



ACA News

Newsletter of the Academy of Certified Archivists

Issue 54 Summer 2006

Outreach Taskforce Issues Recommendations for Improved Communication

by Judith G. Cetina
ACA Vice President/President-Elect

Last August in New Orleans President Michael Holland addressed ACA members at the annual business meeting, emphasizing a need to “develop efficient ways of communicating with potential archivists in graduate school and working archivists early in their career” and to “find effective ways of communicating with people who hire archivists in both public and private sectors.” To help realize this vision Michael Holland established a Task Force to investigate and create strategies that would

open and strengthen lines of communication with the core constituencies he had identified; and he asked me, former Regent for Certification Maintenance, and Archivist for Cuyahoga County, to chair this group and formulate a plan of action to be submitted to the Board of Regents by May 31, 2006. I accepted the charge; and by late October, in consultation with Laura McLemore, Regent for Outreach, I formally invited seven individuals to join the group; and the Task Force thus constituted included Kim Efird, Sr. Mary Denis Maher, Rebecca Hankins, Sara J. Holmes, Anselm Huelsbergen, Dr. I. Bruce Turner, and Portia Vescio. Laura L. McLemore, and ACA Vice-President Cindy C. Smolovik were named ex-officio members of the Task Force.

The Task Force members immedi-

ately rolled up their sleeves and went to work, creating the two major goal statements that would anchor their planning and discussions over the next six months. The first goal called for reaching out to students and new archivists, educating them about the benefits of seeking certification, and encouraging them to sit for the exam; and Goal Two stated the intention of reaching out to archival employers exhorting them to hire certified archivists. Modeling its procedures on the principles of strategic planning, the Task Force then proceeded to develop specific objectives, and craft concrete action steps, that would enable the Academy of Certified Archivists to achieve these goals for outreach. I established two smaller working groups within the Task Force; and each concentrated on developing a complete action plan for one of the goals. The sub committees, dedicated to the task at hand,

Learn more about the specific recommendations of the taskforce check out the “Summarized Recommendations” insert in this newsletter

Outreach (Continued on page 4)

From the President

Michael E. Holland

ACA President 2005-2006



The time has come for me to share my last thoughts as president of ACA. It has been an honor to serve the Academy and you during the last year and I enjoyed almost every minute of it. In the 27 years that I have been a practicing archivist, my service as ACA president constitutes the most rewarding single undertaking of my professional life. I am grateful to you for the opportunity.

The Academy began the year on a down note with the devastation of the Gulf Coast in August of 2005. I believe that the Academy and its membership responded to our colleagues and friends in an honorable and compassionate way. We gave \$1,000 to the SSA-ACA Hurricane Relief Fund; most of that sum came from several members who donated specifically to ACA for that purpose. Perhaps more importantly we helped our colleagues in Louisiana, Mississippi, and Texas by reducing the financial and administrative burdens on our members in the devastated areas by waiving dues and expanding recertification schedules. Of all of the things accomplished by ACA in the past 12 months, this is the act that instills in me the most pride and admiration for the organization and its membership.

We have made some progress in reaching out to employers of

archivists during the year. The concerns and the work of the Academy are now well known to Professor Allan Weinstein, Archivist of the United States, thanks to our visit with him in March. The report of the Task Force on Outreach (summarized elsewhere in this issue) was completed by a group of hard-working Certified Archivists led by incoming Vice President and President Elect, Judy Cetina. President Cindy Smolovik, Vice President Judy Cetina, Regent for Outreach Laura McLemore and I will be meeting to discuss time-tables and means of implementing some of the report's recommendations and suggestions. The report will serve as a general guide for a number of years in our efforts to expand membership among archives students and early career archivists, and to increase the visibility and recognition of the Academy by employers of archivists. This is a valuable document and I hope that you will take the time to read the summary on page ____.

For our success in making the Academy more visible and understandable to CAs and others we are indebted to two individuals who have selflessly labored for the Academy, David Malone our Webmaster and Joe Ciccone, editor of the *ACA News*.

