

ACA News

Issue 32

Academy of Certified Archivists

July 1998

AUGUST 1
DEADLINE FOR
REQUESTS TO
CHANGE YOUR
EXAMINATION SITE

SEPTEMBER 1
BOARD MEETING,
ORLANDO

SEPTEMBER 2
CERTIFICATION
EXAMINATION
OFFERED TODAY

SEPTEMBER 4
ANNUAL BUSINESS
LUNCHEON,
ORLANDO

MAY 15
DEADLINE TO
REQUEST
EXAMINATION
APPLICATIONS

MAY 15
DEADLINE FOR
"YOU PICK YOUR
SITE" PROGRAM

JUNE 1
DEADLINE FOR
RECEIPT OF
RECERTIFICATION
PETITION FORMS

JUNE 1
EXAMINATION
APPLICATION
DEADLINE

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

Examination applications leap by almost 130%

Eighty-four persons have applied to take the 1998 archival certification examination. That is a jump of 127% over the thirty-seven candidates who sat for the examination in 1997. It is 220% above the 1996 figures.

"These numbers shatter the Academy's previous records," said **CHARLES SCHULTZ**, Academy president. "Archivists not only support, but have rallied to certification as our standard of professional knowledge."

153 persons requested information about the 1998 examination. That is an increase of more than 80% over last year's levels. Perhaps more significantly, the percentage of persons requesting infor-

mation who then went on to submit applications increased by almost ten percent over 1997 levels. Therefore, not only has there been a surge in the number of people wishing to learn about archival certification, but a greater percentage are seriously interested in becoming Certified Archivists.



(Continued on page 3)

First round of recertification successful

The Academy's first round of recertification has ended successfully. The classes of 1989 and 1992 had the largest number of archivists eligible for recertification. So far 237 people have passed the petition process, with several petitions still under review.

The classes of 1990 and 1993 have 60 Certified Archivists eligible for recertification this year. The classes of 1991 and 1994 have 81 people eligible in 1999.

(Continued on page 10)

David Gracy millennial leader

Certified Archivists chose **DAVID B. GRACY, II**, as their next vice-president/president-elect. David will become vice-president at the close of our luncheon meeting September 4 in Orlando, Florida. He will then be president of the Academy in 2000.

Certified Archivists also elected Rosalye A. Settles as

their next Regent for Examination Development, Philip E. Mooney, Regent for Outreach, and Virginia Cain, Nominating Committee.

"The Academy of Certified Archivists stands for demonstrated quality of archival knowledge," David said.

(Continued on page 8)

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From the president's desk

The ACA Board of Regents held an agonizing yet productive meeting in Dallas March 20-22. Agonizing because, among our many other tasks, we reviewed budget figures to try to balance our income and expenses. It was productive because your board agreed on specific, concrete measures to reach that goal.

Academy Treasurer **JAMES BYERS** guided us through a detailed analysis of our financial situation. Jim came to the board this year after a tenure as treasurer for the Mid-Atlantic Archives Conference. He thus has significant experience in supervising the money management of large archival organizations. His insights have already benefited the Academy.

Jim began by explaining how, because we were a relatively young organization, early Academy leaders had no institutional history from which to forecast financial projections. Now, after successfully emerging from a period of experience and shake-down, the Academy has several years of reliable, stable activity on which to base a financial plan.

After analyzing the Academy's recent budget trends, Jim informed the board that he projected deficits for the next few years. He explained the causes of the deficits and revealed how in the short term they were manageable and in the longer term, reversible.

Jim then led us through each of the Academy's expense categories and guided the board members as we worked together to identify areas of potential savings. Many of the cost savings were minor, but together can significantly impact our budget for the better.

For example:

- The board agreed to forgo mail and telephone calls and try to conduct business by email when possible.

- The board decreased travel allowances for board members by 20% this year and agreed to consider another possible decrease next year.

- The board agreed to use volunteers instead of professional proctors for the examination whenever possible and award recertification credit for acting as a volunteer proctor.

...and many others.

Our board also took the major step of decreasing our twice yearly board meetings to one per year, to occur at the annual SAA meeting. Since most of our board members attend SAA, holding the meeting there should incur few additional expenses.

In lieu of our mid-year board meeting we agreed to hold an executive council session at the mid-year Examination Development Committee meeting. As the president and vice-president are members of that committee, this would entail additional travel for only two more persons.

