## The Kentucky Archivist

Volume 27, Number 1

Newsletter of the Kentucky Council on Archives

Spring 2005

### KCA Administrative Board Members for 2004-2005

#### Larry LaFollette

Southeast Community College Chair, 2004-2005 (term 2003-2005)

#### **Chad Owen**

University of Louisville Vice-Chair/Chair-Elect (term 2003-2006)

#### Nancy DeMarcus

University of Kentucky (term 2004-2006)

#### Michael Veach

Filson Historical Society (term 2003-2005)

#### **Deborah Whalen**

Eastern Kentucky University (term 2003-2005)

#### Jim Cundy

Kentucky Department for Libraries and Archives Ex officio Member Past Chair

#### Mark Myers

Kentucky Department for Libraries and Archives Treasurer (term 2004-2007)

#### Jim Cundy

Kentucky Department for Libraries and Archives Newsletter Editor (term 2003-2006) and Web Editor http://www.kyarchivists.org

### **Spring Meeting, etc.**

Dear KCA Colleagues,

It's spring! And if that be so, can our spring meeting be far away? Please mark your calendars for 13 May and plan to join us at Buffalo Trace in north Frankfort. This will once again be a joint meeting. This round, we be ioined by **ARMA** International's Frankfort-Bluegrass Chapter. The topic for this year's spring meeting is emerging issues in corporate archives and business collections. Everyone on the KCA Administrative Board has worked diligently with ARMA's Frankfort-Bluegrass Chapter to locate speakers and provide a venue that promises to be both informative and entertaining. I am deeply appreciative of their efforts. Chiefly, I wish to commend Michael Veach for his tireless efforts to secure Buffalo Trace for our meeting and arrange for excellent catering, as well as, a tour of the Buffalo Trace distillery afterward. We are expecting large attendance so I encourage each of you to register early.

Those of you who were in attendance at our fall meeting in Louisville will remember discussion and subsequent approval of a resolution (see page 5) for the Kentucky Council on Archives to join Midwest Archives the Conference. I can report to you that Owen did present

resolution to the MAC Thank you Chad! The MAC council approved our resolution and requested it be brought before the membership for their approval at their spring meeting in Chicago on April 28 -30. Nancy DeMarcus and Debbie Whalen will be there to represent our cause. If you have a moment, I'm certain they would each appreciate an encouraging word before they head off on our behalf.

In other matters of internal interest, I will be ending my term as chair, while Debbie Whalen and Michael Veach will be stepping down from the KCA Administrative Board after our spring meeting. I am personally grateful to both Debbie and Mike for the assistance they have provided me and all their efforts on behalf of the Kentucky Council on Archives. Chad Owen, currently on the Administrative Board, will become chair. This leaves three open seats on the Board. To fill these seats, we nominate a slate consisting of Chuck Hill of Eastern Kentucky University, Beth Shields of the Kentucky Historical Society, and Jennifer Gregory of Northern Kentucky University.

Though well beyond the scope of our control, there are two pressing matters affecting us all: the zero-funding for NHPRC and the case of assault and theft in the Transylvania University Archives'

[Continued on page 6]

# Emerging Issues in Corporate Archives and Business Collections

### Agenda

### A Joint Meeting Between the Frankfort/Bluegrass Chapter of ARMA International and the Kentucky Council on Archives

Friday, May 13, 2005 Buffalo Trace Distillery Frankfort, KY

8:00 – 8:45 a.m.	Registration & Breakfast
8:45 – 9:00	Welcome
9:00 – 9:45	Deirdre A. Scaggs, University of Kentucky "The John C. Wyatt <i>Lexington Herald-Leader</i> Photograph Collection: Putting the Picture in Perspective"
9:45 – 10:00	Break
10:00 – 10:45	Noah G. Huffman, Filson Historical Society "Agitator: Tom Wallace and the Conservation Movement, 1920-1960"
10:45 – 11:00	Break
11:00 – 11:45	Kathy J. Adair, CRM "Assessing Your Current Records Management Program"
11:45 – 1:30	Lunch and business meetings
1:30 – 2:15	Samantha J. Lofton-Thompson, Greenebaum, Doll & McDonald PLLC "Issues Surrounding Records Management in Litigation Support: ARMA International's Standards Development Initiative as a Guideline to Records Management in Litigation Support"
2:30 – ?	Tour of Buffalo Trace Distillery

For meeting registration materials, please see page 3 of this newsletter.

For directions to the Buffalo Trace Distillery, please see page 4 of this newsletter.

### KCA Dues Notice (January – December 2005)

KCA dues are based on the calendar year and are \$10 per year. Please fill out this form as if it were a mailing label to you. If your membership is for an organization, please indicate on the name line the person who should receive the newsletter and correspondence. PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!

Name:				
Address:				
For directory (opt	ional)			
Phone:		Fax:		
Email:				
	KC	A Meeting Regis Spring 2005	tration	
Please register by members	May 6, 2005.	Registration is \$2	20 for members <i>or</i> \$2	25 for non-
Name: Address:				

#### SEND DUES/REGISTRATION TO:

Phone:

Mark Myers Kentucky Department for Libraries and Archives P.O. Box 537, Frankfort, KY 40602-0537

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.

