

## **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>

#### **NOTES FROM THE CHAIR...**

When our section met in New Orleans last August, none of us knew that within a week and a half much of the city would be under water, having suffered the ravages of Hurricane Katrina. The ensuing disaster wreaked havoc on one of the most distinctive cities in our country and destroyed or damaged valuable historical records all along the gulf coast. In the aftermath of this disaster, the Society of Southwest Archivists and the Society of American Archivists set up a disaster relief fund to help archives whose records were affected by Katrina (and, later, by Hurricane Rita). This newsletter includes further information on this fund, but let me stress that the money for this fund is coming from archivists and archival associations across the country. So if you are able to assist your colleagues by supporting the fund, please visit <http://www.archivists.org/katrina/contribute.asp> to make your donation. Or send your contribution by fax (using a credit card) to 312-347-1452 or via mail to: Society of American Archivists, Attn: SSA-SAA EDA Grant Fund, 527 S. Wells St., Fifth Floor, Chicago IL 60607.

In related news, just before I left New Orleans myself I made a visit to the New Orleans Public Library to conduct a little research. While there, I ran into Government Records Section member, Wayne Everard, who volunteered to be the section's webmaster. I accepted his offer on the spot. In the days that followed, during which the New Orleans Public Library suffered mightily and while communications into and out of New Orleans were severely hampered, Wayne found a way to let me know that he was all right and that he intended to keep his commitment to being our webmaster. My thanks to Wayne for going far beyond the call of duty to help our section. *(Continued on page 2)*

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*Notes from the Chair... (cont. from page 1)*

In other section news, Lucy Barber, who has been a state representative from the California State Archives, starts a new job at the middle of January 2006. She has accepted the position of Director of Technology Initiatives for the National Historical Publications and Records Commission (NHPRC), replacing Mike Meier who is retiring. Lucy, of course, will remain an officer of the Government Records Section, but she'll be a federal (instead of a state) representative for the remainder of her term. Our congratulations to Lucy on her new job. And, as a native Californian who now lives on the east coast, I welcome her to the other side of the country.

Related to the issue of GRS representatives is a plan we have to revamp our section by-laws. The process of voting in members who represent a certain government constituency (federal, state, and local) is not always flexible enough for the section to hold an election that both meets our needs and foresees openings on our slate of officers. So I'm asking for volunteers to review our by-laws in general and part of our election procedures in particular to see if we can envision some possible improvements to this document. If you are interested in serving, drop me an email at [ghuth@mail.nysed.gov](mailto:ghuth@mail.nysed.gov) or give me a call at 518/402-5371. The section will vote on any proposed amendments at our next section meeting this summer.

I wish everyone a happy and productive new year. See all of you in Washington, DC, seven months from now.

*Geof Huth, GRS Chair*

## **NEW ORLEANS CITY ARCHIVES REOPENS FOLLOWING HURRICANE KATRINA**

The New Orleans City Archives reopened to the public on November 29 after being closed for three months following Hurricane Katrina. Archivists Wayne Everard and Irene Wainwright will provide access to the collection on Tuesdays and Thursdays from 11:00 a.m. – 3:00 p.m. They are among the nineteen New Orleans Public Library staff members who survived the massive layoff of city workers in mid-October. That layoff was necessitated by the fact that the city's tax base was effectively wiped out by the Katrina disaster. It is unclear at this time when NOPL and the City Archives will be able to return to anything approaching pre-storm operating levels.

The City Archives is part of NOPL's Louisiana Division, housed in the Main Library in downtown New Orleans. The collection comprises municipal records (1769-date) along with civil (1804-1926) and criminal (1830-1931) court records from Orleans Parish. Katrina spared the records despite the fact that most of them are stored in the building's sub-basement some eighteen feet below sea level. Just about every other building in the vicinity did flood, but the Library somehow managed to stay dry. Several record series housed off site, though, were damaged when the roof of the warehouse facility blew away in the storm. The damaged materials were recovered by Munters and should be back in New Orleans by the time these words are published.

In addition to the City Archives, the Louisiana Division also houses the NOPL Special Collections. Included under that umbrella is the Louisiana Photograph Collection (1860s-2002), the Louisiana Map Collection (1763-1997), the Carnival Collection (1860s-2004), the Manuscript

Collection (1801-2000), and a number of collections of ephemera. None of the Special Collections were damaged by Katrina, nor were any of the general materials in the Division (books, periodicals, microforms, city and state documents, vertical files, and the NOPL genealogy collection).

