



# ACA News

The Newsletter of the Academy of Certified Archivists Issue 81 Spring 2013

## President's Message

Laura Lyons McLemore, Ph.D., CA  
Noel Memorial Library  
Louisiana State University



The ACA Board of Regents held its mid-year meeting in February this year just in time for crawfish season in Louisiana. I don't think I made crawfish lovers out of everyone, but all were good sports. The Board had many important topics to discuss, among them ACA's upcoming twenty-fifth anniversary in 2014, our representation to the International Council on Archives (ICA) and its Section of Professional Associations (SPA), the possibility of providing travel assistance to ACA members who present at ICA conferences and various other awards, including a lifetime achievement award and a Regent's Award for service on a specific task, and, of course, our annual membership meeting in New Orleans in August.

ACA plans to kick off our 25<sup>th</sup> anniversary in New Orleans. As in San Diego last year, the annual meeting of the membership will be a luncheon, so make plans to attend. You will be able to send in your reservation with your SAA meeting registration. To start getting in the spirit of the event, I encourage all certified archivists to send in reminiscences of their experiences with the Academy, which will be published throughout next year in the newsletter.

At the annual membership luncheon we will hear the latest report from Gregor Trinkaus-Randall, our representative to ICA/SPA in Amsterdam this April and its importance for ACA and SAA. At the February meeting, the Board of Regents approved the concept of a travel assistance grant as incentive to ACA members to present at future ICA conferences. Details of that grant will be announced at the meeting. In addition to the Distinguished Service Award, other special awards will be given at the annual

### In this Issue

President's Message .....	1
Report of the SAA & ACA Liaison to ICA SPA .....	2
From the Regent for Examination Development .....	2
From the Regent for Certification Maintenance ...	3
From the Regent for Examination Administration .....	4
<i>10,000 Miles, 10 National Parks, 4 Years</i> by Helen Wong Smith, CA .....	7

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## President's Message

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meeting luncheon. You will want to be there to congratulate your colleagues.

In the meantime, be on the lookout for ACA elections coming up. Our nominating committee, chaired by Matt Darby, CA, has prepared a stellar slate of candidates. Also this summer, following up on the work of the Task Force on Diversity, please take some time to help ACA better serve you. With the dedicated assistance of Mott Linn, CA and Shaun Boyd, CA, in a couple of months we will be sending out a survey so that we can better understand the make-up of our membership. In addition, with the observance of ACA's 25th anniversary in 2014, we want to compare our current members to our original ones. Since that first survey had a response rate of 97% (!!!), we need you to fill out this survey. It will take less than five minutes and help ACA plan for the next twenty-five years.

We have a lot to look forward to, and I am looking forward to seeing every one of you at the annual membership meeting in New Orleans.



### **Report of the 2012-2013 SAA & ACA Liaison to the International Council on Archives Section on Professional Associations By Gregor Trinkaus-Randall, CA**

I attended the ICA Congress in Brisbane, Australia in August 2012 and the ICA SPA meeting in the Netherlands in April 2013 representing SAA and ACA. This report is of the activities that occurred during the April 20-24, 2013 meeting.

At the Brisbane meeting, the SPA Steering Committee, comprising representatives from Korea, Norway, Germany, Poland, France, the United States, the Netherlands, Switzerland, Brazil, Israel, China, Mexico, Spain, and Canada, adopted a new Strategic Plan for 2012-2016. The April 2013 meeting was the first in which aspects of this Plan began to be addressed.

*(continued on page 6)*

## From the Regent for Examination Development

Tomaro I. Taylor, CA  
FMHI Research Library  
USF Libraries  
Tampa, Florida



The ACA Exam Development Committee (EDC) strives to maintain a bibliography that reflects current best practices and procedures in archives. Each year, the Committee reviews the list of selected readings appearing in the ACA Handbook for Archival Certification, maintaining, adding or removing titles based on relevancy, currency and availability. Because materials are published on a continuous basis, it is possible that the Committee may, on occasion, overlook a great new title in one of the 7 domains. If we miss something, let us know! If a new title catches your eye and you see that it's not listed among the selected readings, send a short e-mail to [tomaro@usf.edu](mailto:tomaro@usf.edu). Don't forget to include the domain number; title, author and publication date; and a link to a summary or review. Recommendations will be compiled and reviewed annually by the Committee.

