Academy of Certified Archivists



ACA News

Issue 51

October 2005

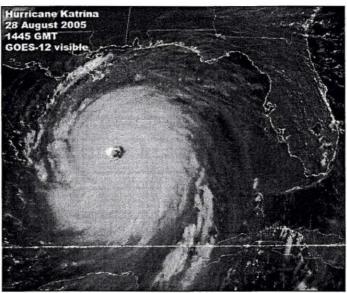
Special points of interest:

- Breaks given to archivists affected by Hurricanes Katrina
 and Rita
- Certified archivists are more likely to be male than the average member of SAA or of the profession as a whole, but are still outnumbered by female counterparts

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ACA responds to Hurricane Katrina



NASA-GSFC, data from NOAA GOES

Because of the suffering and loss by our colleagues and friends living on the Gulf coast devastated by Hurricane Katrina, the Academy of Certified Archivists announces that it will join SAA and NAGARA in endorsing and signing a joint statement recognizing this disaster and the tragic loss. In addition to this statement, the Academy of Certified Archivists has extended emergency member benefits to the Certified

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Anne Diffendal Latest Distinguished Award Winner

Anne P. Diffendal is the recipient of the Academy of Certified Archivists 2005 Distinguished Service Award. The award was presented to Anne at the ACA annual meeting in New Orleans by president Scott Cline. Cline stated that Anne's commitment to the cause of certification manifest itself early with her service on ACA's second board in 1990-1992 and her work with Maygene Daniels and David Gracy on the Policies and Planning Committee. But it is her more recent work as Regent for Examination Development, a position she held for two terms, 2000-2004, that was the focus of those who nominated her for the award.

In their nomination they stated: "Anne made 'best practices' in item writing, test preparation, and exam evaluation a mantra for the ACA Board and Examination Development Committee. She worked diligently to make sure that exam development met the very highest in psychometric standards." One of her supporters cited her many accomplishments as chair of the EDC: "Anne organized and led the Academy's first itemwriting workshops. These allowed Academy members to learn the techniques of item writing and the scientific methodology underpinning test creation. She led the ACA board in implementing the Angoff standard setting procedure for determining pass/fail points...and brought the Academy into compliance with the Continued on Page 2

Hurricane Katrina

Continued from Page 1

Archivists from the Katrina impacted part of the Gulf coast.

The Executive Committee and the Board of Directors of the Academy will waive membership dues for a period of one year for any CA requesting this benefit that lived or worked in the devastated areas of Louisiana. The Board and Officers of the Academy recognize the obstacles facing our members working within the disaster affected area and want to make retaining their CA status easier and simpler. ACA has also authorized the waiver of the one-time ACA membership fee for anyone who took and passed the exam in 2005, and inhabited the area of the Gulf coast devastated by Hurricane Katrina. Eligible ACA candidate must apply for both benefits to the Academy's Headquarters in Albany, New York.

If Hurricane Katrina impacted CAs are due to recertify in 2006 or 2007, the Academy will extend the period of time allowed for accumulating recertification credits by 2 years. If a Certified Archivist living in the affected area is scheduled to recertify in the years 2006 or 2007, he or she may request an extension and submit petitions for recertification in 2008 and 2009, respectively. We appreciate that the ability to travel and participate in professional development activities may be hindered by lack of funds for some time after this disaster and an extension of time to collect credits is a reasonable and proper accommodation.

Lastly, the Academy of Certified

Archivists will donate \$1,000 USD to the Society of Southwest Archivists/Society of American Archivists Emergency Disaster Assistance Grant Fund for the assistance of Katrina impacted archivists and archival materials or facilities.

These funds are a combination of donations and funds held by the ACA.

While these are limited and measured efforts, we hope that they give encouragement to our friends and colleagues who face such difficult times ahead. If you have questions about these benefits to ACA members, please contact Michael Holland, ACA President, at:
HollandM@missouri.edu, or our membership ombudsman Cindy Smolovik, Vice President / President Elect, at: cindy.smolovik@nara.gov.

We would encourage all CAs interested in offering their assistance to impacted archivists and archival materials or facilities to contribute through the Society of Southwest Archivists. Contributions can be made through SSA's website http://www.ssacares.org/; contributions are tax deductible.

