



# ACA News

The Newsletter of the Academy of Certified Archivists

Issue 63

Fall 2008

## President's Message

Martin L. Levitt, PhD, CA

American Philosophical Society  
Philadelphia, Pennsylvania



## 20 Years and 1,000 Members: The Academy in 2009

Let me begin by repeating a few of the remarks I made in San Francisco, for those who might have missed that meeting. In my report to the Board at our spring meeting in Cleveland, I invoked the appraisal of John Nance Garner, the 32<sup>nd</sup> Vice President of the United States, who once remarked that assuming the duties of the vice presidency was “the worst damn fool mistake I ever made.” I called him a cranky guy. In a related just-for-fun historical correlation I noted that as Judy Cetina concluded her splendid year as the 16<sup>th</sup> President of ACA, she shared a happy numerical coincidence of order with none other than Abraham Lincoln, 16<sup>th</sup> President of the United States. Thus, I have the honor to succeed Judy and have become the 17<sup>th</sup> President of ACA. The 17<sup>th</sup> U.S. President was of course Andrew Johnson, who, it is rather universally agreed, was among the worst presidents ever to hold the office. It might give the superstitious pause. But Johnson once remarked that “it's a damn poor mind that can only think of one way to spell a word.” So even the worst of leaders can have inspiring thawts! Perhaps there is hope for me.

This year promises to be an exciting one for the Academy. We face several challenges, and not a few opportunities. Here are just some of

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Academy of Certified Archivists  
90 State Street, Suite 1009  
Albany, NY 12207  
Phone: (518) 463-8644  
Fax: (518) 463-8656  
[www.certifiedarchivists.org](http://www.certifiedarchivists.org)

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## President's Message

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the developments and initiatives underway that the membership may want to know about:

1. **Celebration: 20 Years, 1,000 Members!** The Academy is planning a celebration in Austin at our Annual Meeting, the theme of which will be **20 Years, and 1,000 Members**. The Board and officers of the Academy are hard at work raising funds so that we can have a wonderful celebration of these milestone events—completely paid for by generous corporate and private support. The party will be sufficiently big and complex that planning for it requires a separate Task Force, and I am pleased to announce that the indefatigable Past President of the Academy, Jane Nokes, CA, has agreed to chair the Task Force. I think it is safe to say there will be a special presence for the Academy in Austin—more, perhaps, than is typical at an SAA/ACA meeting—and while we will take time to reflect more thoughtfully on the current state of the Academy (more about this later), we certainly intend to enjoy the opportunity to commemorate this remarkable moment in our history.

2. **Executive Advisors.** The Academy is rich with a superb pool of executive expertise, and I am pleased to announce I have created an Advisory Board consisting of the past six Academy Presidents, and the President-Elect—that is, Presidents Judy Cetina, CA, Cindy Smolovik, CA, Michael Holland, CA, Scott Cline, CA, James Byers, CA, and Jane Nokes, plus President-Elect Michael Bullington, CA. The continuity of the Academy is better served by this veritable think tank, and the collective wisdom already arising

from this advisory group has been invaluable to me. This is a new and extraordinary resource for the Academy, and because of it the ACA's leadership is better informed and can bring more wisdom to bear on the issues that challenge us. However, rest assured this advisory group is just that—a group of advisors—and your elected Board and officers remain unchanged as the executive and policy-making leadership of the Academy.

3. **Records Management.** Past President Cindy Smolovik continues to lead the Task Force on Records Management to insure that our own bureaucracy schedules its records for proper disposition and that records of enduring value are regularly transferred to our archival repository at the University of Wisconsin-Milwaukee. This work is particularly invaluable and essential in that we have learned that corporate memory can be short in our volunteer organization, and understanding the work and policies established by our predecessors is naturally improved by sound records management. We anticipate the records management procedures will be adopted by the Board in 2009. Kudos to Past President Cindy Smolovik, who is, and has been, a stalwart for the Academy.

4. **Scholarship.** While 20/1,000 is a celebratory moment, it is also a moment for serious reflection. I have asked Past President Scott Cline to invite some of the best-known ACA Presidents (and those who are especially well-placed to reflect on the origins of the Academy and its future) to consider an SAA session that will assess the state of the Academy, even as we celebrate our milestone year. As I write this, a session proposal is under construction, and I hope we will have an

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## President's Message

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opportunity to reflect on this moment in the history of the Academy and assess its present strengths, weaknesses, and opportunities.

