

NEA NEWSLETTER

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C O V E R — Filming of a scene for "Charlie Siringo" on location in Cerillos, New Mexico, 1976. Actors, left to right: Will Hare, Ben Zeller, James Green. The film was one of ten in the "Westering" series produced for television by the Yale University Media Design Studio. From the Howard Lamar Papers. *Courtesy of Beinecke Rare Book and Manuscript Library, Yale University.*

I N S I D E — D. Gregory Sanford's opening remarks from the NEA meeting in April, 2003 (*Archival Insight*, page 4); "Unearthing Gems in Yale's Archival Film Holdings." (*Around and About*, page 24).

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From the Editors

- *Chris Burns*

The theme of NEA's 30th Anniversary meeting, held in Boston this past April, was *Convergence*. Reflecting on that topic in his opening remarks from the meeting, Gregory Sanford makes the case for focusing on the convergence "between the knowledge we preserve and society." What role do the records we maintain play in the debates of society and why is it so important to emphasize their relevance?

Other topics covered at the session are summarized in our session reports and the Inside the NEA columns. Michael Bell's wonderful keynote speech on vampirism in New England will appear in the October issue, just in time for Halloween. Rutherford Witthus' first From the President

column appears in this issue, pointing out the direction he envisions NEA taking in the near future.

Stephen Cohen's Around and About article focuses on his efforts at Yale to manage some of the University Archives' film holdings, shedding light on what their holdings are, how he has begun to gain better intellectual and physical control of the collection, and what lies ahead. The article provides an excellent case study for managing a film collection.

This issue also marks the beginning of Meg Moughan's tenure as a Newsletter editor. We welcome her aboard, and as always we welcome your comments and contributions. ☺

☺ **NEW ENGLAND ARCHIVISTS** ☺

New England Archivists Fall Meeting October 17-18, 2003 Storrs, Connecticut

The theme of the Fall meeting will be "Dialogues." Increasingly archivists must initiate and sustain dialogues across their institution, with repositories holding related records, and with information technology experts, lawyers, the news media and other non-archivists. Sessions at the Fall meeting will include participants in some of these dialogues and offer a view of our broadening contacts outside our own repositories. In addition to workshops and a reception on Friday, Leith Johnson will offer a reprise of his Archives and the Movies. Max Evans of the NHPRC will deliver Saturday's keynote address. There will be sessions on Native American records, digital institutional repositories, archives and the news, GIS, integrating access to cultural heritage resources, court records, archivists in transition, collaboration among state historical records advisory boards, and on a collaborative project on Charles Olson's research on Herman Melville.

Archival Insight

Upon This Gifted Age...

D. Gregory Sanford, Vermont State Archivist (Opening Remarks, NEA Spring Meeting, Boston, MA, April 12, 2003)

Convergence is a wonderful word. It not only means moving toward a common point, but also, in math, can mean limits. In natural science, convergence describes a form of evolution. I think the program committee has done an excellent job of providing glimpses of all three meanings.

I have thought a lot about convergence, but let me digress for a moment.

Recently I was down to the legislature to testify. As I walked back to the office, wrapped in my bureaucratic disguise of coat and tie, a pick-up truck approached. The driver yelled out the window, "You blankety-blank hippie!"

I was instantly charmed. My hair-line crept back into the same zip code as my eyebrows. The gray disappeared from my beard. And, with a significant intake of breath, I regained a vaguely humanoid body configuration.

The context, of course, was a series of demonstrations and counter-demonstrations in Montpelier, inspired by world events. Within that context, this drive-by hooting immediately returned me to my youth. But the moment quickly passed. I had to exhale.

What struck me, what continues to strike me, is how quickly we reverted to the rhetoric of an earlier time. Conducting civic, or civil, dialogue in time of war is difficult; it may be one

of the most difficult things an open society confronts. To what degree do we suspend dialogues, or dissent, during a war? How far does that deference of debate extend? Does it embrace domestic, as well as foreign, policy?

I am also struck by the lack of context to these dialogues. One recent letter to the editor, written prior to the war, expressed support for President Bush. The writer argued that if President Bush "was in such a big hurry to go to war he would have started right after September 11[th]."¹

If we can so quickly forget Afghanistan, what do we recall of the other incursions of the last twenty years, including Panama, Lebanon, Grenada, Somalia, Haiti, Kosovo, and Iraq I? More importantly, what do we know about the consequences of those incursions? Can we now evaluate the arguments originally made for or against each? Answering those questions seems, to me, essential to an informed policy discussion.

Okay, what does this have to do with convergence, or archives for that matter? I think a lot, based on three assumptions. The first is that society, despite our best efforts, continues to hold no opinion, or even a negative opinion, about the roles of archives and archivists. Second, I do not believe we fully understand the scope of change brought by new information and communication technologies. Are we fully utilizing opportunities pro-

vided by those technologies to enhance perceptions of our profession or use of our records? Finally, I think the records we collectively care for can inform on-going public dialogues.

I suspect there is general agreement on the first assumption. Despite numerous sessions on archives and society, outreach, or advocacy, there remains a broad lack of awareness about records and archival management. When an opinion has been formed, it is generally negative. We are still the "dark and dusty" archives of the popular imagination.

Periodic surveys bear this out. Rick Barry conducted an international survey on archives and society in November 2002.² The survey was primarily directed to archives and record managers, but also included students, journalists, academic researchers and others. Of the 671 responses, seventy percent felt that society in general had formed little or no opinion of the record and archives professions. Twenty-one per cent felt that society had a poor perception of the record communities. Only nine percent felt there were positive perceptions.

Rick wrote: "Where it is seen as having an opinion, society values records mainly for their genealogical, historical, cultural and secondary information and research content... and much less so for the loftier values that professionals typically consider of importance to civil society: protection of human rights; creating and main-

taining public confidence in government; enabling government by rule of law; and promoting democracy through public accountability of its public officials.”³

Such data is supported by anecdote. On March 26, 2003 the *New York Times* reported on President Bush’s executive order extending closure of certain records and putting the Vice-President in charge of declassifying documents. The story repeatedly referred to the reaction of historians and “critics of government secrecy.” Despite the public positions taken by our professional organizations and colleagues there was no mention of concern within the record communities.⁴ I should pause to note that Rick’s survey included “good news” stories on innovative programs that may improve public perceptions. One of the good news stories was the New England Archivists’ Archives on the Road series. Congratulations.

My second assumption is that we have not fully comprehended the scope of change brought by new information and communication technologies. Neil Postman has argued that “technological change is not additive; it is ecological...A new medium does not add something; it changes everything. In the year 1500, after the printing press was invented, you did not have old Europe plus the printing press. You had a different Europe. After television, America was not America plus television. Television gave a new coloration to every political campaign, to every home, to every school, to every church, to every industry, and so on.”⁵

I think we can agree that what we have now is more than the world plus

computers. But what do we know about the ecological changes computers are bringing to our profession? Yes, we have responded to new technologies in many wonderful ways. But these responses tend to fall within our traditional appraisal, processing, and preservation work.

Do we understand how computers and the Internet are changing our interactions with users, with our visibility within society? Certainly more and more users have unmediated access to our holdings, or at least what we have made available on-line. By unmediated I mean traditional and new users no longer approach our collections through personal contact with archivists or through the interpretations of academic researchers. They visit archival Web sites, not archivists or archives. In addition faster and more refined search engines expand our potential users, while narrowing their views of our collections. As Web users gain greater power to filter what they see, what will become of the unplanned, unanticipated encounters that can be the essence of research? Finally, the Internet’s demand for images over text is, arguably, changing what collections we choose to put on-line as well as popular expectations of what we provide and do.⁶

Certainly a major change is the deluge of undifferentiated information provided without context or connection to our personal, professional and social activities. Again, Postman: “The tie between information and action has been severed...[O]ur defenses against information glut have broken down; our information immune system is inoperable. We don’t know how to filter it out; we don’t know how to reduce it; we don’t know how to use it.”⁷

Several respondents to Rick Barry’s survey echoed Postman’s point. As one wrote, “Maybe one reason we are perceived badly, if at all, is because we aren’t connecting to people’s actual needs.”⁸

A very informal review of New England Web sites suggests we are using these technologies to reach established user groups—genealogists, Civil War buffs, and academic researchers, for example—rather than seeking to reach new audiences in new ways.

My final assumption is that the records we preserve can help inform public dialogues and decision making. And here, at last, are the convergences I am interested in. These are the convergence among records, information, and knowledge and the convergence between archives and society. Let me resort to poetry to explain. Edna St. Vincent Millay wrote a sonnet that reads, in part:

*Upon this gifted age, in its dark hour,
Falls from the sky a meteoric shower
Of facts...they lie unquestioned,
uncombined.
Wisdom enough to leech us of our ill
Is daily spun; but there exists no loom
To weave it into fabric... ”⁹*

Should, could, we become weavers of these unquestioned, uncombined facts? By this I do not mean providing more or faster access to our holdings. Rather I mean gaining a better understanding of what record-based information or knowledge, in what form, is most useful to our institutions or our societies.

We like to say we preserve records of continuing value. We need to ask,

“valuable to whom, why, and how?”

This touches on an effort by the Vermont State Archives, which was also identified as a “good news” story in Rick Barry’s survey. We knew we held records of value that could inform public dialogues. But experience confirmed that no legislator, government official or reporter had the time, training, or expertise to visit the Archives to conduct original research. This observation held true regardless of how many finding aids we made available on-line or otherwise. If our institution never used our records, how could we argue that we had an important institutional role?

We began to link “records of continuing value” to the idea that there were “continuing issues.” That is, each generation has to address, within its social expectations and fiscal realities, certain core issues. Each generation has debated public health, taxation, education, economic development, environmental protection, or crime and punishment. Each generation has had to determine the extent of civil liberties and dissent, or the boundaries between the “freedom to” and “freedom from.”

We also believe that information/records are most valuable when they are linked to action. So we tracked current and pending legislation and followed news reports on emerging issues. We communicated with key officials about what they saw as upcoming issues. We then tried to match that information with our holdings.

Again, understanding our audience, we knew that simply throwing reams of records at an official would

probably be no more effective than giving them a finding aid. So we distill the information into summaries and brief overviews. We then provide selected records that support those summaries.

For example, 2003 is a year in which the state senate can propose amendments to the Vermont Constitution. Therefore we put together an overview of the amendment process. We created a summary of all proposals, whether ratified or not, since 1880. That summary identified the most common categories of proposals. We then provided links to each proposal, including what happened to it. We are currently putting together legislative committee minutes containing the deliberations on each proposal.

The nice thing about continuing issues is they continue. For example one of the first proposals of 2003 called for extending terms of office. We let the sponsors know that ten percent of all proposals since 1880 addressed that issue. We provided the language of each proposal, noting that only one made it to a popular vote (and it was defeated).

Obviously this information does not tell a legislator what to do, but it does provide context that can guide deliberations. It demonstrates how records can be an institutional resource. It is information that is directly linked to an action—in this case debating and voting constitutional amendments. It is a direct personal contact that forcibly highlights the Archives as a service.

“Continuing Issues” is a multifaceted approach. It is not all Web-based. In some cases we simply send,

unsolicited, a particularly information-rich record or records to a legislative committee or government official. We are also experimenting with continuing issues as a dialectic teaching tool on public decision making. We have tested it in schools and with professional organizations.

The Web site is, however, key. Every legislative committee room, every government office, is connected to the Internet. Government officials now access information from their desks.

The Internet, of course, reaches more than the Vermont Statehouse. Citizens, academic researchers and reporters can access the information as well. We make special efforts to inform reporters whenever we add a new section, or when we know we have context for a breaking story.¹⁰

Identifying key audiences is important. Simply trying to change *society’s* perceptions of archives is too vague a goal. Even within target audiences we primarily focus on a handful of legislators, gubernatorial staff, and reporters. If those select audiences have good experiences working with us, and broadcast that success, we may eventually reach a tipping point that can change perceptions of the broader society.