#### DIRECTIONS TO THE BUFFALO TRACE DISTILLERY

- On I-64 Eastbound, take Exit 53B, US 127 North, go about 5 miles. You will cross the KY River and see the Holiday Inn, turn left (still 127 North, also Wilkinson Blvd.). The distillery will be on the left in one mile.
- On I-64 Westbound, take exit 58, turn right off the exit and follow US 60 until it becomes 127/421. Go straight, follow signs to Civic Center/Downtown and do not make any turns until you see the distillery on your right, about 5.5 miles.
- From Lexington, take Versailles Road into Frankfort. You will pass I-64 at Exit 58. Follow US 60 until it becomes 127/421. Go straight, follow signs to Civic Center/Downtown and do not make any turns until you see the distillery on your right, about 5.5 miles.
- On north or south I-75, follow the interstate until it joins I-64. When they split, follow I-64 west according to the above directions.

Once you enter the main gate at Buffalo Trace, proceed to the guard's station at the stop sign. Visitor parking is on the right. The meeting place is the log cabin you will see on your left as you enter the grounds.

DO YOU NEED A PLACE TO STAY ON THURSDAY NIGHT?

If so...

There is a Holiday Inn at 405 Wilkinson Blvd. in Frankfort that is a short drive from Buffalo Trace. The phone number there is 800-465-4329. Otherwise, you can check on the Internet at <a href="http://www.kentucky-hotels.org/cities/Frankfort/index.asp">http://www.kentucky-hotels.org/cities/Frankfort/index.asp</a>

#### PLEASE NOTE

#### KCA HAS A NEW TREASURER

Anything you would have sent to Nancy DeMarcus (e.g., dues or meeting registration) should now go to

Mark Myers Kentucky Department for Libraries and Archives P.O. Box 537 Frankfort, KY 40602 - 0537

IF YOU HAVE NOT REGISTERED FOR THE KCA LISTSERV, SEE PAGE 18 OF THIS NEWSLETTER. IF YOU HAVE, ITS WEB ADDRESS HAS CHANGED, SO PLEASE MAKE A NOTE OF THE NEW URL.

### KENTUCKY COUNCIL ON ARCHIVES TO AFFILIATE WITH THE MIDWEST ARCHIVES CONFERENCE:

WHEREAS the Kentucky Council on Archives (hereafter KCA) is the principal organization promoting the interests of archivists and the archival profession in the Commonwealth of Kentucky;

WHEREAS the KCA is currently unaffiliated with any regional archival organization;

WHEREAS the possibility of affiliation with the Midwest Archives Conference (hereafter MAC) was raised by the members of the KCA at its spring membership meeting;

WHEREAS many members of the KCA are also individual members of MAC;

WHEREAS the Commonwealth of Kentucky borders the Midwest Archives Conference (hereafter MAC) states of Ohio, Indiana, Illinois, and Missouri;

WHEREAS the MAC is one of the most prominent and influential regional archival organizations in the United States;

BE IT RESOLVED THEREFORE the membership of the Kentucky Council on Archives request and apply for membership in the Midwest Archives Conference, and with its membership in the MAC thereby obtaining all the rights, privileges, and responsibilities pertaining there unto;

BE IT FURTHER RESOLVED that a delegation of the Kentucky Council on Archives, lead by board representative Chadwick Owens, be empowered to deliver this resolution and act on all matters pertaining there unto on behalf of the membership of Kentucky Council of Archives at the fall meeting of the Midwest Archives Conference in Des Moines, Iowa 28-30 October 2004.

### RESOLVED THIS DATE, 1 OCTOBER 2004

Larry LaFollette, Chairman KCA
Jim Cundy, Ph.D. Secretary KCA

### From the Chair (cont'd)

Special Collections. Please take a few minutes and pay special attention to the Kathleen Roe's circular, submitted to the Kentucky Archivist by Barbara Teague. If you have not already done so, I urge each of you to take the time to offer NHPRC your support for appropriate funding.

I also want to thank Mary Margaret Bell for alerting us all to the need for support and letters involving the theft of rare books and Audubon drawings from the Transylvania Library Special Collections Room. For those who may have missed the complete story it may be found http://www.kentucky.com/mld/kentucky/news/local /10947042.htm. The latest information available is that all four men pled not guilty to the charges and a court date of May 16 has been set. I encourage you to stay current with this issue as well. The steadily increasing monetary value of archival materials combined with the ease of selling items on-line has raised the risk of theft for all of our collections and, unfortunately, those who care for them as well. A little pro-active effort on each of our parts will not only accomplish wonders for each of these issues but also help to raise public awareness of the importance of our collective mission and the role of archives in maintaining a free, open, and democratic society.

