

ACA NEWS

Issue 38

July 2000

What's Inside

Professional Archivists	PG 2
Election Results.....	5
Website Updated	6
Handy Answers to Frequently Asked Questions	7
NFACE Update	8
Exam Sites	9

ANNUAL BUSINESS MEETING TO BE HELD IN DENVER

The annual Academy of Certified Archivists business meeting will be held Friday, September 1, in conjunction with the Society of American Archivists Annual Meeting in Denver, Colorado.

This years' meeting will be a luncheon. Topics will include ACA's year long efforts to increase our involvement in the advancement of Archival Education.

These efforts include the creation of the Task Force on Archival Education and participation with the National Forum on Archival Continuing Education (NFACE).

Mark your calendars, plan to attend, and bring a friend.

WHY CERTIFY?

Membership in the Academy of Certified Archivists signifies that an individual has demonstrated mastery of the fundamental archival principles and practices and is committed to professional goals, ethics and standards. Initial and continuing accountability, responsibility, and competence are the fundamental premises behind archival certification. Certification is the only uniform, nationally recognized credential by which archivists demonstrate – to employers, to peers, and to themselves – evidence of their competency in archival enterprise.

By becoming certified, members demonstrate continuing professional commitment that goes beyond education and experience.

Working throughout the United States, in Canada, and several other countries, they possess expertise in and knowledge of all aspects of archival management. By demonstrating mastery of a defined body of knowledge and skills for successful archival practice, Academy members share a high level of professional attainment that has been verified by certification.

Certification validates the experience and knowledge of the archive professional. Employers have found the credential a useful tool for encouraging staff to assess strengths and weaknesses in their professional knowledge and as an encouragement, through the recertification process, to maintain

minimum outside professional development activities. The presence of the CA on a potential employee's resume, or the willingness of potential employees to sit for the exam has become an influential factor in the hiring practices of more and more employers.

Two points of view on the value of certification can be found by reading Encouragement from a New Member and An Employer's Point of View in the March/April 1999 News Highlights located on the ACA website: www.certifiedarchivists.org.



PROFESSIONAL ARCHIVISTS: MANAGING RECORDS WITH ENDURING VALUE

**Bruce Dearstyne, CA
Regent for Exam
Administration**

The Archival Profession: Meeting Critical Institutional and Social Needs.

Professional archivists are people who, through a combination of education and experience, are qualified to identify, manage, preserve, and make available records with enduring value for documentation, research, and other purposes. They are employed in businesses, governments, universities, historical societies, libraries, museums, and other institutions that create and wish to maintain important records of their own, or that collect and maintain records for research use. The archival field originated many years ago. As early as 1936, the Society of American Archivists was formed to advance the exchange of information among archivists, and in recent years the Academy of Certified Archivists has developed as a credentialing agency for the profession.

Archival enterprise is clearly a well-established profession. A profession is characterized by such things as high educational requirements, a solid body of theoretical and practical knowledge, service orientation and dedication, relative autonomy and independence in work, independent judgment, strategies for meeting complex issues, and a code of ethics. Professional archivists exhibit all of these traits and have commensurate responsibilities for making critical judgments and carrying out work of fundamental impor-

tance for ensuring the systematic identification, sound administration, and accessibility of important records. Archivists carry out some or all of the following functions:

- Act as agents of the present and the past for the future. Archivists have major responsibilities for determining what records are identified, saved, and protected. Their work ensures the availability of institutional records needed for documentation, legal, and other purposes, as well as supports the transmission of cultural information and historical and other research.
- Partner in the information field. Archivists are information professionals, and they work closely with allied professionals such as librarians, records managers, knowledge managers, information resource specialists, and information technology specialists.
- Organize and manage comprehensive programs. Archivists organize and administer programs, and their leadership and management includes such things as setting priorities, determining goals, managing budgets, allocating resources, supervising personnel, and issuing reports.
- Determine which records have continuing value. The heart of archival work is the systematic identification of records with enduring value. Archivists exercise independent critical judgment in carrying out this complex work through studying the functions of records-producing institutions, developing documentation plans, analyzing and evaluating series of records to ascertain their value, anticipating research and other use, and factoring in available resources.
- Assert control and order over bodies of records. Archivists value orderliness. They concentrate on maintaining original order and keeping records according to their originating source when possible. When original order is lost, they arrange records in an order that reflects their original creation, specifically the functions and activities of the individual or organization or office that created the records, and is helpful to potential users.
- Preserve and protect records. Archival work has important custodial and curatorial responsibilities to ensure the survival and usability of records, many of which are on fragile media, including electronic records, often the most vulnerable of all.
- Foster access and use of records. Archivists encourage people to use archival records through production of finding aids and services to researchers who visit the archival repository or access its services and holdings via phone, letter, fax, e-mail, or the World Wide Web.
- Broaden awareness of record information. Archivists work to

