

ACA NEWS

Issue 37

April 2000

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EXECUTIVE BOARD OF REGENTS SPRING MEETING HELD IN PHILADELPHIA

Message from the President - David B. Gracy II

The Academy's Executive Board held its spring meeting in Philadelphia again this year. We are deeply appreciative to Marty Levitt, CA, and The American Philosophical Society for hosting ours and the Examination Development Committee's meetings for three years in a row.

Not only is the APS a delightful place to have a meeting, but more importantly, we have achieved significant cost savings for the Academy.

The meeting confirmed once again that ACA is progressing in a positive direction both financially and professionally. While the budget is very tight, I

(Continued on page 10)

ACA WILL PARTICIPATE IN THE NATIONAL FORUM ON ARCHIVAL CONTINUING EDUCATION

Rosalie Settles, CA, Regent for Exam Development and Martin Levitt, CA, Chair ACA Task Force on Archival Education will be representing ACA at the National Forum for Continuing Archival Education (NFACE), April 27-30, 2000 in Decatur, Georgia.

NFACE is an innovative gathering of participants from a wide range of archival organizations to be held in conjunction with the Council of State Historical Records Coordinators' 2000 Annual Meeting.

At the heart of the NFACE conference will be 12 Information Sessions and 17 Incubator Sessions, all scheduled for Friday, April 28.

The Information Sessions are intended to provide an introduction to specific issues that affect the success of continuing education generally and address archival needs specifically.



Most will have a single speaker with substantial experience in the area; a few will be panel discussions.

The Incubator Sessions are designed to facilitate the development of specific collaborative projects or activities by two or more participating organizations. Each Incubator will have a facilitator to encourage

the participants to interact effectively and help achieve concrete results.

The NFACE Program Committee developed the topics for the conference Information and Incubator Sessions based on the issues and concerns that were cited most frequently in the NFACE surveys and focus groups as well as in earlier research efforts and state-based planning processes that have been undertaken during the last two decades.

Informational Session Topics

1. How Adults Learn

(Continued on page 6)

TASK FORCE ON ARCHIVAL EDUCATION DEFINES ITS GOALS

Martin Levitt, CA Chair, ACA Task Force on Archival Education

On August 27, 1999 ACA President, David Gracy established an *ad hoc* Task Force on Archival Education (TFAE). The Task Force, chaired by Martin Levitt, CA, has been developing its focus. A mission statement and list of initial activities was presented to the Officers and Board of Regents at the February meeting.

The mission of the ACA TFAE is to advise the President and Board of Regents on matters related to archival education; investigate and suggest how the Academy might further contribute to, and encourage, archival scholarship; consider and recommend new directions in the role of the Academy as it applies to archival education; and define and implement specific projects as the President may authorize. In addition, the ACA TFAE

will make recommendations regarding cooperative efforts with other archival and educational organizations which will advance archival education. The ACA TFAE has identified five (5) initial activities:

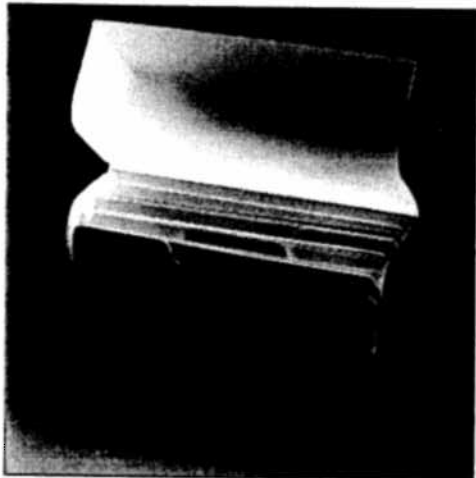
- 1) **ACA Fellowship in Archival Studies.** The task force will investigate the advisability of offering an ACA Fellowship in Archival Studies, and should such a step seem desirable, attempt to secure funding for a Fellowship program from appropriate sources.
- 2) **ACA Archival Educators Advisory Panel.** The task force will identify relatively low-profile archival education programs in the United States, investigate local course offerings, and assist part-time professors in identifying or establishing possible education tracks that may qualify students to sit for the CA exam.
- 3) **ACA Representation at NFACE.** The task force will advise the President concerning ACA representation at the April 2000, meeting of the National Forum on Archival Continuing Education in Decatur, Georgia.
- 4) **ACA Representation at SAA.** The task force will advise the President concerning potential ACA representation at SAA's CEPD.
- 5) **CA Exam Preparation Workshops.** The task force will investigate costs, demand, and advisability for the Academy to establish CA Exam Preparation Workshops.