“Continuing Issues” is labor intensive. It is not risk free, particularly in a political environment. But, to date, I would argue “Continuing Issues” has been a success. For the last three biennia we have been invited to be part of the orientation of new legislators. There are now several legislative committees that regularly ask us for background information. Vermont news reports routinely reference the

Archives or our records. And this year the legislature consolidated archival management under the Archives and gave us the statutory authority to work with all government agencies.

I speak from the perspective of a public archives. But I think “continuing issues” can apply to other repositories as well. For those in academic institutions, for example, would a “continuing issue” on admissions policy be useful? Could it provide context for policy discussions on affirmative action?

In our case, we hope to eventually develop partnerships with other repositories. Certainly I, for one, would be uneasy about a presentation on civil liberties that relied exclusively on government records. The keys are: gain an understanding of issues of concern in your communities; identify the key players in those issues; and understand what information, in what form, best supports their decision making processes.

“Continuing Issues” is only one model. There are other noteworthy models emerging as well. I understand, and to a degree share, professional concerns about a more activist approach. But we have always been activists. Our mission statements, collecting policies, appraisal practices, and finding aids all determine what records are preserved, in what manner, and for what audiences. So do our decisions about what we post on-line. So let me go back to convergence and the absence of archivists from the crucial debates currently unfolding in our country. The convergence I think we must focus on is between the knowledge we preserve and our society. Within our vaults are centuries-long

dialogues about the nature and limits of dissent; about the impact of, and responses to, epidemics; about the changing nature of New England communities; or about our evolving awareness of the environment. There is a desperate need for better sharing that knowledge and the context it provides. Informed dialogue is the essence of our democratic society. Who better to provide the tools for that dialogue than those who claim to hold society’s most valuable records?

I sometimes wonder whether we focus too much on *how* to preserve records, without adequately explaining *why*? I sometimes fear we spend too much time surveying archivists and not our parent institutions or society. I sometimes despair that we continue to create Civil War Web sites, but none on civil liberties or civic discourse.

Let me borrow an ending from Terry Cook. “What intentions and desires do we archivists have? That question is essentially cultural...’[W]e must think of archives as active, not passive, as sites of power, not as recorders of power. Archives don’t simply *record* the work of culture; they *do* the work of culture.”¹¹

Thank you.

References

- 1 The Barre-Montpelier *Times-Argus*, February 27, 2003, page A7.
- 2 “Report on the Society and Archives Survey” by Richard Barry, January 29m 2003, <<http://mybestdocs.com>>
- 3 “Report on the Society and Archives Survey”, page 11. As an example of how we articulate those “loftier” values see the April 1, 2003 “Statement on the Importance of Supporting State Archival Programs,” issued

by the Society of American Archivists.

⁴ *New York Times*, March 26, 2003, page A14

⁵ Neil Postman, “Five Things We Need to Know About Technological Change,” paper delivered in Denver, Colorado on March 27, 1998 available at: <<http://itrs.scu.edu/tshanks/pages/Comm12/12Postman.htm>>.

⁶ For example, Connecticut History On-Line is a wonderful cooperative project involving the Connecticut Historical Society, the University of Connecticut, and Mystic Seaport. Their Web site contains over 14,000 photographs. Most repository Web sites I visited for this paper, including the Vermont State Archives’ site, offered significant photograph presentations. But are photographs history? What will the emphasis on photograph collections mean in terms of popular expectations of “archives” or “history,” as well as our own use of texts?

For a summary of one impact of the growing consumer use of filters see Cass Sunstein, *republic.com* (Princeton: Princeton University Press, 2001). Sunstein discusses “the neighborhood of me” and individualized search engines, collaborative filtering, and other emerging Web tools that narrow the range of information one is exposed to on the Web. His concern is the impact on public forums and public dialogue.

⁷ Neal Postman, “Informing Ourselves to Death,” an address to the German Informatics Society, October 11, 1990 available at <<http://world.std.com/~jimf/informing.html>>. For a more complete view of Postman’s perspective see his *Technopoly* (New York: Alfred A. Knopf, 1992).

⁸ “Report on the Society and Archives Survey”, page 49.

⁹ Edna St. Vincent Millay, Sonnet (“Upon this age, which never speaks its mind...”).

¹⁰ I want to emphasize that these contacts are rarely about “news from the archives” (recent acquisitions, processed collections, etc). Rather they are to offer archives-based background on a current issue or debate. The goal is to demonstrate to reporters how the Archives can be a resource and thus build an important partnership. We, of course, hope that if our material is used the story will include a statement to the effect, “according to records at the Archives...”

¹¹ Terry Cook, “Beyond the Screen: The Records Continuum and Archival Cultural Heritage,” paper delivered at the Australian Society of Archivists Conference, August 18, 2000, available, under “guest authors” at <<http://mybestdocs.com>>. The internal quote is from Steven Lubar of the Smithsonian. ©

Inside NEA

From the President

- *Rutherford W. Witthus*

Breathe.

For about two years, I have been practicing yoga. One of the first things that my teacher said in class was "Breathe!" Of course, we all thought we were breathing. As the class progressed and the poses got more and more difficult, we became so engrossed in our practice that we would begin to hold our breath during a pose. But always the one-word lesson would remind us again and again to breathe. The point of this reminder is to maintain the flow of energy through our bodies as we engage in rather strenuous activity. The practice of yoga encourages us to breathe consciously, to be aware of our breathing.

Reflect.

Organizations need to be reminded occasionally not only to take a few deep breaths but also to breathe consciously and continuously. As archivists, we are aware of the organic nature of our organization, how it grows and develops, how it changes, how its activities interrelate one to another, how the organization connects with its environment, how it breathes. We also need to remember that our organization needs some time to reflect. Over the past few years, NEA has undertaken a number of initiatives to streamline its procedures. Some committee work is now accomplished through electronic mail and forums. Some Executive Board votes are taken electronically. NEA has a solid Web presence. More and more of our programs focus on electronic issues. The Fall 2003 meeting at UConn includes the SAA workshop on Electronic Records. An excellent communications survey has provided options for NEA to move forward into the electronic arena with confidence. A Communications Survey Implementation Task Force has made recommendations for action in the areas of e-mail lists and electronic membership directories.

We need now to pause for a moment to make certain that our membership and our organizational infrastructure is prepared to move forward into the electronic world. We need to review our by-laws and standard operating procedures to make sure that the language of yesterday doesn't

preclude us from changing the way we do things. Electronic voting, for example, is currently not an option because our by-laws require ballots to be mailed. Cleaning up and updating the language of our by-laws will make the future more easily managed. We also need to understand the needs and desires of our membership. NEA was asked and has agreed to participate in a yet-to-be-funded proposal to undertake a census and educational needs assessment of archivists in the United States. The results of the survey will enlighten NEA about its own members and will make organizational decisions easier.

Simplify.

The NEA membership has always been willing to participate in its organization through the many committees and offices available to them. This volunteer spirit is what makes NEA a vibrant professional association. But with this richness of volunteers comes a complexity of opinions and ideas. At a time when the world around us is complex enough, let us work together to simplify whatever we can within the NEA organization. I will be asking the Executive Board to review projects undertaken within the past few years with an eye to cleaning up loose ends. If we are able to simplify at least some of the perceived complexities, we will be able to redeploy our energy toward improving the organization and allowing it to grow and breathe as a healthy professional association.

Executive Board Meeting Report

- *Tara Hurt*

The business handled at the April 11, 2003 meeting of the Executive Board, is summarized below. All ***VOTING*** is in bold and italics. Complete minutes are available on the NEA Web site <www.newenglandarchivists.org> or from the secretary.

Officers' Reports

Immediate Past President Report (Appendix I): Bill Ross reported that twenty-five percent of the membership (132 members) voted in this past election. A discussion followed on the success of electronic voting and electronic voting will be pursued further but it was agreed that the group needed to take the time to find a set up that has proven to be

successful. It was agreed by all board members that NEA will continue with the cards for the next election. Bill Ross also reported that the Steve Fontana will be present at the Annual Board Meeting in order to receive his Archival Advocacy Award.

Treasurer Report (Appendix L): Liz Andrews reported that for the 2001–2002 year there was a net loss of \$6,000 and for the 2002/2003 year there is a net gain of \$20,000. Current registration for the Spring 2003 meeting is 313 so NEA is expected to meet costs. The Board discussed how many of the 313 registrants are Simmons students? Liz Andrews noted there are between 30 and 40 student registrants. Any extra dues money that is collected will help to support the awards NEA gives such as the Hale Award that for several years has not generated enough income to furnish the complete award so money has had to be made up in order to still furnish award. Tax information is being prepared by NEA's accountant and there are no outstanding issues expected.

Meetings

2003 Fall (UConn) Meeting Program Committee (Appendix Q): Gregory Sanford reviewed the program and asked that if anyone has any suggestion for speakers please forward their suggestions along to the group.

2003 Fall (UConn) Meeting Local Arrangements Committee (Appendix R): Kristen Eshelman reported the total budget numbers for the conference. The budget is based on 165 registrations for the conference. The proposed registration cost is \$45 for members and \$65 for non-members.

2004 Spring (Worcester) Meeting Program and Local Arrangements Committee (Appendix S, T & U): The meeting will be in two different institutions. The Board reviewed and discussed the proposed schedule of events. The committee will work with the Development Coordinator about options for vendors; both local and regional. The idea of a 'Charette' was proposed to the Board and if anyone has a topic for the 'Charette' set up, the committee will incorporate this into the Friday schedule.

Committee Reports to the Board

All members voted in favor of accepting the following reports (no action needed): Development Coordinator

To reach NEA officers, please see contact information on the NEA Web site at:

<www.newenglandarchivists.org>

Report (**Appendix A**), Hale Award Committee Report (**Appendix B**), Membership Secretary Report (**Appendix C**), President Report (**Appendix D**), Print Coordinator Report (**Appendix E**), Public Relations Coordinator Report (**Appendix F**), Secretary Report (**Appendix G**) and the Vice President Report (**Appendix H**).

Outreach Committee Report (Appendix J): Jessica Steytler announced two new members for the Outreach Committee; Jill Snyder—NARA Northeast Region and Amy Braitsch—Historical Society of the Town of Greenwich. *All voted in favor of adding two new members.* Jessica Steytler took a few minutes to explain how the group finds Archives on the Road locations. In the past it has been through word of mouth; people are now finding us on the Web site, and the listserv has yielded several locations. It was also noted that there is a waiting list for places to bring Archives on the Road.

Web Committee Report (Appendix K): The group discussed submitting information to the Newsletter Committee and it was agreed that all Newsletter text could be sent to Tim Hughes in an electronic format. It was noted that we need to be sure that announcements in the Newsletter are timed so that the dates for events and the release of the Newsletter do not conflict. The Board discussed how often to archive the Web site. It was suggested that once every six months all chairs review their pages to be sure they are up to date and current. The committees will work with the Web Committee in order to get the pages updated.

Newsletter Editors Report (Appendix M): Ellen Doon reported that the April Newsletter total cost was \$1,893.99. It was announced that Ellen Doon stepped up to the position of Senior Editor as Dan Daily stepped down from the Senior Editor position. Jason Larson (January 2003–January 2006) has filled the three-year vacancy as an Editor, formerly held by Joanie Gearin. Meg Moughan (April 2003–April 2006) has filled the other vacant Editor position, for-

merly held by Dan Daily. The Newsletter Editors will be making suggestions for updating the Web page and sending those along to the Web Master for any changes.