## Online Tools

Don't forget to visit the ACA facebook page:

<http://www.facebook.com/ACAarchivists>. Add your own pictures of ACA

events or connect with colleagues.

Visit the ACA website at:

<http://www.certifiedarchivists.org/>



And now you can join ACA on Linked In at:  
<http://www.linkedin.com/groups?mostPopular=&gid=1799847>

## ACA Officers

President (2012-13)	Laura Lyons McLemore, Ph.D., CA Noel Memorial Library Louisiana State University Shreveport, Louisiana
Vice President/ President-Elect (2012-13)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, PA
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Regent for Examination Administration (2011-2013)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Regent for Examination Development (2012-14)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2011-13)	Kristy Sorensen, CA Austin Presbyterian Theological Seminary Austin, Texas
Regent for Outreach (2012-14)	Courtney Chartier, CA Robert W. Woodruff Library Atlanta University Center Atlanta, GA
Immediate Past President & Re- gent for Nominations (2012-13)	Brenda Gunn, CA University of Texas at Austin , Briscoe Center for American History Austin, Texas
Chair, Nominating Committee (2012-13)	Matthew Darby, CA University of Texas at Austin , Briscoe Center for American History Austin, Texas

## From the Regent for Certification Maintenance

Kristy Sorensen , CA  
Austin Presbyterian Theological  
Seminary  
Austin, Texas



Have you checked out the Ar-  
chival Recertification Credits  
(ARC) page on the ACA Web  
site?: [http://www.certifiedarchivists.org/  
members-area/archival-recertification-  
credits.html](http://www.certifiedarchivists.org/members-area/archival-recertification-credits.html)

On this page, we list all the events that have been pre-approved for ARCs by the Regent for Certification Maintenance. Events for the current year are listed in a table, and events for past years are linked in a PDF. Our hope is that these lists will help you to (1) identify upcoming in-person or online professional development opportunities and (2) reconstruct the dates and titles of events you attended in the past as you work on your petition for re-certification.

I want to emphasize that you can still claim credits for events not listed on this spreadsheet. Instead of being an all-inclusive list, this is a way to find out in advance how many credits a particular event is worth or to double-check on an archives-related event offered by a records management/museum/library organization that might not sound archives-related from the title.

If you are coordinating a professional development event and would like to have it reviewed for pre-approval and inclusion on our Web site, please fill out the online request form here: [https://certifiedarchivists.wufoo.com/  
forms/archival-recertification-credits-arcs-  
request/](https://certifiedarchivists.wufoo.com/forms/archival-recertification-credits-arcs-request/)

Contact information for the Officers and Regents is available on the ACA website:  
[www.certifiedarchivists.org/about-us/officers.html](http://www.certifiedarchivists.org/about-us/officers.html)

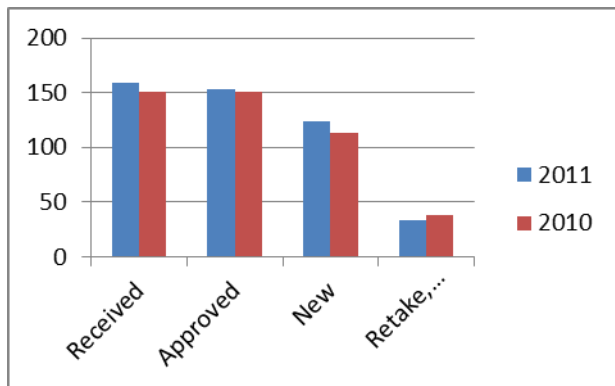


**From the Regent for Examination Administration**  
 Daphne O. DeLeon, CA  
 Nevada State Library & Archives  
 Carson City, Nevada

I am confident that you have heard the saying “you are what you eat”. But, did you realize that it applies to the Academy of Certified Archivists? While the Academy does not “eat” anything it does test candidates (potential Academy members). The demographic characteristics of our candidates can provide us with insights into the emerging demographics of Academy membership. With this thought in mind, basic demographic information (Eligibility Options, Education, Employer, Location, Gender) was documented starting in 2010. The following information reflects the basic demographic information for the 2010 and 2011 exam cycles.