(Continued on page 3)

PROFESSIONAL ARCHIVISTS: MANAGING RECORDS WITH ENDURING VALUE

(Continued from page 2)

increase awareness and research use of archival records, for instance, through the mounting of exhibits and the preparation of document packets for use in schools.

A Dynamic Profession

The archival profession is constantly changing, growing, and improving. Archival professionals understand that they need to keep growing and learning themselves so that their programs can keep up with changes in the information field and evolving expectations from their parent institutions, users, and other constituents. Some examples of recent or ongoing developments which are changing the way archival work is carried out are:

- Sustained attention to the creation, identification and management of electronic archival records--those produced on and through computers--to meet their special preservation needs and ensure their continuing availability and accessibility.
- Development of plans to promote better documentation of minority groups.
- Partnering with records managers and other closely allied groups on initiatives and programs designed to improve management of information resources.
- Cooperating with other professional information groups on

issues relating to the national information infrastructure, the Internet, and the World Wide Web.

- Initiation of reference services over the Web, development of home pages and web sites, and making finding aids and digital copies of records available over the Web.
- Developing guidelines for archival education, including continuing educational opportunities for professionals in the field.

The Need for Professional Archivists

Why hire a professional archivist? Archival work is too important, complex, and demanding to be handled satisfactorily by people who lack professional training and experience. In that sense, it is comparable to familiar professions such as teaching, medicine, and the law. Like these professionals, archivists possess highly developed skills based on education, experience, and a rich body of theory and practice. They are adept at asset management, communication, resource allocation, marketing. They are versatile, applying their professional skills and insights in changing and challenging settings. Hiring a professional archivist is a sound investment for the parent institution. It is a cost-effective way of managing an irreplaceable information resource in historical records for either or both internal and external clients. Professional archivists are fundamental to business, government, and education, indeed, to all segments of so-

ciety, because of:

- *The importance of documentation.* They are experts in documentation of institutions, cultural preservation, and preservation of the historical record, broadly defined.
- *The challenge of selecting for enduring value.* They understand how to select the truly valuable information from among the huge quantities of records that are continually created.
- The need for quick, easy access. They can provide access, with all the implications of that term: describing archival records so that people can recognize and get to them; providing access tools, including electronic, Web-based ones; and advising and counseling people on which records best fit their information needs.
- The complexity of modern records. They understand the complex interrelationship between traditional tangible (mostly paper) records and electronic records, can apply preservation strategies to both, and understand how to preserve both types of records to ensure their optimal use.
- Perspectives on information management. In an environment where business, government, and education all value information as a basis for operation, they supplement and partner with other key information professionals, for in-

(Continued on page 4)

PROFESSIONAL ARCHIVISTS

(Continued from page 3)

stance, in ensuring that planning for electronic information systems includes provision for maintaining information of continuing value.

Certified Archivist: The Mark of Distinction

The archival field is dynamic and marked by variety and diversity; people reach the status of professional archivist through many routes. In recent years, there has

been a growing expectation for at least a Masters' Degree in archival science, library or information science, history, or a closely related field. The Society of American Archivists, the oldest and largest professional archival association in the United States, shapes archival professionalism through its publications, conferences, workshops, and canons of best practice. For the past decade, however, the mark of distinction among archival professionals has been the designation of Certified Archivist (CA), provided by the Academy of Certified Archivists (ACA), a not-for-profit, voluntary,

independent accrediting agency. ACA originated in 1989 and traces its origins to the growing modern need for sophisticated methods to manage a burgeoning information infrastructure and to supply current information needs that can be met satisfactorily only by use of the documentary heritage.

The ACA certifies people in the field who have at least a master's degree and a year of appropriate archival experience. The certification process requires candidates to take a written examination with questions in seven "domains" or areas of archival practice:

1. Selection of documents,
2. Arrangement and description of documents,
3. Reference service and access to documents,
4. Preservation and protection of documents,
5. Outreach, advocacy, and promotion of documentary collections and archival repositories,
6. Managing archival programs,
7. Professional, legal, and ethical responsibilities.

