



ACA News

The Newsletter of the Academy of Certified Archivists Issue 99 Winter 2018

President's Message

Todd Welch, CA
Utah State University
Merrill-Cazier Library
Logan, UT



Dear Members:

I wanted to take this opportunity to update you - the membership -- on the Board of Regent's discussions and deliberations surrounding the three-year strategic plan. This plan was the result of an extensive analysis of an online membership survey and comments collected at a leadership summit held last July in Portland. After a few email exchanges and a Board conference call, members selected three strategic initiatives to initiate during year one. At the Board mid-winter meeting in Houston, Texas, the group reserved the afternoon session to work on defining the objective, scope, and resources involved for each of the strategic initiatives. The goals and initiative work includes: 1.) crafting mission, value, and vision statements that reflect and market the purpose of the Academy to a wide range of stakeholders; 2.) investigate, evaluate, and recommend a membership management software platform that improves and extends the functionality and capabilities of front-end services and administrative activities; and 3.) research and identify existing and potential services and benefits for current members with the objective of proposing and instituting a new Regent for Membership Services.

The objective of each initiative is to increase the Academy's ability to improve communication and engagement with wide-range of stakeholders, including our existing members, prospective members, archival employers, and the general public. Since the Board of Regents is a

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President's Message *(continued from previous page)*

“working board,” we dedicated a significant amount of our time at mid-winter discussing and refining the purpose, deliverables, and timeline for each project with the intention of recruiting participation among the Academy membership. This is an opportunity for members to contribute directly in the advancement of the Academy by assisting in the implementation of marketing, infrastructure, and membership service improvements. The project “charters” will be finalized at the end of February and leadership will be sending out a targeted announcement and simple application process for volunteers who possess the specific knowledge sets and interests to participate and contribute to the success and completion of each initiative. Since we are all archivists and great record keepers -- Board oversight and project communication will be managed by assigning an Officer or Regent as a liaison to individual initiatives to facilitate communication and assist in centralizing minutes, reports, and other documentation.

I encourage you – the membership – to take an opportunity to get involved in this exciting work. Please be on the lookout for an opportunity to get involved!

Sincerely,
Todd Welch, President 2017-2018
Academy of Certified Archivists

From the Regent for Examination Development

Rebecca Hankins, CA
Texas A&M University Libraries
Cushing Memorial Library & Archives
College Station, TX



Exam Development Committee (EDC) Members

- Maurice Blackson
- Michelle Ganz
- Joshua Kitchens
- Sarah Shipley
- Aaron Speight
- Gregor Trinkaus-Randall (Vice President/President



ACA Regents working hard at the midwinter meeting in Houston in January 2018

Elect)

- Jane Zhang
- Rebecca Hankins (Chair/Regent for Examination Development)

Here are the various ACA Domain Assignments:

[Domain 1: Selection, Appraisal, and Acquisition \(Maurice Blackson\)](#)

[Domain 2: Arrangement and Description \(Sarah Shipley\)](#)

[Domain 3: Reference Services and Access \(Joshua Kitchens\)](#)

[Domain 4: Preservation and Protection \(Gregor Trinkaus-Randall\)](#)

[Domain 5: Outreach, Advocacy, and Promotion \(Michelle Ganz\)](#)

[Domain 6: Managing Archival Programs \(Jane Zhang\)](#)

[Domain 7: Professional, Ethical, and Legal Responsibilities \(Aaron Speight\)](#)

Sarah and Jane will be cycling off the committee this year. Thank you for your service.

At the January 25-26, 2018 meeting, the EDC with input and guidance from Psychometrician Holly

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From the Regent for Examination Administration

Daria Labinsky, CA
National Archives at St. Louis
National Personnel Records Center
St. Louis, MO



ACA Launches Graduate Course Preapproval Program

Each year the Academy of Certified Archivists (ACA) must verify the qualifications of dozens of student applicants who want to take its [Certification Examination](#). In the interest of saving time for both faculty members and the ACA Exam Administration Committee, the ACA has created a Graduate Course Preapproval Program to evaluate graduate-level archival courses.

This free program preapproves graduate courses in archival studies, library science, and information science programs. Faculty members who participate in the program need only to submit their course syllabi to the Graduate Course Preapproval Committee, which consists of the Regent for Exam Administration and three archival studies/information sciences faculty members, and be available via email to answer questions the committee might have once the syllabi are received.

