

ACA NEWS

Issue 34

March/April 1999

Important Reminders:

*Exam Applications due
May 28, 1999*

*Certification Maintenance
Petitions due June 1, 1999*

Annual Dues - July 1, 1999

*ACA Program at SAA, Pitts-
burgh, Friday, August 27, 1999*

*Annual Meeting at SAA,
Pittsburgh, Saturday,
August 28, 1999*

REACHING OUR GOALS AND THEN SOME

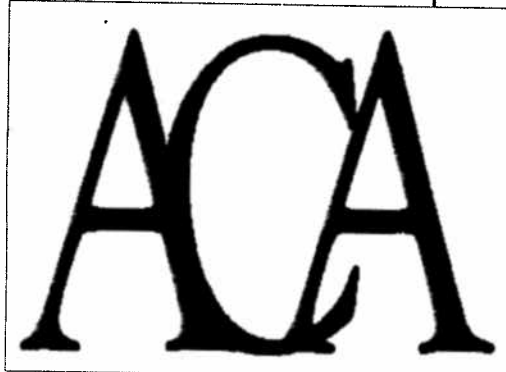
Message from President Susan Box, CA

In my address to the Academy in August I proposed three goals for this year. We are well on our way to achieving them and then some. It is amazing what can happen in an organization when everyone works together to make things happen.

The first goal is to promote ACA and celebrate its accomplishments. Inside

this newsletter you will find a report from Phil Mooney, Regent for Outreach, about the number of regional meetings, programs and sessions

Rocky Mountain States and west to California to step forward and organize a program or session at their meetings. Please contact Phil.



The second goal is to survey the membership. I am very pleased to report that an amazing 70.5% of the membership has responded to the

survey on the first mailing! A second survey on the first mailing! A second

survey on the first mailing! A second

(Continued on page 3)

Inside Highlights

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LOOKING BACK – LOOKING FORWARD Building on the New Foundation

By Maygene Daniels, CA
(ACA President,
1990-1992)

In 1989, when the Academy of Certified Archivists was organized at the annual meeting of the Society of American Archivists in St. Louis, it had a new certification examination, developed by the Interim Board on Certification, and a roster of

new members. Yet the examination was as yet untested (it was first offered to 21 applicants at the St. Louis meeting) and the organization's members knew little of the ACA's future. The task of processing petitions for certification was far from complete, and pressing issues relating to new examination procedures remained to be resolved. The organi-

zation had no constitution or bylaws, no tax status, no history, and no stationery.

Greg Hunter and the other ACA officers elected at that St. Louis meeting, who held office during the Academy's first year, kept the examination process on track, saw the completion of the last petition for membership and began to

(Continued on page 2)

STRENGTHENING THE ORGANIZATION

(Continued from page 1)

develop an institutional structure for the Academy. Yet the ACA was still a very young organization when I began my two-year term as ACA's second president in September 1990. I soon found that far more needed to be accomplished than I or the other new officers and regents imagined.

At that 1990 meeting, the regents set an ambitious agenda: to develop a strategic plan, to increase knowledge of the ACA; to write a handbook of governance practice and precedents.

Most critically, they turned their attention to the certification examination, the core of the Academy's mission. This was the final year of the ACA's three year contract with the Professional Examination Service. PES had guided archivists in the rigorous process of developing a documented examination based on broad professional practice. Their work had been impressive. Archivists had defined

domains of professional knowledge more clearly than ever before and had developed a bank of questions that could be used to test this knowledge. Yet the costs of the process were high, and the ACA was moving into a new phase in which maintaining and administering the examination were assuming new importance.

The Academy's officers and regents responded valiantly to these multiple challenges through a mixture of hard work, persistence and humor, coming to think of the ACA as a responsibility whose demands were not less than those of our regular employment, but for which we were not paid. The board's winter meeting was moved to spring to allow time for needed preparations. Step-by-step, however, sustained, patient work led to very practical results.

After extensive negotiations, PES's contract was renewed, but for more limited services. Vice-presi-

dent Deborah Skaggs spent untold hours creating a system to review examination applications, to identify test sites, and to monitor examination development.