Correction

• In the last newsletter #50, under the minutes of the Annual Meeting in Boston, 2004, the following error occurred. On page 7 column 3, under Section 4: 2005 Election David Horn was mistakenly identified as the presenter of the motion regarding the terms of the Treasurer.

Distinguished Recipient Con't from Page 1



Anne Diffendal at the Annual General Meeting in New Orleans

highest psychometric practices.

Anne led the Academy in creating a blue-ribbon Role Delineation Review Task Force to ensure that the Role Delineation conformed to current archival theory and practice. She also led the Academy's efforts to devise and implement an online survey of the archival profession for ranking the Role Delineations task and knowledge statement."

This is only a partial list of Anne's ACA accomplishments, but it reveals how her efforts always addressed the Academy's core values. Any one of Anne's accomplishments would deserve the formal gratitude of the Academy; together, they reveal how one person's initiative and vision can improve an entire profession.

The 2005 Distinguished Service Award Committee was comprised of the President as chair, Vicepresident Mike Holland, and immediate Past President Jim Byers.

-Scott Cline. President

Sharing the Credits: the Recertification of Archivists and Records Managers

Every archivist is a records manager.

Every records manager *is* an archivist.

Therefore, any activity in the administration of archives, and any activity in the management of records, must be accepted for recertification in both CA and CRM programs.

Need I say more? Alas, yes, because there are people who do not yet agree with this mutual recognition of credits. Recently a certified records manager applying for recertification as a CRM was briefly denied credit for attendance at the annual meeting of the Society of American Archivists! Calls were made and the situation was quickly resolved in favor of full credits – but there should never have been any hesitation.

It is easy to prove beyond argumentation that every archivist is a re-

Kentucky has joined MAC, shouldn't you?
Find out at www.midwestarchives.org

cords manager. Archives are defined as "records of continuing value" in the glossaries published by the Society of American Archivists and by ARMA International.

"Management" is doing something — anything. When archivists identify, acquire, review, analyze, process and otherwise provide professional service for their records, they are managing. So it is easy to see that all archivists are records managers. (For reasons that I have never been able to understand, some archivists do not like to identify themselves as records managers or to be so identified by others. This attitude should be examined and discussed carefully, but it is not the subject of this article.)

It might seem to be harder to prove that every records manager is an archivist, but this is just as true as our other proposition.

In any type of organization - business, government, church, school, university – there are "records of continuing value." For example, there are records of the board of directors or board of trustees or whatever entity runs the organization. The records of that entity have continuing administrative value for the organization itself and must be retained for the life of the organization, and they have historical value. Even if there is an archivist in the organization, the records manager must be able to identify records of continuing value, must make sure that those records are created and retained properly, and must be able to work with the archivist (who is

also a records manger) in the disposition of those and other records.

There are no exceptions to these statements: every archivist *is* a records manager, and every records manager *is* an archivist.

Since March 2001 I have been head of the department of archives & manuscripts at the Burns Library of Boston College, and I have spent most of my time working with – and very much enjoying – literary and historical manuscripts. Can I say that a "manuscripts curator" is not only an archivist but also a records manager? Yes.

Many collections of the papers of literary and historical figures contain the records of the many and diverse organizations in which they were active. To appreciate the roles of these figures and to process the resulting records, manuscripts curators must apply the principles of archives administration and records management.

For all people preparing to enter this part of the information professions, training must include theory and practice in archives and other records.

For people who are Certified Archivists (CA) and/or Certified Records Managers (CRM), any professional activity in archives or records management work must be accepted for both recertifications.

I have reviewed applications for recertification: perhaps a hundred for CRM and a few hundred for CA. The guidelines for accepting credits for CA say Continued on Page 4

Sharing Credits

Continued from Page 3

that activities – attending a meeting or conference, etc. – that are records management "... can be included as part of archival activities for credit... but will only be counted if the petitioner also has significant work within the archival domains. The part of this statement starting with "but" should be dropped immediately.

There is no such statement in the guidelines for recertifying as a CRM. When I applied to take the examinations for CRM, my archival work was fully accepted. When, on three occasions, I applied for recertification, all my archival activities were fully accredited. At times my "archival" activities, such as teaching an SAA workshop on introduction to archives, far outnumbered my "records management" credits, but they were fully accepted- as they should have been. Because of this, I was surprised to hear that someone's attendance at SAA was not considered creditable for recert as a CRM.

