

## **Official Word** – *The 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: Washington, DC, July 30 – August 5**

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#### **Once a Year We Meet...**

The Government Records Section meets only once a year, at the annual meeting of the Society of American Archivists, so we try to squeeze as much living and learning as we can into the two hours we have together. This year we are meeting on Friday, August 4th, from 10 a.m. until noon.

You can find the full agenda in this newsletter, but let me go over a few highlights. As we always do, we will have our election of the steering committee this year. I was quite impressed by the roster of candidates we have running, so I'm sure that the Government Records Section will be in good hands for the next year, but please attend the meeting if you can, and vote.

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We will also be voting on a complete revision of our bylaws. Over the years, the faults of the GRS bylaws have become more and more apparent. The changes the steering committee is suggesting would improve governance of the section and ensure that members are better served by the members they elect to steering committee. At the section meeting, I will provide detailed explanations of the reasons for these changes, but feel free to contact me beforehand about these as well.

The core of our meeting will be a handful of short presentations where we hope members will take the opportunity to discuss issues with the speakers and to ask questions. We have ensured that these topics will cover every level of government archives.

Vicki Walch will discuss the Council of State Archivists' "Closest to Home" project, which is focused on how to improve and develop local government archives programs across the country. (This will also be a topic at the Local Government Roundtable, but since we thought some members might not be able to make that meeting we decided to reprise it, in condensed form, at the section meeting.)

Susan Cummings will discuss NARA's new strategic plan, which includes a number of new ideas that it will behoove us all to consider. Dearest to my heart is the "First Preserver" concept, which would install NARA as a national leading in disaster management and response for all public archives in the nation. Lucy Barber, also of NARA, will discuss some of NHPRC's new initiatives. And NHPRC is making interesting changes as well, so don't miss this.

Ann Marie Przybyla, of the New York State Archives, will discuss that archives' experience over the years responding to records disasters in local governments and providing advice on disaster management to

those governments. Over the years, the archives has seen much interest in dealing with disasters in progress but very little in seriously preparing for such disasters--even in the face of many serious regional disasters across the state in the last 15 years. For part of her presentation, Ann Marie will be asking the audience for their thoughts on how to make disasters a reality for people before those disasters actually occur.

The incoming chair of the Electronic Records Section, Arian Ravanbakhsh, will provide details on NARA's electronic records management guidance. Though designed for federal agencies, this guidance can be valuable to all government archives trying to deal with the challenges of electronic records

Our meeting will prove to be full, productive, and stimulating, so try to show up. And, luckily, unlike the set of section meetings following ours, the Government Records Section will not be meeting during lunch!

See you there.

*Geof  
Chair, GRS*

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### **CANDIDATES FOR GOVERNMENT RECORDS SECTION STEERING COMMITTEE**

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 business meeting on Friday, August 4, beginning at 10:00 a.m. 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 Nancy Melley at [nancy.melley@nara.gov](mailto:nancy.melley@nara.gov).

### FEDERAL REPRESENTATIVE

**Sharmila Bhatia** joined the National Archives and Records Administration (NARA) in 2001 in the Electronic and Special Media Division. Prior to coming to NARA, she spent over ten years as reference archivist at the South Carolina Department of Archives of History. Sharmila earned her Bachelor of Arts in History from the University of Maryland and Masters Degrees in Applied History and Library and Information Science from the University of South Carolina. A member of SAA, she currently serves on the Host Committee for the 2006 Annual Meeting in Washington, DC. She is currently President of the National Archives Assembly and prior to her election as Vice President/President Elect served as co-chair of the Technology Applications Committee (2002-2005). She is also a member of Mid-Atlantic Regional Archives Conference and serves on the Publications Committee and the Program Committee for the 2006 Fall Conference. She is past Secretary and current member of the South Carolina Archival Association and held various committee positions with the South Carolina Library Association.

**Matthew Eidson** currently works as lead Appraisal Archivist for the U.S. Coast Guard, Food and Drug Administration and the Transportation Security Administration at the National Archives and Records Administration in College Park, MD. He earned a Masters in Library and Information Science with an archives concentration from the University of Pittsburgh and a Bachelors of Arts in History from Georgia State University. He recently completed the Archivist certification and attended the Georgia Archives Institute in 2001. Prior to working at the National Archives he worked as an Assistant Reference Archivist at the Georgia Archives in Atlanta. He has been a

member of the Government Records Section since 2001 and served as a Conference Assistant for SAA Annual Meetings in 2002 and 2003. Totalling eight years of government records service and twelve years of service in the U.S. Army Reserve, he eagerly looks forward to serving as a Government Records Section representative in SAA.

### LOCAL REPRESENTATIVE

**Doris Rivers Martinson** is manager of the Knox County Archives, located in the East Tennessee Historical Center, in downtown Knoxville, Tennessee. She has a Bachelor's degree from the University of Tennessee, a Master's degree from the Chicago Art Institute, and a University of Tennessee Master of Information Science degree. In 1988, Doris Martinson received a certificate of completion for the Modern Archives Institute, National Archives and Records Administration Workshop, Washington, D.C. She received the Colonial Dames of America, Chapter III, and the Society of American Archivists, 1988 Scholarship for this Modern Archives Institute. In December 1989, Ms. Martinson became a Certified Archivist and member of the Academy of Certified Archivists, and on October 31, 1997, and October 1, 2001, she was recertified by the Academy of Certified Archivist.