Secretary Karen Paul continued her work on another critical function: to ensure that the work of the Academy was understood within the profession and outside. Together with the Membership Development and Outreach Committee, she publicized the examination and began the long process of demonstrating the seriousness and validity of certification.

Treasurer Karen Benedict and the Finance Committee sorted through the difficult financial issues posed by the Academy's structure and long-term operating costs.

As the ACA confronted its organization and management, it also faced a subject that had been left purposely undefined when it was established: certification maintenance. A renewal process had always been considered an essential part of archival certification, based on the recognition that archivists must remain abreast of new developments and maintain their basic skills if they were to continue to be effective. Yet the organization's founders also recognized that establishing a system for renewing certification without experience with certification itself would be difficult if not impossible.

By late 1991, the examination process was operating smoothly and the ACA was able to turn its attention to this final element of certification. A task force chaired by Linda Edgerly investigated re-certification in other professions, reviewed certification maintenance proposals and plans, assessed opinion, and prepared a thorough proposal. The ACA's cer-

tification maintenance program, closely based on the committee's work, was approved in 1992.

Gradually during these months the Academy was organized in other ways as well. Incorporation in the State of Illinois was completed, committees and task forces were established to examine the most pressing issues. When former archivist of the United States James B. Rhoads assumed the ACA presidency in 1992, he accepted responsibility for a still young, but growing organization. Many challenges lay ahead. In its initial organization, a few elected officers had enormous responsibilities. The constitution would soon be revised to ensure greater continuity and a better division of labor. Management of the secretariat and the relationship with a professional testing organization also needed further attention.

Yet already in 1992, the impact of the ACA was beginning to be felt in the profession and beyond. Though much remained to be accomplished, the Academy was built on strong foundations in service to an important professional goal. It is a pleasure now to remember the challenges of those early years, and especially the dedication and vision of my colleagues, who helped make the Academy a reality.



MOVING FORWARD AND REACHING OUR GOALS

(Continued from page 1)

mailing is not necessary. Your comments, suggestions, criticisms and notes of appreciation are well taken and will be addressed in the next newsletter. In general, you are overwhelmingly supportive of the Academy. You realize that in addition to a masters degree, certification takes time to become a preferred credential. In addition, most of you are glad that you certified and re-certified whether or not it has benefited you personally through salary increases, promotions or better jobs. A detailed report will be made in a program at SAA in Pittsburgh and a summary report will be made at the Academy's annual luncheon.

The third goal is to "Each one - reach one." The purpose is to ensure that we have 100 candidates sitting for the exam this year. The deadline for applications is May 28. I need your help right now - talk to your colleagues, your employees who should be certified, your students who are graduating in May and should be provisional members. With your help we can do this easily. The "pick-your-site" program makes the exam available to any location that has 5 or more candidates. Becky Tousey, Regent for Exam Administration, will be happy to provide more information and assistance.

And that is not all.

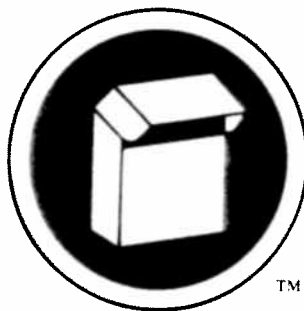
Rosalye Settles, Regent for Examination Development, was invited to represent the Academy to the Council of State Historical Records Coordinators. She participated in their first planning meeting for a national conference on continuing education that will take place in Atlanta, GA next year. The Council is most interested in the Academy's Role Delineation document that defines the knowledge and skills necessary for archival work.

Rosalye also led the Examination Development Committee meeting. It worked long hours developing new questions for the exam. It also agreed to review the Handbooks bibliography with the in-

tent of adding some new literature and proof the entire item bank.

At its recent meeting, the Board of Regents was very pleased to hear from Treasurer, Jim Byers, that the fiscal measures voted on last year are making a difference. The treasury is now in the black and it should remain that way. This is very good news.

