

Official Word – The Government Records Section Newsletter

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

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

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NATIONAL ARCHIVES TO DEDICATE NEW SOUTHWEST REGIONAL RECORDS CENTER FACILITY CENTER – FIRST FEDERAL ELECTRONIC RECORDS VAULT OPENS

The National Archives and Records Administration will formally dedicate its new Southwest Region Federal Records Center in the Carter Industrial Park (1400 John Burgess Drive, Ft. Worth, Texas 76140) at 11:00 a.m. on Friday, March 2, 2007. Confirmed speakers include Fort Worth Councilwoman Kathleen Hicks, Fort Worth Mayor Mike Moncrief, and Congressman Michael C. Burgess. The event will also feature a ribbon-cutting ceremony and a barbecue lunch. The ceremony is open to the press and by invitation to National Archives Southwest Region staff, community leaders, and guests from other Federal agencies.

The facility includes a 1000 square-foot, state-of-the-art electronic records storage vault that will allow the National Archives, for the first time in its 73-year history, to store and service temporary electronic records for Federal agencies. This electronic records storage vault features a non-aqueous fire suppression system, strict environmental controls, and multiple levels of security. The new facility also includes a high-tech digital imaging lab for record scanning and a

specialized media disintegrator to securely destroy Federal e-records.

“The new Federal Records Center is an exciting project for the National Archives as we modernize the facilities that house these important Federal records” said Preston Huff, the National Archives Regional Administrator for the Southwest Region. “This building reflects our recognition that the format of our Nation’s records has evolved from paper to a variety of electronic media. The National Archives stands ready to store and service these e-records from their creation to their destruction, just as we have for years with paper records.”

The 205,000 square foot building has a total storage capacity of nearly one million cubic feet of records.

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The new facility will replace the Federal Records Center currently located in the Fort Worth Federal Depot. The move to the new building is scheduled to be completed in October of this year.

The National Archives Southwest Region is one of 15 National Archives regional facilities nationwide. This facility serves 100 Federal agency customers in Arkansas, Louisiana, Oklahoma and Texas. Significant holdings include Federal records created by the regional U.S. District/Bankruptcy Courts, the Internal Revenue Service, the National Aeronautics and Space Administration (NASA*Johnson Space Flight Center), the Department of Energy, the Department of the Navy, and the Department of Homeland Security.

K/H Lakewood., LLC, greater Kansas City's oldest commercial real estate company, developed the site. The National Archives and K/H Lakewood have entered into a 20-year lease for the building.

NHPRC ANNOUNCES GRANTS FOR ELECTRONIC RECORDS PROJECTS

The National Historical Publications and Records Commission recently announced that it will accept grant applications for Electronic Records Projects. This announcement reflects the Commission's wish to encourage historical repositories to develop sustainable electronic records program. Applications are due on June 1, 2007.

The focus of the NHPRC's Electronic Records grant program is to support projects that will lead to sustainable electronic records programs in state archives and other historical records repositories. NHPRC seek applications for projects to:

1. Assess institutional capacity through program evaluation and planning;
2. Create institutional capacity with program start-up support;
3. Expand the scope of existing programs; and
4. Develop cooperative institutions that provide electronic records preservation services to repositories.

Although projects focused exclusively on professional development are not eligible in this grant opportunity, NHPRC strongly encourages each application to include professional development components necessary for the success of the project. These may consist of basic or advanced e-records training for archives staff and/or for agency records managers, high level administrators, IT staff, and others. For further information, see: <http://www.archives.gov/nhprc/announcement/electronic.html>

NHPRC RECOMMENDS \$2.2 MILLION IN GRANTS

At its fall meeting, the National Historical Publications and Records Commission recommended to the Archivist of the United States grants of \$2.2 million for 35 projects in 20 states and the District of Columbia. These recommendations include \$197,532 to the University of Wisconsin to design and implement a new Archives Leadership Institute and three grants totaling \$230,113 for the mass digitization of historical records at the Troup County (Georgia) Historical Society, the Archives of Michigan, and the Aldo Leopold Foundation.

Grants totaling \$905,170 were recommended for seven documentary editing projects from the Founding Era of the nation. Three subventions were awarded to university presses to defray the cost of publishing new volumes on the papers of

James Madison, George Washington, and Frederick Law Olmstead. The University of Wisconsin will receive funding to continue its work at the Institute for Editing Historical Documents. Historical record publishing projects at Rutgers and the Massachusetts Historical Society will now be able to offer one-year graduate student fellowships in documentary editing.

