



ACA News

Issue 47

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Academy Joins the ICA

The Academy of Certified Archivists has just joined the International Council on Archives (ICA). The ICA, as described on their Website, is dedicated to the broad goal of the "advancement of archives worldwide. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. Archives safeguard the memory of mankind by preserving records of its past. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world."

Joining ICA is a significant step forward for the Academy. Membership provides enhanced visibility as well as an opportunity to have input to a larger and more broad-based archival forum. Issues such as certification and archival education are discussed in ICA meetings, and ACA will be able to provide input to these and other related issues. The Academy is what is called a category B member, which includes national professional organizations

from all countries.

The ACA representative to ICA is Dr. Trudy Huskamp Peterson. Dr. Peterson has been involved with ACA since the beginning, and has been involved with the ICA in working with a number of issues. Dr. Peterson has had a distinguished archival career. She worked for many years at the National Archives and Records Administration, where she rose to the position of Acting Archivist of the United States. She is concerned about progress of the archival community, the Academy in particular, and is very well qualified to represent us. She represented ACA at the most recent ICA meeting of the International Council of the Round Table on Archives (CITRA) in Cape Town, South Africa, October 21-25. The theme of this meeting was "Archives and Human Rights." The Academy looks forward to becoming more involved with the ICA, specifically on issues relevant to ACA's mission.

- James Byers, President

Special Points of Interest:

- Proposal to change ACA bylaw to stagger terms of Secretary and Treasurer
- ACA will be part of NAANICA, a new North American archival organization
- The SAA is conducting census of the profession

New Webmaster for ACA

The ACA is pleased to announce that it has a new Webmaster: David B. Malone, Head of Archives and Special Collections at the Buswell Memorial Library, Wheaton College, Wheaton, Illinois. Mr. Malone is a Certified Archivist, and has worked with a number of websites involving both creating and managing them. Lee Miller, former Webmaster, has been working with Mr. Malone to bring him up to speed on the ACA site.



Minutes of Washington Board Meeting

The following is an extract from minutes of Academy of Certified Archivists Board of Regents Meeting Washington, DC, March 21, 2004.

President's Report – James Byers. Jim spoke of the Role Delineation Survey. SAA Census Project of the Archival community has borrowed heavily from the ACA's Role Delineation Survey. ACA is now a member of NANICA (North American Network of the International Council on Archives).

Agreed Trudy Huskamp Peterson will be our representative to Steering Committee of the ICA's Section of Professional Associations.

The ACA will renew its membership in ICA. The ACA will be present in some form in Vienna.

Marty Levitt is to investigate foreign equivalents for qualifications to take exam.

MOVED that Dr. Garrison be nominated to represent ACA on the Committee on Professional Training. PASSED.

Vice-President's Report – Scott Cline. Scott serves as ACA Ombudsman and on the Exam Development Committee. Received 9 questions as Ombudsman. They were pretty basic, i.e. when is my certificate coming? Experience on exam development was great.

Secretary's Report – Shelley Sweeney. Did newsletter in November and is putting second newsletter together now. There will be a third newsletter before the annual meeting.

Treasurer's Report – Ellen Garrison. T Rowe Price is our fund. 1/3 of our money is insured, 1/3 liquid, 1/3 in uninsured investments. We are changing Treasurer from sole signer to put Margery. Chair of the Finance Committee and former Treasurer, James Byers and Shelley Sweeney as alternative signers.

MOVED that First Tennessee Bank will be our bank. PASSED

We are a 501C6 non-profit business.

Regent for Certification Maintenance Report – Judy Cetina. In 2003, with credit to Steve, 43 due to recer-

tify. Last year 35 completed by petition, 4 opted to take examination. 1 person who failed the petition is going to take the exam. 3 no response. 71 certified archivists due to re-certify + 6 haven't paid. Mike Holland is heading the Appeal Team. Re: Petition for Certification Maintenance - have made some changes and added clarification for weighing of records management experience.

Regent for Exam Administration – Marty Levitt
Marty was asked reference questions. Marty to come up with criteria for a financial award to encourage broader ethnic participation in the ACA.

