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- **FROM THE CHAIR** 1
- **Boston Foundation Persistent Poverty Project Records Available for Research** ... 1-2
- **Enhanced OSU Records and Information Management Guidance** 3-4
- **IN THE NEWS** 4-7

FROM THE CHAIR

This winter I charged a small task force to respond to Elizabeth Adkins' call to advance SAA diversity efforts. The group will draft a response to SAA Council in time for the May meeting and will report on their activities at the section meeting in August. The C&UA section meeting has not yet been scheduled, but according to the draft agenda it will occur sometime on Friday the 29th. Be sure to mark your calendar now for an exciting meeting in San Francisco from August 26-30! I will send out a notice as soon as I have received a definitive date and time for the section meeting. Remember that at this meeting we will be electing a Chair. Aaron Purcell is coordinating the nomination process for this important position. Therefore, please contact Aaron at adp@vt.edu if you would like to volunteer or nominate someone else. A description of the position and its duties is available at the SAA website at: <http://www.archivists.org/saagroups/cnu/cubylaws.txt>. If there are items that you would like to suggest for the C&UA program in San Francisco or if you are interested in serving in some capacity, please contact me at betsy.pittman@uconn.edu.

Hope to see you in San Francisco!

Betsy Pittman
University of Connecticut

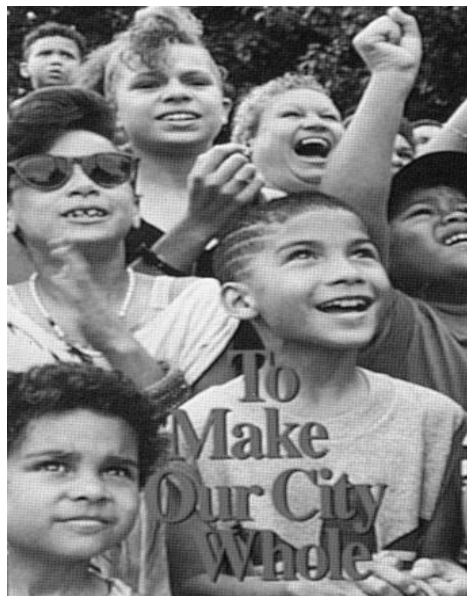
Boston Foundation Persistent Poverty Project Records Available for Research

Northeastern University Libraries is pleased to announce that the historical records of the Boston Foundation Persistent Poverty Project (Project) are open for research. In 1987, the Equal Opportunity Program of the Rockefeller Foundation chose Boston along with Washington, D.C., Cleveland, San Antonio, Denver, and Oakland to be part of the Community Planning and Action Program. The aim of the program was to see how each of the six cities would develop strategies and work with the local community to analyze and reduce poverty. The Boston branch of this program became known as the Persistent Poverty Project, which ran from 1987 until 1997, publishing several reports and holding seminars, focus groups, roundtables, conferences, and briefings to involve the general public, politicians, and other community organizations. The Project was also involved in initiatives, such as the National Neighborhood Indicators Project and the National Community Building Network, and it created the Boston Children and Families Database and the Boston Community Building Curriculum. The Project continued after 1997 as the Boston Community Building Network at the Boston Foundation.

The collection documents the activities of the Boston Foundation's Persistent Poverty Project in its attempt to create a comprehensive picture of multi-generational poverty in Boston. Records

reflect the day-to-day administration of the Project and document its outreach activities, including data-gathering on poverty through community roundtables, focus groups, and surveys. The collection also reflects the Project's attempts to disseminate its research through Boston College Citizen seminars, press briefings, and multiple publications. Topics documented include the effects of poverty on various communities in Boston, including African American, white, Asian American, and youth; community building; and the Project's involvement with larger organizations such as the Rockefeller Foundation and the National Community Building Network. Records include committee minutes and agendas; staff correspondence and notes; conference packets; seminar, conference, and meeting transcripts; publications; reports; and research data.

The Boston Foundation Persistent Poverty Project collection is open for research Monday-Friday, 9:00 AM to 4:00 PM, in the Northeastern University Libraries, Archives and Special Collections Department, 92 Snell Library, Boston, Massachusetts. A guide to the collection is available online at: <http://www.library.neu.edu/archives/collect/findaids/m127find.htm>. The collection, which was processed with partial funding from the National Historical Publications and Records Commission, contributes to the University Archives and Special Collection Department's collecting focus on records of private, non-profit, community-based organizations that are concerned with social justice issues. For a list of the Department's special collections, see: http://www.lib.neu.edu/archives/collections/manuscript_collections/.



