



ACA News

Newsletter of the Academy of Certified Archivists

Issue 53 Spring 2006

ACA at the National Archives

Representatives of the ACA visited the National Archives on March 22nd, spending the day speaking with both the U.S. Archivist and senior staff.

In the morning, Tom Brown, ACA Regent for Exam Development and Cindy Smolovik, ACA Vice-President, gave an invited presentation to the National Archives Assembly, an organization of employees of the National Archives and Records Administration (NARA), at the National Archives in College Park Maryland.

Tom and Cindy designed their presentation to 'de-mystify' the exam application process and the development of the exam itself, as well as to promote certification and ACA in general. The audience included NARA employees interested in the certification processes and how

certification may assist them in the profession. Several NARA employees who are also ACA members were also in the audience. Tom and Cindy greatly appreciated their support.

The National Archives Assembly later mounted Tom and Cindy's power point slides on an internal NARA website where all NARA employees could access them. Tom has been invited to repeat the presentation for the University of Maryland in April.

Cindy is currently building a section on Certification Maintenance to add to the slides used at the National Archives Assembly. She plans to present the finished product to the ACA Board for its approval to post the slides to the ACA website for review and use by members who may be called upon to

make similar presentations.

Later that same day, Cindy joined Jim Byers, former ACA President, and Michael Holland, current ACA President, to meet with the Archivist of the United States, Dr. Allen Weinstein, and his senior staff to discuss the value of certification as a preferred qualification for entry level archivists in NARA. Among the NARA senior staff that met with ACA's representatives was David Brown, Special Assistant to the Archivist of the United States, who is a C.A.

At the request of Professor Weinstein, the ACA's representatives followed up their meeting with a proposal that might be considered for future revisions of the qualifications for

NARA (Continued on page 4)

From the President

Michael E. Holland
ACA President 2005-2006



Much has transpired in the Academy since my last report to the membership in the winter of 2006. It has been a productive year, thus far and we anticipate continued good news about the Academy's finances and membership. The Academy continues to be in good fiscal health due to the growing number of professionals taking the exam and members paying their annual dues. While not a wealthy organization by any definition, it is a healthy and

stable association.

On March 22nd, Cindy Smolovik, Vice President, and Tom Brown, Regent for Exam Development, made a presentation to interested federal archivists in the National Archives and Records Service at Archives II in College Park, Maryland. While NARA personnel have always been and continue to be important in the work of the Academy, the number of certified archivists within the

professional ranks at NARA has been statistically small. Increasing the number of NARA archivists to correspond with their current and historical importance to ACA has been an initiative about which I have strong feelings.

Later on that day Cindy joined Jim Byers, former ACA President, and me in meeting with the Archivist of the United States, Dr. Allen Weinstein, and his senior

Holland (Continued on page 6)

ACA Leadership

Officers

President	Michael Holland, CA
Vice-President/President-Elect	Cindy Smolovik, CA
Treasurer	Ellen Garrison, PhD, CA
Secretary	Lynn Smith, CA

Regents

Regent for Examination Administration	Connell B. Gallagher, CA
Regent for Examination Development	Thomas E. Brown, PhD, CA
Regent for Certification Maintenance	Shelly Croteau, PhD, CA
Regent for Outreach	Laura H. McLemore, PhD, CA
Regent for Nominations	Scott Cline, CA

Chairs

Finance Committee	Cindy Smolovik, CA
Nominating Committee	Todd Gilliom, CA
Outreach Taskforce	Judith Cetina, CA

Secretariat

Steve Grandin

Candidates Nominated for Board Positions

Nominees have been selected for this year's election, reported Todd Gilliom (Nominations Committee Chair) at this year's Mid-Year Meeting.

By this time all ACA members should have received ballots, with biographical information for each candidate, along with the candidate's photograph and their answer to the following question posed by the Nominations Committee:

What does certification mean to you personally and how will this view of certification inform the work you do as part of the Academy's leadership team?

As Todd explained to the Board, "In developing a question, I looked at four

questions posed in the past. While they were all crafted differently, they all posed the same basic question, i.e.,

different approach should be taken with this year's question. We felt that asking a 'personal philosophy' question would elicit a more meaningful answer and that the 'philosophy' answer could be tailored to the specific position by the candidate. Now, the question allows candidates to address the duties of their particular offices, sort of like having a different question for each office would do, and it also introduces the candidates to the membership in a more personal way."

