



ACA News

The Newsletter of the Academy of Certified Archivists Issue 69 Spring 2010

President's Message

Mike Bullington, CA
McDonald's Golden Archives
Elk Grove, Illinois



My family and I recently returned from a spring break trip to the Southwest. It was an enjoyable, unscheduled week in which we got to spend time together without the interference of daily activities. Photos were captured and Facebook pages were updated to preserve the memories that were made.

During the first weekend in March, the ACA Examination Development Committee (EDC) and the ACA Board met in Oak Brook, Illinois. This is part of the meeting cycle for these ACA groups. However, unlike my family trip, your leadership engaged strictly in business. The EDC met for the purpose of crafting an entirely new ACA certification examination, while the Board convened to conduct the business of the Academy.

I have never fully appreciated the dedication and hard work of the EDC until I sat on the committee last year and was an observer of the process this year. I would recommend rereading an article in *ACA News*, Issue 64, Winter 2009, that provides an excellent account of the committee's work. Led by Mary Elizabeth Ruwell, PhD, CA, and assisted by Holly Traver, PhD (ACA's psychometrician), the committee members developed and debated new and old exam questions for inclusion on the next exam. The questions, drawn from the seven archival domains, are supported by archival literature. (It should be noted that, prior to the meeting, the EDC had revised the

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President's Message

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entire bibliography for the ACA Handbook.) While cordial, the dialogue around each question or issue affected me like a student in a graduate seminar. I would encourage newly minted ACA members to participate in the ACA Item Writing Workshop offered as part of the upcoming Society of American Archivists' annual meeting to gain a better understanding of the work required to design and write questions for the exam. Several of the EDC members were past workshop participants.

During the board meeting, reports were presented and issues were discussed. I want to note two items of significant interest to the membership: the Petition for Certification Maintenance and future ACA elections.

Regent for Certification Maintenance Kristy Sorensen, CA, presented a report on behalf of the Electronic Petition Task Force. The Task Force recommended that ACA utilize an online recertification petition process for at least a year. The Board approved this recommendation for a pilot project. The online process will be reviewed for its effectiveness as it relates to petitioners and

Certification Maintenance review processes. It is envisioned that the outcome will be cost savings for ACA, simplification for the petitioners, and a standardized review format. My recertification takes place in 2012, and I fully anticipate that I'll be submitting my petition electronically.

In his written report, Webmaster Jordon Steele, CA, reported on the feasibility of implementing an online process for casting ballots for ACA elections. Nominating Committee Chair Gerrienne Schaad, CA, agreed with the findings and stated that online balloting should commence with the upcoming election. The Board agreed, and so our next election will be online. Here is another example where new technology will result in cost savings from printing and mailings and in the simplification of the process. I would also hope that the new process will encourage a greater percentage of the membership to participate in our elections.

Additional highlights from the board meeting can be found in the "Officers and Board News" section of this issue of *ACA News*.

Mike Bullington, CA
President

Academy of Certified Archivists



Photograph courtesy of Robert McInness

ACA's Examination Development Committee hard at work this past March: (l-r) Emily Hughes Dominick, CA, Mike Bullington, CA, Mary Elizabeth Ruwell, CA, Melinda Curley, CA, John Fleckner, CA, Jane Kenamore, CA, Tomaro Taylor, CA, and Pam Hackbart-Dean, CA. Not pictured (he's taking the photograph!) is Robert McInness, CA.

Survey of Employers Confirms Strong Endorsement of Certification

by David McCartney, CA

In state and local government, archivists strongly prefer to hire ACA-certified staff over those who are not certified, even if the position doesn't require it, according to a recent ACA survey. Conducted by the Academy of Certified Archivists Board of Regents, the survey was designed to assist the Board in better evaluating the effectiveness of ACA's marketing to employers. Between March 10 and March 17, 2010, ACA Regent for Outreach Todd Gilliom, CA, contacted the archivists for all 50 states and Washington, D.C., as well as numerous local government archivists authorized to hire staff. A total of 27 participants responded.

Government archivists are responsible for hiring more archivists than those in other segments of the profession, based on the Society of American Archivists' A*CENSUS conducted in 2004. As a result, the ACA survey focused on state and local government archivists who are in a position to hire, according to Gilliom. The first round of emails went to 81 addresses. Employers were invited to participate and asked to share email addresses of others at their institutions eligible to participate.