Although NOPL's Main Library was spared, eight of the systems' thirteen facilities suffered severe flood damage and will be closed indefinitely. Only Main and two of NOPL's smaller branches are currently operating—and they are providing only limited services during shortened hours. The New Orleans City Archives, the New Orleans Public Library, and the entire City of New Orleans are on a long, slow, difficult path to recovery. We need the help of our government and the help of our friends. For more information on the New Orleans Public Library and the City Archives and their recovery, please visit the Library's web site at <http://nutrias.org>.

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## **PRESERVING GEORGIA'S HISTORICAL DATA**

In the past year, the Georgia Archives has successfully completed an NHPRC grant, *Privacy and Access Issues in Georgia E-Government*, which involved studying the issues surrounding personal information, confidentiality, and access to government records in Georgia. Through a series of presentations and open discussions, state and local government administrators considered the issues involved in providing access to government records while protecting the privacy of individual citizens—represented by the Classification step of the lifecycle workflow. The final component of the grant was the funding of a demonstration project illustrating how eXtensible Markup Language (XML) could be used to protect confidential data while providing necessary access to public records. The Georgia

Technology Authority agreed to match the funding provided by the Georgia Archives for this project. The demonstration project selected was the Executive Clemency Online Application and Verification System (ECOAVS) being implemented by the Board of Pardons and Paroles. The case study for this project can be found on the Records & Information Management Services (RIMS) web page at [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org).

Following up on the successful completion of this project, the Georgia Archives and the Board of Pardons and Paroles began a collaborative project in January (funded by the NHPRC) to implement a complete lifecycle management process within the parole records that will enable the transfer of the permanent clemency record to the Archives. This project will allow the Georgia Archives to test methods of secure transfer for digital records as well as develop needed policies and procedures for their preservation. The project web site for this grant can also be found at [www.GeorgiaArchives.org](http://www.GeorgiaArchives.org). Currently, the site contains a copy of the original grant application, narrative progress reports, policies for the establishment and functioning of the Digital Archives, metadata standards, and procedures for transfer of electronic records via CD. Case studies on the implementation of a records management application at the Board of Pardons and Paroles, and the appraisal of electronic parole/pardon records will also be placed on the project web page along with presentations about project status. This project will serve as the implementation model of the lifecycle management process in the state of Georgia and provide the Georgia Archives with a business case for the construction of a digital archives for government records.

From the marble hills of northern Georgia to the turpentine country in the southeastern part of the state, Georgia's Circuit Rider

Archivist visited 36 local governments and historical societies between August 1 and Thanksgiving 2005. The Circuit Rider Archivist Program was established through an NHPRC grant awarded to the Georgia Historical Records Advisory Board and in cooperation with the Georgia Archives and Clayton State University. Dr. Randall S. Gooden has filled the role of the traveling archivist to bring on-site advice and support on issues of institutional advocacy, fundraising, inventorying, policy-development, arrangement and description, and preservation. A number of visits to county and city governments supported rejuvenation of records management as outlined under Georgia law. Special emphasis is being placed on disaster preparedness using planning materials provided by the Georgia Archives. In addition to instruction and encouragement, Gooden is making organizations aware of opportunities for Historic Records Project Grants from the Georgia Historical Records Advisory Board and guiding the governments and historical repositories in preparing eligible grant projects.

The Circuit Rider Archivist will complete a total of 57 visits by February 1, 2006. This will allow him to provide grant information to each of his scheduled stops before the grant application deadline of March 1, 2006. Besides the Circuit Rider Archivist work, the NHPRC grant project includes a feasibility study regarding the development of a graduate program in archival studies at Clayton State University, adjacent to the Georgia Archives.

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## **DC 2006 – SAA ANNUAL CONFERENCE**

The Program Committee for the 2006 joint annual meeting of CoSA, NAGARA, and SAA has been working diligently to choose the session proposals that will make up the meeting program. The 2006 Conference

will be held July 31 – August 6 at the Hilton Washington and Towers.

In early November, the committee members received 143 proposals and reviewed and ranked them. The committee then met from December 2<sup>nd</sup> through the 4<sup>th</sup> to discuss and finalize the program selection. The work was difficult – there were twice as many proposals as there were time slots to fill. For the most part this is great news. It means that participation is high and that the proposals selected will offer fabulous opportunities for all attendees. But it also means that excellent proposals will be left off the program.