This was a significant step as our two annual board meetings have always been very productive. We are therefore considering this an experimental, but potentially useful, initiative.

Jim then led us through each income category and helped us identify several areas where we could potentially enhance our revenues. Many of the individual items were likewise minor, but together promise to make a significant contribution.

However, our most important source of financial stability

is our members. The fact we are welcoming more than twice as many candidates this year as last goes far toward ensuring our long-term financial health.

The Academy of Certified Archivists is not—and will never be—a large, revenue-generating organization. We will never have massive, income-producing annual meetings, booths for rent to exhibitors, or money making publications offices. On the other hand, neither will we have overlapping committees and sub-committees, layers of roundtables and interest groups, and the resulting bureaucracies.

Instead, because of the nature of certifying agencies, we will always remain a small organization tightly focused on a single mission: supporting and defending professional standards for archivists.

In that sense, we are a typical certifying organization. But that means we cannot turn to corporate sponsors or registration fees or income from publications.

Instead, we depend on our members for support. Knowing the quality of persons who are Certified Archivists therefore makes me very confident about the future of our organization.

CHARLES SCHULTZ



1998 candidate class shatters previous Academy records

(Continued from page 1)

"Employers today routinely receive scores of applications for archival positions," explained **SUSAN BOX**, Academy vice-president. "Archivists have embraced certification as a way to distinguish themselves in a highly competitive job market."

The 1998 archival certification examination will be given **September 3**. Confirmed locations are:

- Orlando, Florida: Dolphin Hotel at Disney World
- Austin, Texas: University of

Texas campus

- Washington DC—Baltimore metro area: University of Maryland—College Park campus
- St. Louis, Missouri: site to be determined
- Philadelphia, Pennsylvania: site to be determined
- Northridge, California; site to be determined
- New Orleans, Louisiana; site to be determined
- Oregon; city and test site to be determined.

Last year, seventy percent of the candidates elected to sit for the examination at the site of the Society of American Archivists annual meeting in Chicago. This year, fewer than

twenty-five percent of our candidates will take the test in Orlando.

This change partly results the success of the Academy's new "You Pick Your Site" program. The new program allows as few as five candidates to petition the Academy to hold the examination in their hometown.

As of press time, Philadelphia, Pennsylvania, Northridge, California, New Orleans, Louisiana, and Oregon (city to be announced) were confirmed "You Pick Your Site" test sites. When finalized, all sites and locations will be publicized on the Academy's web site.

CANDIDATES BY YEAR



1995 1996 1997 1998

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ACA and ICRM boards hold joint meeting

Susan Box, CA

The Academy of Certified Archivists and the Institute of Certified Records Managers held a joint meeting during their respective spring board meetings in Dallas. The full morning meeting allowed for discussions on the various ways the two organizations develop and administer their certification examinations and how the organizations are managed.

The ICRM board was particularly interested in the ACA's use of a professional management service. The ACA board was interested to learn that the

ICRM had just gone through an intense internal review process that resulted in its own "certification" from the National Certification Commission. NCC assists associations with the development and improvement of their certifications programs.

In addition, **JAN HART, CA, CRM**, City Archivist for the City of Irving, attended the meeting as a representative of the SAA-ARMA Joint Committee. The Joint Committee had received concerns regarding the archives questions that appear on the CRM exam, which in turn raised questions concerning the records management questions on the ACA exam.

To clarify how the examinations are developed in each organization, the Regents for Exam Development for ACA and ICRM will attend the next meeting of the Joint Committee. They will also explain to the Joint Committee the use of members with dual credentials and the process used to validate

questions. **JANE KEN-AMORE**, Regent for Examination Development will attend the next meeting of the Joint Committee on behalf of ACA. Look for a report from Jane in the next issue.

The members of both boards felt the dialog was very informative and useful to their organizations and such joint meetings should continue whenever possible.

If you have any questions or comments concerning ACA/ICRM joint issues, please contact:

SUSAN C. BOX
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NYC, NY 10270
PH: (212)770-6039
FAX: (212)797-5460

*Thank you,
Jan Hart,
for representing
the SAA-ARMA
joint committee at
the ACA-ICRM
board meeting.*

Do you have one?

