

ACA News

Issue 29

March 1997

MAY 12, 1997
DEADLINE TO
REQUEST
APPLICATIONS TO
TAKE THE 1997
ARCHIVAL
CERTIFICATION
EXAMINATION

JUNE 1, 1997
DEADLINE FOR
RECEIPT OF
RECERTIFICATION
PETITION FORMS

JUNE 2, 1997
APPLICATION TO
TAKE THE 1997
ARCHIVAL
CERTIFICATION
EXAMINATION,
SUPPORTING
MATERIALS AND
FEE MUST BE
POSTMARKED NO
LATER THAN
MIDNIGHT
TONIGHT.

JULY 1 ANNUAL
ACA DUES OF \$50
PAYABLE THIS
DATE EACH YEAR.

JULY 15, 1997
DEADLINE FOR
REQUESTS TO
CHANGE YOUR
EXAMINATION SITE

AUGUST 27, 1997
EXAMINATION
OFFERED TODAY IN
CHICAGO,
BOSTON,
CHARLOTTE, AND
PHOENIX.

Certification maintenance process underway

WILLOW POWERS, C.A.
Regent for Certification Maintenance

The 1997 certification maintenance process has begun. Those of you due to recertify this year have received a letter asking you to let ACA know if you plan to recertify, and to let us have any change of address; we are receiving postcards daily. *The new forms were mailed in mid-February; they are due back **JUNE 1, 1997**, to: ACA, Capitol Hill Management Services, 48 Howard Street, Albany, NY 12207.*

Last year, as you know, was the first year of certification maintenance. It went well: we received 166 petitions, a solid response from members. Five were rejected, and several petitioners were also asked to provide or clarify information, and are 'on hold' until they send information. Three members

elected to recertify by examination (all passed).

The petitions gave us information on kinds of activities members engage in, and provided precedents for decisions. We improved the petition form as a result of many helpful comments as well as the kinds of problems we encountered in reviewing the forms. This year we incorporated instruc-

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"Welcome to the academy;" a personal view

KATIE DISHMAN, C.A.
Chicago Mercantile Exchange

Having been an archivist for a few years, with internships in graduate school and subsequently full-time employment after receiving my M.A. in Public History, I knew I had to continue building up my resume. The archival profession is quite competitive, and simply having one masters degree does not seem to be enough anymore.

(Continued on page 4)

Latest test results show upswing

FRED STIELOW, C.A.
Regent for Examination Administration

After several years of declining fortunes, I am happy to announce that ACA test takers improved dramatically in 1996. Thirty-two (32) persons originally signed up for the examinations with 26 in

final attendance. Scores ranged from 61% to 90% out of a possible 100. Only one individual failed to make the cut-off point for passing of 65% as determined by our outside statistical expert.

The tests were held in three announced and one

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From Mary Elizabeth's desk

Having just received the Society of American Archivists education survey, I would like to put some emphasis on the importance of education and the ACA examination to the archival profession. Becoming an archivist by accident, as so many of us did who are recertifying, the National Archives management course was the important credential for my generation. Over the years, other courses also provided necessary information and training.

It was gratifying to see archives integrated into university offerings. The M.A.S. guidelines now recommended by the SAA are an important step in making sure that professional training continues to develop. At the same time, the profession clearly needs the workshops, single course offerings and special interest conferences that give us our professional base. The recent National Park Service conference on digitization was sold out, with many interested people turned away. Even if we knew what we were doing ten years ago, we still have to learn and grow.

Archival educators of all types were among the founders of ACA and are vital to the examination and recertification process. We need to make sure that ACA reflects the profession. In many cases, ACA has advanced the profession; an example is role delineation which was the first definition of the various functions of an archivist. Several years ago, the examination was updated to reflect more management and outreach.

The examination provides a real standard for measuring archival knowledge. The archivists who took the examina-

tion for recertification all passed, not only proving their own professionalism, but also reinforcing the exam's validity. At this point, the examination should be considered a test of journeyman archivist's knowledge, whether the knowledge was gained in a graduate program, workshops, or just reading and on-the-job training.

This year, **JANE KENAMORE** is heading a team that is developing a study guide and bibliography for the examination. Although I don't think of the ACA as old, many of the early exam questions were based on the first basic manual series, and there has been a lot of updating. There have been questions about whether ACA should produce educational tools, but an explanation of the exam and its underpinnings will be of clear benefit to future exam-takers and to the profession.

I think we should not hesitate to present the tools of our trade. Yes, you could probably pass the exam without Schellenberg, but you're much better off if you've read him!

And for those of you who are debating about recertifying, I strongly encourage you to do so. Archival accreditation may not be required in every job announcement, but we can only maintain our professional identity if we continue to ask for it.

