs for 10 weeks of work, at 40 hours per week during the summer of 2004, at the Missouri State Archives. Applicants for the African American History Internship must either attend a Missouri college or university or be Missouri natives. Two Supreme Court of Missouri Historical Society internships will be awarded. The monetary awards for both internships are intended to defray travel and living expenses and other work-related costs. Interested students must submit:

- A letter of application
- A curriculum vitae
- A college transcript
- A description of any research conducted in related fields
- One letter of recommendation that describes the applicant's qualifications for this award

Successful candidates must be able to lift and carry a forty-pound box and climb a ladder to retrieve materials.

The Supreme Court of Missouri Historical Society Fellowship, in the amount of three thousand dollars, will be awarded to an established scholar or qualified doctoral candidate to study any series of court records held by the Missouri State Archives. It is expected that the recipient's research description will demonstrate the benefits of studying the Archives' court records. The recipient is expected to submit a summary of the study, which will be published in the Journal of the Supreme Court of Missouri Historical Society. The researcher will be designated as a Supreme Court of Missouri Historical Society Fellow. Candidates for the position should submit a curriculum vitae and a brief description of their research interests.

For more information, contact Dr. Shelly J. Croteau, Assistant State Archivist, Missouri State Archives, P.O. Box 1747, 600 West Main St., Jefferson City, MO 65102, (573) 751-4303 or crotos@sosmail.state.mo.us. Award notifications will be made by March 15.

NEVADA

NEVADA ARCHIVES WEEK

Governor Kenny Guinn proclaimed October 26-November 1, 2003, as Archives Week in Nevada. State Archives Manager Jeff Kintop and Jim Smith, a member of SHRAB, appeared on two broadcasts of *We the People*, a program of Sierra Nevada Community Access Television. With host Shayne del Cohen, also a SHRAB member, the two discussed Archives Week, the Nevada State Constitution, and its elements of initiative, referendum and recall. The programs aired in the Reno and Carson City areas on October 20 and 26.

NSHRAB AND WSHRAB MEET

The SHRABs of Nevada and Washington state held a joint meeting in Seattle on November 12-13, 2003. This was the first meeting of two western SHRABs. Board members discussed the histories of their respective boards, Archives Week, and re-grants in Nevada and other states. The attendees discussed plans for future meetings. Ideas included the May 2004 meeting of the Northwest Archivists in Olympia, WA. The meeting attendees also considered the 2005 joint meeting of the Conference of Intermountain Archivists, Society of California Archivists, the Northwestern Archivists, and the Society of Rocky Mountain Archivists in Las Vegas.

NSLA's CLASSES AND WORKSHOPS

Jeff Kintop taught *Nevada's Treasures in the State Archives* for the University of Nevada Continuing Education Program on November 7-8. The class was taught at the Nevada State Library and Archives, through the University's Historic Preservation Studies Program. The one-credit class featured the use of primary sources to teach Nevada History. It provided information on how documents are preserved and their value in historical research.

Jeff Kintop taught two classes in book repair for librarians and library volunteers at the Western Nevada Community College in Fallon on September 16 and the State Library and Archives in Carson City on October 2. Preservation Librarian Toby Murray of the University of Nevada-Las



Gloria Bartowski and Raymond LaFever of the New York State Archives with the Documentary Heritage Program's award for outstanding support of archival programs in the state.

Vegas Library taught two similar classes at UNLV earlier in September. The programs were part of a joint effort of the Nevada SHRAB and the Nevada Library Planning and Development Program to bring training opportunities to librarians, archivists and museum curators in Nevada.

Nevada State Records Manager Teri Mark, Jeff Kintop and Shayne del Cohen presented a workshop on Records Management at the annual meeting of the Inter-Tribal Council of Nevada at John Ascuaga's Nugget in Sparks, NV, on October 21.

Local Records Manager Jerry Lindsay went to Fernley, Nevada's newest incorporated city and met with local officials to train them in setting up their own records management program and how to use the Nevada Local Government Records Retention Schedule. Rick Rasmussen and Baylen Limasa of NSLA's Micrographics and Imaging Program were also there to describe the program's services to local governments.

NSLA AND UNIVERSITIES WORK ON DIGITAL ARCHIVES

NSLA is currently working with both universities' Special Collections Departments on a state digital library and archives. As part of this project, archivist Susan Searcy and webmaster Cheryl Mathwig from NSLA joined the Nevada Historical Society's librarian, Michael Maher, and

curator of photography Lee Brumbaugh at the two-day workshop "Off the Wall and Online: Providing Web Access to Cultural Collections" at the Riviera Hotel and Casino in Las Vegas on November 4-5. "Their attendance will bring all the project participants to the same level of training," said project director Jeff Kintop, "and we can start to bring our separate projects together."

The conference was co-sponsored by the Northeast Document Conservation Center, Museum Computer Network, the Historic New Orleans Collection, and the Balboa Art Conservation Center. The conference was funded in part by a grant from the National Endowment for the Arts (NEA).

For more information, contact State Archives Manager Jeff Kintop, Nevada State Library and Archives, 100 N. Stewart St., Carson City, NV 89701-4285, or (775) 684-3410.

NEW HAMPSHIRE

ARCHIVES EXPANSION

The 2003 legislature changed our name to the Division of Archives and Records Management. The legislation also moved the Division of Vital Records under the administration of the Secretary of State and relocated the agency to the State Archives building. The legislature included in its capital budget funding for another major

addition to the Archives building to house more records, accommodate Vital Records, and house offices to create a centralized voter checklist for the state.

