



2008 CERTIFICATION MAINTENANCE

December 2007

Dear Colleague:

To maintain the designation of Certified Archivist, one must recertify and renew his or her professional credentials every five years. Attached you will find the 2008 form for Certification Maintenance. If you are due to recertify this year, we appreciate your commitment to this important professional process.

There are two methods for Certification Maintenance -- by examination or by petition.

If you opt for Certification Maintenance by examination, please complete Part I on Pet-1 and return to the ACA office (90 State Street, Suite 1009, Albany, NY 12207) by May 15, 2008. The examination will be held August 27, 2008 (see Pet -1 for available sites).

If you opt for Certification Maintenance by petition, the system is one of credits earned for activities in five different areas for the period between January 1, 2003 and December 31, 2007. The application form is divided into five sections, and lists the activities and credits that apply. Accompanying the form are the definitions and special instructions for these five areas, as well as definitions of archival domains or broad classifications of professional knowledge (for a copy of these domains, please refer to the ACA website [www.certifiedarchivists.org]).

The Application Form consists of:

1. A cover page for basic information, options, and credit totals (Pet-1);
2. Four pages with sections for filling in credits claimed (Pet-2 - Pet-5);
3. A template for details regarding qualifying archival experience, to be used as a formatting guide by petitioner (Pet-6 - Pet-7);
4. A "Declaration" to be signed and dated by the petitioner.

When recertifying by petition, make sure your name appears on each page, and **return the original pages of the application (Pet-1 - Pet-5 and the Declaration) plus FOUR copies.** The other pages are for your reference and may be kept for your records or discarded. A check list is included for your convenience and need not be returned with the petition.

Your petition for Certification Maintenance must include a section in which you document the archival experience on which you are basing the credits you claim. Pages 6 and 7 of the petition provide instructions for the required presentation format of this information; please set the information out on a SEPARATE page as instructed. **Please do not use Pages 6 and 7 to list your qualifying archival experience.**

If you have any additional questions, you are encouraged to contact the Regent for Certification Maintenance: Shelly J. Croteau, CA, Missouri State Archives, PO Box 1747, 600 W. Main Street, Jefferson City, MO 65102; Fax 573-526-7333; phone 573-751-4303; e-mail: shelly.croteau@sos.mo.gov.

Please fill out and return the first page of this form whether you intend to recertify by petition or by examination. If you opt to recertify by petition, please return the original, plus four copies of the application form (five pages), the page(s) providing information on your qualifying archival experience, and the signed Declaration, to: *The Academy of Certified Archivists, 90 State Street, Suite 1009, Albany, NY 12207* **BY JUNE 1, 2008.**

Thank you.

A handwritten signature in cursive script that reads "Shelly Croteau". The signature is written in black ink and is positioned above the typed name and title.

Shelly J. Croteau, CA
Regent for Certification Maintenance

ACADEMY OF CERTIFIED ARCHIVISTS
90 State Street, Suite 1009, Albany, N.Y. 12207
CERTIFICATION MAINTENANCE PETITION PROGRAM
DEFINITIONS AND SPECIAL INSTRUCTIONS

Deadline: JUNE 1, 2008

Certification Maintenance by petition is a system of credits earned for activities in five different areas for five years. Petitioners due for certification maintenance in 2008 will be credited for acceptable professional activity that occurred from **January 1, 2003 to December 31, 2007**. The application form is divided into five sections, and lists the activities and the credits that apply. Below are some definitions and additional clarifications of instructions.

Note that there are a maximum number of credits allowed in each of the five different sections; up to 205 credits can be earned, but only 100 credits are necessary for recertification.

Records Management work and experience can be included as part of archival activities for credit (e.g., membership in records management organizations, attendance at conferences of records managers as member or presenter, participant in records management-related seminars or workshops), but will only be counted if the petitioner also has significant work within the archival domains (arrangement, description, preservation, reference, outreach, etc...). Membership and participation in the Society of American Archivists or other archival organizations will also be looked at as indications of the petitioner's involvement in the archives profession.

Please make certain to document (under your qualifying archival experience) the relevance of any activity to the archival profession where it is not self-evident.

Section A: Employment

Numbers 1 and 4: Full-time employment is considered as 35 hours a week, for 50 weeks/year, totaling for at least 1750 hours per year. Round fractions up to the nearest whole number.

