



# ACA News

Issue 48

October/November 2004

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## You Have to Be Certifiable to Work at the Missouri State Archives!



Members of the Missouri State Archives

So why the emphasis? Are we credential crazy? Not exactly. All of our archivists studied hard for the exam, and they no doubt have obtained a more well-rounded proficiency than they would have had otherwise. Credential maintenance, moreover, has encour-

aged the staff's continuing proficiency in new archival knowledge. These, of course, are the ostensible reasons for any credential program.

### The Payoff

There is another reason as well. The emphasis on obtaining certification was part of a general bolstering of professional requirements in the Archives. In 1993, MSA began requiring that applicants for an archivist position possess a master's degree in history, library and informational science, or, an allied subject, depending on the specific position we were attempting to fill. An important consequence of this reorganization is that it helped raise the stature of archivists in the Secretary of State's office, of which the Archives is a division, and assisted in making the case for salary increases. These requirements also assisted in erasing the image that just anyone could do archival work. In 1993 a beginning archivist at the Missouri State Archives made \$17,600. Today, even

The Missouri State Archives has more certified archivists than any single repository in the country except possibly the National Archives. That soon may change. The Missouri State Archives intends to give the National Archives staff a run for their money when four additional MSA staff members sit for the exam next year.

Although the Academy of Certified Archivists had its origins in the Society of American Archivist's 1989 annual meeting, it was not until 1993 that the first MSA employee earned her certification. Since that time, the Archives has actively promoted certification among its staff and utilized the "CA" designation as a means of recruiting and selecting new employees. All position announcements state our preference for applicants with a CA; those without certification must agree to sit for the exam at the earliest opportunity.

### Special Points of

#### Interest:

- 25 past and present members of the Missouri State Archives have passed the certification exam since 1993
- The bylaw was passed that extends the current Treasurer's term in order to stagger elections of Secretary and Treasurer
- The Academy has created a new award to assist qualified first time test takers to travel to exam sites

though employees have received no, or nominal, pay raises for several years because of state budget shortfalls, the starting salary for a MSA archivist is \$32,580. While not a king's ransom, it is a real gain in pay for the position, even after inflation is factored in.

### Exam Preparation

While staff are expected to prepare for the exam in their off-hours, MSA provides them with administrative time for studying, access to an extensive professional library that includes ninety percent of the recommended readings, and an in house study guide, consisting of outlines, notes, and sample questions created by CA's on staff. Upon notification of certification, we will reimburse staff for the exam fee and assume the costs of annual dues.

The constricted budgets of the last few years have led us to actually become more involved with the certification process. With less money for out-of-state travel, and five staff members preparing for the CA exam, we secured Jefferson City as a Pick-Your-Site location in 2001. The Missouri State Archives hosted the exam again in 2002 and 2004. In addition to providing our staff with certification opportunities, having the ACA exam in Jefferson City offered a more appealing and affordable exam site for other archivists in Missouri and neighboring states. This year candidates from Kansas and Oklahoma chose Jefferson City as an alternative to larger venues, such as Boston and Chicago. Jefferson City is the smallest city ever to host the examination.

### Ongoing Support

One of the ways the Archives supports professional growth is by paying for membership in professional organizations. In addition to ACA, we pay archivists' membership dues to one other professional organization, such as SAA or MAC.

While attendance at professional meetings is encouraged, out-of-state travel funds are limited and priority is given to staff that participate in meetings as presenters, panelists, or serve on program committees. However, we make every effort to send as many staff members as possible to regional or national meetings held in Missouri. For example, in April 2003, ten ar-

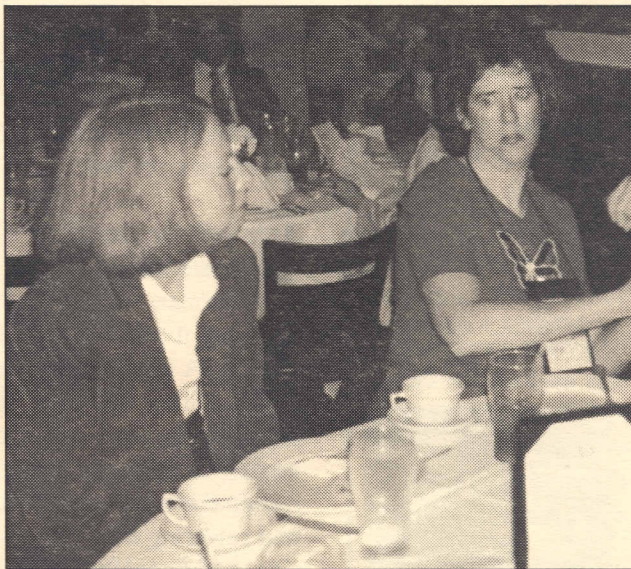
chivists attended the Midwest Archives Conference meeting in Kansas City. Staff also participate in workshops and seminars on archival topics offered by SAA, the Missouri Library Network, the Jefferson City/Columbia ARMA Chapter, and the Public History Alliance of Missouri.

