

ACA NEWS

Issue 43

April/May 2002



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Deadlines Near for 2002 Exam and Petitions

It's that time of year again! If you are an archivist wishing to certify, the deadline for applying to take the 2002 Certification Examination is:
May 15, 2002

If you are a certified archivist wishing to re-certify by examination, the deadline to apply to take the 2002 exam is:
May 15, 2002

If you are a certified archivist wishing to re-certify by petition, the deadline to submit your petition is **June 1, 2002**

If you are a member of the Class of 1989, 1992, or 1996, then you are due to re-certify in 2002. Application forms for the 2002 exam, as well as certification maintenance (re-certification) forms are available for downloading from the ACA website:
www.certifiedarchivists.org

2002 Examination Sites

The 2002 archival certification examination will be held on **August 21**, in these locations:

- Birmingham, Alabama (SAA Meeting Site)
- Milwaukee, Wisconsin
- New York, New York
- Salt Lake City, Utah
- Seattle, Washington
- ... and "You Pick The Site" locations around the world.

(Continued on page 2)

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Archival Recertification Credits Now Available for Continuing Education

The Academy has started allowing archival organizations to publish "Archival Re-Certification Credits"; with their workshop advertisements.. Archival Re-Certification Credits (ARCs) allow Certified Archivists to gain certification maintenance points through continuing education activities, somewhat like Continuing Education Units (CEUs). SAA and several regional archival organizations are participating. If your regional or local archival organization is presenting a workshop and would like to know how many Archival Re-Certification Credits participants can earn by taking it, please contact the for Certification Maintenance, Judy Cetina, Regent for Certification Maintenance, at (216) 443-7250 or c0jgc@www.cuyahoga.oh.us

(Continued from page 1)

ACA's "You Pick The Site" Program

In addition to the five announced examination sites, candidates may petition the Academy to hold the certification examination in any city of their choice, substantially reducing or even eliminating your travel expenses. The only requirement is that at least five persons take the examination at the same site.

Jane Nokes, the Academy's vice president and membership liaison, noted this program brings the examination closer to archival students, regional organizations, and international archivists: "Student chapters and regional associations may now sponsor the examination in their area. This will also allow non-US archivists to save thousands of dollars in travel costs by holding the examination in their home country."

It only takes five or more persons requesting the exam at the same site to be eligible for a "Pick Your Site" location, so just get four of your friends to take the test with you and we'll hold the archival certification examination in your hometown. Make sure every member of your group checks the "Pick Your Site" box on the application form, writes the name of the city where they request the Academy to hold the exam, and postmarks their application by May 15, 2002.

That's all there is to it! For more information,

The Academy thanks
Kim Allen Scott
for his service as
Newsletter Editor!

Item Writing Workshop to be Held in Birmingham

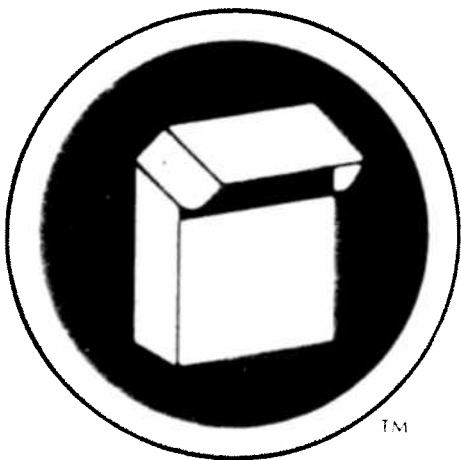
The Academy of Certified Archivists invites its members to assist in developing new questions (items) for the ACA item bank, from which the certified archivist examination is constructed. The ACA Examination Development Committee (EDC) will conduct an item-writing workshop in Birmingham, AL, on Thursday, August 22, 2002, from 9:00am to noon.

Participants will receive informational materials in July to use in drafting questions in advance. Items resulting from the workshop will be submitted to the EDC for consideration.

Previous item-writers have found the process to be a challenging, but rewarding, learning experience. Successful completion of this workshop is valued at five (5) archival re-certification credits.

If you would like to participate or want further information, please contact the ACA Regent for Examination Development, Anne P. Diffendal, before June 15, at adiffendal@alltel.net

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HELP WANTED!

ACA is looking for someone to assist with maintaining the ACA's website.

Archival Re-Certification Credits will be available for this activity.

If you are interested in helping, contact Lee Miller at (504) 865-5685 or leon.miller@tulane.edu

Are you due to re-certify?

