



ACA News

The Newsletter of the Academy of Certified Archivists

Issue 55

Fall 2006

President's Message

Cindy Smolovik

National Archives and Records Administration
Southwest Region



As President, I welcome all of you who are new members. Let me also take this opportunity to thank all of our members for the support you have shown through your membership, certification maintenance, and assistance to prospective members, plus promoting certification when an opportunity arises. When the occasion arises that the Academy asks for assistance from you, we never fail to get a positive and sometimes overwhelming response. I consider this nothing short of amazing, and, believe me, the Officers and Board of Regents appreciate this more than we can ever possibly convey.

This summer, the Academy held its Annual Meeting and reception in conjunction with the Society of American Archivists annual meeting in Washington, D.C. For the second time the format of a reception was used in lieu of a 'sit down' meal. The reception provides a greater opportunity for visiting among ourselves as well as a less formal, maybe even less intimidating atmosphere, for non-members to join us. The feedback for the past two years has been positive, so it is my intention to continue this format at next year's meeting in Chicago. I invite as many of you who are able to come to Chicago to join us.

At the Annual Meeting ACA presented Elizabeth Adkins and Jim Byers with the Distinguished Service

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2006 Distinguished Service Awards



Elizabeth Adkins
ACA President (1995-1996)
Vice President (1992-1995)

On August 3rd, 2006, during the Annual Meeting of the Academy of Certified Archivists, Distinguished Services Awards were presented to Elizabeth Adkins and James Byers. Portions of the remarks made by ACA President Cindy Smolovik on the occasion are reprinted below. More information about the two award winners is available at the ACA website: <http://www.certifiedarchivists.org/html/distinguishedservice.html>



James Byers
ACA President (2003-2004)
Vice President (2002-2003)
Treasurer (1997-1999)

Almost 15 years ago in her first term as ACA Vice President (1992-1994), Elizabeth Adkins and the officers and regents of the Academy faced a serious fiscal crisis that had potentially fatal consequences for the Academy. Elizabeth and, as she termed it, her “other two co-conspirators,” Treasurer Carla Summers and Regent Claudette John, began work on an initiative to put the Academy on a firmer fiscal foundation.

The only funds in the ACA treasury in 1992 came from the one-time collection of induction fees from the class of 1989 and the induction fees of the limited number of new members joining the Academy through examination. While we did not have annual dues, income was collected on a five-year, recertification cycle. These factors contributed to the root cause of the fiscal crises - no predictable annual budget.

As first-term Vice President, Elizabeth, with the help of her “co-conspirators,” agreed that they had to work to move the Academy to a sounder financial foundation or face insolvency. Elizabeth

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The Academy changed from a 5-year income cycle to an annual income cycle before Jim Byers became Treasurer. However, the new cycle went into effect just after Jim took office. Academy funds were still exceptionally low when Jim took office as the full impact of annual dues collection on the Academy treasury had not yet been felt. The treasury, in 1997-1998, was capable of covering expenses, but not of providing for the development of proactive programs, operating reserves, or money to invest as per Elizabeth Adkins’ prior proposal. At its lowest point the net assets of the Academy were about \$22,000 - \$25,000.

Jim’s greatest contribution to the Academy was to, as he puts it, “simply raise a flag, point at all of the numbers, and explain how long we had before we were out of money.” His analysis and hard work in projecting fiscal scenarios and proposing remedial actions were keys to saving the Academy from financial calamity and helping it bridge the gap between unpredictable income streams and a stable and routine dues-generated income. It was

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Elizabeth Adkins - Distinguished Service Award Winner

proposed to the Board and then to the membership that ACA assess all Certified Archivists annual dues. In preparation for facing the membership with the proposal, they worked on a position paper on income and dues, trying to anticipate every objection.

At the Annual Meeting in August of 1994, Elizabeth made the proposal to the membership that all Certified Archivists pay yearly dues to the Academy. The ACA membership, according to Carla Summers, was quite forward thinking and approved the dues initiative without a fight. It was an important moment. After that, ACA income came close to covering expenditures. According to Carla, "Elizabeth was the leader who made it possible. She also was instrumental in implementing an investment strategy for ACA."

