

## KCA Board

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University of Kentucky

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Past Chair, ex officio  
Northern KY University

**Daniel Weddington,**  
Vice Chair  
Berea College

**Heather Potter, Treasurer**  
The Filson Historical Society

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Member-at-Large  
Georgetown College

**Dieter Ullrich,**  
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Morehead State University

**Johna Picco,**  
Member-at-Large  
The Filson Historical Society

**Megan Mummey,**  
Webmaster  
University of Kentucky

**Jaime Marie Burton,**  
Newsletter Editor  
University of Kentucky

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## Letter from the Chair

Dear KCA members,

This is the second annual winter issue of *The Kentucky Archivist*, which will provide updates on KCA Board activities between the fall and spring meetings.

Our 2016 membership drive is in full swing. A reminder for those who may have forgotten or are not aware: KCA membership dues are based on the calendar year (January 1 – December 31). Member benefits include reduced meeting fees, voting privileges, and the opportunity to participate in leadership at the state level by running for a KCA board position. Membership dues cover maintenance of the KCA website, defray programming costs, and support the Fund Award, which helps fund innovative training and advocacy initiatives for Kentucky archivists and archives. Membership can be renewed online at [www.kyarchivists.com/membership](http://www.kyarchivists.com/membership) or by using the form provided at the end of this newsletter. Please encourage colleagues, students, and other cultural heritage professionals to join our vibrant community.

The board continues to discuss several changes that will improve the efficacy of our organization. These include incorporating as a non-profit body and establishing a secretary position as part of the board. More details will be provided in the spring newsletter as well as at the spring meeting.

The Fund Award Committee is seeking applications for the 2016 cycle. Due to our great membership numbers, KCA is able to offer a substantial \$500 award this year. Additional details can be found on the KCA site at [www.kyarchivists.com/kca-funding](http://www.kyarchivists.com/kca-funding). KCA Vice Chair Daniel Weddington has stepped in to chair the award committee as Sarah-Jane Poindexter has relocated to Germany.

We have started to plan the 2016 spring meeting, which will be held at Kentucky State University on Friday, May 20<sup>th</sup> (save the date!). Sessions will focus on facilities management, including security and disaster preparedness. Please see page 5 for our call for presentations and/or papers. As part of the meeting, the Kentucky Department for Libraries and Archives will give a tour of the new State Records Center. I hope you can join us for what is shaping up to be a really interesting meeting!

Lastly, thank you to those who attended our fantastic fall workshop on handling and storage of digital files. If you have any questions, concerns, or recommendations for future meetings or other KCA-related activities, feel free to submit them to the new KCA listserv at [kentucky-council-on-archives@googlegroups.com](mailto:kentucky-council-on-archives@googlegroups.com) or email me directly at [sarah.dorpinghaus@uky.edu](mailto:sarah.dorpinghaus@uky.edu).

Best regards,  
Sarah Dorpinghaus

**Sarah Dorpinghaus**  
KCA Chair, 2015-2016



## Treasurer's Report

**Heather Potter**  
KCA Treasurer, 2014-2017



Happy Spring, fellow KCA members! We have had a good membership turnout in early 2016, with 37 members already paying their dues; that number includes several new members, who we happily welcome to KCA. Help us increase our membership numbers by paying your dues online today! You can pay dues via PayPal <http://www.kyarchivists.com/membership/>

I am happy to report that we had 38 people attend our Fall Meeting held at the Southern Baptist Theological Seminary in Louisville. Due to the great turn out and our partnership with SHRAB all expenses were covered including an honorarium for our speakers. Thank you to all who attended it was a great success!

Regarding our 2015 finances, our income for the year (dues and interest) was \$1,507.90; plus we made a small amount of money on our meetings (spring and fall) \$147.15 which makes up for monies lost at past meetings. This makes our 2015 income \$1,655.05. Non-meeting expenses include our webhosting fees of (\$175.86) and the 2016 Annual Fund Award of (\$500.00)—about 35% of 2015 Membership Dues. This means we put \$979.19 (from monies earned in 2015) back in the bank for future meetings, workshops, or other projects. The 2015 KCA Annual Fund Award was not awarded so those monies also went back in the bank for future use.