Basic level support was awarded to 12 states to support the work of Historical Records Advisory Boards in Alaska, California, Florida, Georgia, Kentucky, Maine, Montana, New Mexico, Ohio, Oklahoma, Utah and Wisconsin. State partnership grants were recommended for the Council of State Archivists to continue its project to strengthen the National Archival Network; North Carolina's Disaster Preparedness Training; and a re-grant and training project at the South Carolina Department of Archives and History. Electronic records grants were recommended for projects in northern Maine, Michigan, and North Carolina.

The NHPRC also reviewed *Safeguarding a Nation's Identity*, a report from the Council of State Archivists. This report is the culmination of the first phase of a long-term initiative to address statewide emergency preparedness for archives and records throughout the nation. The project was supported by the National Archives, the NHPRC, with assistance from the Office of National Security Coordination and a generous donation from MyFamily.com, Inc.

The Archivist of the United States, Allen Weinstein, is the Chairman of the Commission, and Max J. Evans is its Executive Director. The NHPRC is the sole federal funding agency whose only focus is the documentary heritage of the United States. Established in 1934, it has awarded grants for preserving, publishing, and providing access to vital historical

documents. Twice each year, in May and November, the Commission recommends grants to the Chairman. Final appropriations for FY 2007 are pending.

NEWS FROM THE NEW YORK STATE ARCHIVES

Crawling State Agency Websites

Staff in the New York State Archives have completed the Archives' first web crawl of state agency sites. Scheduled to coincide with a change in administrations, the Archives concluded an initial crawl of 260 sites shortly after midnight, 1 January 2007, using OCLC's Web Archivists Workbench.

State Agency Services

The New York State Archives recently created a State Agency Services unit to expand the level of services to agencies beyond retention scheduling, which has been the main focus of such services for the past several years. This two-person unit has been involved in the Archives gubernatorial transition project, an effort by the Archives to both ensure the transfer of archival records from outgoing agency executives to the Archives and to provide advice and training to new agency executive staff in an effort to ensure easy transition and the end of the new administration. Beyond this project, State Agency Services staff will continue to provide records management advice and training to all agency personnel to ensure efficient agency operations and the long-term preservation of those records deemed archival.

Managing Email

The New York State Archives and the New York State Forum have initiated efforts to formulate a state policy on managing e-mail. The New York State Forum is a network of public officials and State government organizations concerned with information management, policy, and technology. The first step in this effort has been to survey New York State agencies on their current practices and where they see opportunities for improvement.

Local Government Records Grants

The deadline for the New York State Archives' Local Government Records Management Improvement Fund grants was February 1, 2007. As of February 7th, the Archives had received approximately 676 grant applications in a wide range of categories: conservation, arrangement and description, inactive records, microfilming, active records, educational uses of local government records, and others. Since 1990, the Archives has awarded 8,124 grants to 2,276 separate local governments for a total of \$158,024,041 in funding, while providing regionally-based program of advisory services, training, and publications.

Inaugural Exhibit at Governor's Mansion

The New York State Archives mounted two exhibits to salute the inauguration of new Governor Eliot Spitzer. The first was a display of New York's foundation documents at the Governor's Mansion during the post-inaugural reception. The documents displayed were New York's first constitution, New York's engrossed copy of the US Constitution and the Journal of the Poughkeepsie Convention. The second exhibit, entitled Running for Governor, showcased election and campaign materials drawn from the collections of the State Museum and State Library, as well as the Archives.

ELECTRONIC RECORDS FORUM: APRIL 19 – 20

Plan to attend this year's Electronic Records Forum, April 19 - 20, 2007 in Austin to be held at the J. J. Pickle Conference Center. This annual conference features current topics in archives and records management focusing on the challenges of the digital age.

Topics: Managing Litigation Risk and the New Federal Rules of Civil Procedure; Digital Disasters Prevention and Preparedness; Taxonomies for Electronic Records Management; Digital Security issues; New Technologies and the challenges they bring to the table; Storage Solutions for Electronic Records; Business Process Analysis and an update on the Electronic Records Archives; Texas Heritage Digitization Initiative and more.

Speakers include: Jason Baron, Director of Litigation, National Archives and Records Administration; Dean McKinney, BMS Catastrophe; Dr. Susan Cisco; Susan Hubbard; Jesse Wilkins, IMERGE Consulting; Danielle Cunniff Plumer, Coordinator Texas Heritage Digitization Initiative Texas State Library and Archives Commission; Leonard Harmon, Jr, Michael Baimbridge, and Meg Phillips from the National Archives & Records Administration - Southwest and Mid-Atlantic Regions.