Certified Archivists renew their certification periodically, a process that requires submission and review of evidence of their program responsibilities, professional work, publications, and other indicators that they are maintaining current knowledge of issues, needs, and professional developments in the field.

More Information

Several national and regional organizations serve as forums and information sources for professional archivists and can furnish information and guidance on qualification for these professionals. The two most prominent are:

- Society of American Archivists, 527 S. Wells Street, 5th floor, Chicago, IL 60607-3922. Phone: 312-922-0140. <http://www.archivists.org>.
- Academy of Certified Archivists, 48 Howard Street Albany, NY 12207, Phone: 518-463-8644. <http://www.certifiedarchivists.org>.



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ELECTION RESULTS 2000-2001

Susan Maclin, CA
Regent for Nominations

The Nominating Committee received 209 ballots out of 659 mailed. ACA appreciates everyone who took the time to vote.

**Vice President/President
Elect - Leon C. Miller**

Leon C. Miller is Manuscripts Librarian at Tulane University, New Orleans, Louisiana. He is currently the immediate past-president and chair of the Awards Committee 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 Exam
Development**
Anne P. Diffendal

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.

Regent for Outreach
Philip F. Mooney

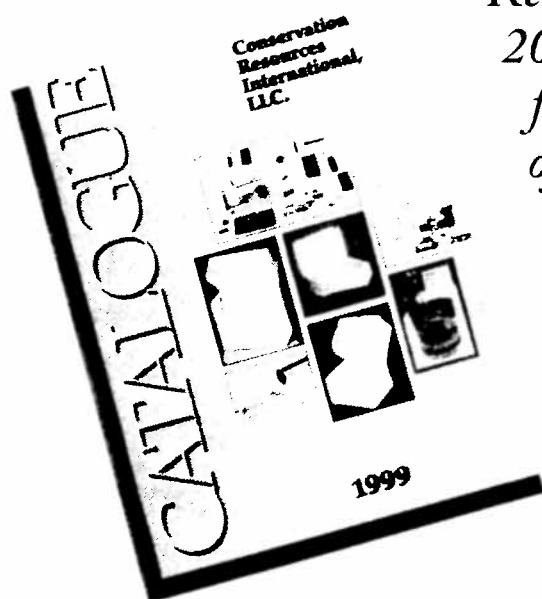
Phil Mooney is Manager, Archives

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.

Nominating Committee
Carol A. Mathias

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

(Continued on page 9)



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ACADEMY OF CERTIFIED ARCHIVISTS UPDATES WEBSITE

The Academy of Certified Archivists is pleased to announce that its website has been updated and enhanced. Many of the changes are the result of suggestions from members and candidates looking for information. Several new pages have been added that will hopefully answer more questions more easily. In addition, Survey 1999 has its own page.

The new "Why Certify?" page is targeted to potential members who will find a link to an article written by a new member and one written by an employer. The new "Certification" section contains straightforward answers to frequently asked questions on the certification and examination process, including the dates and locations

of the examination for the years 2000 and 2001. This section also includes a link to the "New Application Guidelines" for those with-



out a Master's Degree who want to take the examination.

President David Gracy, C.A. commented: "The update shows that the Board remains committed to its constituents in continuing to provide current and accurate informa-

tion. We take seriously the comments and suggestions from our members and candidates and hope this enhanced website proves to be even more useful."

Regent for Outreach Phil Mooney, C.A. extended his appreciation to Pauline Chvilicek of CapuNet LLC for assisting with the transition to the current web designer, Margeaux Mulligan of Brooklyn, NY. CapuNet remains ACA's Internet service provider. In the future all questions or comments related to the website should be directed to the Regent for Outreach. The site can be accessed at

<http://www.certifiedarchivists.org>

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HANDY ANSWERS TO FREQUENTLY ASKED QUESTIONS

How do Archivists become certified?

Archivists become certified by qualifying for and passing an examination offered annually by the Academy. The exam is composed of 100 multiple-choice questions based on the *Role Delineation Document* described in Section 3 of the ACA Handbook.

When and where is the examination offered?

The Academy offers the examination in conjunction with the annual meeting of the Society of American Archivists. Simultaneously, the Academy holds the examination at several announced sites and at petitioned sites.

Through the Academy's Pick Your Site program candidates may petition to hold the certification examination in cities of their choice.

The 2000 archival certification examination will be held August 30 in Denver, CO (SAA Annual Meeting); Los Angeles, CA; Detroit, MI; and Raleigh/Durham, NC.