Projected expenses for 2016 (not meeting related) include our webhosting and domain name registration fees (approximately \$176.00), the aforementioned Annual Fund Award (\$500), and potentially registration for attaining our non-profit/tax exempt status with the State of Kentucky (estimate unknown). We ended 2015 with the total funds of \$8,120.92 as of 12/31/2015. As always, feel free to contact me with any questions.

### 2015 Annual Income

(Membership Dues, Bank Interest, & Meetings)

**\$1,655.05**

### Expenses

Web Hosting

**\$175.86**

Annual Fund for 2016\*

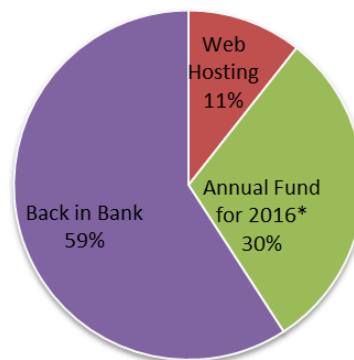
**\$500.00**

Back in Bank

**\$979.19**

\*Based on 2015 Membership Dues, about 35% of \$1,503.15

### 2015 Expenses



## 2016 Fund Award Announcement

The Kentucky Council on Archives (KCA) accepts letters of request for financial support of events and external projects from archival organizations and KCA members. KCA is particularly interested in funding community-wide professional development (i.e. workshops, training), advocacy initiatives, and archival outreach opportunities. Requests are evaluated on their potential contribution and measurable benefits to the Kentucky archival community, notably their impact on the broad and diverse membership of the Kentucky Council on Archives. Funds are not available for individuals to offset personal costs incurred through workshop and training attendance, or for travel requests and conference registration.

Funding available for these requests is dependent on KCA's annual budget. The total annual disbursement will not exceed 35% of total dues received from members during the previous calendar year. Note, the KCA Board retains the right to not grant monies during a funding cycle. Groups and individuals may apply in consecutive cycles for funding. **For 2016, the fund available is \$500.**

To effectively evaluate letters of request, all submissions must:

- Specify the amount of funding requested.
- Describe the organization and/or individual submitting the request and its history, mission, values, and programs.
- Describe the intended use of KCA funding, including event or project elements and location.
- Describe the intended audience of KCA funding.
- Describe the anticipated outcomes of KCA funding.
- Upon completion of the project or event, submit a brief report to KCA describing the use of the funding and the outcomes.

Requests are considered yearly. **The submission deadline is April 15, 2016;** notification and receipt of monies by the end of May 2016.

Letters of request must be submitted electronically to the Fund Award Committee Chairperson, Daniel Weddington, at [daniel\\_weddington@berea.edu](mailto:daniel_weddington@berea.edu).

Not Eligible for Funding:

- Archival supplies
- Food or beverage
- Individual professional development
- Individual membership or registration fees
- Activities or materials of a political nature

View or download the full award [rubric](#). This rubric will be used by the Fund Award Committee to evaluate all proposals.



## KCA Fall Meeting Review

Submitted by: Megan Mummey, University of Kentucky

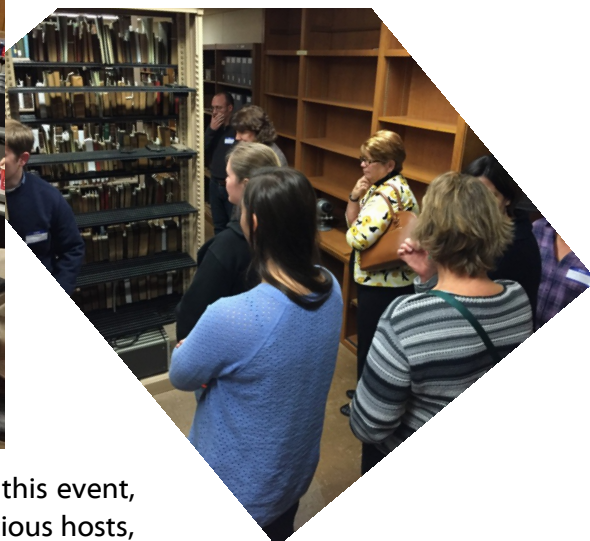
Archivists from across Kentucky and beyond gathered at the James P. Boyce Centennial Library of the Southern Baptist Theological Seminary (Louisville, Kentucky) on November 23rd for the Kentucky Council on Archives fall workshop, **White Gloves Not Required: Handling and Storage of Digital Files**. The half-day workshop was co-sponsored by the Kentucky State Historical Records Advisory Board (SHRAB) and led by Bertram Lyons of AVPreserve.

