

THE ACADEMIC ARCHIVIST
Newsletter of the College and University Section
Society of American Archivists

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FROM THE CHAIR

I hope your summer is going well and that your travel plans are set for SAA in New Orleans. There are several changes in the SAA program schedule, including a new meeting time for our section. We will meet on Friday, August 19th from 8:00 AM to 10:00 AM. We have planned an action-packed agenda. The annual business meeting will include a discussion of the updated Guidelines for College & University Archives (See, “Guidelines Update” at pg. 2.), election of a new vice chair, and updates on section projects.

Our program will also include a panel discussion on the Family Education Rights and Privacy Act (FERPA). As of this writing, the participants include:

- Ellen Swain, University of Illinois at Urbana-Champaign (moderator)
- Stephen Cohen, Yale University
- Janis Holder, University of North Carolina at Chapel Hill
- Earl Retif, Registrar, Tulane University

Each of the panelists will speak briefly – please arrive prepared to ask questions and share your comments and observations.

GUIDELINES UPDATE

As mentioned above, we will discuss the revised version of the 1999 Guidelines. Therefore, please review the following documents:

- **Proposed 2005 Revisions to the 1999 Guidelines for College and University Archives [Approval Pending]**
URL: <http://www.archivists.org/saagroups/cnu/cuguide2005.pdf>
- **1999 Guidelines for College and University Archives**
URL: http://www.archivists.org/governance/guidelines/cu_guidelines.asp

I would also like to extend special thanks to the task force that reviewed and updated the Guidelines:

Tamar Chute, The Ohio State University (chair)
Daria D'Arienzo, Amherst College
Martha Shipman Andrews, New Mexico State University
Gordon Daines, Brigham Young University
Janis Holder, University of North Carolina at Chapel Hill
Marcia Peri, University of Maryland, Baltimore County
Robert Spindler, Arizona State University
Nanci Young, Smith College
Tanya Zanish-Belcher, Iowa State University

In addition, the working group of Tamar Chute, Stephen Cohen, Jill Katte, and Ellen Swain has created a FERPA Appendix to be included with the Guidelines. The proposed text for this appendix follows below and should be included as part of our discussion.

Appendix II: Records Falling Under the Family Educational Rights and Privacy Act (FERPA)

Student records have historical research value and can be used for educational, sociological, historical, and genealogical studies. Because student records are governed by privacy laws, especially the Family Educational Rights and Privacy Act (FERPA), permission to use the records may be unclear. Without clear direction from the Department of Education, archivists must follow the frequently restrictive dictates of their institution's registrars and legal counsels. Because institutions interpret FERPA requirements differently and within the confines of state laws, the College and University Archives Section produced these guidelines for the administration of student records:

1. Archivists acknowledge that privacy laws are important; however due to their research potential, student records should not be restricted for an extended period of time after the death of the individual. Post-secondary student records should be open 70 years after creation or death, whichever comes first.

2. Current student directory information, as defined by the educational institution, is open without restriction to all researchers. Individual students however may request the parent institution to restrict his/her directory information; such a restriction expires when the student is no longer enrolled.
3. Researchers should be able to use student records even if still under FERPA regulations for any organizational or historical study as long as they agree not to release personally identifiable student information without the prior written consent of the student, and to destroy all student-identifying information at the completion of their research.
4. Archives will not discriminate among types of users.
5. The laws of individual states may alter these guidelines.

