President’s Message

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

ACA Members = Participation

Steve Grandin, the ACA Secretariat, has shared the following with me during several conversations: “No matter how many times I put out a call for assistance, ACA members volunteer.” Whether it be serving on a committee, agreeing to host the ACA exam, or serving as an exam proctor, you continue to answer the call. It is a bit more difficult to secure candidates to run for office, but those who run demonstrate their commitment to archival certification by agreeing to serve in a leadership position.

The ACA Nominating Committee fielded an outstanding slate for our most recent election. I would like to congratulate all of the candidates for their willingness to run for office. Information about the results of the election can be found on page 12 of this issue of the newsletter.

It might not have occurred to you but the past election was a first for the Academy. It is the first time that ACA members exercised their right to vote via an electronic ballot. While other archival associations have been employing electronic balloting for a couple of years, the Academy continued to use only paper ballots for its elections. During the most recent ACA board meeting, the board entertained the pros and cons of instituting electronic balloting for the 2010 ACA election.

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President’s Message
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Simplification, cost, and administrative savings outweighed concerns of a narrow time frame for process implementation. I might add that I was buoyed by the confidence expressed by Nominating Committee Chair Gerrianne Schaad, CA, that she, Richard Shrake, CA, also of the Nominating Committee, and ACA Webmaster Jordon Steel, CA, would make it happen. The wildcard was whether or not members would participate in the new process.

Make it happen, you did! Using a tool called Survey Monkey, the team designed and implemented an election process that provided ACA's first electronic election. The candidate statements and images were secured and the team was good to go. The committee sent out an email to 1009 members to invite them to participate in the election. Sixteen ballots were sent by snail mail.

A total of 435 ballots were cast. This is more than the 2009 and 2008 elections combined! 42.3% of the membership participated in the election. This is amazing when compared to the 21% who participated in the 2009 election. Your overwhelming participation in the election tangibly demonstrated that the board made the correct decision. It cost $967 to run the 2009 election versus $340 in 2010. These savings can now be allocated elsewhere in the budget to provide additional membership services. It is anticipated that the costs will be further reduced in subsequent elections.

Speaking of participation, I would like to thank the entire board for the assistance rendered to me during my term. Kudos go out to Steve Grandin, ACA Secretariat, who has been my chief of staff. He is the constant in our organization.

There are several members of our leadership team that will be ending their service with the conclusion of the August business meeting. ACA and I are indebted to them for their leadership. They include ACA Past-President Marty Levitt, CA, Regent for Outreach Todd Gilliom, CA, Newsletter Editor Anselm Huelsbergen, CA, Webmaster Jordon Steele, CA, and Chair of the Nominating Committee, Gerrianne Schaad, CA.

Lastly, it has been my privilege to serve as your President. Your active participation in ACA and as advocates for certification within the archival profession ensures that the future of ACA is in good hands indeed. I hope you can join us in Washington, D.C., to meet the Academy’s newly minted president, Pam Hackbart-Dean, CA, and her team on Thursday, August 12th, at our business meeting (7:30 PM - 8:30 PM). The meeting will be followed by a light dessert reception.

Mike Bullington, CA
President
Academy of Certified Archivists

Congratulations!
The Academy of Certified Archivists is pleased to announce that Angela M. Ossar, CA, is the first recipient of the Class of 1989 Legacy Professional Development Award. Angela receives a $500 grant to attend the Academy’s Annual Business Meeting and the Society of American Archivists’ Annual Meeting held this August in Washington, D.C.
Look for an article in the next issue of ACA News about Angela’s time at the meetings.
Staying Current in a Fast Changing Environment:  
The Academy of Certified Archivists’ New Role Delineation Statement  
and  
Certified Archivists Roll Out Digital Projects

On April 28th, 2010, Past-Presidents of the Academy, Cindy Smolovik, CA, and Jane Nokes, CA, took part in the 8th European Conference on Digital Archiving in Geneva, Switzerland, on behalf of the Academy. They have graciously agreed to allow ACA News to run an abridged version of their presentation. The full presentation can be found here: [www.bar.admin.ch/eca2010/00732/00868/index.html](http://www.bar.admin.ch/eca2010/00732/00868/index.html).

Part One: The Academy of Certified Archivists’ Role

by Cindy Smolovik, CA, CRM

The Academy of Certified Archivists was founded in 1989 in part to create an examination that would serve as the credential for professional archivists, indicating a level of education, training, and knowledge of the skills necessary to work in an archival setting. However, the Academy is more than just an exam administering body. The Academy participates in the definition and advancement of professional archival education, concepts, and issues. It identifies and promotes understanding of archival goals, ethics, and standards. Professional certification provides the only available standard by which employers are able to judge the qualifications of prospective staff members.