Haas Award Report (Appendix N): Lois Hamill updated everyone on the Haas Award: the Haas Award is a joint award with two representatives from ARMA and two reps from NEA. ARMA has not had a representative since last June, so the committee is stalled. ARMA should be getting another rep this month and will be getting back to the committee with a new name soon. The committee has been working to increase applications. The committee wanted to ask the Board for suggestions about how to better publicize and how to get more applications. Suggestions include placing an application in the registration packets so it jumps out at people and having a link on our NEA Web page. It was mentioned that the Haas Award Committee might want to do a campaign to raise the award from \$500 to \$1,000. The Board would like to know how ARMA collects, deposits and finances the money for the award. The Board would like to know how the interest is being spent from the Haas account. Once the Board finds out about how the finances are managed, the group will review if the award value can be raised.

Education Committee Report: One of the workshops for the Spring 2003 meeting was cancelled with only two individuals registered but all other workshops have been confirmed. Karen Spicher asked to extend Betsy Pitman's term on the committee. *All voted in favor of the extended term.* Karen Spicher discussed a joint NELINET workshop for NEA members. The committee has discussed finding an instructor for the workshop and then NELINET can purchase labels from NEA so NEA can be listed as a sponsor. Discussion took place on whether NEA should co-sponsor or not. It was agreed that the Board is interested in exploring working with NELINET on how to work together for workshops. Karen Spicher will explore what our options are and Karen will report back to the Board. Karen Spicher will also ask about co-sponsoring, giving them labels and then having our membership brochures in the packets. Karen will report back to the Board via e-mail.

Communications Survey Implementation Task Force (Appendix O): The tasks force's recommendations were presented: three e-mail lists (NEAboard, NEAannounce, NEAdiscuss) and an on-line membership directory. Members were strongly in favor of an e-mail distribution list as a way to disseminate information about events being spon-

sored by NEA. It was suggested that voting and non-voting members of the Board be allowed to post messages. *All board members voted in favor of creating the two new e-mail lists.* The second issue that the committee presented was an electronic membership directory. The directory would include the individuals name and professional mailing address, contact information and a professional URL if they have one. The directory will also be mounted in such a way that it can be easily printed.

The Board will look to the Membership Committee to find volunteers for the positions of E-mail Coordinator and Membership Directory Coordinator. *All voted in favor of producing a new directory electronically and investigating the best way of distributing it.*

Membership Committee (Appendix P): As noted in our discussion about the on-line directory, Beth Carroll Horrocks will check with the Membership Committee to find someone to serve as E-mail Coordinator.

Old Business

Job descriptions (Appendix V): Archivist – Peter motion accept, Joan seconded, *All in Favor*; Clerk – Paul motion accept, Joan seconded, *All in Favor*; Membership Secretary – Tara motion accept, Paul seconded, *All in Favor*; Treasurer – Paul motion accept, Rudy seconded, *All in favor.*

New Business

SAA grant (Appendix W) The State of the Archival Profession: A Census and Educational Needs Assessment of Archivists in the US: Several people have offered to be the NEA representative if this grant is funded. Joan Krizack and Rutherford Witthus submitted a letter supporting the grant and agreeing to participate in it, so the Board will wait to hear about approval for the grant. Once the Board knows the status of the IMLS grant the Board can make a final decision on a representative.

NEA Letterhead Template: The Board discussed a proposal of having a standard template with the NEA logo included. Cally Gurley volunteered to work on setting up the template and to have it described in such a way that all members can use the standard template and it will all look the same.

The meeting adjourned at 4:25 PM. ☺

New Members*- Deborah A. Richards*

Please visit us on-line at www.newenglandarchivists.org for more information about becoming a member of NEA

Karen Arnold
Brockton, MA

Michelle Baidon
Boston, MA

Al Bartovics
Town of Bedford, MA
Bedford, MA

Bernadette Cheryl Beredo
Radcliffe Institute,
Schlesinger Library
Cambridge, MA

Beth Bower
Suffolk University
Law School
Boston, MA

Jessica Branco
Tufts University
Medford, MA

Anna Brandenburg
Maine Women Writers
Collection
Portland, ME

Brien Brothman
Rhode Island State Archives
Providence, RI

Steven K. Butzel
Brandeis University
Waltham, MA

Johanna Carll
Radcliffe Institute,
Schlesinger Library
Cambridge, MA

Michael Desmond
John F. Kennedy Library
Boston, MA

Prudence Doherty
University of Vermont
Burlington, VT

Tamar E. Dougherty
Columbia University
New York, NY

Ronda Faloon
Gloucester, MA

Stephanie Fawcett
National Archives &
Records Administration
Waltham, MA

Michael Forstrom
Yale University, Beinecke
Library
New Haven, CT

Kevin Glick
Yale University
New Haven, CT

Barbara Goodwin
Trinity College Library
Hartford, CT

Paula C. Grillo
Ipswich Public Library
Ipswich, MA

Molly Hazelton
Western New England
College
Springfield, MA

Mike Hearn
Daniel Webster College
Nashua, NH

Marisa Hudspeth
Woods Hole
Oceanographic
Institution
Woods Hole, MA

Will LaMoy
Peabody Essex Museum
Salem, MA

Michael Lapidés
New Bedford Whaling
Museum
New Bedford, MA

Diane LeBlanc
National Archives &
Records Administration
Waltham, MA

Laura Scott Lowell
Yesterday's News
Rockport, MA

Silvia E. Mejia-Suarez
Massachusetts Institute of
Technology, Institute
Archives
Cambridge, MA

Tracy Messer
Crotched Mountain
Greenfield, NH

D.B. Montgomery
Simmons College - GSLIS
Boston, MA

Michael T. Moore
National Archives &
Records Administration
Waltham, MA

Vincent Morgan
The Granger Papers Project
Durham, NH

Stephanie A. Naoum
National Fire Protection
Association
Quincy, MA

Nancy Novotny
The Menil Collection
Houston, TX

Stephen O'Neill
Boston Social Law Library
Boston, MA

Patricia Oyler
Simmons College - GSLIS
Boston, MA

Denise R. Pullen
National Archives &
Records Administration
Waltham, MA

Kathleen Reilly
Berkshire Athenaeum
Pittsfield, MA

Sheila Spalding
Mary Baker Eddy Library
Boston, MA

Philip Storey
New Millennium
Publishing
Melrose, MA

Monika Talar
Yale University, Beinecke
Library
New Haven, CT

The Taft School
Watertown, CT

Bill Trippe
New Millennium
Publishing
Melrose, MA

Dawn Ward
Franklin Pierce College
Rindge, NH

Ginger Yowell
Harvard University
Cambridge, MA

Announcements

NEA Fall Meeting Workshops

The following workshops will be offered at the NEA fall meeting at the University of Connecticut, Storrs (all workshops will be held October 17, 2003):

- *Basic Electronic Records (SAA)*: This workshop introduces the principles of preserving and providing access to records in digital formats. Workshop participants will identify goals and objectives for addressing electronic records within their own institutions; will discuss and examine various technical and organizational issues; and will create a tentative plan for action within their organizations. This workshop is intended for archivists who have a good understanding of archival principles and techniques, but who need basic training in how to apply those principles to records in electronic form. Participants will be asked to respond to a questionnaire to ensure that their specific learning needs are addressed. (One day; 0.75 CEU; 5 ACA).
- *Planning New and Remodeled Archival Facilities* (Tom Wilsted): For those archivists planning or hoping to plan a new or renovated facility, this workshop provides an introduction to such issues as facilities program planning, working with architects, and the purchase of equipment. The workshop will be taught with a combination of lectures, exercises and the use of the Thomas J. Dodd Center as an illustration of positive and negative design issues. The workshop is full-day and will be limited to 20 persons.
- *Maps in the Archives* (Patrick McGlamery): Topics to be included: Processing—why, how many ways, indexing, classification and cataloging; Preservation and Equipment—Problems (sizes, inks, papers, infestation, handling, costs), Preservation (lamination, encapsulation, reformatting); Equipment (cases, shelving, tables, computers, copiers); Maps as grey literature and a discussion of some of the digitization and geo-location work (CHAP) that is currently being done in MAGIC, and a tour of the UConn Map Library. This will be a full-day workshop.
- *Caring for Historical Records: An Introduction* (Polly

Darnell): If you are responsible for the care of historical records, or interested in developing an historical records collection, this workshop is for you. It is especially useful for staff and volunteers working in libraries, museums, historical societies, or municipal governments who have responsibility for archival materials but no formal training in archival practice. Through a combination of lecture, group discussion, and exercises, participants will get an overview of the fundamentals of archival organization, including the basic principles and practices of identification, acquisition, preservation, arrangement, and description of historical records. The topics of access, reference, and outreach will also be explored. This full-day workshop will help participants develop policies, forms, and procedures to manage archival collections.

- *Now Presenting, Local History: Options for Exhibiting Archives* (M.J. Davis): In this hands-on workshop, participants will learn low-cost methods for creating and displaying exhibits. The instructor will discuss why you should do exhibits, how to develop ideas from your collections, how to assemble a variety of materials for an exhibit, and how to mount and display materials. She will also discuss concerns for using original materials and creative approaches for exhibit spaces. Hands-on, half-day workshop (afternoon).

Two New E-Mail Forums for NEA Members

Responding to a strong desire expressed by NEA membership in a recent communications survey, the NEA Board approved the creation of two new e-mail distribution lists at its April meeting. The lists will greatly improve communications between and among members, the NEA Executive Board and its committees and will allow for ample opportunity for open discussion with colleagues. For some time now NEA has maintained an e-mail distribution list for the Executive Board to conduct its business, but these new lists will affect NEA members directly. One list will serve as a way for members to receive important NEA announcements, and the other will be a forum for open discussion. Both lists are a new benefit of NEA membership.

The two new lists will be hosted by Yahoo!Groups, a Web-based discussion list service. The first list, to be called

NEAannounce, will be reserved for announcements about NEA events, programs and elections only. Some announcements may refer members to the NEA Web site for further information. Because of the limit on the scope of messages, *NEAannounce* is not intended to be a high-volume list. All NEA members who have supplied e-mail addresses will automatically subscribe to *NEAannounce*. However, messages may only be posted by members of the NEA board and committees.

The second list, called *NEAdiscuss*, will enable NEA members to communicate about items of common professional interest. Like the popular SAA *Archives & Archivists* Listserv but on a smaller scale, *NEAdiscuss* will be a forum for announcements relating to new exhibitions, collections, events, programs and job openings, as well as for discussions of archival practices and current issues that bear directly on the professional life of the archival community. All NEA members will automatically subscribe to *NEAdiscuss* upon its creation and new members will be subscribed automatically. Once subscribed, members can sign

off from and rejoin *NEAdiscuss* at any time.

“I’m delighted that NEA has established *NEAannounce* and *NEAdiscuss*, which will greatly enhance communication about NEA and archival issues,” said immediate past President Joan Krizack, who appointed the task force that has been addressing ways to implement several new initiatives in NEA communications. “It is gratifying to see NEA becoming more efficient and improving the services it offers to members. Many thanks to all those involved in bringing these lists to fruition: Peter Nelson, Paul Carnahan, Beth Carroll-Horrocks and Kelcy Shepherd.”

These two new e-mail distribution lists will be maintained by an E-Mail Coordinator, who will also act as a moderator for *NEAdiscuss*. Once they are fully set up in the coming weeks, you should receive an e-mail message informing you of their status and providing usage guidelines and full instructions on how to sign on, sign off, post and read messages. ☺

Three E-Mail Lists at a Glance

NEAboard

Established in February 2001, this is an unmoderated list that facilitates communication of the NEA Executive Board. However, it is also open to all current NEA members. Scope of messages is limited to discussion of issues that come before the NEA board; electronic votes may also be taken via the list at the discretion of the President. For more information, go to <<http://groups.yahoo.com/group/neaboard/>>.