For more information, contact Frank C. Mevers, Ph.D., State Archivist, Concord, NH 03301-2410, (603) 271-2236, fax (603) 271-2272, or fmevers.sos.state.nh.us.

NEW YORK

DOCUMENTARY HERITAGE PROGRAM WINS AWARD

The Archivists Round Table of Metropolitan New York named the Documentary Heritage Program (DHP) of the New York State Archives the recipient of the 2003 Award for Outstanding Support of Archives. The award commended the DHP for its "clear-sighted, practical, and focused support of archival programs throughout New York State."

In 1988, the DHP was established to locate, organize, and make available the state's historical records that are critical to ensuring the survival of New York's heritage. The award recognized the DHP for being a proactive and inclusive program that goes above and beyond the State Archives' base mission of preserving and providing access to governmental records.

Since its inception, the DHP has awarded modest grants to archival repositories, libraries with archival materials, and community organizations concerned about preserving their memory. Repositories are encouraged to plan carefully, seeking successive DHP grants for needs assessments, the planning process, pilot projects, and full implementation. The grants are often used as seed money, leading to larger, longer-term grants from foundations and federal agencies. According to the award citation, the knowledge and experience gained through the DHP grant process both produce first-rate results and strengthen archival programs.

ANNUAL ARCHIVES AWARDS

Since 1989, the Board of Regents and the New York State Archives have recognized outstanding efforts in archives and records work in a broad range of categories by presenting awards. In Albany on November 13, the Archives Partnership Trust

sponsored a luncheon ceremony to honor the 2003 Annual Archives Award recipients. The 2003 honorees are:

- William Hoyt Advocacy Award: Thomas G. Clingan, Albany County Clerk.
- Program Excellence in a Historical Records Repository: Canajoharie Library and Art Gallery.
- William H. Kelly Award for Excellence in Local Government Archival Program Development: Ulster County.
- Cheryl Steinbach Award for Excellence in Local Government Records Management: Niagara County.
- Excellence in State Agency Archival Program Development: Binghamton University.
- Debra E. Bernhardt Award for Excellence in Documenting New York's History: Consumer/Expatriate/Survivor Oral History Project.
- Regents Award of Distinction for Student Research: Ludlum Elementary School, Hempstead School District.
- Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 4-5: Kamisha Anderson, Izele Riojas, Charisse Strong, Derrick Brown, Luchen Thomas, Kiarivel Peralta, DeQuan Mitchell, Peter Collins, Stephanie Custillo, Norma Rivera, Davine Nichols, Joshua Rivera, Gabriel Devoe, fifth graders at P.S. 197 M, Manhattan. Teacher: Joan Weisberger.
- Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 6-8: Daniel Mann, 8th grader at Felix Festa Middle School, Clarkstown School District. Teachers: Barbara Kalmar and Laura Padilla.
- Laura and Robert Chodos Award for Excellence in Student Research Using Historical Records, Grades 9-12: Laura Caccavo, 9th grader at Clarkstown High School North. Teachers: Penelope Macias and Christina Teresa Vickery.
- Bruce W. Dearstyne Educator Award for Excellence in the Use of Local Government Records: Larry Slanovich, Yorkshire-Pioneer School District, Yorkshire.

25TH ANNIVERSARY SUMMARY

Throughout 2003, the State Archives celebrated its 25th anniversary with a whirlwind of activities and special projects:

- Archives at 25: A special lecture series featuring Presidential historian Michael Beschloss and veteran news journalist Garrick Utley.
- Document Doctors: Workshops and presentations by staff archivists around the state offering free advice on caring for family records and a free archives kit of supplies and information courtesy of Gaylord Bros., an archival supply company.
- NY Archives Update: Inauguration of a free, quarterly e-newsletter that offers information on training programs, teacher institutes, preservation projects, grant opportunities, and special events and exhibitions.
- History Happened Here: Seventh kiosk, highlighting the history of the Hudson Valley region, opened along the New York State Thruway.
- Save America's Treasures Grant: Preservation of a nationally significant collection of Native American Treaties and Land Papers.
- The Legacies Project: Verizon-funded Web site, www.archives.nysed.gov/projects/legacies/index.html, that examines the history of Chinese and Latino populations in the Capital District, Buffalo, Syracuse, Yonkers, and New York City.
- Erie Canal Time Machine: New Web site, www.archives.nysed.gov/projects/eriecanal/index.html, featuring the Canal's opening celebrations in 1825 and its bustling activities of the 1830s.

**Summer News Deadline:
May 3, 2004**

NORTH CAROLINA

MITCHELL APPOINTED TO DUKE UNIVERSITY RECORDS MANAGEMENT POSITION

David W. Mitchell, a fourteen-year veteran of the North Carolina State Archives, was appointed Duke University's University Records Manager, effective November 17, 2003. Mitchell formerly served as head of the State Archives' Government Records Branch, where he directed the records and information programs for North Carolina's public agencies and state universities. In his new capacity, he will assist university offices with their records retention, storage, and destruction needs, regardless of format. He will also be involved in the joint Duke University-University of North Carolina project *Managing the Digital University Desktop*, which is in the process of developing e-mail and electronic file management tools based on surveys and interviews conducted with faculty and staff on both campuses. A graduate of Wake Forest University and a Certified Records Manager, Mitchell has been active in NAGARA and is President of the Triangle Area Chapter of the Association of Records Managers and Administrators (ARMA).

NORTH CAROLINA STATE ARCHIVES WEB-BASED RECORDS GUIDELINES

The Office of Archives and History of the North Carolina Department of Cultural Resources (DCR) issued *Guidelines for Maintaining and Preserving Records of Web-Based Activities* to state and local government agencies that generate public records via Web-based media. Referencing North Carolina's Public Records Act (G.S. 132), the guidelines explain that the state statute covers "electronic data-processing records...or any other documentary material, regardless of physical format or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions."