In addition to Bob Horton, co-chair of the committee, other government archivists in attendance during the December sessions review meeting were Barbara Teague, Terry Baxter, Peggy Adams, Jerry Handfield, Candace Loewen (Canada) and Vicki Walch. Brenda Banks was unable to attend the meeting, but sent written input.

There were slots for 72 program sessions. The committee decided to expand to 80 sessions, since there was another meeting room available with no extra cost. This ensured that even more session choices would be available for this large meeting. The SAA meeting planners think that the attendance at this meeting may approach 2500, based on SAA's meeting attendance trend and the fact that this is a joint meeting located in a popular travel venue that is also home to many archivists.

At an early rough count there appears to be 34 of the accepted 80 sessions that either had a government archivist on the program, or had a government archives focus. During the scheduling of these sessions on the program, Vicki worked with Bob and Tom Hyry (co-chair) to make sure that the state archivists on the program did not conflict with any sessions that they might need to

attend for CoSA. Nancy Beaumont also requested that program planners pay attention to any particular conflicts that government archivists might have with concurrent sessions, in case some sessions needed to be switched around. With a program this large, however, that kind of conflict is inevitable.

The main session days (Thursday, Friday, and Saturday) will start off strong with a joint plenary session focusing on a high-interest topic. The president of the three organizations will each lead one of the hour-long plenaries that may include both remarks by the president as well as a prominent outside speaker. The Thursday plenary will focus on Technology, led by SAA's Richard Pearce-Moses. On Friday, CoSA's David Carmichael will lead one on Advocacy and Public Awareness. Saturday's plenary on Disaster Planning and Preparedness will be led by NAGARA's Tim Slavin.

The program will include sessions of interest only to government archivists. There are numerous sessions with speakers from government, special collections, universities, and other repositories who plan to all speak on a common subject or theme. The NAGARA Board of Directors has recommended scheduling its Local Government Records Roundtable as a joint meeting with SAA's Local Government Records Roundtable.

Program Committee members will be notifying both successful and unsuccessful program proposers in December and early January. The preliminary program will be sent to the printer in late February.

John LeGloahec, from the International Monetary Fund Archives (jlegloahec@imf.org) and Jennifer Davis McDaid, from The Library of Virginia (jmcdaid@lva.lib.va.us) serve as co-chairs

for the 2006 Host Committee. Off-program activities will include tours of local repositories, special events, exhibits, and networking opportunities.

For more on this exciting conference, visit the Web sites for the Society of American Archivists (<http://www.archivists.org>), NAGARA (<http://www.nagara.org>), and CoSA (<http://www.statearchivists.org>).

*Summarized from reports submitted by  
Barbara Teague, Terry Baxter  
and Jennifer Davis McDaid*

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## **NARA BUILDING ELECTRONIC RECORDS ARCHIVES (ERA)**

In its National Archives Building in Washington and its facilities around the country, the National Archives and Records Administration (NARA) preserves the parchments with which the nation was founded and the tens of billions of pieces of paper that document its history.

Now, NARA has taken on the new challenge of preserving the electronic records of today's and tomorrow's government: text documents, e-mails, digital images, videotape, maps, charts, web pages, drawings, and data bases. To do this, NARA is building an Electronic Records Archives (ERA) to preserve and make accessible, far into the future, the electronic records being created by the Federal Government today and in the future. See: <http://www.archives.gov/era>

The ERA, which will have initial operating capability in 2007, will allow anyone—at any time, from anywhere—to access these electronic documents, regardless of the hardware and software with which they were created or that is in use in the future.

In September 2005, NARA awarded a \$308 million contract to Lockheed Martin

Corporation for the design and construction of the ERA. Lockheed won the contract after a multi-year competition with some of the nation's leading information technology companies. The awarding of the contract to Lockheed came after several years of research by NARA in partnership with other Federal agencies, state governments, major research universities, nonprofit organizations, foreign governments, and private businesses.

Among them were the Supercomputer Center at the University of California at San Diego; the Massachusetts Institute of Technology; the National Center for Supercomputing Applications at the University of Illinois; the Georgia Tech Research Institute; and the University of Maryland Institute for Advanced Computer Studies.

NARA has also worked with other Federal agencies, such as the Army Research Laboratory and the National Institute for Standards and Technology, as well as industry groups and international organizations that face similar recordkeeping challenges.