Members' ballots must be postmarked by June 1st to be counted. If you have not received your ballot yet, please contact Todd at:

gilliomt@umsystem.edu

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how would the candidate advance the goals and priorities of ACA in the coming years? The committee agreed that a

2006 Nominees

Vice-President/President-Elect

Judith Cetina
Kaye Lanning Minchew

Treasurer

Lisbit Bailey
Dick Dickerson

Regent for Examination Development

Brenda Gunn
Carole Prietto

Regent for Outreach

Laura McLemore
Rebecca Rich-Wulfmeyer

Nominations Committee

Melinda Curley
Sammie Morris

Mid-Winter Meeting Update

ACA Regents held their annual mid-year meeting in Austin, Texas on April 2nd. To read the minutes of this meeting and the accompanying reports of the attendees, please visit the ACA's website at:

<http://www.certifiedarchivists.org>

Register *Now* for Item-Writing Workshop

How is the archival certification examination created? What professional and scientific procedures govern the test? What makes for a good item on the certification examination?

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 Washington DC. "This will be the sixth time that ACA has sponsored this workshop during the SAA annual meeting," reports Thomas Brown, Regent for Examination Development. "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

The Item-Writing Workshop provides an excellent opportunity to learn about the standards and procedures supporting the examination and to experience drafting actual questions for the test.

Committee (EDC) will conduct the workshop on Thursday, August 3, 2006, from 8:00am to noon. At the end of June, 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 and to experience drafting actual questions for the test. If you would like to participate or want further information, please contact Thomas E. Brown C.A., Regent for Examination Development, no later than June 1, at:

thomas.brown@nara.gov

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NARA (Continued from page 1)

the entry level Archivists series – GS 1420. "The meeting was cordial and productive," stated Michael Holland. "Jim, Cindy and I participated in a very positive dialog with the leader of the largest employer of archivists in North America. I feel that

the ACA proposal to Professor Weinstein came at a good time in the life of the National Archives. Professor Weinstein as the Archivist of the United States had previously issued modified qualifications for the entry level archivists which sought to broaden the qualifications for NARA archivist appli-

cants. Professor Weinstein is a strong advocate of continuing education and professional development for federal archivists and I feel that our proposal will receive very serious consideration in the future when entry level archivist qualifications are again revised." □

Certification Round-Up Scheduled for August

Make plans to attend the open forum on certification at this year's SAA annual meeting in Washington, D. C. The forum will be held on Thursday afternoon, August 3, from 4:30-6:00.

At the meeting in New Orleans last August, over seventy individuals signed a petition to establish a Certification Roundtable within SAA. Since SAA is in the process of reviewing roundtable groups, the Executive Committee has placed a moratorium on the creation of new roundtables but offered meeting space and time on the program for

an open forum on archival certification at the Washington meeting.

"This forum will provide an opportunity for all conference attendees with interests and concerns about certification to engage in roundtable discussion," stated Laura McLemore, ACA Regent for Outreach. "In addition to addressing concerns of SAA members, this forum will provide a chance for new members of SAA to learn about certification and about opportunities for them to work on projects to advance the profession and archival

professionals. The aim is that this open discussion on certification will create a vehicle for improved and ongoing communication between SAA members concerned about professional certification and SAA Council."

See the SAA 2006 Annual Meeting schedule for additional details; join us for the forum, and bring a friend!

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Emergency Benefits Available to Members in Hurricane Disaster Areas

Last fall, in the wake of Hurricanes Katrina and Rita, the ACA's Executive Committee and Board of Directors agreed to certain emergency benefits for members in affected areas. These benefits include:

- waiving membership dues for one year for current members;
- waiving membership fees (one time) for anyone who took and passed the exam in 2005;
- extending by two years the period of time permitted for gathering recertification credits for members due to recertify in 2006 or 2007

Eligible members should apply for both benefits to the ACA's headquarters in Albany, New York.

Holland (Continued from page 2)

staff to discuss the value of certification as a preferred qualification for entry level archivists in NARA. That meeting had been arranged as a result of a request that I had made to Professor Weinstein in the fall of 2005 to discuss ACA and NARA cooperation. The results of our successful meeting are detailed elsewhere in this issue in the article "ACA at the National Archives."