**5. Cooperation.** The Society of American Archivists is investigating the issue of accreditation of archival education programs, and the Academy has offered to participate and collaborate with the SAA in any way we can. It is our thinking that there is nothing mutually exclusive about the idea of accreditation of programs and certification, and it is in the best interest of the profession to strengthen and support archival education. Much of our thinking has been informed by Past President James Byers and others on the Advisory Board, who have been instrumental in helping the Academy begin the process of articulating the best way for our talks to be productive. I hope to have more to report on this front as the process moves ahead.

**6. Role Delineation Statement Review Task Force.** The Academy's Role Delineation Statement (RDS) is at the very heart of the Academy's business. From it arises the examination, and of equal importance, it is in fact an essential review of the knowledge and skills that are considered essential for a minimally qualified archivist. To insure that it reflects best practice and standards of an evolving profession, the RDS must be kept up to date, and under the presidency of Judy Cetina, the Board passed a resolution that the RDS should be routinely reviewed. The work of the RDS Review Task Force is now underway, under the excellent direction and guidance of Past President Cindy Smolovik.

**7. Web Site Renovation.** The Academy's web site is vital to how we conduct our business. Many of our key documents, such as the application for the exam, certification maintenance forms, and the *Candidate's Handbook* are located there. Moreover, the site is rich with helpful instructions, suggestions for prospective CAs, and FAQs. As such, our web site must be well-maintained and continue to be informative and useful. It must be easily navigated, and we must remain vigilant that the content of the web site is current. Our Regent for Outreach, Todd M. Gilliom, CA, and our Web Master, Jordon Steele, CA, are hard at work on a plan to renovate our site, and we hope to have a new and improved web site on-line in 2009.

**8. Budget.** Finally, I need not remind archivists that these are days of economic turmoil. The Academy, under the stewardship of Past Treasurer Dick Dickerson, CA, and the Finance Committee, spent long hours in San Francisco in special session to develop and present to the membership a balanced budget for the Academy. This we did, though it required some selective and difficult reductions in expenditures for elective projects. However, we were determined to keep the Academy on sound—and balanced—economic ground, with a reasonable reserve, and to hew closely to our solid plan for financial sustainability.

I cannot end this rather lengthy laundry list without mentioning the extraordinary Board with which this Academy is blessed. Our officers are conscientious to a fault, as is our Secretariat. While I will not name each of them individually I will single out a few for special praise: The records of the Academy are impeccably kept by Secretary Shelly Kelly, CA, and her minutes are a model of

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## President's Message

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accuracy. I could learn a thing or two about brevity from Shelly. Regent for Examination Administration Connell Gallagher, CA, has an extraordinary command of his duties and has taken on several tangential issues with thoughtfulness and with great success. Shelly Croteau, CA, our Regent for Examination Maintenance, operates her division of the Academy with a steady and patient hand, and I have heard so many good things from our members about how she has improved the certification maintenance process, it is remarkable—and humbling. It is a reflection of the hard work of the Nominating Committee that keeps the Board populated with such leaders—and indeed, the good common sense of the membership of the Academy that elects them to office.

It is truly a pleasure and an honor to serve as ACA President, and to serve with this extraordinary Board. I look forward especially to celebrating with all of you the 20<sup>th</sup> anniversary of our founding and welcoming our 1,000<sup>th</sup> member in Austin. Please make your plans to be there and help us to mark these milestones in our history. In the meantime, best regards to each of you from your Academy.

Martin L. Levitt, PhD, CA  
President  
Academy of Certified Archivists

Upcoming locations for the  
Annual Meeting of the  
Academy of Certified Archivists

August 12th - 13th, 2009 — Austin, TX

August 11th - 12th, 2010 — Washington, DC

## ACA BOARD EXPANDS EMERITUS CATEGORY

By Connell B. Gallagher, CA Emeritus

Cindy Smolovik, CA, and I wrote an article for the spring 2008 *ACA News* (Issue 61) describing the new, expanded Emeritus category for archivists who wished to become “Emeritus” because they retired from archival work even though they were still working full-time in another capacity. The Board approved the following resolution in August:

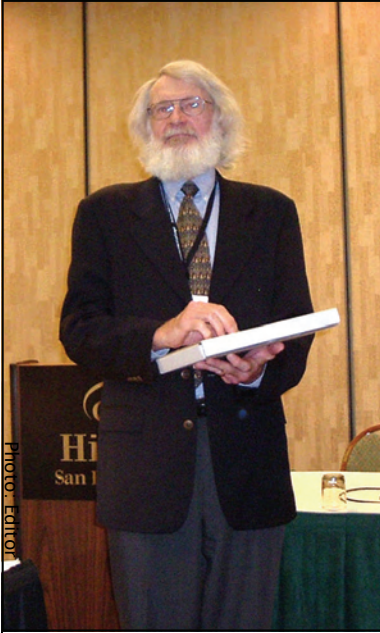
*We propose that the Academy should broaden this category to include those certified archivists who have in essence retired from daily archival work due to promotion as institutional directors, deans or top administrative officials in the archives, library or history fields. This category would not be available to anyone who retained an archival title, who continued to work in an archival setting, who worked as a consultant on archival projects or who had dropped out of the profession to pursue another line of work. Again, this expanded status is intended for archivists who have been certified and recertified a number of times, that is, those who have worked as archivists for a long period of time.*

We are now working on the review process for this expanded category. Currently, those archivists who have totally retired from work need to check off a box on their renewal form indicating this and write a letter to Steve Grandin at the Secretariat indicating that they have retired and plan to continue as CA Emeritus

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## 2008 Distinguished Service Awards

As in the past two years the Academy of Certified Archivists presented two Distinguished Service Awards during its Annual Meeting. This year's recipients were John Fleckner, CA, and Charles Schultz, CA. Portions of the remarks made on the occasion by Vice President/President-Elect Martin Levitt, CA, and Regent for Nominations Cindy Smolovik, CA, respectively, are provided below.



### John A. Fleckner

I once wrote an article for the *ACA News* appealing to senior members of the Academy to be role models for younger archivists. John Fleckner is that role model. John is the kind of senior professional that young

archivists can look to for leadership and professional inspiration. There are few archivists who know more about the business than he. Moreover, John has been a leading light in the Academy of Certified Archivists, and it is my honor to acknowledge some of his contributions today.

ACA was born of ideas germinated within the Society of American Archivists beginning around 1987. John provided support to the certification movement at important junctures during the year of planning immediately preceding the formation of the Academy. During that time John served the SAA as vice president from 1988 to 1989, and president from 1989 to 1990. This is the time period when the Interim Board on Certification was putting the operational

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### Charles Schultz

One of the recipients for the Academy's Distinguish Service Award tonight is Charles Schultz – no not the cartoonist, but the archivist, and Past President of the Academy. Charles has been a professional

archivist for 45 years beginning with the Ohio Historical Society. In 1971 he became the first professional archivist at Texas A & M and worked as the University Archivist there until 1994 when he became archivist of the papers of former Texas Governor Bill Clements.

Charles has been involved with the Academy as well as the Society of American Archivists and Society of Southwest Archivists for many years in a variety of leadership and supporting roles. Charles served as President of the Society of Southwest Archivists from 1978 to 1980 and President of the Academy of Certified Archivists from 1996 to 1997.

In 1996, as President of ACA, Charles was faced

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## **John Fleckner - Distinguished Service Award**

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structure together for what would become ACA. John worked with the Interim Board on Certification on issues such as review of petitions for certification as well as providing additional written commentary on the value of archival certification. John was also actively involved in discussions over the SAA financing of ACA, ensuring that adequate financial support was available as ACA began its existence.

In his incoming remarks as SAA President at the 1989 conference in St. Louis, John highlighted the launch of ACA's new certification program. As he put it, "The headline story in the archival profession for 1988 is, of course, the overwhelming response to SAA's new certification program." John went on to discuss the launch of the Academy on a secure financial footing with SAA support, and also highlighted that ACA would become "...one part of a larger effort to develop standards for the profession."

John was also actively involved in the certification maintenance process during the 1990s, and assisted in overseeing the first year of certification maintenance. In fact, John decided to recertify by taking the certification examination, rather than by submitting a petition. Twice. And frankly, no-one has ever come closer to a perfect score on the test than John Fleckner. Everyone who has ever taken the examination has some idea of just how much breadth of knowledge is required for an achievement like that.

More recently, John has been involved with ACA through the Examination Development Committee. His thoughtful approach to creating examination questions has been very helpful in the

further development of the certification examination.

As we all know, certification and the Academy of Certified Archivists were not readily accepted by all within the archival community. Some regional archival organizations voted against the idea of certification. John's support and assistance, at critical moments in the formation of ACA, provided a much-needed boost to bring this organization into existence and give it initial positive support to move forward.

In consideration of his long and outstanding service to the Academy, it is my pleasure to award John A. Fleckner a Distinguished Service Award for 2008.


(Many thanks to James Byers, CA, who helped prepare this citation.)



## **Charles Schultz - Distinguished Service Award**

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with several challenges, including the financial stability of the Academy. The decisions the Board made that year with Charles' leadership and Jim Byers, CA, tenacity as treasurer provided the foundation for the stability that the Academy enjoys today and which, with continued diligence by today's leadership, it will enjoy far into future.