More than just a guide to the certification examination, the *Handbook for Archival Certification* is an important part of every repository's archival reference collection. It includes:

- an overview of the Academy's mission, history, and administration,
- an in-depth discussion of the examination, including qualifications, rules, and procedures,
- the full text of the role delineation document on which the questions are based
- a study guide, including discussion of the exam development and content and sample questions with extensive commentaries, and
- selected readings, including archival classics, general sources, and bibliographic citations by domain.

To acquire a copy for your archives or library, please send US\$10 (plus US\$2.50 s/h) to the Academy secretariat.

Next board meeting September 1

For all current and newly elected ACA board members: at its Spring meeting, the Academy board voted to hold one annual all day meeting of the entire board prior to the SAA Annual Conference. This year it is scheduled for **Tuesday, September 1, 8:30 AM - 6:00 PM.**

If there is unfinished business either from the board meeting or annual meeting, it was agreed to hold a brief follow-up meeting immediately following the luncheon on Friday, September 4, 1998.

The spring meeting will be held immediately following the Examination Development Committee meeting and will include only the President, Vice President, Secretary and Treasurer with written reports submitted by the Regents to be read at that meeting.

If you have any questions regarding the board meeting please contact Susan C. Box, CA, ph: (212)770-6039; fx: (212)797-5460, email: susan.box@aig.com

Some personal observations about ACA and ICRM

Charles Schultz, CA

At our March meeting in Dallas the Academy board met with the board of the Institute for Certified Records Managers (ICRM). Both organizations were interested in learning how the other operated and learning from each other.

There was a very profitable formal discussion on March 22, after good informal discussions at dinner the previous evening.

I was interested to learn that ACA has virtually the same number of members after ten years as ICRM after more than twice that length of time, even though there are a great many more records managers than there are archivists in the U. S.

Some other rather interesting comparisons can be drawn:

- Our dues are half those of ICRM.
- Like ACA, ICRM also has a paid secretariat. However, theirs seems to perform fewer services than Capital Hill Management Services performs for ACA.
- ICRM provides financial support for board members to attend board and committee meetings as does ACA.

The biggest difference between the two organizations is in their exams and certification maintenance programs.

The ICRM exam consists of six parts: five sections of 100 multiple choice questions each and one segment of essays. Our exam (originally designed by the same professional testing service that creates the Scholastic Aptitude Test) is 100 multiple-choice questions.

Whereas ACA maintains certification by petition (based

on employment, continuing education, and service to the profession) or examination, ICRM maintains certification on a point system based on the number of hours of educational or meeting activities. ICRM members must earn 100 credit hours each five years. Those hours are granted for each hour spent in workshops or meetings.

For example, Certified Records Managers receive 14 hours for attending the ARMA annual conference, which is substantially more generous than ACA's points for attending an annual professional meeting.

All of us involved in the discussions felt that they were fruitful and feel it will be advantageous to hold such meetings from time to time in the future.

"It was interesting to learn that ACA has virtually the same number of members after ten years as ICRM after more than twice that time, even though there are a great many more records managers than archivists in the U.S."

Annual dues time has come around again

This is to let members know that the Academy mailed annual dues notices for membership year 1998/99 in mid to late May for the new membership year beginning July 1, 1998. The Academy will update its member database to reflect an accurate count of active membership as of the end of the current fiscal year (June 30). As of that date, any member who is over one year in arrears on dues will be removed from the list of active members.

If you have not yet paid your dues for this membership year, we encourage you to do so. If you are now overdue for this year and a prior year, please be aware that as of July 1 you will no longer be a member of the Academy.

Persons removed from the Academy membership rolls will no longer be eligible for member benefits and may not use the title Certified Archivist or the designation "CA" after their name.

Anyone dropped from our rolls may rejoin the Academy at any time by meeting the membership criteria and paying back dues. If you have any questions, please contact our treasurer, **JAMES BYERS**, at ph: 202-357-2781, fx: 202-786-2608, aaaem002@sivm.si.

"You Pick Your Site" program outstanding success

The Academy of Certified Archivists has confirmed four locations as examination sites under its new "You Pick Your Site" program. They are:

- Philadelphia, Pennsylvania
- New Orleans, Louisiana
- Northridge, California
- Oregon (city to be announced)

The Academy board approved the "You Pick Your Site" program at its September 1997 meeting in Chicago and this is the first examination for which it

was available. The program allows candidates to petition the Academy to hold the certification examination in any city of their choice (in addition to the regularly announced examination sites) as long as five or more candidates register to take the examination at that location.