The profession has still not agreed on any viable alternatives and, having been more outside of the process than inside, I can only say that I am impressed by the outstanding work that has gone into the certification and recertification processes. The recertification forms do take time, but we need you. We're still a small profession and only by working together will we finally not have to explain what an archivist is, whether it's to our boss or to the stranger on the ski lift...!

MARY ELIZABETH RUWELL

President, Academy of Certified Archivists

"An explanation of the exam and its underpinnings will be of clear benefit to future exam-takers and the profession."

The *ACA News* is published three times per year by the Academy of Certified Archivists. The editors are Steve McShane, who performs most of the editorial work, and Lee Miller, who handles most of the production end. We welcome your comments, suggestions, and article ideas. Please send them to:

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Test results show dramatic increase in pass rate

(Continued from page 1)

unannounced sites this year: thirteen participants in San Diego, seven in Philadelphia, five in Chicago, and one in College Park, Maryland. By all accounts the sites and monitors were satisfactory. Indeed, one of our conscientious monitors

“Facilitating access for the handicapped is now a standard policy for the ACA.”

double checked on well-laid plans and helped us avert a potential lockout in Philadelphia. The College Park location was chosen as a courtesy to accommodate a physically challenged testee. I was also able to ar-

range for the services of a trained specialist through the University of Maryland to assist the individual with the actual test taking. Facilitating access for the handicapped has now become a standard policy measure for the ACA.

We have attempted to improve other services. I already simplified and altered the 1997 application form in keeping with some of the tenets of the English language and the principles of forms design. Simi-

larly, we will be reworking the application packet for clarity. And, I have worked out a simple data base design to improve future reporting and provide a basis for appropriate comparisons across time.

For those of you interested in scoring the examination itself, the evaluator determined that one of our questions could be rated as “extremely difficult”; only two people were able to answer it correctly. Because the worst performers were more likely to get them right than otherwise good performers, two other questions were chastised for “poor discrimination.” In addition, ten items were answered correctly by everyone. Such information along with a precise “D Index” and “T-Q Correlations” will be passed on to the Examination Production Team to improve the coming version.

Finally, my closing testimony can still come with appropriate tongue-in-cheek symmetry by way of test analysis. The dropoff in passing marks only occurred after my departure from the teaching ranks in 1992—only to improve again

subsequent to my temporary return to the archival classroom last Summer. The resultingly high *r* and chi square correlations could suggest the utility of subsequent generations of test takers insisting that I continue to inflict myself on students—or, perhaps, the folly of some statistical analysis. More importantly, congratulations are in order for our new colleagues.

Petition tip: Cut-and-paste from your vita

The difference between a resume and a *curriculum vitae* is that a vita is a complete record of your professional experiences, while your resume is a summary of your professional life.

To put it another way, your resume is a summary of your vita. For that reason, your resume should usually be no longer than two pages, while your vita may be as long as needed.

Many archivists maintain both a vita (or c.v.) and a resume. Their vita is a useful place to record permanently their accomplishments for future reference, while their resume serves as an introduction and summary of their professional life.

If you maintain an up-to-date vita, you have already collected and organized much of the information needed to complete the recertification petition. Simply use your word processor to cut-and-paste from your vita to your petition, organize it into the appropriate sections, add other required information, and return it to the recertification committee.

Suggestions for the test-taking process?

Fred Stielow is the ACA's Regent for Examination Administration. He negotiates examination sites, oversees the conditions under which the ACA gives the examination, arranges for local proctors to administer and monitor the process, and acts as liaison with Capitol Hill Management regarding grading and reporting

the results of the examination.

If you have comments or suggestions for the test process, we invite you to contact Fred at:

FRED STIELOW

Mid-Hudson Library System
103 Market Street
Poughkeepsie NY 12601
ph: 914-471-6060
stielow@ulysses.sebridge.org

"Congratulations!" One person's journey to the academy

(Continued from page 1)

Six months after graduation, I began a second masters degree in library and information science. It was just a class or two at a time since my company was paying for part of my education. After a couple of years, a fellow archivist mentioned he had taken an independent study in which he prepared for the ACA exam. Since there was only a basic archives course offered at school, which I had already taken as part of my M.A., I figured I should read more archival literature and get something for it: course credit and certification.

I had been ambivalent about certification. The arguments against the exam, such as "I don't need to prove I am a good archivist," etc., seemed valid. But I am always in favor of learning, and I figured it could only help in this competitive field.

Getting consent from my former archives professor, Patrick Quinn, to act as advisor for an independent study was easy; convincing the dean of the library school was more difficult. She wanted it to be "far more significant than a term paper." I knew that reading 20-25 books and writing summaries of them in a relatively short span of time would be more rigorous than many of the courses I had taken.

Thus, the process began. I came up with a reading list (with the help of a couple of people) and began reading and writing. Time was of the essence, since the exam is only offered once each year.