Past-President and Regent for Nominations, Charles Schultz, has a report inside about the nominations committee's work. Thank you to everyone who has agreed to run for an office. **Be sure to vote!**



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**ELECTION TIME IS COMING
REPORT FROM THE NOMINATING COMMITTEE**

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American Philosophical Society

Patrick M. Quinn
Northwestern University

Treasurer

George David Anderson
George Washington University

Margery N. Sly
Presbyterian Church (USA)

Secretary

Marah deMeule
Rio Grande Historical Collection

Cindy C. Smolovik
Dallas Municipal Archives

Regent for Exam Administration

R. Jackson Armstrong-Ingram
Nevada State Library and Archives

Bruce W. Dearstyne
University of Maryland

Regent for Certification Maintenance

Clark E. Center
University of Alabama

Michael E. Holland
University of Missouri – Columbia

Nominating Committee Member

Connell B. Gallagher
University of Vermont

Joseph P. Laframboise
Kansas State Historical Society

Plan ahead

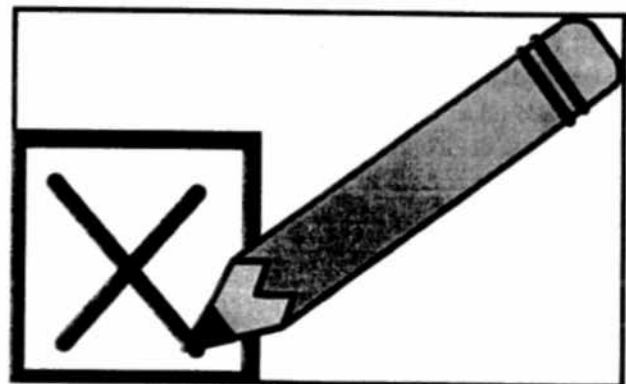
Upcoming Exam-sites:

- **1999** - Pittsburgh, PA (SAA Annual Meeting); Seattle, WA; Atlanta, GA; St. Paul, MN
 - **2000** - Denver, CO (SAA Annual Meeting); Los Angeles, CA; Detroit, MI; Raleigh/Durham, NC
 - **2001** - Washington, D. C. (SAA Annual Meeting); Chicago, IL; Phoenix, AZ; Dallas, TX
- Don't forget "Pick-Your-Site"*
- **Gather five colleagues** – and name your own location. Call 518-463-8644 for details
 - 1999 exam application deadline: May 28, 1999

PLEASE REMEMBER TO VOTE!!!!

Nominating Committee: Charles Schultz, Regent for Nominations; Mary Wolfskill, Chair Nominating Committee, and Virginia Cain, Committee Member

Ballots to be mailed soon. The ballot will contain biographical information and the candidates views on bringing ACA into the 21st Century.



ENCOURAGEMENT FROM A NEW MEMBER

By Sharon Perry Martin, CA

I became a certified archivist in September 1998, having taken the examination despite mixed feelings about certification. I obtained a professional archivist position without it; and if I planned to move on, my experience and professional activities would enhance my resume. Therefore, if certification was not required to enter the archival profession, it was certainly not necessary to remain in the field.

After working in the profession for a few years, my views about certification began to change. An increasing number of positions list certification as a preferred qualification. I thought that perhaps I should add certification to my professional achievements. More importantly, I thought that taking the certification examination could be a self-assessment measurement. Could I join the ranks of those archivists who, either by examination or petition, had achieved "certified" status? This became the deciding factor for me to work toward certification.

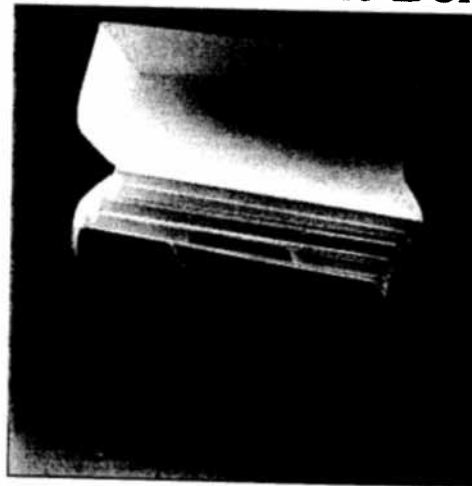
I ordered the Handbook for Archival Certification and began to prepare intensely. I reread some of the SAA Basic Manual Series, with plans to read all of them before September. I also read some of the other classics suggested in the handbook. I studied with a partner, and we prepared outlines for some of the domains. I was determined to ace the examination. I soon began to realize that this was defeating my primary purpose for seeking certification; I wanted to determine

how competent an archivist I was. By preparing so diligently, certification would only be a measure of how quickly I could force myself to learn massive amounts of information. After taking graduate level archives courses and working in the profession for a few years, I should know most of what the examination would cover. So after a month of this intense preparation, I stopped studying so hard.

