



# ACA News

The Newsletter of the Academy of Certified Archivists Issue 89 Summer 2015

## President's Message

Daphne O. DeLeon, CA  
Nevada State Library & Archives  
Carson City, NV 89701



Greetings!

As we near the end of our 25<sup>th</sup> Anniversary Year and my presidency I want to thank you for allowing me to serve the Academy. This year has been replete with engaged discussion and purposeful action. I have enjoyed working with the Board of Regents, Offices and fellow members and I am eager to see where the 2015-2016 Board of Regents and Officers will lead us.

I started off my term with the goal of making the Academy more visible and recognized as an active participant in the archival profession. Actions that were taken this year, both internal and external to the Academy, have significantly increased the profession's awareness of the Academy and its role in the profession. These actions include the following:

Review/Update of Recertification Petition

Completed December 2014

Pilot Online Exam Study Session

Conducted Spring 2015

ACA representation on Continuing Education Grant Projects

*Nexus II: Leading Across Boundaries (LAB)*

<http://educopia.org/research/grants/nexus-ii-leading-across-boundaries>

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## President's Message

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*Mapping the Landscapes: Continuing Education and Professional Development Needs and Opportunities for Libraries, Archives and Museums*

<http://educopia.org/research/mapping-the-landscape>

### SAA Collaborations

ACA-SAA Joint International Council of Archives (ICA) Representative

In Cleveland we have an opportunity to further raise awareness of the Academy through the purchase and wearing of the new ACA polo shirt. Wearing the ACA polo shirt is an easy way to identify your support and membership in the Academy. All members can purchase an ACA polo shirt for \$10 online at: <https://certifiedarchivists.wufoo.com/forms/aca-polo-shirts-order-form-201516/>.

In recognition of all we do as members to support, promote and acknowledge our membership in the Academy, a raffle will be held in Cleveland. You may enter the raffle by dropping off your card with "CA" on it at the ACA table or complete an entry form that lists one way that you support, promote and acknowledge your membership. Raffle winners will be announced at the Annual Business Meeting/Luncheon. Winners will receive an ACA-logo item. Good luck! Hope to see you in Cleveland!

### ACA Events:

Thursday, August 20 Luncheon/Business Meeting – 12:00-1:30 p.m. (Cleveland Renaissance Hotel)

Item-Writing Workshop – 1:30-4:30 p.m. -- Room 11 (Exhibit Hall Level)

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

## ACA Officers

President (2014-15)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Vice President/ President-Elect (2014-15)	Mott R. Linn, DA, CA Clark University Worcester, MA
Treasurer (2014-16)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
Secretary (2013-2015)	Wesley Chenault, CA Virginia Commonwealth University Richmond, Virginia
Regent for Examination Administration (2013-2015)	Marcus Robyns, CA Northern Michigan University Marquette, Michigan
Regent for Examination Development (2014-16)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2013-15)	Pamela Nye, CA The Westminster Schools Atlanta, Georgia
Regent for Outreach (2014-16)	Elizabeth Scott, CA Pittsburgh Theological Seminary Pittsburgh, Pennsylvania
Immediate Past President & Re- gent for Nominations (2014-15)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, Pennsylvania
Chair, Nominating Committee (2014-15)	Christine de Catanzaro, CA Georgia Tech Archives Atlanta, Georgia

## From the Vice President/President Elect



Mott R. Linn, DA, CA  
Clark University  
Worcester, MA

At ACA's annual business meeting/luncheon in Cleveland we will be voting on a small change to ACA's bylaws. Currently, the pertinent section reads:

ARTICLE VII. Section 1. Nominating Committee. The Nominating Committee shall be composed of three members: the Regent for Nominations and two other members, of whom one shall be elected by the membership each year to serve a term of two years. The President shall appoint the chair of the committee.

As one can see, the problem derives from the ambiguity in the last sentence. We have both a Regent for Nominations (the immediate-past president) and a Chair for Nominations and that they can be held by the same person or not depending on what the President wants to do. First, our bylaws should not be this vague. Second, the chair has often been the more senior member of the two CAs who were elected to serve on the committee. Although this arrangement has often worked, it has sometimes created problems. Some years both the Regent and the Chair thought that they were in charge of the process, which resulted in the creation of animosity between the two. At other times, both assumed that the other was doing a particular part of the nomination process, which resulted in nobody doing it. To rectify this

problem, in the coming year I will appoint the Regent for Nominations, Daphne DeLeon, to also be the Chair. For a more permanent fix, the Board of Regents has proposed to change the last sentence in the above passage to read:

The Regent for Nominations shall chair the committee.

We hope to see all of you at our luncheon in Cleveland (remember, if you let us know ahead of time that you will be bringing your own lunch, you can attend for free). If you attend, please vote for the bylaw change so that the nominations process is more likely to run smoothly in the future.

## You can now order your ACA polo shirt online!

Go to <https://certifiedarchivists.wufoo.com/forms/aca-polo-shirts-order-form-201516/> and you can order your shirt there; you can pick out your size and pay online if you'd like.