Using a rubric based on the ACA's [Role Delineation Statement](#) domains, the committee determines which courses meet the criteria for approval. The committee then contacts the faculty members to inform them which courses have been approved (and if any haven't, why), and how they can promote the courses as being "ACA-preapproved," if they so choose.


The committee will reevaluate courses every five years, and faculty can submit additional syllabi when new classes are offered. For a list of cur-

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ACA Officers

President (2017-18)	Todd Welch, CA Utah State University Merrill-Cazier Library Logan, UT
Vice President/ President-Elect (2017-18)	Gregor Trinkaus-Randall, CA Massachusetts Board of Library Commissioners Boston, MA
Treasurer (2016-18)	Gerrienne Schaad, CA Florida Southern College Lakeland, FL
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Regent for Examination Administration (2017-2019)	Daria Labinsky, CA National Archives at St. Louis National Personnel Records Center St. Louis, MO
Regent for Examination Development (2016-18)	Rebecca Hankins, CA Texas A&M University Libraries Cushing Memorial Library & Archives College Station, TX
Regent for Certification Maintenance (2017-19)	Stephanie B. Malmros, CA Briscoe Center for American History The University of Texas at Austin Austin, TX
Regent for Outreach (2016-18)	Elizabeth Scott, CA East Stroudsburg University East Stroudsburg, PA
Immediate Past President & Re- gent for Nominations (2017-18)	Louis E. Jones, CA, Ph.D. Wayne State University Walter P. Reuther Library Detroit, Michigan

Contact information for the Officers and Regents is available on the ACA website:
www.certifiedarchivists.org/about-us/officers.html



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Examination Administration *(continued from previous page)*

recently preapproved classes, visit the [Preapproved Course List](#).

Faculty members who want to submit syllabi for preapproval or have questions can contact Daria Labinsky, ACA Regent for Exam Administration, at examadmin@certifiedarchivists.org.

Examination Development *(continued from page 2)*

Traver, constructed a new exam for this year. We created an exam of 100 questions, working to divide them as evenly as possible between the 7 domains. These questions were taken from the item bank and from the Item Writing Workshop that EDC conducts yearly at SAA's Annual Conference. Please contact me with any questions or concerns at: rhankins@library.tamu.edu.



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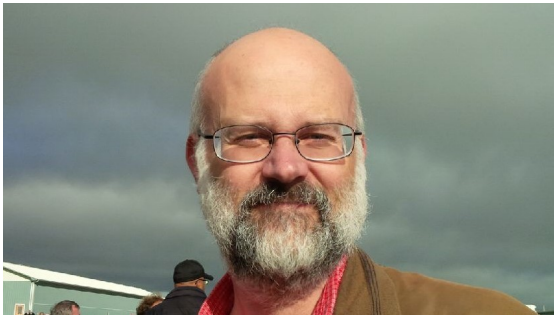
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Academy Profile

By Ruth E. Bryan, CA

Tom Belton, Archives and Research Collections Centre, University of Western Ontario, London, Ontario

Tom's first job in 1988 after earning his MA in Public History, was as a photograph reference archivist for the Archives of Ontario in Toronto:

Given my background and education, I was very open to the idea of applying my historical training to jobs other than academic historian or history teacher. After a couple of years of working with patrons, arranging and describing archival records, and writing administrative histories, I decided on a career in archives.

Tom's current responsibilities include collection management, reference, and instruction, as well as coordinating photograph collections digitization for the Archives and Research Collections Centre. The Centre:

Plays multiple roles in support of university administration (e.g. records management) as well as research and teaching. The Archives is also responsible for Western Libraries' Special Collections, which consist primarily of rare books. My collection areas include university records, faculty papers, major photographic collections, and local business records."

Tom "enjoy[s] the mix of professional and academic responsibilities, such as teaching and research. It is also a very collaborative environment."

Tom reports that archival responsibilities at Western:

[H]ave changed significantly in the last ten years as mandates, staff, and expectations have shifted. For instance, archivists at Western have acquired greater responsibility for the Archives' significant regional

history collections. In my case, coordinating digitization of photographic collections has become the most significant part of my workload in the last five years. Beyond this, staffing changes have forced me to spend less time on records management, and more on our local history collections (including photographic holdings). In addition, we have taken on responsibility to conduct research in relation to archival practice. The most challenging parts of my job are 1) to be productive in all of these areas, especially research, and 2) to deal with the technical issues associated with digitization and digital preservation.