This has been an exciting year to be chairman for the Kentucky Council on Archives. I thank each of you for your support and encouragement. It has been a tremendous privilege to be of service to you and the KCA. I am deeply indebted to each of our Administrative Board Members for their time and efforts over the past year. Whatever great things we have accomplished have been through their efforts. Jim Cundy, thank you for your excellent leadership through acting as our secretary and editor of our newsletter. Mark Myers, thank you for all your efforts to keep us fiscally responsible. Mike Veach, thank you once again for all your efforts at local arrangements for our spring meeting. Chad Owen, Nancy DeMarcus, Debbie Whalen thank you for all your assistance in representing us to the Midwest Archives Conference.

With warmest regards, I look forward to seeing each of you at Buffalo Trace on 13 May!

Larry LaFollette KCA Chairman, 04/05

#### **NEWS**

### MESSAGE FROM KATHLEEN ROE, PRESIDENT, COUNCIL OF STATE HISTORICAL RECORDS COORDINATORS APRIL 5, 2005

[This message appeared as an NHPRC circular.]

Since mid-March when the President's budget provided zero funding for NHPRC grants and program administration, the archival community has been incredibly active in informing members of Congress of the need to restore funding. The Society of American Archivists, the Council of State Historical Records Coordinators, and the National Association for Government Archivists and Records

Administrators formed a Joint Advocacy Task Force to coordinate efforts within the archival community. The Task Force has also coordinated its efforts regularly with the Association for Documentary Editors and the National Coalition for History.

Initial efforts have focused on the members of the House and Senate Appropriations Committee, and the Subcommittees that deal directly with the NARA appropriation. We can document that our colleagues have sent the Appropriations Committee members over 300 letters. This is a superb effort, and from contacts in Congress, we know that this effort has definitely been noticed.

In addition, over 35 "live" visits have been made to those members of Congress, along with many phone calls. Our heartfelt thanks to all of you for the effort to make this happen. If you have contacts or colleagues who have not sent a letter yet, they are still useful between now and April 26th when there will be an Appropriations Committee hearing on the National Archives budget.

This is the first part of a process that will likely continue into the summer when the budget mark-ups are finalized by the House and Senate. Here's what is next, and what you can do to help (and please do!):

1. If you live or work in a district or State with a member of the Appropriations Committee: Fax a letter if you have not done so already.

If you have, make a call or send an additional fax asking your member to attend the NARA Appropriations Hearing on April 26th and speak on behalf of NHPRC.

Make a call to the member's office, or go visit them. Talk to the staff person in charge of appropriations—they can be extremely effective. If you are unsure of whether your congressional member is on the Appropriations Committee or the Subcommittees **Appropriations** dealing NARA, check the websites noted below.

- 2. If you do not live in a district or State with a member of the Appropriations Committee: Fax or call your Congressional member's office and suggest they contact the members Appropriations Committee and Appropriations Subcommittees to urge their support.
- 3. Submit public testimony to the Appropriations Committee for consideration as part of the NARA hearing on April 26th. While there will be no "live" testimony, there will be a website set up soon for submitting testimony. While individual testimony is helpful, providing testimony on behalf of an organization or group where a specific number of constituents or members can be cited is particularly useful. As soon as the official testimony site is made available we will disseminate information on what you can do.

Where to go for more information and to keep current on this issue:

Council of State Historical Records Coordinators www.coshrc.org Society of American Archivists www.archivists.org

SaveArchives.org, a website dedicated to preserving our nation's archival heritage.

www.savearchives.org

KCA members, if you have questions specific to Kentucky and the benefits it has received from NHPRC, or would like further information on contacting your member of Congress, please contact Barbara Teague at barbara.teague@ky.gov.

UPDATE (April 11): The coalition working to restore funding for the NHPRC has established a central web site at http://savearchives.org. The website issued a new action alert late last week (http://savearchives.org/HseAppropMemb.html), to inform us that the House Appropriations Committee Subcommittee on Transportation, Treasury, and Housing and Urban Development, The Judiciary, and the District of Columbia will hold a hearing on the National Archives budget on April 26<sup>th</sup>.

Both Anne Northup and Hal Rogers are on this subcommittee. The coalition is asking that we again fax letters to or visit these members of Congress to explain the importance of the NHPRC, and the website has several good suggestions for Congress. If you need further contacting information, please visit http://savearchives.org, or contact Barbara Teague at barbara.teague@ky.gov for further information.

Submitted by Barbara Teague

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### GEORGETOWN COLLEGE FIRESIDE EVENTS

Seventeen people attended the first Archival Fireside Chat on 2 March 2005. Drs. Gwen Curry and Glen Taul led a discussion of Georgetown College history through two items purchased from sellers on eBay: a 1906 French Carriage Clock and an 1832 diploma. The clock was owned by the first graduate of Georgetown College, William H. Branham (Class of 1904), to attend the University of Oxford as a Rhodes Scholar. The diploma, written in calligraphic hand and on parchment, was

awarded to a student of the first graduating class. A picture of the college in 1832 emerged through descriptions of each of the artifacts and its background. For more details, go to http://www.georgetowncollege.edu/ebay\_spread.pdf

The next Archival Fireside event was on 30 March. Alumni and former associates of the college were invited to bring photographs taken when they were at Georgetown College. The photographs are to be scanned, labeled, and recorded for possible use in a photographic book being prepared by a senior student. The book will be published by Arcadia Publishing.