We also support recertification by allotting a percentage of staff time for service to the profession. Our archivists have served as members or chairs of committees for the Society of American Archivists, National Association of Government Archives and Records Administrators, Midwest Archives Conference, Association of St. Louis Area Archives and Kansas City Area Archivists. Currently, Shelly Croteau and Sandra File serve on recertification teams for ACA, contributing approximately 24 hours per year to evaluating petitions for recertification.

### Conclusion

In all, 25 past and present MSA staff members have successfully passed the certification exam since 1993, and the result is a cadre of professionals, well versed in the theoretical and practical knowledge necessary for archival work and dedicated to continued professional development and service.

*Kenneth H. Winn, State Archivist of Missouri*



The Academy's Annual Luncheon and Meeting was held on August 6th, 2004 at Maggiano's Little Italy Restaurant in Boston, Massachusetts. Here are two attendees.

## Miller Wins Distinguished Service Award



The Academy of Certified Archivists presented Leon C.

Miller with its Distinguished Service Award August 12 at its annual meeting in Boston. Miller is head of the Manuscripts Department at Tulane University's

Howard-Tilton Memorial Library in New Orleans. He is a past Regent and past President of the Academy and a past President and past Distinguished Service Award recipient of the Society of Southwest Archivists.

Miller has held several ACA positions, most concerning membership and outreach, including the Membership Committee (1990-1991), the Task Force on Development and Outreach (1991-1992), and the Outreach Committee (1993-1996).

In 1996 Academy members elected Miller Regent for Outreach. With examination applications at a record low, he created a working outreach committee with members aligned with every major archival association in the US and Canada; redesigned the newsletter as an outreach tool and acted as editor; distributed gratis copies of the new newsletter to student groups and archival organizations; negotiated advertising exchange agreements with other archival organizations; designed and wrote new ACA brochures; adopted the Archives listserv as an outreach tool; and inaugurated a press release program.

After one year, the number of persons sitting for the examination increased 42%; after two years, almost 200%. That number, if maintained, would ensure the survival of the organization.

Contributing to the Academy's recovery was the "You Pick Your Site" program, which Miller proposed in 1998. It allowed anyone to hold the certification examination in their hometown if five candidates took the test at the same location. In the program's first year, the number of examination sites rose from four to ten, and the number of candidates jumped from 37 to 77. It continues to be a popular program, with ex-

amination sites in locales as diverse as Houston, Honolulu, and Hong Kong.

In 2000 Academy members elected Miller Vice-President / President-Elect. One theme of his term was demystifying the examination process. He strongly supported Anne Diffendal's proposal to create Item-Writing Workshops where Academy members could practice writing test questions and learn the techniques and principles guiding ACA test development.

Miller also appointed a blue ribbon committee to review the role delineation, redesigned the ACA website to serve as an outreach tool and acted as the Academy's web editor, created a new ACA logo and visual style that were applied across the ACA's website and publications, created the Charter Member Program, proposed the Consultant Referral Service, and proposed the Archival Recertification Credit Program. During the two years of his term, the number of examination candidates increased by more than 60%.

"I'm grateful and humbled to receive the ACA Distinguished Service Award," Miller said. "During both of my board terms, I enjoyed the privilege of learning from some of the finest archivists in our profession. They taught me a great deal and they always impressed me with their willingness to work together collegially and cooperatively on behalf of our profession. My association with them will remain one of the warmest memories of my career."



Attendees at the Academy's Annual luncheon and business meeting include Lee Miller (center) listening to Anne Diffendal (right). See more photos from the luncheon and business meeting throughout this issue.

# Minutes of Boston Board Meeting

The following is an extract from minutes of Academy of Certified Archivists Board of Regents Meeting in Boston, August 4, 2004.

**President's Report – James Byers.** Jim noted that the SAA Census Project had been completed and we were now awaiting the results. Jane noted only Americans could fill out the survey. Trudy Peterson will be our representative to the ICA Section on Records Management and Professional Associations (SPA). Through Trudy we will be participating in the steering committee. We are a founding member of NAANICA (North American Archival Network of the International Council on Archives). The Speakers Bureau material on the web has been tested.