Publicity photo (*above*) for the Boston Foundation's Persistent Poverty Project report: "To Make Our City Whole: Guiding Principles for a New Social Contract". Produced by the Project's Strategy Development Group in 1994, the report challenged traditional conclusions about the primary causes of persistent urban poverty and proposed a new social contract to address the problem.

Contact: Joan D. Krizack University Archivist and Head, Special Collections Department at j.krizack@neu.edu or 617-373-8318.

(Submitted by Emily Sabo, Advancement, Marketing and Events Assistant, Northeastern University Libraries, Snell Library, Boston, MA.)

Enhanced OSU Records and Information Management Guidance

Since 1965, when the Board of Trustees approved the hiring of The Ohio State University's first archivist, and charged the university archives with providing leadership for “. . . the development of a program which is designed to produce an effective system for the creation, use, maintenance, and disposition of university records . . .” the OSU archives, has been the principal source for information and guidance in matters concerning the retention, management, and disposition of university records. Recently, the university archives has significantly enhanced its web site: <http://library.osu.edu/sites/archives/retention/records.php>, providing a virtual reference guide, where faculty and staff can find answers to their records retention questions, guidance concerning email, transient records, electronic records, and the basics of records management, and an updated and more accessible General Records Retention Schedule.

The website was developed around the core concept that most university personnel need an answer to the question, “How long do I need to keep this document?” Therefore, the focal point of the website's navigation visualization is the “Records Retention Schedules” icon. From this hub are eight spokes to general topics that inform us as to why we need to retain, manage, and ultimately dispose of or transfer to the university archives our records:

- Records Management: An Overview – Addresses the question, “Why do we care about retaining and managing our records?” and explains the lifecycle of a record along with identifying the elements of an effective records management program.
- eMail Management: An Overview – Addresses the question, “Is eMail a record?” and provides guidance for managing and storing email.
- eElectronic Records: An Overview – Addresses electronic records management and preservation challenges and concerns, while discussing the attributes of a trustworthy electronic record.
- What is a Record? and Other Definitions: Defines what a record is within the context of OSU's role as a public sector agency, and provides over forty other records and information management definitions.
- Records Transfer and Destruction Procedures: Describes how to transfer records to the university archives in accordance with the archives' collection development policy, and discusses appropriate records destruction, providing a Certificate of Records Destruction for documenting official destruction.
- Transient Records and Non-records: An Overview – Defines and provides management advice for Transient Records and Non-records, which are the bulk of documents we handle on a regular basis.
- Records & Information Management Resources: Provides a listing of additional records and information management resources at OSU, along with links to state and federal resources and professional organizations.
- Public Records Laws & Regs: An Overview – Offers a listing of state and federal laws and regulations that influence the management of records.

Most recently the core concept, “Records Retention Schedules”, has taken on a new look. The publicly accessible General Records Retention Schedule, which had been available as five individual web pages, is now available in a single searchable PDF. The existing general administrative, financial, personnel, student personnel, and student and course records schedules have been combined and augmented with additional records series encountered by most units on campus; further we have developed a category for Information Technology related records. The PDF has been designed to open with bookmarks for browsing the different categories, as well as with instructions educating user on how to search the PDF. The instructions are also posted on the revised General Records Retention Schedules webpage. We envision this new tool facilitating a more effective and efficient process of records management and disposition. We continue to provide a listing of those units that have unique records retention schedules along with the date the schedule was last updated.

(Submitted by Daniel W. Noonan, MLS, CDIA+, Electronic Records Manager/Archivist, The Ohio State University Archives, Columbus, OH.)

IN THE NEWS

Massachusetts: Northeastern University Libraries Acquires ACT UP/Boston Historical Records

Northeastern University Libraries is pleased to announce the acquisition of the historical records of the AIDS Coalition to Unleash Power (ACT UP/Boston), donated by founding members Raymond Schmidt and Stephen Skuce. ACT UP/Boston was a diverse, nonpartisan group of people united in anger and committed to direct action to end the AIDS crisis.