Submitted by Glen Taul

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### U of L ACCEPTS EDITOR'S COLLECTION

The University of Louisville Libraries Photographic Archives has accepted a gift of the personal archives of the journal News Photographer as a gift from the publication's retiring editor James Gordon of Bowling Green, Ohio. Gordon's archive holds files on newspaper and magazine photojournalists, including both members and non-members of the National Press Photographers Association. The collection also includes files on Pulitzer Prize Winners such as Joe Rosenthal and Annie Wells, and files on Photographers of the Year such as John Kaplan and Carol Guzy. There are press prints of many famous images, biographies and portraits of photographers, as well as any information Gordon found on incidents and events involving these photographers. The collection spans the 1978 to May 2003. Gordon is also donating his copies of *News Photographer* from these years.



Associate Curator Amy Purcell, shown here with the donor is arranging and describing the 45 linear foot collection.

Submitted by Delinda Buie

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### JEFFERSON COMMUNITY COLLEGE ESTABLISHES ARCHIVES

It all started with a request for the first three issues of the college newspaper, the *Quadrangle*. This simple request eventually led to the creation of a college archives at Jefferson Community College in Louisville.

Jeff Matthias, assistant director of the library, received the request and had difficulty locating all three early issues of the Quadrangle from 1968 and 1969. He was also concerned that with the retirement of many staff and faculty, their historical knowledge and documents would be lost.

Funding was sought for a consultant to draft a proposal for a full archives and records management program. Kathy Goss, an experienced archivist and member of KCA, was hired to assess the need for an archive and develop a plan. The proposal was completed the summer of 2004 and presented to the president of the college on August

9, 2004. The president was supportive but funding was tight from state government. Space was eventually located and partial funding was acquired toward the end of 2004. The Jefferson Community College archive is now a reality and, under the direction of Kathy Goss, is processing large amounts of historical documents.

An open house is planned for April or May of 2005 which will feature exhibits and documents from the founding of the college. Contact Katherine Goss at kgoss0003@kctcs.edu for more information.

Submitted by Katherine Goss

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### Reorganization at UK

Under the direction of Dean Carol Pitts Diedrichs, the UK Libraries recently completed a major reorganization. Included in the reorganization was the creation of the Special Collections and Digital Programs Division. The new division includes all of the units in the former Special Collections and Archives plus Preservation and Conservation, Reprographics, the Kentucky Newspaper Project, the Kentucky Digital Library, and an increased focus on Digital Programs.

Terry Birdwhistell was named Associate Dean for Special Collections and Digital Programs. The management team for the Division includes Mary Molinaro, Director of Preservation and Digital Programs, Lisa Carter, Director of Archives, and Jeff Suchanek, Director of the Oral History Program. Mary Molinaro is also serving as Interim Director of the Special Collections Library until July when Judy Sackett will become Director.

Submitted by Terry Birdwhistell

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### UK LIBRARIES TO LEAD IN NEWSPAPER DIGITIZATION

The National Endowment for the Humanities (NEH) has awarded \$310,000 to the University of Kentucky Libraries as one of six institutions chosen

to participate in the first phase of an NEH and Library of Congress project to digitize 20,000,000 pages from U.S. newspapers in the public domain. In the first two year phase of the project, the UK Libraries will be focusing on digitizing over 100,000 pages from Kentucky newspapers published from 1900-1910. During the term of the grant, UK and the other five institutions will be developing processes that will be used by other libraries in subsequent phases of the project.

Additional information on the National Newspaper Digitization Project is available on the NEH web site at <a href="http://www.neh.gov/news/archive/20050328.html">http://www.neh.gov/news/archive/20050328.html</a> and about the University of Kentucky Libraries' participation at <a href="http://www.uky.edu/Libraries/NDNP/">http://www.uky.edu/Libraries/NDNP/</a>. Key personnel include Principle Investigator, Mary Molinaro, Director of Preservation and Digital Programs, Rebecca Ryder, Head of Preservation Services and Eric Weig, Head of Digital Programs.

Submitted by Terry Birdwhistell

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### THE JOHN C. WYATT LEXINGTON HERALD-LEADER PHOTOGRAPH COLLECTION



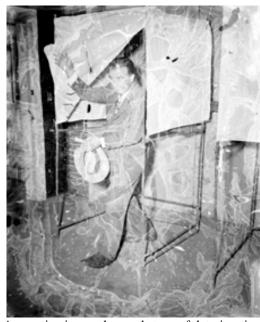
Corner of Water and Limestone Streets, April 1947. Item # 1.02-267.01

The University of Kentucky Special Collections and Digital Programs is pleased to announce the acquisition of the John C. Wyatt *Lexington Herald*-

Leader Collection and the National Historical Publication and Records Commission (NHPRC) grant-funded Herald-Leader Preservation and Access Project. The Lexington Herald-Leader newspaper has been essential in the documentation of Kentucky's history for over 130 years. Originally two distinct papers, the Herald-Leader's roots can be traced to the Morning Herald, first published in 1895, and the Kentucky Leader, formed in 1888. In 1937, the Herald was bought by John G. Stoll, owner of the Leader, but the papers continued to be published separately and with distinct editorial policies. The heavily Democratic and more politically based Herald was published in the morning and the Republican, more society based Leader in the evening. In 1973, the newspapers were purchased by the Knight-Ridder Corporation and in 1983 were merged into a single, morning paper that is still published as the Lexington Herald-Leader.