Trying to absorb the material for the ACA exam as well as pass the independent study course was more grueling than I had anticipated. I really could not work too

much on the reading prior to July since I was already taking other courses and working full-time, along with the usual pressures of life. But I was nervous, particularly since I had not correctly answered the few example questions provided by the ACA.

The trip to San Diego was approaching, and I felt like my brain was full. I knew I was drained in every sense of the word, with a bad case of the flu on top of trying to prepare for the SAA/ACA meeting and finishing up chores at work.

As I made my way through the exam, I tried not to cough too much, but it was difficult. With a box of tissues by my side, I plugged away through the many questions. I was relieved when it was over. But the anxiety did not let up as I went to the mailbox every day anticipating the results. Alas, it took almost three months to hear anything.

Immediately following the test I asked a few archivists how they would have answered some questions; even those who are certified could not come up with answers. I consulted some of the books as well and could not find a clear answer. I felt many of the questions were tricky and focused on minuscule issues.

Also, we all have different priorities in our jobs. While it is true "archives is archives," as a business archivist my main priority is to the company I work for, not always following by-the-book policy on what must be done first when receiving an accession. This is especially true since my position as archivist is only half-time—I have a completely separate job in the company library doing non-archival research. Since my time is lim-

ited in the archives, I don't have the luxury of doing everything by the book. I think the exam focuses too much on government and university archives, which the majority of archival literature covers, while not considering other types of repositories, such as business archives.

A few additional thoughts: perhaps the exam should be offered twice a year, since some people may have other pressing matters at the end of August, the only time it is currently given. Also,

I still do not understand why it takes almost three months to receive the results to a scantron test, even after I heard an explanation for the delay.

Finally, and this is worth repeating, I thought many of the questions were picky while ignoring some important, bigger issues. I know the exams change periodically and different questions will be asked on subsequent tests. I hope those developing them will realize people studying for their certification are mostly concerned with the SAA manuals and most likely not learning the chemical processes for creating microfilm.

Having said this, I want to say it was good to crack down and read all that archival literature. And though I was nervous while ripping open the envelope from the ACA, seeing the word "Congratulations" was especially gratifying.

"I figured I should read more archival literature and get something for it: course credit and certification."

Deadline for returning certification maintenance petitions is June 1, 1997

(Continued from page 1)

tions into the form and included a "Definitions and Instructions" section.

We also made some changes to the credit system, adding some activities, with approval of the ACA Board, which we felt were not adequately covered. These are described in the "Question and Answer" section elsewhere in this issue.

OUTLINE OF RECERTIFICATION PROCESS

You may recertify by petition or by examination; if you recertify by examination, the front page of the form is all you need to put you into the examination process. Exam sites are Chicago, Boston, Charlotte, NC, and Phoenix, AZ; the exam date is **AUGUST 27, 1997**.

By now, all who want to recertify by petition have returned the card and received the petition form. If you have not, call Steve Grandin at the ACA Secretariat, (518) 463-8644.

The petition consists of a 5-page credit form, two pages of instructions for describing your qualifying archival activities, and a declaration to sign. This year we have also enclosed a check list for your convenience (it doesn't need to be returned). The packet also includes sections on "Definitions and Special Instructions" and "The Archival Domains" for added information.

The completed petition

needs to be returned in triplicate by **JUNE 1, 1997**.

Each petition is reviewed by one of the teams of reviewers. Any petition whose results are not agreed upon is sent to a second team. Petitioners will not know which team reviewed their petition. (Committee members' petitions are reviewed by a team also made up anonymously of board members). Last year we completed the majority of the reviews before we began sending the results to members. We did this because we wanted to be consistent, and felt we needed to have a broad view of the activities members submitted.

This year we plan to send results to the members as the reviews are completed. You should expect about eight weeks between the time you mail your petition out and the time you receive a letter from the Secretariat. Just remember that the bulk of petitions all arrive at about the same time, which will slow down the reviewers.

I shall be returning any petitions which do not follow instructions or which are unclear. If I have to return a form, I'll ask for the revised petition to be sent back directly to me so I can get it into the review process without further delay. If the problem is minor, I'll call or email.

The Certification Maintenance Committee worked hard last year to create a fair, meaningful, and professional process. This year we aim to streamline our work and return results as quickly as possible. You can help us by reading and following the instructions carefully, checking your addition, and making

sure we can see the archival relevance of your activities.

We will continue to improve the form and process and I welcome comments and suggestions. If you have any questions or problems, contact **WILLOW POWERS**, warpowers@aol.com, ph: 505-827-6344, x 525.

Thank you, Certification Maintenance Committee

Reviewing recertification petitions is tedious and sometimes difficult work. We wish to take a moment to recognize the committee members who diligently review every petition we receive.