When Elizabeth was notified of her selection to receive the Distinguished Service Award from ACA, her first comment was that she was not alone in spearheading the initiative, her colleagues were every bit as noteworthy as was she. Thus the ACA would like to recognize and congratulate Carla Summers and Claudette John for their contributions to the survival of the organization. Elizabeth also wryly observed that, "it is gratifying, but one would think a somewhat dubious honor to be remembered for instituting dues! I am very pleased to receive the news."

The Board of Regents is now accepting nominations for the 2007 Distinguished Service Award. Please send your nomination, including reasons why you think the person should receive the award, to cindy.smolovik@nara.gov

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James Byers - Distinguished Service Award Winner

largely due to Jim's patience and communication skills that the Board fully recognized the financial situation and resolved to make drastic business changes; Jim proposed draconian measures for cost cutting and expenditure restriction. Travel reimbursements for board members were significantly cut and employing institutions or individuals were asked to pick up more of the cost of attending the two annual meetings each year. "I think that most people on the Board," stated Jim, "were sufficiently concerned that no one really made a serious suggestion to spend any additional funds until I left office." "By then," he continued, "funding from annual dues had stabilized the budget and we could consider other expenditures. After that, the ACA financial situation turned around and the Academy developed into a solidly solvent organization and it is likely to remain so in the future."

Jim Byers is also worthy of this citation not only because he was a capable and able president but because he made personal sacrifices during a vacation to Italy and delivered a paper on behalf of the Academy to the VII European Conference on Archives in Warsaw, Poland in May of 2006 .

Editor's note: Excerpts from Jim Byers' presentation at the VII European Conference on Archives in 2006 will be available in a future issue of *ACA News*.

Upcoming locations for the Annual Meetings of the Academy of Certified Archivist

August 2007 -- Chicago, Illinois

August 2008 -- San Francisco, California

August 2009 -- Austin, Texas

President's Message

(Continued from page 1)

Award. There is more information about these two wonderful individuals who have given the Academy so much leadership, courage and valuable time in this issue and on the website. Also at the business meeting ACA reported that we are once again looking forward to increases in our membership levels. We continued the trend of having over one hundred people take the exam. As noted in the previous issue of *ACA News*, the Outreach Task Force created by past-President Michael Holland and chaired by Judy Cetina (now ACA Vice-President) submitted its comprehensive report to the board. Laura McLemore, Regent for Outreach, and I will be working with Judy to ensure that the ideas and needs identified by the task force do not just sit on the shelf. As part of this effort, this newsletter and the website are constantly striving to give you, our members, the information you need for your own certification as well as information you need to answer questions you are asked about the Academy. Soon there will be a brief power point presentation posted on the website for members to use when asked to give presentations about certification. Because the exhibit boards have been so popular, the Academy has purchased an additional board which you may request to borrow for professional meetings.

In conclusion, I am happy to report that our financial status is very sound. The major part of ACA expenses goes towards creating and maintaining the exam item bank, ensuring its security and integrity, exam administration, and administering to the needs of our members through certification maintenance. The Academy is aided in this by our 'home office', that is, the services of Capitol Hill Management Services in Albany and the incomparable Steve Grandin.

The Academy, is one of the most vibrant organizations I have ever had the pleasure of serving. I believe this is because our members believe in what the Academy stands for plus the fact that certification is a personal decision and personal commitment. It is my honor to humbly serve ACA.

Cindy Smolovik, President, ACA

Meeting minutes from the 2006 Annual Meeting held in Washington, D.C., will be available on the Academy of Certified Archivists website: <http://www.certifiedarchivists.org/boardinfo/index.html>

Certification Examination 2006

The results of the 2006 Certification Exam are in.

95 of the 124 Exam Candidates
passed the examination.

Names of the newly certified archivists will be available later in the year on the ACA website
(<http://www.certifiedarchivists.org/>)

Congratulations to all!