The Archives and Records Section issued the guidelines to assist government agencies in managing their Web site records. The guidelines provide a series of detailed

definitions, standards of Web site content assessment, a discussion of Web site snapshots, frequency of capture, and a Web site description form. The guidelines outline what to include in a Web site snapshot, acceptable media for submission of Web site snapshots, and procedures for submission of Web site snapshots to the North Carolina Office of Archives History. For additional details, please consult www.ab.dcr.state.nc.us/sections/archives/rec/transfer.htm or telephone (919) 807-7370.

OKLAHOMA

PHOTOGRAPHS OF OKLAHOMA: THE FARM SECURITY ADMINISTRATION

The Oklahoma State Archives Division of the Oklahoma Department of Libraries announces yet another online history exhibit. *Photographs of Oklahoma: The Farm Security Administration* features select reproductions from the original negatives of photographs taken by the Farm Security Administration (FSA) during the Great Depression and Dust Bowl. The exhibit features historical narratives, links of further interest, and a bibliography. Using Flash technology, visitors may view the exhibit as if watching a video. Audio is incorporated. *Photographs of Oklahoma: The Farm Security Administration* coincided with the Oklahoma's Archives Week celebration held November 9-16, 2003. Please visit the online exhibit at www.odl.state.ok.us/oar/resources/index.htm or visit the Oklahoma Department of Libraries homepage at www.odl.state.ok.us. For information or to leave feedback, contact Tally Fugate, Oklahoma State Archives, Oklahoma Department of Libraries at tfugate@oltn.odl.state.ok.us.

100 YEARS OF OKLAHOMA GOVERNORS

The Oklahoma Department of Libraries' *100 Years of Oklahoma Governors*, an official centennial project celebrating the state's history, involves the creation of a digital gubernatorial database. Several Web pages for the database are now online for each of the state's 24 governors. The project encompasses biographies, histories, research

topics, related Web sites, photographs, and state addresses. *100 Years of Oklahoma Governors* includes the archival finding aids by box and folder for each governor's official records. The collections have records such as correspondence, speeches, press releases, reports, proclamations, and much more. The project not only recognizes the importance of the governors' collection, but also provides an important service to state government and Oklahomans alike. As changes and updates to the database are ongoing, we encourage visitors to witness the progress of 100 Years of Oklahoma Governors at www.odl.state.ok.us/oar/governors/index.htm. For information or to leave feedback, contact

Tally Fugate, Oklahoma State Archives, Oklahoma Department of Libraries at tfugate@oltn.odl.state.ok.us

OKLAHOMA'S FIRST ARCHIVES WEEK

Oklahoma celebrated its first Archives Week November 9-16, 2003. This week was selected to correspond with Oklahoma's Statehood Day, November 16. The Oklahoma Historical Records Advisory Board, the Oklahoma Department of Libraries, the Oklahoma Historical Society, and the Oklahoma Museums Association sponsored two programs: *Collecting and Using Sensitive Materials* and *Women Photographers in the Twin Territories*. Jane Thomas, Collections Manager of the

**Images of
Oklahoma**

Oklahoma Archives Week 2003
Explore Oklahoma's Historical Resources

For more information, please call 405-524-7559
or visit www.odl.state.ok.us/archives-week

November 9-16

Sponsored by the Oklahoma Historical Records Advisory Board, Oklahoma Department of Libraries, Oklahoma Historical Society, and Oklahoma Museums Association with funding provided by the National Historical Publications and Records Commission

A Poster Announcing Oklahoma's First Archives Week

Oklahoma City National Memorial Archives, and Chester Cowan, Photographic Archivist of the Oklahoma Historical Society, were the speakers. More than 800 Archives Week posters were distributed to Oklahoma museums, libraries and historical societies. Information about Oklahoma's Archives Week can be found at the Oklahoma Department of Libraries Web site, www.odl.state.ok.us/archives-week/index.htm, or contact Gary Harrington at gharrington@oltn.odl.state.ok.us.

OHRAB SPONSORS SERIES OF THREE FORUMS

Building Community Connections was the theme for three forums sponsored by the Oklahoma Historical Records Advisory Board held in 2003. The day long forums, each attended by more than 100 people from museums, libraries and historical societies across the state, focused on organizing special events, working with the media, and building effective volunteer and board leadership. The programs were held at the Kirkpatrick Science and Air Space Museum at Omniplex, the Sam Noble Oklahoma Museum of Natural History, and the Oklahoma City Zoo. The Oklahoma Department of Libraries, the Oklahoma Historical Society and the Oklahoma Museums Association also sponsored the forums. For information, contact Gary Harrington at the Oklahoma Department of Libraries at gharrington@oltn.odl.state.ok.us

PENNSYLVANIA

NEW RECORDS MANAGEMENT SYSTEM

In keeping with the responsibilities for providing records management services to all Executive Branch agencies of state government, the Pennsylvania Historical and Museum Commission, in conjunction with the Governor's Office of Administration, implemented an Enterprise-wide Records Management System (ERMS). The July 2003 initial implementation provides upgraded services to the State Records Center (SRC) to manage the physical storage of records and maintain agency records retention schedules. It also provides records retrieval, transfer, and disposal services.

In the future, the ERMS will focus on providing web-based access for authorized agency Records Coordinators and requestors. The new software, OmniRIM Solutions, will allow authorized agency personnel to access, view, query, and place their requests online for records stored at the SRC. In addition, procedures for initiating and approving changes to agency records retention and disposition schedules will be automated to increase productivity and efficiency through a secure online intranet application. The Records Coordinator and Alternate within each agency will have access to their own agency specific schedules; be able to submit additions, amendments, and deletions to their agency specific schedules; and will be able to view and approve disposal reports, all online.