Numbers 2, 3, and 5: Part-time professional employment or consulting: use the number of hours you have worked as a percentage of 1750 working hours per year. Alternatively, use the number of days worked as a percentage of 219 working days (this includes paid holidays) per year. Round fractions up to the nearest whole number.

If your title does not fully reflect the archival content of your work please submit, as part of your qualifying archival experience, a job description that details the professional archival nature of your job duties. Or you can submit a brief narrative that outlines the mission and responsibilities of your archival program.

(Professional employment from which a candidate has been dismissed for unsatisfactory performance or malfeasance will not be considered for certification maintenance.)

Definitions:

Qualifying professional employment: Employment as a professional archivist or as an archival educator actively exercising responsibility for or teaching about one or more of the following: the acquisition, preservation management, reference, or control of archival materials. Qualifying professional employment should require understanding of basic archival principles and the ability to apply or implement them while executing these functions. Managing the work of archivists or administering an archival repository will be considered qualifying professional experience if successful performance of the duties of the position requires substantial knowledge of archival principles and practices, including the identification, preservation, or use of historical materials.

Pro-rated professional employment: Positions that include a mixture of archival and other professional duties will be counted as qualifying experience on a pro-rated basis. For example a position consisting of 50% archival work held for one year would be equivalent to one-half year qualifying professional employment. Part-time employment also is credited on a pro-rated basis.

Professional archival consulting: Independent employment providing advice to organizations or individuals by contract agreement. Ordinarily consulting consists of activities such as advising organizations concerning archival management of historical materials or independently performing archival functions as described above. Consulting that involves a mixture of subjects and part-time consulting will be pro-rated on the same basis as other

forms of professional employment.

Section B: Education

Numbers 1, 2, 3: Individual courses for which credits are claimed must be in the domains of archival practice.

Graduate archival education is defined as that outlined by the Society of American Archivists in the 1987 Guidelines for Graduate Education. Graduate education, because of its emphasis on inquiry, research and explication, is of value inherent to the work of archivists, even when not directly related to archival practice. Graduate degrees claimed can be in any discipline.

Seminars, workshops, institutes, and meetings claimed for credit must all be firmly within the archival domains. General management or non-archival classes, seminars, workshops, and institutes cannot be credited.

Number 4: Attendance must be at an archival meeting or conference, or at another meeting related to the domains of archival practice.

Attendance at monthly, semi-monthly, or quarterly meetings of local archival groups that have a professional archival program component of approximately one hour will be credited. If the meeting is more in the nature of a social gathering for archivists around a meal or other event that does not have an instruction/educational component, the meeting cannot be credited toward recertification.

Definitions:

Archival courses: Formal classroom work relating to any of the domains of archival practice as defined by the Role Delineation for Archivists: selection of documents; arrangement and description of documents; reference services and access to documents; preservation and protection of documents; outreach, advocacy, and promotion of documentary collections and archival repositories; managing archival programs; and professional ethical and legal responsibilities. Graduate archival education is defined as that outlined by the Society of American Archivists in the 1987 Guidelines for Graduate Education (for a copy of these domains, please refer to the ACA website [www.certifiedarchivists.org]).

Graduate degree: A graduate degree conferred by an accredited institution of higher learning during the petition period.

Archival seminars, workshops, institutes: Short courses, ordinarily sponsored by organizations of professional archivists, colleges or universities, or archival institutions, relating to any of the areas or domains of archival practice defined by the role delineation for archivists (see **Archival courses** above).

Section C: Professional Participation and Outreach

Number 1 (a, b, and c): Paper given or panel/session chaired, must be on an archival topic. See Definitions "Panelist or chair/commentator."

Number 2 (a, b): Workshops must be on archival theory, method or practice. See Definitions "Archival courses" and "Archival seminars, workshops, institutes" in Section B above. If a workshop is co-taught, both teachers claim equal credit.

If the title of the workshop/seminar/institute/conference you attended, the name of the course you completed, the paper you presented, the talk you gave, the committee on which you served, the publication you prepared, or the type of pro bono work you conducted, fail to clearly show archival significance, please provide, as part of your qualifying archival experience, specific information that demonstrates the relevance of the class or seminar to the archival domains.

It should also be added that the dates and locations for conferences are not to be overlooked as extraneous details and that meetings/programs attended should be documented with as much care as possible.

Credits are accepted for membership and activities in foreign archival organizations. Credits are also accepted in some areas for archival work in non-archival settings, as long as credits are also claimed for activities within the archival profession. Credit cannot be given for providing institutional promotion or user instruction when they are part of the petitioner's official or assigned job duties and responsibilities.