Certification Maintenance Committee Members 1996-97:

JUDITH CETINA
BARBARA DUNLAP
MIKE HOLLAND
AUSTIN HOOVER
MIKE MILLER
CLIFFORD MUSE
ROB SHERER
BOB SHUSTER
CINDY SMOLOVIK

Senior Certification Maintenance Committee Members, 1994-97:

JOE ANDERSON
THOMAS CONNORS
JOHN FLECKNER
EDIE HEDLIN
KAREN PAUL
JEANNE YOUNG

And of course, we owe special thanks to Regent for Certification Maintenance **WILLOW POWERS**, who has so effectively organized and overseen the recertification process.

"The Certification Maintenance Committee worked hard last year to create a fair, meaningful, and professional process."

Lives well-lived; ACA Emeritus Membership

CARLA SUMMERS, C.A.
ACA Treasurer

In 1995, the Academy's regularly scheduled mid-year board meeting took place in April at Archives II, College Park, Maryland. Frank Evans presided and one of his many ideas was to develop a category for individual members who had retired from the profession but wanted to stay involved with the academy. Though the board had just emerged from the complex and courageous process of designing and approving a dues structure, they were receptive to changes in that structure that would recognize these members and recommended the idea to the Finance Committee, comprised of James F. Fogerty, chair, N. Claudette John, and Robert F. Sink.

At the 1995 Annual Meeting of the academy, the committee recommended the board create an Emeritus Member category. Any current ACA member in good standing could apply upon retirement from archival work. The report of the Finance Committee recognized "the continued participation and interest of emeritus members is primary; the funds received from Emeritus dues are secondary," and recommended \$10.00 as dues for this category. The Board of Regents and Officers of the Academy approved the Emeritus category.

The first dues notices had already been mailed in June so official notification of the new membership category was made in the November 1995 issue of the *ACA Newsletter*. The academy currently has forty-five Emeritus Members.

Several provisions apply to the Emeritus Member category:

- In order to qualify as an Emeritus Member, individuals must be retired not just from archival work but from any kind of formally structured employment. This does not exclude volunteer work or occasional consulting for Emeritus Members. However, if you have only reduced your hours with your employer or left the archival profession for other employment, you must pay dues of \$50.00.

- A member must be in good standing and this means up-to-date with their dues. Dues were first assessed in the 1995-1996 fiscal year. If you are not a member in good standing and retired in that fiscal year or any following year, an adjustment in back dues may be made. Please submit a letter to the Secretariat stating that you are retired, include the date of your retirement, and request an adjustment in dues owed.

- Members in this category may use the designation "Certified Archivist, Emeritus."

- Emeritus Members need not recertify.

- To apply, ACA members in good standing must submit a letter to the ACA Secretariat stating they have retired from full-time archival work and in-

clude the date of retirement. This letter is required and must be in place before a reduction in dues can be made.

- To be considered for the Emeritus Member category, a member in good standing must have retired by July 1 of the current fiscal year. For example, if you retire on November 15, 1998, you must pay \$50.00 for fiscal year 98/99 and \$10.00 for every year following.

The Academy is only as strong as its members. The expertise of all certified archivists is needed including those just establishing their careers, those with decades of service, and everyone in between. Involvement with the development and implementation of issues such as the creation of the Emeritus Member category is one example of the exciting and rewarding experience of professional service with ACA. The Emeritus Member category is one way to remove barriers to that service.

"The expertise of all certified archivists is needed including those just establishing their careers, those with decades of service, and everyone in between."

Recertification tip: organize by year

Many recertification petition categories allow a maximum number of points *per year*. For example, you may earn no more than fifteen credits per year for editing an archival newsletter and one credit per year for a professional membership.

It is easier for you to tally your points for these categories and for the review committee to check your petitions if you arrange this information by year. For example, "Professional memberships: 1993 [list memberships], 1994 [list]" etc.

Recertifying by exam: a personal memoir

JOHN FLECKNER, C.A.
National Museum of American History

I knew the day would come! As a long-time supporter of certification for archivists I knew one day my initial certification by "experience" would expire.

"I found the exam a fair challenge and a meaningful measure of archival knowledge needed to be a working professional."

After all, I even sat on one of the working groups that devised the (hopefully) user-friendly form which I could use to maintain my certification by recounting my professional activities during the intervening years.

But all that knowledge couldn't overcome my "April 15th block": the fear of digging into all those messy files, rummaging through old programs, and ferreting out the record of five years of sessions attended, papers presented, articles written, workshops worked, etc. (And unlike April 15th, I couldn't count on my spouse to complete the forms, do the arithmetic,

and sign the form.)

Should I just let the certification drop? What sort of message would that be to my colleagues in the profession? in my own office?