Doris Martinson was the 1998-1999 President of the Society of Tennessee Archivists and is the 1999-2000 President of the University of Tennessee Graduate School of Information Science Alumni Association. From 1992-1995, Doris Martinson was president and board chairperson of the Knoxville-East Tennessee chapter of the Association of Records Managers and Administrators, International (ARMA), and awarded the 1993 Chapter Member of the Year. In May 1992, she was selected as a consultant to the State of Tennessee for the Historical

Records Needs Assessment Project. 1990-1991, Ms. Martinson was secretary of the Tennessee Archivists. She is listed in the 1992 first edition of the *American Women of Today* and *Who's Who in the World* 2000 seventeenth edition. Doris Martinson has been a guest lecturer for the Society of Tennessee Archivists, Tennessee State Library and Archives, East Tennessee Historical Society, ARMA, and historical societies throughout Tennessee. She is a member of the Society of American Archivists, National Association of Government Archives and Records Administrators, East Tennessee Historical Society, Washington County, Virginia, Historical Society, First Families of Tennessee, and past president of the Knoxville-Knox County League of Women Voters.

**John H. Slate** is city archivist for the City of Dallas, where he is responsible for access to and the preservation of historic city government records in the Dallas Municipal Archives. The Municipal Archives is a part of the City Secretary's Office. He is a member of the Academy of Certified Archivists and possesses a BS from the University of Texas at Austin and a Master's Degree in Library and Information Science, specializing in archival enterprise, from the same institution. John's work in archives, libraries, and special collections began at the Center for American History at the University of Texas at Austin, where he spent thirteen years. He previously was curator/librarian at the Hertzberg Museum of the San Antonio Public Library and also held positions at the Texas African American Photography Archive in Dallas and Grand Prairie Memorial Library. He is an active member of the Society of American Archivists (past chair of the Local Government Archives Round Table and the Visual Materials Section) and the Society of Southwest Archivists. He is presently a member of the Texas State Library and Archives' Historical Records Advisory Board.

John's project management on two grants devoted to the preservation of the City of Dallas' historic park plans and drawings contributed to the "Award of Excellence in Preserving History" from the Texas Historical Commission in 2005.

### STATE REPRESENTATIVE

**Kelly Eubank** joined the Government Records Branch of the North Carolina State Archives in Raleigh, North Carolina in April 2001 as the Electronic Records Archivist. Currently, she formulates policies and procedures for the management, acceptance and preservation of electronic records. Prior to joining the North Carolina State Archives, she worked for GlaxoSmithKline as the Assistant Archivist and Corporate Information Analyst. In 2006, Kelly was a speaker and facilitator at the inaugural Best Practices for Digital Preservation Exchange in Wilmington, NC. She serves as a member of the Access to State Government Information project with the North Carolina State Library for preservation of digital information as well as an ad-hoc member of the North Carolina Secretary of State's Electronic Recordation Council that advises the Secretary of State on standards for the implementation of electronic recordation of property. Kelly has a Masters of Public History from North Carolina State University. She is deeply committed to the preservation of digital records and looks forward to serving as the state representative for the Government Representative Section.

**Mark J. Myers** is the electronic records specialist with the Kentucky Department for Libraries and Archives. He provides records management advice and assistance to both state agencies and local officials in the management of their electronic records. As part of the Electronic Records Working Group, an interagency body consisting of state records management personnel, IT personnel, state auditors and legal

personnel, Mark helps develop policy recommendations or alternatives for issues involving the intersection of technology and records management in Kentucky. He also works on strategies and processes for the long-term preservation of electronic records in the KY state archives. Mark is the vice-president/president-elect of the Frankfort/Bluegrass Chapter of ARMA International and serves on the steering committee of the Electronic Records Section of the Society of American Archivists. Prior

to his work in KY, Mark was an Archivist with the Alabama Department of Archives and History. Mark has a bachelor's degree in secondary education from the University of Kentucky and lives in Montgomery County, Kentucky.

*Nancy J. Melley  
Chair, Nominating Committee  
National Archives & Records Administration  
College Park, MD*

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## BY-LAWS CHANGES PROPOSED

The Government Records Section Steering Committee has proposed the following changes to the section by-laws. The proposed amendments will be voted upon by members attending the Section's annual meeting. Deletion of existing language is ~~struckthrough~~. Proposed new language appears in ***bold italics***.

Society of American Archivists  
Government Records Section  
Mission & Bylaws  
as amended 19 August 2005  
with proposed revisions as of 12 July 2006

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.

### I. Membership

Membership in the Government Records Section of the Society of American Archivists is open to any member of SAA who has an interest in government records issues.

### II. Officers

***[NB: The order of sentences and paragraphs and the breaks in paragraphs in this section have been changed from the original.]***

The officers of the Government Records Section shall be the chair, vice chair, and newsletter editor. Only members of SAA and the Government Records Section may serve as officers of the Section.

#### ***a. Chair***

The chair shall preside at all meetings of the Section and the Steering Committee; represent the Section in its relations with SAA in general and with the Council and other groups within

SAA; serve on SAA committees, tasks forces, etc., as an ex-officio member when required or appoint a representative to do so; appoint Section committees as needed; and submit an annual report of Section activities to the SAA executive office **after the conclusion of his or her term**. The vice chair shall serve as acting chair in the absence of the chair. **The chair shall serve for a period of one year.**

#### **b. Vice Chair**

~~A new vice chair shall be elected at each annual meeting of the Section~~ **The Steering Committee shall choose the vice chair from among the Steering Committee members in office after the annual elections.** ~~and~~ **The vice chair** shall serve for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. If for any reason the vice chair is unable to succeed to the office of chair, a new chair shall be ~~elected~~ **chosen** following the same procedures as for selection of the vice chair.

#### **c. Newsletter Editor**

The newsletter editor shall be appointed by the chair, with the advice of the Steering Committee, for a term of two years, which may be renewed indefinitely. ~~Both a chair and a vice chair shall be elected in the first election following the approval of these bylaws.~~ The newsletter editor is responsible for issuing three newsletters annually to the Section membership.

### III. Steering Committee

The Steering Committee shall consist of the officers and four **at-large** members. The **at-large** members shall serve two-year terms, ~~two~~ **three** members being elected at each annual meeting with additional members elected if for any reason unexpired terms need to be filled. The profile of the Steering Committee (**excepting the newsletter editor**) shall consist of two representatives of local government, two representatives of state government and two representatives of federal government. **However, a change in status of a Steering Committee representative shall not require the removal of that member from the Committee, even if that change would lead to an uneven balance of representation.** The Steering Committee shall serve in an advisory capacity to the chair and its members may be assigned specific responsibilities by the chair. The Steering Committee shall plan each annual meeting of the Section.