On the question of hiring practices, 73 percent of the respondents said they would prefer to hire an ACA-certified candidate, if all other factors were equal among applicants for an archives position. They also agreed, by 60 percent, that certified archivists have the skills to do professional-level archival work at their institutions.

Other findings of the survey include:

- Previous experience and graduate-level archival education are the two most important traits when ranking job applicants for professional-level archival positions at the institutions surveyed.
- Employers in state and local government generally look for applicants with strengths in fields of knowledge that are also emphasized in the ACA certification exam: appraisal, preservation, reference service, technology skills, security, description, professional ethics, legal and regulatory restrictions on collections, and theory and practice.
- Archival literature and the archival community, rather than government and management publications, tend to influence those who make hiring decisions.
- All employers surveyed are at least somewhat familiar with ACA; of those, 70 percent are familiar with most or all aspects of the Academy.
- A majority—59 percent—view certified archivists favorably as prospective employees; 41 percent are neutral. No one responded negatively.

ACA President Mike Bullington, CA, noted that the survey results support “the assumption that the CA credential enhances the opportunities for professional employment within the archival community.” Furthermore, “ACA, through its role delineation statement, continues to define for many employers the standards for archivists in their shops.” ♦♦♦♦♦♦♦♦♦♦

Officers and Board News

President (2009-10)	Mike Bullington, CA McDonald's Golden Archives Elk Grove, Illinois
Vice President/ President-Elect (2009-10)	Pam Hackbart-Dean, CA Morris Library Southern Illinois University Carbondale, Illinois
Treasurer (2008-10)	Mott R. Linn, DA, CA Clark University Worcester, Massachusetts
Secretary (2009-11)	Shelly Henley Kelly, CA Neumann Library University of Houston- Clear Lake Clear Lake, Texas
Regent for Examination Administration (2009-11)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Regent for Examination Development (2008-10)	Mary Elizabeth Ruwell, PhD, CA U.S. Air Force Academy Colorado Springs, Colorado
Regent for Certification Maintenance (2009-11)	Kristy Sorensen, CA Austin Presbyterian Theological Seminary Austin, Texas
Regent for Outreach (2008-10)	Todd M. Gilliom, CA National Personnel Records Center, NARA St. Louis, Missouri
Immediate Past President & Regent for Nominations (2009-10)	Martin L. Levitt, PhD, CA American Philosophical Society Philadelphia, Pennsylvania
Chair, Nominating Committee (2009-10)	Gerrienne Schaad, CA Rockville, Maryland

Contact information for the Officers and Regents is available on the ACA website:

www.certifiedarchivists.org/about-us/officers.html

From the Secretary

Shelly Henley Kelly, CA
University Archivist
University of Houston-Clear Lake

Summary of Mid-Year Board Meeting

The ACA Board of Regents held their 2010 mid-year meeting at The Hyatt Lodge at McDonald's Hamburger University in Oak Brook, Illinois, on March 7, 2010.

ACA President Mike Bullington, CA, called the meeting to order with a special "Big Mac" gavel and provided the Board with a brief history of Hamburger University. Through Jim Himphill, CA, Territorial Archivist of the American Samoa Government, ACA made a modest financial contribution for conservation of archival materials damaged in the 2009 tsunami. Mike has been in contact with Peter Gottlieb, President of the Society of American Archivists (SAA), to determine how ACA can provide a similar contribution to assist in the recovery of Haitian archival materials.

Mike Bullington wrote David Ferriero, Archivist of the United States, to congratulate him on his appointment and provide background information on ACA and our discussions with his predecessor. The Academy, along with SAA, the Council of State Archivists (CoSA), the National Association of Government Archives and Records Administrators (NAGARA), and ARMA, International, contributed questions for submission to the Senate Committee during Mr. Ferriero's confirmation process.

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Mid-Year Meeting Summary

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ACA events scheduled for the annual meeting of SAA include the certification examination and board meeting on Wednesday, August 11th, the Item Writing Workshop on Thursday, August 12th, and the annual business meeting, followed by a reception, on Thursday evening from 7:30-8:30 p.m.

The Class of 1989 Legacy Professional Development Award has not received any applications. The Board suggested we add a more visual notice on our webpage. The Board voted to add a Class of 1989 Legacy Award giving opportunity box on the dues renewal form to invite members to voluntarily contribute to the fund.



Photograph courtesy of Shelly Henley Kelly

At McDonald's Hamburger University, ACA President Mike Bullington, CA, calls the 2010 mid-year board meeting to order.