As a first step in towards accomplishing its goals, the TFAE is working with the Exam Development Committee (EDC) to identify areas in archival literature that need updated or new archival scholarship. The EDC uses published sources to document the exam questions, and wishes to encourage new scholarship in the archival literature.

At this time the TFAE members are:
Martin Levitt, Chair; David Gracy (Ex Officio);
Greg Hunter; Charles Conway; Megan Sniffin-Marinoff;
David Moltke-Hansen; Connie Gallagher, and Bob Sink.

If you have any questions or are interested in the TFAE contact Martin Levitt at mlevitt@amphilsoc.org.

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January, 2000

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All members should have received their copy of the new membership directory. If you haven't received yours, contact ACA, to receive your directory and update your mailing address.

CANDIDATES ANNOUNCED FOR YEAR 2000 BALLOT

Susan Maclin, CA Past-President and Regent for Nominations

The Nominating Committee is pleased to announce the candidates for the Year 2000 ballot. Ballots will be mailed soon. They will contain biographical information about the candidates and their views on ACA's role in strengthening the profession.

Vice-President/President Elect

Jan Hart, Archivist at the Irving Public Library, Irving, Texas, is a Certified Records Manager in addition to holding the CA designation since 1989. She is active with the examination development process for ICRM and has served on the SAA/ARMA Joint Committee, which, during her tenure,

enabled the first joint meeting between the ACA and ICRM Boards.

Leon C. Miller is Manuscripts Librarian at Tulane University, New Orleans, Louisiana. He is currently the president of the Society of Southwest Archivists and has served on SAA's Membership Committee where he created SAA's Mentoring Program. A Certified Archivist since 1989, Lee has previously served ACA as Regent for Outreach.

Regent for Outreach

Michael R. Bullington is Assistant Archives Manager for Kraft Foods, Inc., Morton Grove, Illinois. Mike recently served on ACA's Tenth Anniversary outreach committee to the regional associations, and has been an archivist for more than 12 years. He has been a Certified Archivist since 1992.

Phil Mooney is Manager, Archives Department, The Coca-Cola Company, Atlanta, Georgia. Phil is currently ACA's Regent for Outreach. After working as an archivist at Syracuse University and the Balch Institute for Ethnic Studies, Phil became the corporate archivist for The Coca-Cola Company in 1977 and a member of the Academy in 1989.

Regent for Examination Development

Brady Banta is the Archivist at the Dean B. Ellis Library, Arkansas State University, State University, Arkansas. He began his archival career at the Louisiana State University School of Medicine in Shreveport. Brady has been an ACA member since 1993 and served three years on ACA's Examination Development Committee.

(Continued on page 5)

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NOMINATIONS

(Continued from page 4)

Anne Diffendal is a consultant out of Lincoln, Nebraska. A member of ACA since 1989, she has provided her expertise to the development of ACA's examination for several years. Anne has served the Society of American Archivists in many capacities and is an SAA Fellow.

Nominating Committee

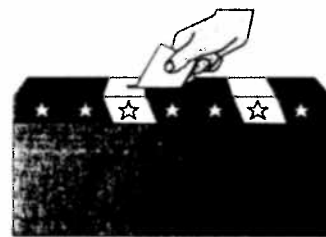
Carol Mathias is the Archivist at the Ellender Memorial Library, Nicholls State University, Thibodaux, Louisiana. A member of ACA since 1993, Carol has been active in the Louisiana Archives and Manuscripts Association and is currently running for president of the Society of South-west Archivists.

Anne Ostendarp is the Archivist of the college, Rauner Special Collections Library, Dartmouth College, Hanover, New Hampshire. A member of ACA since 1990, Anne has worked at Dartmouth since 1993. Her professional

experience includes stints at the University of Connecticut, Amherst College and the Ford Foundation.

The Nominating Committee wants to remind everyone to be sure to VOTE!!