While his professional achievements are numerous, one of the greatest things about Charles is that he has been willing to serve as a mentor to so many. He has never been too busy to talk, to give advice, to be a sounding board, to encourage, and ultimately to inspire. 

## Emeritus Status

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with \$10.00 dues. The CA Emeritus status carries the same privileges and responsibilities as the full CA, but Emeritus members do not have to go through a recertification process. Certified archivists who have “retired from archival work” and wish to continue their certification in a reduced capacity but are still working full-time in one of the fields mentioned above will need to **apply** for Emeritus status. Though we have not yet finalized the details of the application process, we agree that applicants will need to write a letter explaining their situation and why they should be considered for this status. They will need to submit a copy of their *vitae* indicating the history of their employment, and their recertification history. This application should be sent to the Secretariat where it will be reviewed by an Emeritus Committee. Emeritus members of ACA who return to full-time work in the archives profession may, after a period of at least two years, choose to pay the usual fees and take the exam to become a full CA again. We encourage those in this position who choose to stay as “CA Emeritus,” even though they are working full-time as archivists, to make an annual donation of \$40.00 in addition to their \$10.00 dues to support the work of the Academy. Questions will arise during the first year or two relating to this new category, and we will deal with them on a case-by-case basis until we iron out the kinks.

Cindy Smolovik, Shelly Croteau, CA, and I will be working on readying the application process over the next couple of months for discussion and final approval at the mid-year ACA Board meeting. We will need to update the ACA Website and the *Handbook* as well. We will announce the start date

for the new status soon after this meeting, but in the meantime, we welcome questions and comments from interested parties and the membership at large. Please forward those to me at [connell.gallagher@uvm.edu](mailto:connell.gallagher@uvm.edu)



## Updating the Role Delineation Statement for Professional Archivists

By Cindy Smolovik, CA

The Role Delineation Statement for Professional Archivists (RDS) is one of the foundations of the Academy. In the preamble, this document states:

These specifications for the certified archivist examination delineate the major domains of archival practice. Within each domain a series of tasks and related knowledge statements are defined. Together these elements encompass commonly accepted duties and responsibilities that professional archivists perform in the course of their work. This document assumes that individuals seeking certification recognize that (a) their professional practice is performed within the context of an institutional mission and is directed to the achievement of goals consistent with that mission, and (b) their professional practice has an ongoing effect on the emergence and evolution of that overall mission and its associated goals, as well as the development of the archival profession.

It is critical that the RDS remain accurate and up-to-date. With this in mind, President Martin Levitt, CA, appointed a Role Delineation Review Task Force consisting of Cindy Smolovik (chair), Brenda Gunn, CA, Nancy Melley, CA, Daphne Arnaiz DeLeon, CA, Michael Holland, CA, and Susan Watson, CA. Regent for Examination Development Mary Elizabeth Ruwell, CA, will also be included ex-officio. The task force will also seek input from other certified archivists as needed.

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## Officers and Board News

President (2008-09)	Martin L. Levitt, PhD, CA American Philosophical Society Philadelphia, Pennsylvania
Vice President/ President-Elect (2008-09)	Michael R. Bullington, CA McDonald's Golden Archives Elk Grove, Illinois
Treasurer (2008-10)	Mott R. Linn, DA, CA Clark University Worcester, Massachusetts
Secretary (2007-09)	Shelly Henley Kelly, CA Neumann Library University of Houston - Clear Lake
Regent for Examination Administration (2007-09)	Connell B. Gallagher, CA Emeritus Underhill, Vermont
Regent for Examination Development (2008-10)	Mary Elizabeth Ruwell, PhD, CA U.S. Air Force Academy Colorado Springs, Colorado
Regent for Certification Maintenance (2007-09)	Shelly Croteau, PhD, CA Missouri State Archives Jefferson City, Missouri
Regent for Outreach (2008-10)	Todd M. Gilliom, CA Missouri State Archives Jefferson City, Missouri
Immediate Past President & Regent for Nominations (2008-09)	Judith G. Cetina, PhD, CA Cuyahoga County (Ohio) Archives Cleveland, Ohio
Chair, Nominating Committee (2008-09)	Morgan Davis, CA Dole Institute of Politics Lawrence, Kansas

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

### From the Vice President

Michael Bullington, CA  
McDonald's Golden Archives  
Elk Grove, Illinois

With our nation wrapped up in the throngs of an election I would like to express my gratitude to the membership for electing me as the Academy of Certified Archivists' Vice President/President-Elect. I would also like to thank my worthy opponent: Steve McShane, CA. I have known Steve for many years. He is a fantastic archivist and I look forward to working with him on ACA matters in the future.