The John C. Wyatt Lexington Herald-Leader Collection is an unparalleled source of photojournalistic documentation of the historical, cultural, and industrial changes that have shaped Lexington and its surrounding region. The collection is comprised of an estimated 1.8 million unique photographic negatives and transparencies spanning the years 1939 to 1990. The images in the collection highlight the day to day activities of Kentuckians; they follow the changing urban landscape of Lexington, and show the history of the agricultural, tobacco, and horse racing industries. Herald and Leader photographers documented the local impact of key national events such as World War II and Vietnam. By recording local history and regional culture, these photographs provide richer context to the larger fabric of national history. Notable regional and national figures, as well as the everyday man or woman, are represented throughout the collection. Local architecture, parks, public education, and area universities are among some of the other subjects represented. The Lexington Herald-Leader Collection is the only large, comprehensive newspaper photographic archive in Central and Eastern Kentucky and the extensive single collection of most

photographic images documenting Lexington's twentieth century history.



A negative in an advanced stage of deterioration.

A.B. "Happy" Chandler emerging from a voting booth.

The Herald-Leader Preservation and Access Project is being managed by Deirdre Scaggs, who came to UK Audio-Visual Archives from the University of Pittsburgh Archives of Industrial Society. She has an MLIS with a focus in archival studies from the University of Pittsburgh and an MFA in photography from The Ohio State University. Over the next two years, her team will address the negatives most at risk to deterioration. The photographic materials have been stored in acidic envelopes and banker's boxes and kept with their associated newspaper clippings, job sheets, and other materials. It is important to treat the earliest negatives as soon as possible as the inherent chemical composition of the older negatives makes them most susceptible to vinegar syndrome, so named for the odor emitted during the deterioration process. The negatives' base material is unstable and shrinks at a more rapid rate than the photographic emulsion. This process causes the negatives to warp, bubble and eventually channel or crack in the emulsion, thus distorting the image.



Guignol Theater Fire, February 10, 1947. Item # 1.02-97.10

Approximately 97,000 negatives will be rehoused, described, and separated from all acidic materials over the next two years. In addition, existing *Herald-Leader* indices will be converted to an electronic database that will allow access to the majority of the collection. By the end of the project, AV Archives will produce an on-line finding aid, a collection level MARC record, a database to provide item level subject searching and access, and the ability to generate a preservation report to assess the status of the collection and make future decisions about work flow and possible funding.

The Lexington Herald-Leader photographs will continue to demonstrate their importance and relevance to local and national scholars as well as contribute to the preservation of the collective memory of Kentuckians. This is a tremendous opportunity to preserve a vast portion of the visual history of Central Kentucky and to contribute to the knowledge base of the archival community. The impact of the Herald-Leader Preservation and Access Project will continue to be realized as the images are used by students. researchers. journalists, authors or editors in articles, books, web site projects and scholarly undertakings. Please check on our progress over the next two years and look for the Lexington Herald-Leader Project Web site, accessible from the AV Archives site, under "What's New" or directly at:

http://www.uky.edu/Libraries/Special/av/menu/LH L/LHLhome.htm.

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### NEWS FROM THE DIOCESE OF OWENSBORO [Sister Emma Cecilia Busam writes:]

Since I was out of the office for health reasons, from July 11 to October 4th when I underwent open-heart surgery, I really don't have much to report. I am back on duty for 10 hours a week at present and all is going well.

In the Fall of 2004 we completed a revised Diocese of Owensboro Archives & Records Center Policy Manual and Finding Aids. I have contacted each Department Head and Administrative Assistant to familiarize them with the color-coded copy which will be in the Library for their convenience. All were very receptive. I thought this would be better than sending people to the computer because many don't have computers.

We also have a new Volunteer, Bob Cinnamond. Bob travels 45 minutes to Owensboro where he teaches part-time at Brescia University. He will come to help us a few hours before his afternoon class on Mondays.

### EDUCATIONAL AND PROFESSIONAL OPPORTUNITIES

SAA Education Calendar <a href="http://www.archivists.org/">http://www.archivists.org/</a>