Respectfully submitted:
Virginia "Ginger" Cain, Chair, Susan C. Maclin, Regent for Nominations, Connell Gallagher, Committee Member



EXAM SITES:

2000

Denver, CO (SAA Meeting Site); Los Angeles, CA; Detroit, MI; and Raleigh/Durham, NC.

2001

Washington, D. C. (SAA Meeting Site); Chicago, IL; Phoenix, AZ; and Dallas, TX.

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NFACE

(Continued from page 1)

2. Effective Curriculum Development

3. The Role of Graduate Archival Education Programs in Continuing Education

4. Electronic Records Management Training Issues and Needs

5. How to Market and Sustain Continuing Education Programs

6. Delivery Methods I: The Workshop and Beyond

7. Reaching Allied Audiences

8. Using Collaboration, Cooperation, and Coalitions to Improve Continuing Education

9. Training the Trainers

10. Successful Techniques for Working with Community-Based Organizations

11. Evaluation of Educational Offerings

12. Delivery Methods II: Interactive Learning on the Web

Incubator Session Topics

1. Educating Archivists in Advocacy

2. Providing Archival Continuing Education at the Grassroots

3. Educating Archivists in Electronic Records Management

4. Collaboration with Allied Professions - Museums

5. Fostering Regional Collaborations

6. Real-world Conservation Training

7. Fostering Collaboration Among National Associations

8. Improving the Quality of Instruction

9. Collaboration with Allied Professions-Public Libraries

10. Collaboration with Allied Professions - Local Governments

11. Beyond NFACE: What Services or Products Should Continue on the Web or in Other Forms

12. Fostering Collaboration Across National, State, and Regional Lines

13. Leadership and Management Training

14. Collaboration with Allied Professions - Records Managers

15. Addressing the Needs of Diverse Communities

16. Mentoring Programs

17. Fostering Collaborations Among Archival Institutes

Speakers, commentators, facilitators

Keynote speaker

Andrew Carroll, Director, The Legacy Project. Editor of *Letters of a Nation* (1997) and *In Our Own Words: Extraordinary Speeches of the American Century* (1999, with Robert Torricelli)

Common Ground Speakers

Professional archivists
Nancy A. Zimmelman,
California State Archives

Allied professionals
Sandra Clark, Director,
Michigan Historical Center

Nonprofessionals and volunteers
Thomas Dirksen, President,
Augusta Genealogical Society

Diverse communities

Brenda Banks, Assistant Director, Georgia Department of Archives and History

Commentators

Timothy L. Ericson, University of Wisconsin, Milwaukee

Joan Lippincott, Associate Executive Director, Coalition for Networked Information/ Association for Research Libraries

Conference Facilitator

Diane Strock-Lynskey

Information Session Speakers

Will be named shortly

Incubation Session Facilitators

Laurie Baty, Department of the Interior

Elizabeth Golding, Florida Department of Archives and History

Susan Potts McDonald, Emory University

Alden Monroe, Alabama Department of Archives and History

Barbara Teague, Public Records Division, Kentucky Department for Libraries and Archives

NFACE Program Committee

Kathleen Roe, New York State Archives and Records Administration, Program Committee Chair

Edward Weldon, Director, Georgia Department of Archives and History, Local Arrangements Chair

Charles Arp, Ohio Historical Society

Elizabeth Barr, Georgia Department of Archives and History, Local Arrangements Coordinator

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NFACE

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Danna Bell-Russel, Library of Congress
 Richard Cameron, National Historical Publications and Records Commission
 Sandra Clark, Director, Michigan Historical Center
 Terry Davis, Executive Director, AASLH, Project Administrator
 Nancy L.P. Fortna, National Archives and Records Administration
 Jeffrey Johnson, Utah State Archives
 Maureen Melton, Museum of Fine Arts, Boston
 Patricia Michaelis, Kansas State Historical Society
 Rosalye Settles, Curator's Office, Architect of the Capitol

NFACE Staff

Victoria Irons Walch, NFACE Project Coordinator
 Jenifer Burlis Freilich, NFACE Research Consultant
 Natalie Norris, AASLH, Conference Planner
 Megan Reiney, Local Arrangements Assistant

Participants include representatives from:

National Archival Associations

Academy of Certified Archivists (ACA)
 National Association of Government Archivists and Records Administrators (NAGARA)
 Society of American Archivists (SAA)
 Native American/ethnic archival/historical records groups