NEW ORLEANS 2005: SAA's 69th Annual Meeting

PRELIMINARY AGENDA

**College and University Archives Section Meeting
(Friday, August 19, 8:00 AM – 10:00 AM)**

1. **Welcome**
2. **Announcements:**
 - SAA Diversity Committee – Elizabeth Konzak
 - SAA Council Liaison – Elaine Engst
 - NHPRC Electronic Records Research Fellowships Program – Janis Holder
3. **Approval of the Minutes of the 2004 section meeting, as published in *The Academic Archivist* (Fall 2004/Winter 2005) at pg. 2.**
 - See, URL: <http://www.archivists.org/saagroups/cnu/aa-fall2004.pdf>
4. **Reports:**
 - Chair
 - Section listserv proposal
 - Vice-Chair
 - Newsletter Editor
 - Section Projects
 - College & University Archives Reader update – Chris Prom/Ellen Swain
 - College & University Archives Guidelines revision – Tamar Chute

5. Election of Vice-Chair

- Nominating Committee – Mott Linn, Nanci Young and Claude Zachary
 - Tellers – Heather Briston and Jill Katte

6. FERPA Panel Discussion – Tom Rosko

- Ellen Swain, University of Illinois at Urbana-Champaign (moderator)
- Menzi Behrnd-Klodt, Pleasant Company
- Stephen Cohen, Yale University
- Janis Holder, University of North Carolina at Chapel Hill
- Earl Retif, Registrar, Tulane University

7. Naming of the new Vice-Chair

Adjorn

C&UA SECTION – ENDORSED PROGRAM SESSIONS

The following sessions endorsed by the section steering committee were selected for the New Orleans program. Section members are presenting in these and a number of other sessions; from electronic records to reappraisal, there should be something to interest everyone.

- | No. | Session Title |
|------------|---|
| 303. | “Governors' Records and Public Policy: Is Competition or Cooperation Best for the Records and the Researchers?”, Thursday, August 18, 2005, 2:30 PM-4:00 PM, chaired by Christine Ward, Director of Operations and Interim State Archivist, New York State Archives |
| 307. | “Hidden Treasures: Strategies for Broadening Archival Access Via Visual Materials Depicting Women and Minorities”, Thursday, August 18, 2005, 2:30 PM-4:00 PM. |
| 401. | ““More Product, Less Process’: New Processing Guidelines to Reduce Backlogs”, Friday, August 19, 2005, 2:15 PM-3:45 PM, chaired by Dennis Meissner, Minnesota Historical Society |

I look forward to seeing everyone in New Orleans!

Tim Pyatt
Duke University

CANDIDATES FOR C&UA SECTION VICE-CHAIR

The nominating committee composed of past section chairs Nanci Young and Claude Zachary was chaired by out-going steering committee member Mott Linn. They are pleased to report that Hal Keiner and Ellen Swain have agreed to run for vice-chair. Their statements follow at pg. 5.

Hal Keiner

Hal Keiner serves as University Archivist and Director of Records Management at Appalachian State University in Boone, North Carolina. Formerly he worked as Archivist & Historian for the Biltmore Estate, Associate Archivist & Historian for CIGNA Corporation, and Archivist for the Travelers Corporation. He holds a Ph.D. in history and a Certificate in Archival Administration from the University of Connecticut.

Professional Activities:

He is a member of the North Carolina State Historical Records Advisory Board and the NC ECHO Advisory Committee (which coordinates the state's digital initiatives through the grants from LSTA funds). He also serves as North Carolina Key Contact for the Society of American Archivists Membership Committee, and is a member of the Academy of Certified Archivists. He has served on numerous committees of regional archival associations over the years and was chair of the Connecticut River Archives Group from 1989-1991, and Chair of SAA's Business Archives Section in 1993.

Statement:

I believe strongly that the College and University Section should represent the interests of its members within SAA. Although we aspire to the same overall goals of our fellow archivists, many of the section's concerns are unique. To see that these concerns are addressed we must advocate for SAA resources. One area I believe needs attention is the establishment of an SAA workshop on outreach for College and University archivists. For us to flourish within our institutions, it is vital that we market and promote the use of our collections to faculty and students. This workshop would address our need to develop systematic and productive approaches to faculty and students. First, certain themes that are common to most of our collections would be identified and discussed for their research potential. For example, most of our collections from the second half of the twentieth century contain records relating to desegregation and minority student experience, feminism, and student response to the Vietnam War. The workshop would then demonstrate how to work with faculty from various departments to encourage students to use the university archives to study these themes and create papers, exhibitions, and presentations. Participants would leave with a toolbox of skills to pursue the successful marketing of their collections on their campuses.