During the next calendar year, access to the new system will be rolled out to the agencies, and initial training will be provided to agency Records Coordinators. If you have any questions regarding this project, please contact Linda Avetta, Project Administrator, at (717) 705-6923 or lavetta@state.pa.us.

ABANDONED MINE MAP WORKSHOPS

The Pennsylvania Department of Environmental Protection (DEP) and staff of the Pennsylvania Historical and Museum Commission's Bureau of Archives and History conducted two workshops on abandoned mine maps. The workshops covered the history of mining in Pennsylvania, the compilation of a database that would show the location of abandoned mine maps, and proper methods and procedures for map preservation.

DEP invited representatives from the mining and mine engineering industries, academia, and others who may have abandoned mine maps in their possession to attend the workshops. The creation of an abandoned mine map database is one of numerous actions being taken by DEP in the wake of the Quecreek Mine accident that took place in July 2002. DEP also catalogued mine maps in its repositories and electronically scanned some 3,900 maps. It is creating a database for entering mine production data collected from mining reports

over the past 130 years that will allow comparisons with known maps to get a more accurate picture of mine voids and mine workings. For more information, contact Cindy Bendroth at (717) 787-8953 or cbendroth@state.pa.us.

SOUTH CAROLINA

DIGITAL IMAGING POLICY REVISION

The Archives revised its digital imaging policy for state and local government records. The revised policy, www.state.sc.us/scdah/lflt13.pdf, eliminates the distinction between permanent records and other long term, non-permanent records, no longer requiring paper or microform copies of permanent digital records.

NEW TECHNICAL LEAFLETS AVAILABLE

Two additions to our technical leaflet series are available online: *Photographic Media: Care and Handling*, www.state.sc.us/scdah/tklflt19.pdf, and *Time Capsules Old and New*, www.state.sc.us/scdah/tklflt28.pdf. The technical leaflets were prepared free of charge by Patricia A. Morris, former director of the Archives' Collections Management Branch and currently Faculty Director, Preservation Department, University of Colorado at Boulder.

ELECTRONIC RECORDS GRANT PROJECT

The State Archives' NHPRC-funded electronic records program development project (see Clearinghouse Summer 2003) relocated from the Archives to the Department of Social Services (DSS). Following a meeting of Archives and History Department Director Rodger Stroup and State Archivist Roy Tryon with DSS Director Kim Aydelette, project archivist Don Chalfant and other project staff members began work with staff in DSS's Child Support Enforcement Division. Roy Tryon also discussed the project in a session at the fall meeting of the SC Information Technology Directors' Association in Myrtle Beach.

UPDATED GENERAL RECORDS RETENTION SCHEDULES ONLINE

Revised versions of general schedules for municipalities, school districts, and state-supported colleges and universities (as well as all other general schedules) are now available at www.state.sc.us/scdah/techlft.htm#general.

REFERENCE ROOM: BUDGET IMPACT

The total number of research visits to the State Archives Reference Room for FY 2003 was 10,037. This is down considerably from the 12,205 visits in FY 2002 (with the public access hours cut back in mid-April) and 13,475 visits in FY 2001, before the cut in night and weekend hours.

ARCHITECTURE OVERSIGHT COMMITTEE REPRESENTATION

Electronic Records Branch manager Bill Henry has been invited to be a member of the Enterprise Applications Subcommittee of South Carolina's newly formed Architecture Oversight Committee, www.cio.sc.gov/cioContent.asp?pageID=389&menuID=297, providing input in the area of document management.

AWARDS

State Archives staff members have received some noteworthy recognition. Thomas F. Legge was recently honored by the SC Public Records Association with the Mid-State Region Member of the Year award; Donald C. Chalfant's master's paper, *Born Digital? Appraise Tradition: A Pilot Study on Intrinsic Value and Electronic Records in State Government*, received the Society of North Carolina Archivists' Gene R. Williams award; and Marion C. Chandler, who recently retired from the State Archives but returned as a full-time volunteer, received SC Archival Association's Lifetime Achievement Award.

MISCELLANEOUS RECORDS INDEXING PROJECT

Six graduate students in the archival track of the University of South Carolina Public History Program or in the School of Library and Information Science are serving as volunteers at the Department of Archives and History to make additions to the Online

Records Index. Working under the direction of Chuck Lesser, they are entering indexing data for volumes from the 1740s in the Miscellaneous Records (Main Series) of the Secretary of the Province. The series contains a rich variety of documents, including bills of sale, manumissions, marriage settlements, powers of attorney, deeds of gift, and depositions relating to privateers. A difficult-to-use and badly mold-damaged 19th-century index provides some of the data to expedite the work. Volume EE, 1741-1743, has already been completed, and work on Volume FF, 1743-1746, has begun. Each of the six students is putting in two hours a week. To see their work thus far, run a sequential sort on Series S213003, the Miscellaneous Records (Main Series) in the Archives' Online Records Index, www.archivesindex.sc.gov/search/default.asp. The students' more than 300 entries appear at the beginning of the list.

For further information about SCDAH activities and programs, contact Roy H. Tryon, State Archivist, (803) 896-6120 or tryon@scdah.state.sc.us.

TEXAS

FIFTH ANNUAL e-RECORDS CONFERENCE HELD

The Texas State Library and Archives Commission and the Department of Information Resources sponsored the conference *e-Records 2003: The Role of Records Management in Enterprise Architecture* on October 21, 2003, in Austin. This is the fifth annual conference co-sponsored by the two Texas agencies responsible for managing records and providing technological infrastructure. The conferences are dedicated to cross-training records managers, information resource managers, and archivists on electronic records management.

