

*Society of American Archivists'*

## ***GOVERNMENT RECORDS SECTION NEWSLETTER***

The membership of the Government Records Section is made up of individual Society of American Archivists (SAA) members who are concerned with the administration, organization, and care of the records of government.

<http://www.archivists.org/saagroups/gov/index.asp>

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### ***SAA Annual Meeting Section News: New Orleans, Aug. 15 - 21***

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#### **From the Chair...**

The Annual meeting promises to be busy, as always. There are a lot of good sessions for Government Records - a partial list of which is in this edition of the Newsletter. Election of the new steering committee members will take place at the business meeting. Short biographical statements of the candidates are in this edition. I encourage all of you to cast a ballot, even if you will be unable to attend the business meeting. If that is the case, please contact Virginia Fritzsich ([vwfritzsich@whs.wisc.edu](mailto:vwfritzsich@whs.wisc.edu)) for an absentee ballot. We have a lot to talk about at the Business meeting, including a proposed change to the bylaws. Also at the business meeting, we will hear about the PARIS Grants Program administered by the New Jersey State Archives.

I look forward to seeing you all at the Meeting. As always, if you have any thoughts, concerns, or ideas, I would love to hear them.

*Nancy J. Melley, GRS Chair  
Electronic and Special Media Records  
Services Division  
National Archives and Records  
Administration  
301/837-1972*

#### **And the Nominees Are!**

The following individuals have been nominated to fill three vacancies on the Government Records Section Steering Committee. Section members will vote for three candidates at the Section's annual meeting on Friday, August 19, beginning at 8:00 a.m. Additional nominations may be made from the floor at the meeting. There are no nominees (volunteers) from the local government sector. The three nominees receiving the highest number of votes shall be elected. If you are unable to attend the annual meeting and wish to vote, you may do so by requesting an absentee ballot from Virginia Fritzsich at [vwfritzsich@whs.wisc.edu](mailto:vwfritzsich@whs.wisc.edu)

#### ***FEDERAL REPRESENTATIVE***

***BARBARA RUST***

***NARA – SOUTHWEST REGION***

Barbara Rust is a senior archivist with the National Archives-Southwest Region. She earned a B.A. in government and history and M.P.A. in public administration from Southern Methodist University. Ms. Rust holds Texas teaching certification in government, history, and social studies at the secondary level and certification in archives and records management. She has prepared finding aids to the records of the records of U.S. district courts; U.S. Court of Appeals; Bureau of Indian Affairs

agencies; and various databases to records at the National Archives-Southwest Region. Her publications include "National Archives-Fort Worth Branch," A Guide to the History of Texas and "The Right to Vote: The Enforcement Acts and Southern Courts," Prologue: Quarterly of the National Archives. Barbara Rust has presented numerous papers to historical and genealogical groups.

**MATTHEW EIDSON**  
**NARA – COLLEGE PARK**

Matthew Eidson, CA, MLIS is a graduate of the Archival Studies program at the University of Pittsburgh. He currently works as an Appraisal Archivist with the Life Cycle Management Division at the National Archives and Records Administration in College Park, MD. Prior to working with the Federal government he worked as an Assistant Reference Archivist at the Georgia Archives in Atlanta, GA. He has been a member of the Government Records Section from 2001-2005 and served as a Conference Assistant for SAA Annual Meetings in 2002 and 2003. Totalling seven years of government records service and eleven years of service in the U.S. Army Reserve, he eagerly looks forward to serving as a GRS representative in SAA.

**BILL CARPENTER**  
**NARA – COLLEGE PARK**

Bill Carpenter joined the Initial Processing and Declassification Division of the National Archives and Records Administration in College Park, Maryland, in December 2001, where he arranges, describes, and facilitates the declassification of security-classified post-World War II U.S. Army records. From 1999 to 2001 he was the archivist at the Joint Personnel Recovery Agency at Ft. Belvoir, Virginia, working with prisoner of war and escape and evasion records, and

from 1995 to 1999 he worked on U.S. Army declassification programs. In 2003 and 2004 he spoke at the annual meetings of the Society of American Archivists about the confidentiality restrictions placed on prisoner of war debriefings and on the declassification process at the National Archives. He has a B.A. in history from the College of William and Mary, an M.A. in European history from George Mason University, and is currently working towards a Ph.D. in Irish history at George Mason University. He is the treasurer of the National Archives Assembly, an advocacy organization of current and former NARA employees, and he has been a member of SAA since 2002.