Regent for Exam Development – Anne Diffendal. Anne presented her report. See elsewhere in this newsletter for highlights of this area.

Regent for Nominations – Jane Nokes. Chair Brenda Gunn's report was presented. All positions have two people running except the second position for Vice-president/President elect is vacant.

Regent for Outreach – Beth Bensman. National Endowments for the Arts used our literature. People are taking brochures but it's harder to persuade people to use the exhibit.

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Beth Bensman, Regent for Outreach, at the March meeting of the Board of Regents in Washington.

Minutes cont'd

Individual members should encourage their regional organizations to sponsor the workshops.

Ellen – task the Regent for Certification to investigate a poster that can be sent out to schools and other places advertising the ACA.

Old Business

Distinguished Service Award – received a nomination from Awards Committee and Board agreed with Committee's recommendation.

New Business

Jane reminded everyone that the Treasurer and Secretary are elected the same year – these should be staggered to balance the slate.

Ellen Garrison agreed to remain another year in office to accommodate this change.



Past President, Regent for Nominations Jane Nokes

MOVED that the bylaws be amended to stagger the positions of Treasurer and Secretary. **PASSED.**

Fee increase for ACA Secretariat was passed.

A discussion followed about the necessity to consider new fee increases. **Ellen – will pass the task to the Finance Committee to look at the increase and determine how much we need.**

A vigorous discussion followed about whether the ACA should do any advocacy. The general consensus was that we should when an issue affects our members.

Jane - NANICA will take over these issues of lobbying.

- Shelley Sweeney, Secretary

Iraq to Join the ICA

A note from Jussi Nuorteva, National Archivist of Finland confirmed that as of March 31 of this year, the national archives of Iraq was back operating again, from the Dar Bet el Hiqma (The House of Wisdom, i.e., Academy of Humanities). Nuorteva also noted that Iraq intends to return to the International Council of Archives (ICA). They will try to send a delegation of three persons, two archivists and one scholar, who was recently appointed as assistant professor at the Baghdad University, to the ICA's Congress in Vienna in August.

Notice: Important Bylaw Change

At the midyear ACA Board of Regents meeting, the Board discussed a bylaw addition to provide for balancing the annual elections. Currently, both the Secretary and Treasurer are elected in the same year to serve for two year terms. Consequently, at one election three officers are elected, the third being the Vice President-President Elect. At the following year's election, only one officer is elected, the Vice President-President Elect. Correcting this imbalance can provide for a better transition for ACA officers as well as a more balanced approach for the ACA Nominating Committee in finding candidates for offices. Making this change involves a new bylaw to modify the term of office for the Secretary or Treasurer by either extending or shortening the regular term by one year for one term only. After discussion, the current Treasurer offered to

serve one additional year, if the membership approves the bylaw change at the next business meeting in Boston. The Board recommends this course of action and the proposed bylaw is written below. Please contact the ACA President, James Byers, if you have any questions.

The following bylaw amendment shall be added to Article XIV, Transition Provisions:

Section 4: 2005 Election. There will be no election for Treasurer in 2005. The Treasurer elected in 2003 will serve a third year until 2006. An election for Treasurer will be a part of the ACA 2006 elections with the Treasurer elected in 2006, and all future elections, serving a 2 year term. - James Byers, President

“Correcting this imbalance can provide for a better transition for ACA Officers”

New Archival Organization for North America

The International Council of Archives (ICA) is divided up into regional branches. Up to this time, North America has never had a regional branch that could represent its interests. After meetings of the Association of Canadian Archivists in Toronto and the Society of American Archivists in Los Angeles, however, a new North American network was proposed. This virtual network would represent North American archivists within ICA. The following extracts from the organizational statement were considered and passed unanimously by the organizations involved and have been submitted to the ICA for its approval. The Academy has endorsed the statement and the ACA will become part of NAANICA when it is formed.