The foundation of the examination is the Role Delineation Statement (RDS) for Professional Archivists. The RDS is the systematic formulation of a statement describing the general responsibilities of professional archivists and the skills and knowledge that they need to perform those responsibilities. It represents the essential core competencies of the profession.

What does this really mean? Well, it means that in order for the ACA exam to be relevant and the certification itself to have real meaning and significance, it must be based, not only on theory and concepts, but on the actual work and various tasks archivists perform and on the skills and knowledge necessary to perform them. For the first decade of the Academy, the original RDS served very well.

However, as we entered into the Academy’s second decade, the way records and archival materials were created began to change faster and faster. The tasks that archivists do and the knowledge to do them began to evolve as well. The Academy recognized this shift and the original RDS was modified in 2002, presented to the Board in 2003, and accepted into practice in 2004.

Alas, the speed of change in recordkeeping practices and the proliferation of electronic tools for business and personal use continued to accelerate and so too the knowledge and skill sets required. In 2008, the leadership of the Academy

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Officers and Board News

From the Webmaster

Jordon Steele, CA
Archivist
Biddle Law Library, University of Pennsylvania
Philadelphia, Pennsylvania

This will be my last update as webmaster, as my two-year tenure will end at this year’s Annual Meeting. I am happy to report that the Academy has secured a worthy successor, Laura Botts, of Mercer University. Laura will carry on and, I anticipate, improve upon the maintenance of ACA’s online presence.

Thanks to the vision of the ACA Board, my time as webmaster was marked by a period of great change in the Academy’s strategy to provide pertinent information and promote its mission via the web. This online evolution manifested itself in three key ways: the creation of our Facebook and LinkedIn pages, the establishment of online voting, and, most notably, a comprehensive redesign of our website. There are many Academy members who served as the impetus for this change, but I wanted to single out individuals who were especially involved in this process: Todd Gilliom, CA, our Regent for Outreach, with whom I collaborated most closely on the redesign; Martin Levitt, CA, who served as ACA President when many of these changes were undertaken in 2008 and 2009; Steve Grandin, our ever-reliable and courteous Secretariat; and David Malone, CA, my predecessor as webmaster, who trained me and was always available when lingering questions

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Webmaster
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arose. I look forward to working with Laura in a similar capacity to ensure that the transition is as imperceptible as possible.

I have enjoyed supporting the Academy in my capacity as webmaster, and I look forward to continued participation in support of the organization’s mission.

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recognized that in order to continue to maintain a viable and sustainable certification examination, the RDS had to become a more dynamic document, achievable only through formalizing the review and updating process into a five-year cycle.

I had the privilege to chair the 2008-2009 Role Delineation Review Task Force charged with updating the RDS for 2010-2015. The result of this task force was an updated RDS approved by the Board in 2009 that will be used beginning with the 2010 exam this coming August. While the original seven domains remained valid, there were subtle changes in the related knowledge and tasks statements that would bring the RDS up-to-date. The Task Force also decided to simplify the language in ways that would make future updating easier and less intensive.

We found in our investigation that archivists must add a certain level of understanding of the digital and information technology disciplines to our body of knowledge. This does not mean that archivists must become IT professionals, computer programmers, or IT administrators. It does mean that archivists must have some understanding of the processes in which documentary materials are being created or maintained. In order to be the future custodians of this electronic data, we are going to have to have some understanding of how it works today, tomorrow, and far into the future.

It is important to be able to speak enough of the IT world’s language, because a partnership with IT professionals is becoming critical to the future of archives. It is essential to establish partnerships with the people responsible for maintaining these materials while they are still useful to their creators. This ensures that what the archivists and records managers deem to have permanent value has these professionals’ fervent attention today, now, way before they are entrusted to the archival

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community to make available for future generations. No longer can archivists wait to see what comes in the door in boxes and folders and hope to find the gems. The solution is pro-activity and expanded knowledge in other areas beyond the subject matter of our institutions’ collecting focuses.

The audiences we serve have grown from the local and regional areas to international access. Our research rooms have changed from the mere physical location to the virtual. Expectations have grown from the joy of researching and discovering, from a willingness to search, and from the joy of the hunt into impatience, into need it now, into want it now. Archivists must handle records that are more recent in nature, bringing them into the archives much earlier and then protecting and preserving them for many years prior to being able to release them to the researching public. We cannot afford to wait until 10-15-20-100 years after the records were created, as we have been able to do with letters, diaries, and photographs.