NEAannounce (NEW)

Intended to facilitate communication about NEA-sponsored events, programs, and elections. It is open to all current NEA members, who will automatically be subscribed. However, messages may be posted by members of the NEA board and committees only.

NEAdiscuss (NEW)

An open forum for NEA members to communicate about items of common professional interest. Open to all members, and moderated by the E-mail Coordinator for content.

NEA Spring Meeting 2003 Session Reports

Access Versus Security in Post-9/11 America

- Anne Sauer

This session with Stuart Culy, Director of Archival Operations, National Archives and Records Administration, Waltham, MA (chair), Sean Fisher, Archivist, Metropolitan District Commission, Boston, MA, and Paul R. Bergeron, City Clerk, Nashua, NH, discussed the impact of changes in homeland security legislation and general awareness of security issues since 9/11 on access to collections. With perspectives on the federal, state and local level, the speakers each addressed the particular changes and challenges they have faced in their repositories.

Culy outlined the changes to NARA's policies regarding access to materials. NARA has identified several areas of risk associated with providing access to documents, including identity theft, information that could be used in planning a terrorist attack, emergency planning, and information on weapons of mass destruction. With these risks in mind, NARA is continuing to withhold access to restricted records in addition to screening open records with respect to risks. Culy stressed the importance of screening records—not researchers.

Sean Fisher of the MDC Archives discussed his experience with access vs. security with particular regard to the extensive photographic collections that document the construction and design of the MWRA water system that serves much of the metropolitan Boston area. He pointed out in particular some of the decisions that have been made to restrict access to historical photographs because of security concerns where such concerns would not seem to be warranted. For example, photographs of construction of portions of the system that are no longer in current use or photographs that document the living and working conditions of the laborers who constructed the system, images of real historical interest that would not seem to pose a security threat.

The final presenter, Paul R. Bergeron, City Clerk of Nashua, NH, discussed the impact of changing security priorities on records at the local level. Local records include

vital records that can be, and have been, misused by individuals to perpetrate identity theft and other crimes. Local records also contain information on emergency response planning and maps and plans that are now seen through the eyes of a potential terrorist. New Hampshire has been in the forefront of protecting access to vital records and has granted several exemptions to access to records.

Women's History Repositories: 21st Century Directions

- Mary Caldera

This session explored the place and future of women's repositories in the twenty-first century. The directors of three distinguished repositories presented overviews of their repositories and shared their perspectives on the continued need for and role of women's collections. Karen Mason, chair and speaker, provided a brief history of women's repositories from the 1930s to the 1990s. She noted the significance of the 1970s in the history of women's collections. Of particular interest is the *Women's History Sources* survey (published by Bowker in 1979). The survey showed that there were sufficient primary sources on women to support research and scholarship. The survey also served as a consciousness raiser for archivists who began to highlight women's materials by recataloging. The decade also saw an increase in the collecting of women's papers by many repositories.

Sherrill Redmon, director of the Sophia Smith Collection (Smith College), and Nancy Cott, director of the Schlesinger Library (Radcliffe), provided histories of their repositories. The Sophia Smith Collection and the Schlesinger Library have remarkably similar histories and collection scopes. Considered the premier U.S. women's history repositories, both were established in the early 1940s and owe their first significant manuscript collections to early feminists. The scope of the collections are national and document social and political reform, reproductive rights, women as workers, and family history. While the two repositories have similar histories and missions, they do differ and each has unique strengths. Karon Mason, Curator, outlined the history and mission of the Iowa Women's Archives (University of Iowa). The founders, Louise Noun and Mary Louise Smith, established the Archives in 1991 to document the contributions and lives of Iowa women. The Archives aims to document

women from all walks of life, who were born, educated or lived in Iowa.

Addressing the question of how women's repositories will remain distinctive leaders, the directors emphasized proactive collecting, the identification of gaps, and education. Mason especially emphasized proactive collecting. Redmon did not see the continued importance and vitality of the repositories as being an issue, stating that even with mainstream repositories collecting women's materials, much remains to be done. Redmon suggested that promoting the repositories as documenting human history, not just women's history, is very important. Cott agreed all should be collecting women's material, but believes that the role of women's repositories lies in identifying gaps and anticipating research needs.

Future trends were also discussed. The directors all expressed an interest and need to document underrepresented groups such as sexual and racial minorities. When asked

what strategies are being used to document the lives of women who do not create paper-based records, the speakers agreed that it has been a challenge. One strategy identified is to work with organizations who serve the under documented populations as these organizations do create records. Redmon and Cott also discussed the need and challenges to documenting right wing, conservative women and groups. The primary barrier seems to be that their repositories are seen as liberal or feminist. In short, much remains to be done and women's repositories will continue to remain distinct resources and leaders in documenting women's lives.

The "Stuff" of History: Textiles and Objects in Archival Repositories

- Lisa Long

This session presented the perspectives of two researchers and two curators on access, use, and processing of



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ephemera and textiles in archival repositories and museums. The four speakers, Richard Candee, Laurel Ulrich, Paula Richter and William LaMoy, spoke to a packed auditorium classroom.

Richard Candee discussed his experiences using advertising ephemera in his research on the home knitting industry of the nineteenth and twentieth centuries. In his work, Candee relies on both the physical technology and the documents; however, very few archives have the documentation. If archives do have the documents they usually have no access points and/or are kept in office files as background information. Candee found that machine documentation, instructions, and advertisements provide valuable information on business history, technological developments, social issues, and marketing techniques.

Pulitzer Prize-winning author Laurel Ulrich also shared the view of the researcher in relation to using objects in collections. Using her book *Age of Homespun* as a case study, Ulrich explained how conducting primary research on objects forces one to cross boundaries between disciplines, subjects, and societies. She described how interpreting information from textiles helped her to develop new research skills.

Ulrich also discussed three inherent “problems and opportunities” in gaining access to objects in collections. The first was what she called the “accidental artifact,” an example of which is finding a textile in a collection of papers. This artifact, despite having different storage and description requirements, has been kept in context with the original collection. On the other hand, the second problem she described was when institutions get so departmentalized and collections are split up to the point that curators lose track of the connections between collection items. Without detailed collection guides, staff and researchers may not be able to see objects in context with the supporting documentation. The final problem Ulrich pointed out was the difficulty of deciding when a text is a textile. It is often difficult to determine if a book is more an object than a source of information and therefore difficult to decide where the book should be housed.

The last two speakers, Paula Richter and William LaMoy spoke about object cataloging and placement at the Peabody Essex Institute in Salem, Massachusetts. In Richter’s presentation she tracked the cataloging of an origi-

nal collection item from the earliest catalog through the current Argos Database System. She discussed the nomenclature used to describe the objects and how the data includes cross-departmental information to keep track of related collection items. LaMoy elaborated on how the curators make the difficult decisions to transfer items deemed to be objects or textiles from the library collection to another department. The process is an integral part of their working day with curators negotiating the placement of objects. The decisions are based on the physical type and the preservation requirements of the object. The department of origin is also an important criteria. Information on the provenance and location of split collections is maintained in the Argos system as well as the Library’s Endeavor system. Both Richter and LaMoy admitted that the system was not perfect.

Privacy in the Database Nation

- Jill Snyder

This session was chaired by Eliot Wilczek, Records Manager at Tufts University. The panel consisted of L. Jean Camp, Associate Professor of Public Policy at the Kennedy School of Government, and Ramona Oliver, FOIA and Privacy Act Officer from the Office of General Counsel at the National Archives and Records Administration (NARA).

Jean Camp presented an overview of the current environment in terms of electronic information and privacy. She defined the terms privacy, security, and anonymity, and discussed their similarities and differences. Camp also spoke about identity theft and current personal identity authentication methods using such attributes as finger prints and social security numbers. She talked about the concept of a universal identification card that would identify a distinct person, and also mentioned CAPPs and the Patriot Act, two ways that the federal government is dealing with these issues.

Ramona Oliver spoke about the federal laws passed to protect citizens in terms of information security. In particular she talked about the Freedom of Information Act, the Privacy Act, the Computer Matching and Privacy Protection Act, and the E-Government Act. Oliver finished her presentation with an explanation of the ways NARA is complying with the laws and keeping information secure.

Creating Exhibits: A Primer

- Nova McConnico Seals

This session, chaired by Virginia Hunt, Curator of the Warren Anatomical Museum at Harvard Medical School's Countway Library, was designed to show archivists how to create attractive and meaningful exhibits for visitors by employing an easy planning process, creating an intellectual framework, developing a system for writing exhibit text and individual labels, and exhibiting archival material safely and effectively.

Cynthia Robinson, Director of Education and Public Programs at the National Heritage Museum in Lexington, Massachusetts, emphasized the importance of developing an intellectual framework when planning an exhibit. A synthesized framework, developed in an outline matrix, will help an archivist to determine the key message or idea for the display as well as the exhibit's primary audience. After developing an intellectual framework, Robinson suggested writing an exhibit proposal similar to a summary page written for a grant proposal to further flesh out the exhibit's design.

Robinson suggested that archivists provide logical and interesting exhibit text to work with the artifacts or documents on display. She discussed essential materials for basic in-house exhibit production, such as foam core in various colors, exacto knives, double-sided foam tape and clear laminate available from most office supply stores. Robinson said that it is often less expensive and safer for documents if archivists do some strategizing when laying out the exhibit. Enlarged laminated reproductions of documents can actually be more helpful for the exhibit's audience; and laminated color photocopies of archival photographs are safer for display and cost effective.

Soft Money, Cold Hearts

- Margaret Jessup

The panel included Kelcy Shepherd (chair), Project Archivist for Five Colleges, Inc.; Selene Colburn, Project Archivist for St. Johnsbury Archives Collaborative; and Anne Ostendarp, Archivist/Outreach coordinator, Franklin Pierce College. This session focused on the pros

and cons of accepting and managing short-term funded positions. Overall, the panelists agreed that the advantages outweigh the disadvantages. Shepherd noted in her introduction that although the topic of soft-money projects has not generated much attention in archival literature, most archivists will experience either being in a soft-money position, working alongside project staff, managing a grant-funded project, or writing a project proposal.

Colburn discussed her experiences as a "repeat" project archivist. Rewards include the satisfaction of focusing on a single project and seeing it to completion; opportunities to

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learn and practice new skills and technologies; flexibility and the opportunity to try out new places without making a long-term commitment; and the possibility of permanent employment once your foot is in the door. Disadvantages include lack of job security; a possible lack of benefits (including professional development support); unrealistic goals built into a project; the pressure to finish a project on time (the “burn-out factor”); and not always being treated as “real” staff. Ostendarp’s discussion of the challenges in managing soft-money projects included balancing a project’s goals with the institution’s goals; involving permanent employees so all are invested in the project’s success; ensuring project staff are not isolated; and being realistic about resources and staff time when committing to completing a project within a specific period.

Advocacy Outside the Organization

- Paul R. Bergeron

Kristen A. Petersen, Executive Director of the Bay State Historical League, moderated this presentation on how archivists can learn to become advocates for their programs and professions. The three panelists, Steve Kenney (Director, Commonwealth Museum, Boston), Kendall Wiggin (State Librarian, Connecticut State Library), and Kristen Hammerstrom (Director of Education and Public Programs, Rhode Island Historical Society) each discussed some of the more successful programs conducted by their institutions.

Steve Kenney talked about some of the programs the Commonwealth Museum uses to deliver history to the classroom and to bring students to the Museum. Two popular in-school programs are about George Washington’s service as Commander-in-Chief in Massachusetts, and Massachusetts’ involvement in the Civil War. In-museum programs include a tour and follow-up exercise on letters that chronicle George Washington’s activities leading to the evacuation of the British from Boston and an archaeological activity and tour based on materials from Boston’s Central Artery Project (Big Dig).