Definitions:

Professional meetings: Periodic meetings sponsored by international, national, regional or local organizations of professional archivists or other meetings relating to the domains of archival practice. A day of attendance will consist of attending both morning and afternoon sessions. A half-day of attendance will consist of attending either morning or afternoon sessions. The attendance at monthly, semi-monthly or quarterly meetings of local archival groups can account for no more than 30 points or one-half of the total points allowed under Section B for the recertification cycle.

Professional paper: Preparation and presentation of a professional paper relating to any aspect of archives administration as defined by the role delineation for archivists. The paper should be presented in an organized forum, such as a professional meeting of archivists or other professionals, and ordinarily must be presented from a written paper, notes or outline.

Panelist or chair/commentator: Participation as a panelist or chair and/or commentator at an organized program session on any aspect of archives administration as defined by the role delineation for archivists.

Institute, workshop or seminar leader: Service as director, coordinator, or instructor of any archival seminar, workshop, or institute as defined above.

Section D: Professional Service

Numbers 1-3. See Definitions "Archival Leadership," "Membership," and "Contributed Service."

Definitions:

Archival Leadership: A variety of forms of participation in any organization of professional archivists, including the Academy of Certified Archivists, as set out in Section IV, 1 a-e on the Credits Form.

Membership: Individual membership, per year, in any international, national, regional or local archival organization that has regular meetings or publications and formal membership roles, except that membership in the Academy of Certified Archivists itself does not confer any credit. A maximum of five (5) points per year may be claimed for a maximum of 25 for a five-year petition.

Contributed Service: An aspect of professional service, contributed service consists of any form of uncompensated activity on behalf of the archival community or to promote the preservation of historical records elsewhere in society. You can include under the "other" category any service related archival activities not covered by existing categories. For example, mentoring younger archivists, providing archival training outside the scope of your job duties, assuming responsibilities above and beyond your role as a member of an archival committee, task force, or roundtable, or any other contribution that falls under the aegis of Professional Service.

Section E: Writing, Publishing, Editing.

Numbers 1-5: Co-authors claim the same credits as single authors.

This section is divided into those books and articles which undergo peer review before being accepted for publication (most books and professional journals), and those which do not. If in doubt, call the editor or publisher.

There is also a division into publications on topics in the archival domains and those more general topics that are still related to archives or archival collections.

Credit cannot be given for publishing, editing, or writing for a publication issued by the archivist's employing institution. These activities are considered work duties and are already credited under "Section A: Qualifying Professional Employment," of the petition form. Thus, editing or writing for an institutional newsletter, journal, promotional material or creating a finding aid to materials within the institutional holdings is not considered creditable under this section. Articles, chapters books, written and submitted during the eligible time period will earn credit even if the actual publication date extends beyond the five-year time frame.

Definition:

Archival writing, publishing and editing: Publications resulting from these activities must be on subjects relating to the domains of archival knowledge defined by the role delineation for archivists.

**Academy of Certified Archivists
Certification Maintenance
2008**

Petitioner's Check List

- _____ First page of application form filled out (Pet-1). Check addition in Part II.

- _____ Pages Pet-2 - Pet-5 of application form (credit sections) filled out and totaled.

- _____ Qualifying Archival Experience sheets prepared according to format instructions, Pet-6 and Pet-7.

- _____ Petitioner's Declaration signed and dated.

- _____ 4 copies made of the original completed petition form, Pet-1 - Pet-5, pages reporting qualifying experience based upon Pet-6 and Pet-7 format; and the Petitioner's Declaration.

- _____ Original petition plus 4 copies returned to ACA, 90 State Street, Suite 1009, Albany, New York, 12207 **BY OR BEFORE JUNE 1, 2008.**

- _____ Keep for your files or discard Def-1 - Def-3, and the original format template pages, Pet-6 and Pet-7.

- _____ Keep for your files or discard the Petitioner's Check List and the Cover Letter from the Regent for Certification Maintenance.

**Academy of Certified Archivists
Application Form for Certification Maintenance 2008**

Please Mail to: The Academy of Certified Archivists
90 State Street, Suite 1009, Albany, NY 12207

DEADLINE: JUNE 1, 2008

Last Name	First	Initial	Title	Institution
Preferred Mailing Address (<input type="checkbox"/> home <input type="checkbox"/> work)			City	State Zip
Phone		Fax	Email	

PART I

Please select one option:

 Examination: The 2008 Examination will be held on August 27, 2008. Return form by *May 15, 2008*. Indicate which site you would like to take the test, and return only this first page.