The Academy's membership continues to expand at a

healthy rate. At the end of the 2004-2005 membership year we had 803 members and at the conclusion of the 2005-2006 membership year we have 860 members. From the period between the 2004-2005 to the 2005-2006 membership years we lost only 36 members, 3 due to death, 8 due to recertification problems and 25 who for one reason or another didn't pay their annual membership dues. This means that we have a 97% renewal rate among Certified Archivists as a whole, which is exceptionally good. We also gained 93 new members during the same period of time. For the 2006 examination, we received 137 applications, 115 new ones and 16 applications from candidates who previously didn't pass the exam. 133 of the 137 applicants are eligible to take the exam at one of the 13 sites where it will be administered on August 2nd 2006.

The organization's finances are in excellent condition and we are a healthy and stable professional association. As long as our membership expands and we retain our membership numbers, I don't foresee dues increases anytime soon. We all owe incoming President Cindy Smolovik a vote of gratitude for stepping into the role of ACA Treasurer when our current

Holland (Continued on page 6)

Board Officers Elected

Election results are in! In the recent elections more than 200 ACA members cast ballots and elected the following individuals to their respective positions:

Judith G. Cetina – Vice President/President Elect

Richard H. Dickerson – Treasurer

Laura McLemore – Regent for Outreach

Brenda Gunn – Regent for Exam Development

Sammie Morris – Nominating Committee member

Judith Cetina has been employed as the County Archivist and Manager, Cuyahoga County (Ohio) Archives since 1985. Judy was educated primarily at Case Western Reserve University, where she received her B.A. in 1971, M.A. in 1974, and Ph.D. in 1977, all in History. Judy has been a certified archivist since 1989. During that time she has served the ACA in numerous capacities, include a term as a member and leader of certification maintenance review teams from 1996-2001, as Regent for Certification Maintenance from 2001-2005, and, most recently as leader of Task Force on Outreach since last year.

A certified archivist since 2001,

Richard “Dick” Dickerson currently works as the University Archivist for the University of Houston, where his responsibilities include coordinating the Women’s Archive and Research Center and the Houston History Archives. Dick received a B.A. in History from St. Edward’s University in 1996 and a MLIS from the University of Texas at Austin in 1999. Dick is also a member of SAA and the Society of Southwest Archivists, both of which he is involved with in numerous capacities. He served as a member of the ACA Outreach Committee, from 2004-2006.

Laura Lyons McLemore works as the Head of Archives and Special Collections at Louisiana State University-Shreveport, where she has been employed since 1987. Laura received her Ph.D. in history from the University of North Texas, an M.A. in linguistics from Texas A&M University-Commerce, and a B.A. in both English and Spanish from Southern Methodist University. Laura has been a Certified Archivist since 1991 and served as Regent for Outreach from 2004-06.

Brenda Gunn works as Assistant Director of the Center for American History at the University of Texas at Austin. She obtained her MLIS from UT and also obtained an MA and BA from the University of Texas

at Tyler. Brenda became a certified archivist in 1996. Since then she has served on the ACA’s Examination Development Committee from 1999-2002 and 2004-06, and the Nominations Committee from 2002-2004, chairing the latter committee from 2003-04.

Sammie Morris works as the Acting Head of Purdue University Libraries’ Archives & Special Collections. Her previous experience includes positions at the Dallas Museum of Art and the University of Texas at Austin’s Center for American History. Sammie obtained her MLIS from UT in 1998. Active in numerous professional societies, Sammie has been a member of the ACA since 1998.

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SPA and the Academy

The Academy of Certified Archivists is represented on the Steering Committee of the International Council on Archives' (ICA) Section of Records Management and Archival Professional Associations (SPA). Trudy Peterson, the ACA's usual representative to the SPA, was not able to attend the most recent meeting, so I attended in her place.

SPA promotes co-operation between professional archival associations worldwide; gathers, disseminates and exchanges information about these organization's activities; contributes to their creation and development; strengthens and promotes the relationship between experienced archivists and younger colleagues; strengthens

and promotes professionalism; and represents professional associations in the work of the ICA.

The Steering Committee of SPA met in Warsaw, Poland, from May 15-17, 2006. Mentoring was a hot topic that the SPA steering committee considered. The committee will explore ways of matching up archivists in developing countries who may need specific professional assistance with archivists in developed countries. This shifts the focus from the archives to the archivist, employing the assistance of professional associations in the mentor and the mentee's specific countries.