"We have come to a major milestone in the quest to meet the challenge posed by electronic records," Archivist of the United States Allen Weinstein told the Association of Research Libraries recently. Source: <http://www.archives.gov/about/speeches/2005/10-27-05.html>

"There has been a race against technology as we watch software become obsolete almost as soon as it is installed in our computers," Weinstein said. "But the technology for preserving electronic records is finally catching up with the technology for creating them." Weinstein noted that the ERA contract announcement comes "in a climate of urgency" when "an unprecedented number" of electronic records is being

created by the Federal Government, the most important of which will be preserved and made accessible at NARA indefinitely.

Without an ERA, Weinstein said, "we could face a tomorrow without a yesterday." Lost or difficult to access, he said, could be records of the current Presidency; national security documents, such as weapons designs and intelligence information; and personal information that veterans, senior citizens and others need to prove their eligibility for promised Government benefits in their retirement or in time of need.

To help NARA guide the development of the ERA, Weinstein recently appointed an Advisory Committee on the Electronic Records Archives. It is made up of experts on computer science, information technology, archival science, records management, information science, law, history, genealogy, and education. Source: <http://www.archives.gov/press/press-releases/2006/nr06-19.html>

The committee, which met for the first time on November 30, is chaired by Dr. Robert Kahn, chairman, CEO, and president of the Corporation for National Research Initiatives. Kahn recently received the Presidential Medal of Freedom for designing the software code that is used to transmit data over the Internet.

"As we move forward to making the Electronic Records Archives a reality," said Kenneth Thibodeau, director of the ERA Program at NARA, "it is more important than ever that we reach out to obtain advice from a broad spectrum of relevant expertise and interests."

Work on the ERA will have a far-reaching impact all across the Federal Government and into the private sector. The ERA is driving the development of the new technologies that will enable Federal

departments and agencies, which must keep active electronic records for many years, to keep and use those records while taking advantage of advances in information technology.

Outside the Federal Government, the technology that ERA will provide can be scaled and adapted for archives and libraries in businesses and corporations, colleges and universities, state and local governments, and hospitals and medical facilities.

The search for a solution to preserve the Federal Government's electronic records began more than seven years ago. In 1998, NARA invested seed money to engage Government and private research partners to determine if preservation of electronic records was possible. This research created new techniques that led to the first proof-of-concept in 1999 and demonstrated that electronic records preservation was a possibility.

NARA then turned its attention to building a system that had never been created before and that was still subject to computer science research. Initial steps included the creation of an ERA Program Management Office and the development of ERA system requirements, with critical input from Federal, state, and local governments, professional organizations, scientific communities, and private sector stakeholders.

The \$308 million contract award to Lockheed in September 2005 covers all contract costs for development, acquisition of hardware and software products, integration, deployment, and operational support through 2012.

As the prime contractor for the ERA project, Lockheed Martin said it would lead a team of companies with archiving and data

management expertise. The team includes BearingPoint Inc., McLean VA; Fenestra Technologies Corp., Germantown, MD; FileTek Inc., Rockville, MD; History Associates Inc., Rockville, MD; EDS Corp., Plano, TX; Image Fortress Corp., Westford, MA; Métier Ltd., Washington, DC; Science Applications International Corp. (SAIC), San Diego, CA; and Tessella Inc., Newton, MA.

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## **TEXAS: ESTELLE SCHOOLS HISTORIC SITE PROJECT**

Since 2002, the staff of the Irving Archives, a branch of the Irving Public Library in Irving, Texas, has worked with former residents of the pioneer farm community of Estelle to bring part of their community back to life. Settlers first came to the Estelle area, located along the Dallas/Tarrant County line, during the 1850s. At its peak around the turn of the 20<sup>th</sup> century, the small community boasted a cotton gin, a general store, a community school, and a post office. The post office served a population of about 600 from the farms that were scattered throughout the area. Although the population of the area dwindled during the first half of the 20<sup>th</sup> century, the school remained open until the 1940s.

Former students and residents of the community organized the Estelle Heritage Society in 2002 with the goal of having the old Estelle school ground designated as a historic site and educational center. Plans are to partner with the Irving Independent School District, the City of Irving, and perhaps other interested groups. The Heritage Society envisions building a replica of the old school and school grounds, c. 1920s-1930s, which will offer today's children the experience of attending classes in a small rural school and playing games enjoyed by children of an earlier time.