Reading hundreds of applications for recertification, I have been very favorably impressed by the variety and depth of professional activities of many of the applicants. For some applicants, however, I notice that their activities are in a very narrow range. Not just allowing but also encouraging people to widen their interests, to attend at least a local meeting that is as little outside their usual interests, would be good for the individuals and for the profession. Some people - whether they are CA's or CRM's - have a hard time coming up with the 20 points a year for recertification. Archivists who attend records management meetings and workshops, and vice versa, can grow professionally as they gain points for their program.

Both the ACA and the ICRM exist not to count points and measure activities but to encourage the professional growth of each individual and thus to increase our contributions to the information world.

I don't want to finish this article without stating one of my favorite aphorisms: the principal difference between an archivist and a records manager is the job title.

- David E. Hom, Burns Library, Boston College. Article first printed in *ProfessioNotes: A* Newsletter of the Institute of Certified Records Managers, Spring 2005, pages 8-9.



David Horn, Burns Library, Boston College.

A*CENSUS: Snapshots of Certified Archivists

A certified archivist is more likely to be male than the average member of SAA or of the profession as a whole. Men make up 41.7% of the ACA membership compared to 32.2% of SAA and 34.5% of all respondents to the A*CENSUS.

ACA members have been in the profession 6 years longer than their peers.

The mean year of first archival job is 1984 for certified archivists and 1990 for SAA members and all respondents.

Certified archivists feel more strongly tied to the profession than do others responding to the census. On a scale of 1 (not strong at all) to 7 (very strong), 43% of ACA members indicated that their ties are very strong compared to 29% of SAA members and 22% of the profession at large.

Comparing members of the three groups who entered the profession at the same time, confirms the overall result of stronger ties for certified archivists.

ACA and SAA members show generally similar strength among those with the longest tenures. But there is a greater difference among archivists who have entered the profession more recently, culminating in a 6.0% greater strength of ties reported by ACA members who began their first job between 2000 and 2004 over their peers in SAA.

Compared to their peers, ACA members generally participate more frequently in a wide range of professional activities.

Fully 71% of certified archivists have held an office or leadership position during their careers compared to 51.5% of SAA members and 43.3% of the profession at large.

As with strength of ties to the profession, certified archivists generally show a higher rate of active participation in professional associations no matter when they entered the profession.

Continued on Page 5

ACA Response to Hurricane Rita

Once again our friends and colleagues have been struck by winds and water, this time by Hurricane Rita. The ACA wants to help our members in the disaster area as best we can. Thus the ACA will extend emergency benefits to CAs impacted by Hurricane Rita.

The special benefits granted to survivors of Katrina will be extended to our colleagues in the costal areas of Southwest Louisiana and in the Southeast portion of the Texas coast.

The benefits we are expanding to our colleagues impacted by Hurricane Rita are as follows:

Again, the Academy has agreed to waive membership dues for a period of 1 year for any CA requesting this benefit that lived or worked in the devastated areas. The Board and Officers of the Academy recognize the obstacles facing our members working within the disaster affected area and want to make retaining their CA status easier and simpler. ACA has also authorized the waiver of the one-time ACA membership fee for anyone who took and passed the exam in 2005, and inhabited the area of the Gulf coast devastated by Hurricane Rita. Eligible ACA candidate must apply for both benefits to the Academy's Headquarters in Albany, New York.

If Hurricane Rita impacted CAs are due to recertify in 2006 or 2007, the Academy will extend the period of time allowed for accumulating recertification credits by 2 years. If a Certified Archivist living in the affected area is scheduled to recertify in the years 2006 or 2007, he or she may request an extension and submit petitions for recertification in 2008 and 2009, respectively. We appreciate that the ability to travel and participate in professional development activities may be hindered by lack of funds for some time after this disaster and an extension of time to collect credits is a reasonable and proper accommodation.

- Michael Holland, President 2005-2006

A*Census

Continued from Page 4

Among those beginning their first archival job between 2000 and 2004, 13.9% of ACA members made at least one presentation to a national or international archival association meeting in the last 5 years. The comparable figure for SAA members is 10.1%; for all census respondents, 8.6%.

- Anne Diffendal

For information about and more results from the census project, go to www.archivists.org and click on "A*CENSUS Survey Results."

Dreaming of Examinations

Below is an account of a dream one of our members had recently, of taking the ACA examination. Read on, if you dare...