SPA also was responsible in large measure for the European

Conference on Archives from May 18th to the 20th. That conference explored the theme of "[The] Archivist: Profession of the Future in Europe," with discussion centered around *competencies, accreditation and certification*. SPA will work with the ICA's Section for Education and Training to create an international model of competencies for the archivist. The SPA committee is also looking at the issue of accreditation of educational programs, an important issue now that many archival degree programs have come of age.

A future conference of interest to the professional archivist will

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Outreach (Continued from page 1)

worked diligently throughout the Winter of 2006; and as the cold winds turned into soft spring breezes both groups submitted the fruits of their labor in the form of detailed blueprints for action. The Task Force's Final Report was essentially complete by mid-April and was submitted to President Michael Holland on May 23rd.

Although this brief article cannot possibly do justice to the Task Force's comprehensive recommendations, its proposed initiatives include:

- developing a site on the ACA web page specifically intended for archival educators;
- enhancing communications with students through outreach to SAA Student Chapters;
- eliciting increased participation by ACA members in contacting archival, public history, library science, and museum programs, to make presentations about the ACA or to provide printed materials for use in classes, or at meetings or events;
- encouraging archivists who are candidates for tenure to obtain certification; and
- insuring that certification is properly weighed in tenure decisions.

I will be making a presentation to the Board of Regents on the Task Force's full report this August in Washington, D.C.; and I am confident that the Board will move to implement the Task Force's plan in the months to come.

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Summarized Recommendations of the ACA Task Force on Outreach ¹

GOAL ONE - Reach out to students and new archivists, educating them about the benefits of seeking certification, and encouraging them to sit for the exam.

OBJECTIVE A - Communicate with archival educators, including those practicing archivists, manuscript curators, or librarians who provide internships or practica to graduate students, in order for them to incorporate discussion of archival certification into their teaching and/or mentoring.

ACTIONS:

The ACA should keep archival educators informed of approaching exams and to encourage them to form groups of students to take and study for the exam.

The educators should be sent general information and literature on the ACA and its mission as well as the “You Pick Your Site” program. The educators should also receive each issue of the ACA newsletter, whether they are Academy members or not.

Create a section on the ACA website aimed specifically at archival educators. The ACA Regent for Outreach should be responsible for content, while the webmaster will be in charge of design.

A communication from the ACA President will be sent to archival educators informing them of the new section on the ACA website created for them. This mailing should also include reasons why ACA as an organization feels that certification is an important element in the education of archivists and in the development of the profession, and should be included in the curriculum.

OBJECTIVE B - Communicate with students, especially in educational programs with SAA Student Chapters, and their recent graduates and members.

ACTIONS:

A list of SAA student chapters maintained on the SAA Website should be used to contact the current chapter president or the faculty advisor of each chapter from whom a list of current members will be requested. A letter could be sent to SAA student chapter members, officers, and faculty advisors.

Solicit ACA members, through the speakers' bureau or other sources, to contact the various SAA

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Student Chapters or other archival, public history, library science, and museum education programs, to make presentations about the ACA to students or at least provide printed material for classes, chapter meetings, and career events. The list of contacts and available speakers will be coordinated by the ACA Regent for Outreach or the individual officially in charge of the speakers' bureau.

From ACA examination applications ascertain where applicants obtained their education to see if ACA might be able to contact their university's archival training programs.

OBJECTIVE C - Identify archival associations and target ACA information to their new members.

ACTIONS:

Contact via email or letter the President or designated contact person for regional and local archival associations throughout the United States and Canada and inquire how we might target their new members for an informational mailing.

GOAL TWO - Reach out to archival employers exhorting them to hire certified archivists.

OBJECTIVE A - Identify archival employers likely to hire archivists and encourage them to have ACA certification as a required or at least preferred criterion for new hires.

ACTIONS:

Solicit statements from employers who hire CAs or seek CAs as part of a job description stating why they value the credential. When deemed useful by the ACA Outreach Task Force or Outreach Regent, place these statements on the ACA website and use them in future editions of the brochure/fact-sheet.²

Revise current brochure or create a new fact-sheet which includes guidelines stating the advantages of hiring a Certified Archivist which contains quotations from employers who have done so. Whatever is produced should be widely distributed and also be placed on the ACA website.²

OBJECTIVE B - Promote ACA presence at archival conferences which are attended by archival employers, mid-level archivists, and beginning archivists.