"We're delighted to take the archival certification examination directly to the candidates," said **LEON C. MILLER**, Academy Regent for Outreach, who proposed the program. "Sitting for the archival certification examination demonstrates a com-

mitment to the profession, and anything the Academy can do to lower the cost to candidates benefits not only the candidates but the Academy and the entire profession."

The program can significantly reduce the test's associated travel expenses. The Academy also hopes the program will bring the examination closer to archival student groups, archival organizations, and international archivists.

With as few as five qualified candidates, the Academy will hold the archival certification examination in your hometown.

Help us stay in touch with you and your colleagues

With the beginning of a new membership year, we are updating our membership database. If you have moved, if you know of colleagues who have moved, or if any of your contact information has changed, please let us know by contacting Steve Grandin at Capitol Hill Management Services at the address and phone number of the back page of this issue. Thank you for helping us keep our records accurate and up to date.

1997 examination statistics in

Below are the scores by domain for the 1997 archival certification examination. The chart lists the name of each domain and the total possible points for that domain. "Certified Archivists" refers to persons taking the examination for certification maintenance. "Certification Candidates" refers to persons taking the examination to become first-time Certified Archivists.

Seven Certified Archivists took the examination for Certification Maintenance. Six persons

sat as pre-appointment candidates. Eleven qualified to take the examination with a master's degree and two years of professional qualifying experience. Two persons took the examination with a master's degree and one year of qualifying experience. Eight persons had a bachelor's degree and three or more years of qualifying experience. Three persons qualified to take the examination through previous eligibility.

1997 ARCHIVAL CERTIFICATION EXAMINATION STATISTICS

DOMAIN	TOTAL POINTS POSSIBLE	CERTIFIED ARCHIVISTS	CERTIFICATION CANDIDATES	AVERAGE
Selection of Documents	20	16.14	14.34	14.68
Arrangement and Description of Documents	20	15.86	13.51	13.95
Reference Services and Access to Documents	20	17.29	16.00	16.24
Preservation and Protection of Documents	10	8.29	8.07	8.14
Outreach, Advocacy and Promotion	10	8.43	8.10	8.19
Managing Archival Programs	10	9.14	8.34	8.49
Professional, Ethical and Legal Responsibilities	10	8.86	8.03	8.19
TOTALS		84.29	76.36	77.86

Did you know you have a psychometrician?

Jane Kenamore, CA

Do you need a new word to try on your friends? Consider "psychometrician" (accent is on "tri"). The *American Heritage Dictionary* defines it as "one who deals with the design, administration, and interpretation of quantitative tests for measurement of knowledge, aptitude, or personality traits."

In our case, we define psychometrician as **KEVIN WILLIAMS** of the State University of New York (SUNY) Albany, who ensures that our examination is a valid test of professional archival knowledge and skills. The process to ensure validity is lengthy and involves close cooperation between the psychometrician and sub-

ject matter experts, in our case the ACA Examination Development Committee.

- First, the testing professional reviews the entire item bank of questions against the ACA Role Delineation Document and advises the committee of the domains, tasks, and knowledge statements that are short on questions.
- Kevin then trains the committee to write test questions that evaluate professional knowledge.

For example, question writers should write clearly, using the active voice whenever possible and avoiding too many negatives. Incorrect choices (distracters) should be reason-

able, neither too obvious nor misleading.

- Once the Committee members have revised and updated the item bank, they select questions for the next exam.
- The psychometrician keeps track of question distribution and assists with final word changes.
- The committee presents their consultant with the final draft of the exam.
- The psychometrician prepares the printed copy.

Testing the test and stocking the database

After the examination, the psychometrician grades the tests and sets a pass point through a process involving judgments by subject matter experts and statistical indexes of the test's reliability or "margin of error." Besides setting the pass point (key to examinees!), the psychometrician studies each question to see how it "tested."

For example, he analyzes the percentage of examinees answering each question correctly to assess which ones are too difficult or too easy. He also looks at the percentage of examinees choosing each alternative to make sure that the distracters are neither misleading nor transparent. Finally, he examines how high and low scorers responded to each question. "Good" items are the ones high scorers were more likely to answer correctly than low scorers, while "poor" items are ones low scorers got right and high scorers missed.

The statistical analyses stay with each question in the item bank. Questions that test well may be used on future exams, while questions that did not test

as well will be revised or discarded during the committee's regular item-bank reviews. Finally, the psychometrician provides a summary report showing overall test statistics (mean score, standard deviation, pass rate), individual candidate performance, and test item statistics.