**Designing Usable Web Sites** New York, NY 4/15/2005

**Basic Electronic Records** Chicago, IL 4/27/2005

Archival Perspectives in Digital Preservation Boston, MA 4/28/2005–4/29/2005

**Administration of Photographic Collections** Edwardsville, IL 4/29/2005–4/30/2005

## Preserving Your Historical Records: An Archival Holdings Maintenance Workshop (UPDATED)

University Park, PA 5/2/2005

### **Style Sheets for EAD – Delivering Your Finding Aids on the Web**

Berkeley, CA 5/12/2005–5/13/2005

### **Describing Archives: A Content Standard** (DACS)

Washington, DC 5/17/2005

### MARC According to DACS: Archival Cataloging to the New Descriptive Standard (REVISED)

Washington, DC 5/18/2005–5/19/2005

### **Understanding Archives: An Introduction to Principles and Practices**

Seattle, WA 5/19/2005–5/20/2005

### **Digital Libraries and Digital Archives** (IT Training for Practicing Archivists)

Boston, MA 5/21/2005

### Arrangement and Description of Archival Records

University Park, PA 6/6/2005

### Security in the Reading Room – A Web Seminar

Web seminar 6/7/2005

### **Archival Perspectives in Digital Preservation**

Lexington, KY 6/9/2005–6/10/2005

### **Describing Archives: A Content Standard** (DACS)

New Orleans, LA 8/14/2005

### Copyright: The Archivist and the Law

New Orleans, LA 8/15/2005–8/16/2005

### **Becoming a Film Friendly Archivist (NEW)**

New Orleans, LA 8/15/2005

### Security in Archives & Manuscript Repositories (EXPANDED)

New Orleans, LA 8/15/2005–8/16/2005

### MARC According to DACS: Archival Cataloging to the New Descriptive Standard (REVISED)

New Orleans, LA 8/15/2005–8/16/2005

### **Describing Photographs in the Online Environment (NEW)**

New Orleans, LA 8/15/2005

### Style Sheets for EAD – Delivering Your Finding Aids on the Web

New Orleans, LA 8/15/2005–8/16/2005

### Managing Literary Manuscripts: Identification, Arrangement, and Description (NEW)

New Orleans 8/16/2005

### **Building Digital Collections**

New Orleans, LA 8/16/2005

### **Building Digital Collections**

Tucson, AZ 9/9/2005

### **Describing Archives: A Content Standard** (DACS)

Bloomington, IN 9/28/2005

## **Archival Perspectives in Digital Preservation** Richmond, VA 10/6/2005–10/7/2005

Oral History: From Plann

Oral History: From Planning to Preservation Tucson, AZ 10/28/2005

### **Business Archives...Establishing and Managing and Archives**

Atlanta, GA 11/2/2005–11/4/2005

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### SAA TO HOLD WORKSHOP IN LEXINGTON KENTUCKIANS CAN SAVE \$100

SAA will hold the workshop "Archival Perspectives in Digital Preservation" in Lexington on Thursday, June 9 and Friday June 10. Kentucky's State Historical Records Advisory Board (SHRAB) is a co-sponsor of the workshop. For more information, see <a href="http://www.archivists.org/prof-education/workshop-detail.asp?id=1365">http://www.archivists.org/prof-education/workshop-detail.asp?id=1365</a>

By using the promotional code 0545UKY, Kentucky archivists will have \$100 of their registration fee paid by the SHRAB. Deadline for early-bird registration is May 10.

Submitted by Barbara Teague

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### KHS ANNOUNCES RESEARCH FELLOWSHIPS

The Kentucky Historical Society (KHS) is launching a research fellowship program to encourage and promote research on Kentucky history and culture. All fellowships will fund research at KHS during 2005, primarily in the special collections and library collections. All

fellowships also include a one-year KHS membership. Fellowship applications are due at KHS by May 9, 2005, with grantees to be notified by May 16 (only grantees will be contacted). Applications will be judged on the merits of the proposed research and the extent to which the judges believe that research can be advanced through use of collections at KHS.

Scholarly Research Fellowships: two fellowships of \$1,000 each for research at KHS during 2005. Application for these fellowships is open to anyone, including scholars and graduate students. Applicants must be working toward publication. Applications will be judged on the potential contribution of the project to Kentucky scholarship. (Application form - PDF, 37KB)

**General Research Fellowships:** three fellowships of \$250 each for research at KHS during 2005. Application for these fellowships is open to anyone. (Application form - PDF, 37KB)

### Graduate and Undergraduate Research Fellowships:

- Three graduate student fellowships of \$500 each for research at KHS during 2005. (Application form PDF, 37KB)
- One undergraduate student fellowship of \$250 for research at KHS during 2005. (Application form PDF, 37KB)

### **Family History Research Fellowships:**

- One out-of-state travel fellowship of \$750 for research at KHS during 2005. (Application form PDF, 37KB)
- Three family history fellowships of \$250 each for research at KHS during 2005. Both in-state and out-of-state residents are eligible. (Application form PDF, 37KB)

[Note: Genealogists doing paid contract research are not eligible for these fellowships.]

K-12 Teacher Research Fellowships: two fellowships of \$750 each for research at KHS during 2005. Teachers will receive these fellowships with the expectation that they will create a three- to-five-day unit study on a Kentucky-related topic based heavily (but not necessarily exclusively) on materials from KHS. These units will be submitted for KHS to post for other teachers to use. For more information about the teacher fellowships, contact <a href="Carrie Dowdy">Carrie Dowdy</a>. (Application form - PDF, 37KB)

KHS reserves the right not to award certain fellowships should extenuating circumstances arise. Because of state regulations, Kentucky state employees are not eligible for these fellowships. (Kentucky public-school teachers and state university employees are eligible, however.) If you have further questions about KHS fellowships, please contact <u>Doug Boyd</u> at <u>Doug.Boyd@ky.gov</u>.