ACTIONS:

The Regent for Outreach should continue to improve the ACA presence at national, regional, state, and local archival organizations. A standardized outline or list of talking points on certification prepared by a special taskforce should be supplied to speakers or exhibit attendants at meetings. The present exhibit should be regularly updated and displayed at as many professional meeting as is practical.²

The Regent for Certification Maintenance with the help of the Regent for Outreach and calling upon the assistance of the ACA Secretariat should contact professional archival organizations, especially at the regional level, and encourage them to publicize the credits toward certification earned by attending the sessions and workshops at the meetings.²

The website should be changed to spell out the full name of the Archival Recertification Credits program on the home page so that the information can be located by those who may not know what “ARCS” stands for. This recommendation has already been implemented.²

Notes

¹ This Summary of the full and final report of the ACA Task Force on Outreach was edited by Michael Holland, President, Cindy Smolovik, Vice President/President Elect, and Laura Lyons McLemore, Regent for Outreach. The editing and shortening of the original document was undertaken to conserve space and enhance ease of readability and reference.

² Denotes actions that have already been started implemented or completed. Some of these actions were suggested by the Task Force Report while others have been in place or in development prior to the receipt of the Report.



MAC
Midwest Archives Conference



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



Fall Conference
October 26 – 28, 2006
Morristown, New Jersey
“Exploring our Cultural Heritage”

Please feel free to contact us for more information as you
make your plans to join us!

Local Arrangements Committee co-chairs:
Dale Patterson (973)408-3195 <dpatterson@gcah.org>
Alan Delozier (973)275-2378 <delozial@shu.edu>

Program Committee co-chairs:
Caryn Radick <cradick@rci.rutgers.edu>
Cheryl Stadel-Bevans <cherylsb@earthlink.net>

VII European Conference on Archives Archivist – Profession of the Future in Europe May 18-20, 2006

The International Council on Archives invited the Academy of Certified Archivists to send a speaker to the VII European Conference on Archives that Shelley Sweeney discusses in her article “SPA and the Academy.” The Academy was asked to discuss how it was founded and how the certification program is managed. I was fortunate enough to be chosen for this assignment, and prepared a paper that relates the founding of the Academy by the Society of American Archivists, and explains the certification and recertification program administered by the Academy.

This presentation was given on the morning of May 19, as one of five presentations in a session titled “Certification and Accreditation.” There were two tracks of sessions in this conference, attended by over 500 people, and the theme of the two morning sessions on May 19 was “Towards Professional Mobility”. The ACA presentation was number 3, or right in the middle. The other presentations, given by archivists or ar-

chival educators from France, Italy, Poland, and the United Kingdom, discussed the need for accreditation or certifica-



James Byers (right) speaks at the conference along with fellow panelists (left to right) Henri Zuber of The Association of French Archivists and Waldemar Chorazyczewski of Stowarzyszenie Archiwistów Polskich in Krakow. *Image courtesy Shelley Sweeney.*

tion, and in the case of the United Kingdom the accreditation of archival educational programs by the national archival organization. The ACA presentation appeared to be well received with several questions asked following the session. Shelley Sweeney was in attendance and contributed to the discussion and understanding about certification. This session was attended by a crowd estimated at over 200.

My impression is that most of

the attendees and presenters at this session were in favor of some type of certification or accreditation. They were uniformly interested in the Academy as an “up and running” organization. Some of them approached me during other conference sessions with additional questions about how ACA manages its certification program. The Europeans have clearly begun the process of considering what must be done for a qualified archivist in one European Union country to be considered qualified to work in another (e.g., a German working in Spain). They were interested in ACA and how it operates and at some point we may be asked more questions about how we operate, and for assistance to help a new organization get started. For ACA it provided the opportunity to explain to a broader geographic base of archivists who we are and what we do.