The examination was not particularly difficult. The questions were realistic and reflected situations that often arise in the everyday work environment. For example, all of the answer choices for the questions were partially correct, but one would be more correct according to proper standards

(Continued on page 11)

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OUTREACH AND 10TH ANNIVERSARY COMMITTEE EFFORTS WITH REGIONAL ARCHIVAL ORGANIZATIONS SUCCESSFUL

**Contact:**

Robert Schaadt, Treasurer
P.O. Box 569
Liberty, Texas 77575-0569

Cindy Smolovik, Secretary
1500 Marilla, 5 D South
Dallas, Texas 75201
214-670-5270
Email: csmolov@ci.dallas.tx.us

1999 Annual Meeting:
May 27-29, 1999
Austin, Texas

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bers are from almost every
state and international.

Many ACA members are involved in upcoming programs for regional organizations promoting certification and ACA membership. Mark your calendars for the following upcoming programs in your area:

Midwest Archives Conference

May 13-15, 1999 in Chicago, Illinois at the Midland Hotel.

Society of Southwest Archivists

May 26-30, 1999 in Austin, Texas at the Hyatt Regency Downtown.

Mid-Atlantic Regional Archives Conference

May 6-8, 1999 State College, Pennsylvania

New England Archivists

November 6, 1999 in Durham, New Hampshire, at the University of New Hampshire

Association of Hawaii Archivists

April 17, 1999 in Honolulu, Hawaii

More specific details on ACA programs at regional meetings on pages 10 and 12.

CERTIFICATION MAINTENANCE TIP

One of the frequent criticism of the certification maintenance process centers around the requirements to attend workshops, seminars, and meetings. Many archivists do not receive financial support necessary to travel to national meetings or workshops sponsored by national organizations.

This requirement is there to encourage and ensure that as certified archivists we are maintaining our standards by keeping up with current trends and new technologies.

There are many local and regional professional archival organizations which conduct workshops and hold annual conferences. ACA supports the efforts of these organizations and reminds members that being active in the profession doesn't necessarily mean you have to venture much further than your own back yard.

Information Needed: *ACA News*, needs information from regional organizations to promote participation. Please contact Phil Mooney, Regent for Outreach
Phone: (404) 676-3399
Fax: (404) 676-7701
E-mail: pmooney@na.ko.com



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- SAA Membership Directory
- SAA Student Chapters

MISSING MEMBERS - DO YOU KNOW THESE MEMBERS?

ACA has been unable to update the address for the following members – if you know them, please let them know we are looking for them so that they may continue to receive information from ACA.

Kirk H. Baddley, CA
 Stephen A. Carvell, CA
 T. Matthew DeWaelsche, CA
 Jane M. Jackson, CA
 Cynthia L. Martin, CA
 Mark E. Martin, CA
 Karla C. Norman, CA
 Sharon Schmidt, CA
 Debra S. Shapiro, CA
 Timothy Slavin, CA

CERTIFICATION MAINTENANCE SUCCESS FOR 1997-1998

Re-Certified by Petition 1997-1998

Marie B. Allen, CA (1997)
 R. Jackson Armstrong-Ingram, CA (1998)
 Mary Edith Arnold, CA (1998)
 Brady M. Banta, CA (1998)
 Carol Bartels, CA (1998)
 Florence E. Borders, CA (1998)
 Carol Ann Briley, CA (1998)
 Glenn Burchett, CA (1998)
 James F Cartwright, CA (1998)
 Joseph Carvalho III, CA (1997)
 Mark Cave, CA (1998)
 Joseph W. Coen, CA (1998)
 Michael J. Dabrishus, CA (1998)
 Deborah L Dandridge, CA (1998)
 Susan E. Davis, CA (1998)
 Donald H. Dyal, CA (1998)