Ex-students and former residents held a reunion on the old school site in 2002. The

January 2006

recently discovered foundation perimeter of the 1916 brick school building was the center of attention for the attendees.

In October 2005, the Estelle Heritage Society, with the assistance of the Irving Archives, members of the city council, and various City of Irving departments, held a reunion and clean-up day at the site. The Archives' staff helped publicize the event and recruit workers. Members of the Estelle Heritage Society conducted walking tours for the many visitors, including Mayor Herbert Gears. Councilmen James Dickens and Allen Meagher provided lunch for everyone who attended.

At the end of the day, workers had uncovered the school foundation, the sites of the water tower and the windmill, and the foundation of the coal shed. This significant progress set the stage for the next steps in the process: surveying the land, working with an architect to draw plans for the reconstruction, and meeting with the school district and the city to negotiate partnership agreements.



*Estelle students and faculty, 1908*



*Workers clearing the area around the school foundation, 2005*



*Dedication ceremonies for the Irving Centennial Historical Marker*



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## **PORTLAND, OREGON ELECTRONIC ARCHIVES AVAILABLE ON THE INTERNET**

City of Portland, OR Auditor Gary Blackmer is pleased to announce the release of Efiles - a web-based search tool that makes thousands of electronic images of important city records available to the public. Efiles houses over 30,000 electronic documents, including all City Council Ordinances from the mid-80's to the present, as well as photographic and documentary images from the City's archival collection.

Besides the electronic images, Efiles also contains over one million catalog entries covering City operations and history dating back to 1851. The electronic documents can be immediately viewed or downloaded. The catalog entries represent hard copy records stored at the City's Stanley Parr Archives and Records Center (SPARC). Using Efiles, citizens can contact archives staff to arrange access to the records stored at SPARC.

Efiles is a dynamic system with both electronic and catalog records being added daily. We hope that researchers, students and all Portlanders find Efiles a helpful tool to learn about and keep up with our city government's current activities and rich history.

Efiles can be found at:  
<http://www.portlandonline.com/efiles>

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## **SSA-SAA EMERGENCY DISASTER ASSISTANCE GRANT FUND**

The Society of Southwest Archivists and the Society of American Archivists announce the creation of the SSA-SAA Emergency Disaster Assistance Grant Fund--a fund established to address the stabilization and recovery needs of archival repositories that

have been directly affected by Hurricanes Katrina and Rita. Any repository that holds archival records or special collections and that is located in those hurricanes' affected areas of Alabama, Florida, Louisiana, or Mississippi is eligible to apply for a grant. The repository need not be a member of SSA or SAA.

Grant monies may be used for the direct recovery of damaged or at-risk archival materials; such services as freeze drying, storage, transportation of materials, and rental facilities; supplies, including acid-free boxes and folders, storage cartons, cleaning materials, plastic milk crates, and protective gear; and to defray the costs for volunteers or other laborers who assist with the recovery.

If you are able to assist our colleagues by supporting the fund, please visit <http://www.archivists.org/katrina/contribute.asp> to make your donation. Or send your contribution by fax (using a credit card) to 312-347-1452 or via mail to: Society of American Archivists, Attn: EDA Grant Fund, 527 South Wells Street, Fifth Floor, Chicago, IL 60607.

If you are in need of assistance: Initially grants of up to \$2,000 will be awarded. Additional requests may be considered if funds remain available. Approved grant payments may be made directly to a service provider, upon the grantee's request, if an itemized invoice is presented. Recipients will be asked to provide a financial accounting of expenditures made using the award within 6 months of receiving the funding.

A short application form is available on the SAA website at <http://www.archivists.org/katrina/apply.asp> or applicants may submit a letter containing the information listed below. Ideally, the letter should come from the head of the

organization, but it may come from a primary contact. Please include contact information for both the head of the organization and the primary contact if these are different individuals. Send the letter to: SSA President Brenda Gunn, Assistant Director for Research and Collections, Center for American History, University of Texas at Austin, 1 University Station, D1100, Austin, TX 78712; 512-495-4385; 512-495-4542 (fax); [bgunn@mail.utexas.edu](mailto:bgunn@mail.utexas.edu). The letter of application should address the following:

- The mission of your repository;
- Brief description of archival collection(s);
- Description of damage to the affected collection(s) (which may include supporting photographs or digital images);
- How much funding is being requested;
- Brief description of how the funds will be used;
- What other sources of funding are available to the repository?
- If selected, to whom should the check be made payable?