**STATE REPRESENTATIVE**

**STEVE WALKER**  
**IDAHO STATE ARCHIVES**

Steve Walker has served as the State Archivist of Idaho since 1997. Prior to his employment at the State of Idaho, Steve served as a Regional Archivist for New York State's Documentary Heritage Program, a Records Management Officer for Ontario County, New York, and as a records and information management consultant for Information Management, LTD. He is a 1987 graduate of NYU's archival program and received a M.A. in History from NYU the same year. He has been a certified archivist since 1990 and is a current board member and past president of the Boise Valley chapter of ARMA International, Inc.

**AMELIA WINSTEAD**  
**GEORGIA STATE ARCHIVES**

No biography submitted.

*Virginia Fritzsch, Chair  
GRS Nominating and Elections Committee  
Public Records Archivist  
State Historical Society of Wisconsin*

## Local Funding Strategies for Local Government Archives To Highlight Local Government Records RT Meeting

Greetings, colleagues.

I've enjoyed serving you as Round Table chair, though I must admit it's been very quiet and without much activity. Let's shake off the cobwebs, folks!

As New Orleans approaches, please mark your calendars for the annual meeting of the Local Government Records Round Table, scheduled for Thursday, August 18, from 4:00 p.m. - 5:30 p.m. As stated previously, a very short business meeting will be conducted in order to make plenty of time for Thomas F.R. Claeson, who will speak on "Local Funding Strategies for Local Government Archives." In light of federal and state cuts in preservation and access programs, local government archives are continually looking for new and different sources for funding discrete projects with tangible results.

Mr. Claeson, manager of the Digital Collection and Preservation Service's Education and Planning Service at OCLC, will highlight some examples and success stories, as well as practical information and tips you can use to formulate strategies with special relevance to local government archives.

We also need to elect a chair for 2005-2006. If you are interested or would like to nominate someone for chair, please contact me at [jslate@ci.dallas.tx.us](mailto:jslate@ci.dallas.tx.us) no later than August 12 to put a name in the hat. We will conduct our election at the business meeting.

*John H. Slate, CA  
City Archivist, Dallas Municipal Archives  
Chair, Local Government Roundtable*

## By-Laws Change Proposed

Paul R. Bergeron, CA, City Clerk of Nashua, NH, has proposed the following change to the section by-laws relative to *Election of Officers and Steering Committee*. The proposed amendment will be voted upon by members attending the Section's annual meeting. The *Mission & By-Laws* of the Government Records Section may be viewed in their entirety on the SAA website at <http://www.archivists.org/saagroups/gov/mi ssion.asp>.

### Summary:

Currently:

- By-laws provide that a Nominating Committee shall announce the names of nominees to the Section Steering Committee in the last section newsletter published prior to the annual meeting.
- Thereafter, "any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair of the Nominating and Elections Committee; such ballots must be returned to the chair of the Committee prior to the Annual Meeting."

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### **Editor's Note on Local Government Roundtable Election for 2005 – 2006**

**Chair:** Roundtable by-laws state that the second-year, local government representative to the Government Records Steering Committee shall serve as Chair of the Local Government Roundtable. The two local government representatives on the Section Steering Committee served concurrent terms for 2003 – 2005 and there are no advance nominees for local government representative to the Steering Committee for 2005 – 2007. As such, the Roundtable needs to fill the 2005 – 2006 Chairmanship from outside of the GRS Steering Committee membership.

- However, “additional nominations may be made from the floor at the Meeting,” and “voting at the Annual Meeting shall be by secret ballot if there are more nominees than can be elected.”
- Thus, under the existing by-laws, absentee voters are required to cast ballots for candidates prior to the closing of nominations at the annual meeting, and the Steering Committee must be ready to prepare ballots during the time allotted for the Section’s annual meeting.