### IV. Election of Officers and Steering Committee

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 three Steering Committee members whose terms are not expiring at the conclusion of the next annual meeting.

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~~ **open** ~~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 that vacancy, nominations for that vacancy may be made from the floor at the Meeting.

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 received by the chair of the Committee at least seven days prior to the Annual 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. 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.~~ ***In the event of a tie, the Nominating and Elections committee shall do an immediate recount. If that recount verifies the tie, the election will be decided by the flip of a coin, with one of the candidates choosing heads or tails.***

Elected officers and Steering Committee members shall assume office at the conclusion of the Annual Meeting of the Section.

#### V. Meetings

The Government Records Section shall meet once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. Additional meetings of the entire membership of the Steering Committee may be scheduled by the chair if needed to carry out the business of the Section.

#### VI. Amendments

Any member of the Government Records Section may propose amendments to these bylaws. Proposed amendments must be submitted in writing to the chair. The chair shall distribute proposed amendments to the membership through the last Section newsletter prior to the Annual Meeting and voting on the proposed amendments shall be by secret ballot at the Annual Meeting. A two-thirds majority of votes cast shall be required to amend these bylaws. Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from the chair, such ballots must be returned to the chair ***at least seven days*** prior to the Annual Meeting.

#### VII. Enactment

~~These bylaws shall be distributed to the membership of the section with a mail ballot for their approval or rejection. They shall become effective immediately if approved by a majority of the votes cast by the deadline set for the return of the ballots.~~

## AGENDA

Society of American Archivists  
Government Records Section

Annual Meeting  
Washington, DC  
4 August 2006  
10 am – 12 noon

- I. Welcome (10:00 a.m.)
- II. Election of Steering Committee for next year
- III. Review of and Voting on Bylaws Revisions
- IV. CoSA's "Closest to Home" Project (Vicki Walch)
- V. NHPRC's New Initiatives (Lucy Barber)
- VI. NARA's Strategic Plan (Susan Cummings)
- VII. State Government Responses to Local Government Disasters (Ann Marie Przybyla)
- VIII. NARA's Electronic Records Management Guidance (Arian Ravanbakhsh)
- IX. Announcements from the Floor
- X. Election and Bylaws Revision Results
- XI. Adjournment (12:00)

### SAA – NAGARA LOCAL GOVERNMENT RECORDS ROUNDTABLES TO HOLD JOINT MEETING

The Local Government Records Roundtables of the Society of American Archivists and the National Association of Government Archives and Records Administrators will hold a joint meeting during the associations' annual conference in Washington, DC, Wednesday, August 2<sup>nd</sup>, from 5:00 p.m. – 6:30 p.m.

The meeting will open with a brief business meeting followed by a presentation on the Council of State Archivists' *Closest to Home* Project which is analyzing current conditions relative to local government archives and records and will attempt to determine what services, standards and funding strategies would work best to ensure the long-term preservation of and access to local

government records. It is being supported by a two-year grant from the National Historical Publications and Records Commission. Roy Tryon, South Carolina State Archivist and Records Administrator; Kaye Lanning Minchew, Director of Troup County (GA) Archives, Task Force Co-chairs; and Vicki Walch, CoSA Executive Director, will be on hand to answer questions.

Following the *Closest to Home* presentation, a three-member panel will lead an interactive discussion on *Building Strong Local Government Records Programs*. John Slate, CA, City Archivist, Dallas, TX; William Dow, CRM, Deputy City Clerk in Keene, NH; and Dr. Judith G. Cetina, Cuyahoga County Archives, Cleveland, OH, will dissect the dynamics and components of their programs and discuss their failures, successes, and best practices. Among the

topics and challenges that will be addressed are statutory support and authority, local legislative support, records management committees, points of responsibility, effective use of department liaisons, and training.

Attendees will be encouraged to share their stories – the good and the bad – and to share solutions to common problems. Anyone interested in the management and care of local government records is welcome to attend and participate.

This is the first time in the history of SAA, NAGARA, and the Council of State Archivists that all three associations have held their annual meetings concurrently. For further information about the joint annual conference (July 30 – August 5), see: <http://www.archivists.org/> or <http://www.nagara.org/>

Please note that the roundtable will adjourn earlier than the 7:00 p.m. time included in the conference program so that attendees can prepare for the reception at the National Archives Public Vaults exhibit later that evening.

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### **SESSIONS OF INTEREST ON THE 2006 SAA MEETING PROGRAM**

In past years, we have printed a list of sessions, which might prove to be of particular interest to members of the Government Records Section. In our July 2005 edition, for example, we highlighted ten such presentations (including the GRS and Local Government Records Roundtable business meetings). This year we have identified more than 40 sessions that are being presented on topics of direct interest to government archivists and/or that include government employees as speakers or panelists. This little newsletter is too – well, “little” – to include a summary of those sessions. As such, we direct you to the

NAGARA website at <http://www.nagara.org/> for that summary. From the Association’s home page select “More Information,” then scroll down to “DC 2006 Joint Program Highlights for NAGARA Members.” Selecting that link will bring you to an Adobe document that you can print and bring with you to Washington. **Important reminder:** the conference programs distributed at registration in Washington will include session titles, presenter names, and room locations. The on-site conference program will not include detailed session descriptions. Members are encouraged to bring the complete conference program/registration booklet, received in the mail earlier this spring (and/or the NAGARA summary referenced above), to use as a resource while attending the 2006 Joint Annual Conference.