A review panel comprising four SSA former presidents and the immediate past treasurer, along with one member of the SAA Council, will review applications and select the grant recipients. The committee will score proposals based on the application criteria. The Society of American Archivists is responsible for financial administration of the fund.

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## **VERMONT SUPREME COURT UPHOLDS SEAL ON DEAN'S DOCUMENTS**

The Vermont Supreme Court ruled, recently, that Howard Dean acted legally when, on leaving office as governor in 2003, he

sealed thousands of pages of his papers. The 93 boxes of documents were deemed by Dean, now the Democratic national chairman, to be covered by executive privilege. They were sealed under an arrangement with the secretary of state and are not to be made public until January 2013. Other Vermont governors have had similar arrangements, if for shorter periods, but Dean's drew criticism during his run for the 2004 Democratic presidential nomination.

In 2002, before leaving the governorship, Dean, who initially tried to seal the documents for 24 years, told Vermont Public Radio that he "didn't want anything embarrassing appearing in the papers at a critical time in any future endeavor." He later called that comment a "smarty remark" not meant to be taken seriously.

Denied access to the documents, the conservative group Judicial Watch sued the state in 2004. A lower court ruled in favor of Judicial Watch, saying the state's archives act did not authorize the secretary of state to restrict that access. But on Friday, the Supreme Court's five justices, one of them appointed by Dean, unanimously disagreed.

In an interview, Thomas J. Fitton, president of Judicial Watch, said of the ruling: "It's a terrible position. It's frankly more political than legal. These judges are appointed by the governors, and they've bent over backwards to make life easier for the folks who appoint them." Attorney General William Sorrell, a Democrat whose office defended Dean's agreement with the secretary of state, also suggested that politics had been at play.

"The court vindicated what has been the bipartisan practice of Democratic and Republican governors in Vermont for a number of years," Sorrell said. "This was a political thing. Some folks thought there

would be embarrassing stuff in there to derail the Dean candidacy."

*Reproduced with permission of the Rutland Herald, "Vermont Supreme Court upholds seal on Dean's documents." Katie Zezima, New York Times. 5 Nov. 2005.*

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## HERKERT APPOINTED OREGON STATE ARCHIVIST



Mary Beth Herkert

Oregon Secretary of State Bill Bradbury recently announced the appointment of Mary Beth Herkert as the new State Archivist, effective immediately. "Mary Beth has worked at every level of our organization, she knows Archives inside and out, and she will make an excellent State Archivist," said Bradbury.

Mary Beth was chosen after an extensive national search to replace Roy Turnbaugh, who retired in September 2005 after 20 years as State Archivist. During Turnbaugh's tenure, Mary Beth worked her way up through every level of the Archives, from processing archivist to manager of the records management unit. She earned a bachelor's degree in history and anthropology from Ball State University in 1982 and a master's degree in history from the State University of New York at Albany in 1984. She is a Certified Records Manager (CRM) and has been active in numerous professional organizations. She currently

serves on the board of the National Association of Government Records Administrators (NAGARA).

The Secretary of State's Archives Division provides public access to the permanently valuable records of Oregon government. Archives houses many of the state's oldest documents, publishes the biennial Blue Book, and provides comprehensive online historical research guides and learning exhibits.

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## FROM THE EDITOR

The Editor welcomes information, articles, reviews, photos, and any submission that might be of interest to federal, state and local government records managers and archivists. Next publication date: March-April 2006. Email your content to [bergeronp@ci.nashua.nh.us](mailto:bergeronp@ci.nashua.nh.us) or fax it to my attention at 603-589-3029.

### **...and the winner is:**

Over the past year we ran a little "Name the Newsletter" Contest. Though a winning suggestion was chosen prior to our annual meeting, this is the first opportunity we have had to use that title: *Official Word: The Government Records Section Newsletter*. Our thanks to Rebecca Johnson Melvin, Special Collections at the University of Delaware Library who was the first to submit this title idea. For taking the time to do so, Rebecca will receive a *terrific*, fashionable, New Hampshire "Brake for Moose" sweatshirt.