Hal Keiner
Appalachian State University, Boone, NC

Ellen Swain

Archivist for Student Life/Culture, University of Illinois at Urbana-Champaign (UIUC). Since fall 1999, Ellen Swain has administered the University of Illinois Archives' Student Life and Culture Archival Program, a unique documentary program centered on student extracurricular experience. She holds a B.A. in sociology from Earlham College, Richmond, IN (1990), a M.A. in American history from Indiana University Bloomington (1993), and a M.S. in Library Science from UIUC (1995).

Professional Activities:

SAA: C&U Archives Section Steering Committee (2000-2003); C&U Section Reader Committee Co-Chair (2000-2004) and Co-editor (2004-present); C&U Section Nominating Committee (2003); Reference Access and Outreach Section (RAO) Chair (2003-2004); RAO Section Reference Column Editor (2001-2003); Women's Collections Roundtable Co-chair (2002-2005); SAA Program Committee (2002); SAA Education Advisory Committee (2004-2005). NHPRC Archival Research Fellow, 2003-2004. MAC: MAC Council (2004-2007); Program Committee (2000, 2002, Co-chair 2005); Calendar Chair (1999). Publications in the *American Archivist*, *Archival Issues*, *Journal of Archival Organization*, *Oral History Review*, and *Indiana Magazine of History*.

Statement:

At the heart of the C&U Archives Section's mission are its responsibilities to act as a resource for its membership and as an advocate for academic archives' issues and interests. Over the past several years, the Section has developed creative meeting programs; made connections through newsletter/listserv; initiated research projects such as the CU Reader and CU Thesaurus; and worked with SAA to address misconceptions of archives' role in academia. In addition to working under the direction of the Chair on steering committee responsibilities and meeting planning, my interests for the Section's agenda include:

- Building on Section research activities by identifying future projects that benefit Membership
- Composing FERPA guidelines for joint approval by SAA and the Department of Education that address student record access for historical research
- Reintroducing the membership survey to gather data that will enable the Section to address membership interests more comprehensively

I very much appreciate this opportunity to run for the position of Vice Chair.

Ellen Swain
University of Illinois at Urbana-Champaign

**GUIDELINES REVIEW COMMITTEE: PROPOSED REVISIONS TO THE
GUIDELINES FOR COLLEGE AND UNIVERSITY ARCHIVES**

The Guidelines Review Committee began working on the Guidelines in December 2004 and finished in May 2005. The Committee consisted of Martha Shipman Andrews, Tamar Chute (chair), Gordon Daines, Daria D'Arienzo, Janis Holder, Marcia Peri, Robert Spindler, Nanci Young, and Tanya Zanish-Belcher. Many thanks to the Committee members for their hard work on the revisions!

Most of the suggested changes are intended to clarify sections of the text and to incorporate electronic records and technological advances in the archives and by researchers. More significant changes can be found in sections I (Executive Summary) and II (Administrative Relationships). The Executive Summary has been condensed, although the concepts remain the same. The Administrative Relationships section has been revised so that the text is more precise. The bibliography was also updated.

In addition, a sub-committee is writing a new appendix to address concerns of FERPA and its impact on academic archives. This appendix will be completed by the August meeting of the Section so that it can be reviewed with the rest of the Guidelines.

The Section will vote on the suggested changes at the meeting in New Orleans on Friday, August 19th. If accepted, the revised Guidelines will be sent to the SAA Council for approval.

If you have any questions or concerns regarding the revisions to the Guidelines, please feel free to contact Tamar Chute at either chute.6@osu.edu or 614-292-3271.