Enterprise architecture is a framework that describes how an organization develops, manages, and uses information technology to optimally support its business functions. Electronic records management is one of the technical domains of Architecture Components for the Enterprise (ACE), the statewide project under guidance of DIR. The conference focused on improving

electronic records management in Texas government through the use of statewide standards and best practices. The agenda included presentations by John Phillips from Information Technology Decisions, as well as keynote speaker Texas Senator Jeff Wentworth. Featured topics included present and future roles of electronic records management; methods for developing and implementing techniques for records retention, disposition, and retrieval; computer systems concepts and methods for inventories; software selection for records and information management applications; and a panel discussion on ACE. The conference was well attended, with over 175 government registrants participating in the one-day event.

For more information, contact Tim Nolan, Program Planning, (512) 454-2705 x126 or tim.nolan@tsl.state.tx.us.

UTAH

UTAH STATE ARCHIVES STAFF APPOINTMENTS

Patricia Smith-Mansfield was named division director effective September 15. The new director has 23 years in state government and has experience working with the state legislature and budget issues. She comes to the Archives from the Utah State Historical Society, where she was Program Manager over the Society's Research Library and Special Collections. She was actively involved in assisting the Society in developing its digitization programs and online resources for patron use. Prior to her years at the Historical Society, she was a reference archivist at the State Archives.

Shaun J. Buttars was named to manage the records center effective August 25. Hired as a records technician in May 2001, Buttars worked at the records center until June 2003, when he took a vacancy in the records analysis section.

Alan Barnett was hired as a temporary processor to complete arrangement and description work on the records of Utah governors. Barnett, who worked previously as the information services manager of the Utah Historical Society Research Library, began work September 2.

STAFF NEWS

Laura Ann Bowers, records technician, returned to work September 25 following a six-week leave of absence. Bowers underwent successful surgery to donate a kidney to Elizabeth Draper on August 14. Earlier this year Elizabeth's sister, Allison, received a kidney from Kerri Adams, human resource specialist in the Department of Administrative Services. Elizabeth and Allison are daughters of Jean Draper, who works for the Division of Facilities Construction and Management.

Stewart R. Preece, records analyst, was recognized as the Utah State Archives' *Employee of the Year* September 10 at the annual Department of Administrative Services (DAS) awards presentation and picnic. Preece briefly served as acting director of the archives following the retirement of Robert Woodhead in August.

RESEARCH CLASSES WELL RECEIVED

A series of four research classes offered by the Utah State Archives throughout October was well received. Class topics included naturalization records, probate records, state and local government publications, and Utah military records. The first two classes attracted near capacity audiences while additional sessions for the final two classes were added after the scheduled sessions were filled through advance registration. The Research at Noon classes were developed in conjunction with the annual observance of *Archives Month*.

PROBATE RESEARCH GUIDE POSTED ONLINE

The Utah State Archives posted a new research guide for probate records. The guide features links to probate records available at the Archives, <http://archives.utah.gov/referenc/probate.htm>. In addition to the probate of estates, probate divisions of Utah District Courts also have jurisdiction over guardianships for minors and incompetent adults. Probate records generated by Utah District Courts typically include records of adoptions (which are closed for 100 years) and may include other miscellaneous cases such as name changes.

NEW MICROGRAPHICS EQUIPMENT INSTALLED

The Utah State Archives replaced two pieces of aging microfilm equipment. In September, the Archives acquired a new microfilm processor and a diazo duplicator. A special supplemental appropriation for the 2003 fiscal year budget passed by the legislature in March authorized the Archives to replace the faulty equipment.

For information, contact Glen Fairclough, Utah State Archives and Records Service, P.O. Box 141021, Salt Lake City, UT 84114-1021, (801) 975-4023, gfairclough@utah.gov, or <http://archives.utah.gov>.

UTAH: SALT LAKE COUNTY

RECORDS MANAGEMENT PLANS FOR INTRANET SITE

Records Management has been working with the County Mayor's office to develop an intranet site to provide records management services to county employees. The site is currently under development and will consist of retention schedules, records center forms, PowerPoint trainings on records management and records law, access to records request forms, information regarding HIPAA—the federal medical records privacy law—and links to local and regional training opportunities. The site should be operational by November and Records Management will continue to add services and information as it becomes available.

ARCHIVES MONTH AT SALT LAKE COUNTY

October was Utah Archives Month! Records Management & Archives hosted an exhibit documenting the history of the county Planetarium. The Clark Planetarium, originally known as the Hansen Planetarium, opened in 1965. It has a rich history in providing space science education in the Intermountain West. Thirty-seven years of historical records were recently transferred to the County Archives and will be highlighted in the photographic and documentary exhibit. The exhibit, *Windows on the Universe: The History of the Planetarium*, opened October 6, 2003. *Windows on the Universe* was on display during October and November in the north building atrium lobby of the Salt Lake County Government Center in Salt Lake City. The exhibit was curated by Karri Krattley, Planetarium Project Archivist, and Terry Ellis, County Records Manager.

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, (801) 468-2332, fax (801) 468-3712, or tellis@co.slc.ut.us.



Karri Krattley, project archivist, arranges photos from the Planetarium for the Archives Month exhibit.

VIRGINIA

ARCHIVES WEEK CELEBRATION

Virginia celebrated its second annual statewide Archives Week October 12-18, 2003. The theme for 2003 was *A Commonwealth of Cultures: Virginia's Archives and Special Collections*.