Certification Examination 2007

The 2007 Certification Exam will be held
August 29th at the following locations:

Chicago, IL (SAA site) • Worcester, MA
Baton Rouge, LA • Denver, CO • Los Angeles, CA

**Deadline for the 2007 examination application is
May 15, 2007**

Officers and Board News

President (2006-07)	Cindy Smolovik NARA Southwest Region
Vice-President/ President-Elect (2006-07)	Judy Cetina Cuyahoga County (Ohio) Archives
Treasurer (2006-08)	Richard H. Dickerson University of Houston Libraries
Secretary (2005-07)	Lynn Smith Herbert Hoover Presidential Library
Regent for Examination Administration (2005-07)	Connell B. Gallagher
Regent for Examination Development (2006-08)	Brenda Gunn Center for American History
Regent for Certification Maintenance (2005-07)	Shelly Croteau Missouri State Archives
Regent for Outreach (2006-08)	Laura H. McLemore Noel Memorial Library Louisiana State University- Shreveport
Immediate Past President & Regent for Nominations (2005-06)	Michael Holland University Archives University of Missouri- Columbia
Chair, Nominating Committee (2006-07)	Kristy Sorensen Austin Presbyterian Theological Seminary

Contact information for the Officers and Regents is available on the ACA website (www.certifiedarchivists.org/html/contacta.html).

Notes from the Vice President

Judith Cetina

Archivist
Cuyahoga County (Ohio) Archives

On August 3, 2006, at the Annual Meeting of the ACA in Washington, D.C., I assumed the reins of Vice President; and began my year of training for the presidency of the organization. And so, in the words of another second in command, Spiro Agnew, I will now take a rather unusual step for a Vice President and “say something” about my responsibilities in this article. My year as ACA VP marks a period of observation and apprenticeship; and thus I appreciate the comment of former Vice President J. Danforth Quayle who said “one word sums up probably the responsibility of any Vice President, and that one word is ‘to be prepared.’”

It is crucial for the Vice President to be ready for the duties that lie ahead, including becoming acquainted with all aspects of the certification process. And while, as a former Regent, I am familiar with maintaining one’s status as a certified archivist by petition, I have much to learn about the archival certification examination. Thus I look forward to serving on the Examination Development Committee (EDC), and joining with my colleagues next March in Fort Worth, Texas. But participation on this committee involves far more than attending a meeting; and I have already been assigned to Domain Number Five: Outreach, Public Relations and Advocacy, and begun to

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Notes from the Vice President

review some of the recommended readings for this area. The EDC evaluates, monitors, and oversees “periodic revision of the examination for certified archivist to ensure its accuracy, comprehensiveness, and appropriateness, and of other documents and procedures relating to development and revision of the examination.” And all of our work will be conducted under the capable leadership of Brenda Gunn, Regent for Exam Development.

As Vice President, Spring will be a particularly busy time for me as I also assume the responsibility of reviewing applications, due by May 15, 2007, to take the exam. I am eager to participate in this process as well, and will rely on the sage advice of Connell B. Gallagher, Regent for Exam Administration, to make sound decisions.

Although the Treasurer, Dick Dickerson, is the primary fiscal officer—the Academy is good hands with him at the helm—as Vice President, I head the Finance Committee, a body that is charged with advising the Treasurer on matters involving financial policy and management, budget planning, investment, and audit requirements and results. With certificates of deposit coming due during the month of October, as an example,

the Finance Committee must consider investing in those financial instruments that will provide good stewardship for the funds entrusted to ACA.

By the beginning of June then, some two months before I accept the mantle of President, I will have become familiar with the development of the examination as well as knowledgeable about those archivists who will be sitting for the exam. And my work on the Finance Committee will have provided

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Report of the Treasurer

Richard Dickerson

University Archivist
Special Collections
University of Houston Libraries

- The finances of the Academy continue to be in excellent shape. We have healthy checking and money market accounts for budgeted expenditures, CD’s for an operating reserve, and an excellent investment reserve that includes stock accounts with a brokerage firm.
- All four of our CD’s mature within a year and the funds will be reinvested at greater yield.
- All bank accounts are in the process of being moved to First Niagara in Albany, N.Y.
- The arrangement to have Capitol Hill Management take care of our routine banking and bookkeeping needs continues to be very successful. We appreciate the good job being done by Steve Grandin, Leigh-Ann DeLude and the rest of the Caphill staff. Many thanks.