This event is sponsored by: Texas State Library and Archives Commission, University of Texas at Austin, School of Information; Society of Southwest Archivists; National Archives and Records Administration-Southwest Region (NARA-SW); and National Association of Government Archives and Records Administrators (NAGARA). Registration is \$150.00. To register go to www.nagara.org or contact: Steve Grandin at: (518) 463-8644 or nagara@caphill.com.

LIBRARY OF CONGRESS LAUNCHES NEW SITE ON PRESERVING FAMILY TREASURES

No one likes to think about disasters, whether natural or man made, but thinking ahead and preparing, together with knowledge about first steps, can save those family treasures from ruin. The Library of Congress' website, "Preparing, Protecting, Preserving Family Treasures," provides simple instructions, as well as links to more comprehensive information, for many types of family treasures. Using this information, readers will have the means to prepare ahead of time, to protect everyday, and if need be to preserve family treasures after a disaster. This website has been created through support from the American Library Association (ALA) Carnegie-Whitney Award and from the Library of Congress Preservation Directorate. For further information, see: <http://www.loc.gov/preserv/familytreasures/index.html>

TEXAS HRAB OFFERS BASIC TRAINING WORKSHOPS

The Texas Historical Records Advisory Board (THRAB), in cooperation with the Texas State Library and Archives Commission (TSLAC), is pleased to announce the second year of a series of basic training workshops for non-professionals in charge of local government records and local historical collections on the following topics in the following cities: "Introduction to Imaging and Imaging Technology" in Abilene, Canyon, and Waco; "Preservation of Photographic Materials" in Ozona, Midland, Lubbock, and Dallas; and "Introduction to Preservation Issues and Practices" in Ozona.

For additional information regarding workshop content, instructors, location, and

registration, please go to the following pages Web pages:

<http://www.tsl.state.tx.us/ld/workshops/im01/>
<http://www.tsl.state.tx.us/ld/workshops/ppm/>
<http://www.tsl.state.tx.us/ld/workshops/prsv/>

Amigos Library Services, Inc., Dallas, Texas, is providing the training at the request of THRAB, which received a generous grant from the Summerlee Foundation, Dallas, Texas, to offer a series of basic preservation workshops begun in 2006 and continuing through 2007. The workshops are geographically spread throughout the state to reach those with the greatest need, including municipal and county governments of some of the more remote of Texas' 254 counties.

INTERESTED IN SERVING ON THE GOVERNMENT RECORDS SECTION STEERING COMMITTEE?

The Government Records Section is looking for candidates for its steering committee. At its annual meeting in Chicago this coming August, the section will hold its annual election of officers, but we need candidates sooner than that. Candidates must be members of the Society of American Archivists who work in local, state, or federal government, and who are willing to commit to a two-year term of office. The section is looking for candidates for three separate positions: federal representative, state representative, and local representative. The steering committee consists of two representatives from each level of government, so half the steering committee revolves off each year.

Candidates should also consider whether they are interested in serving as vice-chair/chair-elect, since all members of the steering committee in place after the annual elections will be eligible to take on that role.

The steering committee will choose the vice-chair, following the bylaws of the section, which are available on the SAA website at <http://www.archivists.org/saagroups/gov/mision.asp>.

If you are interested in this exciting opportunity or would like more information on what would be involved, please contact Geof Huth, the immediate past chair of the section and the nominations chair, at ghuth@mail.nysed.gov.

**HEARD ‘ROUND the TABLE ...
Notes from the Local Government
Records Roundtable Chair**

Update on State-Level Regranting Programs by NHPRC Director Max Evans to Highlight Local Government Records RT Meeting

John H. Slate, CA, Roundtable Chair

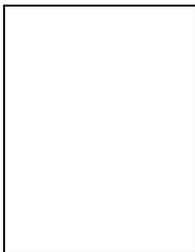
As Yogi Berra declared, “It’s déjà vu, all over again.” I served as chair of the Local Government Records RT for 2004-2005, and now I’m doing it again. We had a terrific turnout last year in Washington with our joint session with NAGARA, and I’d like us to build upon it for the future. If you’re a member of Local Government Records and haven’t attended meetings in recent years, you should give it a second look.

