



ACA News

The Newsletter of the Academy of Certified Archivists Issue 82 Summer 2013

President's Message

Laura Lyons McLemore, Ph.D., CA
Noel Memorial Library
Louisiana State University



As the annual meeting approaches and we look forward to New Orleans hospitality, I look back over the past year and marvel at how honored and fortunate I have been to serve as president of the Academy of Certified Archivists. The Academy has come a long way since its founding twenty-five years ago, and it continues to evolve. The developments of the past year will be reported during the annual meeting of the membership coming up. The luncheon/business meeting will be held on Thursday, August 15, from 11:45 a.m. – 1:15 p.m., at the Hilton New Orleans Riverside in conjunction with the Society of American Archivists annual meeting. In the meantime, I will take this opportunity to preview a few highlights.

The Academy is growing. We ended 2012-13 with more than a thousand members. The largest class in ACA's history is about to take the certification exam at seventeen different sites, and it includes exam-takers literally from around the globe.

As the archival profession becomes more globalized, ACA, building on the groundwork so ably laid by Trudy Petersen, CA, is increasing its commitment to global relations through the International Council on Archives and its Section of Professional Associations. Gregor Trinkhaus-Randall, CA who represented SAA and ACA at meetings in Brisbane and Edinburgh this past year will continue for another term as our delegate to ICA/SPA. With the approval by the Board of a travel assistance budget, the Academy is encouraging CAs to propose sessions for ICA conferences. You will see announcements about these confer-

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ACA News is published four times
a year by the
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President's Message

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ences from the ACA secretariat from time to time.

Just as the archival profession is evolving, ACA continues striving to meet the realities of the archival work environment by reviewing and revising our certification and certification maintenance information and policies. The Board of Regents will approve revised guidelines for recertification with regard to records management education and experience at our meeting in New Orleans. Review of Role Delineation begins in August. And as ACA strives for greater diversity, I urge everyone to take the member survey that is out this summer. If you have not already responded, you still have time. Now that the Academy of Certified Archivists has its own registered trademark (thanks to the hard work of Mike Bullington, CA) and enters its next quarter century, this is the perfect time to take stock of who we are and who, collectively, we want to become. Certainly, we are off to a good start with the election of new officers.

The nominating committee, Mat Darby, CA, Helen Wong Smith, CA, and Brenda Gunn, CA came up with a stellar slate of candidates for this year's election. It was a win-win situation for ACA no matter what the outcome. Congratulations to vice-president/president-elect, Daphne DeLeon, CA; secretary, Wesley Chenault, CA; Regent for Exam Administration, Marcus Robyns, CA; Regent for Certification, Pamela Nye, CA; and Nominating Committee, Christine de Catanzaro, CA. This group will provide outstanding leadership. The 10% increase in voter participation this year was another sign of ACA's growing vitality. And there's plenty of room for more member participation in future elections to get us to the goal of 100%.

The Academy owes a large debt of gratitude to the outgoing officers and regents: Kristy Sorensen, CA

who has done yeoman's work as Regent for Certification Maintenance as well as serving on the records management committee and acting as chief Wufoo guru; Shaun Boyd, CA, Secretary, who has dutifully kept the record straight; Mat Darby, Nominating Committee Chair and consummate recruiter; and, of course, Brenda Gunn, Regent for Nominations, who as President moved ACA forward on so many fronts.

All in all it has been a wonderful year and the best is yet to come. This annual meeting kicks off the celebration of the Academy of Certified Archivists' 25th year in 2014. I welcome you all once again to Louisiana and the Big Easy (no hurricanes in the forecast so far) and hope that amid the great music, great food, and to-go daiquiris, you'll find time to attend the ACA annual business meeting and celebrate with us.



Did You Know??

It's never too soon to start thinking about recertification. If you keep careful records of your professional activities, it will be easy to see your points add up. Go to this page: <http://www.certifiedarchivists.org/members-area/89.html> and click on "Qualifying Archival Experience Document template (Word)" to download the form. You won't have to scramble when the deadline comes around, just upload the file to your online petition and get back to earning points!