## GROUND BROKEN FOR NH STATE ARCHIVES EXPANSION

Ground was broken on May 2, 2005 for additions to the New Hampshire State Archives Building. The construction will take place in three phases. The first phase is new storage space for state agency records. The second phase will be construction of new work spaces for the Bureau of Vital Records and for Help America Vote Act staff, training rooms and the renovation of a current storage area into a new research room. The third phase will include a new entrance, which will incorporate architectural features similar to the original N.H. State House and the enlargement and renovation of the records and microfilm vaults.



*Architect's rendition of NH Archives entrance*



*May 2005: Dr. Frank Mevers, NH State Archivist, overlooks early construction site*



*Construction site: November 14, 2005*

## GOVERNMENT RECORDS SECTION 2005 BUSINESS MEETING

### Steering Committee election results

Each year, three Section members are elected to serve on the Government Records Section Steering Committee for two-year terms. By-laws state that one representative from each of the Section's three constituencies (local, state, and federal government) should be elected to serve on the Committee. Elected for the 2005 – 2007 terms were: Jan Hart, Senior Archivist, City of Irving, TX, Irving Public Library; Amelia Winstead, State and Local Government Services Manager, Georgia Department of Archives and History; and Barbara Rust, Archivist, NARA – Southwest Region. Barbara Rust was elected to serve as Vice-Chair/Chair-Elect.

### By-laws changes approved

Under the adopted amendment, nominations for Steering Committee members will close upon the announcement of nominees by the Nominating Committee – if the

Nominating Committee proposed two or more candidates for one vacancy, voting at the Annual Meeting will be by secret ballot; absentee ballots must be returned to the Nominating Committee Chair at least seven (7) days prior to the Annual Meeting; if the Nominating Committee did not propose candidate(s) for a vacancy, nominations may be made from the floor at the Meeting for that vacancy. If two or more candidates for one vacancy are proposed, voting at the Annual Meeting shall be by secret ballot. Additionally, the first paragraph of Section IV was amended to clarify that all three steering committee members, "whose terms are not expiring at the conclusion of the next annual meeting," will assist the immediate past chair as members of the Nominating Committee.

**Klett discusses evolution of New Jersey's PARIS grants fund program**

Following the election of steering committee members and adoption of proposed by-laws changes, Joe Klett, Chief of Archives for the State of New Jersey, gave a presentation on the development and evolution of that state's local government records grant programs. In 2005, New Jersey launched its pioneering *Public Archives and Records Infrastructure Support (PARIS)* and *Records Disaster Recovery Triage (Records DIRECT)* grant programs to meet the strategic and emergency records management, preservation, and storage needs of County and municipal governments.

*PARIS* grants fund strategic advancements in county and municipal government archives and records programs statewide. The state's FY 2005

budget provided up to \$28 million for grants to build and improve the infrastructure of public records administration, making *PARIS* one of the top competitive grant programs of its kind in the nation.



*Joseph R. Klett, NJ Chief of Archives*

*Records DIRECT* grants provide direct, immediate emergency management assistance to disaster-stricken county and municipal government agencies to recover vital, permanent or archival public records damaged by fire, water, and other man-made or natural phenomena. Designed to avert the loss of irreplaceable public records during the critical hours and days following a disaster, this program will streamline the application process to get emergency funding where it is needed in the shortest possible time. County and municipal agencies must also account for any associated insurance or other funds received in compensation from liable parties.

Funded by document filing and recording fees collected by County clerks, *PARIS* and *Records DIRECT* grants are key components of the New Jersey Public Records Preservation Program

established by the state legislature in July 2003. The initial year of *PARIS* grants has had an intentionally tight focus to ensure that a sound foundation is laid for strategic broadening of the grant program in future years. First-year funding supported: 1) state-coordinated county needs assessment and strategic planning services; 2) grants-in-aid for imaging systems and services, electronic records management systems, and electronic filing portals development and expansion; 3) grants-in-aid for archival records preservation services; and 4) grants-in-aid for municipal needs assessment and strategic planning for municipalities having populations of 75,000 or more. In subsequent years, a wider variety of projects will be eligible for funding. The grant program will be competitive, with awards based on applicants' demonstration of need and the quality of their proposals.

Initially, the sole constituencies eligible for *PARIS* and *Records DIRECT* grants were county and municipal "general-purpose public agencies," meaning the duly chartered and incorporated County, city, township, town, borough, and village governments in New Jersey.