San Francisco, CA (SAA Meeting) Buffalo, NY Nashville, TN Salt Lake City, UT St. Louis, MO

or

Pick Your Site* _____ (one site above **MUST** be selected as well)

* -- *If 5 or more eligible candidates request the examination be given at a site other than those listed above, ACA will administer the exam at the additional location.*

 Petition: Complete the form, and return to above address by *June 1, 2008*.

For your convenience, a check list of items to return is attached; please make sure all items are completed and returned.

PART II - For Petitioners Only

Summary - Use to record the total points from Sections A, B, C, D and E.

Credits Claimed from Section A _____ (Maximum allowed: 40)

Credits Claimed from Section B _____ (Maximum allowed: 60)

Credits Claimed from Section C _____ (Maximum allowed: 45)

Credits Claimed from Section D _____ (Maximum allowed: 30)

Credits Claimed from Section E _____ (Maximum allowed: 30)

TOTAL CLAIMED _____ (Minimum required: 100)

Instructions

The petition process has been designed to allow easy adaptation into any word processing program. This makes it necessary to complete two sections: a detailed descriptive section, and a credit form. Be sure to place your name on each page of your petition.

Section 1. Create a credit form and list the totals claimed in the appropriate place. Add your totals carefully and transfer to the summary form. Please **DO NOT** write details on this form.

Section 2. Create your petition by following the outline format of the credit form. You must supply details for each section. Spell out any acronyms for organizations the first time they appear. Please provide a brief description for workshops, seminars and other meetings where the archival component may not be clear by the title. Use format on pages Pet-6 - Pet-7 for the format in which this information is to be presented.

Credits claimed should have been accrued during the five-year period from **1/1/2003 to 12/31/2007**

SECTION A: QUALIFYING PROFESSIONAL EMPLOYMENT (Maximum credits allowed: 40)

- 1. Full-time professional archival employment (8 credits per year worked) _____
(Full-time employment is considered 35 hours/week for 50 weeks/yr
for a minimum 1750 hours/yr*)
 - 2. Part-time professional archival employment (pro-rate on basis of 8 credits/yr*) _____
 - 3. Employment with partial archival responsibilities (pro-rate on basis of 8 credits/yr*) _____
 - 4. Full-time archival consulting (8 credits/yr) _____
 - 5. Part-time archival consulting (pro-rate on basis of 8 credits/yr) _____
- Section A: TOTAL CREDITS CLAIMED** _____

*See “Definitions and Special Instructions” Section A.

SECTION B: EDUCATION (Maximum credits allowed 60)

- 1. Course taken in any of the archival domains* :
(Equivalent to university semester (3 hr) or quarter (4 hr) courses.
Includes intensive courses of 2 weeks or more.) **20 credits** _____
- 2. Graduate degree (M.A., PhD) earned (in any discipline) during the time period.
(credits earned are in addition to archival course credits above.) **10 credits** _____
- 3. Attendance at archival seminars, workshops, institutes, as follows:
 - a. Program of 3 days or more (but less than 2 weeks) **15 credits** _____
 - b. Program of 2 days **10 credits** _____
 - c. Program of 1 day **5 credits** _____
 - d. Program of less than 1 day **2 credits** _____

*See “Definitions and Special Instructions” Section B.

(section continued on following page)

Name: _____

SECTION B: EDUCATION (*continued*)

(Maximum credits allowed 60)

- 4. Attendance at professional **archival** meetings* (per meeting):
 - a. Attendance for 3 days or more (not including travel or tours) **9 credits** _____
 - b. Attendance for 2 days (not including travel or tours) **6 credits** _____
 - c. Attendance for 1 day (not including travel or tours) **3 credits** _____
 - d. Attendance for less than 1 day but at least 4 hours (not including travel or tours) **2 credits** _____
 - e. Attendance at monthly, semi-monthly or quarterly meetings of local archival groups that have a professional archival program component of approximately one hour **2 credits** _____
(No more than 30 points or one-half of the total points allowed under Section B can be earned under Section B.4.e)

Section B: **TOTAL CREDITS CLAIMED** _____

*See “**Definitions and Special Instructions**” Section B.