This year’s program and business meeting will be in Chicago on Wednesday, August 29th (when most of the Round Tables also will be meeting). A very short business meeting will be conducted in order to make plenty of time for Max J. Evans, Executive

Director of the National Historical Publications and Records Commission, who will speak on the status of state-level regranting programs in the United States. Several states have been successful in enacting legislation that creates funding for archives and records programs through filing fees and other mechanisms; the state of New Jersey is just one (and unusually successful) example. Evans will give a “snapshot” of where we are today and talk about the Partnership for the American Historical Record, another important effort in this movement.

Prior to becoming NHPRC’s chief, Mr. Evans was the Director of the Utah State Historical Society and editor of the Utah Historical Quarterly. As Society Director, he also served as the State Historic Preservation Officer (SHPO) and was responsible for publications, the history library (including published and manuscript materials, photographs, and maps), a statewide grants program, and the state history museum. He also served for over a year as the Acting State Archivist and was the chair of the State Records Committee from 1991 through 1998.

As with many round tables, activity has been low-key so far, but we are perpetually in a period of “rebuilding,” to encourage more involvement and discourse over local government archives and records. Speaking of involvement, anyone who cares to participate in the Round Table should contact me -- session ideas are always welcome, and I will entertain any constructive criticism.



**71st Annual Meeting
August 29 – September 2**

For further information, visit: <http://www.archivists.org/>

GOT OLD NEWSLETTERS?

Editor's Note: While doing some end-of-the-year office cleaning, I came across two Section newsletters from 1999. Neither issue appeared on the Government Records Section website. So I scanned them, and Wayne Everard, our Section webmaster, posted them online.

There were some interesting articles in these old publications on Researching Holocaust-Era Assets Records, DOE's postponement of compliance with Executive Order Declassification, Georgia's grant program to help improve and establish local records management programs in accordance with state law, SAA Strategic Planning Notes, and copyright legislation. It was interesting to note how issues have evolved since 1999 – and how some issues remain of continued concern to us.

Which got me thinking...

If you have old Section newsletter in your files – and find that we do not have those issues posted online – consider sharing them with your colleagues. If you can, please scan them (preferably as a pdf, min. 400 dpi) and forward them to me at bergeronp@nashuanh.gov. If you can't scan them, please mail clean photocopies of the pages to me at: City Clerk's Office, 229 Main Street, Nashua, NH 03060. I will do the scanning and forward them to Wayne for posting.

Currently, we publish the electronic newsletter three times a year, but twice-a-year was the norm during the paper-era. In fact, SAA By-laws (Section IX), relative to the governance of Sections, is somewhat outdated, limiting newsletters to: "...three mailings each year, with a total number of pages for the year not to exceed sixteen

(16) single-sided sheets of camera-ready material on paper measuring 8.5 by 11 inches..." Don't be surprised, then, if you only find two newsletters in your files. Dig through those old files of yours and save your Section's history!

HELP WANTED! – GOVERNMENT RECORDS SECTION NEWSLETTER EDITOR

Paul R. Bergeron, Editor of GRS' *Official Word*, is planning to step down from his duties following the 2007 SAA Annual Meeting in Chicago next August, and the Section is searching for a volunteer to step in and assume those responsibilities. *Official Word* is currently published three times each year: November/December, February/March, and June/July (the pre-conference newsletter).

If you have an interest in learning more about the Newsletter Editor's responsibilities, please feel free to contact Paul at 603-589-3004 or via email at bergeronp@nashuanh.gov. One more newsletter will be published in 2006 – 2007 (the pre-conference newsletter), and he would be glad to bring on a "co-editor" to give that person some "guided experience" prior to next year's Annual Conference.

Under Section by-laws, the appointment of the Newsletter Editor is made by the Section Chair (Lucy Barber: lucy.barber@nara.gov) with the advice of the Steering Committee. The Newsletter Editor also serves as an officer of the GRSection Steering Committee.

ALA WIKI

The American Library Association (ALA) has created a wiki called *Read Write Connect* at <http://wikis.ala.org/readwriteconnect>. The wiki includes content on gadgets, podcasts, RSS feeds, current events, web planning, and more.

SAA GOVERNMENT RECORDS SECTION ANNUAL REPORT

Submitted: February 6, 2007

Report from annual meeting:

- Number of attendees: approximately 70.
- Election results:
 - Prior to the meeting, Geof Huth appointed Lucy Barber as Vice-Chair/Chair-Elect to fill in for Barbara Rust, who had resigned from that position;
 - Sharmila Bhatia was elected to a two-year term as a federal representative;
 - Kelly Eubank was elected to a two-year term as a state representative;
 - Mark Myers was elected to a one-year term as a state representative (filling out the term of a steering committee member who has resigned);
 - John Slate was elected as the local government representative, and he agreed to serve as vice-chair/chair-elect for the coming year.