**Greg Hunter.** Greg Hunter was the Academy's representative to the A\*CENSUS project. He gave a brief report (see Update A\*CENSUS elsewhere in this newsletter).

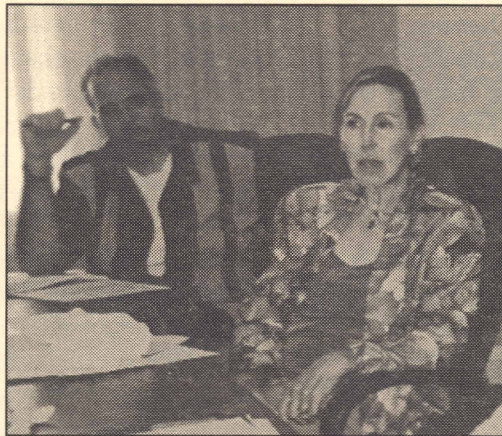
**Website Editor David Malone.** David takes over from Lee Miller. He said we would see some changes, working with Beth to highlight outreach and clustering the navigation. David will also work on Webforms to allow people to readily send information in.

**Vice-President's Report – Scott Cline.** He acted as ombudsman, but not very much came through. Reading exam applications was great fun. He spoke to members of the Archives and Archivists of Color. Marty, Ellen and Scott attended the Archival educators forum.

**Secretary's Report – Shelley Sweeney.** Did newsletter in October/November and another in April/May and is putting a third newsletter out after the meeting.

**Treasurer's Report – Ellen Garrison.** This is the 3<sup>rd</sup> straight year we've been in the black and our savings have increased every year. Ellen recommends against dues increase. Jim noted our expenses are going up – travel is increasing and annual board meeting conferences are increasingly profit centers and this will im-

pact us. Shelley again noted that it's better to increase a little all the way along and not wait until you need to make a big jump.



David Malone and Laura McLemore at the Board meeting

**MOTION: three signers who can sign on every account: the president, chair of finance committee and treasurer. PASSED**

Steve suggested a review instead of audit because of the cost - \$1,200 instead of considerably more. It was agreed that we need more of a finance committee than we have (currently 2 members). Jim is tasking the chair of the Finance Committee, Margery Sly, to ask the income tax preparer to do a formal review of our financial statement.

Scott is tasked to look at the Finance Committee to make it more formal. Ellen tasked to look into Sarbane Oxeley and see how it affects the ACA. Marty noted that we need to consider changing our accountant, as you must now change accountants regularly according to Sarbane Oxeley.

**Regent for Certification Maintenance Report – Judy Cetina.** Judy thanked Steve Grandin, Shelly Croteau, Garry Harrington, Marcus Robyns as well as Appeals Team led by Mike Holland. There are 3 new volunteers for the Petition Review Teams. 72 individuals were due to recertify, only 5 have not responded to the initial mailing or the follow-up – Judy will contact the last five to see why they haven't responded. Society of Georgia Archivists and Texas A & M were approved for recertification credits. Board agreed that people should not be penalized and should receive credits for both membership and service on a task force (for example).

**Regent for Nominations – Jane Nokes.** Chair Brenda Gunn's report was presented. Thomas Brown is the new Regent for Examination Development, Tod Gilliom, Nominating Committee Member, Laura McLemore is Regent for Outreach, Mike Holland is Vice-President, President Elect, Jim Byers will move to Past President and Regent for Nominations. Christie Sorenson and Evan Hawker were thanked for helping count the ballots.

Regent for Exam Administration – Marty Levitt. 118 declared eligible for the exam (a record ) with 13 exam sites, also a record number. 2 of the exam sites only have 2 exam takers – those were predetermined sites. We are getting more and more candidates and sites. As the petition for exception was ending, 10 petitioned for exception. You will have to have a masters degree to take this test starting next year. Marty was tasked to investigate the issue of establishing foreign equivalencies in advance. His recommendation is not to do this – it needs to be done on a case by case basis. English entry level archivists have bachelors degrees, not masters.



will ask SAA that we want a late afternoon/early evening combo business meeting/mixer time for which we will charge, depending upon the costs (as we are obliged to meet with SAA at the Riverside Hilton in New Orleans)

We're sending pamphlets to the ICA meeting to be put at SAA's booth.

Shelley Sweeney, Secretary

Regent for Exam Development – Anne Diffendal. Tom Brown will be incoming Regent – Mike Holland will be on the committee as Vice-President, along with Brenda Gunn, Gerri Shod and Katie Dishman.

Regent for Outreach – Beth Bensman. Beth looked into costs for a poster – a lot more expensive than she thought. Proposal for SAA 2005 – Beth is putting together a session – not a lecture but a panel with 3 or 4 speakers.