There was another option, of course. Complete a few lines on a simple application to take the exam, write a check, and show up one morning—my birthday as it happened—in a room in San Diego. It was the easy way out!

Right!

Of course, I couldn't just admit my "April 15th block" in public, so I came up with more "correct" explanations. I wanted to see if exam really was credible as a measure of archival knowledge.

Several friends who had participated in the exam development assured me it was, but that was second hand and, of course, very indirect given concerns for confidentiality. I also knew that as the time drew near, I would be motivated to review the professional literature and catch up on some reading that was "good for me" even if I hadn't otherwise found time to pursue it.

As examination day approached I studied enough to feel reasonably confident. I made a point to locate the exam room the previous night, set two alarms, mustered the required number and type of pencils, got a good night's sleep, and appeared the next morning as instructed thirty minutes before exam time.

That was the shocker! I entered the massive ballroom whose handful of grim-faced waiting test takers spread throughout the vast space hadn't managed to affect the air conditioning operating at full blast. A proctor I didn't know handed me the necessary supplies and I slipped into my seat. Then the full panic hit me. It was "SAT Flashback" time. That day thirty-three years earlier came rushing back with all its crushing terror.

Mercifully, the waiting ended, the exam began and I soon saw that I was back on terra firma (and there wouldn't be a math portion of the exam either). While I could quibble over a question here and there, I found the exam a fair challenge and a meaningful measure of archival knowledge needed to be a working professional. I recommend it to my colleagues. I also was delighted to learn that I had received a passing score.

So, am I carefully scoring up my professional activities? (Does this piece count toward recertification?) [editor's note: Yes!] Maybe someone will develop certification software to manage the darn thing?

Naw!!

I'll put it off again and face that big, scary room one more time.

ACA outreach materials available

The Academy of Certified Archivists has several publications explaining our mission, including the brochures *The Academy of Certified Archivists* and *An Employer's Guide to the Academy of Certified Archivists* and our annually updated *Candidate's Handbook*. We can also provide you with extra copies of the *ACA News*

and stickers to place on name tags at meetings. For copies to give to colleagues or distribute at archival meetings, just contact:

Steve Grandin
ACA Secretariat
Capitol Hill
Management Services
48 Howard Street
Albany, NY 12207
ph: 518-463-8644

Correcting common recertification petition problems

ROBERT SHUSTER, C.A.
*Certification Maintenance
Committee*

While reviewing several dozen petitions as part of a certification review team, I couldn't help noticing a few common problems that seemed to appear over and over. Here are a few pointers intended to be helpful for the next group of petitioners:

1. Be as detailed as possible. When claiming credit for attending a meeting, or leading a seminar or editing a newsletter, or belonging to a professional association, be sure to give all the details that will allow the review-

ing team to give you the requested points. "Attended archival meetings in three different years" is not adequate.

An acceptable entry would give:

- the name of the organization
- place of meeting
- and the actual days attended.

If attendance were only for half a day, be sure to note that as well. Similarly, when claiming credit for articles, books or speeches, give all the details of title, occasion, publisher, length, etc. It is the petitioner's responsibility to supply enough information to evaluate the petition. Better too much than not enough.

2. Explain the archival connection, where necessary. In many cases, petitions included credit for attending or leading meetings or writing articles or books, etc. that had no obvious connection to the archival profession. The reviewing committee has to base their decision on the information sent them. Therefore the petitioner should explain where necessary why this particular activity deserves credit when it is not part of a

program or publication sponsored by an archival organization.

Perhaps everyone on the Pacific coast knows the annual John Smith Conference is on archival topics, but your petition reviewers may never been west of the Ohio. Therefore, it is worthwhile for you to explain what the John Smith Conference is in a few words. In some cases, the petitioner might want to attach an extra page or pages giving the additional information.

3. Bear in mind that professional association credit will only be given for membership related to archives and record management. Credit will not be given for membership in, for example, local, regional or national historical associations or societies. You may earn credit for contributing archives-related services to a wider range of organizations, including historical societies.

"Explain where necessary why this particular activity deserves credit."

Q & A

I've heard there are changes in the credit system. Has anything been eliminated?

Yes, you may no longer claim 2 credits for reviewing a grant. Members felt they could not give details of grants they had reviewed—this is usually kept confidential. We felt we could not give credit without having information. Those who review grants usually have many other credit-worthy activities, and the number of credits was very small, so we eliminated this credit.

I have many records management responsibilities and activities. May I count these?

Yes, if you also have archival responsibilities and activities. Reviewers will look for things such as membership in archival organizations or attendance at archival workshops to determine if records management activities may count.

Examination development ongoing

The Examination Development Committee is creating study guides for the examination. Led by ACA Regent **JANE KENAMORE**, the committee has prepared a study bibliography draft for review by educators. Committee members are also creating a general guide to the examination and sample questions with commentaries.