In response to a request from the Association des archivistes français (AAF), Mike Bullington submitted a manuscript on the history of ACA for publication in their professional journal *La Gazette des archives*. The AAF will be presenting a workshop about certification.

ACA Vice President Pam Hackbart-Dean, CA, developed questions for the SAA nominees for Vice President/President-Elect. Both candidates responded with written replies, which were published in the winter edition (No. 68) of *ACA News*.

ACA Treasurer Mott Linn, CA, submitted the Academy's budget for July 2009 through January 2010. This year's expenditures includes the 20th Anniversary celebration, though the monies for the event were considered income last year. Mott also reminded the Board that our membership renewal period straddles two fiscal years and we receive some additional income through exam applications submitted before June 30th. The Board briefly discussed the anticipated cost of the annual reception and agreed on a modest expense.

Regent for Exam Administration, Daphne DeLeon, CA, could not attend the meeting. Mike Bullington reported that six members were moved from provisional to full members. No changes have been made to this year's application.

The Board selected San Diego, CA (SAA site); Boston, MA; Raleigh/Chapel Hill, NC; Minneapolis/St. Paul, MN; and Vancouver, British Columbia, as 2012 exam sites.

ACA Regent for Examination Development, Mary Elizabeth Ruwell, CA, reported that Tomaro Taylor, CA, and Emily Hughes Dominick, CA, are the two new members on the Examination Development Committee (EDC). The EDC met on March 5-6, 2010, and developed a new certification examination. The Board will complete an Angoff procedure for the new exam at the fall board meeting. Because the 2009 post-exam survey results were very useful to the EDC, the Board

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Mid-Year Meeting Summary

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agreed to offer the survey this year also. The newly revised bibliography has been posted on the ACA website. The Board discussed methods to invite and encourage ACA members to sign up for the Item Writing Workshop.

ACA Regent for Certification Maintenance, Kristy Sorensen, CA, reported she has a full slate of review and appeals teams ready to review incoming petitions. She created a new online form for event organizers to electronically submit requests for pre-approved Archival Recertification Credits (ARCs). Fifty-two new programs or events have been pre-approved.

ACA Regent for Outreach, Todd Gilliom, CA, could not attend the meeting. A written report was submitted. The Board discussed how the Academy is using social media to reach younger archivists and how we might improve our website's appearance for archival employers. Todd created and ran a Google "Adwords" service during January and continues to run print advertisements in various publications. He has also designed a survey of employers of archivists.

Laura Drake Davis, CA, has done a wonderful job managing conference exhibits. Michael Arbagi, CA, serves as Outreach Student Group Liaison. He organized eight opportunities in the fall, with seven more planned for this spring.

ACA Regent for Nominations, Marty Levitt, CA, presented the Board with the proposed slate of candidates. See Page 9 of this issue of *ACA News* for the full slate. The candidates will be asked to respond to the question: "What should be the

Academy's core goals for the next five years, and what steps would you take to achieve them."

Newsletter Editor, Anselm Huelsbergen, CA, will be stepping down from the editor's position this summer. Linda Hocking, CA, has agreed to accept the position. The Board thanked Anselm for his service and dedication in producing an extremely professional, well-edited publication.

ACA Webmaster, Jordon Steele, CA, continued routine maintenance and content update of the website. He will be stepping down when his two-year commitment ends this summer.

Steve Grandin of the ACA Secretariat reviewed ACA membership statistics. Dues notices will be mailed in mid-May.

Kristy Sorensen reported on the Electronic Petition Task Force that was charged with identifying an easy-to-use and inexpensive method for submitting Certification Petitions electronically. The recertification petition consists of two parts: a PDF form and a detailed qualifying experiences document. The Task Force looked into different options for web submission and recommends a combination of web-based forms using WuFoo (wufoo.com) and a Microsoft Word template, for detailing the archival experiences, that could be attached as a "file upload." After discussing the cost and benefits of using WuFoo as an online form, the Board voted to authorize Kristy to deploy this site for the purpose of online recertification for at least one year.

