



Academy of Certified Archivists

ACA News

Issue 45

October/November 2003

Recognizing Distinguished Service

Board Approves Award

The ACA Board recently approved the creation of a new award: the ACA Distinguished Service Award. This Award is to recognize those members of the Academy who have demonstrated outstanding leadership, support, commitment, and service to the Academy. In her report at the Annual Business Meeting, President Jane Nokes stated that the Award represented a "major coming of age" for the organization, and Nokes recognized Martin Levitt, Regent for Examination Administration, for his support of the Award.

The Award consists of a plaque and a special lapel pin. The lapel pin has the "CA" designation in the center, encircled by the words "Distinguished Service." A letter of gratitude will be written on behalf of the ACA from the current President, enumerating the services rendered by the award recipient, and for each recipient a copy of this text along with a photograph shall be a permanent fixture on the ACA website.

Any certified archivist in good standing can nominate any other certified archivist in good standing for a Distinguished Service Award. Nominations will be solicited in the ACA Newsletter, and in any other media deemed appropriate by the Regent for Outreach. The

deadline for nominations will be 1st February of each year. The President will present the Distinguished Service Award to the recipient at the ACA luncheon at SAA.

First Recipient of Award

Susan Maclin was the first recipient of the Academy's Distinguished Service Award, presented to her at the Annual ACA Luncheon in Los Angeles this summer by President Jane Nokes.



Distinguished Service Award Susan Maclin accepts award from President Jane Nokes. (Photograph S. Sweeney)

Leon Miller, James Byers and Past-President Jane Nokes were on the first ACA Distinguished Service Award Committee that selected Susan Maclin as its first honoree.

Maclin was ACA President in 1998-99. Nokes also noted Maclin's professional service, from Curator of the Bartlesville, Oklahoma Area History Museum and Archives through Director, Archives and Special Properties, American International Group in New York, and all of her efforts on behalf of the Academy, the SAA, the SSA and the ICA. Nokes added that Maclin "ably provided great leadership, grace under pressure, and enduring qualities of personal and professional excellence in the course of her long service to the Academy, culminating in her Presidency."

Item-Writing Workshop Held in L.A.

The ACA sponsored the third annual Item-Writing Workshop on August 21 during the SAA Annual Meeting in Los Angeles, CA. Certified archivists gathered to learn about the process of developing the certification exam and to write new questions for the item-bank from which the test is constructed.

Participants drafted questions according to a "Guide to Preparing Multiple-Choice Items" developed by educational testing professionals. Working from the ACA Role Delineation Statement, they linked each item to a particular domain, task statement, and knowledge statement; and provided a reference for the correct response from an authoritative source in the archival literature.

Bringing their draft questions to the workshop, which was directed by Anne P. Diffendal, Regent for Examination Development, they reviewed

each, rejecting some and revising others to be considered for addition to the item-bank by the Examination Development Committee at its meeting in March.

If you would like to take part in a future workshop, watch the ACA website and newsletter for details about the next one planned for Boston in August 2004.

Participants in the 2003 ACA Item-Writing Workshop included:

Scott Cline, Richard H. Dickerson, Rebecca Hankins, Sammie Morris, Stephanie Morris, Kristy Sorenson.

Outreach Letters

One point that many Academy members can agree upon is that not enough is known about the Academy beyond the archival community, and some may say even within the archival community. Steps are being taken to address this issue. The Regent for Outreach, Beth Bensman, has sent over three hundred letters with information packets to those institutions listed on the Society of American Archivists' institutional mailing list. Most of these organizations work with and/or employ archivists and it is important that they are aware of the value of archival certification. The Academy is also writing to organizations which have posted position openings to the SAA Archives Listserv but have not provided consideration for archival certification. Jane Kenamore, former Regent for Exam Development, is writing to these employers, explaining the value and importance of archival certification, and encouraging them to list certification as an important consideration of employment.