N E A

New England Archivists

TAKING THE PAST INTO THE FUTURE

www.newenglandarchivists.org

Roger M. Dahl - Archivist of the National Bahá'í Archives, United States Wilmette/Evanston, Illinois



by Linda Hocking

Roger Dahl began his archival career at the Virginia State Archives in Richmond, VA. He credits F. Gerald Ham, with whom he trained in graduate school, with helping him find employment there. While in Richmond, Dahl organized the Washington, D.C., Bahá'í Archives. This led to his current position as the first full-time professional archivist at the National Bahá'í Archives. The Archives was established by the National Spiritual Assembly of the Bahá'ís of the United States, the national administrative body for the Bahá'í Faith in the United States.

Dahl first sought certification in 1989, and has

since recertified by both petition and exam. At the time of his initial certification, he had been at the National Bahá'í Archives for 15 years, and went through the process more to help the profession than to alter his career. Calling it

“a valuable process for new archivists to go through” and noting that the exam covers important areas, Dahl also suggests room for improvement. “The problem is that the real life situation of many archivists, especially those in charge of archives that are part of larger institutions, does not always allow strict conformity to archival ideals and ethics. One may have to make adjustments to one’s archival policies (such as in

acquisitions or access) to allow for the concerns of the parent organization. A couple of the questions did not seem to allow for this flexibility.”

Dahl is familiar with difficulties faced by archivists within larger institutions. He has one assistant under his supervision and many responsibilities. His job duties include advocating for the archives within the larger institution and planning for future needs and demands the archives will face. One challenge is to find a balance between the varied tasks, which include

acquisitions, processing, reference, preservation, public programming, and training for other local and national Bahá'í archives. He does all of this with a limited budget and a space that has been modified for its purpose rather than created as an archives.

Academy Profile

This feature profiles members of the Academy of Certified Archivists. If you would like to suggest someone to be featured, or if you yourself would like to appear in the column, please contact:

Linda Hocking

archivist@litchfieldhistoricalsociety.org.

A large variety of material formats adds another challenge. Likening the repository to a historical society, he said, “We have been actively collecting personal papers, although our largest volume is the institutional records of the National Spiritual Assembly and its agencies. But the

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Notes from the Vice President

me with a detailed view of the Academy's fiscal health. But being Vice President also allows me an opportunity to keep my hand on the pulse of the Academy's membership in the capacity of ombudsman; answering inquiries, referring certified archivists to the officer or regent who can best respond to their question, or examining at length those issues on the minds of ACA members and bringing them to the attention of the Board. I also monitor the Archives and Archivists Listserv to identify those matters that pertain to archival certification.

But one not only learns by experience but by mentorship as well; and I am so grateful to have the expert guidance of current President Cindy Smolovik as she helps to prepare me for my presidential year. Her leadership will serve as an excellent model for me to follow. I also offer my appreciation to Dr. Shelly Croteau, Regent for Certification Maintenance, and Dr. Laura

McLemore, Regent for Outreach, for sharing with me their knowledge and experience. Finally, special thanks to Regent for Nominations, and past ACA President, Michael Holland for his encouragement, support, and dedication to the Academy.

Please feel free to contact me with any ACA related questions or issues; and I will look forward to seeing all of you in August 2007.