Committee members are:

BRANDY BANTA
ANNE DIFFENDAL
CONNELL GALLAGHER
GREG HUNTER
JEAN KENAMORE, *Chair*
MARY ELIZABETH RUWELL,
ex officio
CHARLES SCHULTZ, *ex officio*
ROSALYE SETTLES
REUBEN WARE

Helpful hints for recertification by petition

CINDY SMOLOVIK, C.A.
*Certification Maintenance
 Committee*

Recertification reaffirms the commitment to the growth of the archival profession made when the certification process was created. Maintaining standards, learning new techniques, sharing knowledge with others at conferences and seminars shows dedication and respect for our chosen field.

“Recertification reaffirms the commitment to the growth of the archival profession made when the certification process was created.”

The recertification process is a chance to demonstrate that the “CA” behind our names is more than just a set of initials. Choosing

to recertify, whether by petition or examination, means that the commitment to continued service has been accepted.

For those who have not seen the petition form, it is a comprehensive, detailed form requiring time and effort to complete and review. There seems

to be several challenges, and I hope the following will help petitioners meet them.

1. Archivists are not necessarily mathematicians. All calculations need to be checked carefully.

2. The arrangement and description rules for archives collections can be applied to petition forms:

a. *Original order*: Survey the collection, decide whether it has a logical original order and maintain it where possible. Although many archives collections do not have original order, the petition form does. Answer the questions in order for ease in completing and reviewing.

b. *Descriptions should be uncomplicated and easy to understand, even by those that are not familiar with the collection, its significance, or its contents*. There are some organizations reviewers may not be familiar with; therefore, all acronyms or abbreviations should be spelled out. Sometimes titles of programs, seminars, and publications are more creative than descriptive. Petitioners that have one of these should take a few

lines to describe the item, so that the reviewer can clearly see that it is within the archival domain required for points.

c. *Number systems should be kept simple*. Some petitioners developed coding combinations so complicated that review teams and the Regent for Certification Maintenance felt like spies deciphering code. The petition numbering is basically outline format. It won't win any awards from the CIA, but following the outline and using identical numbers is the best approach.

3. Neatness counts, if not in points, in attitude. This area presented the biggest challenge for reviewers. The majority of petitioners took the time and effort to clearly present their petitions. However, some petitioners did not take the time to present their work in a way that reflected their professionalism. Petitioners were NOT deliberately scoffing at the process, but when the information is thrown together without regard for spelling, organization, and especially legibility, it does unintentionally leave that impression.

4. When all else fails, follow directions and ask questions. The petition packet comes with a somewhat daunting set of instructions. Read them carefully and they will lead you through the petition. If you still have questions, the packet contains names and numbers of contact people.

I have appreciated the opportunity to participate in the review process. I hope the above ideas will help petitioners and encourage those who might be intimidated by the packet to take the time to submit their petition.

Q & A

I have published, but not on topics in the archival domains. May I count these articles for recertification credits?

Yes.

We have made several changes in the credit system for publications, so that a range of publications may be counted for credit. You may earn credits for publi-

cations on topics related to archives, such as history. More credits will always be given to writing on the archival domains. We've raised the total credits in this section to 30 as well as giving the full 30 points to a book on the archival domains that has been subjected to peer review.

Please extend a warm welcome to the Class of 1996

The Academy of Certified Archivists is pleased to welcome the archival certification examination class of 1996.



CHRISTOPHER ANGLIM,
Houston, Texas

LISBIT COLLINS BAILEY,
San Francisco, California

BETH A. BENSMAN, Jones-
boro, Georgia

CATHERINE BROWN, Clay-
ton, North Carolina

IRWIN JAY LACHOFF, New
Orleans, Louisiana

ABIGAIL SCHOOLMAN,
Cambridge, Massachusetts

BRENDA GUNN, Austin,
Texas

BRENDA BILLIPS SQUARE,
New Orleans, Louisiana

MARY LOUISE BROWN, St.
Louis, Missouri

TERRI M. HEBERT, Austin,
Texas

WILLIAM H. BROWN, Clay-
ton, North Carolina

CATHERINE DISHMAN,
Chicago, Illinois

LYNN DOWNEY, San Fran-
cisco, California

CHARLOTTE ERWIN, Glen-
dale, California

ANGELITA HEINRICH, St.
Louis, Missouri

JOANNE JAGER, Santa Fe,
New Mexico

LIZ HOLUM JOHNSON,
Vadnais Heights, Minnesota

**JOSEPH PETER LAFRAM-
BOISE**, Topeka, Kansas

FRANCES A. LYONS, Wee-
hawken, New Jersey

KENNETH MEGILL, Wash-
ington, DC

WHY YURN SHANG, New
York, New York

CAROLYN TEXLEY, Fort
Wayne, Indiana



We are also grateful to have the opportunity to tell you a little more a few of these persons. We will have biographical sketches of more members of the Class of 1996 in the next *ACA News*.