What kind of education prepares one to be a psychometrician?

Kevin Williams, our current advisor, has a Ph.D. in psychology with specialization in measurement and statistics from the University of South Carolina. He has provided testing services for several other organizations and agencies, including the Office of Alcoholism and Substance Abuse Services of the state of New York (certification exams for alcoholic and substance abuse counselors), Veterinary Hospital Managers, and others.

In addition, he teaches graduate and undergraduate courses at SUNY Albany in the area of industrial and organizational psychology and conducts research in the areas of work motivation, performance evaluation, job stress, and work-family conflict—areas that surely sound closely related! In his spare time, Kevin coaches men's and women's cross country at SUNY Albany, where he doesn't have to use his testing skills at all.

The development of the exam is an interesting experience. If you have any questions please contact:

JANE KENAMORE
Regent for Exam Development
(847) 251-7603
jkenamore@ameritech.net

Just how good is the Academy's certification examination?

"Excellent!"

according to psychometrician Kevin Williams of the State University of New York (SUNY) in Albany.

Certified Archivists choose leaders for the next millennium

(Continued from page 1)

"By so doing, it provides a strength the archival profession can enjoy in no other way, as well as a benchmark and a credential unique to its members. Strengthening and promoting the integrity of the knowledge validated by membership is our most important work."

As one of our profession's most distinguished educators, David has been the Governor Bill Daniel Professor of Archival Enterprise at the Graduate School of Library and Information Science, University of Texas, Austin since 1986. Prior to joining the University of Texas faculty, David was the Director of the Texas State Archives, which he joined in 1977 after being Archivist for the Southern Labor Archives at Georgia State University.

A well-known leader in national and international archival issues, David is a former Regent of the Academy and has served on the Academy's appeals committee. He is also a past president and Fellow of the Society of American Archivists and a Distinguished Service Award recipient of the Society of Southwest Archivists. He currently serves as vice-president of the ICA Section on Archival Education and Training.

Among his many publications are *Archives and Manuscripts: Arrangement and Description* (1977) and *An Introduction to Archives and Manuscripts* (1986). A past editorial board member of the *American Archivist*, David is also the Founding Editor of *Georgia Archive* (now *Provenance*), on whose editorial board he currently sits.

David envisions three long-term goals for the Academy:

1) "Demonstrating to employers the value of the credential of Certified Archivist such that employers rely on it for identifying applicants indisputably competent to perform the archival enterprise." He suggests two ways to accomplish this goal are building on established employer relations and making certification a common credential for government archivists.

2) "Strengthening ties with the archival education community." This would benefit, David believes, persons coming into the archival profession and the profession itself. It would also strongly support the concept and practice of formal archival education. As part of this goal, he hopes to work closely with SAA student chapters.

3) "Ensuring that the certification examination continues to be of the highest quality." David argues one way to make sure the exam reflects "both fundamental and forward thinking" is to encourage broad participation in informing the Examination Development Committee of the knowledge essential for inclusion on the exam.

Certified Archivists also selected **ROSALYE A. SETTLES** as their next Regent for Examination Development. Rosalye has been an appraisal archivist with the United States National Archives and Records Administration since 1993. She brought a wide range of archival experience to NARA, have previously worked at the CBS News research library, served as Associate Public Records Officer for the New York City Department of Environmental Protection, and Archivist of Harlem's Studio Museum. A current member of the Examination Development Committee, Rosalye has also been active in MARAC,

SAA, and ALA.

"As a former member of the Examination Development Committee, I am aware of the importance of a human perspective in testing archival knowledge," Rosalye stated. She believes "an attitude of openness and flexibility" toward the examination process can help ensure it reflects on-going changes in the archival environment.

PHILIP F. MOONEY will become your new Regent for Outreach. Phil has been the Coca-Cola Company's Archivist since 1977. He is well-known as one of the instructors of SAA's business archives workshop.

In 1989 Phil sat on the Interim Board for Certification that created the ACA and served as one of the readers for the ACA's original round of petitions. He previously worked as Library Director for the Balch Institute and Archivist for Syracuse University.

Phil believes the Academy should employ "a wide range of tools" to improve our communication with colleagues and employers. Among the tools he hopes to develop and use during his regency are small exhibits for regional association gatherings, the creation of an Academy speakers bureau, and greater use of electronic media.