ACA Officers

President (2012-13)	Laura Lyons McLemore, Ph.D., CA Noel Memorial Library Louisiana State University Shreveport, Louisiana
Vice President/ President-Elect (2012-13)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, PA
Treasurer (2012-14)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
Secretary (2011-2013)	Shaun Boyd, CA Douglas County Libraries Castle Rock, Colorado
Regent for Examination Administration (2011-2013)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Regent for Examination Development (2012-14)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2011-13)	Kristy Sorensen, CA Austin Presbyterian Theological Seminary Austin, Texas
Regent for Outreach (2012-14)	Courtney Chartier, CA Robert W. Woodruff Library Atlanta University Center Atlanta, GA
Immediate Past President & Re- gent for Nominations (2012-13)	Brenda Gunn, CA University of Texas at Austin , Briscoe Center for American History Austin, Texas
Chair, Nominating Committee (2012-13)	Matthew Darby, CA University of Texas at Austin , Briscoe Center for American History Austin, Texas

From the Vice President/ President-Elect

Margery N. Sly, CA
Special Collections Research
Center, Temple University
Philadelphia, PA



Ten Things to do at the SAA Annual Meeting in New Orleans

1. Wear your CA pin or sticker proudly.
2. Get involved in one of the pre-meeting service projects.
3. Send positive thoughts to the exam takers.
4. Volunteer to staff the ACA booth.
5. Participate in the item writing workshop.
6. Attend the ACA business meeting.
7. Learn about ACA activities and volunteer for one.
8. Stretch your brain by attending a session about a topic new to you.
9. Gather recertification points.
10. Let the good times roll/Laissez le bon temps rouler!

There's still time to volunteer!

There are still slots available for you to volunteer at ACA's booth at the SAA annual meeting. You can sign up by entering your name in an available timeslot on the volunteer sign-up page at <https://docs.google.com/spreadsheets/ccc?key=0AqxV4TBfPDDKdFZHNmFjdUEFJdUZPnJZSEh4Y09jY2c&usp=sharing>

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

Planning a Digital Archives

Richard Pearce-Moses, CA (1989), Master of Archival Studies Program, Clayton State University

What does it take to build a digital archives? To incorporate electronic records into an existing archives? Those questions don't have trivial answers. At the same time, I would hope a digital archivist should be able to sketch out a high-level plan rather quickly. As much as anything, a rough plan will identify questions that need to be answered. Three questions that professional archivists should be able to answer rather quickly -- at a high level -- hold provide a good starting point for such a plan.

Students in Clayton State University's Master of Archival Studies program begin their capstone project by creating such a plan, based on what they've learned throughout the program. The course asks them to address those questions, and their responses structure the work they need to do the rest of the semester -- find answers and explain the process. To test this assignment, I spent a little time thinking about the questions, intentionally working quickly to block out the ideas rather than focusing on details.

1. What is an archives? In a nutshell, 'archives' may refer to the repository (as a space), to the program (as purpose and activities), or to the collections. The plan must address each.

First, it must define a space, distinct from folders, boxes, and shelves. As a sketch, it might describe that space in somewhat vague terms such as "digital storage," setting the stage for future discussions of local and cloud storage, backup, and specific technologies designed for digital archives. The plan must state the purpose of the digital archives, either establishing, revising, or revisiting the vision, mission, and goals. Finally, it must consider the collections, at a broad level: what records should the

archives acquire to accomplish its purpose?

2. What does an archivist do? The Academy of Certified Archivists' Handbook is a handy source that identifies core functions that should be addressed in the plan. It also includes professional, ethical, and legal responsibilities, which touch on all the archival functions noted below.

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Richard Pearce-Moses is a Certified Archivist and Director of the Master of Archival Studies Program at Clayton State. Individuals working in archives can take individual courses in digital archives as continuing education without pursuing the degree.