Organizational Statement of the North American Archival Network of the International Council of Archives (NAANICA):

1. The organization will be known as the North American Archival Network of the International Council of Archives (NAANICA).
2. Membership will be open to all North American Category A members of ICA and to all national and international archival associations based in North America.
3. The objectives of this virtual round table would be fourfold:
 - a. To be a central clearinghouse of ICA information and issues to the North American archival and information management communities;
 - b. To encourage the members to respond to ICA requests for input;
 - c. To make ICA aware of North American information and issues;
 - d. To represent North America in the ICA governing structure.

Results of 2003 Exam

The ACA has an exam that is practice-based. Thus we hope that those who come with the most experience, score best as a group; those with least experience, less well. Again, this year, it would seem that this holds.

Those taking the test for re-certification (and thus representing the longest tenures as archivists) had the highest passing percentage. The provisional group (with a certain kind of archival education but exempt from needing to present any experience) had

“We hope that those who come with the most experience, score best as a group”

a passing percentage lower than the over-all average. Those with some experience (masters + 1, masters + 2) fell between these other two groups.

The few who had taken the test previously also passed with a good percentage. This would conform to the general trend for standardized tests. Most people score better after their first experience taking these kinds of exams.

- Anne P. Diffendal, Regent Exam Dev.

New ACA Directory

If you have not looked at the ACA Website recently, take a look. One of the new additions there is the ACA Directory. It is organized very much like the previous printed edition of the Directory. With the exception of not posting names of those who did not wish to be listed on the Web, it is a complete directory, listing individuals and affiliated institutions.

When the last edition of the directory was due for revision, ACA considered how best to make this revision. The Web version was clearly less expensive than print-

ing 1,000 or so copies and mailing them to the membership. Moreover, having the Directory on the Web provides for an easier update that can be done more frequently than before.

Please try this directory out to see if it works for you. We will appreciate any comments or suggestions that you have to offer.

- James Byers, President

ACA Annual Business Meeting, Luncheon

This year, the Academy will have arrangements that are a little different for our annual business meeting and luncheon. We learned last summer, not long before the SAA Los Angeles Conference that the hotel for the Boston conference this year is the Park Plaza. Most of you who have been to a conference at this hotel know that the banquet space is limited. ACA, and other organizations meeting with SAA, were told that arrangements for their meetings must be made outside the conference hotel. As the saying goes, this presented us with a challenge and an opportunity. First, we needed to find a meeting location that would also serve us lunch. Second, we wanted to locate that space within walking distance from the hotel. Third, we wanted to lower the price for lunch (\$40 in Los Angeles).

We have managed to do all three. After searching the immediate area of the Park Plaza, we selected a restaurant with meeting room space, rather than another hotel.

We are hoping that this will result in a good meal. The restaurant is Maggiano's Little Italy, and the meal they will serve is "family style." There will be more than one entree on the table. Maggiano's is located directly across the street from the hotel, so no one should become lost trying to find it. And finally, we should be able to shave at least \$10 off last year's price, since we are dealing with a restaurant and not a hotel.

I tell you all of this because the Academy is interested in achieving an even more important objective than those already discussed, and that is to have more of you appear at the business luncheon. Please give it some thought, we would like to see as many of you as possible in Boston.

- James Byers, President

Yearly Exam Results: How Did You Score?

<i>Exam</i>	<i>Mean Score</i>	<i>Range</i> <i>(low-high score)</i>	<i>Pass Point</i>	<i>Pass Rate</i>
2003	70.17	43-92	67	69.7% (76 of 109)
2002	70.50	44-93	67	68.3% (69 of 101)
2001	74.41	52-93	66	81.3% (61 of 75)
2000	74.81	53-92	66	85.1% (57 of 67)
1999	79.80	45-92	70	89.8% (53 of 59)
1998	79.34	63-94	70	85.7% (66 of 77)
1997	77.87	57-94	70	91.9% (34 of 37)
1996	73.19	61-90	65	96.2% (25 of 26)
1995	68.79	47-85	70	35.3% (12 of 34)
1994	72.50	49-89	70	62.5% (35 of 56)
1993	76.17	56-93	70	80.0% (32 of 40)
1992	76.97	51-93	70	85.0% (68 of 80)
1991	72.77	43-90	70	69.7% (46 of 66)
1990	72.43	51-85	70	82.8% (29 of 35)
1989	80.95	69-89	70	95.2% (20 of 21)

Who Develops the Exam??

