

# 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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## A HELLO AND GOODBYE...

Lucy Barber, Section Chair

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As some of you may have noticed for the last year, I have been section chair for Government Records Section. Government Records Section welcomed me to my very first SAA meeting in Boston in 2002 and I hope that I'll be able to welcome some first attendees as well as familiar faces to our section meeting on Friday, August 31, 2007 at 8 am at the Chicago SAA meeting. Early, yes, but I can assure you that we will have a vibrant variety of presentations that I hope reflect concerns that affect all of us who work with records created by and for the public. My period as Chair of the section coincided with my first full year of working at the National Historical Publications and Records Commission after four years at the California State Archives. In this position, I have the opportunity to deal with archivists who care for all sorts of materials in all sorts of settings. It has made me more keenly aware of both how much government records archivists of all types do share with each other – a legal public trust, complex bureaucratic settings, uncertain funding. Yet, it has also helped me to understand how much we can learn from our differences.

I know, it is a cliché. However, because government records archivists often work under very specific legal settings, there is a risk of thinking that someone in a different legal setting has nothing to share with you.

But I think there is so much that we can share and use, even if changed to fit the particularity and peculiarity of your setting. For example, at the section meeting, James Hasting, Director of Access for the National Archives, is going to speak about digitizing partnerships. Some of you who are working with private vendors on imaging projects using scarce public funds may think “nobody going to digitize our records for us and for free.” But Jim is going to talk as much about the principles that the National Archives developed as they negotiated agreements.

Conversely, National Archives employees may wonder what they can learned from the first city archivist of San Antonio, Texas. Amanda Carvell is starting a program from the ground up, and for those of us who work with the established processes of the National Archives, it may seem very foreign.

### In this issue:

Annual Section Business Meeting.....	2
Local Government Records Roundtable.....	4
Steering Committee Candidates.....	4
Portal to Texas History.....	6
1993 – 2006 Archives Listserv Material Disposed.....	6
CoSA Issues Statement on Digital Access Partnerships.....	7
Washington Increases Filing Fees to Build Heritage Center.....	8
Blueprints of First Dallas City Hall Discovered.....	8
Condolences.....	8
ADA Best Practices Tool Kit.....	8
Archives Month Resources.....	8
NH State Archives Expansion Completed.....	9
Editor Signing Off.....	9
Section Steering Committee Contact Info.....	10

But consider the archivists who will be staffing the next presidential library or the new archivists who start here regularly. They too have to see the process with new eyes. And that vision may help change traditional practices in ways that can make our jobs more satisfying.

Finally, the state archives in North Carolina, Kentucky, and Pennsylvania are collaborating on methods of preserving email. The experience itself has already exposed them to different ways of obtaining records, different email customs, and different cultures of work. But as Mark Myers from Kentucky and Kelly Eubank from North Carolina will explain they have been learning much about the common features of email that provide them with confidence about the outcome of their project.

I labeled this section meeting: *“Feelin’ Stronger Every Day”*\*: *Government Records Archivists Tackling Hard Problems*” for two reasons. All of these presenters are doing what government archivists do every day: trying to figure out how to do new things with limited resources. The second reason is that it is a song by Chicago and I hope it might signal that I think this section meeting in that city will be filled with fun interchanges that will give us all energy to do our important work. See you on August 31. If you can’t be there, feel free to write me to learn about the presentations.

**ANNUAL SECTION BUSINESS MEETING:  
Friday, August 31, 2007, 8:00 a.m.**

*Feelin’ Stronger Every Day*\*: *Government Records Archivists Tackling Hard Problems*

Do you worry about:

- I. Insufficient support for preserving “your” program.
- II. Email – can you save it, should you save it, how to save it?
- III. Somebody asking you: “when is everything going to be online?”