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### **SMITHSONIAN COLLABORATIVE ELECTRONIC RECORDS PROJECT**

The Smithsonian Institution Archives (SIA) has partnered with the Rockefeller Archive Center (RAC) in a three-year digital records project. SIA and RAC recognized the need to preserve historically important born digital information that is at risk of being lost or destroyed, e.g., deleted email messages, databases that cannot be reproduced in print form, or obsolete formats. The Collaborative Electronic Records Project (CERP) seeks to develop, test, and share technology to preserve digital documents, with a strong focus on email because of its value for institutional memory, regulatory and legal compliance, governance oversight, and historical significance.

SIA and RAC are two similarly-sized archives but with very different depositors and constituencies. These distinctions are expected to further enhance the usefulness of the system model for other small to medium-sized non-profit archives because

of the breadth of archival holdings and responsibilities represented between the principals. Both institutions have responsibilities for the management of records that go well beyond cataloging of historical manuscripts: both are entrusted with the strategic management of a broad range of institutional records from founding documents to nearly current files.

CERP was officially launched in August 2005 under the guidance of Project Manager Riccardo Ferrante, SIA Information Technology Archivist, and Dr. Darwin Stapleton, RAC Executive Director. The two CERP archivists at each institution have been interviewing depositors about electronic files and their business practices, appraising electronic holdings from the testbeds, building business cases, creating email guidance documents for users, and selecting electronic records for pilot capture and preservation testing. Partial support for the project, thus far, has come from the collaborating institutions and from a foundation grant.

In addition to the expected issues of encountering unreadable files, trying to stay current with electronic records literature on everything from metadata to regulations, e-discovery to digital authenticity and preservation issues, and learning about open source and commercial off-the-shelf records systems, CERP staff also have dealt with matters of staff departures at some of the testbeds, impending changes in business operations at some of the units, and various confidentiality concerns.

The next phase will evaluate more extensively participating depositors' electronic records from content and technical perspectives. Selected electronic records will be transferred to SIA and RAC for preservation assessments. The two archives also hope to finalize the digital

archive system model and acquire and install the pilot digital archive systems. These goals depend on securing additional funding.

The final phase of the project will undertake preservation interventions according to best practices, the implementation of pilot digital archives systems at SIA and RAC, and the storage of the acquired and preserved records within the pilot archives systems.

CERP staff members are Dr. Darwin Stapleton, RAC Executive Director; Riccardo Ferrante, SIA Information Technology Archivist and Project Manager; Ken Rose, RAC Assistant Director; Nancy Adgent, RAC Project Archivist; Lynda Schmitz Fuhrig, SIA Project Archivist; and project consultants Dr. Charles Dollar, Dr. Edie Hedlin, and Dr. Gregory Hunter.

SIA is in Washington D.C., and is relocating to new offices this summer. Services are unavailable until reopening in the fall. RAC, a division of the Rockefeller University, is in Sleepy Hollow, N.Y.

The CERP archivists plan on speaking about lessons learned from the first year of the project at an upcoming Archivists Round Table of Metropolitan New York Inc. (<http://www.nycarchivists.org>) meeting. Riccardo Ferrante spoke about the project to the Electronic Media Group of the American Institute of Conservators' 2006 annual meeting.

*The Smithsonian Institution Archives:*

<http://siarchives.si.edu>

*The Rockefeller Archive Center:*

<http://archive.rockefeller.edu>

*The Collaborative Electronic Records Project:*

<http://siarchives.si.edu/cerp/cerpindex.htm>

## RECENT FLOODING AT NATIONAL ARCHIVES

### Press Release of June 26, 2006:

Due to record rainfall, the National Archives Building in downtown Washington, DC, experienced flooding, which took out the electrical system, and flooded some of the public space on the Basement level. Inspections of the Rotunda and the stacks have revealed no damage to original records. National Archives staff are working with emergency personnel to reopen the building as soon as possible. The National Archives web site ([www.archives.gov](http://www.archives.gov)) will be updated as new information becomes available.

Constitution Avenue was closed due to flooding, as was Independence Avenue, the Archives-Navy Memorial Metrorail station, and the Federal Triangle Metrorail station. A landslide closed a section of the beltway in Virginia for over 7 hours, and commuting into the city from nearly every direction was disrupted.

### Press Release of JUNE 29, 2006:

BACKGROUND: After record-breaking rainfall in the DC area, Constitution Avenue flooded on Sunday night, June 25. At approximately 10:30 PM, National Archives security staff discovered that accumulated rain water had poured down the driveways on both the 7<sup>th</sup> and 9<sup>th</sup> Street sides of the National Archives Building and flooded the transformer vaults and the sub-basement areas of the building. The two transformer vaults were submerged—one in four feet of water, and one in eight feet of water.



**The William G. McGowan Theater** (opened in September 2004), which is located under the Constitution Avenue steps was also flooded. The water flowed from the street level down the theater steps, submerging the stage and the first two rows of seats. Power to the building went out immediately, however the sprinkler and security alarm systems remained operational. Sump pumps continued to operate since they were powered by the emergency generator but were overwhelmed by the volume and had no place to pump the water to.

REMEDICATION: Emergency staff was notified and cleanup operations began immediately. Emergency pumps and generators were ordered and operational by Monday morning (June

26). Employees and staff have been working 12-hour shifts, around the clock to clean-up. By Tuesday morning (June 27), the standing water in the sub-basement, the McGowan Theater, and the transformer vaults had been removed.

Inspections of the Charters of Freedom—the Declaration of Independence, the Constitution, and the Bill of Rights—the stack areas, the Rotunda for the Charters of Freedom, the other exhibition areas including the Public Vaults and the Lawrence F. O'Brien Gallery, have indicated that no original records were affected by the flood. The Charters of Freedom are in environmentally-protected encasements.

There was concern, however, that the power outage could cause temperatures and humidity levels to rise beyond what is considered safe for original paper-based documents. The National Archives conservation staff is taking periodic readings of the temperature and relative humidity (RH) levels in all of the affected areas. The National Archives has installed three industrial-size dehumidifiers to help stabilize the areas.