Please note that the cost is \$10.00 plus \$3.00 postage and handling, if you want your shirt shipped to you. However, you can avoid the postage and handling charge if you pick up the shirt at the upcoming SAA Annual Meeting in Cleveland. You can order either way online. Please note, however, after the SAA Annual Meeting, all shirts will require the postage and handling charge.

For members who are attending the SAA Annual Meeting in Cleveland, show your support for ACA by wearing your polo shirt during the SAA conference and at the SAA Business Meeting on Saturday August 22, 2015. See you in Cleveland!

Daphne DeLeon, CA  
2014-2015 ACA President



## From the Regent for Examination Administration

Marcus Robyns, CA  
Northern Michigan University  
Marquette, Michigan

Greetings from the great frigid North! I have just returned (literally, one hour ago) from an adventure into the wilds of West Marquette County (where flush toilets are rare), braving crazy Yoopers, moose, and wolf packs to acquire and transfer to the NMU Archives the archival records of the city of Ishpeming, Michigan. While crawling and climbing about the bowels of city hall, my intrepid archival crew and I discovered a proverbial treasure trove of records from the nineteenth and early twentieth centuries. These precious memories of



*Annika Peterson, Archives senior student assistant (a.k.a. Number One) doing her best to salvage historical records in the dank basement of the Ishpeming, Michigan city hall. July 14, 2015.*



*Marcus Robyns salvaging important archival records in the basement of the Ishpeming, Michigan city hall, July 14, 2015.*

striking iron miners, saunas, corrupt public officials, tax dodgers, and sewerage projects languished for untold decades in a literal hole in the wall of red stone masonry. Thick layers of dust, nasty mold, and the occasional desiccated rat carcass made the recovery effort challenging at times, but we were able to salvage about 30 percent of the material.

The Ishpeming onsite appraisal and acquisition project is a good, practical example of the value of the ACA certification exam. Domain 1 of the *Role Delineation Statement* outlines the requisite tasks and knowledge set archivists use to make good appraisal and selection decisions. Unfortunately, Domain 1 says little about how to deal with desiccated rat carcasses. I think that I will raise this issue with Tomaro Taylor (Regent for

*(continued on page 5)*

### *Regent for Examination Administration, continued from page 4*

Exam Development) and the rest of the Board at our August meeting in Cleveland, although I suspect that Daphne may object. Sigh.....

Regardless, I am happy to report that we are all set for this year's certification exam. Besides Cleveland, ACA will offer the exam at sites in 17 cities around the United States. I will prepare and submit a full report in the next newsletter, where I will discuss changes in the Handbook and the online application that we hope will continue to make the application process smooth and relatively painless. I'll also report on continuing efforts to support online study and preparation for the exam, including a recent experiment with *Google Hangouts*. For this project, I could really use the help of any interested volunteers. If you'd like to become more involved in ACA, give me a call or email!

For now, I'd like to thank former President Margery Sly and Vice President – President Elect Mott Linn for their dedication and hard work on the Exam Application Review Committee. I'd also like to thank Steve Grandin, ACA Secretariat, for keeping everything organized and moving. I am also grateful for his continued forbearance in response to my mistakes and miscues. However, I remain disappointed in Steve's inexplicable support for the New York Yankees.

I hope you all have a great summer!

## From the Regent for Examination Development

Tomaro I. Taylor, CA  
FMHI Research Library  
USF Libraries  
Tampa, Florida



**2015 Item-Writing Workshop:** The Exam Development Committee invites ACA members to participate in a half-day, Item-Writing Workshop being held Thursday, August 20, 2015 at the SAA Annual Meeting in Cleveland, OH. This year's workshop will focus on digital preservation. No experience – with digital preservation or item-writing- is required to participate. Please [email me](#) for more information.

**Serve on the EDC:** If you are interested in serving as a member of the Exam Development Committee, please submit the following to [tomaro@usf.edu](mailto:tomaro@usf.edu) by August 28, 2015: a brief statement outlining what you hope to contribute to the committee; your current level of commit-

ment to/with committees external to the ACA EDC; and your experience with digital records. A brief description of the EDC is available at <http://www.certifiedarchivists.org/members-area/get-involved/>.

**Outgoing Members:** The Committee extends sincere appreciate and thanks to outgoing members Jeanette Berard, CA., and Richard Shrake, CA.

## Online Tools

Don't forget to visit the ACA facebook page: <http://www.facebook.com/>



ACA Archivists. 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?stPopular=&gid=1799847>



## Academy Profile: Dorthea Sartain, C.A. Wroughton, England

By Ruth E. Bryan, C.A.



Dorthea Sartain discovered the archival profession through working in the library to earn extra money while completing her undergraduate and graduate degrees. As a history doctoral student at the University of Cambridge, she worked part-time in the King's College library and was invited to attend the afternoon staff coffee breaks when she was working. It was there that she met the College archivist.