Please also review the following documents:

- **Proposed 2005 Revisions to the 1999 Guidelines for College and University Archives [Approval Pending]**
URL: <http://www.archivists.org/saagroups/cnu/cuguide2005.pdf>
- **1999 Guidelines for College and University Archives**
URL: http://www.archivists.org/governance/guidelines/cu_guidelines.asp

(Submitted by Tamar Chute, Associate University Archivist, The Ohio State University Archives)

NHPRC ELECTRONIC RESEARCH FELLOWSHIPS ARE WELL UNDERWAY

In 2004, the first four National Historic Publications and Records Commission Electronic Records Research Fellowships (Fellowships) were awarded. The primary purpose of the Fellowships is to facilitate both basic and applied research regarding all aspects of electronic records. During a symposium held in November 2004, on the campus of the University of North Carolina at Chapel Hill, the Fellowship recipients made presentations about their projects to more than 150 attendees.

Nancy Kunde, University of Wisconsin-Madison provided details about her project to identify conversion criteria for recordkeeping systems. With support from an ARMA task force the draft guidelines created will address a variety of topics including the organizational and business framework that a conversion process would need to address as well as recordkeeping requirements, technology planning and conversion procedures.

Helen Samuels will be examining new approaches to documenting teaching and learning in higher education with emphasis on the archival potential of educational technology. Ms. Samuels' project, in turn, will explore the potential role of educational technology to

improve the documentation of the administrative, pedagogical, and technical activities that are a part of the teaching and learning process.

Rebecca Schulte, University of Kansas is investigating the relationship between data warehouse systems, university electronic records and archives. Data warehouse programs have existed on college and university campuses for more than ten years. Therefore, this project will draw on these years of experience and will explore such topics as data flow, records management concerns, access, preservation and security.

Druscilla Simpson, North Carolina Department of Cultural Resources is researching and testing methods to create a facility that will allow the North Carolina State Archives to preserve e-mail independent of the software used to create the record. Therefore, during the course of this project, various programs that are in the development stage will be tested in order to convert e-mail from Microsoft's proprietary PST format to a non-proprietary and stable XML format.

A program for the 2005 SAA meeting in New Orleans is being organized so please stay tuned for the results of the work being done by these fellows.

Finally, the participants in the Fellowship program would like to thank Helen Tibbo of the University of North Carolina at Chapel Hill and Paul Conway of Duke University for investing so much time and energy to make possible these Fellowships opportunities.

Please see the NHPRC Electronic Records Research Fellowships program website for more details: <http://ils.unc.edu/nhprcfellows>.

(Submitted by Rebecca Schulte, University Archivist, University of Kansas Spencer Research Library, Lawrence, KS)

IN THE NEWS

Illinois: Catherine Bruck Presents an Illustrated Lecture on the History of the Lewis Institute at the Chicago Historical Society

Last December, Illinois Institute of Technology University Archivist Catherine Bruck, presented: "Lewis Institute, 1896-1940: Higher Education on Chicago's West Side" at the Chicago Historical Society. Her talk, an illustrated lecture on Lewis Institute's history, was part of the Chicago Historical Society's monthly Urban History Seminar series. Lewis Institute was one of the two predecessor colleges of the Illinois Institute of Technology (IIT). The IIT Archives holds the Lewis Institute records, which comprehensively document the school and its 100,000 students.

Ms. Bruck has also authored an article titled "Aurora, Illinois" for *The Encyclopedia of Chicago*, James R. Grossman, Ann Durkin Keating, Janice L. Reiff, eds; and Michael P. Conzen, cartographic editor. (Chicago: University of Chicago Press, 2004).

(Submitted by Catherine Bruck, University Archivist, Illinois Institute of Technology, Paul V. Galvin Library, Chicago, IL)

Iowa: University of Iowa Archives Awarded National Film Preservation Foundation Grant

The National Film Preservation Foundation has awarded a \$4,800 grant to the University of Iowa Archives to restore, "Experimental Studies in the Social Climates of Groups," a 1938 research and instructional film produced by social psychologist Kurt Lewin (1890-1947).