- James Byers, President

Speakers Bureau Planned

The Academy is also moving to establish an ACA Speakers Bureau. This bureau should be used by Academy members who are speaking about the Academy to archives groups, university classes, or other groups interested in ACA. The Academy will provide background text from which a speaker can discuss the Academy's history, a set of standard pamphlets, and a sample outline on how to structure a presentation about ACA. Any Academy members interested in this package should contact either the Regent for Outreach, Beth Bensman at: (bbensman@history.pcosa.org), or Jim Byers (byers.j.i@worldnet.att.net), ACA President. This package will continue to be developed as ACA and its members are asked to make presentations.

- James Byers, President

ACA to Join SAA Census Project

Earlier this year the Society of American Archivists (SAA) submitted a grant application to the Institute of Museum and Library Services (IMLS). The grant was entitled "The State of the Archival Profession: A Census of Educational Needs Assessment of Archivists in the U.S." SAA wants to make a thorough assessment of educational needs for archivists, and match it to what education is now offered. This should provide some direction to both SAA and other educational institutions about the direction of archival education. In late October IMLS notified the SAA that the application had been approved.

This put into action some earlier contingency planning done by SAA. An SAA contingency committee was formed to work with this grant,

should it be approved. Named the Census Project Working Group, this committee consists of national archival organizations and a selection of regional organizations. ACA was asked to join the committee, and President Jane Nokes wrote a letter to IMLS in support of this project. The committee will be meeting in mid-November (14-16) to set up the structure to carry out this project.

The Academy has been interested in education since its founding, and has recently completed a Role Delineation Survey. This will provide a review of how role delineation is now structured, and enable the Academy to more closely survey the skills and knowledge necessary for archival work. The Role Delineation Survey results will also be shared with SAA and should provide meaningful information for the education census.

The Academy representative to the Census Project Working Group is Professor Gregory Hunter. Professor Hunter teaches at the Palmer School of Library and Information Science at Long Island University. He is active in the Academy and a former President of ACA. Professor Hunter is very interested in this education survey, and with his teaching experience he will bring a good deal of expertise to the table. I am sure that we will all be interested in the results.

- James Byers, President

Reaching Out

A display has been designed and fabricated for the Academy to employ at meetings and for presentations. Included on the display are holders for the general and employer's brochures. More information on the availability of the display will be on the ACA's website.

- Beth Bensman, Regent for Outreach

Academy Executive in L.A.



Members of the ACA's Past Executive Board pose for posterity, l to r: Margery Sly, Treasurer; Martin Levitt, Regent for Examination Administration; James Byers, Vice-President; Beth Bensman, Regent for Outreach; Carole Prietto, Secretary; Jane Nokes, President. (Photograph S. Sweeney)

A Challenging Opportunity for Certified Archivists

Who writes the questions for the archival certification examination? How is the archival certification examination created? What professional and scientific procedures govern the test?

The Academy of Certified Archivists invites all Certified Archivists to learn more about these issues in a half-day workshop to be held at the Society of American Archivists meeting in Boston, MA. Participants will be guided through the rigorous process of developing questions for the ACA item-bank, from which the certified archivist examination is constructed.

The ACA Examination Development Committee (EDC) will conduct the workshop on Thursday, August 5, 2004, from 9:00 am to noon. At the

beginning of July, participants will receive informational materials to use in drafting questions in advance. Items resulting from the workshop will be submitted to the EDC for consideration. Previous question-writers have found the process to be a challenging and rewarding learning experience. Earn five (5) archival recertification credits upon successful completion of the workshop. There is no cost to participate.

This is an excellent opportunity to learn about the standards and procedures supporting the examination, while trying your hand at writing actual questions for the test. If you would like to participate or want further information, please contact Anne P. Diffendal, ACA Regent for Examination Development, no later than June 1, at adiffendal@alltel.net.

-Anne Diffendal, Regent

Who's Taking the Exam?

For the year 2003, 117 candidates will sit for the certified archivists exam. Once again, this number represents a record number of exam takers. By the end of the year, the exam will be offered in twelve locations throughout the United States, also a record. The sites include Atlanta, GA, Austin, TX, Dearborn, MI, Denver, CO, Hong Kong, Houston, TX, New Orleans, LA, Philadelphia, PA, Saint Louis, MO, Los Angeles, CA and Washington, DC.