Founded in December 1987 by activists Raymond Schmidt, Stephen Skuce, Donald Smith, and Paul Wychules, ACT UP/Boston was formed to focus local efforts to speed up the development of AIDS treatments, educational programs, and prevention strategies. The organization negotiated with government officials, public health policymakers, medical personnel, researchers, pharmaceutical manufacturers, and others to bring about changes to meet the demands of the AIDS crisis. When negotiations failed, they held dramatic demonstrations, sometimes employing civil disobedience, to effect changes to save lives. In January 1988, the group held its first protest at the Boston offices of the Department of Health and Human Services, regarding delays and red tape surrounding approval of AIDS treatment drugs. ACT UP/Boston’s agenda included demands for a compassionate and comprehensive national policy on AIDS; a national emergency AIDS project; intensified drug testing, research, and treatment efforts; and a full-scale national educational program within reach of all. The organization held die-ins and sleep-ins, provided “freshman orientation” for Harvard Medical School students, negotiated successfully with a major pharmaceutical corporation, affected state and national AIDS policies, pressured health care insurers to provide coverage for people with AIDS, influenced the thinking of some of the nation’s most influential researchers, served on the Commonwealth committee that created the nation’s first online registry of clinical trials for AIDS treatments, distributed information and condoms to the congregation at Cardinal Law’s Confirmation Sunday services at Holy Cross Cathedral in Boston, and made aerosolized pentamidine an accessible treatment in New England. The organization’s motto was “Silence = Death.”

The material, dating from 1987-1996, documents the organization's founding, the work of the Treatment Issues Committee, fund-raising activities, demonstrations, and treatment related as well as other campaigns. The records include board and committee minutes, correspondence, grant proposals, ACT UP publications, press clippings, flyers, clinical trial reviews, and realia.

This rich collection contributes to the University Archives and Special Collection Department's collecting focus on the records of private, non-profit, community-based organizations that are concerned with social justice issues. For a list of all collections available for research in the Northeastern University Archives and Special Collections Department, please see: <http://www.library.neu.edu/archives/collections/overview/>.

Contact: Joan D. Krizack University Archivist and Head, Special Collections Department at j.krizack@neu.edu or 617-373-8318.

(Submitted by Emily Sabo, Advancement, Marketing and Events Assistant, Northeastern University Libraries, Snell Library, Boston, MA.)

Massachusetts: Northeastern University Libraries Obtains Chinese Progressive Association Historical Records

Northeastern University Libraries is pleased to announce the acquisition of the historical records of Boston's Chinese Progressive Association (CPA), a grassroots community organization that works for full equality and empowerment of the Chinese community in Boston and beyond.

Founded on July 17, 1977 in Boston's Chinatown, the Chinese Progressive Association supports adult education, civic empowerment, workers rights, youth leadership, and community information and referral services. It also participates in citywide and regional coalitions, including the Asian Pacific American Agenda Coalition, Boston Tenant Coalition, Civic Engagement Initiative, Fair Wage Campaign, Immigrant Workers Center Collaborative, New Majority, and Whose Boston. Among its early activities, the CPA helped found the Chinatown Housing and Land Development Task Force, worked with other activists to conduct voter registration and organize the first mayoral candidates' forum in Chinatown, and joined African American and Latino community leaders to file a successful lawsuit against gerrymandering of state electoral districts. In 1986, CPA organized with dislocated garment workers from P&L Sportswear and from Beverly Rose, another sportswear manufacturer, to win the first Chinese bilingual retraining programs in New England. The following year, the CPA Workers Center was established to continue organizing immigrant workers to advocate for their rights. In 1993, CPA worked with other Chinatown organizations and the American Friends Service Committee to organize a plebiscite on the Parcel C parking garage proposed for the center of residential Chinatown, eventually winning the designation of the parcel for community development. More recently, in 2005, the organization launched its Immigrant Workers Center Collaborative to build immigrant worker organizing and solidarity in the Chinese, Brazilian, and Latino communities. In 2006, CPA strengthened ties with communities of color, tenant organizations, and housing advocates to secure changes in Boston's Inclusionary Development Policy (IDP) and its definition of housing affordability in an effort to stabilize Boston neighborhoods.

The 19 linear feet of material dates from 1977-2005 and includes board and committee minutes, correspondence, grant proposals, newsletters, press clippings, and audio/visual material.