The 2010 and 2011 exam cycles were very close in terms of numbers and types of exam applications received.

**Applications**



**Eligibility Options:**

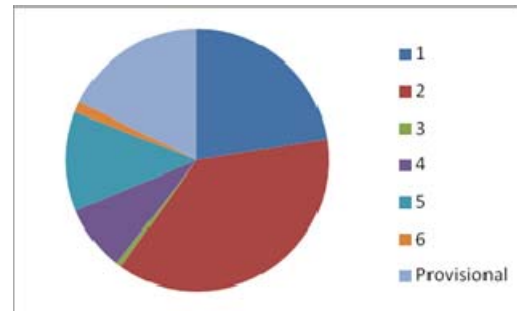
There are six eligibility options available to candidates. The first two options are appropriate for first-time test takers. Options 3-6 are appropriate for repeat test takers or current members seeking recertification through the exam. An additional eligibility option is provisional that allows a candidate that fulfills the education requirement to take the exam. Upon passage of the exam, the candidate has

provisional standing in the Academy and a three-year period to earn the required one-year of professional archival experience to become a full member in the Academy.

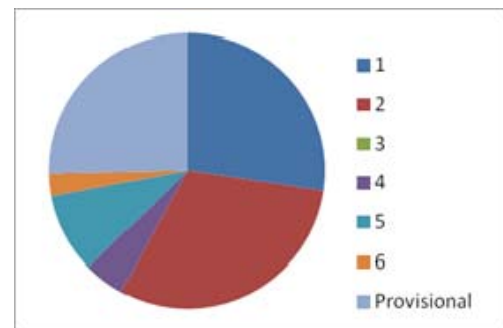
From 2010 to 2011 there was an increase in the number of candidates applying under eligibility option 1 (11%); number of candidates applying under the provisional option (19%) and a decrease in the number of candidates applying under eligibility option 2 (8%). Of note is the significant increase in the number of candidates under the provisional option. If this trend continues it would appear that graduate students are being presented information regarding the Academy in a consistent and particularly effective manner.

Eligibility Option	2010	2011
1	33	41
2	55	46
3	1	0
4	12	7
5	18	14
6	2	4
Provisional	26	38

2010:



2011:



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## From the Regent for Examination Administration

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**Option 1:** Master's degree with at least 9 semester (or 12 quarter) hours of graduate archival administration plus at least 1 year of qualifying professional archival experience.

**Option 2:** Master's degree without a concentration in archival administration plus two (2) years of qualifying professional archival experience.

**Option 3:** People who were once certified but have allowed their certification to lapse. Qualified applicants need to submit this form as a notice of intention to take the exam, and the examination fee.

**Option 4:** People whose certification is current, but are taking the examination for recertification. Qualified applicants need to submit this form as a notice of intention, but do not need to pay the examination fee.

**Option 5:** People who have previously been declared eligible to sit for the examination but failed the examination. Qualified applicants need to submit this form as a notice of intention to take the exam, and the examination fee.

**Option 6:** People who have previously been declared eligible to sit for the examination but had their application held. Qualified applicants need to submit this form as a notice of intention, but do not need to pay the examination fee.

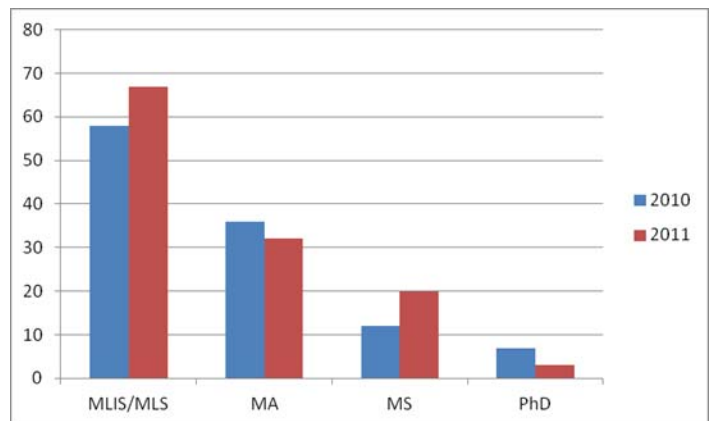
**Provisional Certification:** Master's degree with at least 9 semester (or 12 quarter) hours of graduate archival administration

**Education:** A base education requirement is an advanced degree. The following table represents the diversity of graduate programs that our candidates come from. It should be noted that some candidates noted multiple advanced degrees. The degree that was documented depended on the eligibility option that the candidate chose on the application. If the

candidate chose eligibility option 1 than the most advanced degree that included 9 semester (or 12 quarter) hours of graduate archival administration was noted. If the candidate chose eligibility option 2 than their most advanced degree in any field was noted.