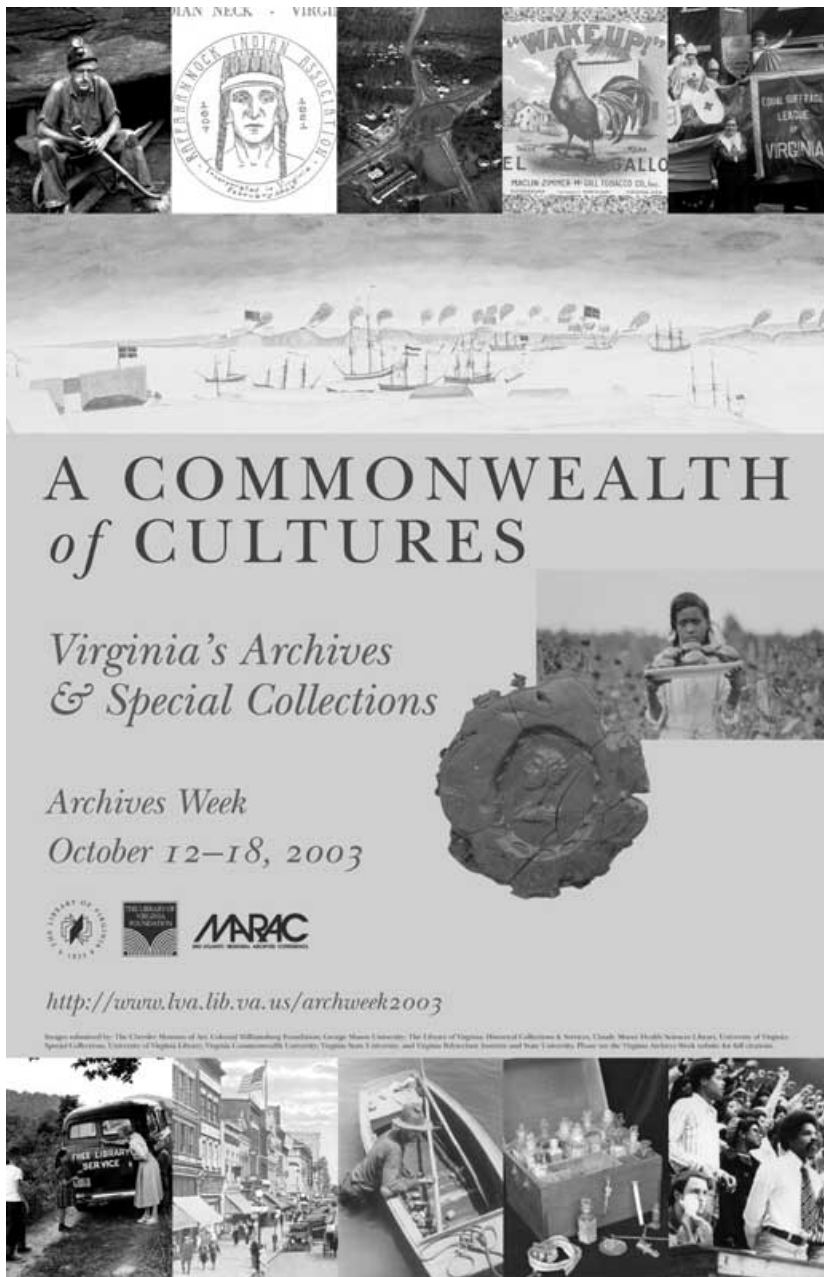
With the generous support of the Library of Virginia Foundation, the Library of Virginia and the Virginia Caucus of the Mid-Atlantic Regional Archives Conference (MARAC) once again produced a poster as

part of the celebration. The poster incorporated images illustrating the unique cultures of the Commonwealth and her citizens. Archival institutions from around the state submitted images for inclusion on the poster to help increase awareness about archives and special collections throughout Virginia. The posters were distributed to MARAC Virginia Caucus members, as well as other organizations and institutions throughout Virginia and the region.

The Archives Week committee at the Library of Virginia also planned several

events throughout the week. On Tuesday, October 14, Trenton Hizer, archivist for the Library's Description Services Branch, discussed the Library's Tazewell family papers, which document nearly four centuries of a prominent Virginia family. On Wednesday, Mark Greenough, co-founder and director of Living History Associates, Ltd., treated staff and visitors alike to a presentation on the importance of archival records to his work creating authentic historical characters.

The Library hosted a panel discussion Thursday evening, October 16, on the enduring value of archives and how archival records shape our perceptions about the past, their creation in the present and their importance to future generations. Speakers included DeAnne Blanton, senior military archivist with the National Archives in Washington, D.C., and co-author of *They Fought Like Demons: Women Soldiers in the American Civil War*; James E. Wooton, executive director of the Capitol Square Preservation Council; and Dianne Swann-Wright, project historian for Getting Word, the African-American Oral History Project



Archives Week Poster



Archives Week Proclamation

at Monticello. Joan Echtenkamp Klein, Assistant Director for Historical Collections at the Claude Moore Health Sciences Library at the University of Virginia, moderated.

To round out the weeklong celebration, LVA staff conducted behind the scenes tours of their facilities on Friday, October 17.

For more details on the 2003 celebration and to view the poster and Governor Mark Warner's Certificate of Recognition of Archives Week in Virginia, please visit the Web site at www.lva.lib.va.us/archweek2003.