ABIGAIL SCHOOLMAN is a processing archivist with the American Jewish Historical Society in Boston. She has a BA from Wellesley and an MS in library science from Simmons. She previously worked at Northeastern University in Boston. She is currently focusing on helping the AJHS prepare for its move to the Center for Jewish History in New York.

CATHERINE BROWN is an arrangement and description archivist at the North Carolina

State Archives in Raleigh, where she has worked for the past five years. She has a BA in history from Western Carolina University and an MA in Public History from North Carolina State University in Raleigh. "I found the examination to be very enlightening. It allowed me to discover what the priorities are among professionals within the field, and, to me, helped with the transition from education to application, from theory to practice."

BRENDA GUNN is with the State Bar of Texas Archives in Austin. She has an MLIS from the University of Texas at Austin with an emphasis in archival studies. While in the Austin archival program, she was very active in UT's SAA student chapter. Brenda previously worked in the archives of the SEMATECH corporation in Austin.

BRENDA BILLIPS SQUARE has worked at the Amistad Research Center, Tulane University, New Orleans since 1994. She was recently promoted to Head of Archives and Library after becoming a certified archivist. She previously worked for eleven years at the Tulane Law Library and is a certified paralegal. She earned her BA from the University of New Orleans and her MLIS from Louisiana State University, Baton Rouge.

LISBIT COLLINS BAILEY is an archivist in the

"The test seemed a natural thing for me to do. I wanted to prove to myself I knew what I was doing and establish myself as a professional."

Come to the ACA coffee at SSA

The ACA will host a coffee and discussion at the annual meeting of the Society of South-west Archivists in Galveston, Texas, Friday, May 30.

Two members of the recertification petition review teams,

ROBERT SHERER, Tulane University, and **CINDY SMOLOVIK**, Dallas City Archives, will be available to discuss your questions about the recertification process and other ACA issues. We look forward to seeing you there.

Historic Documents Department of the San Francisco Maritime National Historical Park. Lisbit has a BA in studio art and history from Albright College in Reading, Pennsylvania, and an MA in Museum Studies from John F. Kennedy University in Orinda, California. "After many years of working in archives, I looked forward to archival certification as a way

"Taking the certification examination shows a commitment to the archival profession."

of recognizing and validating my work experience."

IRWIN JAY LACHOFF is with Xavier University Special Collections in New Orleans. He previously worked at the Tulane University Manuscripts Department, New Orleans, where he also interned.

He has a Masters in Archives and History from the University of New Orleans and has a special interest in Jewish archives.

MARY LOUISE BROWN is Archivist and Curator of Collections for Anheuser-Busch Companies, Inc., in St. Louis, Missouri. She has been with Anheuser-Busch for ten years. Like many corporate archives, the A-B collections include a large percentage of objects. An important focus of Mary Lou's work has been supervising the archives' transition to an automated environment that controls both their archival and artifact holdings.

CHRISTOPHER ANGLIM is government documents and special collections librarian at the South Texas College of Law Library in Houston, Texas. In addition to masters degrees in public history and library science, Chris holds a law degree from Arizona State University. "I thought it was a very fair,

straight-forward examination," Chris said. "I was pleased to discover my academic training, experience, and personal study prepared me well for it." Chris is the author of *Special Collections: Policies, Procedures and Guidelines—a model plan for the management of special legal collections*, William S. Hine & Co. (Buffalo NY: 1993).

TERRI HEBERT is records manager/archivist for SEMATECH Corporation in Austin, Texas. She has an MLIS from the University of Texas at Austin with an emphasis in archival studies. While in the Austin archival program, she was active in their SAA student chapter. In October 1995 Terri participated in a delegation of archivists who toured Russia and Poland under the aegis of the Citizens Ambassador Program, led by former ACA President Bert Rhoads.

WILLIAM H. BROWN is an Archivist I at the North Carolina State Archives, where he is in charge of the microfilm holdings in the reference unit. He has a BA in American History from High Point College in High Point, North Carolina, and an MA in Public History from the University of North Carolina at Greensboro. Bill believes the archival certification examination is an important self-evaluation tool for archivists and he took it to judge the state of his own archival knowledge.

BETH A. BENSMAN is assistant project archivist for the Georgia Archives and Manuscripts Automated Access Project (GAMMA), an NEH and Delmas Foundation-funded collaborative cataloging project. In April she will move to the Russell Library, University of Georgia, Athens, where she will be their Technical Archivist.

"The test seemed a natural thing for me to do. I wanted to prove to myself that I knew what I was doing and to establish myself as a professional."