The following indicates the RH levels at various times in various places within the building:

Following the storm the relative humidity rose in some of the public areas to 97% RH and 73 degrees F, however with the introduction of dehumidification equipment Tuesday (June 27) the relative humidity has been reduced as of Wednesday (June 28) to approximately 55%.

Most of the records storage stacks have not seen significant environmental changes as a result of the storm. The stacks have held their relative humidity and temperature at moderate levels (approximately 50-53% and 72 degrees). The thick walls of the building and keeping the stacks closed have been very helpful in maintaining these conditions. National Archives staff continues to monitor these conditions closely.

In a small portion of the upper stack areas a rise in relative humidity to about 70-75% did occur. The source of humid air, which came through a duct, has been closed. We anticipate that the environment will equilibrate as needed. The environmental conditions and the records themselves are being monitored closely. If needed, NARA will bring in dehumidification to these stacks.

**KNOWN DAMAGE:** An inventory of damage has not been completed, however preliminary estimates indicate that the McGowan Theater has been badly damaged, due to standing water. The transformers and high voltage electrical distribution system which were inspected by PEPCO and our electrical repair company sustained significant damage. Current estimates are that the building will remain closed at least through July 4<sup>th</sup>, due to this situation. Offices in the basement level have also sustained water damage.

**IMPACT:** The building closure comes during the peak summer visitor season. Attendance during this week is typically 5,000 visitors a day. (The National Archives has experienced nearly 20% growth in attendance since 2005 and more than 50% growth in attendance since 2004). It was particularly unfortunate that the closure came on the same weekend as the opening of the new exhibition "Eyewitness: American Originals from the National Archives", which received critical acclaim just a day earlier. The National Archives wishes to express its

deep regret to the thousands of disappointed visitors and will endeavor to get our exhibits open to the public as soon as possible.

**Press Release of July 14, 2006**

Archivist of the United States Allen Weinstein announced the reopening of the Rotunda for the Charters of Freedom at the National Archives building on Saturday, July 15, 2006, after a three week closure due to flood damage. The National Archives building is located on Constitution Avenue between 7th and 9th Streets, NW, Washington, DC.

The Rotunda for the Charters of Freedom (the Charters of Freedom are the Declaration of Independence, the Constitution, and the Bill of Rights), the Public Vaults exhibition, and the new Eyewitness: American Originals from the National Archives exhibition, will reopen on Saturday, July 15, 2006. Exhibit hours are 10 a.m. until 9 p.m., daily. The building will reopen for research on Wednesday, July 19, 2006, in a limited capacity. Research hours are from 8:45 a.m. until 5:00 p.m., Monday-Friday, there will be no evening or Saturday research hours.

“Much like the history of this nation, we are a success story,” said Professor Weinstein. “The staff of the National Archives has worked literally around the clock for three weeks to make this day possible. While we apologize to visitors who have been inconvenienced and disappointed, we celebrate tomorrow’s reopening, and hope that you will join us.”

On the evening of June 25, 2006, record-breaking rainfall in the Washington, DC area flooded Constitution Avenue. The water flooded the National Archives building’s transformer vaults and sub-basement areas, including the William G. McGowan Theater, causing significant damage. No original records were affected by the flood. Emergency crews immediately began recovery efforts working 24 hours a day, removing the standing water by the morning of June 27, installing industrial dehumidifiers to remove moisture, and then repairing primary electrical feeds and switchgear to the building. Presently, all critical building systems are operational although some are operating at reduced capacity.

Due to extensive damage, the William G. McGowan Theater will be closed until further notice.

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**C. PRESTON HUFF APPOINTED  
REGIONAL ADMINISTRATOR FOR  
NARA – SOUTHWEST REGION**

Effective July 9, C. Preston Huff was selected as the Regional Administrator for the Southwest Region, where he will lead the records center, regional archives, records management, and other NARA activities in that region. Preston started his career at the Indiana State Archives in the late 1970s, and then worked in various records management and archival positions

that included the Methodist Hospital of Indiana; consulting (nuclear power, health care, and transportation); Virginia Power and Electric; and serving as Virginia's State Records Administrator prior to joining NARA in January 2003. Since joining NARA, Preston has served as the Assistant Regional Administrator for the Southwest Region in Fort Worth, Texas. Preston has a BA in U.S. History from Indiana University and an MLS with concentration in Archives Administration from the University of Denver. He is a Certified Records Manager

and a Certified Archivist. Mr. Huff, and the records management program he directed at the Library of Virginia, was named the recipient of the 2001 Iron Mountain/ARMA International Award for Excellence in Records and Information Management. Preston currently serves as Vice President of the National Association of Government Archives and Records Administrators (NAGARA).

### **RLG DigiNews PUBLISHES ARTICLE ON EMAIL POLICIES IN 50 STATES**

Richard Entlich, Digital Projects Librarian at Cornell University, recently published an article titled "You've Got Mail – Now What? Regulatory and Policy Dilemmas in Email Management, Part II. US State Environment." The article surveys regulations and policies in the fifty states and appears in the June edition of *RLG DigiNews*, a bimonthly electronic newsletter that focuses on digitization and digital preservation issues. (See [http://www.rlg.org/en/page.php?Page\\_ID=12081](http://www.rlg.org/en/page.php?Page_ID=12081)). The listing of policies in the 50 states is called "Email Management, Retention, and Usage Policies in the 50 United States" and is linked from the main article, but is also available as a standalone PDF file at [http://www.rlg.org/en/pdfs/v10\\_n3\\_faq\\_policytable.pdf](http://www.rlg.org/en/pdfs/v10_n3_faq_policytable.pdf). In addition to the listing of state-level policies on email management, retention, and usage in the 50 states, the article also includes a general review of email policy issues. Entlich is anxious to receive feedback, comments, corrections, additions, etc. relative to the article. He may be contacted at [rge1@cornell.edu](mailto:rge1@cornell.edu).