An earlier version of this article was posted on his blog "Archives in the Digital Era" at <http://archivesinthedigitalera.blogspot.com/2013/07/planning-digital-archives.html>.

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Digital Archives *(continued from previous page)*

Selection, appraisal, and acquisition. What approaches will be used to identify records for consideration, what criteria will be used to include them, and how will the records be transferred? If the archives has existing records retention schedules and collecting policies, they could serve as the basis for appraising records based on content. Other factors, such as acceptable formats, condition, and preservation costs will need to be addressed more specifically. Procedures, including identifying specific tools, to transfer the records will have to be developed for digital records.

Arrangement and description. The plan must address approaches to organizing the records in storage (the virtual equivalent of folders and boxes). Some existing descriptive practices might be adapted to incorporate electronic records, especially as part of collection and series level descriptions. However, procedures to include records at the folder and item level will almost certainly need to be revisited. In particular, how can the archives make advantage of automated extraction of metadata for better access?

Reference and access. Making electronic records available online can be a great boon for access. Because born-digital records don't require laborious digitization, getting them online can be -- from a technical point of view -- rather simple. However, publishing contemporary records online raises questions about copyright, privacy, and other issues.

Preservation and protection. Even a sketch of a digital preservation plan should touch on a broad range of questions, ranging from backup and system security, demonstrating authenticity and integrity, format migration, preferred formats, and audits. As important, who on staff will be responsible for the technical aspects of preservation?

Outreach, advocacy, and promotion. To the extent these activities focus on program sustainability, they are less urgent during the planning stage. At the same time, given the impact and costs of incorporating digital archives into the program, they are important and can't be delayed long.

Managing archival programs. Beyond those activities specific to archiving, archivists must identify who will do the work and resources to support both people, hardware, and software. A digital archives is a program, and integrating new, ongoing resources into an operations budget is an enormous challenge.

3. What is a record? Although archivists and records professionals debate the nuances, the heart of the definition -- in my mind -- focuses on information in a fixed format used as evidence of the past. Geoffrey Yeo poses a similarly broad definition, "persistent representations of activities, created by participants or observers or their authorized proxies." (In "Concepts of Records (1): Evidence, Information, and Persistent Representation." *American Archivist* 70 (Fall/Winter 2007), p. 515-543.) Even as a sketch, the plan must start discussion about what will be preserved, of what constitutes the digital record to be preserved. Are digital records necessarily preserved in native formats? Is it significant that formulas in an Excel spreadsheet are lost when converted to PDF? Is it possible to keep databases accessible indefinitely? If not, how can that information be captured? How do these decisions affect the trustworthiness of the archives?

My sketch is just that -- a rough outline off the top of my head. It's incomplete and needs to be developed. It's something I dashed off, as part of the assignment is to get the students to think quickly -- and then revise. The next step is to develop the plan. I already know I would look at the high-

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Digital Archives *(continued from previous page)*

level model in the Open Archival Information System.

I would also get feedback from colleagues. One of the benefits of working on projects like this in a class is that the other students provide feedback and perspective based on different ideas. In response to a blog post about this assignment, my colleague Elizabeth Dow pointed out, the plan needs to address all the people involved (which OAIS does nicely) and the necessary “soft” skills to work with them effectively. Similarly, Cheryl Oestreicher challenged my assumptions that outreach and advocacy were not urgent. As a result, the final product is much improved.



Online Tools

Don't forget to visit the ACA facebook page:

<http://www.facebook.com/ACArchivists>. Add your

own pictures of ACA

events or connect with colleagues.



Visit the ACA website at:

<http://www.certifiedarchivists.org/>



And now you can join ACA on Linked In at:

[http://www.linkedin.com/groups?](http://www.linkedin.com/groups?mostPopular=&gid=1799847)

[mostPopular=&gid=1799847](http://www.linkedin.com/groups?mostPopular=&gid=1799847)

Call for Papers

Archiving Research – Why and How?

The ICA SUV Programme Committee is pleased to announce its call for papers for the 2014 meeting, which will be held in Paris (France).