Linda Edgerly, CA (1997)
 Linda J. Evans, CA (1997)
 Dorothy Jenkins Fields, CA (1998)
 Amy Fischer, CA (1998)
 Susan Fraser, CA (1998)
 Dorothy T. Frye, CA (1998)
 Robert S. Harding, CA (1998)
 Biruta Celmins Kearl, CA (1998)
 Ann M. Kenne, CA (1998)
 Edwina Walls Mann, CA (1997)
 Carol A Mathias, CA (1998)
 Janyce H. Nascowitz, CA (1998)
 Daniel D. Nealand, CA (1998)
 Jane Nicoll, CA (1998)
 Jane E. Nokes, CA (1998)
 Anneliese Ostendarp, CA (1998)
 Richard Pearce-Moses, CA (1998)

(Continued on page 9)

ACA AND MAC ARE TAKING THE FEAR OUT OF THE EXAM IN THE MIDWEST

“Taking the Fear Out of the ACA Exam” - a special session at the Midwest Archives Conference (MAC) in Chicago, Illinois. The session is scheduled for Friday, May 14, 1:30-3:00.

This session will feature the first ACA president, a former regent for exam development and a recent examination candidate. It will offer ideas on what to study; what to NOT study and how best to prepare. Also to be discussed is why some people fail the first time.

Session Participants:

Chair: Greg Hunter, Long Island University
(First ACA President)

Speakers: Diane Shannon, Rush-Prebyterian-St. Luke's Medical Center Archives
Jane Kenamore, Kenamore-Klinkow Consultants, and Michael R. Bullington
Assistant Archives Manager
Kraft Foods, Inc.

ACA members should encourage colleagues who are thinking about taking the exam to attend this special session.

Information from Becky Tousey, CA
Regent for Exam Administration

Correction:

There was an error in the list of new members in the December 1998 issue in the spelling of Aurele Emery Dimond's name. Thank you to Aurele for understanding.

REMEMBER TO SEND US YOUR NEW ADDRESS.

SAA AND REGIONAL ORGANIZATIONS DO NOT FORWARD ADDRESS CHANGES TO ACA



MAC

The Midwest Archives Conference, founded in 1972, has over 1,000 members concerned with preserving the documents of the past and making them accessible to the future.

For more information, contact the MAC membership chair, Glen Gildemeister, at 815-753-1779.

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Certification Maintenance 1997-1998

(Continued from page 7)

David E Richards, CA (1998)
 C. Richard Roberts, CA (1998)
 Nancy Sandleback, CA (1998)
 Rosalye A. Settles, CA (1998)
 Robert G. Sherer, CA (1998)
 Kathleen L. Spray, CA (1998)
 Marie D Strazar, CA (1998)
 Warren Stricker, CA (1998)
 Dennis S. Taylor, CA (1998)
 Lawrence Thompson, C.A
 Carla Z. Tobias, CA (1998)
 Susan N. Tucker, CA (1998)
 Stanley J Waide, Jr., CA
 Irene Wainwright, CA (1998)
 Amelia Winstead, CA (1998)

Re-Certified through examination 1996-1998.

Kathleen Brennan, CA (1997)
 Leslie S. Calmes, CA (1997)
 John A. Fleckner, CA (1996)
 Albert W. Fowler, CA (1997)
 Nancy V. Gauss, CA (1998)
 Kenneth J. House, CA (1998)
 J. Dennis McGuire, CA (1997)
 Erika Thickman Miller, CA (1996)
 Judith Ann Robins, CA (1997)
 Susan Rosenfeld, CA, Ph.D.
 Frank H. Serene, CA (1996)
 Mark Shenise, CA (1998)
 John D. Thiesen, CA (1997)
 Genevieve Troka, CA (1998)
 Geoffrey Wexler, CA (1997)

Congratulations and thanks to all those that re-certified. Continued certification maintenance is important for individual growth, as well as, the growth and stability of the Academy.