The results of the election have placed me in a highly visible service position within the Academy. However this past year I had the opportunity to serve in a less visible role that I found extremely rewarding. Nearly a year ago, I was asked by a relatively new archivist to become his mentor. We have known each other since he entered the profession; our first meeting was at a professional meeting. In our conversation he shared with me that he was contemplating becoming a certified archivist. He had many questions about certification and how it had impacted my career. He just wanted to have someone to help guide him through the process. I was honored and humbled to be asked by him to serve in this capacity.

We decided to initially meet monthly for an hour or so over breakfast. During our conversations I had the opportunity to share with him what I believe the role of the Academy is in advancing the profession and to put to rest any of  
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## Vice President

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his misconceptions. I also discussed my experiences with preparing for the exam and taking the exam (from the perspective of an applicant and a proctor) and shared how certification had played a pivotal part in my career. After he decided to take the exam we discussed his preparation techniques, his reading list, and any anxieties he might be feeling about the process. We also talked shop, family, and baseball.

I continued to meet with him to discuss his progress and provide encouragement in the ensuing months until this past August when he sat for the exam. My board duties prevented me from meeting right after the exam but we met later that night to discuss his experiences and his thoughts on his preparation techniques. He later called me to let me know that he successfully passed the exam and he was now an ACA member. I congratulated him on his achievement and asked him to play an active role within ACA.

I am not suggesting that as his mentor I played a significant role in his earning certification. I was there to provide counsel, advice, and encouragement, as well as to share experiences. All of us have the credentials to serve in this role which benefits our colleagues and strengthens ACA. I would like to ask all Academy members to strongly consider serving a mentor to a non-certified archivist. ♦♦♦♦ ♦♦♦♦

ARE YOU PLANNING A WORKSHOP OR CONFERENCE ON ARCHIVES OR ARCHIVAL ISSUES? See if your event can offer Archival Recertification Credits (ARCS). For more information see: [www.certifiedarchivists.org/html/ARC\\_Program.html](http://www.certifiedarchivists.org/html/ARC_Program.html) or contact the Regent for Certification Maintenance, Shelly Croteau ([shelly.croteau@sos.mo.gov](mailto:shelly.croteau@sos.mo.gov)).

## Report of the Regent for Examination Administration Connell Gallagher, CA Emeritus

In the last newsletter I reported some statistics on the applicants for the 2008 Archives Certification Exam. These should be updated based on the actual numbers who showed up to take the exam in August. There were 163 applications, the highest number recorded to date and reflecting steady growth over the past few years. Of these, 159 were declared eligible to take the exam and 140 individuals actually sat for the exam at 15 different locations around the country. (Every year a number of eligible applicants ask to have their applications held for a year.) For comparison, 129 took the exam last year, 124 took it in 2006, 133 in 2005, and 109 in 2004. Of the 140 applicants who took the 2008 exam, 106 or 75% passed, including by happy coincidence, our two Travel Assistance Award winners. *(continued on next page)*

### 2008 Travel Assistance Award Winners

Every year ACA makes funds available to help cover the travel expenses of up to two eligible applicants who wish to take the ACA Archival Certification Exam. The awards of up to \$250 per person include a waiver of the \$50 examination fee and may be used to help cover travel, lodging, and food expenses, and in some cases child care or other expenses to enable an applicant to travel to an exam site. This year ACA was pleased to make these awards to Ms. D. Waheedah Bilal of Springfield, Illinois, who took the exam in St. Louis, and Ms. Kathleen M. Legg of Fort Collins, Colorado, who took the exam in Salt Lake City, Utah. ◇ ◇ ◇ ◇ ◇ ◇ ◇ ◇

## Regent for Examination Administration

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ACA received a few applications from abroad, and we expect the number to increase slowly over time. The Board discussed how to evaluate foreign applications at the August meeting in San Francisco, and we decided to retain the current requirements for eligibility to take the exam, including the Masters degree, and to continue to allow the Regent some latitude in reviewing foreign credentials. The Board agreed that ACA is an American organization and that our standards and the examination should continue to be based on American archival practice. Foreign applicants should be apprised of this when they apply.