Of the candidates sitting for this year's exam, 91 are taking the exam for initial certification and six are taking it for re-certification. Seventeen are taking the test who have previously failed.

- Martin Levitt, Regent for Examination Administration

Who's Who on the ACA Board

The Academy is led by four officers, President, Vice-President, Secretary and Treasurer, and five regents. Regents are analogous to board or council members in other organizations. Each of the Regents is responsible for a specific Academy function and serves as chair of the committee responsible for that function. The five Regents include:

- Regent for Certification Maintenance
- Regent for Examination Administration
- Regent for Examination Development
- Regent for Nominations (immediate past President), and
- Regent for Outreach.

Do you have something that you want to tell the Board? Below are the coordinates to contact members of the ACA Board:

President (2003-2004)

James B. Byers, CA
7813 Evening Lane
Alexandria, VA 22306
Phone: (703) 768-9361
E-mail: byers.j.j@worldnet.att.net

Vice-President/President-Elect (2003-2004)

Scott Cline, CA
Seattle Municipal Archives
Office of the City Clerk
600 Fourth Avenue, 3rd Floor
Seattle, WA 98104
Phone: (206) 684-8353
Fax: (206) 386-9025
E-mail: scott.cline@seattle.gov

Secretary (2003-2005)

Shelley Sweeney, CA
University of Manitoba Libraries
Archives & Special Collections
331 Elizabeth Dafoe Library
Winnipeg, MB R3T 2N2 CANADA
Phone: (204) 474-6350
Fax: (204) 474-7913
E-mail: shelley_sweeney@umanitoba.ca

Treasurer (2003-2005)

Ellen Garrison, CA
Middle Tennessee State University
Department of History
Box 23
Murfreesboro, TN 37132
Phone: (615) 898-2639
E-mail: egarriso@mtsu.edu

Regent for Examination Development (2002-2004)

Anne P. Diffendal, CA
3131 South 41st Street
Lincoln, NE 68506
Phone: (402) 489-2368
Fax: (402) 489-2368
E-mail: adiffendal@alltel.net

Regent for Outreach (2002-2004)

Beth Bensman, CA
Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147-1516
Phone: (215) 928-3884
Fax: (215) 627-0509
E-mail: bbensman@history.pcusa.org

Regent for Certification Maintenance (2003-2005)

Judith G. Cetina, CA
Cuyahoga County Archives
2905 Franklin Boulevard, NW
Cleveland, OH 44113
Phone: (216) 443-7250
Fax: (216) 443-3636
E-mail: C0jgc@www.cuyahoga.oh.us

Regent for Examination Administration (2003-2005)

Martin L. Levitt, Ph.D., CA
American Philosophical Society Library
105 South Fifth Street
Philadelphia, PA 19106-3386
Phone: (215) 440-3403
Fax: (215) 440-8579
E-mail: mlevitt@amphilsoc.org

Regent for Nominations (2003-2004)

Jane E. Nokes, CA
Scotiabank Group Archives
44 King Street West, 19th Floor
Toronto, ON M5H 1H1 CANADA
Phone: (416) 866-5180
Fax: (416) 933-2363
E-mail: jane.nokes@scotiabank.com

Chair, Nominating Committee (2003-2004)

Brenda Gunn, CA
University of Texas at Austin
Center for American History
1 University Station, SRH 2.101
Austin, TX 78712
Phone: (512) 495-4385
Fax: (512) 495-4542
E-mail: bgunn@mail.utexas.edu

Chair, Finance Committee (2003-2005)

Margery Sly, CA
Presbyterian Historical Society
425 Lombard Street
Philadelphia, PA 19147-1516
Phone: (215) 928-3884
Fax: (215) 627-0509
E-mail: msly@history.pcusa.org

Secretariat

Steve Grandin
Capitol Hill Management Services, Inc.
48 Howard Street
Albany, NY 12207
Phone: (518) 463-8644
Fax: (518) 463-8656
E-mail: aca@caphill.com

Please feel free to contact any of the above if you have something to contribute, or you have any questions.