According to Kristen Hammerstrom, one of the Rhode Island Historical Society’s more successful programs for inviting the community into the institution was its work with youth groups like the Girl Scouts. Though the facility’s small meeting room space limits the size of the groups,

a small number of youths can meet and work on projects that will help them earn merit badges related to history or genealogy. The Society has found that the children often return at a later time with a parent, in order to spend more time touring the facility.

Kendall Wiggin reviewed the legislative process that resulted in passage of Connecticut’s PA146, a law that imposes a \$3.00 fee on recorded land documents and which is dedicated to document preservation at the local and state level. He shared anecdotes and talked about the need for archivists to get involved in the legislative process, to understand it, and to be willing to learn to compromise in order to achieve some or all of one’s objectives.

The speakers supported their presentation with hand-outs and samples of brochures prepared by their institutions. Kristen Petersen moderated an engaging question-and-answer period following the panelists’ comments.

Balancing Act: Short Term Realities and Long Term Goals

- Paige W. Roberts, Ph.D.

During this stimulating session, two experienced archivists remarked on the career and educational choices they made over the course of their careers and what these choices might suggest for other archivists, both seasoned and newcomers. Their experiences reveal parallels with the lives of many of us. Diane Kaplan, who has spent her career in the Manuscript and Archives department at Yale University, spoke about the effect technology has had on advanced archivists. As an archivist whose career has focused on the conventional archival duties of processing and reference, Kaplan acknowledged that nothing in her education prepared her for the changes in the archival profession in the wake of the information technology (IT) revolution. Thirty years ago she completed an MA in history from the University of Michigan and took Gerry Ham’s four-week summer course in archives administration. Now seeking a better understanding of IT, she and a few colleagues are organizing a program of continuing IT training for advanced archivists. She reflected that “though I’m not looking to be reborn into a technology guru, I am anticipating being stimulated and reinvigorated for the professional years ahead.”

Like Kaplan, Connie Gallagher has been an archivist in an academic setting for virtually his entire career and was a founding member of NEA. Except for a couple of sabbaticals, he has worked at the University of Vermont since 1970, initially as archivist and more recently as head of special collections there. He received the NEA Distinguished Service Award in 2000. Gallagher's varied and multi-specialty career path suggests exciting options ahead for archival novices. Following a two-week institute on archival administration at the Ohio Historical Society, he earned an MLS in addition to his MA in English. During one of his sabbaticals, he worked as archivist for Vermont's senators in Washington, an opportunity that provided not only a career boost but also increased knowledge about the workings of Congress.

Both Kaplan and Gallagher indicated that their occupation as an archivist was the result of a permanent and happy detour on the proverbial career path. Though unintended, the speakers expressed pleasure at the fact that they have occupied a professional niche that has been just right for them personally. Indeed, their experiences show that there are many opportunities for archivists through, for example, such administrative responsibilities as the supervision of archival interns. They also emphasized the need for archivists to understand and have respect for both reference and technical services. Paying homage to their own personal mentors, the speakers urged session attendees to take advantage of opportunities for professional growth and lifelong learning at all stages along the career path. Session chair Brenda Lawson, of the Massachusetts Historical Society, echoed these sentiments in her comments on their remarks. She noted that inevitably unforeseen circumstances will force us to adapt to change. All speakers agreed that we should see our capacity for learning new things every day (such as EAD) and making choices in the face of new challenges as opportunities for critical engagement in history. Valuable insights for archivists, whether beginning or seasoned professional.

Evidence Management

- *David Read*

Chair: Elizabeth Bouvier, Supreme Judicial Court, Archives and Records Division, Boston, MA

Participant: Neil D. Raphael, Esq. Testa, Hurwitz & Thibault, LLP

Background: Failure to manage evidence properly can jeopardize the legal appeal process, increasing the chances of innocent people serving time or being executed. The New England Innocence Project (NEIP) tracks down potential DNA evidence of cold cases and uses it to exonerate the innocent.

Evidence Management in Massachusetts: Rule 14 of the Rules of the Superior Court of Massachusetts states that the county court shall retain evidence (exhibits) for three years after the trial. After the three-year point, the clerk could destroy or discard such exhibits. According to the NEIP, there is a significant amount of variance in how this rule is interpreted and implemented in the various counties. Furthermore, Rule 14 does not address storage procedures. Inconsistent procedures for evidence storage are the norm from county to county.

The New England Innocence Project: Sponsored by Testa, Hurwitz & Thibault, LLP of Boston, NEIP is part of a national network providing pro bono legal assistance to inmates who are challenging their convictions based on DNA testing of biological evidence. Since 1986, 112 people have been exonerated by DNA, ten of whom were on death row at the time.

Conclusion: A lively debate followed the presentation. In this discussion it became evident that those in attendance agreed that large scale changes in the evidence logging/management in Massachusetts county courts are necessary. Records professionals in place of elected court clerks and looking at the state of New York's evidence management procedures were suggested as places to start regarding reforming Massachusetts current evidence management policies.

Descriptive Primer: Metadata

- *Chris Burns*

Candy Schwartz (Professor, Simmons Graduate School of Library and Information Science) began the session by giving an overview of metadata. She discussed the different standards used for archival description (ISAD(G), RAD, MAD, APPM) and how they must speak to metadata standards. She noted that there are different ways of doing metadata, from a high level of detail to a low level, and the

pros and cons of different approaches in regards to interoperability and tool development. Candy focused primarily on descriptive metadata, stating that it is used for content indication, history of the object, instructions for access, and quality assurance controls. Descriptive metadata is important as a surrogate for the object to save bandwidth, active storage, and search time, and supports advanced search capability, known-item searching, subject searching, navigation, evaluation prior to retrieval, and organized search results. In addition, non-text items need descriptive metadata, for they do not self-describe.

Candy discussed the use of SGML and XML for metadata. SGML and XML require Document Type Definitions, such as TEI or EAD, which list allowable elements and attributes and detail element relationships. Candy also discussed Dublin Core, which was developed to be intrinsic (from the object in hand), extensible, syntax independent, optional, repeatable, modifiable, commonly understood, and international. Candy reviewed the concept of cross-walking and the challenges involved in going from a simple metadata format to a complex format and vice versa. On the subject of interoperability, Candy described the recent development of METS, OAIS, and OAI.

Amy Benson (Program Director, NELINET Digital Services) picked up where Candy left off, focusing her talk on interoperability. Amy stressed the importance of standards, which lower the use and participation barriers and improve the chances of long-term preservation. Interoperability can increase use, reduces the isolation of collections, and provides new avenues for scholarship. Its disadvantages are that it requires consensus, compromise, delays, implementation difficulties, and a loss of specificity. Amy discussed two approaches to interoperability, pre-production and post-production. Pre-production requires coming to a consensus beforehand and using a single database. The Connecticut History Online project is an example of this approach.

Post-production allows for metadata in a variety of formats and the selection of standards is driven by the lowest common denominator. Post-production could involve XML, crosswalks, METS, and OAI. XML data can be repurposed. Crosswalks allow you to get from one metadata format to another, but there is rarely a one-to-one correlation. Amy stated that METS is best understood as a binder

for holding metadata types together. The OAI protocol supports interoperability across databases. NELINET is in the planning stages of New England Collections Online (NECOL), which aims to be an OAI-compliant union catalog of digitized materials about New England.

Paul Bain (Information Research and Development Specialist and Project Director, Biomedical Image Library, Countway Library, Harvard Medical School) discussed a project he is working on to create a Biomedical Image Library (BIL). BIL is an example of a database of specialized content. The decision to digitize the images was to contribute to the preservation of the originals and to provide access to the visual information. BIL is a collaborative project with Harvard's Library Digital Initiative, and consists of an XML database, submission software, images, access software, and administrative software. BIL provides organization, access, and reuse of the images, and allows for references to more extensive data. ☺

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News and Notes

CONNECTICUT

Trafficking in the Past: San Francisco Custom House Records, 1850-1861

An interesting group of San Francisco Custom House Records (WA MSS S-2436), dating from 1850 to 1861, is fully processed and available for research at the Beinecke Rare Book and Manuscript Library at Yale University.

The records—some of which were reported as having been destroyed in a fire that consumed San Francisco's downtown district in 1851—present a rich source of information about imports, exports, and the administration of U.S. customs law in one of early California's principal commercial ports. Appraiser's reports, coasting manifests, and entry papers document the passage of vessels and their cargos through the port, providing substantial data about the carriers, ports of origin, crew members, and the size, type and value of shipments. Passenger lists, vessel certificates, and other documentary forms that reflect the varied functions of the Custom House round out the collection. The collection supplements other San Francisco Custom House records that are held at the National Archives and Records Administration's Pacific Region office and at the Bancroft Library. The records would be of considerable interest to scholars researching California's economic and social history, marine historians, and anyone curious about commerce and shipping in early San Francisco.

Dodd Research Center Strochlitz Travel Grant

Marisela J. Ramos (UConn, M.A. 2001), a Ph.D. candidate at Brown University, has been awarded a Strochlitz Travel Grant to conduct research in Archives & Special Collections at the Thomas J. Dodd Research Center. Ms. Ramos will be investigating the enrollment of Japanese students at the University during World War II using materials from the University Archives. The Travel Grant supporting her research is named in honor of Mr. Sigmund Strochlitz, an active supporter of the University of Connecticut and the Thomas J. Dodd Research Center.

The Sigmund Strochlitz Travel Grants are intended to encourage use of the unique research collections available at

the Dodd Center and to provide partial support to outstanding scholars who must travel long distances to consult them. Grants are awarded twice each year, on a competitive basis, to promising graduate students and to established scholars who plan to conduct research at the Dodd Center. Additional information regarding the Travel Grants and Mr. Strochlitz is available from the Archives & Special Collections Web site located at: <www.lib.uconn.edu/DoddCenter/ASC/pages/travelgrant.htm>.

MAINE

Maine Memory Network Named Finalist in "Best of the Web"

The Maine Memory Network, <www.mainememory.net>, a statewide digital museum and archive developed by the Maine Historical Society, was recognized as a "Finalist" in the "Best of the Web" competition at the recent "Museums and the Web" conference. The seventh annual international "Museums and the Web" conference, held in Charlotte, NC, is the premier international venue to review the state of the Web in arts, culture, and heritage.

Each year, "Museums and the Web" sponsors the "Best of the Web" competition. More than ninety museum Web sites from around the world were nominated. Maine Memory Network was nominated in three categories: "Education," "Innovation," and "Research," and was recognized as one of only four finalists in the "Innovation" category.

The Maine Memory Network site provides educators, students, and the general public with unprecedented access to historical collections throughout Maine. The Network enables organizations in communities across the state to upload and manage digital copies of artifacts, images, and documents from their collections into one centralized, Web-accessible database. For more information contact Maine Historical Society, 489 Congress Street, Portland, ME 04101; (207) 774-1822.

Colby College Hosts SPNEA's "Cherished Possessions"

The Society for the Preservation of New England Antiquities (SPNEA)'s renowned collection of art and

artifacts will be on view for the general public when the national tour of "Cherished Possessions: A New England Legacy" opens at the Colby College Museum of Art in Maine on July 16. An opening reception for the exhibit will be held at the museum on Wednesday, July 16, from 3:00-4:30 p.m. It is open to the public and free of charge. The exhibit of one hundred seventy-five fine and decorative arts objects forms a picture of life in mid-seventeenth- to late-twentieth-century New England. From a 1735 high chest from Boston to an 1891 pastoral photograph to a 1770 silk wedding dress made in London, each object tells a story about the changes in taste in America, says Daniel Rosenfeld, Carolyn Muzzy Director of the Colby College Museum of Art.