Secretariat's Report – Steve Grandin. Capitol Hill is successfully serving the ACA for the 9<sup>th</sup> year. Sent out an email to all members. He's looking for more such material to send to all members to help stay in touch.

ACA Assistance Award – Marty wants to implement an award for travel assistance to people who might apply to write the exam, but who can't afford for one reason or another to get to a test site – particularly newly graduated students. Criteria can vary from one year to the next.

**MOTION – to establish an ACA travel assistance details of which were read earlier.  
PASSED**

Annual Business Meeting Format – A vigorous discussion took place about the format of the business meeting. Agreed that we



## Call for Nominations!

The ACA Nominating Committee soon will be contacting ACA members to ask them to consider running for office in the 2005 election. Please consider placing yourself up for nomination or nominating another qualified member of ACA for office. In addition to gaining management experience, you will be working with a group of willing, dedicated and highly competent archivists. If you are among those we contact, please think seriously about becoming involved. For any information or questions that you may have, please contact either James Byers (Regent for Nominations, phone 703-768-9361 or [Byers.j.j@worldnet.att.net](mailto:Byers.j.j@worldnet.att.net)) or Sarah Canby Jackson (Chair of Nominating Committee, phone 713-368-7640 or [sarah\\_jackson@fpm.co.harris.tx.us](mailto:sarah_jackson@fpm.co.harris.tx.us)). Thanks very much for your consideration.

## Final Word as President

I am writing to tell you that I had a very positive experience serving as your President. I was particularly pleased to be working with a very fine team of ACA Officers, Regents, and Chairs of committees. Everyone had an unfailingly bright outlook on the Academy and what it could accomplish. This, coupled with a "can do" attitude, translated into jobs well done and goals accomplished, whether they be ICA membership or bylaw changes. My thanks to you for allowing me the opportunity to serve as ACA President.

Jim Byers, Past President and Regent for Nominations

## Certification/ Recertification News

Good news on the recertification front! As reported at the Academy's annual luncheon in Boston this past August, 72 individuals were due to be recertified in 2004. But with the death of one certified archivist and the move of one certified archivist into emeritus status, the actual number was established as 70. Of that number 36 petitions for certification maintenance had already been reviewed and approved, while 13 were under review, and four were waiting review. Ten individuals opted to maintain their certification by taking the exam, and two other individuals, no longer working as archivists, judged they lack the credits to recertify by petition. But both expressed a continuing affinity to the world of archives! Only five certified archivists failed to respond to the Academy's mailings but one last effort has been made to reach those individuals, encouraging them to communicate with me the regarding their status.



Judy Cetina speaking at the Annual Meeting

But if your certification is current and you're seeking an opportunity to support the mission and goals of the Academy, Certification Maintenance Wants You! As a member of a review team of three you would be evaluating the credits submitted by archivists seeking to maintain their certification, thus playing an important role in up-

## Update on A\*CENSUS

Greg Hunter was the Academy's representative to the A\*CENSUS project that was funded by the Institute for Museum and Library Services. SAA put the survey together very quickly. There was a meeting of all the national and a cross-section of regional archival organizations. Vicki Walsh coordinated the project. MSI Research did the online version of the survey. The survey was sent 11,900 names. 90% of those who started the survey finished it. 45% in total completed the survey. The response rates for the core archival groups, however, was 70%. 42% of the ACA membership is male as opposed to 34% for general membership. 91% is white. 51% are management with a total of over 80% being senior archivists. The report of A\*CENSUS is due by December 2004, with the final report due April 1, 2005.

holding ACA standards and in helping your colleagues to preserve their status as certified archivist. And if I cannot appeal to your better nature, remember that you can earn your own credits towards certification maintenance by serving on one of the review teams. Enlistment is always open – simply send me, Judith G. Cetina, an e-mail at [c0jgc@www.cuyahoga.oh.us](mailto:c0jgc@www.cuyahoga.oh.us), phone me (216-443-7250), or drop me a line (Cuyahoga County Archives, 2905 Franklin Blvd, Cleveland, OH 44113) or fax me (216-443-3636) indicating your interest.