"You've Got Mail – Now What? Regulatory and Policy Dilemmas in Email Management, Part I. US Federal Environment" is still available online at [http://www.rlg.org/en/page.php?Page\\_ID=20916#article3](http://www.rlg.org/en/page.php?Page_ID=20916#article3)

### **Additional Online Resources...**

The Institute of Museum and Library Services has published a resource for *Grant Applicants* available at [http://www.rlg.org/en/page.php?Page\\_ID=20916#article3](http://www.rlg.org/en/page.php?Page_ID=20916#article3). The article lists *Available Grants A – Z*, and provides application deadlines, applications, summary descriptions of the grants' purposes, sample applications, project planning tutorials, and much more.

*"Wireless Wi-Fight: A growing number of cities and towns want to develop their own public Wi-Fi networks. But they face stiff opposition from telecom and cable providers."* Susannah Patton, 1 April 2006, *CIO Magazine*, <http://www.cio.com/archive/040106/wifi.html>.



Five of the six **NEW ENGLAND STATE ARCHIVISTS** attended the 2006 spring meeting of the New England Archivists and participated in a roundtable discussion about the issues of predominant concern for his or her particular archive. Pictured above (L to R) are Frank Mevers (NH); Gwen Stearn (RI); Jack Warner (MA); and Gregory Sanford (VT). Not pictured but participating: Mark Jones (CT).

*(Reprinted with permission, NEA Newsletter, Vol. 33, Number 3, July 2006)*

## **NJ ANNOUNCES \$27.8 MILLION IN GRANTS TO COUNTIES AND MUNICIPALITIES**

The New Jersey Division of Archives and Records Management (DARM), a Division of the Department of State, recently announced awards of more than \$27.8 million in 2006 PARIS (Public Archives and Records Infrastructure Support) grants for innovative county and municipal projects to improve the management and preservation of public records and expand access to the documents. Karl Niederer, Director of DARM, along with 80 state, county and local officials, said that the grants were awarded by the State Records Committee to 21 counties and 41 cities and towns across New Jersey.

The PARIS Grants Program, which was launched in 2005, is funded by fees collected by county clerks and registers for the recording of certain documents, including deeds and mortgages. A portion of these funds (40 percent) is reserved annually for the local government records management grant program to be awarded to county and municipal governments.

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## **NY STATE ARCHIVES AWARDS \$9.65 MILLION TO CARE FOR PUBLIC RECORDS**

ALBANY -- Commissioner of Education Richard P. Mills has announced that the New York State Archives has awarded approximately \$9.65 million in grants as provided in Governor Pataki's 2006-2007 budget to hundreds of local governments and community organizations across the state. These awards are intended to help those governments and organizations care for the records in their custody. The State Archives, part of the State Education Department, administers two types of grant

programs -- *Local Government Records* and *Documentary Heritage Program* -- to fund a variety of projects related to public and community records.

These records vary tremendously. They range from judicial transcripts from the mid 1600s when New York State was a Dutch colony to sophisticated geographic information systems that maintain detailed records in electronic form on land use. Local governments use these grants to improve records management systems to better serve the public. Community organizations (historical societies, libraries, museums, etc.) use the grants to ensure that the rich and diverse history of New York State is preserved, while still others provide a hands-on history experience for school children.

Award amounts for both the *Local Government Record* and the *Documentary Heritage Program* grant recipients were determined through an intense, competitive process using records management and archives experts from throughout the state to review applications. A county-by-county listing of all the grants is available at the Archives' website at [www.archives.nysed.gov](http://www.archives.nysed.gov).

"The high degree of interest in these grants demonstrates a statewide appreciation for the importance of records, whether it is managing today's records for the smooth operation of municipal government or preserving older records to save local history," said State Archivist Christine W. Ward. "Local governments and community organizations know that these programs provide both expert advice on how to manage records and the funding needed to implement that advice."

*Local Government Records* grants averaged \$23,767 and ranged from a \$915

award to the Town of Lisbon to almost the \$125,000 maximum allowed for cooperative and complex grants awarded to five local governments: Bronx, Dutchess, Warren, and Westchester counties, and the Digital Towpath Cooperative. The Town of Lisbon grant will enable the town to improve access to town birth and marriage vital statistics by repairing, restoring, and rebinding dismantled volumes of birth and marriage records, while the larger grants will be used for e-government, geographic information systems, imaging, and storage and retrieval.

*Documentary Heritage Program* grants averaged \$12,806 and ranged from a \$7,350 award to the CUNY Dominican Studies Institute to a \$19,379 grant to Cornell. The Dominican Studies Institute will use the grant funds to implement the third phase of its project to document the Dominican community in New York. Cornell's project will continue its work to identify and survey records documenting the grape growing and winemaking industries in New York. DHP grants also will fund projects that document the Latino communities in the South Bronx and Rochester, make records of the High Rock Knitting Company of Philmont, New York accessible, and document the impact that the World Trade Center attacks had on Staten Island.

Both the *Documentary Heritage Program* and the *Local Government Records* grants are funded from the Local Government Records Management Improvement Fund (LGRMIF), which was enacted into law by the New York State Senate and Assembly in 1989. The LGRMIF derives its revenues from a small percentage of the fees paid when people file or record documents with county clerks and the Register of the City of New York.

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## MONMOUTH COUNTY, NJ PLANS ARCHIVES AND HISTORY DAY

The Monmouth County (NJ) Archives is planning the 11<sup>th</sup> annual Archives and History Day celebration at the Monmouth County Library, 125 Symmes Drive, Manalapan, on Saturday, October 14, 2006.

Archives and History Day is a free public event that encourages awareness of our documentary heritage and New Jersey's history; serves as an opportunity for institutions to publicize their collections and programs; promotes the value of the archives and archivists to society; supports professional archival practices and standards; and affords an opportunity for networking among representatives of history-related organizations in New Jersey.