Since 1910, SPNEA has compiled the largest collection of New England art and artifacts from the seventeenth century onward. Each item in "Cherished Possessions" was selected based on its ability to tell a story in the context of the region and the nation. Items include a Japanese high chest that was twice rescued from house fires before 1770, a girandole shaped like the Mt. Auburn Cemetery chapel and small butterfly stools from 1956. The only two known surviving American-made wax figures from 1720-1725 will be shown in their original glass bell jars on wooden stands.

"Cherished Possessions" is organized chronologically, from 1540 to 1970, and around several themes, including

religion, community, the Revolution, slavery and abolitionism, and modernism. It will remain on view through October 27 at the Colby Museum and will then travel to museums in Fort Worth, Honolulu, New York, and Grand Rapids. The national tour of the exhibition is made possible by Fidelity Investments through a grant from the Fidelity Foundation.

Colby College Museum of Art is located at 5600 Mayflower Hill Drive in Waterville, Maine. Hours: 10 a.m. to 4:30 p.m. Monday through Saturday; 2 p.m. to 4:30 p.m. on Sunday. Admission is free. For more information, call (207) 872-3228, or e-mail <museum@colby.edu>.

MASSACHUSETTS

Baker Library Historical Collections Relocates Temporarily

The Historical Collections Department of Baker Library, Harvard Business School, has completed its temporary relocation during the Baker Library/Academic Center construction project. On May 5, the Historical Collections Reading Room reopened to patrons in its interim location at Baker Library at North Harvard. Due to reduced seating capacity, visits to the Reading Room are now by appointment only. To schedule an appointment and obtain directions to the interim facility, please contact the Historical Collections Reference Desk at 617-495-6411 or at <histcollref@hbs.edu>.

The Baker Library/Academic Center construction project is scheduled for completion in fall, 2005. The fully restored and enlarged building will feature state-of-the-art collection storage areas, a conservation lab, and an expanded Historical Collections Reading Room with increased patron seating capacity.

Plain Threads to Nantucket Reds™: Three Centuries of Nantucket Fashion

The Nantucket Historical Association's major exhibition of the 2003 season is *Plain Threads to Nantucket Reds™: Three Centuries of Nantucket Fashion*, which documents the history of Nantucket fashion with a wide array of artifacts from the NHA's textile collection. The exhibi-

We Want Your Music!

The Local Arrangements Committee is trying to organize a live performance by the Holy Cross College Chamber Singers for our Spring, 2004 conference. We need your help. The focus of the program will be music from New England archives and we ask you to send along songs from your collection. We'll consider vocal music of all types as long as it is received by January 1, 2004.

For further information, contact:

Mark Savolis <msavolis@holycross.edu>
(508) 793-2506

or

Heidi Marshall <hdmarsha@holycross.edu>
(508) 793-3023

tion will open on Friday, May 23 in the Peter Foulger Museum, 15 Broad Street, and will stay up through September 1, 2003.

From the pious to the practical to the eccentric, the full range of Nantucket fashion will illustrate the island's transformation from a thriving whaling and religious community to a modern resort destination. Throughout its history, Nantucket has been exposed to wide-ranging stylistic influences, including the China Trade and South Seas exploration, while retaining its strong local identity. The sober Quaker aesthetic eventually gave way to the finery of whaling merchants and their wives and to the unrestrained decorative accessories of the Victorian period. In the next century, as Nantucket entered its resort years, a rich tradition of public performances and celebrations developed. The exhibition includes costumes from the Sconset Actors Colony and the island's Main Street Fetes, and showcases the colorful "preppy" dress of the postwar era. A Lilly Pulitzer sundress with a lidded Nantucket Lightship Basket is a classically modern Nantucket style that continues to thrive.

Sponsors for the summer exhibition include Nantucket Looms, Peter Beaton Hat Studio, Erica Wilson Needle Works, Johnstons Cashmere, mb Sport, Murray's Toggery Shop, Inc., and Pacific National—a Fleet Boston Financial Company. For more information, contact Cecil Barron Jensen at (508) 228-1894, ext. 115.

NEW HAMPSHIRE

State Council on the Arts Grant Guidelines Available

Updated Grant Guidelines and application forms for FY2004 and the NH Artists Roster are currently available on the Web site of the NH State Council on the Arts, at <www.state.nh.us/nharts>. They will not be mailed to organizations and individuals. People needing access to the Internet may go to local libraries, which offer public Internet terminals free of charge. If you have trouble downloading, please call Grants Technician Margie Durkee at (603) 271-2789, or contact her at <mdurkee@nharts.state.nh.us>.

A limited number of hard copies of the guidelines, which may be picked up in person free of charge, are available at the downtown Concord offices of the New

Hampshire State Council on the Arts. Costs for mailing are \$5.00, and an additional \$3.00 for each duplicate copy. Checks payable to "Treasurer State of New Hampshire" should be sent to: NH State Council on the Arts, Attn: Guidelines, 40 North Main Street, Concord, NH 03301.

VERMONT

News from the Vermont State Archives

In January the Archives received 195 cubic feet of records from the administration of Governor Howard Dean. An additional 150 cubic feet of records were closed for ten years under executive privilege and will be stored at the record center until they become open and available at the Archives. Governor Dean served as chief executive for eleven years and is currently a candidate for the Democratic presidential nomination.

The legislature passed, and the Governor signed, Act #3 of 2003, an Act on the Management of Archival Records. The act gives the Archives administrative authority over all the state government's archival records, enhances authorities to work with agencies and departments, and sets up a collaborative framework for the archival and records management program. Records management remains within the Department of Buildings and General Services. A key feature of the act is the requirement that the Archives issue annual reports to the legislature and governor on the state of archival management in government.

The act marks a sustained effort to end Vermont's bifurcated state archival program. Secretary of State Deborah Markowitz played a key role, notably in establishing a sustained joint strategic planning effort between the archival and record management programs to break down traditional barriers. Governor Jim Douglas, who served as secretary of state for twelve years, offered strong support for the bill. Governor Douglas noted at the bill signing ceremony how unusual it was for a governor to relinquish, to an independently elected constitutional officer, authority over the management of records. The bill passed the senate and house unanimously, partly reflecting the success of the Archives' "continuing issues" program in demonstrating the value of archives in providing context to legislative deliberations. A copy of the act can be found at: <www.leg.state.vt.us/docs/acts.cfm>.

Bradley Papers Document Early Vermont

Special Collections at the University of Vermont's Bailey/Howe Library recently received an outstanding collection of early Vermont manuscripts produced during the long political and legal careers of Stephen Rowe Bradley (1754-1830) and his son William Czar Bradley (1782-1867). The elder Bradley moved to Vermont in 1779 and established a law practice in Westminster. He was immediately important because he was one of only two trained lawyers in Vermont and because he was willing to offer his services to the young republic. Once statehood was achieved, the General Assembly elected Bradley to the U.S. Senate. William C. Bradley practiced law in Westminster until 1858 and also followed his father into politics. Just as his father retired from the Senate, William was elected to the U.S. House of Representatives as an ardent supporter of James Madison. He was defeated for re-election, but a few years later his loyalty was rewarded with an appointment as United States Agent for the U.S.-Canada Border Survey. The Bradley papers offer an intriguing look at politics in Vermont during the first decades of the nineteenth century, documenting a political dynasty that preserved a link with the Republic of Vermont through Jeffersonian republicanism and eventually to Jacksonian democracy.

Endowment Fund Supports Consuelo Northrop Bailey Papers

Frederika N. Sargent has established an endowment fund to preserve the papers of her sister, Consuelo Northrop Bailey, with a gift to the University of Vermont of more than \$172,000. Consuelo Northrop Bailey (1899-1976) broke new ground for women in Vermont and the nation: she was the second woman east of the Mississippi to be elected state's attorney and the first in the nation to be elected lieutenant governor. Bailey was active in the Republican Party at the local, state, and national levels. Her election as state's attorney (1927-1930) was followed by a term as a state senator in 1931, two terms in the House of Representatives, and finally a term as lieutenant governor in 1955. She chose not to attempt the next step, judging her chances of being elected governor of Vermont in the 1950s to be very slim.

Mrs. Sargent donated the Northrop/Bailey collection, which is rich in Vermont social and political history, in 1988.

Shortly thereafter, the Special Collections staff began organizing the seventy-plus cartons of business, political, and family papers. More material was added in later years, bringing the whole collection close to one hundred cartons. Two-thirds of the collection, principally the family and political papers, has been arranged and described, but much work remains. The endowment funding will also be used to create electronic access to the Northrop/Bailey Papers.

OUTSIDE NEW ENGLAND

New National Archives Electronic Database

The National Archives and Records Administration (NARA) recently launched Access to Archival Databases (AAD), a new research tool that makes a selection of the Archives' most popular electronic records available to the public over the Internet. The URL is <www.archives.gov/aad/>.

AAD is the first publicly accessible application developed under the auspices of the National Archives Electronic Records Archives Program. The Electronic Records Archives Program is addressing the larger challenges of preserving the increasing variety and volume of Government records that have been created and stored in electronic form. AAD addresses access to a specific type of electronic record—databases and records that are structured like databases.

In announcing the new system, Archivist of the United States, John W. Carlin said, "This groundbreaking system will provide a new way for customers to access records over the Internet. Until we launched AAD, researchers needed to contact us directly to gain access to our electronic records. [...] AAD is a crucial step toward fulfilling our mission by providing the public with 'ready access to essential evidence.'"

AAD provides researchers with: on-line access to more than 350 databases created by over twenty Federal agencies (NARA plans to expand the system to more than five hundred databases); the ability to search, retrieve, print out, and download records; and important contextual information to help researchers understand the records.

Notable databases in the initial release of AAD include: preservation survey of Civil War sites; combat casualties from the Vietnam and Korean Wars; POWs from World

War II and Korean War; Japanese-American Internee Files from World War II; Port of New York ship passenger lists, 1846-1851 (Irish Famine database); death records from the Gorgas Hospital Mortuary in Panama, 1906-1991; indexes to NASA photographs, 1958-1991; after-action combat and air sortie reports from the Vietnam War; Military Prime Contracts in excess of \$10,000, 1965-1975; Securities and Exchange Commission (SEC) Ownership Reporting System, 1978-1998; SEC Proposed Sales of Securities System (Insider trading), 1972-1993.

Since the launch of AAD, thousands of researchers have flocked to the site. Due to this heavy use, users may experience a wait time to access information. The National Archives is currently working to add additional capacity to the system to meet the demands of users.

Indiana's Lincoln: A National Treasure

The Indiana Historical Society has acquired two nationally significant Abraham Lincoln collections through generous grants funded by the Lilly Endowment and Bank One Foundation. The collections rank with those found in Washington, D.C., Chicago and Fort Wayne, and include rare photographs, engravings, etchings, lithographs and busts of Lincoln. The Lilly Endowment gift of \$2.9 million made the acquisition of the collections possible. The Bank One Foundation also made a generous gift for school programs created around the collections.

The collections' centerpiece is the original collodion wet-plate negative of the "Portrait of Abraham Lincoln," made by Alexander Gardner. Lincoln sat for this portrait on November 8, 1863, just eleven days before delivering the Gettysburg Address. It is one of the best-known photographs of Lincoln and was used by sculptor Daniel Chester French as the model for the Lincoln Memorial in Washington, D.C. A portion of the collections consists of material relating to the trial and subsequent execution on July 7, 1865, of the Lincoln assassination conspirators, including the original five-page handwritten execution order to Maj. Gen. Winfield Scott Hancock that was read by executing officer Gen. John Hartranft, and original sequential photographs of the execution taken by Gardner, who was commissioned by the Army of the Potomac to document the execution. These collections join more than 300 Lincoln items already in the Society's collections.