"We got to talking one day, and she said that she had a summer scanning project that she needed help with if I was interested. This led to later work in the archive on catalogs, conversion of legacy finding aids, and other assistance, so that by the time I finished my graduate degree, I was hooked. I had discovered that I gained a lot of satisfaction by helping people find information and I liked the variety of tasks that an archival career offered."

Dorthea became certified at the beginning of her career because "...it seemed to be one of the best means available to demonstrate mastery of the rudiments of the archival profession." She has recertified by petition and feels the recertification process is "... even more valuable for its demonstration of

continuing commitment to the profession." As her archival career has been in small archives, working either as a lone arranger or as one of two professionals on the full range of archival activities, Dorthea believes the examination process adequately represents archival tasks. In addition, she has "...found the role delineation statement that underpins the examination to be particularly useful in thinking about what it is I do in my job and in explaining what I do to others."

Dorthea obtained her undergraduate degree from Reed College in Portland, Oregon; her master's degree in history from the University of Minnesota; and her Ph.D. in Medieval History from Kings College, Cambridge. She served as the assistant archivist at Trinity Church and later as the Curator of Archives, Collections and Books at The Explorers Club, both in New York City, before returning to England in 2012. After settling in the UK, she took a post as Project Archivist for the Head Hospital Archives at St. Hugh's College, University of Oxford. In this position, she was responsible for arranging, describing, making available and promoting the records of the Military Hospital for Head Injuries, including patient records, subsequent research into head injuries, and related materials.

Although it was a military hospital, The Military Hospital for Head Injuries resided at the College during World War II, while the all-women staff and students of St. Hugh's were relocated elsewhere. The main purpose of the College archives is to document and provide research access to the past and present activities of the college and to help the institution meet its fiscal and legal responsibilities. The first College archivist was hired in 2009.

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*Academy Profile continued from page 5*

"For a variety of reasons, the college agreed to take responsibility for the collection, but it's somewhat separate from the remainder of the holdings and appeals to a different set of researchers... It is an interesting collection not only because of the glimpses that it provides into the military and social history of the World War II era, but for what it has to tell us about the history of science and particularly about the fields of clinical neuroscience, psychology and neuropsychology, both on the battlefield and in the laboratory.... Fortunately, the Wellcome Trust, one of the UK's major funders for research in medicine and the history of medicine, took an interest and has funded processing, meaning that more detailed access to the collection will be provided in shorter time than would otherwise have been the case. It has also allowed the college archivist to focus more exclusively on completing work related to the college's core collections...."

Dorthea notes that the Wellcome grant has had a significant effect on the St. Hugh's College Archives and on the Head Hospital Archives.

"Although it has the potential to be an important collection for research, processing simply wouldn't have been a priority otherwise, given the overall mission of the collection, limited funding for the archives (the College Archivist position, though permanent, is only part time), and the limited access that can be provided due to their nature as confidential medical records."

The greatest challenge Dorthea encountered in

the project was balancing the dictates of the Data Protection Act and medical confidentiality with the need to provide adequate descriptive access in the public catalog for the collection.

"For example, many of the titles for folders are patient names, while each folder is indexed--as stipulated by the grant funding the project--with information about the injuries, diseases, mental state, etc., of the patient. Making both pieces of information available to researchers is needed to provide adequate access, given that many will be looking for information about specific patients, often relatives, while others will be looking for information about treatment of specific conditions; however, they cannot be presented in the classic folder title/description of folder manner without inherently violating the strictures of Data Protection and confidentiality. The catalog itself, then, cannot simply be put online."

The collection also includes a few objects which are useful in telling the story of medicine during World War II.

"Among them are two trunks used by the 4th Mobile Neurosurgical Unit in Italy to keep medical supplies and one of the culture vessels used in the penicillin trials conducted at the Radcliffe during the early years of the war. The vessel and one of the trunks are currently on display at the Soldiers of Oxfordshire Museum."

Dorthea is currently at home following the birth of her second child, but looks forward to returning to archival work in the near future.

*Ruth E. Bryan, C.A., is Director of Technical Services & University Archivist at the University of Kentucky, Lexington, KY, USA*

### From the Regent for Outreach

Elizabeth Scott, CA  
Pittsburgh Theological Seminary  
Pittsburgh, Pennsylvania



Have you ever visited Café Press? It's an online shop where people can purchase products with the ACA logo: [www.cafepress.com/academyofcertifiedarchivists](http://www.cafepress.com/academyofcertifiedarchivists)

You can find everything from mugs to iPhone covers to earrings. Take a look, and order something fun to show off at the annual meeting!



### From the Editor

Linda Hocking, CA  
Helga J. Ingraham Memorial Library,  
Litchfield Historical Society  
Litchfield, Connecticut

Marcus Robyn's account of retrieving records from a basement of a city hall reminded me of the time I visited an outhouse to collect a group of late 18th and early 19th Century papers. It was a four-seater.

We concluded that it would be great fun to invite our members to share their strange stories of retrieval. Tell us your tale, either on our Facebook page, twitter feed, or to me via e-mail. If you have photos, share those too. I will include them in the next newsletter.



Please send any comments, ideas, or suggestions about *ACA News* to:

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