Deadline for re-certification petitions is June 1, 2002.

This is a big re-certification year (Classes of 1989, 1992, and 1996) so the review teams will be especially busy.

Help the review teams by getting your petition in early!

Academy Offers Consultant Referral Service

Organizations often ask the Academy of Certified Archivists to recommend consults. In response, the Academy has created a consultant referral service.

Participation is voluntary and without cost. Certified Archivists wishing to participate should notify the Academy's offices (aca@caphill.com) and note any archival specialties (specialties will typically be one or two brief references; for example, "architecture, music").

The Academy will provide lists of participants, based on specialty and geographic proximity (or nationally, if desired), from which interested parties may choose.

The Academy will neither endorse specific individuals nor assume liability for their actions. Contractual terms are the responsibility of the consultant and employing party.

The Academy will provide only contact information taken from its membership database (not resumes), so Certified Archivists who wish to participate should make sure that their membership information is current.

The ACA Salutes our Regional Organizations

Each issue of your newsletter will be saluting the regional organizations that keep our profession strong and viable. Our intention is to reach out to the newsletter editors of these organizations to encourage their members to consider certification as their preferred professional credential. This issue, we are pleased to recognize ...

Midwest Archives Conference

Society of Florida Archivists

**Mid-Atlantic Regional Archives
Conference**



Certification Maintenance: The Inside Story

By Judy Cetina, Regent for Certification Maintenance

Have you ever wondered what happens to your petition for certification maintenance after you have carefully determined your credits, provided your qualifying archival experience to document the points claimed, signed the petition for re-certification declaration, and placed these materials in an envelope and mailed it to the Academy of Certified Archivists in Albany, New York? Has it gone down the rabbit hole after Alice; did Scotty beam it up to the Starship Enterprise; or is it hermetically sealed in an envelope, with the results to be read at the Academy Awards (the Academy of Certification Archivists, of course)? If this were a multiple choice question, the answer would be none of the above. And so this article is intended to demystify the process of certification maintenance; with the hope that you will seize the opportunity to download the form, fill it out completely and confidently, and submit it before the June 1st deadline.

If you are due to re-certify you should have received notification, by postcard, in early December 2001; with the friendly reminder that your petition for re-certification was due June 1, 2002. That date draws ever nearer so you might wish to start the process now. Your first question might be: how do I obtain the appropriate form? And the final answer is: by visiting the Academy's website at www.certifiedarchivists.org where you can download the letter from the Regent for Certification Maintenance, the petition, and definitions of terms and special instructions, along with a description of the archival domains. If you prefer, however, you can contact the Academy of Certified Archivists, 48 Howard Street, Albany, New York 12207; e-mail aca@caphill.com; phone, 518-463-8644; or fax 581-463-8656, to request a printed copy of the petition packet.

Once you have received the packet, reviewed the instructions, and completed the forms you are ready to mail the original petition, plus four copies, to the ACA (see address above). But suppose you hesitate to mail the package because you have a question regarding the forms, or the preparation of the qualifying archival data. That's easy, contact the Regent for Certification Maintenance, in care of C0jgc@www.cuyahoga.oh.us; or by phone (216)443-7250. The Regent (yours truly) will be happy to assist you with any queries you may have. And in case your wondering why you need to send so many copies please know that it helps to facilitate the distribution of your petitions to the three individuals who will be reviewing your documentation. But more about that later.

Having mailed your petition to the ACA you now wait for the results of your efforts; and secretly wonder what happens to the forms once they leave your hands. First they are received at the offices of the ACA, reviewed to make certain all of the forms are complete and in order, and then are forwarded to the Regent for Certification Management. The Regent reviews your packet once again for completeness; and then assigns your petition (usually grouped with several other petitions, and generally submitted in the order in which they were received) to one of the review teams, comprised of three certified archivists, who will review your petition and determine if you have sufficient credits to maintain your certification. As noted above, if you have submitted the required copies of your forms, the work of the Regent is facilitated; the petitions can be immediately dispatched to the team members efficiently (without waiting for the availability of a copier to duplicate petitions and qualifying archival experience documentation) and the entire process can move forward more quickly. Once the copies of your petition are received the panel members, headed by a team leader, then carefully examine the credits you have claimed, making

certain that they are properly verified and validated by the corresponding qualifying archival experience you have provided. For example, if you have reported under SECTION B EDUCATION that you earned 9 credits for attendance at an archival meeting for three days or more; you need to submit the name of the conference, for example SAA, with the place and dates of attendance, e.g. Washington, DC, August 30th -September 1, 2001. A vague response suggesting you attended an SAA Conference sometime in 2001 would be less than satisfactory; the specific days you were in attendance helps to determine if you have indeed earned the nine credits. If claiming points under PROFESSIONAL PARTICIPATION AND OUTREACH you must, for instance, provide the name of the paper you delivered and the conference where it was given, so that the individuals reviewing your petition can ascertain if it is related to an archival subject.