If sitting on a review team is not your cup of tea, you can assist the work of the Academy by spreading the word about the Archival Recertification Credit (ARC) Program. This initiative allows organizations that sponsor meetings, seminars, workshops and other continuing education events of an archival nature to have the event preapproved for Archival Recertification Credits (ARCs)! And how is that done, you might ask. Simply visit the Academy web site, click on ARCs, and you will find a brief application that needs to be completed and sent to the Regent for Certification Maintenance. I will review the application, making certain that the activity clearly relates to one or more of the archival domains, and then inform the applicant by e-mail communication that archivists attending the event will earn a given number of credits that can be claimed on their petition for certification maintenance. And when the organization announces the activity through articles, listings, and press releases, it can include information about the credits that can be earned toward certification maintenance. So encouraging *your* archival organization or society to consider applying for ARCs.

Please know that you can contact me at any time with questions or suggestions that relate to the process of certification maintenance. I will look forward to the dialogue!

Judith G. Cetina, Regent for Certification Maintenance



## Item-Writing Workshop Held in Boston

The ACA sponsored the fourth annual Item-Writing Workshop on August 5 during the SAA Annual Meeting in Boston, MA. 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 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, outgoing 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 next March.

If you would like to take part in a future workshop, watch for details about the next one planned by Thomas E. Brown, the new Regent for Examination Development, to be held in New Orleans, LA, in August 2005.

Participants in the 2004 ACA Item-Writing Workshop included: Burt Altman, CA, Florida State University; Brady M. Banta, CA, Arkansas State University; Thomas E. Brown, CA, National Archives and Records Administration; Penny L. Clark, CA, Tyrell Historical Library; Ramona G. Hutchinson, CA, Lamar University; David B. Malone, CA, Wheaton College; JoAnn Pospisil, CA, Baylor College of Medicine; Cindy C. Smolovik, CA, NARA-Southwest Region.

- Anne Diffendal, Regent Exam Development

## ACA Travel Assistance Award

Recognizing that financial hardship may discourage some prospective examination candidates from pursuing the CA credential, the Academy of Certified Archivists has established the ACA Travel Assistance Award. The ACA will consider applications for this award annually. **APPLICATION DEADLINE** is March 1.

For the winner of the award, the ACA exam application fee of \$50 will be waived, plus support of up to \$200 in related travel expenses, such as airfare, hotel, and child care expenses, to and from the closest exam site to the test-taker's home, will be reimbursed by the ACA.

To be eligible for the ACA Travel Assistance Award, a candidate must be otherwise qualified to sit for the CA exam, and:

Applications are accepted from first-time test takers only. Applications from recent graduates of masters programs and those applying for provisional status in the Academy are especially encouraged to apply.

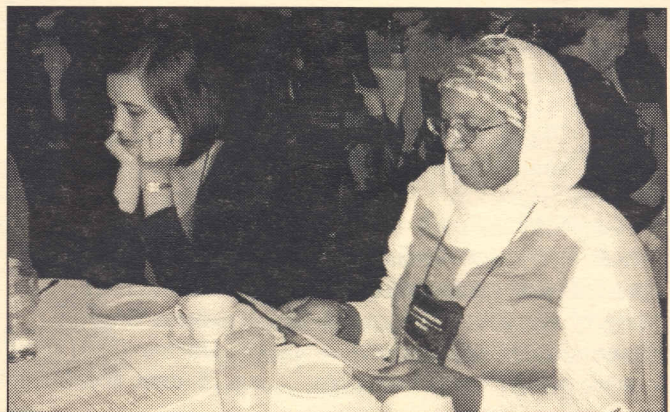
Students who have not graduated from a masters program, but will become eligible to take the examination by graduating between the date of application and the examination date, may apply.

### TO APPLY:

Submit a current resume, a cover letter including a statement of the expected benefits of becoming a certified archivist, a short statement of financial need, and an estimate of related travel expenses, together with a letter of reference from a person with knowledge of the applicant's work experience or educational program, to:

**ACA Travel Assistance Award Committee**  
c/o ACA Secretariat  
48 Howard St.  
Albany, NY 12207

Martin Levitt, Regent for Exam Administration



Annual Luncheon and Meeting attendees.

## Academy of Certified Archivists

Capitol Hill Management Services  
48 Howard Street  
Albany, NY 12207

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



### Calendar:

The application for recertification will go up on the ACA website at: [www.certifiedarchivists.org](http://www.certifiedarchivists.org) by January 1, 2005. The deadline for these applications is June 1, 2005.

## 2004-2005 Leadership List

### President (2004-05)

Scott Cline, CA  
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### Secretary (03-05)

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### Regent Exam Development (04-06)

Thomas E. Brown, CA  
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### Regent Cert. Maintenance (03-05)

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### Regent Nominations (04-05)

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### Chair, Finance Committee (2003-06)

Margery Sly, CA  
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### Vice-President/President-Elect (04-05)

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### Treasurer (03-06)

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### Chair, Nominating Comm. (04-05)

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