Completed projects/activities:

This year, the steering committee spent much time reviewing and improving the section's bylaws, which were inflexible in certain ways, did not conform to some current practices, and which did not provide answers on what to do in cases of resignations of steering committee members or tie votes in elections. The committee suggested the following bylaws revisions to members, allowing for absentee voting for members who could not attend the annual meeting:

- Clarified the chair's responsibility and term;
- Formalized the existing process for choosing the chair;

- Clarified the makeup of the steering committee and the procedures to follow in the case of changes to the makeup over the course of the year;
- Inserted procedures for finalizing a vote in the event of a tie vote;
- Revised the deadline for absentee ballots;
- Removed unnecessary language from the bylaws.

The members passed the bylaws at the annual meeting.

An interesting problem this year was the need to replace two members of the steering committee during the course of their terms. In the absence of clear direction from the bylaws, the steering committee had to use its best judgment in these cases. The revision of the bylaws clarified this process for future steering committees.

Ongoing projects/activities:

Paul Bergeron has continued as the newsletter editor, producing three large issues in the course of this year. He has announced plans to step down from this position in 2007.

Wayne Everard of the New Orleans Public Library accepted the role of the section's web liaison only days before Hurricane Katrina devastated New Orleans in August of 2006. However, he kept to his commitment to be the web liaison and has maintained the website perfectly up to date. Although Wayne retired from his job during his term, he has maintained his membership in SAA and continues to serve the section as web liaison.

Geof Huth transferred electronically the use copies of the records of his tenure as chair to Lucy Barber. This allowed Lucy the ability to use previous documents as templates for documents produced in her term. It also

allows the section the opportunity to transfer its records to the SAA archives more quickly. Geof Huth plans to transfer the records of the section to the archives before the 2007 annual meeting.

Diversity initiatives:

The Government Records Section continues to maintain diversity in its steering

committee, in terms of geographical spread, level of government represented, and gender.

Questions/concerns for Council attention:

None at this time.

Submitted by Geof Huth

Past Chair, Government Records Section

CALENDAR OF REGIONAL ARCHIVE ASSOCIATIONS' SPRING CONFERENCES AND WORKSHOPS

<p>New England Archivists (NEA) Chelmsford, MA <i>March 30 – 31</i> http://www.newenglandarchivists.org/activities/meetings/index.html</p> <p>For further information contact Paul Bergeron at bergeronp@nashuanh.gov</p>	<p>Northwest Archivists (NWA) Moscow, ID <i>May 17 – 19</i> http://www.lib.washington.edu/nwa/index.html</p>
<p>Mid-Atlantic Regional Archives Conference (MARAC) Scranton, Pennsylvania <i>April 19 – 21</i> http://www.lib.umd.edu/MARAC/conferences/conferences.html</p>	<p>Society of California Archivists (SCA) San Francisco, CA <i>May 17 - 19</i> http://www.calarchivists.org/prog/agm/home.html</p>
<p>Midwest Archives Conference (MAC), in partnership with the Society of Ohio Archivists Columbus, Ohio <i>May 3 - 5</i> http://www.midwestarchives.org/2007Spring/</p>	<p>Society of Southwest Archivists (SSA) Oklahoma City, OK <i>May 30 – June 2</i> http://southwestarchivists.org/HTML/Meeting.htm</p> <p>For further information, contact Kay Bost at kay.bost@okstate.edu</p>
<p>Council of Intermountain Archivists (CIMA) in conjunction with the Society of Rocky Mountain Archivists Colorado Springs, CO <i>May 17 – 19</i> http://www.lib.utah.edu/cima/</p>	<p>Society of Florida Archivists (SFA) Boca Raton, FL <i>June 6 – 8</i> http://www.florida-archivists.org/meeting.htm</p>
<p style="text-align: center;">Academy of Certified Archivists Certification Exam – August 29 Chicago IL; Worcester MA; Baton Rouge LA; Denver CO; and Los Angeles CA. Exam application deadline is May 15, 2007 http://www.certifiedarchivists.org/</p>	

2006 – 2007 GOVERNMENT RECORDS SECTION STEERING COMMITTEE

Federal	Local	State
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Term expiration dates:

August 2007 – Barber, Hart, Myer
August 2008 – Slate, Bhatia, Eubank.