The Dream

"My subconscious mind created the most bizarre version of the Academy of Certified Archivists exam possible last night. We were running almost an hour late when the exam finally started. There were several people with boom boxes in the room playing their favorite jams at once, and archivist type

ladies were handing out baskets of candy, in addition to the test. There was an air of holiday about the entire scene. When they handed me the exam it was printed on high gloss magazine stock. The first page looked somewhat like an exam, in that there were neat rows of numbered items with two square check boxes beside each item, only instead of questions there were single words there like "Peru" and no instructions as to what I was supposed to do with the word "Peru." Was it True or False? Should I just check a box with an X? To further complicate matters, some of the check boxes had

Continued on Page 8



Member Ann Roberts in a dreamy state

Maintaining Your Archival Certification

Does this sound familiar? You receive a communication from the Regent for Certification Maintenance reminding you that this is the year you need to maintain your archival certification by completing the petition or taking the examination. You have six months to complete the petition, or eight months to prepare for the examination.

You go into panic mode, printing the petition form instructions from the ACA website and stare blankly at the categories in which you can earn credits toward certain recertification. Your eyes glaze over as you fail to remember when the SAA Conference was held in Birmingham, not certain whether it was 2002 or 2003, and worry you may not have sufficient documentation to include your attendance under section B, Education. You then wonder whether yours dues are up-to-date, thus allowing you to claim membership in MAC under "Professional Service." Finally you struggle to recall how many presentations you gave on archival subjects, outside of working hours, that could earn credits under "Professional Participation and Outreach."

Ultimately you find the process to document your credits too daunting, and perhaps feeling unprepared to take examination, you consider the prospect of letting your certification lapse! What is a certified archivists to do?

The phrase "never give up" comes to mind; do not allow any challenge to deter you from preserving your professional status as a certified archi-

vist. Remember full-time archival employment will earn you 40 credits toward the 100 points necessary to maintain your certification, and with some additional research (check websites for dates and places conferences you attended were held; if you're still receiving newsletters and journals your memberships in various professional organizations are likely to be up-todate; personal calendars and planning books should help you determine the dates of talks you gave on archival topics, etc.) you should be able to gather the qualifying archival experience that will substantiate the credit to claim.

And for those of you newly certified, or not due to maintain your certification for two or three years hence, you should begin documenting your professional activities now to avoid unnecessary stress in the future. And to help begin process you will find detailed below tips for keeping a record of your qualifying archival experience, organized to correlate with the Sections on the Petition for Certification Maintenance.

Section A: Qualifying Professional Employment

Have prepared a brief job description(s), including specific documentation of the archival nature of your position, to add to the qualifying archival section of the petition. Keep track of your hours if you are employed less than full-time, and if you are a consultant, record the

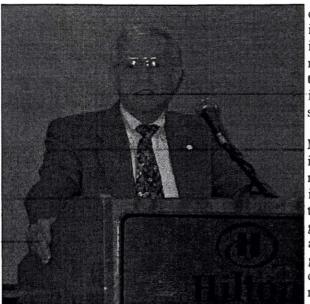
names of the institutions you have served, the nature of the projects and the length of time devoted to each project. If you create an ongoing record of your professional employment you will find it easier to complete section A, and will have your qualifying archival experience documented and ready to attach to your petition.

Section B: Education

To complete this part of the petition you will need a detailed record of those activities and events that have contributed to your ongoing archival education. It is helpful if you maintain a log of all the conferences you attend, identifying the sponsoring organization, the dates of the meetings, the host cities, and specific days you participated in these meetings. For example, SAA, August 15 -20, 2005, New Orleans, LA; attended August 17 – August 20, 2005. Also record any seminars or workshops, etc., in which you participated; in addition to the particulars in terms of dates, places, and days attended, clarify the archival significance of the educational experience, particularly if the title of the event does not reflect



Kristy Sorensen, Shelly Croteau and Mike Holland at the Board meeting, New Orleans, August 17, 2005



James Byers at the Annual General Meeting

Maintaining Certification Continued from Page 6

a clear connection to any of the archival domains.

Section C.: Professional Participation and Outreach

This section recognizes your active involvement in professional conferences and meetings, not merely as attendees but as presenters of professional papers, panel participants, or program chairs. Document these activities by noting the name of the sponsoring organization, the title of the paper you delivered, the name of the program you chaired or the nature of your panel participation. Also record the date the program was held. Similarly if you were a workshop/seminar leader, or copresenter, identify the name of the activity in the dates involved. As always be certain to establish the archival significance of the workshop/institute, especially when it is not clearly evident from the title. Use the same

criteria when describing a semester course in the archival domains that you have taught at an accredited college or university.