I report with enthusiasm that the members of the ACA Outreach Taskforce, chaired by Judy Cetina, have finished their work of developing the strategies that, I hope, will guide ACA in the years to come in increasing membership among early career archivists and elevate our profile among employers of archivists. The members of the taskforce were Sr. Mary Denis Maher, Kim Efir, Rebecca Hankins, Sara Holmes, Anselm Huelsbergen, Bruce Turner, Portia Vescio, and Judy Cetina as chair. Laura McLemore, Regent for Outreach, and Cindy Smolovik, Vice-President, also served on the Committee in an ex-officio capacity. Judy is now working on putting the ideas of the taskforce into final report form and is hoping to have it available by the end of May 2006. I believe sincerely that ACA's strength and importance grows with our membership and I am excited about having a blue-

print for increasing our membership and our visibility among employers of archivists.

Jim Byers, ACA President 2003-2004, will be delivering a paper on the history of the certification movement in the United States to the VII European Conference on Archives in Warsaw, Poland on the 19th of May 2006. The invitation to the Academy to send someone to speak on the American certification experience was graciously acted on by Jim. His paper will appear in the proceedings and transactions of the meeting, and will later be published on the ACA website or in a traditional archival journal. It is an excellent paper and gives thoughtful insights about the history of professional certification to archivists, certified and not certified.

I must get in a few words about the work of the Exam Development Committee and the Board of the Academy that met in Austin, Texas, from Friday March 31st through Sunday April 2nd. Tom Brown led the meeting of the ten-member Exam Development Committee with great skill and the task of designing a new and updated exam for this year was accomplished. The Academy and especially the officers, regents and the Exam Development Committee members owe a debt of gratitude to Brenda Gunn who did all of

the local arrangement required for hosting the mid-year board and annual EDC meetings in Austin. Brenda was an amazing organizer and host for the meeting. The ACA is also grateful to the Center for American History of the University of Texas at Austin for providing meeting facilities.

In the board meeting there were discussions on how to improve the ACA Website to serve members and exam candidates more effectively. David Malone, the Academy's Webmaster, and the board members discussed ideas such as a bulletin board for candidates preparing for the ACA examination, so that study groups can virtually meet and prepare for the exam. David already migrated the ACA Website with ease to a new Internet hosting service which will provide members with more functionality and potential for expansion of Web based services. If you have not already checked out the membership directory on the website, please visit it and you will see what I mean by improvements and advanced functionality. □

ACA News, Internet Bound

The Board of the Academy and *ACA News* editor, Joe Ciccone, resolved to make the ACA Website the primary method of distribution for the ACA newsletter. "This transition has occurred in similar professional associations and has resulted in the significant reduction of printing and mailing costs to the organization," stated Michael Holland, ACA President. "We believe that this transition will not only significantly reduce printing and mailing costs but also give the members a more functional, convenient and

useful publication."

The availability of the quarterly newsletter on the ACA Website will be announced by both a blast email to all members which includes the URL for the publication and an announcement on the Archives & Archivists Listserv,

We recognize that there may be Certified Archivists who prefer to continue receiving the *ACA News* in paper through the U.S. Mail and we are committed to accommodating those needs and preferences. Members who want

to continue to receive a paper version of the *ACA News* need only mark the bubble on the annual dues invoice that states, "I wish to receive a printed version of the ACA Newsletter."

When you receive your annual ACA dues invoice within the next month or so, the envelope will contain a letter that explains how to continue to receive a paper version of the *ACA News*, if one is preferred over an electronic version. □



Kentucky has joined
MAC, shouldn't you?
Find out at
www.midwestarchives.org

Newsletter Assistance Needed

Love to write? Have ideas for topics you'd like to see included in the newsletter?

Beginning this year, the *ACA News* is expanding from three to four issues each year. As a result, we are in the hunt for both content and writers.

If you have any thoughts on possible articles, or, better yet, are willing to write an occasional article or two, please contact the editor of the *ACA News*, Joe Ciccone, at cicconej2@yahoo.com.



ACA News

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ACA Calendar

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| June 1 | Certification maintenance petition due for those re-certifying by petition |
| June 1 | Ballots for ACA Board elections must be postmarked |
| August 2 | Archival certification examination to be held in Washington, D.C., Indianapolis, IN, Tampa, FL, Seattle, WA, and Albany, NY and "Pick Your Site" locations around the country and around the world |
| August 3 | Item-writing workshop to be held in Washington, D.C. |
| August 3 | ACA Annual meeting to be held in Washington, D.C. |