WASHINGTON

ARCHIVES ACQUIRES UNIQUE, SPECIALIZED DIGITIZATION EQUIPMENT

The Washington State Archives, www.secstate.wa.gov/archives, recently acquired a Lumiere Technologies, www.lumiere-tech.com, JumboScan large format scanner and ICAM, www.icamarchive.co.uk/, book cradle as part of their preservation initiative for rare and fragile maps and documents. The JumboScan is a high resolution RGB scanner capable of capturing 30000 x 12000 pixels of information on documents as large as 15' x 6', while the ICAM book cradle system is capable of handling books as large as 24" x 30" or 48" x 30" open. This is one of only four such installations in the U.S. Combined, this equipment allows the Washington State Archives to create photo quality scans of rare and fragile maps and documents so that the originals can undergo more extensive conservation efforts to ensure their long-term preservation. Researchers now have the ability to view these rare documents electronically, or have them printed out on an HP DesignJet 5500 42" large format photo quality printer. The original scans (some as large as 650mb uncompressed TIFF) will be stored at the Washington State Digital Archives, where they will be accessible online.

DIGITAL ARCHIVES FACILITY NEARS COMPLETION

The Washington State Archives is nearing completion of the Washington State Digital Archives located at Eastern Washington University in Cheney, WA. The Digital



Former Washington Governor Albert Rosellini

Archives will be the primary repository of long-term and archival electronic records of the State of Washington. This includes public records generated by both state and local agencies. The Digital Archives will occupy the second floor of the new regional archives building and has been designed from the ground up to be a state of the art facility. In addition to staff offices and a data center, the facility will include a legacy library, a multi-media distance learning classroom, a Firelock media vault and a public research area. Initially, the Digital Archives will have a 5TB SAN array and 10TB of tape storage capacity. This amount is expected to double annually. A Content Management System will perform the storage and retrieval functions.

HISTORIC RECORDS PROJECT

Secretary of State Sam Reed is putting historic records online, enabling people to research Washington citizens and ancestors from anywhere in the world for free. The Historic Records Project, launched in November 2002 with records from the Washington State Archives and Washington State Library, is preserving Washington's territorial censuses in an online searchable surname database. Original census images, oaths of office, naturalization, legal, and physician records are being added online gradually.

To date, more than 100 volunteers have contributed some 1,000 hours to transcribe historical records on nearly 80,000 Washington ancestors and residents.

Working from home, volunteers transfer copies made from microfilm into a census template, which is either e-mailed or mailed on a floppy disk to their homes. People from as far away as Arizona, Quebec, and Australia are helping to preserve Washington's territorial history. Learn more about Washington's Historic Records Project at www.secstate.wa.gov/history.

ARCHIVES WEEK

The Washington State Archives celebrated Archives Week October 4-11 with genealogy workshops, exhibits, open houses, tours and educational sessions. The highlight of the celebration was a rededication ceremony of the Washington State Archives Building by Governor Albert D. Rosellini. Governor Rosellini, a 93-year-old attorney who was elected governor from 1957 to 1965, read the dedication speech he delivered in 1963. To help commemorate the 40th anniversary of the building, Master Stone Carver Frank Maurer presented a hand-carved stone with the words "Preserving the Record - 1963-2003" carved in native Washington sandstone. Archives week activities included tours of the NARA, Pacific Alaska Region, the Seattle Municipal Archives, and the King County Archives.

For more information, contact Diana Shenk, Northwest Regional Archives, Goltz-Murray Building, WWU MS: 9123, Bellingham, WA 98225-9123, (360) 650-2813, or diana.shenk@www.edu.

(NHPRC cont. from page 1)

Resolved, that the National Historical Publications and Records Commission thanks Roger Bruns for his dedication to its mission and labor on its behalf, and wishes him many happy and productive years of retirement.”

The following Commission members were present at the November 18-19 meeting: Chairperson John W. Carlin, Archivist of the United States; David W. Brady, Presidential appointee; Nicholas C. Burckel, Presidential appointee; Charles T. Cullen, representing the Association for Documentary Editing; Mary Maples Dunn, representing the American Historical Association; Barbara J. Fields, representing the Organization of American Historians; Alfred Goldberg, representing the Department of Defense; Margaret P. Grafeld, representing the Department of State; J. Kevin Graffagnino, representing the American Association for State and Local History; Deanna Marcum, representing the Librarian of Congress; Justice David H. Souter, representing the United States Supreme Court; Lee Stout, representing the Society of American Archivists; and Roy C. Turnbaugh, representing the National Association of Government Archives and Records Administrators.

Commission members Tom Cole, representing the U.S. House of Representatives, and Christopher Dodd, representing the U.S. Senate, were unable to attend.

Information on NHPRC objectives and activities is available at the Commission Web site, www.archives.gov/grants/. For application materials for all Commission grants, including fellowships, contact the NHPRC at NARA, 700 Pennsylvania Avenue NW, Room 111, Washington, DC 20408-0001, (202) 501-5610, fax (202) 501-5601, nhprc@nara.gov, or www.archives.gov/grants/.

State Board Administrative Support Projects

- Florida Division of Library and Information Services, Tallahassee, FL: A grant of \$10,000 to support the Florida Board's work for one year.
- Idaho State Historical Records Advisory Board, Boise, ID: A grant of \$10,000 to support the Idaho Board's work for one year.
- Kansas State Historical Records Advisory Board, Topeka, KS: A grant of \$19,800 in partial support of the Board's activities for two years.
- Kentucky State Historical Records Advisory Board, Frankfort, KY: A grant of \$10,000 in partial support of the Board's activities for one year.
- Massachusetts State Historical Records Advisory Board, Boston, MA: A grant of \$18,800 in partial support of two regional meetings of the New England Boards.
- Montana Historical Society, Helena, MT: A grant of \$8,715 in partial support of the Montana Board's activities for one year.
- New Jersey State Historical Records Advisory Board, Trenton, NJ: A grant of \$19,970 in partial support of the Board's administrative expenses for two years.