We have already had a number of inquiries regarding the 2009 Certification Exam, and we are looking for another banner year. The exam will be given at the SAA Conference in Austin, Texas, in August and at four other predetermined sites that will appear on the 2009 application to take the exam. These are: Cincinnati, Ohio; Milwaukee, Wisconsin; New York, New York; and Portland, Oregon. It is usual for ACA to offer the exam in up to ten additional pick-your-site locations chosen by those planning to take the exam, so we can almost guarantee that there will be an exam given in your region of the country. ♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦♦

## Report of the Webmaster

Jordon Steele, CA

Biddle Law Library, University of Pennsylvania  
Philadelphia, Pennsylvania

Having settled into the role, we are now embarking on an ambitious redesign of the ACA website—just in time for our 20<sup>th</sup> anniversary. To accomplish this feat, I am working closely with Todd Gilliom, CA, our Regent for Outreach, to take a hard look at the website in order to determine what works, what doesn't, and what might.

In addition to the redesign project, I wanted to let you know about the Facebook group Todd and I set up on the popular social networking site. It's pretty low-traffic right now, but the hope is that regular updates can be pumped into the page when the new website is up and running. So if you're already a Facebook devotee, or are just curious about what all the hoopla is about, I encourage you to navigate to our page (just search "Academy of Certified Archivists" at [www.facebook.com](http://www.facebook.com)) and become a "fan."

I look forward to continuing to serve you in my capacity as Academy Webmaster. ♦♦♦♦♦

## Role Delineation Review Task Force

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The task force held its first 'meeting' via teleconference on October 2, 2008. The goal is to have a preliminary status report for the Board at their next meeting in February or March 2009 with suggested revisions for approval at the meeting in August 2009. For more information or comments contact Cindy Smolovik at: [cindy.smolovik@nara.gov](mailto:cindy.smolovik@nara.gov)



### CONGRATULATIONS!

Emily Dominick, CA, and Rochelle McCune, CA, check in the 62 exam takers in San Francisco this past August. Of the 140 taking the examination this year, 106 passed.

Photo: Editor

## Report of the Secretary

Shelly Henley Kelly, CA

University Archivist

University of Houston-Clear Lake

### Summary of 2008 Annual Board Meeting

The Board met on August 27, 2008 in the Hilton San Francisco. After introducing our newly elected officers and regents, President Judy Cetina, CA, welcomed Trudy Peterson, CA, to discuss the International Council on Archives (ICA). Trudy explained ICA's new program, Archival Solidarity, to coordinate efforts in the international archives community for foreign assistance projects developing tools and expertise for developing communities and communities in transition. Europeans are becoming interested in developing a basic competency framework (i.e.: role delineation), and several associations are interested in mentoring programs. The ICA Human Rights Working Group project is working on ATOM: "A to M: Access to Memory." This open source software is designed to do all archival functions from description to reference.

ICA has proposed changing their membership fees to be based on the income of the organization, which would mean an increase for ACA. The new fee structure may be voted on and go into effect at their November 2009 meeting. Also in 2009, the ICA will consider adopting a Universal Declaration on Archives.

The ACA Board discussed the mounting expenses of hosting our annual reception. Treasurer Dick Dickerson, CA, volunteered to act as a liaison with SAA local arrangements in Austin to identify an appropriate location for the business meeting and reception.

NAGARA has developed a Local Government Archives and Records Administration Certificate focused on local government. It does not result in a CA/CRM designation; however, ACA is considering awarding ARCs for those certified archivists who obtain the NAGARA certificate.

Marty Levitt, CA, reported that ACA is financially sound and has two years of operating budget in the bank. The Finance Committee, chaired by Dick Dickerson, trimmed some budgeted expenditures in order to present a balanced budget. The Board passed a motion to place a cap on the amount of travel funding available for individual Board and EDC members to \$700 annually. Individuals who feel they will exceed this amount and have extenuating circumstances may appeal to the Board for additional funds in advance of the travel. ACA's total assets stand at \$121,437.46.

153 people were accepted to take the ACA exam at fifteen sites around the country, including ten "Pick Your Site" locations. Two travel assistance awards were given this year. The Board discussed future testing sites. These locations will be:

- 2009
  - Austin, Texas (SAA site)
  - Cincinnati, Ohio
  - Milwaukee, Wisconsin
  - New York, New York
  - Portland, Oregon.
- 2010
  - Washington, DC (SAA site)
  - Tallahassee, Florida
  - Ann Arbor, Michigan
  - Albuquerque, New Mexico
  - San Diego, California
- 2011 [SAA location not yet determined]
  - Pittsburgh, Pennsylvania
  - Columbia, South Carolina

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## Report of the Secretary

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- Chicago, Illinois
- Dallas, Texas
- Seattle, Washington

As there is no comparable organization in Europe, the ACA continues to receive applications from archivists outside the United States. The Board discussed options for evaluating foreign applications and decided that they must meet our present requirements as our exam is based on North American standards.