It appears that the majority of our candidates come from library programs (MLIS/MLS degrees). The next largest numbers of candidates hold MA degrees. There was a modest increase in the number of candidates with MLI/MLS degrees in 2011 (4%) while the number of candidates who hold MA degrees shrank by 6%. This trend reflects the evolution of archival tracks/concentrations in graduate library programs.

Candidate Degrees	2010	2011
MLIS/MLS	58	67
MA	36	32
MS	12	20
PhD	7	3

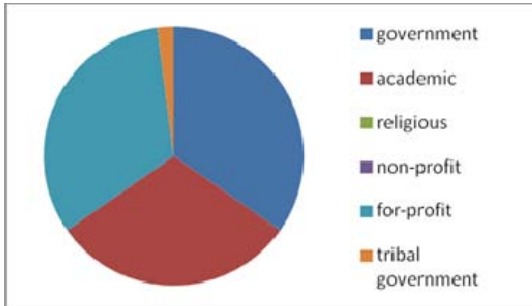


**Employer:** The candidate's most recent employer was noted for the following table/chart. It should be noted that a significant number of candidates cite more than one position and employer on their application. Additionally, candidates applying under eligibility options 3-6 and provisional are not required to list employer information.

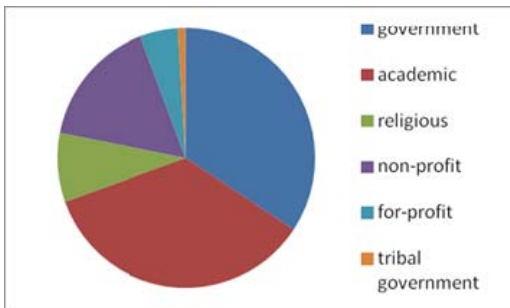
The majority of candidates are employed by government or academic institutions. Perhaps the well-defined job classification structures and budgets in government and academic institutions allow them to support certification for their employees?

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2010:



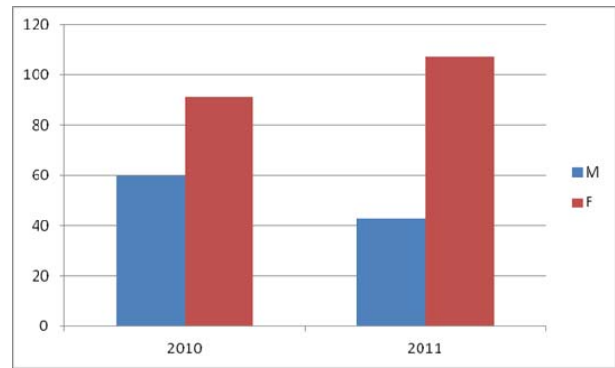
2011:



**Location:** The 2010 and 2011 exam cycles had a total of 288 candidates. Thirty-five states were represented by these candidates. The following states were not represented in the 2010-2011 candidate pool: Alaska, Delaware, Iowa, Maine, Mississippi, Nebraska, Minnesota, New Hampshire, New Jersey, North Dakota, Oregon, South Dakota, Vermont, West Virginia and Wyoming. The states that had the largest number of candidates are as follows: Texas (37 candidates); Pennsylvania and Illinois (22 candidates each); California (17 candidates); Louisiana (16 candidates); Georgia and Virginia (13 candidates each); New York (12 candidates) and Maryland (11 candidates).

**Gender:** It appears that our candidate pool is becoming more feminized. There was an 11% increase in the number of female candidate vs. male candidate in 2011. It will be interesting to note if this trend continues in the 2012 and 2013 exam cycles.

Gender	2010	2011
M	60	43
F	91	107



Based on the basic demographic information for the 2010-2011 candidates above, a candidate profile can be created and would have the following characteristics:

Individual applies to take the exam under eligibility option 1 or provisional (eligibility option). Individual holds an MLIS/MLS with at least 9 semester (12 quarter) hours of graduate archival administration (education and eligibility options).