Trudy Peterson, CA, will attend the International Council on Archives' (ICA) Section of Professional Associations (SPA) board meeting in April. She is on the newly established Board of the Fund for International Archival Development. The ICA

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Peter A. Kurilecz, CRM, CA
Senior Systems Architect
IBM
Richmond, Virginia

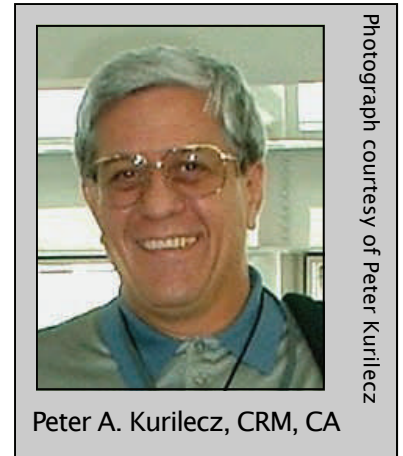
By Linda Hocking, CA

Peter A. Kurilecz wears many hats. You may know him from his frequent postings on the archives listserv, which provide details of archives and records management related news items. In his spare time he enjoys reading, golf, gardening, bicycling, and antique collecting.

Kurilecz started his career as a photographic archivist in 1980. Four years later, he ventured into records management, primarily because “records management was determining what was going to go to the corporate archives. As a result I wanted to be in place to influence that decision.” He took his father’s advice to seek certification in whatever profession he chose, feeling that while certification does not necessarily make one a better professional, it does demonstrate a “baseline of knowledge” to potential employers. An advocate for continuing education, Kurilecz has gone through the ACA recertification process twice and sees it as a way to document his additional training.

Having achieved Certified Records Manager status in 1988 and Certified Archivist status in 1992, Kurilecz can see things both from the

point of view of an archivist and from that of a records manager. These days, his day job is as a senior systems architect at IBM, and he spends half of his time travelling to client sites. He says:



Photograph courtesy of Peter Kurilecz

Peter A. Kurilecz, CRM, CA

In this role I help customers to design and configure our suite of compliance products. These products include records management, e-discovery, and email management, to name just a few. What I am seeing is that archivists need to be at the front end of the information lifecycle. Electronic records management systems (ERMS) capture and store millions of records on a daily basis. Appraisal needs to be done at the front end and not the back-end. Archivists need to be working with records managers in the development of records retention schedules. An ERMS will allow a corporate archivist to identify

early in the lifecycle items that are of archival value. These items are identified via a custom property/m e t a d a t a t h a t identifies it as having archival value. This piece of metadata tells the destruction process to not destroy the

item. More and more companies are moving towards automatic destruction of e-records. What this means is that there is no point at which back-end appraisal can

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Academy Profile

This feature profiles members of the Academy of Certified Archivists. If you would like to suggest someone to be featured, or if you yourself would like to appear in the column, please contact:

Linda Hocking, CA

archivist@litchfieldhistoricalsociety.org

Academy Profile - Peter Kurilecz

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be done. Anecdotal evidence indicates that in the private sector upwards of 80 percent of all records are born and stored digitally.

What does all this mean for the future of archives and records? Kurilecz is excited about the possibilities:

Professional communication has been greatly expanded. In the past I might only meet up with colleagues once a year at a conference, now I can stay in touch via email, Twitter, Facebook, and instant messaging. Need a question answered? Need help with a problem? No longer am I alone as I can use those tools to reach out and get almost instantaneous advice from anywhere in the world. I can't wait to see what changes are coming.

We can be sure that whatever those changes are, records managers and archivists like Kurilecz will be working on ways to preserve records in whatever form they may take.

Linda Hocking, CA, is the Curator of Library and Archives at the Litchfield Historical Society in Litchfield, Connecticut.

ACA News is looking for a volunteer!

Linda Hocking, CA, who has produced the newsletter's Academy Profile feature superbly for the last four years, will be taking the editing reins of *ACA News* in the fall. Therefore, if anyone is interested in contacting ACA members, cajoling them into answering a few questions about their careers and certification, and writing the responses up into a few-hundred word article, please contact Anselm Huelsbergen, CA (huelsbergena@missouri.edu).

Mid-Year Meeting Summary

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Human Rights Working Group has a monthly email newsletter written largely by Trudy. The Board voted to support Trudy Peterson in her unofficial representation of ACA in the international community with a modest sum for the next three years.

Under new business, the Board voted to authorize the Nominating Committee to use a Survey Monkey electronic ballot for this year's vote. The Board also voted to support Cindy Smolovik, CA, and Jane Nokes, CA, with \$200 each for international representation of ACA at the European Conference on Digital Archiving.

In a discussion on the feasibility of placing our online membership directory behind password protection, the Board concluded this would be expensive and beyond the expertise of a volunteer webmaster. ACA members have the opportunity to opt out of participating in the online membership directory when they pay their dues.