James Byers
ACA President, 2003-04

Holland (Continued from page 2)

treasurer injured her back in a fall. Cindy took on an amazing amount of additional work. While overseeing the centralization of ACA's accounting at the Secretariat's office in Albany, and serving as the Chair of the Finance Committee, she also became the *de facto* treasurer and prepared budgets and treasurer's reports for the Board and the membership. I want to commend Capitol Hill Management, the company that provides our accounting and administrative services, for the capable, flexible and fully professional work they have done

in taking over Academy accounting functions from the Treasurer. Lastly, I would like to commend to you Margery Sly, who despite many other commitments and a long history of service to the ACA, acceded to my request to extend her service on the ACA Finance Committee for yet another year. I am very grateful to her for her selfless dedication and personal sacrifice of time.

I want to profoundly thank the members of the ACA Board, committees, task forces, and review teams that have made 2005-2006 an exceptionally productive year for the Acad-

emy. The accomplishment and gains of the Academy are all the more impressive as they were achieved despite the devastation of the Gulf States and the struggle of our friends and colleagues there. These men and women are among the most motivated, dedicated and talented archivists that I have ever had the pleasure of knowing and working with; they embody in every way the Certified Archivist.

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SPA (Continued from page 4)

be held in Girona, Spain from October 18-20, 2007. This conference, hosted by SPA steering committee member Joan Boadas i Raset of the Municipal Archives of Girona in Catalonia, will focus on professional archival associations and their promotion and advocacy; diversity; and challenges and opportunities, among others.

This is a small sampling of the intense discussions that lasted the three days of SPA meetings. Archival professional associations are growing in strength around the world and ACA has a leading role to play.

Shelley Sweeney
ACA Secretary, 2003-04

ACA Selects Travel Assistance Award Recipient

The 2006 recipient of the ACA Travel Assistance Award is Laura K. Gypsy Legge of Cayce, South Carolina. Laura is a recent graduate of the University of South Carolina's Library and Information Science program. Her application to take the exam was approved, and she will sit for the exam at the SAA annual meeting in Washington, DC on August 2nd. The ACA Board created this award because we recognized that financial hardship might discourage some prospective examination candidates from pursuing the CA credential. Winners receive a waiver of the exam application fee, plus support of up to \$200 in related travel expenses such as airfare, hotel, etc. to and from the closest exam site to the taker's home. Candidates must apply by March 1st of any

given year to be considered and their application to take the



Laura K. Gypsy Legge

exam must be approved in order to receive the award. Applications are accepted from first-time test takers only, and we encourage applications from recent graduates of Master's degree programs and from those applying for provisional

certification status in the Academy. The Examination Administration Committee works with all applicants to provide exam sites within easy reach, and in addition to announced sites selected by the Board a year in advance, applicants are encouraged to petition the Academy under the "Pick Your Site" program if they can gather five or more candidates who wish to take the exam in a particular city. We are very excited by the Travel Assistance Award Program, and we hope that many certified archivists will contribute funds to support and expand this program in the future.

Connell B. Gallagher
*ACA Regent for
Exam Administration*

ACA Website Update

With the Academy's recent change of webhosting services (at a substantial savings as well) a new online directory has been installed. Within the last year the Academy has moved from an online PDF-based directory to one that is searchable. The newest installment of our online directory allows for a highly-articulated search across

multiple fields. For instance, one can search for a brief acquaintance from a recent professional meeting, but alas, the last name slips the mind—all that is remembered is that his name was Bill and he was from Tennessee. The Academy's online directory to the rescue! Other benefits to the directory is an update link so that the

webmaster and the secretariat can be informed of any contact information changes. So, take a moment and review your information or look up Bill from Tennessee.

David Malone
ACA Webmaster



ACA News

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ACA Calendar

<u>Date</u>	<u>Session</u>	<u>Room</u>	<u>Time</u>
August 2	Certification Exam	Monroe West	8:30—12:00
August 2	Board Meeting	Monroe East	9:00—4:00
August 3	Item-Writing Workshop	Bancroft	9:00—12:00
August 3	Certification Open Forum	Georgetown West	4:30—6:00
August 3	Business Meeting	Lincoln East	7:00—8:00
August 3	Members Reception	Hemisphere	8:00—9:30

(Session locations are all in the Hilton Washington)