More than 70 exhibiting organizations with 300 - 400 attendees are expected. Historian Charles McSorley will give two lectures on Mathew Brady, Civil War-era photographer. A special month-long exhibition on the Civil War, focusing on Monmouth County, will be also on view. Other events include a seminar on MARAC's CAPES archival consulting service conducted by CAPES Coordinator Elsalyn Palmisano; videos; and a tour of the Monmouth County Archives. Awards, including the annual MARAC/NJ Caucus Institutional Service Award will be presented. During Archives Week, on October 11, workshops on book repair and reference services in county archives will be offered. For additional information, contact Gary Saretzky, [gsaretzk@co.monmouth.nj.us](mailto:gsaretzk@co.monmouth.nj.us) or 732-308-3772.

Gary Saretzky, Archivist  
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700 Trumbull Avenue  
Lawrenceville, NJ 08648

## HOW ELEVEN U.S. CITIES MANAGE THEIR HISTORICAL RECORDS

During the summer of 2005, Jan Hart, City Archivist at the City of Irving (TX) Public Library, was asked to “Develop a written report/comparison/analysis of the Irving Archives in relation to other North Central Texas communities as well as other benchmark communities throughout the nation.” The Irving Archives, a branch of the Irving Public Library, collects, preserves, manages, and provides access to records relating to the history of Irving, its residents and former residents, and its predecessor communities. These include records of Irving’s city government, as well as of individuals, families, churches, businesses, clubs and organizations, and other government entities such as the school district.

Jan’s study showed that the eleven cities surveyed used a variety of organizational structures to collect and manage historical records produced by their city governments (official city records) and historical records produced by individuals and groups other than the city governments. All eleven collect and administer city and/or other historical records. A summary of those findings follows:

### **Bryan, Texas**

Founded in 1867; population 67,000.

Bryan’s library system includes the Carnegie Center for Brazos Valley History, housed in a historic building that was originally a Carnegie Library. The City of Bryan restored the historic building to provide additional space for the city’s library collections. The Center collects historical records and photographs from individuals, families, churches, businesses, clubs and organizations, and other government entities for a seven-county region in the Bryan area. The Center collects some historical records from the City of Bryan. These collections

occupy the first floor of the building, along with an antique dollhouse exhibit and a history lab with equipment for scanning and digitizing historic photographs and documents. The City Secretary’s Office is the custodian of many of the City of Bryan’s city-produced historical records. That office sends some historical items to the Carnegie Center.

### **Chula Vista, California**

Founded in 1914; population 220,000.

The Chula Vista Heritage Museum is part of the Chula Vista Public Library System and is funded by the Friends of the Chula Vista Library. The museum operates out of its own building and is staffed by volunteers. The museum collects “materials of local historic interest to the South San Diego Bay communities.” The museum works with the Chula Vista Public Library Local History Room, which collects historical records and photographs of the City of Chula Vista and specified surrounding communities. The museum has artifacts, memorabilia, oral history materials, and photographs, while the Local History Room houses documents and some photographs. The Chula Vista Municipal Archives, part of the City Clerk’s Office, maintains city historical records in the City Hall.

### **Collier County, Florida**

Founded 1923; population 251,377.

The Collier County Museum, a division of the county government, collects photographs, documents, and artifacts related to Collier County from individuals, families, businesses, churches, clubs, etc. It is housed in its own building near the County Government Center. The museum has some older records from Collier County. The City Clerk’s Office of the City of Naples maintains the historical records of that office.

### **Corpus Christi, Texas**

Founded 1852; population 275,000.

The Special Collections and Archives division of the Corpus Christi Central Library collects manuscripts, letters, photographs, maps, and other documents related to the Corpus Christi area from individuals and families, clubs and organizations, churches, schools and universities, the City of Corpus Christi, Nueces County, and other local sources. The City Secretary's Office and individual departments maintain the current historical records of the city.

### **Des Moines, Iowa**

Founded 1847; population 200,000.

A staff member of the Des Moines Public Library stated that the DMPL does not collect historical documents and photographs related to Des Moines and suggested calling the Iowa Historical Society. The State Historical Society of Iowa in Des Moines collects historical documents and photographs from the Des Moines area. The City Clerk's Office and individual departments maintain the historical records of the city.

### **Laredo, Texas**

Founded 1755; population 189,021.

The Luciano Guajardo Historical Collection in the Laredo Public Library collects materials relating to the history of Laredo, Texas; Webb County; and the northern states of Mexico. It contains City of Laredo government documents dating back to 1755; photographs; and family papers. The City Secretary's Office and individual departments maintain the current historical records of the city.

### **Las Cruces, New Mexico**

Founded 1907; population 74,267.

The Thomas Branigan Memorial Library, Las Cruces's public library, collects city documents and publications and some photographs from the Las Cruces area. The main collections of Las Cruces and Doña Ana County history are in the Rio Grande Historical Collections at the New Mexico State University Library in Las Cruces. The Rio Grande collects documents and photographs from individuals, families, churches, businesses, clubs, and other groups in the local area. The City Clerk's Office maintains the current historical records of the city.

### **Norfolk, Virginia**

Founded 1682; population 241,000.

The City Historian of Norfolk, Virginia, a member of the library staff, collects historical records and photographs, and the Sargeant Memorial Room of the Norfolk Public Library is the repository of these records. The historian collects from individuals, families, churches, businesses, clubs, and other sources. She has collected some Norfolk city government records and is seeking to centralize the city's historical records collection in the library. The City Clerk's Office and individual departments maintain the bulk of the current historical records of the city.

### **Prescott, Arizona**

Founded 1863; population 33,938.

The assistant director of the Prescott Public Library stated that the city sends photographs and records of historical value to the Sharlot Hall Museum, which collects, preserves, and makes available the documentary history of Yavapai County, including the City of Prescott, and the surrounding region. The Sharlot Hall is a privately owned and operated museum in Prescott. The City Clerk's Office and individual departments maintain the bulk of the current historical records of the city.

### **Richmond, Virginia**

Founded 1782; population 200,000.