The Examination Development Committee submitted 44 new items; members critiqued and accepted 27 items, most with additional edits. The committee prepared a new exam this year with the assistance of the psychometrician.

In 2008 there were 71 certified archivists due to recertify. As of the meeting, 58 submitted petitions, six archivists chose to recertify by exam, and seven had not responded.

Outreach has two primary goals: to improve outreach to students, archival educators and archival employers; and to expand ACA's presence at national professional meetings.

This year's highlight was the expansion from regional meetings to those with national presence, specifically the Association of Moving Image Archivists (AMIA) and the Association for Recorded Sound Collections (ASRC). ACA maintained a presence at many of the regional archival conferences. Regarding outreach to educators and employers, there seems to be more enthusiasm from students who are considering the exam to be their "next step."

The ACA positions to be elected in 2009 include Secretary, Regent for Certification Maintenance, Regent for Examination Administration, and a member of the Nominating Committee. Webmaster Jordon Steele, CA, volunteered to look into electronic ballot options.

Newsletter editor Anselm Huelsbergen, CA, and Jordon Steele are coordinating to upload old *ACA News* files to the website. Jordon expressed an interest in creating an ACA Facebook page as a destination for personal and professional networking. Marty, Regent for Outreach Todd Gilliom, CA, and Jordon discussed updating the ACA site, including identifying open source code for content management.

The ACA contract with Capitol Hill Management Contract will be up for renewal in August 2009. Steve Grandin distributed the 2008 membership list consisting of 933 members. We may have as many as 90 new members this year, bringing us close to 1000 members.

Connell Gallagher, CA, and Cindy Smolovik, CA, developed guidelines for expanding the Emeritus category to include certified archivists who have moved up the administrative line. The Board passed their proposal that the Academy should broaden this category to include those certified archivists who have *in essence* retired from daily archival work due to promotion to institutional directors, deans, and top administrative officials in the archives, libraries or history fields. This category would not be open to anyone who retained an archival title, who continued to work in an archival setting, who worked as a consultant on archival projects or who had dropped out of the profession to pursue another line of work. Again,

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## 2009 ACA Call for Nominations

Interested in doing more to help the Academy of Certified Archivists and the archival profession?

Know someone who has something to contribute?

We are now accepting nominations and self-nominations for the following  
ACA Regent and Officer positions for 2009:

### Vice President/President-Elect

This position requires a three-year commitment to ACA and serves one year  
as Vice President, one year as President, and then one year as  
Regent for Nominations.

### Secretary

Primarily responsible for taking minutes of the meetings and providing  
meeting summaries for the newsletter. Also responsible for maintaining ACA  
archives and assisting other officers. Elected to a two-year term.

### Regent for Certification Maintenance

Responsible for administering the certification maintenance program. Must  
assemble and provide guidance to the review team, correspond with  
petitioners and work to improve the certification maintenance process.  
Elected to a two-year term.

### Regent for Examination Administration

Responsible for all aspects of exam administration including reviewing  
applications for taking the exam, making arrangements for test sites and  
reviewing and updating the application process. Elected to a two-year term.

### Nominating Committee

This position is elected to a two-year term and serves their first year as a  
Nominating Committee member, their second as the Chair of the Committee.  
Responsible for assembling the ACA ballot and administering the election.

Please send all nominations and questions about vacancies to:

Nominating Committee Chair  
Morgan Davis, CA  
[mrd@ku.edu](mailto:mrd@ku.edu)  
785-864-1405



## Jill Severn Head, Access and Outreach Russell Library for Political Research and Studies University of Georgia

By Linda Hocking, CA

Jill Severn, CA, is the Head of the Access and Outreach Unit at the Richard B. Russell Library for Political Research and Studies, part of the University of Georgia Libraries. Having worked at the Russell Library for 11 years, she has held her current position since 2001. As soon as she was eligible to apply, Severn sought certification. Her institution had a demonstrated commitment to certification as a means for achieving faculty status and setting archives apart as separate from Library Science, and she had a desire to demonstrate profession credentials. Having first certified in 1999, she recertified by petition in 2005. Severn suggests an interesting idea for the Academy in regards to recertification:

I found the actual process of assembling materials for recertification tedious—I am one of the few archivists who does not relish details! Overall, it was interesting to see the path of my career through the lens of the recertification categories. I would love to see an online, interactive document where I could complete my next recertification process—that would be a great benefit that ACA could provide its members!