The Board discussed the possibility of approving ARCs for participating in an online "group read" and review of Randall Jimerson's *Archives Power*, and for administering an archives-related blog not affiliated with the employing institution. For details, please contact Kristy Sorensen (ksorensen@austinseminary.edu).

The suggestion that ACA conduct a survey of our members to ascertain their level of leadership and participation within the profession was discussed and tabled.

Individual reports and complete meeting minutes will be available on the ACA website: certifiedarchivists.org/about-us/minutes-and-reports.html

New Voting Procedure for 2010

In an effort to cut costs and increase voter turnout, we will be using electronic voting this year through Survey Monkey. The candidates' biographical information and responses have been posted on the ACA website. Each member will receive an e-mail giving them the choice to vote electronically or by mail. We plan to open the voting around May 5th.

Voting closes at 5 p.m. PDT on June 1st.

Questions? Problems? Contact the Nominating Committee Chair, Gerrianna Schaad, CA, at gerrischaad@hotmail.com

2010 ACA Election Slate:

Vice President/President-Elect

Shelly J. Croteau, CA, Missouri State Archives

Brenda Gunn, CA, Briscoe Center for American History, Texas

Treasurer

Richard H. "Dick" Dickerson, CA, University of Houston Libraries

Mott R. Linn, CA, Clark University, Massachusetts

Regent for Examination Development

Amanda York Focke, CA, Fondren Library, Rice University

Mary Elizabeth Ruwell, CA, U.S. Air Force Academy, Colorado

Regent for Outreach

Louis E. Jones, CA, Wayne State University

William D. Welge, CA, Oklahoma Historical Society

Nominating Committee

Gary Cox, CA, Archives, University of Missouri

Tara Zachary Laver, CA, Louisiana State University Libraries

Upcoming ACA Deadlines & Events

- May 15th** • Certification Examination application postmark date
- June 1st** • Certification Maintenance forms due
- July 1st** • Travel Assistance Award deadline
• Class of 1989 Legacy Professional Development Award deadline

Annual Meeting (Washington, D.C.)

- August 11th** • Certification Examination
• Annual Board Meeting
- August 12th** • Item Writing Workshop
• Annual Business Meeting and Reception

TIME TO RECERTIFY?

The 2010 Certification Maintenance forms are available at the ACA website:

<http://certifiedarchivists.org/members-area/certification-maintenance.html>

If you chose to recertify by petition, completed certification maintenance forms and accompanying material are to be returned to the ACA office by

1 JUNE 2010

Certification maintenance by examination requires the completed form be postmarked by

15 MAY 2010

Instructions are available on the website and any questions can be directed to the Regent for Certification Maintenance, Kristy Sorensen, CA:

ksorensen@austinseminary.edu

Editor's Endpaper

Class of 1989 Legacy Professional Development Award

In honor of its founding class, the Academy of Certified Archivists has established a professional development award intended to foster participation in ACA events by its members, to encourage professional development, and to support the development of future ACA leaders from among the membership. Monetary grants of up to \$500 will awarded to members for assistance in travel to either of the following:

- 1) the ACA annual meeting, typically held in conjunction with the annual meeting of SAA, with the intention to attend workshops, sessions, and the Academy annual business meeting;
- 2) a workshop or regional annual meeting that qualifies for certification maintenance credits by specifically offering Archival Recertification Credits (ARCs).

Members in good standing should submit an application describing what certification means to them and which of the options they plan to use the money towards. If the second option is chosen a description of the workshop or event must be included. Please send applications to:

ACA Class of 1989 Legacy Professional Development Award Committee
c/o ACA Secretariat

1450 Western Avenue, Suite 101
Albany, NY 12203

Application deadline: July 1st

Application deadline: July 1st

EMERITUS STATUS

Because the knowledge and experience of retired archivists are invaluable to the profession, the Academy of Certified Archivists offers them emeritus status.

- Emeritus status:**
- honors their career contributions to the archival profession;
 - allows them to remain fully active in the life of the profession to the degree they wish;
 - reduces the annual dues to \$10.00;
 - permits the member to use the designation **CA Emeritus** upon payment of annual dues;
 - once approved requires no further action to maintain emeritus membership.

Those certified archivists who wish to join the ranks of the CA Emeriti must apply in writing to ACA, and this application (letter and a CV) must be approved by the Regent for Certification Maintenance. Candidates must have been recertified at least once and be fully retired from *daily archival work* to attain this status.

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Please send any comments,
ideas, or suggestions about
ACA News to either:

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