Many archivists are involved in local outreach as well, sharing information about their archival programs with diverse audiences. If you give such talks frequently, be sure to record, on a continuing basis, the name of the group or organization you are dress-

ing, the length of the presentation and the archival nature of your topic. These talks are to be given outside of your working hours and are not considered part of your job duties.

Section D: Professional Service

Under this category you can claim credits for your membership in archival organization and for your active participation in these professional societies in a leadership capacity. Make an annual list of the archival organizations (excluding the ACA) in which you maintain membership, making certain to eliminate the names of those groups from your yearly accounting when you discontinue those memberships. Also record any and all leadership activities in archival organizations, from serving as a member of counsel, steering committee, or task force, to assuming the duties of committee chair or executive officer. Make certain to record the years of your service in each category.

Included in this section is an opportunity to document your contributed service to the profession, encompassing any pro bono consulting, or work on an advisory board. Here you need to make detailed notes, describing the nature of the work you performed with attention to its archival significance. Also make certain to document the hours you devoted to the projects or your board service.

Section E: Writing, Publishing, Editing

This section allows you ample opportunity to claim credit for any accomplishments in the area of writing, publishing and editing. In documenting your activities, begin by sorting your publications into those that were peerreviewed, and those that were not, and then determine if those articles/books/ chapters etc., were clearly archival in nature. If not, assess whether the topics you covered were related to the archival domains (history, biography, etc.) in which reference to archival holdings was primary. And remember that any published work or editorial activity that is job-related or part of your professional responsibilities cannot be claimed here for credit. Such activities fall under the category of your qualifying professional employment (see above).

The above guidelines are only suggestions to assist you in documenting your qualifying archival experience. You can maintain the information gathered in a database, or on cards or in a planner, so long as the method works for you. Remember it's never too late to get started, so put down this article and begin now!

— Judy Cetina, Regent for Certification Maintenance

Con't from Page 5 little squares of tissue paper attached at the top only and mostly in shades of purple. Mine seemed to be falling off, while other tiny tissue paper squares remained intact. I couldn't answer a single item on the first page, so I turned to the next. The second page was similar to the first except that it had some very dark flowers in shades of purple printed on the high gloss paper with words hidden among the petals. Upon closer examination I could determine perforation lines around much of the design, as if we were to tear out some of the design as our answer. Other people were done with the exam and I was getting frustrated. They were chatting, some of them were computer surfing, and I was there ready to pull my hair out. People began trying to chat with me. They were offering me hints, but none of it made sense. Three guys came over and sat down quite casually and started talking to me. One of them even pointed to a word and said, "Don't you see? 'Lawyer is to as apple is to cat", or something equally nonsensical. By the end of the dream, I was sobbing and convinced that I had a mental illness. I think this perfectly illustrates my true feelings about taking this test.

The Actual Exam

I took the CA exam yesterday and I have to report that it was much less troublesome than I had anticipated. I think that the sample questions that are given in the study guide all are so lengthy and (in my opinion-overly) complex that I anticipated the entire exam would be so. I expected a forty-page exam booklet with questions in the form of paragraphs and equally complex answers, with remarkably subtle distinctions between each choice in answer, all designed to flummox and confusticate – just like my dream. In reality, 90% of the questions were just straightforward and sim-

ple. Some of them were still tricky, but overall the test itself was a positive experience. It only took me an hour and ten minutes to complete and once I opened up the booklet and looked at the questions, I really breathed a sigh of relief."

-Ann Roberts. Missouri State Archives

The Outcome

Editor's note: Ann passed!