The 2001 archival certification examination will be held August 29 in Washington DC (SAA Meeting Site); Chicago, IL; Phoenix, AZ; and Dallas, TX.

How do you qualify to sit for the certification examination?

Although advanced graduate archival education opportunities are increasing, applicants for certification still have several options in qualifying for the examination. Go to Section 2 in the ACA Handbook

for further information on the options, the application process and related fees.

Please note that Option D (three years of qualifying professional archival experience, plus a bachelor's degree) no longer exists. It has been replaced with a petition process as indicated in that Option explanation.

Questions regarding qualifying for the examination should be referred to the Regent for Examination Administration.

How do you study for the examination?

Section 4 of the ACA Handbook is the Study Guide or starting point for preparing for the examination. It is composed of three parts including a discussion of examination development and content; general hints on taking multiple-choice exams; and sample questions and commentaries.

Section 5 of the ACA Handbook is a list of Selected Reading. The publications most frequently reflected in the test are checked. In addition, candidates should be familiar with the current professional literature.

When will you receive your test results?

The test is scored by a professional testing expert and will be reported approximately eight weeks after you take the examination. While this may seem like an unusually long grading period for a computer graded exam, ACA and its members need to be as-

sured that the test has not only been graded for individual performance but also that the test itself has been graded. This complicated process ensures fairness, test worthiness and credibility of the examination.

What if you do not pass the examination?

You are welcome to retake it! There is no limit on the number of times you may take the examination. You must submit a renewal application accompanied by an application fee each time you apply to take the examination.

How long is certification good for?

Certification is for a period of five years, after which Recertification is required.

How does the Academy recognize new members?

The year's class will be listed in the final edition of that year's newsletter. A roll call of the newest class is called at the Academy's annual meeting. This is held in conjunction with the annual meeting of the Society of American Archivists. New members are encouraged to attend this meeting so that they may stand and be recognized for their achievement.

In addition, New Members are listed on the Academy's website. Only names and geographical location is listed. This list does not include members who recertified by taking the exam.

NATIONAL FORUM FOR CONTINUING ARCHIVAL EDUCATION UPDATE

Rosalye Settles, CA Regent for Exam Development

Rosalye Settles, Regent for Examination Development and Martin Levitt, CA Chair ACA Task Force on Archival Education represented the ACA at the National Forum for Continuing Archival Education (NFACE) held April 27-30, 2000 in Decatur, GA.

NFACE was the first effort to bring together professional archivists, manuscripts curators, librarians, records managers and members of related professions to discuss continual educational and informational needs of those who care for historical records. This unprecedented gathering was an opportunity to exchange ideas, share best practices, and most importantly, identify cooperative solutions. 120 invited participants representing members of more than 45 professional organizations and 43 State Historical Records Advisory Boards attended presentations and sessions designed to bring together potential partners in collaborative efforts. By the end of the 2-day event, NFACE had produced a draft of a 12-point Action Agenda that consolidates more than 90 recommendations generated during the conference.

In July, the Council of State Historical Records Coordinators (COSHR), which developed the NFACE meeting in partnership with the American Association for State and Local History (AASLH), will host a meeting of representatives from national, regional, and state-level archival continuing education providers during the 2000 NAGARA meeting in Columbia, SC. This meeting will explore how they can address the Action Agenda individually and collectively. AASLH has offered to host the continuation of the current NFACE Web site and its development further into a clearinghouse for archival continuing education information.

For additional information about the NFACE Conference, its results or to view the

draft Action Agenda, visit <http://coshrc.org/nface/confoverview.htm> or to offer comments and suggestions, you are welcome to contact Kathleen Roe, NFACE Program Chair, New York State Archives and Records Administration, Room 9C71 Cultural Education Center, Albany, NY 12230, telephone 518-474-6926, email kroe@mail.nysed.gov; or Vicki Walch, NFACE Project Coordinator, 65 N. Westminster St. Iowa City, IA 52245, telephone 319-338-6650, email vwalch@coshrc.org.

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The ACA Website: A Resource for the Membership

By Phil Mooney, Regent for Outreach

As noted in another article in this Newsletter, the ACA Website has been redesigned with many new features. In upcoming months, you will continue to see additional enhancements to the site in an effort to make it a powerful resource for the membership and for those external audiences who want to learn more about the ACA and the certification process. As the site becomes more interactive with expanding content and linkages to kindred organizations, it will become our primary outreach tool.