The Examination Development Committee (EDC) is composed of six appointed members, the ACA President, and the Vice-president/President-elect; it is chaired by the Regent for Examination Development. Each appointed member serves a three-year term, with two new appointments each year. Members may not be re-appointed for a consecutive term. The Regent is elected for a two-year term and may not serve for more than two consecutive terms. Members of the EDC may not sit for the exam to maintain their certification for a period of five years following the end of their service on the committee.

The committee has three general duties: exam construction, item-bank maintenance, and new-question writing. The EDC divides its work among the seven domains of archival



practice from the ACA Role Delineation Statement for Professional Archivists. Each of the six appointed members together with the Vice-president/President-elect takes responsibility for one of the domains. The committee meets every spring. From the beginning of December to the date of the meeting, members prepare and circulate to their colleagues recommendations regarding the particular domain for which they are responsible. At the meeting, the group discusses and decides upon these recommendations.

- Anne Diffendal, Regent for Exam Development

Here Anne reads a report while at the Board of Regents Meeting in Washington.

Role Delineation

From its beginnings, the Academy has followed the advice of testing professionals in developing its procedures and practices. Standards for certification testing require that the job analysis (or role delineation, as ACA calls it), upon which the examination is based, be periodically reviewed; and revised, if necessary. Accordingly, on June 19, 2002, President Leon Miller appointed a task force to review the Academy's Role Delineation Statement for Professional Archivists. Chaired by Edie Hedlin, the group also included Thomas Brown, Gregory Hunter, Gerianne Schaad, and Deborah Skaggs.

In its final report of March 2003 the Task Force concluded that the Role Delineation is still "a relevant definition of professional practice and an accurate statement of the tasks and knowledge required to perform core archival work..." and saw "no need to significantly change or rewrite" the document. The Task Force did, however, "update, edit, and otherwise streamline portions of the role delineation to reflect changes in professional practice that have emerged since it was written, to create more consistency in task and knowledge statements, and to bring it into conformity with the SAA Guidelines

for a Graduate Program in Archival Studies."

The final step in the review process consisted of asking archivists to rank the relative importance of each individual task and knowledge statement to their work, and to rank the relative frequency with which they perform a task or use a piece of knowledge. Under the direction of Dr. Holly A. Traver, the Academy's psychometrician, an on-line survey of archivists was conducted in the summer of 2003. She then analyzed the responses for use by the ACA Examination Development Committee.

The results of this survey suggested a change in the weight of the various domains on the 100-question archival certification exam. Previously, the domains of Selection and Acquisition, Arrangement and Description, and Reference were each represented by 20 questions; the four other domains by 10 questions each. Following the most recent survey, all of the seven domains will have equivalent weight on the exam. That is, each will be represented by either 14 or 15 questions. The Examination Development Committee is using these new test specifications to construct the 2004 exam.

The revised Role Delineation for Professional Archivists and a statement of the new test specifications can be found in the *ACA Handbook*. Go to the ACA Website and follow the link.

-Anne Diffendal, Regent for Exam Development

Count Yourself In! Census of Archival Profession

Thanks to a \$247,932 grant funded by the Institute of Museum and Library Services (IMLS), a comprehensive survey of the archival profession will be mailed to U.S. archivists in the Spring of 2004. The goal of A*CENSUS (Archival Census and Education Needs Survey in the U.S.) is to define the universe of archivists currently in the workforce, determine the knowledge and skills they need to do their jobs now and in the future, and provide graduate and continuing education programs with data to support recruitment and training of new archivists.

The project will seek active participation from all archival associations in the U.S., as well as many organizations serving in closely allied fields whose members bear significant responsibility for historical records, including librarians, local historians, records managers, and museum curators.