Veterans History Project Goes On-line at the Library of Congress

This Memorial Day, May 26, twenty-one fully digitized collections of materials submitted by veterans and civilians became available for the first time on the Library of Congress Web site at <www.loc.gov/vets/>.

The Library of Congress's Veterans History Project at the American Folklife Center collects and preserves oral histories and documentary materials about America's war veterans from World War I, World War II and the Korean, Vietnam and Persian Gulf wars, as well as from the civilians who served on the home front. This initial presentation of personal narratives will be followed by many more culled from the 7,000 submissions the Veterans History Project has received to date.

"The Veterans History Project gives all veterans the opportunity to speak openly and freely about their wartime experiences. [...] Every veteran has his or her own war, and each is custodian of a unique story and memories," said Librarian of Congress James H. Billington.

Congress created the project through legislation sponsored by Rep. Ron Kind (D-Wis.), Houghton and Rep. Steny Hoyer (D-Md.) on the House side, and Cleland and Hagel in the Senate. The project is one of the few nationwide oral history efforts that relies on volunteers rather than professional oral historians to collect stories and artifacts.

The American Folklife Center at the Library of Congress was created by Congress in 1976 to "preserve and present American folklife" through programs of research, documentation, archival preservation, reference service, live performance, exhibition, public programs and training. The center includes the Archive of Folk Culture, which was established by the Library in 1928 and is now one of the largest collections of ethnographic materials from the United States and around the world. ©

Please visit us on-line at
<www.newenglandarchivists.org>

Around and About

Unearthing Gems in Yale's Archival Film Holdings

Stephen E. Cohen, Archivist & Head of Records Services, Yale University Archives

Early in 2002, I initiated a project to gain control over the contents of more than three hundred cans of motion picture film in the Yale University Archives that had no more description than "hold for films." I undertook this project for two reasons. First, my department, Manuscripts and Archives, was expected to evacuate the vault spaces in which the films were stored in anticipation of a major renovation. Second, my personal interest in photography and visual materials, combined with my role as departmental expert for audio-visual materials in the Yale University Archives, demanded that I learn about these films. With support from my department, I hired a project assistant and set to work.

Background and Context

From the late 1940s to the mid-1980s, alumni, faculty, students, and staff sought to further the use of motion picture film production in support of the academic curriculum at Yale University. At the highpoint of this effort, Yale supported a film department in the School of the Fine Arts to teach students the skills needed to conceive and produce films. Due to financial cutbacks, the film department became the Media Design Studio and later Yale University Films (YUF), shifting from an academic department to an administrative unit to support the production of independent student, faculty, and staff projects. The sudden death in 1982 of Howard Weaver, an influential and respected alumnus and university administrator, and the strongest advocate for integrat-

ing film production into the academic curriculum, signaled the beginning of the end to Yale's foray into film production for educational enrichment. Weaver's successor lacked influence, and in 1989 funding for YUF ceased. A year or two later, the films and

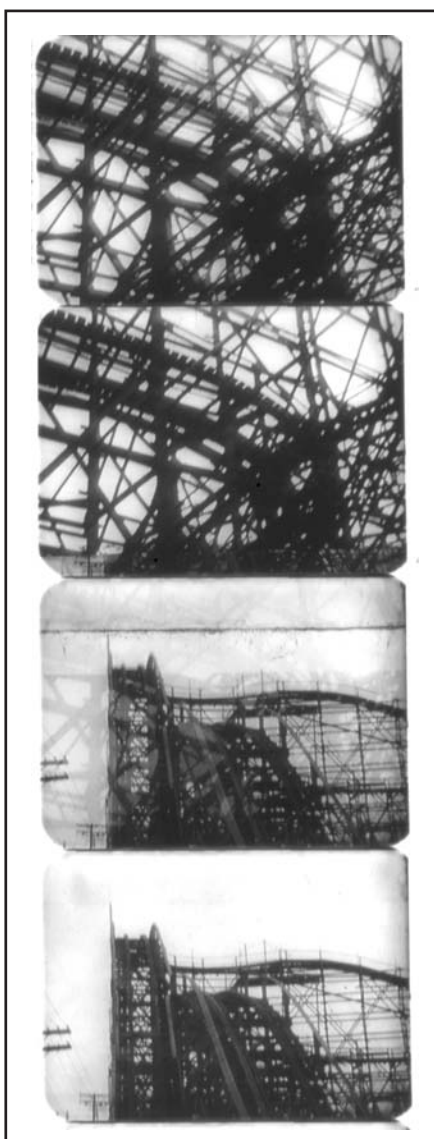
equipment were parceled out to various departments. Manuscripts and Archives received over six hundred cans of mostly 16mm film and soundtracks as well as YUF's administrative records.

The six hundred-plus cans were placed for more than ten years in a storage facility that was not pretty. It had only the environmental control that thick brick walls and a concrete floor can provide. A wall-mounted heat radiator occasionally burst, spurted water near the film cans; the films and other materials within range of the radiator's spit were blanketed in reliable plastic sheeting and buckets hung from the radiator to catch the runoff. Dust from the ages rested in a uniform layer over all.

Humble Beginnings

As she was leaving the department in 2000, my predecessor at Yale, responsible for film preservation, quickly briefed me on her attempts to make sense of the six hundred cans of film. This whirlwind introduction left me with many questions and no answers. I saw a wall of film; about half of the cans were in records boxes, and the remaining large, dented and oxidized metal film cans were stacked to the ceiling on shelves, reminiscent of precariously balanced stacks of pizza boxes at to-go pizzerias.

I had to prepare the films so that they could be removed from the storage facility and shelved at our new state-of-the-art Library Shelving Facility (LSF). I applied established



Savin Rock Roller Coaster taken by a student in 1965. Audio-visual materials documenting Yale and New Haven, ca 1922-2002 (RU 803), (Box 10, Experimental Film). *Courtesy of Manuscripts and Archives, Yale University.*

procedures for the boxed film. I listed the contents of each box based on the available descriptions I found on the sides of the film cans, applied labels and bar codes for tracking, and sent forty boxes containing about three hundred film cans to the LSF. These films were in much better physical condition than the un-boxed films, and therefore did not require re-housing into inert plastic film cans. No appraisal took place, but the goal of getting a preliminary description of the materials and removing them to the LSF was accomplished.

I was left with about three hundred cans of film that were either severely oxidized and/or too wide to rest flat in a records storage box. While the boxed films officially belonged to the Office of Public Information, Yale's publicity arm, this loose assortment of cans seemed to originate from every office on campus based on the limited amount of description marked on some of the film cans. I had two options: 1) appraise the films; or 2) repeat what I had done with the boxed films. I opted for the first since I wanted to make available to researchers a discreet, well-described set of films beneficial to research on or about Yale.

Appraisal

Manuscripts and Archives is not a film archive like the UCLA Film and Television Archive or the Wesleyan University Cinema Archives where film is collected because of its content and its importance to the history of filmmaking. Yale's archival films, by and large, are not important to the history of cinema, but are important to

the history of Yale and to specific areas of research. The University Archives seeks to collect materials that document the life and history of Yale, its departments and its student body. This includes films that document a class or a course; films that document student life; films produced by Yale departments and research centers, and by students about Yale. Films created by undergraduates as part of degree requirements are not collected unless they are prize-winning senior projects or they are about Yale. Films made by



Paul Newman's visit to New Haven for the world premiere of *Butch Cassidy and the Sundance Kid* (1969), at the old Shubert Theater on College Street. Courtesy of Manuscripts and Archives, Yale University.

students, alumni, or faculty that do not document Yale may be considered for manuscript groups.

If a film fits our criteria for documenting Yale, we then apply our film appraisal criteria. When available we seek to retain the camera original, final print and/or work print.¹ The final sound tracks are kept only when no final or work print version of a motion picture title exists. The intermediary prints, dailies, outtakes, and trims,² which can reveal how the film was edited to become a final composite print, are not included in Manuscripts and

Archives collecting policy, which seeks to preserve the content of the films, but not the process of its creation. Outtakes or dailies are retained only if deemed to have significant evidential or informational value for research purposes.

How did I learn to distinguish a camera original from a work print from an outtake? My supervisor, who formerly worked at the Smithsonian Institution, helped me arrange a three-day visit to Washington DC for intensive one-on-one training in the history, use, and preservation of motion picture films with Wendy Shay, audio-visual archivist for the Smithsonian's National Museum of American History Archives Center. The training taught me how films are made, from their physical characteristics to how motion picture film is manipulated from time of exposure in the camera to production, editing, post-production, and distribution. With this knowledge, I could analyze and describe the physical condition of each reel.

Strict application of the appraisal criteria enabled us to separate ninety-three film reels documenting Yale from the whole. We then arranged and described them intellectually and physically. The remaining 207 reels were either discarded or added to manuscript collections.

Arrangement & Description

Arranging and describing the film had the rhythm of an archaeological dig. Each film can and its contents was analyzed, described and classified

according to Manuscripts and Archives' scheme for university records by assigning the films to their appropriate creators. We learned that many of the films had nothing to do with YUF; they had just ended up in its film library.

We needed to inspect the contents of each film to describe it. Neither Manuscripts and Archives nor the University is in possession of a film-editing table. An editing table, like a film projector, projects the film onto a larger viewing surface, but without the potential for damaging it from heat or tension. Since a used editing table can cost about \$8000, we went low-tech: a few magnifying loupes, a light box, and a clean plastic crate, all costing less than \$100. First, we unwound the film leader and the first ten to fifty feet of film. As we unwound it into a clean plastic crate serving as the take-up reel, we ran the film across the light box and used the magnifying loupe to read text and identify people and events. If properly labeled, the leader should state the film's title, producer/director, and repository/institution. Often the leader did not exist or was blank on our films, requiring us to examine the opening footage. Our knowledge of Yale personages enabled us to identify and describe at least fifty percent of the unlabeled or poorly-described films.

While unwinding the opening footage, we also checked for physical damage or deterioration such as scratches, warps and buckles, dirt, tears, and chemical deterioration.³ An evaluation form was completed for each reel that

noted its physical condition and particular characteristics; this data was eventually transferred into a departmental film database management system. After description the reels were re-housed in inert plastic film cans (about \$5 each).

During this process, we uncovered a few gems:

- Dizzy Gillespie working with Faith and John Hubley, faculty members for School of Art's film program, on the animated film *Voyage to Next*, showing how they worked out a soundtrack to accompany the picture.
- Composer Aaron Copland teaching a master class at Yale's School of Music.
- A 1965 documentary on grass-roots student filmmaking at Yale titled *Experimental Films*. The documentary included two short films, one of which featured a very young Stacy



Aaron Copland clip from when he guest-conducted a master class in the School of Music, ca. 1977. Audio-visual materials documenting Yale and New Haven, ca 1922-2002 (RU 803), (Box 9, In Rehearsal with Aaron Copland). Courtesy of Manuscripts and Archives, Yale University.

Keach in an avant-garde production set in Paris. The other provided a low-budget horror-movie-style account of the last days of the defunct Savin Rock roller coaster and amusement park in West Haven, Connecticut, shortly before it was razed.

- Two reels of Kodachrome color film of a 1947 expedition into Nepal led by S. Dillon Ripley, ornithologist and curator of vertebrate zoology at Yale's Peabody Museum of Natural History, who was in search of rare birds and other specimens. As far as I know, this is the oldest surviving color film of that country.⁴ It chronicles his trip, accompanied by Howard Weaver (who probably shot the film) and others, from the port of New York, through India, and into the most remote parts of the Nepal countryside. Included is a state visit with the Maharajah and other dignitaries.