Under the proposed amendment:

- Nominations would close upon the announcement of nominees by the Nominating Committee. If the Nominating Committee proposed two or more candidates for one vacancy, voting at the Annual Meeting shall be by secret ballot.
- Absentee ballots must be returned to the Nominating Committee Chair at least seven (7) days prior to the Annual Meeting.
- If the Nominating Committee did not propose candidate(s) for a vacancy, nominations may be made from the floor at the Meeting for that vacancy. If two or more candidates for one vacancy are proposed, voting at the Annual Meeting shall be by secret ballot.
- Finally, under the existing by-laws, three – not two – steering committee members’ terms expire each year. The first paragraph of Section IV would be amended to clarify that all three steering committee members, “whose terms are not expiring at the conclusion of the next annual meeting,” would assist the immediate past chair as members of the Nominating Committee.

**Text:**

Deletion of existing language is ~~struck through~~.

Proposed new language is in ***bold italics***.

There shall be a Nominating and Elections committee consisting of the immediate past chair of the Section (serving as chair of the Committee) and the ~~two~~ ***three*** Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting.

~~Utilizing an announcement in the newsletter issued by the Section chair this~~

***The*** Committee shall solicit from the Section members the names of volunteers or persons recommended for the positions to be filled in the next election. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section. The Committee shall be responsible for ensuring that there is at least one nominee for the position of vice chair and that the number of nominees for membership on the Steering Committee is not less than the number of positions to be filled. The Nominating and Elections Committee shall announce the nominees to the membership of the Section in the last newsletter issued before the Annual Meeting. ***No additional nominations shall be proposed or accepted thereafter. If, however, the Committee did not recommend a nominee for a vacancy, additional nominations for that vacancy*** may be made from the floor at the Meeting.

Voting at the Annual Meeting shall be by secret ballot if there are more nominees than can be elected; only members of the Section may vote. Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot

from the chair of the Nominating and Elections Committee; such ballots must be ~~returned to~~ **received by** the chair of the Committee **at least seven days** prior to the Annual Meeting. The Nominating and Elections Committee shall be responsible for tabulating and announcing the results of the election. A simple majority of the votes cast shall be required for election to vice chair. Members of the Section may vote for as many nominees for member of the

Steering Committee as there are positions to be filled and the nominees receiving the highest number of votes shall be elected. Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section. (*Note: first and second sentences of this paragraph in the existing by-laws were reversed in this proposed amendment.*)

### New Orleans Tourism WebSites

- Order the *New Orleans Good Times Guide* for coupons, maps, and a calendar of events: <http://www.neworleansonline.com>
- Conventions and Visitors Bureau: <http://www.neworleanscvb.com/>
- Fodor's New Orleans Online: [http://www.fodors.com/miniguides/mgresults.cfm?destination=new\\_orleans@110](http://www.fodors.com/miniguides/mgresults.cfm?destination=new_orleans@110)
- Southern Comfort's *Tales of the Cocktail*, a three-day event (August 18 – 20) celebrating dining, drinking and the history of the cocktail, welcomes visitors to mingle with best-selling authors of pop culture, cocktails and cuisine literature. *Tales of the Cocktail* entertains locals and visitors during a mixture of events, including book signings, lectures, mixing demonstrations, happy hour and multiple-course dinners at some of New Orleans most famous bars and restaurants. Location: Hotel Monteleone and other French Quarter locations. For information and a complete schedule call (504) 299-0404 or visit: [www.TalesoftheCocktail.com](http://www.TalesoftheCocktail.com)
- Through March 2006: *Galatoire's: Celebrating 100 Years - A Toast of New Orleans* (Exhibit, Old U.S. Mint), 400 Old Esplanade Ave. The Galatoire's exhibit features photographs from the last century, a peek into early ledgers, vintage menus, tableware, memorabilia from the restaurant's 100th anniversary celebration in January and even original hand-written recipes for a few signature dishes. The legendary restaurant first opened its doors at its current location in 1905. Guests have been willing to endure long lines ever since for a taste of Oysters Rockefeller, Trout Meunière, Amantine and other favorites. In the last century Galatoire's not only attracted a historic list of loyal patrons but has also become an important part of New Orleans culture. The Louisiana State Museum designed the exhibit not just to tell the story of the famous dining establishment but the story of the family that has owned the restaurant for four generations. See <http://lsm.crt.state.la.us> and [www.southernfood.org](http://www.southernfood.org) or to make reservations call 504-568-6968.