Lewin, a UI Psychology Professor from 1935 to 1944, investigated group processes or how group structures influence individual behavior. Throughout 1932 and 1933, Professor Lewin held a visiting professorship at Stanford University. In 1933, he was about to return to his native Germany when Hitler took power. Realizing the full implications of the Nazi regime, he decided to remain and bring his family to America. It was this personal experience with Anti-Semitism, which spurred Lewin's special interest in group processes.

The film is one of several located at the UI Archives that document Lewin's groundbreaking research in group interactions and influences. The completion of the "Experimental Studies" film restoration is expected in early 2006. Please see: <http://www.lib.uiowa.edu/spec-coll/archives/faq>

(Submitted by David McCartney, C.A., University Archivist, Department of Special Collections, The University of Iowa Libraries)

Maryland: University of Maryland Libraries Launches ArchivesUM

The University of Maryland Libraries is pleased to announce the launch of ArchivesUM (<http://www.lib.umd.edu/archivesum>), an online database of finding aids for manuscript and archival collections at the University of Maryland Libraries. In this collaborative effort with individuals from the Maryland Institute for Technology in the Humanities (MITH), staff coded finding aids using Encoded Archival Description (EAD). The database currently holds 420 collection abstracts, 120 full finding aids and includes subject resource guides and an advanced search feature.

The finding aids in ArchivesUM are created using three tools.

- 1. Microsoft Access database.** This relational database, which the Archives and Manuscripts Department staff created, reduces duplication of effort by also working as a collection management tool. The staff uses the database for all stages of the records life cycle, including accessioning, record-keeping, and descriptive purposes. Fields in the Microsoft Access database are mapped to correspond with EAD tags.
- 2. Converter.** Staff members utilize a converter program written in Java to change database records into XML files in a matter of seconds. The converter communicates within the Microsoft Access database using Java Database Connectivity (JDBC).

- 3. Administrative Interface.** Once the staff converts the files to XML, they upload them to the server using an administrative interface. Via this administrative interface, the repository editor can upload, delete, and convert finding aids to HTML. This pre-processing of the XML document was built into the system so that the finding aids do not have to be converted to HTML at the time of the request.

Please see “About ArchivesUM” at: <http://www.lib.umd.edu/archivesum/about.jsp>

(Submitted by Jennie A. Levine, Curator for Historical Manuscripts, Archives and Manuscripts Department, Hornbake Library, University of Maryland, College Park, MD)

Massachusetts: Northeastern University Libraries Launches New Online Exhibit Celebrating African American Activism

Northeastern University Libraries, Archives and Special Collections Department has created an on online exhibit titled: African American Activism & Experience at Northeastern University, 1963-1978.

The exhibit can be viewed at: <http://www.lib.neu.edu/archives/africanamericanactivism/>

(Submitted by Joan D. Krizack, University Archivist and Head, Special Collections Department, Snell Library, Northeastern University, Boston, MA)

Massachusetts: Blogging at the Babson College Archives & Special Collections

One of the fashions of the times is the web blog. Indeed, it seems that almost everyone has one. Questions, however, remain: are blogs merely self serving “advertisements for oneself” or can they serve a more noble purpose as electronic “gazettes for a community”? The Babson College Archives blog experience provides some answers to these questions.

I have developed a straight forward website for the [Babson College Archives](#). Although the website began as a destination, it has grown enough that a “What’s New” section is awkward to present without a complete redesign of the site. The college webmaster, in turn, sets a standard form which is changed at the whim of the college marketing office. In addition, the college’s new website template flattens the appearance in order to simplify access to the growing number of department websites for staff. This situation compounds the problem of the Babson community accessing information.

Babsoncollegearchives.blogspot.com solves this access dilemma. The blog allows me to post short notes while still linking to the more structured archives website. I can easily share articles and interesting links to other sites which may appeal to the Babson College community. Time-sensitive material can be posted without much more difficulty than the simple drafting of the notice. In addition, birthdays and anniversaries can be noted with ease, pictures can be shared, and announcements can be made in an informal format. In fact, making this information easily available does not lessen its worth.