Conclusion

My effort at handling motion picture film went better than I had anticipated. Established criteria for appraising films enabled me to determine the disposition of each of the three hundred reels of film. We were left with a tight core of quality film for permanent retention. Research for the project gave Manuscripts and Archives a clearer understanding of the history of film at Yale. By entering the film evaluation form data in a database, I positioned these film holdings for possible grant-funded preservation in the future. Researchers now have intellectual access to the content of the films via an inventory in the reading room (although they will still need

to cover expenses for reformatting to a viewing copy). In the near future, Manuscripts and Archives will provide a user interface for the in-house database and create full MARC records for the films.

My work is still far from done as the project dealt with only one of several accessions of motion picture films in the Yale University Archives. There are just as many films, if not more, awaiting similar treatment, including those boxed films I hurriedly sent to the LSF. I need to appraise all of these

films and establish a processing strategy to make them usable for research. Because of this project, I am now in a position to deal with the other films. Likely, the next phase of the project will unearth more forgotten gems from Yale's history.

Yale University's Manuscripts and Archives Department is located in Sterling Memorial Library, New Haven CT 06520. It is open Monday through Friday, 8:30 a.m. to 4:45 p.m. For more information, telephone the reference archivist at (203) 432-1744.

Notes

¹ A work print is the *unedited* form of the synchronized sound and picture (ie. a rough draft). In many cases this is labeled "original."

² Dailies are the pieces of raw footage from a day's shoot. When edited and spliced together, they become the work print. Trims and out-takes are footage that get edited out of the film.

³ Kodak's *The Book of Film Care* (1983), now out of print but available from on-line used bookstores, is a valuable resource for learning about the different types of deterioration and how to slow/stop them.

⁴ Inquiries made to research centers and repositories specializing in Nepalese and/or South Asian studies have yet to confirm the existence of color film from around 1950 and earlier. ☺

Internet Tidbits

- Megan Friedel

Accolades for the Maine Memory Network

Earlier this spring, the Maine Memory Network <www.mainememory.net> was honored as a finalist in the "Best of the Web" competition at the Museums and the Web Conference in Charlotte, N.C. The Maine Memory Network was developed by the Maine Historical Society as a way of sharing the state's historical resources on-line. Over fifty Maine institutions have contributed electronic versions of, among other things, letters, journals, photographs, paintings, drawings, museum objects, maps, and sound and video files. These materials all relate in some way to either Maine or New England history. A quick search through the Network's database brought up some gems: an address to the citizens of Maine by Theodore Roosevelt, entitled "My Debt to Maine," that describes his childhood experiences in the state; political posters, cartoons, and posters rallying Maine's support for women's suffrage from the early 20th century; and great photographs of early Maine railroads. These remarkable documents are easily searchable by keyword, advanced search, or—for those who simply wish to browse—helpful lists of themes, people, events, and collections.

What makes the Maine Memory Network especially unique is its dedication to personalizing the user's experience of the


site. Users are encouraged to use the "Album" function, which allows visitors to save documents and images to return to later. These albums can also create slide shows, based on the user's saved documents, with which the user can weave together their own historical narratives from the materials. A few such stories, such as slide shows on shipwrecks and on Irish immigration, can be viewed in the "Features" section of the Web site. These albums encourage users—especially students—to make connections between documents from institutions and regions across the state, personalizing the experience of historical research.

Hats off to the Maine Memory Network for its well-deserved recognition as a finalist in the "Best of the Web" competition this spring! ☺

Did you know NEA has an e-mail list to facilitate communication for the NEA Executive Board?

If you are interested in adding your views to NEA Board discussions, simply send a blank e-mail to <neaboard-subscribe@yahoogroups.com> to subscribe.

Calendar



Press releases and other announcements of upcoming activities to be published in the *Newsletter* should be sent to NEA, c/o Massachusetts Archives, 220 Morrissey Boulevard, Boston, MA 02125, or sent via e-mail to <ellen.doon@yale.edu>. Please provide the date, time, place and a brief description of the event and the name, address and telephone number of the person to be contacted for information.

July 9-12, 2003. National Association of Government Archives and Records Administrators (NAGARA) Annual Meeting, "Navigating the Shoals of Accountability and Access," Providence, RI.

July 11-12, 2003. "Current Issues in Stewardship Seminar," American Association of Museums, Providence, RI. <www.aam-us.org>

July 16-October 27, 2003. Exhibit "Cherished Possessions: A New England Legacy," Colby College Museum of Art, Waterville, ME. Reception July 16, 3:00-4:30 p.m.

July 17-19, 2003. Workshop "Interpretation Issues and Strategies," American Association for State and Local History, American Textile History Museum, Lowell, MA. <www.aaslh.org>.

July 20-25, 2003. Shaker Seminar 2003, presented by Hancock Shaker Village at The Fruitland Museums, Harvard, MA. For more information visit <www.hancockshakervillage.org>.

July 21-August 1, 2003. Institute for Native American and Tribal Archivists, Western Archives Institute, Redlands, CA.

July 24-25, 2003. SAA Workshop: Encoded Archival Description. Pratt Institute, New York, NY. Instructors: Kris Kiesling and Michael Fox. Visit <www.archivists.org/prof-education/seasonal_schedule.asp> for more details and to register.

July 24-26, 2003. Workshop "Collections Management and Practices," American Association for State and Local History. Albany, NY. <www.aaslh.org>.

July 31-August 1, 2003. SAA Workshop: Archival Cataloging as a Component of Description. St. Louis, MO. Instructors: Melissa Delbridge and Lynn Holdzkom. Visit <www.archivists.org/prof-education/seasonal_schedule.asp> for more details and to register.

August 18-24, 2003. Society of American Archivists Annual Meeting and Conference, Los Angeles, CA.

September 1, 2003. Close of exhibit, "Plain Threads to Nantucket Reds™: Three Centuries of Nantucket Fashion." Nantucket Historical Association.

September 5, 2003. Massachusetts Historic Preservation Conference, "Linking Arts, Culture, and Preservation." Emerson College, Boston, MA. (617) 727-8470.

September 8-9, 2003. "Exposing Hidden Collections" Conference. Library of Congress, Washington, DC. For more information, contact Mary Jackson <mary@arl.org>.

September 15-19, 2003. Preservation Management Institute, Session III, at Rutgers, New Brunswick, NJ.

September 17-20, 2003. American Association for State and Local History, Annual Meeting, Providence, RI. <www.aaslh.org>

September 30, 2003. Workshop, "Protection for the Light Sensitive: Care of Photographic Materials." Conservation Center for Art and Historic Artifacts, Philadelphia, PA. For more information call (215) 545-0613 or write to <ccaha@ccaha.org>.

October 8-12, 2003. Oral History Association Annual Meeting, Bethesda, MD. "Creating Communities: Cultures, Neighborhoods, Institutions." For additional information, contact Roger Horowitz, OHA Program Chair, (302) 658-2400, ext. 244, <rh@udel.edu>.

October 12-14, 2003. "Sex, Drugs, and Rock & Roll: the Passionate Life of Museums," New England Museum Association Annual Conference. Mystic, CT. <www.nemanet.org>

October 17-18, 2003. NEA Fall Meeting, University of Connecticut, Storrs, CT.

October 19-22, 2003. ARMA International 48th Annual Conference and Expo, Boston, MA.

October 19-24, 2003. "Holistic Stewardship of the Historic Site," five-day seminar co-sponsored by the Nantucket Historical Association and the National Preservation Institute, Nantucket, MA. For more information, call (508) 228-1894, ext. 123.

October 26-28, 2003. The New England Library Association Annual Conference, Worcester, MA.

November 2-8, 2003. Archives Week in the NEA region.

November 6-9, 2003. New England Regional Genealogical Conference, "New England: America's Melting Pot." Sea Crest Resort and Conference Center, North Falmouth, MA. For more information, see: <www.rootsweb.com/~manergc/index.htm>.

February 15, 2004. Application deadline for NEA Richard W. Hale, Jr. Professional Development Award.

March 1, 2004. Application deadline for NEA Richard L. Haas Memorial Award.

March 25-28, 2004. Organization of American Historians Annual Meeting, Boston, MA. <www.oah.org>

March 26-27, 2004. NEA Spring Meeting, Worcester, MA.

June 20-24, 2004. Rare Books and Manuscripts Section (ALA) Pre-conference at Yale University, New Haven, CT.

June 24-30, 2004. American Library Association Annual Conference, Orlando, FL.

August 2-8, 2004. Society of American Archivists Annual Meeting and Conference, Boston, MA.

October 20-22, 2004. New England Library Association Meeting, Manchester, NH.

November 8-13, 2004. Archives Week in the NEA region. ©

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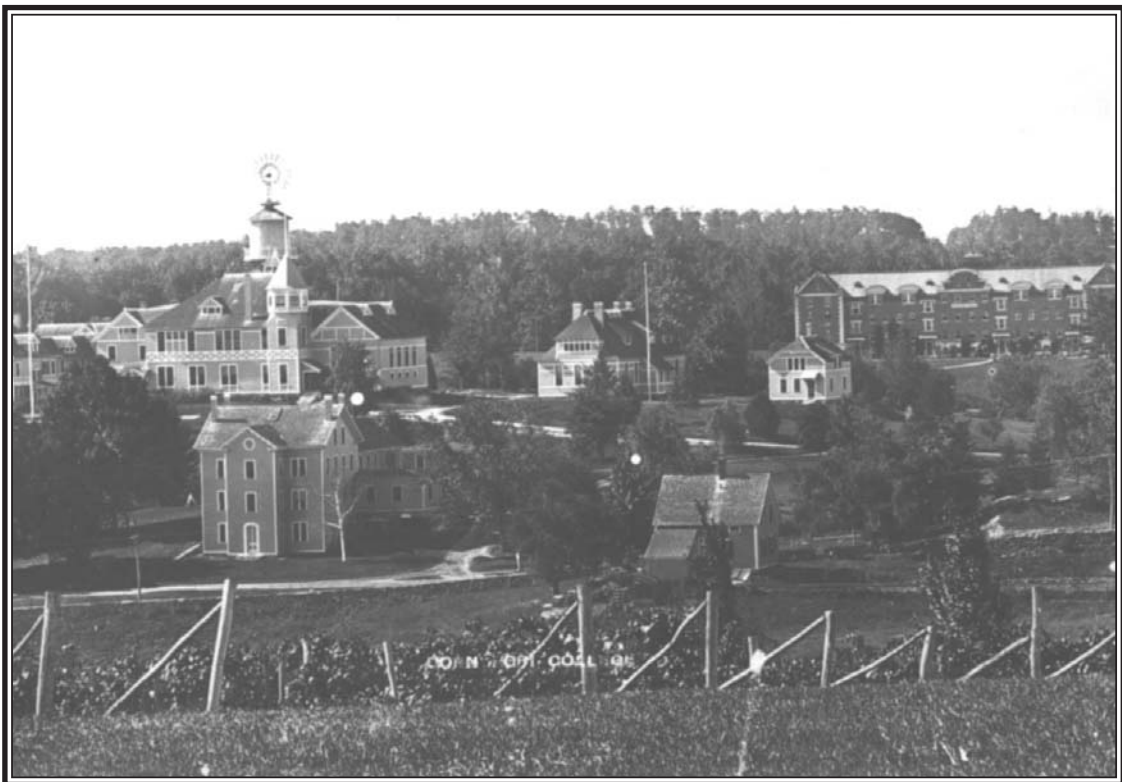
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Please mail to New England Archivists: **Debbie Richards, Membership Secretary**

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Connecticut Agricultural College (now the University of Connecticut, Storrs), ca. 1910. The NEA Fall Meeting will be held October 17-18, 2003 in Storrs, Connecticut. Please see the announcement on page 3 for more information. *Courtesy of Archives & Special Collections at the Thomas J. Dodd Research Center, University of Connecticut*