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Attention Classes of 1991 and 1994 Certification Maintenance for 1999

Members who received certification in 1991 and 1994 should have received their certification maintenance packets. If you have not received your packet please contact ACA as soon as possible. Petitions must be returned by June 1, 1999 to:

Steven Grandin
 Capitol Hill Management Services
 48 Howard Street
 Albany, NY 12207
 Phone: (518) 463-8644
 Fax: (518) 463-8656



CREATING THE ARCHIVAL CERTIFICATION EXAMINATION PEOPLE, PRINCIPLES, AND PROCESS

By Rosalye Settles, CA
Regent for Exam Development

Similar to the building of a skyscraper made with concrete and reinforced steel or the creation of a culinary delicacy made of flour and sweeteners, the making of the Academy of Certified Archivists (ACA) certification examination is the process of merging elements together to make a unique and whole entity. In the case of the ACA, the certification test is created by the unique blending of a question item bank, statistical data, psychometric expertise and the contribution of members who comprise the Examination Development Committee.

Who Creates the Examination?

The certification examination is developed by nine certified archivists, including the ACA President and Vice-President, collectively known as the Examination Development Committee (EDC). This body is tasked with the mission to ensure the substantive quality of the examination. This goal is achieved by the rigorous review and preparation of test questions for the item bank, study of item performance statistics, and recommendation for changes, as needed, to facilitate the examination process.

Committee members, with the exception of the President and Vice-President who serve two year terms, are appointed to serve for a three-year period. Efforts are made to appoint members to reflect the broad landscape of archival repositories, both large and small, from the private, academic, corporate, and government communities. Each member brings unique subject matter expertise to the examination development process; thereby, supporting efforts to ensure that the examination is balanced and unbiased toward any particular archival work environment.

The Examination

The examination consists of one hundred multiple choice questions which test the range of duties and body of knowledge necessary for archival work. Based on the Role Delineation Document, which outlines the major functions or domains of archival theory and practice, candidates are tested in seven areas: Selection of Documents; Arrangement and Description of Documents; Reference Services and Ac-

cess to Documents; Preservation and Protection of Documents; Outreach, Advocacy, and Promotion of Documentary Collections and Archival Repositories; Management of Archival Programs; and Professional, Ethical and Legal Responsibilities. Test candidates can prepare for the examination by using the **Handbook for Archival Certification** which includes a study guide composed of a discussion of examination development, hints on taking multiple choice examinations and sample questions with commentaries. Sample questions are actual test items that were once part of the item bank.

The Creation Process-Deliberation, Discussion and Decisions

Each member of the EDC is assigned responsibility for one of the seven subject domains. This responsibility entails the review and revision, if necessary, to existing items and the creation of new ones.

EDC members along with the ACA psychometrician, a person who deals with the design, administration and interpretation of objective tests, meet in late winter or early spring to create the exam. Prior to this meeting,

(Continued on page 14)

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TAKING THE EXAM AS A SELF-ASSESSMENT

(Continued from page 5)

and procedures in an ideal situation. The handbook calls these answer choices "distractors".

I seldom find myself in an ideal situation and often have to make compromising decisions that fit

"The Academy furnishes scores in a breakdown by domain, and my scores mirrored my daily work situation"

the needs and resources of my facility. Taking the examination and sorting out the most correct answer reminded me that I do know what the standards are and should try to work toward them, even with the distractions of real life!

When my results came, I was pleasantly surprised. I had passed the examination, but that was not what surprised me. The Academy furnishes scores in a breakdown by domain, and my scores mirrored my daily work situation. For example, I scored well in the Reference Services and Access

to Documents domain. I work in a special collections division of a large public library; and one of my biggest challenges is to make our collections accessible for patrons to use and for staff members to locate. Surprisingly, I scored best in the Professional, Ethical and Legal Responsibilities domain. This is the area of my job wherein I tend to be the most careful and unsure of myself, so I was encouraged about answering nine out of ten of those questions correctly. The areas I scored the Lowest are those to which I am not exposed or work in the least. I am not a manager and seldom make management decisions; and accordingly, I scored lowest in this domain. I suffer from the common archival dilemma of wanting to accept most of the collections offered to us and wanting to keep most of what is in these collections, and my score in the Selection of Documents domain reflected that.

Seeing where both my strengths and weaknesses lay will help me plan my continuing education and my future work per-

formance. I am seeking out workshops that focus on management issues, as I do hope to promote to a management position in the future. I am reading examples of collection development policies as well as some of the suggested readings in this area, hoping to both create and adhere to a formal policy.