Report of Regent for Outreach

Laura McLemore

Archivist

Noel Memorial Library

Louisiana State University-Shreveport

ACA Outreach tried something new at SAA in Washington, D.C., this year: the ACA table was set up in the registration area instead of a booth in the exhibit hall. This gave the Academy the advantage of being accessible throughout the meeting from

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Upcoming ACA Events - 2007

March 9 - 11	MID-WINTER MEETING NARA-Southwest Region Ft. Worth, Texas
March 9 - 10	Exam Development Committee
March 11	Board Meeting
August 27 - September 2	ANNUAL MEETING (In conjunction with SAA Meeting) Chicago, Illinois

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Report of the Regent for Outreach

Wednesday through Saturday. ACA members made the table a success. As in the past, a large number of certified archivists volunteered their time to sit at the ACA table and answer questions. Special thanks go to Leah Prescott, Myra O’Canna, Taffey Hall, Audrey Newcomer, Joe Laframboise, Fran Jones, Mary Elizabeth Ruwell, Laura Anderson, Arel Lucas, Diane Wells, Erin Lawrimore, Martha Crawley, Judith Kearney, Dianne Brown, Wes Wilson, Dick Dickerson, Shelly Croteau, and Jamie Myler as well as to others who assisted spontaneously. Without them, the ACA table would not have been the successful experiment that it was. It was so successful that ACA plans to have its table at the registration area in the future.

Also new at SAA in Washington, D.C., this year was an open forum on certification. Several of this year’s examinees attended as well as certified archivists and the just plain curious. Since it was scheduled on the day following the exam, the forum provided an opportunity to discuss the certification exam and certification maintenance.

During the meeting in Washington, D.C., several people inquired about replacing lost ACA pins. Anyone who would like a replacement pin should contact the Regent for Outreach, Laura.McLemore@lsus.edu, even if they made a request at SAA. The cost for replacement pins is \$5.00.

Fall is a busy time for ACA outreach. Presentation materials have gone out to the Triennial

Conference of Archivists of Congregations of Women Religious in Ft. Mitchell, Kentucky, the MAC Fall Symposium, the New England Archivists fall meeting, the MARAC fall meeting, and the Tennessee Archivists fall meeting.

Additional text and graphics have been added to the traveling displays. A third traveling display has been purchased and will be ready to go to spring regional meetings. In

response to several requests, ACA now has complimentary pencils with the ACA logo and web address to distribute at meetings.

ACA has updated the Employer’s brochure and now has a fresh supply of those available. In the coming months, ACA Outreach will be contacting chapters of the Society of Human Resources Managers regarding exhibiting or distributing materials on certification at SHRM meetings in March and April of 2007. Anyone needing materials for a presentation is encouraged to contact the Regent for Outreach.

During 2007, Outreach will focus on specific portions of the Outreach Task Force report. These will include: updates to the Speaker’s Bureau to include templates for program sessions and the names of certified archivists willing to make presentations to interested groups; expanding ACA’s presence to ALA, state library association meetings, and SHRM meetings; and contacting SAA student chapters to draw attention to information available on the ACA website. There is always a need for volunteers to represent ACA at these events. Individual members are the Academy’s best and most effective ambassadors.

Also new at SAA in Washington, D.C., this year was an open forum on certification.



Call for Nominations

The ACA Nominating Committee is accepting nominations for the 2006 ballot.

The open positions are:

- Vice President/President-Elect
- Secretary
- Regent for Exam Administration
- Regent for Certification Maintenance
- Nominating Committee member

Take advantage of this chance to serve the archival community and your professional organization! Self-nominations are accepted and encouraged. Any questions about position duties or other electoral matters can be addressed to:

Kristy Sorensen
Nominating Committee Chair
kristykay22@gmail.com

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Academy Profile - Roger Dahl

Archives also has a large photograph collection, audio tapes, video tapes, motion picture film, architectural drawings, artifacts and art work. We also found ourselves with the responsibility for a large reference library which is unusual.”

One reward the job offers Dahl is seeing the information preserved in the National Bahá'í Archives referenced in published works and acknowledgements. Additionally, Dahl's love of history and proximity to valuable historical

evidence has motivated him to write and deliver papers of his own. He has contributed to publications such as *Community Histories* and *The Journal of Bahá'í Studies*, and is currently working on a biography of Robert Turner, the first African American member of the Bahá'í faith.