1. Individual is an employee of a government or academic institution.
2. Individual lives in one of the following states: Texas, Pennsylvania, Illinois, California, Louisiana, Georgia, Virginia, New York or Maryland.
3. Individual is a female.

Work is being completed to update the candidate profile to reflect the 2012 and 2013 candidates and will be reported in a future newsletter. ♦♦♦♦

### ACA Liaison Report

*(continued from page 2)*

The agenda dealt with the Universal Declaration on Archives, digital preservation, relations between national archives and national archival associations and between national associations, a movement to get International Archives Day, June 9, approved by UNESCO, and a number of reports from various Steering Committee members.

These reports included an urgent discussion dealing with proposed legislation in Europe involving the destruction of personal data aimed at preventing

*(continued on page 10)*

## 10,000 Miles, 10 National Parks, 4 Years: Processing National Park Service Collections across the Pacific Islands

By Helen Wong Smith, MLIS, CA

### Introduction

In response to a 2008 National Academy of Public Administration (NAPA) report *Saving our History: A Review of National Park Cultural Resource Programs* and the Office of Inspector General 2009 report *Museum Collection: Accountability and Preservation*, which both identified a significant deficiency in the documentation of inventory of cultural resources, the National Park Service (NPS) developed a comprehensive plan to catalog all outstanding collection documents within three years. The NAPA report found that field collections were not being cataloged and inappropriate material, were being accessioned. NPS' plan mandated:

Professional archivists conduct surveys, and appraisals, inappropriately accessioned collections can be identified & deaccessioned.

Regional Archivist works with field archivists who are to be of the journeyman level.

Processing Plans to be approved by Chief Archivist in Washington D.C.

A budget of \$10 million was allocated for three years nationwide to hire term staff and/or establish Cooperative Agreements and contracts to address the backlog of archival work.

### Background

The NPS Pacific West Region (PWR) contains 58 national parks from Nevada to Guam. In 2009, 8.3 million archival items in 28 Parks (37.52% of region's archival collections) were identified as unprocessed and uncataloged. The Pacific Island Network (PIN) is one of the eight networks within the PWR comprised of eleven historic parks, sites, a monument, and a trail system. Ten of these sites

have established museum collections which include archival records are as far west as Guam and American Samoa. Until my hire in 2010 archivists from various parks and NPS offices provided guidance and/or conducted surveys during brief visits. As the first resident NPS archivist in the Pacific I was situated to become the lead archivist in the PIN for this project. While new to NPS my thirty years working with Pacific resources coupled with being a *kama'āina* (Hawaiian for "child of the land") to bridge the professional and cultural facets of the collections.

### Year 1: 5 Parks on 4 Islands

The collections of five parks on three Hawaiian



islands were addressed during the first year of the project. While three of the parks are located on the island of Hawai'i, the largest in the archipelago, the parks on the other two is-

lands could not have been more dissimilar. On Hawai'i Island Hawai'i Volcanoes National Park (HNVP) is the largest park in the Pacific with 323,431 acres the park was established in 1916 the same year as the act signed by President Wilson establishing the National Park Service. Containing the most active volcano in the

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## 10,000 Miles *(continued from previous page)*

world, Kīlauea, geological research contributes heavily to park records as well as other natural sciences, as Hawai'i is the home of highest number of endangered species in the country. Cultural studies range from Halema'uma'u, the home of the volcanic goddess Pele, to the structures reflecting the activities of the Civilian Conservation Corps, and the Volcano House, the only hotel on the rim of an active volcanic crater. The collections of the National Historical Parks of Pu'uuhonua o Hōnau-nau and Kaloko-Honokōhau on the west side of the island include a sizable number of archeological records delving into pre-contact Hawaiian structures and practices. On the island of Molo-ka'I, Kalaupapa National Historical Site is located on an isolated peninsula accessed by hiking a two thousand foot *pali* (cliff) via twenty-seven switchbacks. Established as a "Leper Colony" by the kingdom of Hawai'i in 1866 it is the only park tied to the history of two saints, Father Damien, canonized in 2011, and Mother Marianne Cope, canonized in 2012. Their collections include the records of various religious, secular, and government entities who contributed to the settlement's development in addition to personal collections of patients who resided there, most, for decades. Visitation is extremely limited but the enthusiastic museum staff collects ethnographies, creates exhibits, and provide virtual reference services world-wide. Upon hiking out of the isolated peninsula I flew directly to the NPS site with the highest number of visitors in the Pacific, the U.S.S. Arizona at Pearl Harbor, now called Valor in the Pacific on the island of O'ahu. Some of us are old enough to remember it was Elvis Presley who raised the seed funds for the U.S.S. Arizona Memorial which draws over 1.5 million visitors annually. It's not a surprise the collections reflect the multitude of organizations who wish to memorialize the casualties of World War II at this site as well as