SECTION C: PROFESSIONAL PARTICIPATION AND OUTREACH (Maximum credits allowed 45)

- 1. Program participation* must be **on archival subjects** (per program session):
 - a. Professional paper or presentation **10 credits** _____
 - b. Panelist for session **5 credits** _____
 - c. Chair/Commentator for session **6 credits** _____
- 2. Institute, workshop, or seminar **leader** (per program) on **archival theory, methods or practice**. If a workshop, etc., is co-taught, both leaders claim equal credit.
 - a. Leadership for 5 or more days **15 credits** _____
 - b. Leadership for less than 5 days **10 credits** _____
- 3. Teaching a semester course* in an accredited college or university on topics **in the archival domains:** **3 credits per semester hour** _____
(pro-rate for quarter system)
- 4. Programs or presentations **on archival subjects** to any audience given outside working hours not as part of official or assigned job duties* (credits per program, presentation or session):
 - a. 1/2 day or less **3 credits** _____
 - b. Over 1/2 day **6 credits** _____

Section C: **TOTAL CREDITS CLAIMED** _____

*See “**Definitions and Special Instructions**” Section C.

Name: _____

SECTION D: PROFESSIONAL SERVICE

(Maximum credits allowed: 30)

1. Leadership of archival organization (per year of activity)* :
 - a. Executive officer **10 credits** _____
 - b. Member of Council or Steering Committee **8 credits** _____
 - c. Chair of committee, task force, section or roundtable **6 credits** _____
 - d. Liaison/representative **4 credits** _____
 - e. Member of committee or task force **3 credits** _____
2. Membership in professional archival organization(s) per year* **1 credit per year** _____
(maximum of 5 credits per year only)
3. Contributed Service* :
 - a. Pro-bono consulting (per project per year) **4 credits** _____
 - b. Advisory board services (per board per year) **4 credits** _____
 - c. Other (please be specific, include length of service) **2 credits** _____

Section D: **TOTAL CREDITS CLAIMED** _____

*See “**Definitions and Special Instructions**” Section D.

SECTION E: WRITING, PUBLISHING, EDITING

(Maximum credits allowed: 30)

Co-authors or co-editors claim equal credits as single authors and editors.

1. Peer Reviewed Publications
 - a. On topics **in the archival domain:**
 - i. Book length publication **30 credits** _____
 - ii. Journal article, chapter in book **15 credits** _____
 - b. On topics **related to** but not in the archival domain:
 - i. Book length publication (e.g., a state or local history) **6 credits** _____
 - ii. Journal article, chapter in book **3 credits** _____
2. Publications without Peer Review*
 - a. On topics **in the archival domain:**
 - i. Book length publication **15 credits** _____
 - ii. Journal article, chapter in book **10 credits** _____

(section continued on following page)

Name: _____

SECTION E: WRITING, PUBLISHING, EDITING (*continued*) (Maximum credits allowed: 30)

2. Publications without Peer Review* (*continued*)

a. iii. Newsletter article (350 words or more) **5 credits** _____

iv. Published book review **3 credits** _____

b. On topics **related to** but not in the archival domain (history, biography, or other topics in which reference to archives or archival papers is primary):

i. Book length publication **5 credits** _____

ii. Journal article, chapter in book **3 credits** _____

iii. Newsletter article (350 words or more) **2 credits** _____

3. Editorial activities*

a. General editor of professional **archival** journal **25 credits** _____
(per year of activity)

b. Editor of book length **archival** publication or manual **20 credits** _____
(per publication)

c. Editor of **archival** newsletter **15 credits** _____
(per year of activity)

d. Departmental editor (e.g., editor of Review section of journal) **10 credits** _____

e. Editor, web page for an archives or archival organization **5 credits** _____
(per web site)

Section E: **TOTAL CREDITS CLAIMED** _____

*See "**Definitions and Special Instructions**" Section E.

TOTAL CREDITS CLAIMED FOR PETITION: _____

Qualifying Archival Experience

Please provide us with details of the archival activities for which you are claiming credit. In the two pages (Pet-6 and Pet-7) which follow, you will find a template and outline of the kind of details to provide on these activities, and the way in which to format them for review. We have not provided a form for this, since we expect most of you will want to use a computer. Instead, we have outlined in a very succinct manner the details we need. We hope that it is clear; it is not as forbidding as it looks.