Photograph courtesy of Jill Severn

Jill Severn, CA, welcomes patrons with open arms to the Richard B. Russell Library for Political Research and Studies at the University of Georgia.

The Russell Library was established in 1975, and according to Severn, the original mission was “... to collect and preserve materials that document the life and career of the late Richard B. Russell, United States Senator from Georgia from 1933 to 1971.” As Severn notes, however, the focus has since expanded:

With particular emphasis on the role of Georgia and the U. S. Congress, current collection development and programming focus on the dynamic relationship of politics, policy, and culture—generated wherever public interest intersects with government. The breadth and depth of the Russell Library’s collections provide an interconnected framework of perspectives

and experiences for understanding the increasingly diverse people, events, and ideas shaping Georgia’s political landscape.

## 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, CA

[archivist@litchfieldhistoricalsociety.org](mailto:archivist@litchfieldhistoricalsociety.org)

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## Academy Profile - Jill Severn

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Of the seven archivists working at the Russell Library, three of them are in the Access and Outreach Unit. This demonstrates the commitment of the Library to developing collaborative projects, finding new ways to engage users, and educating its audiences. Two collaborations Severn mentions are the Association of Centers for the Study of Congress (the Library is a founding member) and the Foot Soldier Project for Civil Rights Studies, “a collaborative project dedicated to documenting and chronicling the activity and perceptions of lesser-known participants in the civil rights movement in Georgia” for which the Library serves as an official repository. Severn points out that “like a lot of other organizations a lot of our outreach develops organically out of opportunities that arise unexpectedly, so our core strategy is to emphasize collaboration and remain flexible and open to opportunities.”

Severn has an interesting take on what has affected the Library most significantly in the past few years. Unlike many archivists who mention technology and learning how to preserve it, Severn explains how that new technology, for her, is a tool used to meet what is her biggest challenge: “a broader re-imagining of what archives should be has had an even greater impact in my department.... In short, we have resituated outreach to the center of our archival enterprise and are now plotting a course forward.”

This focus on outreach has given Severn a perspective on technology from which we can all benefit:

New technologies such as Facebook, blogs, EAD, and the growth of digital access to collections are an important component of this

process, but they serve the broader goal of moving away from traditional notions of archives as slightly dusty, forbidding places whose chief assets are their materials, to a concept of archives as dynamic crossroads where diverse groups of people come together to learn, teach, and interact with each other and the past.

[More information about the Russell Library is available at [www.libs.uga.edu/russell/](http://www.libs.uga.edu/russell/)]

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

## Report of the Secretary

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this expanded status is intended for archivists who have been certified and recertified a number of times, that is, those who have worked as archivists for a long period of time.

Cindy Smolovik will chair the Role Delineation Task Force. The Role Delineation Statement (RDS) is the heart of ACA. There is nothing that gives this institution credibility more than the RDS. It is incumbent upon us to make sure the RDS is the best it can be. Archival theory does change and what we expect from a minimally qualified archivist to know will change as well.

The ACA Board discussed a draft of an updated retention schedule. It will be revisited at the mid-year meeting to be held in Philadelphia, Pennsylvania in late February or early March.

Individual Regent reports and complete minutes of the meeting will be available on the ACA web site at the following URL:

[www.certifiedarchivists.org/boardinfo/](http://www.certifiedarchivists.org/boardinfo/)

# Editor's Endpaper

## *Calling All Archival Consultants!*

Are you an archival consultant and interested in hearing about potential jobs?

The Academy of Certified Archivists maintains a list of CAs who are archival consultants and wish to be notified when calls for an archival consultant are received at the ACA office. If you are not already registered, you can do so simply by contacting the ACA office and letting them know you wish to be included.

When the ACA office receives a request for an archival consultant, we will forward the request to everyone on the consultant list and those who are interested can respond directly to the individual who made the request — your name and contact is never released.

If you have any questions about the CA consultant list, please contact Steve Grandin ([aca@caphill.com](mailto:aca@caphill.com) or 518-463-8644) at the ACA office.

**What do  
you think  
about. . .**

the roles that archival certification and accreditation of archival education programs should play in today's profession?

Send opinions to: [mlevitt@amphilsoc.org](mailto:mlevitt@amphilsoc.org)

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

ACA News  
Academy of Certified Archivists  
90 State Street, Suite 1009  
Albany, NY 12207  
[aca@caphill.com](mailto:aca@caphill.com)

or

Anselm Huelsbergen, CA  
726 Lewis Hall  
University of Missouri-Columbia  
Columbia, MO 65211  
[huelsbergen@missouri.edu](mailto:huelsbergen@missouri.edu)