Over the last several weeks, reciprocal web links have been established with ARMA and the ICRM, and on-line forms for the Certification Examination and the Recertification Petition have been added to the ACA site. Content has been updated throughout the site, and improved graphics help to direct visitors to the resources they need. Some of the nomenclature used by ACA in the past will change to better reflect duties and responsibilities. Secretariat, based in Albany, New York, will become the ACA Administrative Office, better describing the important services it provides, and the Website navigation will help steer inquiries to that office, facilitating a more efficient information flow.

Both members of the Board and individual ACA members have suggested the changes that have occurred to date, but if the site is to continually improve and become even more relevant to the membership, we need your thoughts and ideas for additional features, content and graphics. Please send any comments to me at pmooney@na.ko.com. Together we can create a resource that will advance the long term goals and objectives of the Academy.

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.

Don't forget – gather your colleagues and create your own 'Pick-your-site' location. Contact ACA for more information. Remember you can re-certify by taking the exam if you have let your CA lapse.

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(Continued from page 5)

Manuscripts Association and is Vice- ELECTION RESULTS

President/President Elect of the Society of Southwest Archivists.

Special thanks to Jan Hart, Brady Banta, Michael Bullington, and Anne Ostendarp for agreeing to be nominated.

Special thanks to Virginia Cain and Connie Gallagher for their service on the nominating committee.

Your participation on the board, committees, and through the ballot box is essential to ACA's success.

ANNUAL DUES NOTICE

You should have already received your annual dues notice. If you haven't paid your dues for membership year 2000/2001, we encourage you to do so now.

ACA can not afford to support 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, 2001 you will no longer be a member of the Academy. This warning has been included on past invoices and in the past issues of this newsletter.

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 membership status, please contact our Treasurer, Margery Sly at phone: (215) 928-3896; Fax: (215) 627-0590, E-mail: msylarc@hslc.org.

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CERTIFICATION DUES INVOICE

2000-2001

DATE: May 15, 2000	INVOICE NO.: 291	AMOUNT DUE: \$50.00
DUE DATE: July 1, 2000		<i>If claiming</i>
MEMBERSHIP TYPE: Regular		<i>emeritus status: \$10.00</i>
		(check here: <input type="checkbox"/>)

In order to re-certify, members must pay their annual certification dues, INCLUDING any back dues.

The annual dues amount is \$50.00 (U.S. funds) and these dues cover the period of July 1, 2000 through June 30, 2001; if the amount due above is greater than \$50.00 (or \$10.00, if emeritus), it includes unpaid back dues. If you wish to be considered for emeritus status, please indicate above, enclose a letter to the Secretariat stating when you retired, and enclose dues in the amount listed. Emeritus status is available to members who are retired from full-time archival work. Emeritus members do not need to re-certify.

Dues should be made payable to Academy of Certified Archivists. Please include the above invoice number on your check and send, along with this invoice, to:
 The Academy of Certified Archivists
 48 Howard Street, Albany, New York 12207

If you have questions, please contact the ACA Secretariat at (518) 463-9644.

The following information is your permanent membership record. Please carefully review this information, and make any appropriate corrections or changes.

• Member Name, CA

Address _____ Phone: _____
 Fax: _____
 E-mail: _____

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Other Memberships: SAA ALA
 NAGARA AIC
 ALMAA Regional Archival SSA
 AIMM Historical _____
 ICRM Other _____

Initial Certification Year: 1989 Re-Certification: Due in 2002

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Regent for Examination Administration (1999-2000)

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Chair of Nominating Committee (1999-2000)

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Capitol Hill Management Services
48 Howard Street
Albany, NY 12207
Phone: (518) 463-8644
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**ACADEMY OF
CERTIFIED
ARCHIVISTS**



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Management
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VIST OUR WEBSITE: certifiedarchivists.org

Our Mission:

The Academy of Certified Archivists supports and promotes the highest level of professional archival practice. The ACA takes a leadership role by defining the knowledge and abilities necessary to be an archivist. We achieve our mission by certifying archivists, ensuring professional archival standards, and promoting the employment of Certified Archivists.

Member Responsibilities:

Please Pay Your Dues.

Please Maintain Your Certification either by petition or re-examination.

Please volunteer to serve on committees or elected positions.

Please encourage your colleagues to become certified.

Please encourage your employer to make certification a preferred criteria when hiring.

Please send in your ballots. Your vote counts.