- Nevada State Library and Archives, Carson City, NV: A grant of \$20,000 in partial support of the Nevada Board's administrative expenses for two years.
- Oklahoma Department of Archives, Oklahoma City, OK: A grant of \$10,000 in partial support of the Oklahoma Board's activities for one year.
- Wyoming Department of State Parks and Cultural Resources, Cheyenne, WY: A grant of \$20,000 in partial support of the Wyoming Board's activities for two years.

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

- Council of State Historical Records Coordinators, Dover, DE: A two-year grant of \$298,430 for a project to strengthen state archival and records programs, State Historical Records Advisory Boards, and the Federal-State partnership with the NHPRC.
- Massachusetts State Historical Records Advisory Board, Boston, MA: A conditional two-year grant of \$100,000 for a regrant project to continue to assist local repositories, increase the accessibility of historical records, improve the documentation of Massachusetts history, develop networks that can have a long-term impact on records and the historical records community, and implement the SHRAB's 1999 strategic plan.
- Maine State Archives, Augusta, ME: A two-year grant of \$99,582 to continue to improve preservation of and access to Maine's historical records by establishing a matching grant program for the state's small and medium repositories.
- North Carolina Department of Cultural Resources, Raleigh, NC: A conditional two-year grant of \$50,621 to support the North Carolina Board's activities and to address the need for basic archival education for non-professional records caretakers and for intermediate-level specialized workshops for practicing archivists.
- New Mexico Commission on Public Records, Santa Fe, NM: A conditional two-year grant of \$71,164 to continue implementing the New Mexico Board's 1998 strategic plan and to augment the board's grant and scholarship program through a SHRAB regrant project.
- Oklahoma Historical Records Advisory Board, Oklahoma City, OK: A conditional 20-month grant of \$137,360 to provide training and support to 15 small to mid-size archival repositories in order to demonstrate the potential of such institutions to develop model archival programs.

- Pennsylvania Historical and Museum Commission, Harrisburg, PA: A conditional two-year grant of \$100,000 (\$20,000 matching) to continue the Pennsylvania Board's efforts to implement its 10-year strategic plan to preserve and provide access to the Commonwealth's documentary heritage.
- South Carolina State Historical Records Advisory Board, Columbia, SC: A conditional 30-month grant of \$100,000 for a regrant project to preserve and make accessible historically significant records, provide training for records custodians, and encourage archival and records program development and enhancement.

Electronic Records and Technologies Projects

- The Regents of the University of California, San Diego, CA: A two-year grant of \$242,500 on behalf of the San Diego Supercomputer Center (SDSC), the Michigan Historical Center, the Minnesota Historical Society, the Kentucky Department for Libraries and Archives, and the Ohio Historical Society for a project entitled Persistent Archive Testbed, which will allow the participating archival institutions to test SDSC's data grid and persistent archives technologies using a variety of archival collections.
- The Regents of the University of Minnesota, Minneapolis, MN: A conditional 17-month grant of \$86,732 on behalf of the Charles Babbage Institute, the University of Minnesota Libraries, the University of Michigan School of Information, and the administration of Internet2 to survey the electronic records of Internet2's administrative offices, develop appraisal criteria for these records, conduct pilot projects to test these criteria, develop a "blueprint" for an electronic records program for the Babbage Institute, and publish lessons learned from their experiences.
- Montana Secretary of State's Office, Helena, MT: A conditional two-year grant of up to \$40,000 to hire a consultant to assist the State of Montana in developing a strategic plan for the creation, management, and preservation of the state's electronic records.
- The University of North Carolina at Chapel Hill, Chapel Hill, NC: A conditional three-year grant of up to \$284,141 to continue the NHPRC Archival Research Fellowships program established by the Boston consortium consisting of the Massachusetts Historical Society, the WGBH Educational Foundation, Radcliffe Institute at Harvard University, Northeastern University, and the Massachusetts Institute of Technology, modifying the program to focus exclusively on electronic records research, and renaming it the NHPRC Electronic Records Research Fellowship program.

Reconsideration of a Proposal from the November 2002 Meeting

- New York State Archives, State Education Department, Albany, NY: An increase of \$2,250 in the requested grant amount for its SHRAB regrant project to accommodate a higher fringe benefit rate for the project archivist.

Education Proposals

- Wisconsin History Foundation, Inc., Madison, WI: A one-year grant of \$32,719 to support the 33rd Institute for the Editing of Historical Documents.
- Host/Fellow for Fellowship in Archival Administration: A one-year grant of \$51,500 to the Massachusetts Historical Society.
- Host/Fellow for Fellowship in Archival Administration: A one-year grant of \$51,500 to the George Meany Memorial Archives.
- Host/Fellow for Fellowship in Historical Documentary Editing: A one-year grant of \$51,500 to Princeton University for the Papers of Thomas Jefferson.
- Host/Fellow for Fellowship in Historical Documentary Editing: A one-year grant of \$51,500 to New York University for the Papers of Margaret Sanger.

Release of Previously Approved Grant Funds

- The Research Foundation of the State University of New York: Release of third-year funding for its Preserving Authentic Non-Textual and Interactive Records project (InterPARES 2).

Directed Grant

- Three Affiliated Tribes Museum, Inc., New Town, ND: A six-month grant of \$46,864 to record and transcribe oral history interviews.

PUBLICATION SCHEDULE 2004

Volume 20

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Summer News **Deadline: May 3, 2004**
 Ad Deadline: May 3, 2004
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