KCA conducted a survey with its members in the fall to determine the topics covered by the workshop. The training offered hands-on demonstrations of essential skills for the handling and storage of born-digital files. This included DOs and DON'Ts of handling digital materials, storing digital files using Bagger and Fixity, and extracting metadata from digital files using MediaInfo and Exiftool. Participants also learned how these tools and skills can be implemented in collection management workflows.

The workshop was well attended and included participants from Indiana as well as Kentucky—for a total of 38 participants from 17 organizations.



Additionally, the workshop ended with a tour of the Southern Baptist Theological Seminary archival repository led by their archivist, Adam Winters.



KCA would like to thank the Kentucky SHRAB for co-sponsoring this event, to the Southern Baptist Theological Seminary for being such gracious hosts, and to archivists all over Kentucky for their continued support of KCA.

## 2016 Spring Meeting - Call for Presentations

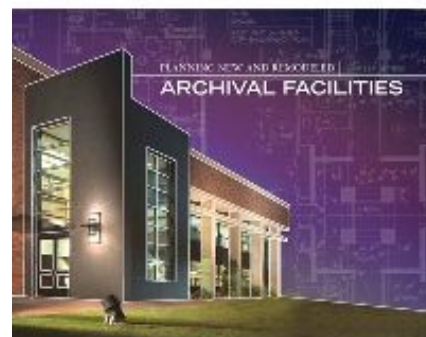
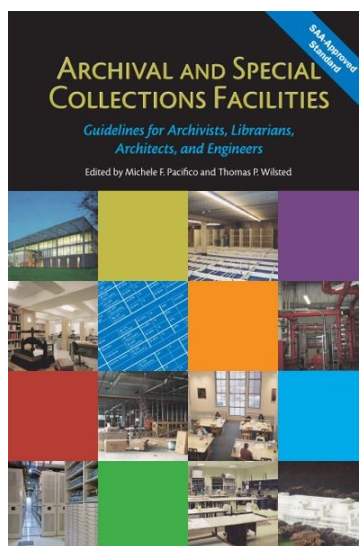
The KCA Board is pleased to announce the 2016 Spring meeting theme: Facilities management.

This year's theme reflects feedback received from KCA membership following the last several annual meetings and workshops. The board seeks proposals that address a broad array of topics in this area, including but not limited to security, disaster preparedness, storage spaces, and research rooms.

The 2016 meeting will be held in the Cooperative Extension Building on the campus of Kentucky State University in Frankfort on May 20, 2016. Following the meeting will be a tour of the new State Records Center at the Kentucky Department for Libraries and Archives.

We invite all archivists, graduate students, and other interested allied professionals to propose a presentation, paper, or other type of training session. The KCA Spring meeting provides members and others in attendance the opportunity to present on initiatives, projects, or research being undertaken at your repository, share valuable information, and get feedback from your colleagues. Membership is not required to submit a proposal (but membership is always appreciated and encouraged). You may also nominate colleagues or suggest ideas for speakers from cross-sector professions such as libraries and museums.

Spring meeting proposals should be submitted to: Jaime Marie Burton, [jmburton1@uky.edu](mailto:jmburton1@uky.edu). Please title email submission as: "KCA Spring Meeting 2016 Proposal" and include all contact information, approximate time duration of the presentation, and a description of your potential AV needs.





## Membership Form

### KCA Dues

(January – December 2016)

KCA dues are based on the calendar year, January-December and are \$20 per year. Please fill out this form as if it were a mailing label to you. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!** We accept registration fees via Paypal, although there is an additional \$1 convenience fee. Please see the membership page of the KCA website to pay your dues electronically (<http://www.kyarchivists.com/membership/>).

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_ Include name and contact information on the KCA website membership directory

\_\_\_\_ Do not include name and contact information on the KCA website membership directory

**Send dues checks to  
Heather Potter  
The Filson Historical Society  
1310 South Third Street  
Louisville, KY 40208**

**Make Checks Payable to Kentucky Council on Archives**

The Kentucky Council on Archives, a professional membership organization, does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. Persons requiring special accommodation or auxiliary aids must notify a member of the KCA board thirty (30) days prior to a meeting so that the proper arrangements can be made.