For more information about the National Bahá'í Archives, please visit their Web site at <http://www.bahai.us/national-bahai-archives>.

Linda Hocking is the Curator of Library and Archives at the Litchfield Historical Society in Litchfield, Connecticut.



RESOLUTION OF COMMENDATION

WHEREAS, the Academy of Certified Archivists moved quickly in the aftermath of Hurricanes Katrina and Rita to extend emergency support to Certified Archivists in the devastated areas in many ways; and

WHEREAS, the Academy of Certified Archivists collaborated with the Society of American Archivists and the National Association of Government Archives and Records Administrators to draft, endorse, sign, and publish a joint statement recognizing the extent of the disaster and the tragic losses that ensued; and

WHEREAS, the Academy of Certified Archivists graciously waived annual dues for one year for any Certified Archivist living or working in the devastated areas; and

WHEREAS, the Academy of Certified Archivists waived its one-time membership fee for any person living in the devastated areas who passed the Archival Certification Examination in 2005; and

WHEREAS, the Academy of Certified Archivists extended by two years the time allowed for accumulating archival recertification credits for any archivists in the devastated areas and due to recertify in 2006 or 2007;

NOW THEREFORE BE IT RESOLVED,

That on this twentieth day of September, 2006, the members of the Greater New Orleans Archivists hereby highly commend and offer their deepest appreciation to

THE ACADEMY OF CERTIFIED ARCHIVISTS

whose actions in the wakes of Hurricanes Katrina and Rita demonstrated a caring and concern for their colleagues and a commitment to their profession, thereby portraying archivists in the highest possible light and bringing increased respect to the archival profession as a whole.

BE IT FURTHER RESOLVED,

That a copy of this **Resolution of Commendation** be entered into the permanent minutes of the Greater New Orleans Archivists; and

That a copy of this **Resolution of Commendation** be forwarded to the Academy of Certified Archivists Secretariat.

Passed and adopted by acclamation this twentieth day of September, 2006.

Leon C. Miller, *president*

Lester Sullivan, *secretary*

GREATER NEW ORLEANS ARCHIVISTS

A reproduction of the *Resolution of Commendation* presented by the Greater New Orleans Archivists to the Academy of Certified Archivists on September 20th, 2006 for its actions in response to the devastation caused by hurricanes Katrina and Rita in 2005.

Editor's Endpaper

Beginning with this issue, *ACA News* will be under the direction of a new editor, as Anselm Huelsbergen replaces Joseph Ciccone. It should be noted that much of Issue 55 is the result of ideas developed by Joe Ciccone and the new editor is grateful to him both for his planning and for his hard work. On behalf of the entire Academy, a heartfelt 'thank-you' goes out to Joe!

As editor of *ACA News* I plan to continue the tradition of providing a useful organ for the Academy's elected leaders to communicate to the members about the state of the Academy, its direction, and its future. I hope that all current and future Officers and Regents will make use of the newsletter to that end.

In addition, I hope that the membership will also play a role in *ACA News* by suggesting topics of interest and importance (e.g., certification maintenance, meetings, outreach) for the newsletter to address.

Finally, I hope that new features such as "Academy Profile," which debuted in this issue (see page 7), will allow *ACA News* to contribute to a greater awareness of the striking variety and opportunities to be found in our chosen careers as archivists.

Sincerely,
Anselm Huelsbergen

In Remembrance

Monroe King, a member of the Academy's original class of 1989, passed away August 18th, 2006. A long time resident of Georgia, King was well-known for his research on the inventor of Coca-Cola, John Stith Pemberton. Examples of King's work can be found in the New Georgia Encyclopedia entry for Pemberton (www.georgiaencyclopedia.com/nge/Article.jsp?id=h-2747) as well as his 1987 article, "Dr. John S. Pemberton: Originator of Coca-Cola," in *Pharmacy in History* (Vol. 29, No. 2, pp 85-89).

Please send any comments, ideas, or suggestions about *ACA News* to:

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