In my position, I am expected to do a fair amount of “outreach” and this form allows me to present information in a way that simplifies access. It is more than a public relations tool but can do that as well. Use of keywords in the blogger’s profile section allows the blog to be “found” by most search tools. The blog will have a finite life, however, like the campus newsletters of the past it can be a useful way to showcase activities that might otherwise fall under the radar. Although Babsoncollegearchives.blogspot.com is not as elaborate as such weblogs as Wonkette, Crooked Timber, or ResearchBuzz, it allows me to share timely and interesting things about my shop which might otherwise go unnoticed. In conclusion, the blog does not take a great deal of time to maintain, provides a diversion from such everyday archival concerns as dealing with collection backlogs and allows a “Lone Arranger” to pursue a more noble purpose: the sharing of information with the entire archival community.

(Submitted by R.C. Rybnikar, Babson College Archives & Special Collections, Babson Park, MA)

Pennsylvania: Lincoln University Archives Continues Microfilm and Digital Projects

We are continuing down the microfilming/digitization route, initiated in 2003 with our previously-reported student newspapers project. Our newly completed projects include: *The Alumni Magazine* (1884-1885), *The Lincoln University Herald* (newsletters) (1894-1936), *The Lincoln University Herald* (catalogues) (1919-1936), and The Alumni Directories (1912-1991). OCLC stores our film masters and the Pennsylvania Archives maintains the microfilm service copies. All electronic files, in turn, are available at our website: <http://www.lincoln.edu/library/specialcollections/digitalcollections.html>.

At the SAA Annual Meeting in New Orleans, I will be participating in a session titled, “Hidden Treasures: Strategies for Broadening Archival Access Via Visual Materials Depicting Women and Minorities” (Session No. 307: Thursday, August 18, 2:30 PM-4:00 PM). I will discuss and show slides from the Lincoln University digitization projects.

(Submitted by Susan Gunn Pevar, Lincoln University of Pennsylvania, Langston Hughes Memorial Library, Special Collections and Archives)

PEOPLE ON THE MOVE

Montréal, QC: McGill University Announces New Hires for Its *digitalpermanence* Initiatives

The McGill University Archives (MUA) recently announced the hiring of two positions in association with its *digitalpermanence* initiatives – *digitalpermanence* refers to a series of initiatives undertaken by the McGill University Archives, in collaboration with campus information technology sectors and records creators, to manage and preserve the university's electronic records.

The two new hires are Mr. Aaron Spreng and Mr. David Kemper.

Mr. Spreng joined the MUA staff as an Archivist/Records Analyst on March 1, 2005. He is a graduate of McGill University (MLIS, 2003). Mr. Spreng will bring a range of outreach and information technology skills to his work as an Archivist/Records Analyst. Mr. Spreng was previously under contract at the McGill University Archives as a Records Analyst with the *digitalpermanence* project.

Mr. Kemper, in turn, was appointed Archivist-Electronic Records, a position he has held since January 1 2004 as part of the MUA's *digitalpermanence* project. Mr. Kemper is a graduate of McGill University (MLIS, 2001), who also possesses considerable information technology expertise. Since 2002, for example, he has been instrumental in the development of the MUA's web presence and a host of other digitization projects. Over the next year, he will continue his work on a number of *digitalpermanence* ventures including a pilot project, which will test e-mail record transfers and conversions. Please also see, *digitalpermanence* at: <http://www.archives.mcgill.ca/dp/>

Finally, McGill University announced, effective August 1 2005, the appointment of Johanne Pelletier, Director and University Archivist to the new position of Associate Secretary General and University Archivist. In this role, Ms. Pelletier will retain responsibility for the McGill University Archives and will provide support and counsel to the Board of Governors and the Senate.

(Submitted by Johanne Pelletier, Director and University Archivist, McGill University, Montréal QC)

Please transmit your newsletter submissions to:

Christopher M. Laico, Archivist, Arthur W. Diamond Law Library
Columbia University Law School at: claico@law.columbia.edu