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## Sessions of Interest on the 2004 SAA Meeting Program

Thursday, 9:45 am

Session 101 – Three Working Models of Digital Archives

Session 105 – Partnerships, Education, and Outreach: The Work of the States  
Historical Records Advisory Boards

Thursday, 12:45 pm

Session 202 – PDF-Archive: The Development of a Digital Preservation Standard

Session 207 – Controlling Human Reproduction: the Challenges of Documenting  
the Post-World War II Revolution

Thursday, 2:30 pm

Session 304 – The Sedona Principles and Guidelines: What you should know  
about the Impact of Current Law and Litigation on Electronic Records  
Management

Thursday, 4:30 pm

Local Government Records Roundtable

Thursday, 2:30 pm

Session 303 – Governors Records and Public Policy: Is Competition or  
Cooperation Best for the Records and the Researchers?

Friday, 8:00 a.m. – Government Records Section Business Meeting

4:15 pm – Session 503 – Archival Theft, Recovery of Documents, and Security:  
How to Deal with the Unthinkable

Saturday, 8:00 am

Session 605 – Archives Unplugged: Basics of Records Management

### **New Orleans Nostril Archives Research Center**

**Open House: Friday, August 19, 10:00 am - 4:30 pm**

The Research Center is a division of the N. O. Nostril Archives, a state agency whose mandate is to house and make accessible to the public all nostril acts filed in Orleans Parish from 1734 to the present. Nostril acts are contracts between individuals that are filed into third-party notice under Louisiana's civil law notarial system. The majority of the records involve property transfers. Also in the collection are 5,100 land surveys that comprise a unique type of architectural record significant to historic preservation in New Orleans. (1340 Poydras Street, Suite 360. Approximately 1 mile from Hilton. Public transportation is available. The route can be walked, but in August this may be a hardship for some due to the heat. It is a short taxi ride from the Hilton Riverside or anywhere else in the central business district.)

## **Program Committee for SAA-NAGARA-COSHRC 2006 Joint Conference Includes Government Member Representation**

The 2006 SAA Annual Meeting, to be held July 31 – August 6 at the Washington DC Hilton and Towers, will be a joint annual meeting with the National Association of Government Archives and Records Administrators (NAGARA) and the Council of State Historical Records Coordinators (COSHRC).

The twelve-member Program Committee, co-chaired by Robert Horton (Minnesota Historical Society) and Thomas Hyry (Yale University), includes representatives of all three associations. Representatives from four government institutions will serve on the 2006 Program Committee: Margaret O. Adams (NARA), F. Gerald Handfield (Washington State Archives), Brenda Banks (Georgia State Archives) and Terry Baxter (Multnomah County, OR Archives). The complete committee membership listing is available on the SAA website under "SAA Leader List."

### **The City Archives in New Orleans New Orleans Public Library, 219 Loyola Ave.**

The official City Archives is part of the Louisiana Division of the New Orleans Public Library (<http://nutrias.org/~nopl/spec/speculist.htm>). The division also holds "the pre-1928 records of the Civil Courts and the pre-1932 records of the Criminal Courts of Orleans Parish." (<http://nutrias.org/~nopl/info/louinfo/louinfo1.htm>)

The Central Library building opened in 1958 and is Modernist building widely praised for being both functional and interesting to look at. There is an online exhibit about the Central Library at <http://nutrias.org/~nopl/exhibits/219/219.htm>. As quoted in the exhibit, the Guide to New Orleans Architecture describes the building: "One of the most successful public buildings in town both in use and design, its two most distinguishing features are the bronze-anodized sun-screen around the top two floors (which, wittily--because so unexpected--actually works) and the well-lighted all-glass interior permitting views from each floor to the others." In addition, there is significant public art scattered throughout the building. Irene Wainwright, an archivist for the Division, encourages interested archivists to come visit during the annual meeting. Hours for the library, including the Louisiana Division are: 10 a.m. - 6 p.m., Monday - Thursday, 10 a.m. - 5 p.m., Friday - Saturday . Indexes and guides are always available but archival materials need to be requested ahead of time so they can be pulled. The division's phone number is 504 596-2610.