More on Katrina

A New Orleans Courthouse was flooded by two feet of water after Hurricane Katrina had passed. Stephen Bruno, custodian of notarial records for Orleans Parish, discovered that all books on the bottom shelves were soaked. After crews had spent a day and a half pumping out thousands of gallons of water, they removed 60,000 books from the space. Dry volumes were stored in trucks in the parking lot, with wet books loaded into two freezer trucks to be transported to a restoration firm near Chicago. Twenty more trucks of wet documents from around the affected area were going to be sent to Illi-

nois for restoration. Richard Pearce-Moses, president of the Society of American Archivists, was part of a team of archivists who visited three sites in Mississippi including Biloxi, Gulfport and Waveland. This effort was to survey the damage to records held in a variety of buildings. "Records collections were either completely destroyed by the storm surge or were in poor condition because of high humidity that causes mould growth," said Pearce-Moses. The Biloxi Public Library was inundated with water, damaging a valuable collection of historical photographs. The Society of American Archivists has a list of 200 archivists who are willing to donate time to help, but because of problems with accommodation water and food in the affected areas, efforts have had to wait until space and supplies were freed up for volunteers. Staff members from the Mississippi Department of Archives and History were commuting three hours a day each way to try to salvage collections. Faye Phil-

> lips, associate dean of libraries for special collections at Louisiana State University, stated "we really need to get [archival collections] on the radar for future disaster plans. You can buy new library books if you can come up with the

money, but you can't buy new archives."

Based on "Saving History from a Hurricane" by Marilyn Gardner of the *Christian Science Monitor*, September 28/05



Annual General Meeting Attendees, New Orleans





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Left: Katie Dishman, Andy Hempe

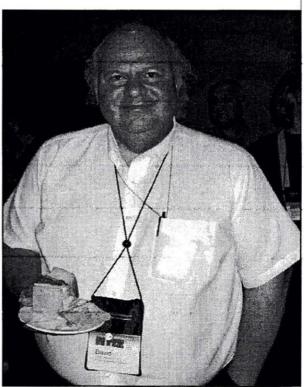




Why are some people in these photos not identified? After carefully recording all names of attendees, my briefcase with the notes was stolen from the conference. My apologies! After the hurricane, it seemed a much smaller matter.

Left: Allaina Howard on the right





David Anderson

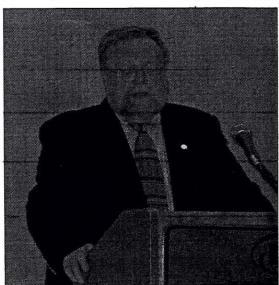


L to r: Traci Drummond, Erin Larimore, Kristy Sorensen, and Brenda Gunn at the meeting



President of ACA for 2004-2005 Scott Cline at the Annual General Meeting

Academy Members at the the Annual General Meeting and Reception at the Riverside Hilton, New Orleans, August 18th, 2005



Vice-President Mike Holland speaks at the Meeting



Monte Kniffen and Sister Mary Francis

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Check out the ACA website at: www.certifiedarchivists.org.

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News and Notes

Obituary: Earl Michael Hennen Jr.

Academy member Earl Michael Hennen Jr., 46, died August 16, 2005, at his home. Earl attended the University of Mississippi and graduated in 1981. From there he worked at the Mississippi Museum of Natural Science for a year before joining the Mississippi Department of Archives and History. Earl worked with government records for five years before being appointed in 1985 as Curator of Manuscripts, a position he held until his time of death. He was a member of the Academy's class of 1989 and had served on the Board of Directors and as president of the Society of Mississippi Archivists.

Burckel Retires

Nicholas C. Burckel, Dean of Libraries and associate professor of history at Marquette U., has announced his retirement effective December 2005. Before joining Marquette ten years ago, Dr. Burckel was the associate dean of libraries at Washington U. in St. Louis. Burckel's career as library administrator, archivist, and historian included serving as fellow and president of SAA, president of the Midwest Archives Conference, Board of Regents and committee member of the Academy of Certified Archivists, and two-term presidential appointee to the National Historical Publications and Records Commission, Burckel is the editor or co-author of six books. more than a dozen articles, and 100 reviews in archival, library, and history journals. In 2002, he received the Distinguished Alumnus

Award from the U. of Wisconsin—Milwaukee and in 2003 he received the Wisconsin Library Association's Librarian of the Year Award.

Joe Ciccone New Editor!

Joe Ciccone will be the next newsletter editor of the ACA News. Joe worked as Corporate Archivist for Merck & Co., Inc. from 1998–2003. Since that time he has been freelancing. He has edited the Archivists Round Table of Metropolitan New York (ART) Metropolitan Archivist for four years. Please contact Joe at cicconej2@yahoo.com or P.O. Box 5070, Somerset, New Jersey, 08875-5070 with any news.

- Shelley Sweeney, Outgoing Editor

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