The conference is planned for three (3) days, from July 8th to 10th 2014, and will include a sightseeing tour of the new site of the French National Archives in Pierrefitte-sur-Seine on July 7th, 2014.

Summary

This conference is about the methods and importance of preserving and promoting research archives.

The international and interdisciplinary (libraries, archives, IT, researchers...) dimension of the meeting will offer an opportunity to discuss the diversity of practice.

Themes for Discussion

Four working themes are proposed to direct the expected contributions:

First Theme: Defining research archives

We can ask how to define research archives according to an archivist's or a researcher's perspective, and their country of origin. Is this concept different when it is about physical, biological, and mechanical sciences or about human and social sciences? What are the various meanings of the term "Research Archives," Do they have consequences on the work methods and the organization of communications?

By comparing various international archival experiences, the discussion can lead to an interesting debate on the diversity of researchers (i.e. donors) and their practices and how we archivists best respond to their specific requirements.

Second Theme: An opportunity to protect research archives

Any policy (or the absence of policies) leads to the necessity of making choices and the need to identify appropriate resources and means (material, human, financial). Are the only objectives of the conservation of research archives to maintain the rights of the researchers and to facilitate the historical exploitation of the records? What are the possibilities of promoting these archives and is it

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Call for Papers *(continued from previous page)*

possible to speak about scientific exploitation (or re-exploitation) of these archives?

With regard to the needs or practices of researchers and laboratories, is it possible and necessary to gather archives? What type of dialogue needs to be established between research professionals and archivists to facilitate the development of an archival "awareness" as well as to promote the existing archives? Finally, what tools can facilitate the implementation of this dialogue?

Third theme: Tools and Methods

Any laboratory or research structure constitutes a very particular place within which the archivist is led to develop specific communications and tools for the researchers, the directors of units and the governance of these structures. What tools or procedures enable the start of a logical collecting process? What communications can we develop around these tools? What are the benefits of placing an archivist within a research structure, and what type of recognition of the archivist's technical capabilities and skills will encourage dialogue with the researchers? Finally, how are these practices represented in various international archival contexts?

In a context of sharing resources and the lack of long-term commitment of laboratories and research teams to archives, how can archivists best work with these structures? And how can the latter take advantage of the networks which include information specialists or researchers to support their work?

Fourth theme: Electronic research data

More and more frequently, research laboratories are grouped in collaborative structures, which use research tools and research support that require a very large investment and which, effectively, are

sometimes shared at an international level. What strategies can archivists adopt to fulfill their missions of protection and even legal advice for the data preservation at laboratories and for researchers working in such an international context? Which partnership(s), actors and tools should be developed to best meet the needs of the laboratories and of the governance of establishments?

Proposal Submission Guidelines

Panels of up to three speakers, or individual presentations, on the above themes are welcome. The abstract proposals are to be submitted before October 15th, 2013 in the form of a summary (format accepted: .doc, .rtf, .txt, .pdf). They will be evaluated and selected by the review committee.

Submissions should include the speaker's name(s), affiliation, postal address, email address, telephone and fax numbers, and a short biography.

Abstract length is limited to 300 words or 2200 characters (including spaces), and a bibliography for the abstract containing at least two entries (not included in the word-count).

If you are submitting a proposal for a complete panel session, please provide a description of 250-300 words for the session as a whole, in addition to an abstract for each presentation. Individual presentations should aim for no more than 20 minutes.

If your proposal is accepted, a full text (10 to 12 pages) must be submitted by April 28th, 2014, to facilitate preparation of the conference proceedings.

Important Deadlines Dates

August 1st – Call for Papers published

October 15th 2013 – Abstract submissions

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November 30th 2013 – Notification of acceptance of abstracts

April 28th 2014 - Deadline for sending of the long texts of the communication (10 to 12 pages) to appear in the proceedings of the conference.

Abstracts should be submitted to the ICA SUV 2013 Conference Programme Committee Chair via email at: susanne.belovari@tufts.edu

Conference Programme Committee

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