Regional Archival Associations

Conference of Inter-Mountain Archivists (CIMA)
 Mid-Atlantic Regional Archives Conference (MARAC)
 Midwest Archives Conference (MAC)
 New England Archivists (NEA)
 Northwest Archivists, Inc. (NWA)
 Society of California Archivists (SCA) / Western Archives Institute
 Society of Georgia Archivists (SGA) / Georgia Archives Institute
 Society of Southwest Archivists (SSA)

Allied Professional Associations

American Association for State and Local History (AASLH)
 American Association of Museums (AAM)
 American Library Association (ALA)
 Association of College and Research Libraries (ACRL), Rare Books and Manuscripts Section (RBMS)
 Reference and User Services Association (RUSA), History Section
 Association for Research Libraries (ARL)
 Association of Documentary Editors (ADE)
 Association of Moving Image Archivists (AMIA)
 Association of Records Managers and Administrators (ARMA International)
 State Library Continuing Education Coordinators
 Genealogical Society of Utah
 Museum Computer Network (MCN)
 Regional museum organizations (1 representing all 6 assns)
 Special Libraries Association (SLA)
 State Historic Administrators
 State Historical Preservation Officers (SHPOs)
 Council of State Historical Records Coordinators (COSHRC)

Preservation and Bibliographic Consortia

American Institute of Conservation (AIC)
 AMIGOS
 Northeast Document Conservation Center (NEDCC)
 SOLINET

Federal Agencies

Library of Congress (LC)
 National Archives and Records Administration (NARA)
 Smithsonian Institution

Funding Organizations

Institute of Museum and Library Services (IMLS)
 National Endowment for the Humanities (NEH)
 National Historical Publications and Records Commission (NHPRC)

Education is one of the key foundation of the ACA, and the Academy is proud to support NFACE. Watch for follow up articles soon.

ACA extends special appreciation to Rosalye Settles and Marty Levitt, for attending and representing the Academy.

ACA FINANCES ON TRACK – YOUR DUES COUNT

Financial reports show a fiscally healthy organization. Continued conservative investments along with concerted efforts by the Board of Regents to reduce expenses while still providing the services members require has achieved success in improving 'the bottom line'.

However, the board can not do this alone. Your help is needed to maintain your dues, recruit new members, and encourage your colleagues to maintain their certification. Thanks to all the members who have re-certified, and maintained their dues..

Your annual dues notice for membership year for 2000/2001 will be mailed soon. If you haven't paid your dues for membership year 1999/2000, we encourage you do so now.

ACA can not afford to continue mailing newsletters or other mailings to people who do not pay their dues. If you are

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. This warning has been included on past invoices . You will not receive additional notice.



Persons removed from the Academy membership rolls will no longer be eligible for member benefits and may not use the title Certified Archivists.

Anyone dropped from our rolls may rejoin the Academy at any time by meeting the membership criteria, taking the exam, and paying back dues.


If you have any questions, or are unsure of your dues status, please contact our Treasurer, Margery Sly at, phone: (215) 928-3896, Fax: (215) 627-0509, E-mail: mslyarc@hslc.org


MARK YOUR CALENDARS

- ◆ Application to Take the Exam May 1, 2000
- ◆ Submit Certification Maintenance By Petition June 1, 2000
- ◆ Annual Dues Payment..... July 1, 2000
- ◆ ACA Annual Meeting Luncheon Sept 1, 2000



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CAN'T AFFORD THE TRAVEL?

Think about a regional organization near you:

ACA and SAA websites have links to various archival organizations.

The following regional organizations have hosted and are planning to host workshops on certification and taking the exam:

Mid-Atlantic Regional Archives Conference (MARAC)

Midwest Archives Conference (MAC)

New England Archivists (NEA)

Society of Rocky Mountain Archivists

Society of Southwest Archivists

Appraisal:

Probing Appraisal Practice: Contending with Methods, Mayhem, and Madness

Description:

Access Points

Advanced Concepts in Archival Authority Control

Application of the USMARC Format

Archival Cataloging as a Component of Description

Arrangement and Description

Encoded Archival Description (EAD)

Introduction to Issues in Automating Archival Description

Electronic Records:

Basic Electronic Records

Basic Electronic Records

General Introduction:

Archives: An Introduction

Architectural Records: Identification, Preservation, and Access

Understanding Archives: An Introduction to Principles and Practices

Information Science:

Cyberspace for Archivists

Archives in Cyberspace: Applying Techniques to Improve Archival Services

Legislative & Ethical Issues:

Copyright and Fair Use for Archivists

Management:

Management for Archivists:

Planning New and Remodeled Archival Facilities

Outreach/Advocacy:

Grant Proposal Preparation

Oral History:

Oral History: From Planning to Preservation

Preservation:

Preservation Planning: Surveying, Selecting, and Holdings Maintenance

Preservation Management

Security in Archives and Manuscript Repositories

Special Media:

The Administration of Photographic Collections

Digital Imaging Technology

Sound and Light: Administration of Sound Recording and Moving Image Materials in Archives

Special Repositories/Collections:

Business Archives: the Basics and Beyond

EXECUTIVE BOARD

(Continued from page 1)

am pleased to report to you that it is not only in the black, but actually improving. This good news is the result of the hard work of previous boards, to whom we owe deep thanks. But this good news is contingent upon dues being paid in a timely fashion. Congratulate yourself on continuing that good tradition.

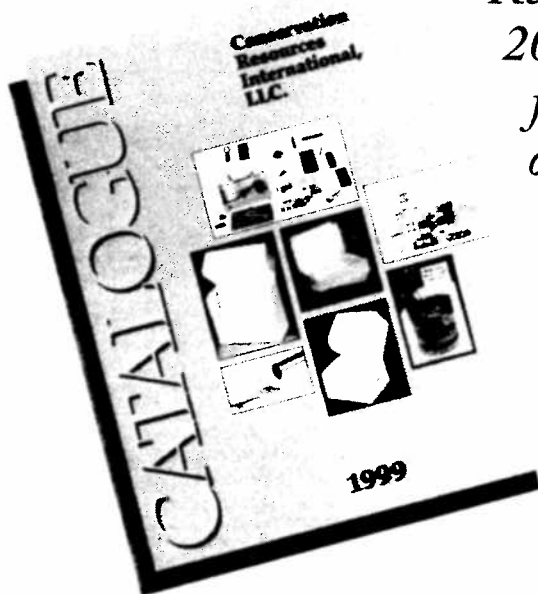
The Board discussed holding another joint meeting with the Board of the Institute of Certified Records Managers. The first joint meeting occurred in 1998 and was very successful. The two Boards are going to arrange a joint meeting for March, 2001. Patrick Quinn, president-elect, and I invite any of you who have issues you want to be brought before these two Boards to contact either one of us.

In light of the Archives Listserv discussion on the question of professionalism, the requirements for recertification, and applying to take the exam, we de-

ecided to devote the next issue of the *ACA Newsletter* to these topics. Regent for Examination Administration, Bruce Dearstyne, volunteered to draft a document on these issues that the Board expects to have ready for inclusion in that newsletter.

Other reports to the Board are found elsewhere in this newsletter. The report on the Task Force on Archival Education chaired by Marty Levitt is especially exciting for the Academy. Find the slate of good candidates resulting from the dedicated work of the Nominating Committee. And plan to vote!

Finally, make your plans to come to Denver for our annual meeting, which is scheduled for the lunch period on Friday, September 1. See you there!



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Regent for Outreach (1998-2000)

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Maintenance (1999-2001)

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Examination Administration (1999-2000)

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Chair of Nominating Committee (1999-2000)

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Susan E. Fox
(see above)

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Coming Soon:

New Brochures: The Outreach Committee is working on two new brochures to help members explain what ACA is and the benefits of certification.

***Academy of Certified Archivists
General Information***

This brochure is intended to provide basic information to potential members and other interested individuals.

***Academy of Certified Archivists
An Employers Guide to
Certification***

This brochure is intended to provide current and potential employers with information on certification and the benefits of hiring certified archivists.

CERTIFICATION MAINTENANCE 2000

Packets for Certification Maintenance for 2000 have been mailed. If you haven't received yours, and you think you are up for re-certification contact ACA immediately.

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Capitol Hill Management Services
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Albany, NY 12207
Phone: 518-463-8644
Fax: 518-463-8656

For those who are going to re-certify by petition, packets are due by June 1, 2000.