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### TRAINING OFFERED FOR LOCAL GOVERNMENT OFFICIALS

The Kentucky Department for Libraries and Archives' Local Records Program has expanded its training program for government officials to include most local agencies in the state. For the calendar year 2005, staff will present workshops in basic management, records electronic management, and disaster preparedness/recovery to local agency officials. KDLA is partnering with the Kentucky Department of Education (KDE), Governor's Office for Local Development (GOLD) and the Kentucky League of Cities (KLC) to present the workshops as part of their approved training for continuing education. Under the Effective Instructional Leadership Act, KDE has approved the training for school personnel while GOLD has approved the training for certain elected officials. The workshops should receive approval as training from KDE and GOLD again in 2005. KLC will provide a forum for the training of municipal personnel. Local Records continues its work with various professional associations directed at specific local officials such as the County Clerks Association, Municipal Clerks Association, and Jailers Association. This year, staff will offer between fifteen and twenty workshops throughout the state and make presentations at many of the local officials' professional organizations annual meetings.

Submitted by Jerry Carlton

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### KDLA GOES TO SARC

Several of the Department for Libraries and Archives' KCA members attended the annual meeting of the Southeastern Archives Regional Conference in Nashville, TN on March 28-30. Below are first person summaries of their activities.

### Jerry Carlton, Manager, Local Records

I was part of the group that dealt with public relations and community outreach. We discussed ways the different state archives went about making their collections available to the public. We also talked about how services were made available to the local and state clientele. Most of the discussion dealt with archival holdings and how to make them available for use. One of the ways used by most of the state archives is to reach out to teachers and instruct them how to use primary sources in the classroom. Some states use archives staff to make presentations in the classroom showing how history can come alive through archival sources like photos, documents and other exhibit material.

There was also discussion on the use of websites and how to make primary documents and other archives holdings available. Of the states represented at SARC, most use the website to promote their holdings and services. Some actually have the records themselves available. Many are doing some sort of scanning of materials and making them available on the website. Records retention schedules were mentioned as items made available on the website along with state and local publications.

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### Milton Matzke, Manager, Micrographics

In my session we discussed the continued need for microfilm backup of digitized records. Several of the states (including Kentucky) have purchased Archive Writers and made their filming services available to both state and local agencies. One topic of discussion was the capturing of color documents and websites in digital form since microfilm only captures items in black and white.

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### Glen McAninch, Manager, Technical Analysis & Support

I represented Richard Belding in SARC's Director's meeting. I joined representatives from Tennessee, Alabama, Florida, Georgia, Mississippi, North Carolina, and Virginia in discussing budgetary shortfalls; reduced staff resources; Historical Records Advisory Board activities such as North Carolina's Archival Boot Camp Workshops (http://www.ah.dcr.state.nc.us/shrab/bootcamp.htm); Archives and Records commission structures; state archives participation in the Library of Congress Digital Preservation **Project** (http://www.digitalpreservation.gov); and recent legislation in the member states, including a complete rewrite of the Virginia records laws. When discussing technical innovations imaging, participants noted the following projects: Kentucky's Persistent Archives Testbed Project, Georgia's "Virtual Vault"

http://www.sos.state.ga.us/archives/Vault/ArcVirtualVault/ Florida's Memory Project

http://www.floridamemory.com/ (10,000 photos added in two years) and Virginia's "Virtual Records Center" proposal. At the end of the conference a panel of representatives from Virginia, Georgia, Alabama, South Carolina and Mississippi discussed the problems, successes, and lessons from the building of new archival facilities in their respective states.

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### Mark Myers, Electronic Records Archivist

I attended the session, "Records Management and Electronic Recordkeeping Systems." In this session, representatives from the various institutions discussed recent projects and electronic recordkeeping initiatives that were being worked on

or planned. Tennessee reported that they were in the process of upgrading their recordkeeping software from Documentum and reported that they were happy with the performance of the software to manage their records center operations. North Carolina said that they were also looking to Documentum's software to convert their legacy recordkeeping system. Georgia reported that they had been using Tower software for years for their records center operations and were exploring the feasibility of a "virtual records center," where all paper would be scanned upon receipt and only the imaged copy would be retained.

Georgia also reported that recent legislation defined what elements were protected under the "personal information" exemption to their Open Records Law, and all state agencies now have to develop ways to protect this information from accidental disclosure. They were exploring ways to redact this information electronically upon receipt from the agency as permanent records would be transferred to the archives.

Virginia announced their participation in a pilot project sponsored by the Internet Archive, to develop a package of capturing websites scaled to meet the needs of states and universities. The Internet Archive currently works with various federal and international agencies to capture and archive websites. Virginia reported that under the project the state archive would receive 2 copies of the websites captured by the Internet Archive, and the software required to link with the Internet Archive's online repository. On a related note, Alabama reported on their initiative requiring state agencies to take annual snapshots of their websites and send copies on CD-ROM to the state archives.