Contact: Joan D. Krizack University Archivist and Head, Special Collections Department at j.krizack@neu.edu or 617-373-8318

(Submitted by Emily Sabo, Advancement, Marketing and Events Assistant, Northeastern University Libraries, Snell Library, Boston, MA.)

North Carolina: Duke University Archives has launched “Duke Yearlook” for Alumni and Campus Offices

The Duke University Archives (Archives) has launched a new service for alumni, campus offices, and others interested in the history of Duke on Flickr.com. The site, dubbed “Duke Yearlook”, is presented as a longitudinal yearbook with albums for various decades as our primary organization structure. We have posted relatively high resolution images (most are 150 dpi or greater) so folks could use them directly from the site for most applications (the site is covered by a Creative Commons Attribution-NonCommercial-Share Alike license). The site was developed by our UNC School of Information and Library Science intern, Mary Samouelian. Creating broader access to the University Archives has been a priority over the last few years. We believe that individuals will find these images easier and be more willing to share content if they are placed in a social networking site like Flickr than just placing them on our Archives website. We include plenty of links and information that will guide researchers back to the Archives and Library sites. However, with our Flickr site, we are trying to place the content in a place where folks start looking. In similar fashion, our next project will be to create and/or enhance Wikipedia entries for Duke’s history and the Wikipedia biographies of Duke’s leaders. In Wikipedia, we can add links to the Archives as well as to finding aids for relevant records groups in the Archives.

Please see: <http://www.flickr.com/photos/dukeyearlook>. Our site has already been well received and was the top story on Duke’s home page in January. See: <http://news.duke.edu/2008/01/photos.html>

(Submitted by Tim Pyatt, University Archivist and Associate Director of RBMSCL, Perkins Library, Duke University, Durham, NC.)

Oklahoma: Oklahoma City University Acquires Oklahoma Indian Missionary Conference Records

The Archives and Special Collections at Oklahoma City University is pleased to announce that the Oklahoma Indian Missionary Conference of the United Methodist Church has selected the archives as its repository. The Conference records complement the holdings of the UMC Oklahoma Conference already in the collections. The Archives Reading Room is located on the fifth floor of the Dulaney-Browne Library. Hours of operation are Mondays through Fridays, 9:00 AM to 5:00 PM. For inquiries, please contact Christina Wolf, Archivist, at 405-208-5919 or cwolf@okcu.edu.

(Submitted by Christina Wolf, CA, Archivist and Special Collections Librarian, Dulaney-Browne Library, Oklahoma City, OK)

Utah: The Integrated Digital Special Collections (INDI) Project at Brigham Young University

The Integrated Digital Special Collections (INDI) system is an open source, database driven web application designed to automate and manage archival workflow for large institutions and consortia. Developed at the L. Tom Perry Special Collections at Brigham Young University, INDI manages projects and tasks across multiple locations by any number of users. At the heart of the INDI system are three powerful tools – INDI Desktop, MyProjects and MyContacts. INDI Desktop is a search tool that allows you to access all of the information gathered and stored in the system. MyProjects is a project management tool specifically designed to meet the needs of the archival workflow. MyContacts is a contact management tool that allows curators to manage information about donors and creators. Built on top of this core functionality are modules that facilitate appraisal, acquisition and accessioning, arrangement and description, digitization, and other archival functions.

We are currently preparing for the release of Phase I of INDI which is slated for mid-May 2008. The team is completing the project documentation and resolving several bugs found during the beta testing of Phase I, which consists of INDI Desktop, MyProjects, and MyContacts, as well as the appraisal module and the acquisition and accessioning module. Phase II planning recently began and focuses on the arrangement and description module. The project website (<http://www.lib.byu.edu/indi>) has more information about the project.

We have put together a sandbox to give the archival community access to the INDI system as it is developing. To get to the sandbox, which is currently running the Phase I implementation, go to the “Sandbox” page on the INDI website. We encourage everyone to take a look at the existing configuration of INDI. Please send any comments or questions to Gordon Daines (gordon_daines@byu.edu) or Cory Nimer (cory_nimer@byu.edu). We look forward to the archival community’s feedback.

(Submitted by J. Gordon Daines III, University Archivist, Assistant Department Chair, Manuscripts, L. Tom Perry Special Collections, Brigham Young University, Provo, UT.)

Please transmit your newsletter submissions to:
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