numerous congressional correspondence from constituents across the county after they visit the Memorial.

## Resources

Owing to the late release of funding from Congress two archival technicians were hired after half the fiscal year had elapsed. It's difficult to entice experienced people to move to the islands for a position for which funding is not guaranteed past five months! This resulted in hiring two locals who had museum and architectural preservation backgrounds but lacked knowledge of archival principles. Simultaneously working with a public history professor from the local university I had recently left we established undergraduate internships. Obligated to the linear feet I stated would be processed within the fiscal year my supervisor secured two 60-day emergency hires allowing us to meet the deadline to process, catalog, and develop finding aids for four parks. The collections of the Hawai'i Island parks and VALR were transferred to HVNP for processing. Fortuitously, an experienced archival technician who was trained by the exceptional Carola DeRooy, Archivist at Point Reyes National Seashore had recently moved to Kalaupapa and processed fifteen collections there with little guidance or supervision from me.

Due to the admirable results of NPS archival staff nationwide the project was extended for an additional year to Fiscal Year (FY)2014. This allowed adding collections and record groups which had not been accessioned but required attention. This included the significant volume housed at the PWR-Honolulu office which is not an authorized museum repository meaning it could not house archival accessions. This staff has and continues to play vital roles in the development of programs and facilities in parks throughout the PIN and their records must be retained and accessible for resource management which are mandated to remain in the

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**10,000 Miles** *(continued from previous page)*

parks. In addition to staff records, the office holds records as custodians until the parks have facilities and procedures to ensure suitable protection. PWR Archivist Paul Rogers allowed me to place all suitable records as a single HVNP accession to satisfy the requirement accessions being held by authorized museum repositories records will be transferred back to their appropriate park collections after processing and cataloging.

**Results**

We were allocated \$285,000 to process 122.83 linear feet in FY2011. We surpassed this amount processing, cataloging, and producing finding aids for the following:

Hawai'i Volcanoes National Park: 120LF resulting in 70.4LF for three collections

Pu'uhōnua o Hōnaunau National Historical Park: 27.44LF to one collection

Kaloko-Honokōhau National Historical Park: 10.37LF resulting in 4.54LF to one collection

Kalaupapa National Historical Site: 30.9LF



accreted to 41.05LF for 15 collections

Valor in the Pacific: 22.5LF resulting in 18.65LF to one collection.

**Year 2- The Ordeal of Changing Hierarchies**

Due to the structure of the project existing accessions were selected each year before a comprehensive record survey could be conducted. Addressing the next group of accessions following often necessitated dramatically changing a collection hierarchy. In an effort to abide by the “one park = one collection” directive hierarchies could change with the discovery of records not previously accessioned or inadequately described. The fourth park on Hawai'i Island, Pu'ukoholā Heiau National Historical Site, was added this second year. We surpassed our cataloging goals and were able to accomplish more with the funding than was originally intended.

Hawai'i Volcanoes: 80.84 linear feet creating three new collections

Pu'uhonua o Hōnaunau : 46.90LF added to the existing collection

Kaloko-Honokōhau: 25.68LF added to the existing collection

Pu'ukoholā: 18.3LF to one collection.

**Year 3 –Fiscal Cliff comes Early to NPS**

In preparation for processing and cataloging their collections in FY2013 Haleakalā and the National Park of American Samoa had me survey these accessions in the summer of 2012. Unfortunately, due to severe budget cuts parks which had not been started were taken off the work schedule. Budgets remain tied to Congress' Continuing Resolution making it difficult to plan effectively. Keep the faith!!