QUALIFYING ARCHIVAL EXPERIENCE

FORMAT INSTRUCTIONS FOR PROVIDING INFORMATION

On separate pages, please provide details of activities for all the credits you have claimed for each section. The information should be set out following the instructions given below. Please put your name on each page. It is not necessary to send in any documentation. We expect most people will want to use a computer, and **no form is provided for this section**. You may handwrite this section, but **please write legibly**. Whether typing, word processing or writing, *please format exactly as laid out below*, giving the Section letter and Item number for each block of information as indicated.

Section A Qualifying Professional Employment

Item

- 1 - 5 Job/Project Title and BRIEF Description of Work
Institution/Employer; Employer's Address, Phone
Dates of employment; if part time, hours per week
If partial archival responsibilities, give estimate of % of time

Section B Education

Item

- | | | | | |
|----|--------------------------------------|------------------------------|-----------------------|-----------------------|
| 1. | <u>Course Title</u> | <u>Institution, location</u> | <u>Date(s)</u> | <u>Length of Time</u> |
| 2. | <u>Degree/Discipline</u> | <u>Institution, location</u> | <u>Date of Degree</u> | |
| 3. | <u>Title of Seminar</u> | <u>Institution, location</u> | <u>Date(s)</u> | <u>Length of Time</u> |
| 4. | <u>Name of Archival Organization</u> | <u>Meeting Location</u> | <u>Date(s)</u> | <u>Length of Time</u> |

Section C Professional Participation and Outreach

Item

- | | | | | | |
|----|-------|----------------------------------|--|----------------------------------|--------------------------------------|
| 1. | a. | <u>Paper Title & topic</u> | <u>Program, conference, etc.</u> | <u>Organization Name</u> | <u>Date</u> |
| | | b./c. | <u>Session Title & topic</u> | <u>Program, conference, etc.</u> | <u>Organization Name</u> <u>Date</u> |
| 2. | a./b. | <u>Program Title & topic</u> | <u>Institution or conference name</u> | <u>Location</u> | <u>Dates</u> |
| 3. | | <u>Course, topic(s)</u> | <u>Institution, location</u> | <u>No. of Credits</u> | <u>Dates</u> |
| 4. | a./b. | <u>Program Title & topic</u> | <u>Institution, organization, etc.</u> | <u>Location</u> | <u>Date(s)</u> |

Section D Professional Service

Item

- | | | | | |
|----|----|----------------------|---|--|
| 1. | a. | <u>Officer Title</u> | <u>Name of Organization</u> | <u>Dates</u> |
| | | b. | <u>Council, Committee Name</u> | <u>Name of Organization</u> <u>Dates</u> |
| | | c./d./e. | <u>Title</u> <u>Name of Committee, etc.</u> | <u>Name of Organization</u> <u>Dates</u> |

(OVER)

**PETITION FOR RECERTIFICATION
DECLARATION**

_____, a Certified Archivist who resides at:
(Name of Declarant Certified Archivist)

(Street) (City) (State)

under penalty of perjury states:

1. I hereby petition that I be granted certification maintenance as a “Certified Archivist” by The Academy of Certified Archivists (ACA) based upon the combination of employment, education, professional participation, professional service, and writing, publishing and editing indicated on the attached Application and Credit Forms.
2. I affirm that the information contained on the attached Application, Credit Forms, and supporting data is true and accurate.
3. I understand that the failure to provide relevant, true and accurate information in support of this petition will be grounds for denying or withdrawing certification.
4. I give permission for ACA (and its subcommittees or ACA Certification Maintenance Board) to consult with present and previous employers, with educational institutions, and other organizations listed herein for the sole purpose of verifying accuracy and completeness of information presented.
5. I release, hold harmless, and agree to indemnify ACA, its directors, officers, employees and agents, and each of them to the fullest extent authorized under law, from or for any claims, causes of action, losses, costs, damages or expenses of whatever kind, including counsel fees, arising out of or relating in any way to ACA’s decision making and information gathering processes in connection with this petition, and ACA’s ultimate action on this petition.
6. I agree to follow guidelines of professional conduct established by ACA and the then current Code of Ethics of the Society of American Archivists to the best of my ability. I understand that failure to follow these ethical standards may result in the withdrawal of certification.
7. I understand the certification maintenance requires an annual dues payment of \$50.00, and that certification maintenance is for a period of five years.
8. If my certification expires or is removed by due action of ACA, I will be bound by that decision and will no longer use the title Certified Archivist.

Under penalty of perjury, on this _____ I certify that the statements made in this declaration are true.
(Date)

Signature of Declarant