The Records Center/Archives of the City of Richmond is in the Richmond Public Library under the direction of the City Records Manager, who collects and administers historical records produced by the city government, including elected officials, boards and commissions, and city departments. The Records Manager also collects and administers historical records produced by individuals, businesses, clubs and organizations, and other government entities.

### **Worcester, Massachusetts**

Founded 1722; population 172,648.

The Worcester Public Library collects city documents and publications, indexes to court records, as well as some photographs and maps from private sources. The main collections of Worcester history are in the Worcester Historical Museum, a privately owned museum devoted to local history. The museum collects documents, photographs, and artifacts from individuals, families, and businesses. The City Clerk's

Office maintains the bulk of historical records of the city government.

*Jan Hart, CA  
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## **CALL FOR 2007 SESSION PROPOSALS**

The 2007 Program Committee invites submissions for session proposals for CHICAGO 2007: the 71<sup>st</sup> Annual Meeting of the Society of American Archivists in Chicago, Illinois, August 27 – September 2. Section members are invited to participate in development of the meeting by 1) proposing sessions that will be of interest to the profession or 2) volunteering to share your own knowledge and expertise as a presenter. Proposals must be submitted no later than October 9, 2006. To submit a proposal, please use the form on the SAA website at <http://www.archivists.org/conference/chicago2007>.

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## **A NOTE FROM THE DC 2006 HOST COMMITTEE...**

I hope that all of you are looking forward to coming to DC. There are three receptions for you to enjoy this year: on Wednesday night at the National Archives; Friday night, we will all visit the National Museum of American History to enjoy the exhibits before the museum closes for renovation; on Saturday night, conferees will have the opportunity to sit poolside at the Hilton and build boats to gain a feel for the Chesapeake. Also on the schedule are several great tours, where we will send people far afield, to Annapolis and Frederick, MD, Mount Vernon, and great tours of religious and women's sites around the District. Many of the repositories in the area will be hosting open houses during the conference and I hope that you will all take the opportunity to visit with your colleagues.

I am also happy to announce that several members of the Host Committee have agreed to take their colleagues to their favorite restaurants around the city. DC has a number of fine restaurants, which will be represented in the guide you will receive and the Host Committee members are looking forward to bringing our colleagues to some of our favorites. More details will be in your registration bags and sign up sheets will be on the bulletin boards near the registration desk.

*John LeGloahec*

*Co-Chair, 2006 Host Committee*

*Archives Specialist, National Archives and Records Administration*

*College Park, MD 20740*

**GOVERNMENT RECORDS SECTION STEERING COMMITTEE  
2005-2006**

State	Federal	Local
<p><b>Chair</b> Geof Huth, Acting Director Government Records Services New York State Archives 9A47 CEC, Albany, NY 12230 518/402-5371 fax 518/486-4923 <a href="mailto:ghuth@mail.nysed.gov">ghuth@mail.nysed.gov</a> <a href="http://www.archives.nysed.gov">www.archives.nysed.gov</a></p>	<p><b>Vice-Chair/Chair-Elect</b> Barbara Rust Archivist National Archives—SW Region P.O. Box 6216 Fort Worth, TX 76115 817/831-5624 fax 817/334-5621 <a href="mailto:barbara.rust@nara.gov">barbara.rust@nara.gov</a></p>	<p>Jan Hart, CA Senior Archivist City of Irving Irving Public Library 801 W. Irving Boulevard Irving, TX 75060 972/721-3729 fax 972/721-8056 <a href="mailto:jhart@irvinglibrary.org">jhart@irvinglibrary.org</a></p>
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<p><b>Web Liaison</b> Wayne Everard, Archivist New Orleans City Archives Louisiana Division New Orleans Public Library 219 Loyola Avenue New Orleans, LA 70112 504/596-2610 fax 504/596-2609 <a href="mailto:weverard@gno.lib.la.us">weverard@gno.lib.la.us</a></p>	<p><b>Newsletter Editor</b> Paul R. Bergeron, CA City Clerk 229 Main Street Nashua, NH 03060 603-589-3010 fax: 603-589-3029 <a href="mailto:bergeronp@ci.nashua.nh.us">bergeronp@ci.nashua.nh.us</a></p>	<p><b>SAA Council Liaison</b> Aimee M. Felker, CA, CRM Executive Office of the President Office of Administration 1800 G Street NW, 10th Floor Washington, DC 20006 202/395-6471 fax 202/395-6352 <a href="mailto:afelker@oa.eop.gov">afelker@oa.eop.gov</a></p>

## ***Official Word*** – *The 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: Additional By-Laws Amendment Proposed***

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*Editor's Note: The Steering Committee received notice earlier this week that the Section's Vice Chair/Chair-Elect would not be able to assume the position of Chair of the Government Records Section for 2006 – 2007. In addition, the Steering Committee received notice of a second resignation the following day. Upon review of existing by-laws, the Committee found that provisions relative to filling vacancies on the Steering Committee, and to filling vacancies in the Section leadership, were deficient. As such, the Steering Committee is proposing that the following new language be added to the Section by-laws:*

#### **VII. Vacancies in Office**

##### ***1. Steering Committee At-Large Members***

In the event of a vacancy caused by an at-large member of the Section Steering Committee during a term of office, the Steering Committee shall appoint a replacement. The person designated shall hold the position until the conclusion of the unexpired term.

##### ***2. Chair***

In the case of vacancy in the office of the Chair, the Chair-elect, when in office, shall assume the duties of the Chair. The Chair-elect shall complete the vacancy and thereafter shall assume his or her scheduled one-year term. When no Chair-elect is in office or if the Chair-elect declines to accept the appointment, the Steering Committee shall appoint someone to carry out the duties of the Chair until the next annual meeting of the Section.

##### ***3. Chair-elect***

In the case of vacancy in the office of the Chair-elect, the Steering Committee shall appoint someone to carry out the duties of the Chair-elect until the next annual meeting of the Section.

##### ***4. Editor***

In the case of vacancy of the office of the Editor, the Chair will appoint an Editor, with the advice of the Steering Committee.