## ACA Liaison Report

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commercial reuse of the data but with troubling implications for research and archival documentation. The Association des Archivistes Français (AAF) has taken the lead in protesting this action. Consequently, the Steering Committee drafted the following statement that is being distributed to all SPA members and will be posted on the SPA website in both French and English.

At its April 2013 meeting in Amsterdam, the Steering Committee of the Section of Professional Associations of the International Council on Archives (ICA SPA) expressed its concern about the draft European Data Protection Regulation that will result in the destruction of personal data and recommends that the members of ICA SPA promote, in- and outside their associations, the signing of a petition initiated by the French Association of Archivists AAF (<https://www.change.org/petitions/the-european-parliament-adjourn-the-adoption-of-the-regulation-about-personal-data>). ICA SPA emphasizes that archives are a unique and irreplaceable heritage and play an essential role in the development of societies by safeguarding the individual and community memory (UNESCO Universal Declaration on Archives as adopted by UNESCO in 2011).

The French have gathered a significant number of signatures already (more than 42,000), including over a hundred from the United States. The signatories include archivists, historians, genealogists, and general citizens. However, looking at the list of American signatories, it becomes obvious that most of these people are members of the AAF and have been reached by the AAF's publicity. This is something that the SAA and ACA could definitely publicize immediately.

David Leitch, the Secretary General of ICA, emphasized a real focus on increasing membership. The emphasis by SPA members in this conversation was on increasing the benefits to members and making ICA better known to the rank and file archivists in member states. One suggestion was for ICA to begin to have a booth in the exhibit halls at association annual meetings. Since David Leitch is currently planning to attend SAA in New Orleans, I suggested that ICA exhibit there. David Leitch noted that ICA has been doing a substantial amount of work recently to make the ICA website much more user-friendly. His final comment was that ICA is changing. There is a real and sincere push to look outward and become less bureaucratic and much more responsive to its members.

The last day of the conference was spent at the Amsterdam City Archives where attendees were presented with history of the Dutch Archival Association, starting in 1891, and the development of its first processing manual in 1898. In 1918 the first Dutch archival legislation was passed, and it included the requirements for being an archivist. Originally the focus was to promote archives, but it has changed to the archivists themselves – collegial exchange, archival education, and the role of the archivists in society. Particularly interesting was the emphasis on working much more closely with records managers than in the past. The Dutch Archival Association is moving towards certification and is running into the same issues that American archivists did when ACA was being created. (Here, ACA could provide some guidance.) These comments led to an interesting discussion of the relationship between records managers and archivists in various countries. For example, in France records management is included in the Association des Archivistes Français. As might be expected, there was a long discussion on how to deal with electronic records. The three final presentations generating a fair amount of discussion

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## ACA Liaison Report

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were the European Commission's Data Protection Regulations and the French petition, verification of digital data, and archival education. Although the last presenter had to leave quickly afterwards, he did mention that the Association des Archivistes Français is re-evaluating how archivists are trained. Given the international composition of the SPA, this topic generated a fair amount of discussion since there are a number of different models in existence.

As liaison, my recommendation is that the SAA and ACA continue to support representation on the ICA SPA Steering Committee and to move forward in defining the criteria for that representative and the process for choosing that person. We have a lot to offer other countries. Since we are one of the largest, if not the largest association, we have had to address many of the problems that other associations are facing now. We can be a strong force in moving the archival profession forward internationally. Throughout this meeting, the means by which SAA had addressed such-and-such an issue was an important contribution to the discussion.

This new SPA Steering Committee has a lot of energy among its members. There is a real possibility that this energy will translate into positive change in ICA. Representation by SAA and ACA will be a powerful force in this activity. At the same time, there are issues SAA is having to address that have come up in other countries. Some of these were touched upon at this meeting, implying that they will be addressed more thoroughly in the future.

I feel that it is important for SAA and ACA to continue to participate on the SPA Steering Committee for the reasons mentioned above. The fall meeting is scheduled in November 2013 in Brussels, Belgium. If SAA and ACA continue to participate, the spring meeting will be held in Boston, Massachusetts, hopefully in conjunction with the New England Archivists spring meeting.



Gregor Trinkaus-Randall

Please send any comments, ideas, or suggestions

about *ACA News* to:

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