Now please do not think the team members represent the Archives Police; you must keep in mind that these individuals are entrusted with upholding the standards of the profession by making certain that the credits have been honestly and justly earned. The team members strive to be totally fair and objective; and while they may reject some credits for activities that are not archival in nature, they frequently note when the individual failed to claim the full credit to which he or she is entitled. I can attest, as a former team participant and leader, that panel members spend many hours meticulously examining an individual petition before rendering a judgment; volunteering their time and talent to the Academy, well aware of the solemn responsibility to make certain that only the most qualified individuals can claim the title of Certified Archivist. After each person has made a determination if the petitioner has passed, or failed to pass, the members discuss the submission as a team, fully documenting any problems or issues that the petition may have raised. The team leader, after the panel's full and deliberate consideration, conveys the decision to the Regent, who then informs the petitioners by letter whether they have successfully maintained their certification or if they have not been successful in preserving their status as certified archivists. The final results are also sent to the ACA office by the Regent to be officially recorded.

There are occasions where a team may require additional information before making a final judgment; and the Regent will then contact the individual for further documentation or clarification. This additional data may help the team to reach a decision; but there are times when a team appears deadlocked and must report to the Regent regarding its dilemma. If the Regent cannot facilitate the decision making process, he or she may decide to submit the problematic petitions to an Appeals Team for a special examination and ruling. In addition the Appeals Team will review the petitions submitted by Academy Board members or other team members. In turn the Regent's petition is sent to the Academy Board for final review.

So there you have it. Maintaining your certification has nothing to do with fantasy, science fiction, or awards ceremonies; but does involve your sincere effort to complete the petition completely and accurately as well as the hard work of other devoted certified archivists dedicated to preserving the standards of their profession. Now that your fears have been allayed, you can begin work on your petition today. And when you have successfully completed the process you might consider joining the ranks of the petition review teams. Certification maintenance needs a few good archivists!

Outreach Update

By Jane Nokes, Vice-President/President-Elect

The following letter and attachments were sent by Vice-President Jane Nokes to a number of Human Resources consultants, such as The Boston Consulting Group, Pricewaterhouse Coopers, Hay Management Consultants.

The Board intends to continue to reach out to individuals and agencies involved in hiring archivists, writing and reviewing archival position descriptions, and conducting position evaluations for our host organizations.

We believe that this is a service both to the Human Resources profession and to the archival profession.

March 12, 2002

Dear

Attached please find two new publications of the Academy of Certified Archivists: "Academy of Certified Archivists—In Service to the Profession" and "An Employer's Guide to Archival Certification"

Professional archivists play a critical role in government, business, university, and other institutions. However, the task of recruiting the right archivist for the right corporate fit, and assessing the appropriate level in the corporate structure for archives' staff and departments, can be a challenge.

We invite you to review the attached brochures, which provide succinct and hopefully useful information.

The Academy of Certified Archivists, the only professional certification program for archivists in North America, will be happy to answer any questions you may have.

Knowledgeable, experienced, archivists provide a quantifiable corporate advantage through their control of a wide range of irreplaceable informational and cultural assets. Certification provides employers with a quantifiable measure of an individual archivist's level of competency and commitment.

Please contact the Academy office at the address on each brochure, or any officer of the Academy listed on our website: www.certifiedarchivists.org

Jane E. Nokes
Vice President/President Elect

2002 SAA Education Workshop Schedule

Copyright: The Archivist and the Law

#0228

Corvallis, OR

April 25, 2002

Encoded Archival Description

#0234

Brooklyn, NY

July 23-24, 2002

NEW! Style Sheets - EAD Part II

#0233

Minneapolis, MN

April 30 - May 1, 2002

#0236

Flagstaff, AZ

May 15-16, 2002

#0232

Fort Worth, TX

June 27-28

#0235

Brooklyn, NY

July 25-26, 2002

For details on each workshop and to register visit
http://www.archivists.org/prof-education/seasonal_schedule.asp
or contact Solveig DeSutter at the SAA Office (312) 922-0140

Archival Re-Certification Credits (ARCs) are available for these workshops. For more information on ARCs, see page 2 or contact Judy Cetina.