The Academy, through the RDS and the bibliographic resources on which the exam questions are written, recognizes these changing skills. Archivists taking the exam in the future will have to be prepared to meet these ongoing challenges by increasing their own knowledge and awareness.

**Part Two: CA-led Digital Projects**

by Jane Nokes, CA

The importance of the incorporation of digital records and digitization into the body of our professional standards, both in terms of setting future examinations and in terms of conducting ourselves as archivists at all levels and in every institutional setting, cannot be overestimated. From my point of view, the RDS Review Task Force and the Academy in general provide a platform of expectations and encouragement from which innovative programs spring.

It has long been my firm belief that the Academy of Certified Archivists, by virtue of its entrance examination, its establishment of a vibrant community of like-minded colleagues over the past twenty years, and its stringent re-certification requirements, provides expectations of excellence and encourages professional commitment. I am quite aware that excellence and commitment exist among my colleagues in the profession who are not designated CAs. However, there are enough real-life examples of certified archivists stepping up in leadership roles to convince me of the validity of my theory that the CA designation makes a critical difference. Nowhere is this more obvious to me than in the transformative change in our programs dealing with or preparing to deal with digital records and digitization projects.

When I served on the Society of American Archivists’ Automated Records & Techniques Task Force during the 1980s, our expectation level was high that our findings and recommendations would lead, not only to an understanding of the new non-paper records, but also to protocols by which our institutions would deal with them. To our chagrin, far too often we were met with skepticism, outright hostility, or the old standby argument “we-know-it’s-imperative-that-we-act-but-we-don’t-have-the-staff/budget-to-manage-it-for-the-foreseeable-

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By Linda Hocking, CA

Ray Cunningham currently serves as the Director of Records Services and the Information Security Officer for the University of Illinois Foundation in Urbana, Illinois. Despite spending the majority of his career in records management, Cunningham chose to pursue archival certification. He states that when he began working at the University of Illinois Foundation in 1996, "I saw the need to use my archival skills in preserving the content of the organization." He became certified a year later.

A quick glance at Cunningham's resume reveals his commitment to certification in all aspects of his job. Among other things, he is a Certified Records Manager and a Certified Information Privacy Professional. He sees these credentials as complementary, stating that "I see each of these as being important in today's information environment, but preserving records of the present for future generations is probably one of the most important tasks entrusted to me."

Cunningham goes on to point out that modern archival tasks require a "solid understanding of digital media if we are to preserve today's content."

Maintaining the privacy records and preserving current records present difficulties for many organizations, the University of Illinois Foundation among them. "I run a capture shop for all media from three campuses," Cunningham explains. "Digitizing for distribution and the long-term preservation of parts of these records presents challenges as it does to archivists everywhere. Appraisal of records for preservation is a challenging part of today's environment." He goes on to explain that, "[t]he protection of personally identifiable information (PII) is of concern to records and information professionals everywhere. We have seen how this has impacted archival collections"
and use of these collections. Redaction of PII has additionally challenged those who are digitizing collections."

Cunningham's long list of professional affiliations, speaking engagements, and publications demonstrate his commitment to the archives and records management field and reveal his willingness to share his knowledge through teaching engagements and speaking sessions.

In addition to his job, Cunningham conducts historical research and works to preserve records in his own community. He has received awards from the Illinois Humanities Council, the Illinois State Historical Society, and the Preservation and Conservation Association of Champaign County, Illinois. He says:

I also serve as president of the Homer Illinois Historical Society. Our organization has a wealth of information on the history of eastern Champaign County, including manuscripts and extensive photographs illustrating the history of Homer Illinois. I have written a 780-page history of the town from 1827 to 1980, and we are preparing a documentary on the amusement park that was a part of our town for two decades. Going through the process of certifying has better enabled me to move forward in my profession and in my other areas of interest.

Cunningham is an avid traveler and photographer, having visited over 50 countries. His photos may be viewed at www.flickr.com/photos/zaruka/.

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future.” One senior archival administrator actually suggested that electronic records would result in a twenty-year gap in the historical record at the end of the twentieth century, and there was nothing we could do about that!

Digital records and digitization as components of programs that CAs are directing now grew in the same way that the Academy and the RDS grew: by archivists for archivists. As a corporate archivist, I saw how critical forward-thinking and the ability to put that thinking into action were to the long-term success of a program. It was hardly surprising, then, that corporate archivists were among those spearheading the certification movement or that they have been among the vanguard in establishing digital records management and digitization programs.