Overall, I am glad that I took the examination. Certification has impacted how I feel about my career. I am part of a unique profession that requires specialized skills, and I have reached a certain level of competency in this profession. My main reason for certifying was to ascertain whether or not I attained that competency, and I can certainly say that this task was accomplished.



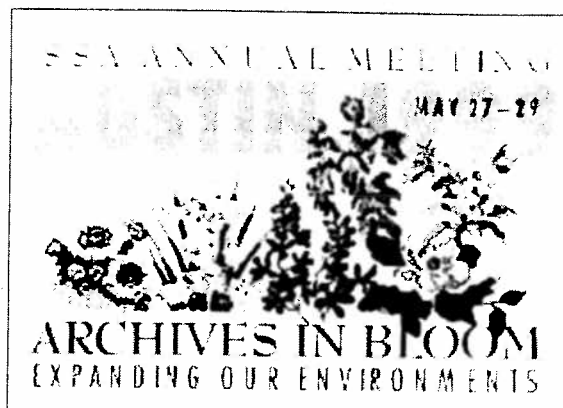
ACA AND THE SOCIETY OF SOUTHWEST ARCHIVISTS

ACA President Susan Box will be the Keynote Speaker at the 1999 Annual Meeting of the Society of Southwest Archivists (SSA) to be held in Austin, Texas May 26-30, 1999. Susan will speak on the Academy's success during its first decade as a proponent and defender of professional standards for archivists. She will also discuss the profession's future.

Following her address, a panel of international archival leaders including Past ACA President and current chair of the Nominating Committee, Charles Schultz, CA and current ACA President-Elect Dr. David Gracy, CA will join Susan for a question and answer session. The discussion will focus on the future of the archival profession, the changing responsibilities of professional organizations and the role of the ACA and the SSA in further developing the field. Also included on the panel with Susan, Charles and David will be Tom Hickerson, President-Elect of the Society of American Archivists and Tad Howington, Presi-

dent of ARMA. The panel will be chaired by ACA Secretary Cindy Smolovik, CA

Information from: Leon Miller, CA – SSA Vice President



ACA CELEBRATES ITS 10TH ANNIVERSARY AT THE MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE (MARAC)

The Mid-Atlantic Regional Archives Conference (MARAC) annual meeting will include a session celebrating the 10th Anniversary.

The annual meeting will be held May 6-8, 1999 at State College, Pennsylvania. This special session is scheduled for Friday, May 7, 1999 at 4:00-5:30 p.m.

This session will look at several issues related to the certification procedures. Participants will review the history of certification, explain the testing process and discuss the observations of one recent test participant.

Chair: Jim Byers, Smithsonian Institution and ACA Treasurer

Presenters: Rosalyn Settles, National Archives and Records Administration and ACA Regent for Exam Development; Dana Bell-Russel Library of Congress and Bruce Kirby, Smithsonian Institution., newly certified archivist.

Don't miss this opportunity to hear from one of the people directly involved in the development of the exam and someone who has taken the exam.

Information from: James Byers, CA – ACA Treasurer.

**AN EMPLOYER'S POINT OF VIEW:
AMERICAN PHILOSOPHICAL SOCIETY LIBRARY SUPPORTS ACA**

By Martin Levitt, CA

The American Philosophical Society Library (APS), in Philadelphia, is a manuscripts repository and special collection library, with particularly strong holdings in early American history, history of science, and Native American linguistics. The APS manuscripts staff has responsibility for some 6,500 linear feet of materials, including such American icons as the Journals of Lewis and Clark, the papers of Benjamin Franklin, and Thomas Jefferson's final draft of the Declaration of Independence. The administration of the APS has long maintained a strong conviction that the nature of the collections themselves warrant the highest level of professionalism among staff charged with their care and preservation.

In keeping with this thinking, since the inception of the ACA the APS has been strongly supportive of the CA credential, and has encouraged all appropriate staff to sit for the exam. APS leadership has found the credential a useful tool for encouraging staff to assess strengths and weaknesses in their professional knowledge; as a means of establishing professional qualifications for many of the outside activities in which staff are engaged; as an encouragement, through the re-certification process, to maintain minimum outside professional development activities; and, most recently, as a preferential tool for assessing job applicants.