Tom decided to become certified mid-career, soon after he began working at "Western Libraries" in 2005. The following year, as he describes it, the Libraries

went through a process of implementing academic ranks for librarians and archivists. During this time, I decided to seek certification to help establish my credentials as a qualified and experienced archivist. Additionally, I felt personal pride and a sense of accomplishment.

Tom believes "that certification can be valuable for new archivists, even those who have an archival studies degree or specialization, in that it improves their chances of being hired, and ranked, and paid appropriately." He has recertified twice by petition, although he says that, "Next time, in 2021, I may write the examination again (one last time before retirement!)."

Tom notes that although he believes that "the examination questions currently reflect the diversity of the profession," as a non-American taking the exam, he found that:

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Academy Profile *(continued from previous page)*

[S]ome questions require knowledge of American description standards and federal law. I have an interest in these things, but they are not generally relevant to my work, except insofar as they intersect with Canadian practice and law. Nevertheless, I and several other Canadians have passed the examination and retained certification. In the absence of a Canadian certification, I appreciated the opportunity to obtain one via the ACA. Perhaps the Academy could explore the idea of North American or even broader international certification with the appropriate national bodies. In general, archival principles and practices apply everywhere.

Ruth E. Bryan, CA, is the University Archivist at the University of Kentucky, Lexington, Kentucky



From the Cybersecurity/ InfoSec and IT Support, Webmaster

Jim Havron, CA, Security+



I have worked for the Board of Regents for about a year, I interact with the membership in several ways, so I wanted to take this opportunity to introduce myself.

I serve ACA in the dual capacity of Cybersecurity/ InfoSec and IT support, and Webmaster. I answered the call to the membership for someone to help with cybersecurity and IT (and some coding), and after interviewing for the position, accepted this along with the role of assistant Webmaster. When the previous Webmaster left, I took the full position. I found that it was easier to do the two jobs together, at least at present, and we agreed I would add Webmaster to my previous role. I report to the Regent for Outreach and the President, but

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generally do tasks on behalf of all individual board members and try to support the entire membership where I can.

I have graduate degrees in Public History (Archival Management) and Computer Information Systems (Security and Assurance emphasis) and hold the CA and security+ certifications, among other special training certificates. I have a strong interest in emergency planning and disaster recovery, part of security in the IT/IS field, and have had volunteer and professional experience in these areas. I have also had training in project management and computer forensics, as well as experience in running my own business.

I entered the archives profession with the intention of also obtaining the necessary education and experience to work in information systems (IS) security. (Information systems encompasses information technology (IT), but adds various areas of business practice such as management, marketing, finance, accounting, and statistical analysis; the idea being to provide environmental context to the IT skills and knowledge). I realized at that time the accelerating growth of electronic data as not only the primary, but soon to be the only method of recording records that we had been preserving in other formats for hundreds of years. I wanted to learn each profession individually, so I could understand both sides of a complex issue that I was sure would affect the available historic record for years to come. I chose security and assurance because this area has a mis-

sion of preservation, access, and trust of evidence that was similar to the mission of the archivist.

I served for years in state, municipal, religious, private, academic, and public libraries and archives. As I acquired my education and experience in the computer field, I worked project upon project in threat and risk analysis, basic database design, network installation and configuration, security hardening, data recovery, Web and cloud security, hardware repair, firewall, router and switch configurations, and virtually any area of IS that would give me experience. I also continued research, particularly on security issues that had not been approached by the non-tech, or sometime non-security professions. I presented much of my research at professional conferences, workshops, and through Webinars. Since active in professional societies in both professions, people attending my presentations would acquire my services as an intermediary between business (usually non-profit/archives) and technology professionals. These were the people who suggested I serve as a consultant and contractor specializing in IS security and assurance for non-profit organizations.

I have followed their advice, and apart from a period of work for Dell on their Boeing contract, I have primarily practiced my IS profession where it meets my archives profession. I maintained work as an archivist through contract work, hoping to unite my two professional backgrounds into an area that seems to be long on need and short on skilled professionals.

Please send any comments, ideas, or suggestions
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