Certified Archivists chose **VIRGINIA J. H. CAIN** to be their newest member of the Nominating Committee. Ginger is University Archivist and Assistant Head of Special Collections at Emory University, At-

"Strengthening and promoting the integrity of the knowledge validated by Academy membership is our most important work."

(Continued from page 8)

lanta, where she has worked since 1977. She is a past president of the Society of Georgia Archivists and past managing editor of *Provenance*.

Ginger has served on the Academy's membership committee and been active in SAA, including serving as chair of the Manuscripts Repositories Section, chair of the RLIN Users

Roundtable, and co-chair of the Committee on Regional Archival Activity. Currently she is a member of the RLIN Database Advisory Group.

Ginger believes Certified Archivists should have "realistic chances to participate, learn about the organization, and serve their profession in a meaningful way."

This is crucial in motivating Certified Archivists to maintain their certification

and recruiting members to take leadership positions in the Academy.

KRISTINE A. HAGLUND chaired the Academy of Certified Archivists' 1997/98 Nominating Committee. Kris is Archivist and Head of the Library and Archives at the Denver Museum of Natural History.

"Running for office demonstrates a dedication and commitment to the archival profession," Kris said. "I would like to thank everyone who so graciously agreed to allow their name to be placed on this year's Academy ballot. It was an outstanding slate. With such highly-qualified archivists agreeing to run for ACA offices, the Academy's future looks very bright indeed."

"Running for office demonstrates a dedication and commitment to the profession. Thank you to everyone who so graciously agreed to let their name be placed on this year's Academy ballot."

Academy immediate past president **MARY ELIZABETH RUWELL** served as Regent for Nominations. Mary Elizabeth is a consultant based in Colorado Springs, Colorado.

MARY WOLFSKILL, Head, Reference and Reader Services, Library of Congress Manuscript Division in Washington rounded out the committee as its second elected member. Mary will serve as the 1998/99 Nominating Committee chair. She welcomes and invites your suggestions for nominations. Please send them to her via the Academy secretariat.

Attending a meeting?

If you will be attending an archival meeting or workshop, the Academy has brochures it will send you for free to place on tables or in the meeting packets.

Updated contact information

The Secretary of the Academy of Certified Archivists, **CINDY SMOLOVIK**, is responsible for maintaining the records of our business meetings and also for producing the *ACA News*.

Cindy welcomes your newsletter submissions, and ideas and suggestions for newsletter articles. Please send them to Cindy at the updated contact information below.

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Certification maintenance resounding success

(Continued from page 1)

Archivists certified in the classes of 1989 and 1992 could turn in petitions through June 1, 1998. Those certified in the classes of 1990 and 1993 should have received their 1998 certification maintenance packet and turned in their petitions also by June 1, 1998.

If your certification is about to expire and you haven't received a packet or if you have any other questions concerning the process please contact **MICHAEL HOLLAND**, Regent for Certification Maintenance, (573) 882-4602, mulmholl@showme.missouri.edu.

If you missed the June 1 deadline for the classes of 1990 and 1993 *there is still time*. Recertification is still a new procedure for Certified Archivists and we are all still getting used to and refining the system. Therefore, *the Academy has extended the deadline for the classes of 1990 and 1993 through December 1998*. The classes of 1991 and 1994 will receive packets after the first of the year 1999.

Recertifying by petition involves taking approximately two hours to complete a petition form once every five years. It is one of two options available to Certified Archivists for maintaining their certification, the other being sitting for the examination.

Both options have significant benefits: recertifying by petition is our profession's only system for recognizing and rewarding your professional activities, continuing education, and contributions to the profession. Recertifying by examination is the archival profession's most important self-evaluation tool.

You should determine which option you choose according to your personal circumstances, but because each option carries important benefits, the Academy urges Certified Archivists to choose each option at least once during their careers if possible. Regardless of which option you chose, there is never a recertification fee.

Our Certification Maintenance Committee has dedicated many hours to the petition review process. **MICHAEL HOLLAND**, Regent for Certification Maintenance has put together a strong committee comprised of **JUDY CETINA**, **MARCUS ROBYNS**, **GARY HARRINGTON**, **BARBARA DUNLAP**, **KEN FIETH**, **AUSTIN HOOVER**, **JIM CROSS**, **ELLEN GARRISON**, and **DAVID HORN**.