CHARLOTTE ERWIN is Associate Archivist at the California Institute of Technology in Pasadena, where she has been for 8 years. She holds a bachelor's degree in English from Vassar College and masters and PhD degrees from Yale University in music history. Prior to becoming an archivist, she taught music history in Los Angeles-area colleges. Her purpose in taking the certification examination was two-fold: to acquire a formal credential in archival work and to consolidate and update her knowledge and skills.

KENNETH MEGILL is on the faculty at the Catholic University of America in Washington, DC. Prior to this position, he was the records manager at the Office of the Comptroller of the Currency from 1987-92. Ken is also a Certified Records Manager. "I am honored to be a part of the group and look forward to active participation in the academy."

JOSEPH PETER LAFRAMBOISE began work in January as the Electronic Records Archivist at the Kansas State Historical Society in Topeka. He previously worked as a processing archivist and serials cataloger at the Wayne State University Reuther Library in Detroit. "Taking the certification examination shows a commitment to the archival profession," Joe said. He believes it is a good way to keep his archival skills current both for the present and for the future.



Welcome,
one and all.



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Flash

If you have not received your recertification forms, please contact the ACA immediately.

You have questions, we have answers

***Please do not
hesitate to contact
us if you have any
questions about
Certification
Maintenance.***

I teach a college course on archives in addition to my work as an archivist. May I count this for credit in addition to credits for my work?

Yes. You may now claim additional credits (3 per credit hour) for teaching archival domain courses at an accredited college or university if it is in addition to other work.

I do a lot of outreach activities, but I don't see any section in the credit system that covers them. How may

I claim credit for this?

We have included a sub-section for outreach programs that take place outside working hours. Credits depend on length of the program. But if outreach is part of your job, you may not earn additional credits.

My job includes many activities: outreach, preservation, training and teaching, etc. I am not clear what credits I may claim in addition to work.

We try to differentiate between activities done as part of a job, and those done

outside work hours and expectations. As a rule of thumb, if it is part of your job description and is done in working hours, you must count it as part of your job. This year's form tries to make clear those activities that fall either within or outside work hours and take considerable extra effort (such as teaching and outreach).

Regent for Certification Maintenance Willow Powers answers more of your questions inside this issue.

◊ ACA Update 1997 ◊

ACADEMY OF CERTIFIED ARCHIVISTS

Is pre- appointment membership for you?

- If you meet the ACA's education requirements, you may take the certification examination *even if you do not yet have professional experience as an archivist.*
- Once you pass the examination, *you do not have to pay the certification fee until you have acquired one year of qualifying professional experience.*
- Furthermore, *the ACA gives you three years in which to gain one year of qualifying experience.*

Therefore,

- You may tell employers you have passed the archival certification examination before you are a certified archivist; and
- You do not have to pay professional fees until you have a professional position.

MAY 12, 1997
DEADLINE TO
REQUEST
APPLICATIONS TO
TAKE THE 1997
ARCHIVAL
CERTIFICATION
EXAMINATION



JUNE 1, 1997
DEADLINE FOR
RECEIPT OF
RECERTIFICATION
PETITION FORMS

JUNE 2, 1997
APPLICATION TO
TAKE THE 1997
ARCHIVAL
CERTIFICATION
EXAMINATION,
SUPPORTING
MATERIALS AND FEE
MUST BE
POSTMARKED NO
LATER THAN
MIDNIGHT TONIGHT.

JULY 1 ANNUAL
ACA DUES OF \$50
PAYABLE THIS DATE
EACH YEAR.

JULY 15, 1997
DEADLINE FOR
REQUESTS TO
CHANGE YOUR
EXAMINATION SITE

AUGUST 27, 1997
EXAMINATION
OFFERED TODAY IN
CHICAGO, BOSTON,
CHARLOTTE, AND
PHOENIX.

Exam to be given in Chicago, Boston, Charlotte, Phoenix

The ACA archival certification examination will be given August 27, 1997. The Chicago examination will be administered in conjunction with the 1997 Society of American Archivists' annual meeting. You need not register for the SAA annual meeting to take the examination.

Application deadline May 12

The 1997 examination for certified archivist will be given August 27. If you wish to take the examination you must request an application by **MAY 12**. In addition to an application you will receive the ACA's 1997 data sheet and handbook containing test guidelines, sample questions, and other helpful information.

You then have until **JUNE 2** to return your completed application to the ACA along with your supporting materials and \$50 application fee.

TO REQUEST AN APPLICATION OR MORE INFORMATION, PLEASE CONTACT:

**ACADEMY OF CERTIFIED
ARCHIVISTS
CAPITOL HILL MANAGEMENT
48 HOWARD STREET
ALBANY, NY 12207
518-463-8644**