More specifically, from the point of view of APS staff, the nature of the support for the CA credential at the APS is more than just administrative advocacy: to encourage all of its archival/manuscripts professionals (including grant-funded processors) to sit for the exam, APS pays for the exam costs if the candidate passes (to date, we have never had one fail); and it has been APS policy that following certification, the successful completion of the exam is officially taken into account as an important professional achievement during salary review. For senior staff involved in the hiring process, the presence of the CA on the candidate's CV, or the willingness of candidates to sit for the exam, has become an influential factor in the decision-making process.

As an archival educator at Temple University, I also strongly encourage my students to prepare for the CA exam, using the APS as an example of the increased stature new archivists will possess in a competitive job market. APS administrators are convinced that the credential provides a win-win opportunity for both archival employers and new professional archivists, and we would encourage other archival employers to promote the credential in any way appropriate for their own institutions.

ANNUAL DUES TIME HAS COME AROUND AGAIN

This is to let members know that the Academy will mail annual dues notices for membership year 1999/2000 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, email: aaaem002@sivm.si.edu

Exam Development

the psychometrician provides the Committee with a review and analysis of the entire item bank's strengths and weaknesses. With this information, the Committee is prepared to select items to create the exam.

Both existing questions and new questions are possible sources for items on the examination. The psychometrician assists with final word changes and keeps track of questions distribution in each of the domains. Before any item is selected for the examination, it is scrutinized closely. For example, discuss, and sometimes debate, will concern whether the knowledge a question seeks to test is too obscure. Members share thoughts and experiences and opinions. On-site reference sources are checked and statistical data reviewed. Eventually, after careful contemplation and dialogue, the Committee comes to agreement on an item's viability. Sometimes questions are salvaged via rewording or by providing a current reference to prove the correct answer. At other times, a question is cast into the land of shredded and forgotten documents. The Committee creates the final draft document and the psychometrician prepares the printed copy.

Testing the Examination

Each year after the test is administered, the actual test, all one hundred items, are evaluated to determine how well each question performed. The psychometrician seeks to analyze elements such as the percentage of test takers who failed to select the correct answer and why. Did a large number of test candidates choose a particular incorrect answer? These questions, and similar ones, are imposed upon the test to assess whether questions are too difficult or too easy. After the test is thoroughly reviewed, the passing score is established based on statistical standard errors of measurement. This "testing of the test" ensures the integrity and validity of the examination instrument. Statistical information remains with each item for its lifetime in the item bank. This data is crucial to the EDC's monitoring of the item bank and is a vital source of information in the creation of new questions.

The Final Product

Like so many things in life, whether it is making a cake or constructing a building, developing an examination is a process. Through a series of steps, all carefully followed, one finally realizes the goal. Often it is a delicate mix, the right amount of sugar and not too much of something else. In the case of examination development, when the correct ingredients come together, the result is a culinary archival accomplishment. In other words, people (committed professionals) + principles (archival knowledge and expertise) + process (review and analysis) = Product!

Rosalyn A Settles, CA is the Regent for Examination Development and coordinates the activities of the Examination Development Committee.

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ACA SESSION PROPOSAL FOR SAA 1999 ANNUAL MEETING ACCEPTED

The Society of American Archivists has accepted the ACA 10th Anniversary program proposed for the 1999 annual meeting in Pittsburgh, Pennsylvania. Susan Box, David Gracy and Frank Cook and a student, to be named later, will make up the panel. The program is scheduled for Friday, August 27 at 12:45-2:15.

The SAA session is an overview of the certification process during its first ten years. Frank Cook will provide the background on the development of the certification process and the initial survey that was distributed at that time. Susie will use the current survey to measure prog-

ress, change of attitude, and the role of certification in the profession today. In a real sense, it is a commentary of the relevance of certification after the first decade. David Gracy will talk about certification from the perspective of an archival educator, and we will have a student to talk about the meaning of certification to a person entering the profession.

The Annual ACA Business Meeting is scheduled to be a luncheon on Saturday, August 28, 1999. Please plan to attend both these very special 10th Anniversary programs. Bring your friends.