Meet the 2002 Examination Development Committee

- Thomas E. Brown (2000-2003) National Archives and Records Administration
- Anne P. Diffendal (2000-2002) (Regent for Exam Development) Consulting Archivist/Historian
- Brenda Gunn (1999-2002) Center for American History, University of Texas at Austin
- Pamela Hackbart-Dean (2001-2004) Georgia State University
- Jeffrey O. Johnson (2000-2003) Utah State Archives
- Deborah Kennedy (1999-2002) King County Archives, Seattle, Washington
- Leon C. Miller (President) Tulane University
- Jane Nokes (Vice-President/President-elect) Scotiabank Group, Toronto, Ontario, Canada
- Robert D. Shuster (2001-2004) Billy Graham Center, Wheaton College

What the Board is Doing ...

The ACA Board and Examination Development Committee met in St. Louis the weekend of March 22-24. Board actions included:

- Disposition of the ACA Archives. The ACA's Archives will be managed by a Certified Archivist. The records are now on deposit at University of Wisconsin-Milwaukee.
- Ad exchange and outreach programs are going well. In response to meeting announcements on the Archives Listserv, ACA flyers have been sent to: MARAC, Society of California Archivists, and the Northwest Archivists. Jane Nokes will be attending the annual meeting of the Association of Canadian Archivists; she will be exploring avenues for outreach to Canadian archivists.
- Current assets are steady. So far there has been a high rate of renewal by ACA members.
- The Board is exploring the possibility of ACA accepting credit cards.
- A schedule of Archival Re-Certification credits (ARCs) is now in place. For more information, see the article on page 2. For a specific schedule of ARCs, contact Judy Cetina.
- Following the current re-certification cycle, a task force will be convened to make recommendations concerning the formatting and substance of certification maintenance petitions.
- The President will be convening a task force to review the Role Delineation and make recommendations on the need for edits and updates to the Role Delineation.
- The Exam Development Committee constructed a new certification exam.
- Plans are moving ahead for the next item writing workshop, to be held during the SAA meeting in Birmingham.

Questions or concerns about any of these items should be directed to Lee Miller.

(504) 865-5685 or leon.miller@tulane.edu

Reality Check: More Myths of Certification



"The certification examination tests only a small portion of the work archivists perform."

FACT: The Academy tests subjects derived from the Role Delineation. Created by a team of archivists and archival educators, the Role Delineation is a series of test specifications describing the seven major "domains" (or areas) of archival practice. Each domain contains a series of tasks and related knowledge statements. Together, these elements encompass more than one hundred commonly accepted duties and responsibilities that professional archivists perform in the course of their work. The Academy reviews and revises the Role Delineation as needed to ensure it conforms to current practice.

Many archivists work in archives that require, in addition to archival knowledge, a subject specialty like music, archaeology, or local history. Does the archival certification examination test knowledge of those fields? Of course not. It is not a music or archaeology exam. Because it is an archival certification examination, it only tests archival knowledge as defined by the Role Delineation.

While written by archivists and archival educators, the Academy's Role Delineation is the only description of archival work whose creation was overseen by experts from outside the archival field. These outside experts imposed a rigorous, professional, systematic, validated process, free of political influence and personal bias. The Role Delineation is unique in being an independent and objective description of what archivists need to know and be able to do to perform archival work. To learn more about it and to read the Role Delineation's text, go to Section 3 of the Handbook for Archival Certification.

www.certifiedarchivists.org

ACADEMY OF CERTIFIED ARCHIVISTS

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- Jane Nokes, Vice President/President Elect (jane.nokes@scotiabank.com)
- Carole Prietto, Secretary/Newsletter Editor (prietto@library.wustl.edu)
- Margery Sly, Treasurer (msly@history.pcusa.org)
- Anne Diffendal, Regent for Exam. Development (adiffendal@alltel.net)
- Marty Levitt, Regent for Exam. Administration (mlevitt@amphilsoc.org)
- Judy Cetina, Regent for Certification Maintenance (c0jgc@www.cuyahoga.oh.us)
- Patrick Quinn, Immediate Past President/Regent for Nominations (pquinn@nwu.edu)
- Phil Mooney, Regent for Outreach (pmooney@na.ko.com)

**Have you sent in
your petition to
re-certify?**

(If you have ... thanks!).