There are two petition review teams consisting of three persons each, plus an appellant review team. Petitions not meet-

ing the criteria are forwarded to the appellant review team, consisting of three veteran reviewers from the review cycles of 1996-1997.

There are also three alternates including immediate past Regent for Certification Maintenance **WILLOW POWERS** and veteran reviewers **CINDY SMOLOVIK** and **ROBERT SHERER**.

Without the hard work of these individuals the certification maintenance process would not function. If you are interested in serving on future review teams please contact **MICHAEL HOLLAND**, Regent for Certification Maintenance at (573)-882-4602, mulmholl@showme.missouri.edu.

"Recertifying by petition involves taking approximately two hours to complete a petition form once every five years."

New notes

JANE A. KENAMORE, the Academy's Regent for Examination Development, has been elected to the Society of American Archivists Council. Jane is a former Education Officer for the SAA and for the past several years was archivist for the American Medical Association. She currently is a partner in a consulting practice based in Chicago.

LEON C. MILLER, the Academy's Regent for Outreach, has been elected vice-president/president-elect of the Society of Southwest Archivists. He will serve as the SSA's program

chair as 1990 and be president of the society in the year 2000. Lee is Manuscripts Librarian at Tulane University, New Orleans, Louisiana.

NANCY ZIMMERMAN, a member of the Academy's Outreach Committee, has been elected to the Society of American Archivists Nominating Committee. Nancy is with the California State Archives and is well-known throughout the US archival community for managing the Western Archives Institute.

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Why Mylar® Type D?

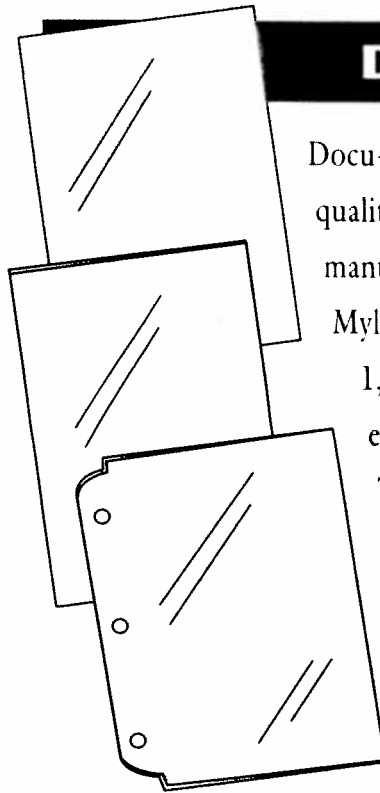
Mylar® D is the uncoated archival quality polyester film that is the most stable and inert of all known plastic films. It contains no volatile chemicals that can migrate to the paper and cause damage. It is resistant to almost all outside influences and will remain unchanged for over two hundred years. In addition, it is an effective barrier to acidity, the primary cause of paper deterioration.

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Why INSTA-QUOTE™?

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Docu-Gards™ are true R-Kival™ quality polyester film sleeves manufactured from 3 or 4 mil Mylar® type D and sealed on 1, 2, or 3 sides using our exclusive Ultra-Weld™ process. The seals are nearly twice as strong as those produced by either ultrasonic or electronic sealing methods. And we never use tapes or adhesives.

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Bring a friend with you to our annual luncheon

*Do you have a
friend or
colleague who is
interested in
learning more
about archival
certification?*

Do you have a friend who is interested in learning about archival certification? Do you know a colleague who is thinking about becoming a Certified Archivist? Is there someone you know who could benefit from Academy membership?

If so, please invite them to come with you to the ACA Annual Luncheon **Friday, September 4** in Orlando, Florida.

President **CHARLES SCHULTZ** will present our annual "State of the

ACA" report. Other officers and regents will update you on their work and the work of their committees.

We will also recognize your newly elected officers and regents, and, most importantly, Certified Archivists who passed the 1997 certification examination.

To ensure there is a lunch waiting for you, please check the box on the registration form for the SAA annual meeting. If you are not a member of SAA, you may register by contacting the Academy secretariat at the address or phone number above.

You and your guests are more than welcome to attend without eating if you prefer. You may even bring your own lunch if you wish.

Your Academy board has worked diligently this past year to strengthen the ACA. Come socialize with your colleagues, hear updates on Academy business, share your ideas and suggestions with your officers and board members, and congratulate your newest Certified Archivists.

We look forward to seeing you there.