Once the Academy was launched, once individual archivists had a designation that both they and their employers recognized, and once specific skills were identified as a standard of practice above and beyond educational backgrounds, the Academy began to develop a “corporate culture.” Almost in spite of ourselves, we became confident in our competencies, certain of our commitment to the profession, and capable of forging effective work relationships. All of these factors, subtly at first but inexorably as it turned out, changed each of us and made us ready to succeed.

From my current vantage point, I would agree emphatically with Cindy that “it is essential to establish partnerships with the people responsible for maintaining these materials while they are still

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useful to their creator....” Forging effective working relationships means, first of all, being sure of your own professional worth; second, being able to communicate your goals to the highest level in your institution; and third, being able to work with all those specialties and areas of responsibility in your institution and beyond to effect real change.

I want to share with you now brief glimpses of four Canadian archival programs incorporating digital records management and digitization planning and implementation. All are directed by CAs. Each is distinctive. They represent specific solutions by motivated, informed CAs.

Scotiabank Group Archives & Fine Art Department
Toronto
Jane Nokes, CA

Forging effective working relationships across the business lines of Canada’s most international financial organization (67,000 employees in 60 countries) has been and continues to be my goal. As the first Canadian bank archives and the only one fully open to the public, pressure to deal with the day-to-day demands for wide-ranging use of our collections is intense. As a lone arranger for the first few years, pressure simply to exist was even more so. It would have been quite easy to leave large-scale planning and delivery of advanced programming to larger, more established institutions.

Scotiabank Group Archives serves, and has for many years served, as the gatekeeper for records in all media and formats being transferred to offsite storage. Our Records Management Policy covers the management of “recorded information, including the creation and receipt of records in whatever medium and format as well as their retention, preservation and/or destruction.”

Working with colleagues across the Group, we have been involved in the development and/or roll-out of a number of policies with record-keeping impact, such as the Scotiabank Guidelines for Business Conduct, Scotiabank Group Internet and Electronic Email Code of Conduct, Scotiabank Group Information Security Policy, Scotiabank Group Privacy Code, and Scotiabank Employee Privacy Code. Even policies written by other areas of the Group fall within our sphere of influence and are specifically referred to the Group Archives for review and/or approval.

The Records Management Policy, newly extended and updated, applies across the Scotiabank Group of Companies with respect to their operations in Canada. This includes Executive Office, Scotia Capital, Wealth Management, International Banking, and Operations/Domestic Banking.

A view of the presentation hall of the 8th European Conference on Digital Archiving in Geneva, Switzerland. Nearly 700 people took part in the conference which was held April 28th-30th, 2010, at the International Conference Centre Geneva.
Within the Applications and Scope of the Policy, recorded information is defined for Group staff as including, but not limited to “the information contained in any record, such as correspondence, memoranda, publications, reports, forms, plans, drawings, maps, pictorial or graphic works, photographs, films, microform records (such as microfiche and microfilm), sound recordings, videotapes, electronic and all other machine readable records, and any record which has been produced from a machine readable record by means of computer hardware and software and any other information storage equipment and technical expertise.” Those of you familiar with large bureaucracies and major financial corporations will appreciate that this comprehensive definition is the product of considerable R&D, as well as strategic planning, negotiation, and extensive roll-out templates.

Effective April 1st, 2010, the second phase of the New Records Management Policy and Procedures was introduced. This implemented a new Records Retention and Disposition Schedule across the entire Group. As well, employees were notified that they are required to send records identified as “Archives” directly to the Scotiabank Group Archives once their retention period has expired and they are no longer required for operational purposes. The Chief Operating Officer of Scotiabank Group has signed off on all aspects of these developments.

Bryan’s involvement in the growth and development of archives and archival associations is known in professional circles and beyond. As a Library of Record, the University of Alberta Libraries states that it will “build a strong digitization program to increase worldwide access and exposure to unique and/or at risk materials that we hold; support local and Western-Canadian based publications through continued subscription, digitization and preservation; ensure that our collections may be located and used by our patrons, via effective cataloguing, as well as new discovery mechanisms, promotion, and innovative service initiatives.”

Those of us in charge of large, complex, or far-flung programs managed by a small number of staff will appreciate the significance of the stated goals at the University of Alberta. That these goals are not only adopted but are being put into play is noteworthy here. This is how the seasoned, well-informed CA stakes out territory for growth.