### **WEB LIAISON NEEDED!**

Government Records Section Web Liaison, Janet Waters, is stepping down in order to have more time for an exciting career opportunity. We thank Janet for her terrific service and support these past two years. We also are beginning a search for her replacement. Major responsibility of the position is to post the newsletter on the SAA website. FTP and web editing knowledge and software – and a little time to contribute – are all that are required. Please contact the newsletter editor if you have an interest in this volunteer position: [bergeronp@ci.nashua.nh.us](mailto:bergeronp@ci.nashua.nh.us).

**GOVERNMENT RECORDS SECTION STEERING COMMITTEE  
2004 - 2005**

Local	State	Federal
<p>John H. Slate, CA City Archivist Dallas Municipal Archives City Secretary's Office City of Dallas 1500 Marilla Street 5D South Dallas, Texas 75201 USA Tel: 214-670-5270 Fax: 214-670-5029 <a href="mailto:j slate@mail.ci.dallas.tx.us">j slate@mail.ci.dallas.tx.us</a> Chair of Local Government Records Roundtable</p>	<p><b>Vice Chair/Chair-Elect</b> Geoffrey A. Huth New York State Archives 9B30 Cultural Education Center Albany, NY 12230 Tel: 518-402-5371 Fax: 518-486-4923 <a href="mailto:geofhuth@gmail.com">geofhuth@gmail.com</a></p>	<p><b>Chair</b> Nancy J. Melley, CA Center for Electronic Records; Electronic and Special Media Records Services Division National Archives and &amp; Records Admin. Room 5320 8601 Adelphi Road College Park, MD 20740-6001 Tel: 301-837-1972 <a href="mailto:nancy.melley@nara.gov">nancy.melley@nara.gov</a></p>
<p>Terry Baxter, CA Multnomah County Records 2505 S E 11<sup>th</sup> Avenue Portland, OR 97202-1006 Tel: 503-988-3741 Fax: 503-988-3754 <a href="mailto:Terry.d.Baxter@co.multnomah.or.us">Terry.d.Baxter@co.multnomah.or.us</a></p>	<p>Lucy Barber California State Archives 1020 O Street Sacramento, CA 95814 Phone: 916/651-8419 Fax: 916/653-7363 <a href="mailto:lbarber@ss.ca.gov">lbarber@ss.ca.gov</a></p>	<p>Susan Cummings Modern Records Program National Archives and &amp; Records Admin. 8601 Adelphi Road College Park, MD 20740-6001 Tel: 301-837-1636 Fax: 301-837-3697 <a href="mailto:susan.cummings@nara.gov">susan.cummings@nara.gov</a></p>
Other Section Helpers		
<p><b>Newsletter Editor</b> Paul R. Bergeron, CCC, CA City Clerk 229 Main Street Nashua, NH 03060 Tel: 603-589-3004 Fax: 603-589-3029 <a href="mailto:bergeronp@ci.nashua.nh.us">bergeronp@ci.nashua.nh.us</a></p>	<p><b>Web Liaison</b>  VACANT as of 8/19/05  <i>Special thanks to Janet Waters for her contributions as Section Web Liaison, 2003 – 2005!</i></p>	<p><b>Council Liaison</b> Aimee Felker, CA Records Officer Executive Office of the President 1800 G Street 10th Floor Washington, DC 20405 Phone: 301/755-4555 <a href="mailto:amfelker@comcast.net">amfelker@comcast.net</a></p>

**CALL FOR 2006 PROGRAM PROPOSALS:  
JOINT ANNUAL MEETING OF NAGARA, COSHRC, AND SAA**

The 2006 Program Committee invites submissions for session proposals for the Joint Annual Meeting of the Society of American Archivists, the National Association of Government Archives and Records Administrators, and the Council of State Historical Records Coordinators (*Council of State Archivists*, effective October 1) in Washington, DC, July 31 – August 6, 2006. Due, in part, to SAA's partnering with COSA and NAGARA, **the committee actively seeks proposals that incorporate the concerns of those working in government settings.** To submit a proposal, please use the form on the SAA web site at [www.archivists.org/conference/dc2006](http://www.archivists.org/conference/dc2006) or the NAGARA web site at [www.nagara.org](http://www.nagara.org). Proposals must be submitted no later than October 7, 2005. For additional information, contact the 2006 Program Committee Co-chair Bob Horton, Minnesota Historical Society, 651-215-5866, [Robert.Horton@mnhs.org](mailto:Robert.Horton@mnhs.org).