Visit the Academy's Website for the most up-to-date information! See:

<http://www.certifiedarchivists.org>

Two New Members Join Board



Vice-President/President Elect for 2003-2004 Scott Cline and Shelley Sweeney, Secretary for 2003-2005, join the new Executive Board of the Academy. Beth Bensman, Regent for Outreach, looks on. *(Photograph S. Sweeney)*

Academy Joins ICA

The International Council of Archives, as described on their Website, is dedicated to the broad goal of the "... advancement of archives worldwide. Archives, by providing evidence of human activities and transactions, underlie the rights of individuals and states, and are fundamental to democracy and good governance. Archives safeguard the memory of mankind by preserving records of its past. In pursuing the advancement of archives, ICA works for the protection and enhancement of the memory of the world."

Joining ICA is a significant step forward for the Academy. Membership provides enhanced visibility as well as an opportunity to have input to a larger and more broad-based archival forum.

Issues such as certification and archival education are discussed in ICA meetings, and ACA will be able to provide input to these and other related issues. The Academy is what is called a category B member, which includes national professional organizations from all countries.

The ACA representative to ICA is Dr. Trudy Huskamp Peterson. Dr. Peterson has been involved with ACA since the beginning, and has been involved with ICA in working with a number of issues. Dr. Peterson has had a distinguished archival career. She worked for many years at the National Archives and Records Administration, where she rose to the position of Acting Archivist of the United States. She is concerned about progress of the archival community, the Academy in particular, and is very well qualified to represent us. She represented ACA at the most recent ICA meeting of the International Council of the Round Table on Archives (CITRA) in Cape Town, South Africa, October 21-25. The theme of this meeting was "Archives and Human Rights." The Academy looks forward to becoming more involved with the ICA, specifically on issues relevant to ACA's mission.

- James Byers, President

Annual Business Meeting in L.A.

On August 22, 2003, the Academy once again met to review the business of the past year. Jane Nokes, outgoing President, noted in her report some of the highlights of that time. She welcomed the Academy's new psychometrician, Holly Traver, who will assist the Academy with its exams. A record number of applicants to take the exam, and new exam sites in Hawaii and Hong Kong were acknowledged as both signs of success. Trudy Peterson and Karen Benedict will represent the Academy at the International Council of

Archives. Edie Hedlin and the Role Delineation Task Force have found that the Role Delineation is still accurate. An online survey of archivists established by Anne Diffendal and Holly Traver was run on the Academy's website during the summer.

In terms of outreach, Jane spoke at the Society of Southwest Archivists in May. Other outreach efforts include a portable display, and lapel pins, which have been a great success. Also, SAA now advertises Archival Recertification Credits in its education literature. Because education levels are high, the petition by exception will be phased out. And finally, Jane pointed out that the ACA's membership renewals exceed most organizations and the Academy's budget is balanced. All in all, an excellent year!



Outgoing President Jane Nokes points out highlights of the past year.

Academy of Certified Archivists

Capitol Hill Management Services
48 Howard Street,
Albany, NY 12207

Phone: (518)463-8644
Fax: (518) 463-8656



Calendar - Plan Ahead!

Dates: **June 1, 2004** - deadline to register for the ACA Item-Writing Workshop to be held on August 5, 2004, in Boston, MA. Earn five credits toward archival recertification. There is no fee. Open to Certified Archivists only. Contact Anne P. Diffendal, ACA Regent for Examination Development at adiffendal@alltel.net

August 5, 2004 - ACA Item-Writing Workshop, Boston, MA. Register before June 1 by contacting adiffendal@alltel.net

The Last Word

If you have something burning that you would like to share with others in the Academy, I encourage you to contact me, Shelley Sweeney, at shelley_sweeney@umanitoba.ca. News of interest to members will also be gratefully accepted. We want to make this newsletter a vehicle of useful and timely information.

- Shelley Sweeney, Secretary