Paul has produced a model city archives program already, and is currently seconded to the project team responsible for the new City of Ottawa Archives facility (an important example of his role in the corporation of the City of Ottawa). He
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modestly refers to his program of controlling civic
electronic records as a “pilot project in archival
management of digital information.” He reports
funding cuts by City Council (a fact of life that has
hit all of us to a greater or lesser extent over the
past several budget cycles), but, from a period in
2007 when he was directly responsible for
electronic records, he developed draft guidelines for
the acquisition of records in electronic form as well
as rules around the use of digital cameras in the
reference room, citation and use requirements for
digital records created on behalf of researchers, and
criteria for selection of records for mass
digitization.

His willingness to work on these aspects of a
comprehensive digital records management and
digitization program, and the City of Ottawa’s
awareness of this work, are major forward-thinking
steps. This is how the pro-active CA works to build
partnerships to effect policy/procedural changes
across an entire corporation.

My purpose in referencing these four programs
directed by CAs was not to catalogue elements of
digital records management and digitization
programs, nor to insist that only CAs can direct
effective versions of such programs. My purpose
was to highlight these working, real-time examples
of digital protocols being put into motion as
integrated parts of successful archival programs.

Finally, I wanted to ask whether coincidence only
or the cascading effects triggered by the one
predominant common element can be reasonably
credited for this success. Without over-stretching
the connection, I would posit the second choice is
the more plausible.

The iron will needed by individuals to create the
Academy of Certified Archivists, to qualify for the
CA designation personally, and to drive the
Academy forward to the position it now enjoys, is
the same iron will that drives successful archival
programs, most especially those encompassing
protocols for digital records and digitization.
ACA 2010 Election Report

The Academy of Certified Archivists is pleased to announce the following results for its 2010 elections:

Vice President/President-Elect
Brenda Gunn, CA

Treasurer
Mott Linn, CA

Regent for Examination Development
Mary Elizabeth Ruwell, CA

Regent for Outreach
Louis Jones, CA

Nominating Committee
Tara Zachary Laver, CA

The Board wishes to congratulate all of our elected colleagues, and we are especially eager to thank those folks who did not win election, but were nonetheless willing to run and make the offer of service to the Academy.

On behalf of ACA President Mike Bullington, CA, and the Nominating Committee, we thank each and every member of the Academy who exercised their franchise and participated in this election.

Sincerely,

Martin L. Levitt, CA
Regent for Nominations

2010 Travel Assistance Awards

The recipients of the 2010 ACA Travel Assistance Awards are

Ms. Megan Hibbitts
Mr. Timothy Mottaz
and
Ms. Alexandra Myers

Each winner receives up to $200 for travel expenses and has the $50 examination fee waived.

ACA News is looking for a volunteer!

If anyone is interested in interviewing ACA members and writing up the responses for a few-hundred word article for the newsletter’s Academy Profile, please contact:

Anselm Huelsbergen, CA
(huelsbergena@missouri.edu)
In Remembrance

Bruce C. Harding, CA Emeritus
1925 — 2009

Bruce Harding, CA Emeritus, member of the ACA class of 1989, died on November 10, 2009, in Pullman, Washington.

Following his service in the U.S. Army Signal Corps, Bruce received a BA in 1949 from Central Washington University and, in 1951, an MA from Washington State University.

Bruce worked for the National Records Management Council, the Michigan Historical Commission, The Ohio State University, and the National Archives and Records Service’s Chicago branch. Bruce became Washington State University’s record manager in 1974, a position he held until his retirement in 1985.

Following his retirement, Bruce volunteered his time and expertise for numerous organizations. In 1971, he was elected as a Distinguished Fellow of the Society of American Archivists.

[Information for this notice was taken from the Lewiston Tribune (www.lmtribune.com/archived-story/Obituaries/398619/) and the WSU Today (www.wsutoday.wsu.edu/default.asp?PageID=233)]

Judith Marian Beale, CA
1957 — 2010

Judith Beale, CA, member of the ACA class of 2006, died on February 10, 2010, in Altamonte Springs, Florida. She had worked most recently as the Senior Archivist in the University of Central Florida Libraries’ Special Collections. Previous positions included archival work for Rollins College in Winter Park, Florida, and the Orange County Regional History Center in Orlando, Florida.

Judith attended the University of Colorado, graduating with a BA in History in 1996. She earned an MA in History from the University of Central Florida. As part of her archival training, Judith attended the Modern Archives Institute.

Judith was an active participant in the Society of Florida Archivists (SFA), serving in numerous capacities. Her contributions to the Society have been memorialized by the SFA Judith Beale Student Scholarship.

[Information for this notice was taken from the The Florida Archivist, Volume 26/2, Spring 2010 and an online tribute: www.friendsandrelations.com/partners/rnli/html/detail.php?id=4426]