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### **Tim Tingle, Archives Supervisor**

I attended the session on "Reference Service and Document Delivery in the 21st Century." The discussions reflected the issues now facing the Reference sections of most state archives, and included receiving and responding to requests electronically, the use of electronic records in the reference area, and policies concerning the use of digital cameras and personal scanners by patrons. Most states (including Kentucky) are in the process

of revising their current procedures to accommodate new technology in order to better serve the needs of their customers. Another issue common to nearly everyone was a drop in on-site patron levels. The consensus seemed to be that the drop was due to the availability of resources on the internet, and not to any real loss of interest in historical or genealogical research. Many states have therefore increased their focus on outreach programs in order to broaden their customer base. The session proved to be a productive discussion of the many issues facing archival reference services as we move into an increasingly electronic environment.

# **Historic Information Management At Southeast Community College**

Southeast Community College announces the introduction of The Historic Information Management Program. The program consists of separate certificate programs in each of three concentrations: **Archival Management**, **Museum Management**, and **Records Management**. The HIM program is developed to meet the needs of busy adults desiring to further their education while working from home or office.

All classes in the Historic Information Management Certificate Program are available on-line and designed to deliver a fundamental technical grounding in each profession. They are not intended to be a short cut or substitute for undergraduate or graduate professional education in any of these areas. Rather, the courses are designed to specifically aid those individuals who are:

- 1. Currently employed in one or more areas of Historical Information Management and may not have the resources to pursue undergraduate or graduate training, but still desire to grow in their profession and improve their job skills...
- 2. Anticipating a professional career in an area of Historic Information Management. These individual can learn about their chosen profession and gain the job skills to work part-time in that field while completing their undergraduate or graduate education...
- 3. Anticipating a career change or simply want to know more about the professions of archives management, museum management, or records management...

For further information regarding the Historic Information Program please visit <a href="http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/index.htm">http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/index.htm</a> or contact:

Larry LaFollette, Archivist Southeast Community College (606) 589-3131 larry.lafollette@kctcs.edu Do you have something you want to share with the KCA membership?

Come register for the

# KCA listserv

Go to <a href="http://listserv.ky.gov/read/">http://listserv.ky.gov/read/</a>

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Under the Name column, find kdla-kca

If you have not signed up click subscribe



The **2005 Kentucky Archives Week** will be held October 9-15, 2005. Please mark your calendars, and start making plans now! The Archives Week Coordinating Committee and the State Historical Records Advisory Board set broad themes for the next several years for the Archives Week celebrations, to aid archivists in planning events. These are: "Sense of Place," 2005; "Family Heritage," 2006; "Leisure," 2007; "The 50<sup>th</sup> Anniversary of the Kentucky Public Records Act," 2008; and "Abraham Lincoln," 2009. Kentucky Archives Week will generally be held in Kentucky, during the second full week of October, unless any national declaration of Archives Week supersedes this. Further information will come from the Archives Week Coordinating Committee soon!

During the **2004 Kentucky Archives Week**, October 10-16, communities and institutions across Kentucky celebrated the state's historical records and those who preserve them and make them available for research. This was the third annual Kentucky Archives Week, again coordinated by the Kentucky State Historical Records Advisory Board. A proclamation from Governor Ernie Fletcher signaled the importance of this annual event, and it was echoed in proclamations issued by the Mayors of Louisville, Lexington, and Owensboro and the Fiscal Courts of Allen, Hancock, Jessamine, Madison, Mason, McCracken, Scott, and Washington Counties, among others. Institutions across the state encouraged the public to become more familiar with their holdings through open houses, special exhibits, tours, lectures, and links to web sites. A few of those hosting events or spotlighting special collections or overall holdings this year include the Kentucky Department for Libraries and Archives, the University of Kentucky, the University of Louisville, Morehead State University, Western Kentucky University, the Filson Historical Society, Jefferson County Public Schools Archives and Records Center, Lexington Public Library, and Boyd County Public Library. The 2004 Kentucky Archives Week web site, <a href="http://archivesweek.ky.gov/">http://archivesweek.ky.gov/</a>, has a list of events, proclamations, and Archives Week awards, as well as a copy of the Kentucky Archives Week poster available for download. The website will be updated soon with 2005 information.

**2004 Kentucky Archives Week Awards.** The Kentucky State Historical Records Advisory Board awarded two Certificates of Merit during Kentucky's annual Archives Week. The authors of *The Encyclopedia of Louisville* received a Certificate of Merit for notable achievement in writing based on research in Kentucky repositories. Dr. John Kleber, editor of the Encyclopedia, accepted the award on behalf of the authors at the fall meeting of the Kentucky Council on Archives. Frances Cotterill, Mason County Clerk, received a Certificate of Merit for notable service to and advocacy of archives by a public official. Ms. Cotterill's award recognizes her twenty-three years of service as county clerk, and her many actions to preserve the records in her care and to make them available for research. State Historical Records Coordinator Richard Belding presented the award to Ms. Cotterill at the October monthly meeting of the Mason County Fiscal Court.

Barbara Teague, Chair Archives Week Coordinating Committee