The working group charged with developing and conducting the census began its deliberations about the scope and nature of this collaborative effort during its first meeting in Chicago, November 14-16. A broad range of archival interests are represented within the working group, including graduate archival education programs, continuing education programs, and the following national and regional organizations: Academy of Certified Archivists, Association of Moving Image Archivists, Conference of Inter-Mountain Archivists, Council of State Historical Records Coordinators, Historically Black Colleges and Universities, Mid-Atlantic Regional Archives Conference, Midwest Archives Conference, National Archives and Records Administration/Modern Archives Institute, National Association of Government Archives and Records Administrators, New England

"The goal ... is to define the universe of archivists currently in the workforce..."

Archivists, Northwest Archivists, Inc., Rare Books and Manuscripts Section of the Association of College and Research Libraries, Society of American Archivists (SAA), Society of American Archivists Diversity Committee, Society of California Archivists, and Society of Southwest Archivists.

The census mailing list consists primarily of membership lists gathered from U.S. archival associations. If you work with archival material but are not a member of a local, state, or regional archival organization, contact the census project manager at acensus@archivists.org, with your name, institutional affiliation, mailing address, email address, and indicate how you heard about the census. Or, if you did not receive the census survey by April 1, 2004, please contact the census project manager at acensus@archivists.org. Archival and allied organizations are encouraged to publicize A*CENSUS in their newsletters, on Web sites, and at conferences because a key goal of the project is to reach anyone who self-identifies as an archivist.

Preliminary reports of the census findings should be available by the time of the Society of American Archivists annual meeting in Boston in August. A more comprehensive final report will be developed later in the year, and the data gathered will be shared broadly with participating organizations and interested individuals in the Spring of 2005. For more information, contact acensus@archivists.org or refer to www.archivists.org.

- Debra Mills Nolan, A*CENSUS Project Manager, 561-745-6812, deb-nolan@aol.com

How Do We Spend Our Time?

The following was extracted from the on-line survey of the ACA "Revised Role Delineation Statement for Professional Archivists," July-September 2003. Practicing archivists were asked to rank from 1 (lowest) to 5 (highest) the importance of each task and knowledge statement to their work, and the frequency with which they performed each task or used each piece of knowledge. Respondents were asked to base their rankings on their current job responsibilities. The total number of respondents were 159, with 102, or 64% being

Certified Archivists and 57, or 36%, not being certified.

Mean Percentage of Time Spent on the Following Activities:

Appraisal/Selection/Acquisition	12.12%
Arrangement and/or Description	19.12%
Reference	21.50%
Preservation	6.13%
Outreach	7.41%
Management	20.11%
Teaching	3.73%
Consulting	3.88%
Other	5.77%

Academy of Certified Archivists

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We're on the Web!

www.certifiedarchivists.org

Calendar 2004

June 1st, 2004 Item-Writing Workshop— deadline to register for the ACA Item-Writing Workshop to be held on August 5, 2004, in Boston, MA. Earn five credits towards archival recertification. There is no fee. Open to Certified Archivists only. Contact Anne P. Diffendal, ACA Regent for Examination Development at adiffendal@alltel.net

August 4th (Wednesday), 2004 Examination held at the Society of American Archivists conference in Boston

August 4th (Wednesday), 2004 All day ACA Board meeting, SAA conference

August 5th (Thursday), 2004 9:00 – 13:00 Item-writing workshop, SAA conference

August 6th (Friday), 2004 12:00 -1:30 Annual General meeting, SAA conference

August 23-29, 2004 International Congress on Archives in Vienna
Approximately 3000 participants are expected. ACA will be there!

**Plan to attend the ACA luncheon at Maggiano's
Little Italy restaurant in Boston, Massachusetts on
Friday, August 6, 2004!**

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Page 6 Brian Hubner; all other photos
by Shelley Sweeney

Correction The last issue was numbered "Issue 45," however it should have been numbered 46. My apologies.

Shelley Sweeney, CA
University of Manitoba Archives & Special
Collections
Secretary and Newsletter Editor