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## **NARA PARTNERS WITH NATIONAL COALITION FOR HISTORY TO IDENTIFY MISSING OR STOLEN RECORDS**

On November 19, 2005 the National Archives and Records Administration (NARA) and the National Coalition for History (NCH) created a pilot project which will authorize the NCH to search

and sales web sites, listings, and catalogs to identify missing or stolen federal, state, local, or international government records. Once identified, these documents will be brought to the attention of the appropriate repository, which will decide whether to seek recovery, through replevin or other legal means.

"I am pleased that the National Archives is partnering with the National Coalition for History on this critical issue," Archivist of the United States Allen Weinstein stated yesterday.

"It is imperative that the entire historical and archival community remain vigilant in identifying and reclaiming materials that have been stolen from our nation's repositories. This agreement is a step forward in helping the National Archives recover unique historical documents that we hold in trust for our citizens."

Other actions that the National Archives has taken to protect and recover historical records besides the NCH/NARA partnership include: launching the "*Recover Lost and Stolen Documents*" Web pages (<http://www.archives.gov/research/recover/>) which lists missing records; hosting a meeting of international institutions to discuss issues of document security; placement of additional security controls in National Archives research rooms nationwide; publishing of a pamphlet to educate the public about how to identify Federal documents, and giving public recognition to individuals who help the National Archives recover alienated documents.

**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>
<p>Amelia Winstead State &amp; Local Government Services Manager Records and Information Management Services Georgia Department of Archives and History 5800 Jonesboro Road Morrow, GA 30260 678-364-3790 fax 678-364-3860 <a href="mailto:awinstea@sos.state.ga.us">awinstea@sos.state.ga.us</a></p>	<p>Susan Cummings National Archives and Records Administration Room 2100 8601 Adelphi Road College Park, MD 20740- 6001 301/837-1636 fax 301/837-3697 <a href="mailto:susan.cummings@nara.gov">susan.cummings@nara.gov</a></p>	<p><b>Federal</b> Lucy G. Barber Director of Technology Initiatives National Historical Publications and Records Commission, NARA 700 Pennsylvania Ave., NW, Room 106 Washington, DC 20408 202/357-5306 <a href="mailto:linda.barber@nara.gov">linda.barber@nara.gov</a></p>
<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>

## COUNCIL OF STATE ARCHIVISTS LAUNCHES NEW WEBSITE

At its July 2005 annual meeting in Richmond, Virginia, the Council of State Historical Records Coordinators voted to change the name of the organization to the *Council of State Archivists (CoSA)*. In November, CoSA launched its new website at [www.statearchivists.org](http://www.statearchivists.org). Much of the content is the same, but CoSa has added a few features and restructured some of the sections:

- The redesigned [Archives Resource Center \(ARC\)](#) has been streamlined with a focus on guidelines, technical materials, and tools produced by and for state archives. If you've been an active user, you will appreciate the cleaner interface. If you've never visited the *ARC*, you'll discover links to a wide array of information gleaned from state archives sites:
  - [Collections online](#) (digital archives, virtual exhibits, memory projects)
  - [Resources for teaching with primary sources](#)
  - Record schedules for [state](#) and [local](#) governments
  - [Records-related laws, statutes, legislation](#)
  - [Electronic records](#) management and regulations
  - [Disaster preparedness and planning](#)
  
- The **ARC** also contains several CoSA-developed tools:
  - [Basics of Archives \(BACE\)](#) materials developed to introduce individuals who have responsibility for archival collections -- but may never have received formal archival training -- to the basics of archives
  - [Placement](#) of archives and records management programs in state government
  - [Acronyms](#) used by archivists and records managers
  - A separate section for [News Releases and Information Updates](#) will make it easier to find actions taken by CoSA and topics of current interest to its members.
  - The [Archival Connections](#) section highlights collaborative efforts among CoSA and other archives and records associations and seeks to facilitate communication among these organizations. It includes a [directory of professional associations](#) serving archivists in the U.S. at the national, regional, state, and local levels.

In the near future, the CoSA site will include data from the 2004-05 Survey of State Archives and Records Programs, and a new *SHRAB Support Section* that will include downloadable copies of both the State Coordinator's Manual and the SHRAB Member Manual.

Most of the pages are in the same relative locations as in the old website (just substitute **statearchivists.org** for **coshrc.org** in the URL), but a few have been moved around to streamline the directory structure. Please [let CoSA know](#) if you have trouble finding a favorite resource.