Three presentations will inspire you to stop worrying and start “feelin’ stronger.” Join us on Friday, August 31 at 8:00 am to learn from our presenters and other section members:

***I. Convincing a City to Support an Archives Program***

The City of San Antonio in Texas has recently begun a formal archives program. There are many challenges and opportunities associated with building a program for such a large city from scratch. Amanda Carvell, the new city archivist, will discuss how the project got off the ground and the results of their efforts thus far. She then will ask section members for advice about strategies for moving the program forward.



Amanda Carvell, San Antonio City Archivist (left) and Leticia Vecek, San Antonio City Clerk, hold a framed facsimile of a letter from Porfirio Diaz, the President of Mexico, from 1895, the original of which is part of the new City Archives. Picture courtesy of Amanda Carvell.

\* Title of song by Chicago, available on [The Very Best of Chicago: Only the beginning](#) (Rhino Records, 2002)

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*Speaker Bio: Amanda Carvell, City Archivist for San Antonio, has a B.A and a Masters of Science in Information from the University of Michigan. She worked at the Bentley Historical Library and the Texana/Geneology Department at the San Antonio Public Library before being appointed as the first city archivist for San Antonio in January 2007.*

## **II. Connecting the Archive to the Email**

We all use it. It is becoming more and more like the letters that our grandparents wrote daily conveying both detailed information and simple updates. But every archivist is a bit daunted about preserving email. Kelly Eubank of the North Carolina State Archives and Mark Myers of the Kentucky Department of Libraries and Archives will discuss their project to take advantage of the interoperability of Email in order to preserve state email records in a three-state project that includes Pennsylvania. They note that there are many different e-mail programs that run on many different types of computer systems, yet each can read what is sent by the other. The reason that e-mails messages can be sent from disparate systems and then read without fail is that all parties have agreed to use the Internet Message Format and the associated Mime-Type extensions for the exchange of e-mail. Using specialized tools, they hope to take advantage of this interoperability to work with offices within our respective governments such as the Governor's office and the Office of Secretary of State to:

- test the tool with different email programs
- get user feedback regarding ease of use, and
- to actively collect and preserve electronic mail.

They are eager to hear from others about their approaches to the email challenge and share resources.

*Speaker Bio: Kelly Eubank, Electronic Records Archivist at the North Carolina State Archives, received her BA in History from University of North Carolina, Chapel Hill and her Master in Public History from North Carolina State University. She worked at a variety of historic museums, then at GlaxoSmithKline as records manager before beginning work at the State Archives in 2001. Mary Myers, Resource Management Analyst at the Kentucky Department for Libraries and Archives, received his BA in Education from the University of Kentucky and studied history and archives at Auburn University. He worked for the Alabama Department for Archives and History before taking his position in Kentucky in 2001.*

## **III. Digitizing with Partnerships: The National Archives Experience**

Recently, the National Archives has begun partnering with companies to digitize large portions of their holdings. Of course, they cannot digitize everything themselves nor does the Archives want to "sell" off their collections in a digital form. So Archives staff members have spent considerable time thinking about the values and standards that must inform these partnerships. James J. Hastings, Director of Access Programs, will discuss the results of these discussions and how they shaped some of the agreements they have made with other companies such as Google and Footnote. Section members are encouraged to share their own experiences and offer other considerations.

*Speaker Bio: James J. Hastings, Director, Access Programs, National Archives of the United States, has A.B. and M.A. degrees in American History from Xavier University, Cincinnati, Ohio. He began his career at the National Archives in 1972 as an Archives Technician in the Records Declassification Division. Since then he has held archival staff and management positions in several offices. Some of his previous management*

positions were Director, Nixon Presidential Materials Project, 1979-88; Director, Non-textual Archives Division, 1996-98; and Director, Textual Archives Services Division, 1998-2004. He was appointed Director, Access Programs in 2004.

I look forward to seeing you there!

*Lucy Barber, Section Chair*

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**LOCAL GOVERNMENT RECORDS  
ROUNDTABLE: Wednesday, August 29,  
4:00 p.m.**

*An Update on State-Level Regranting  
Programs by NHPRC Director Max Evans  
John H. Slate, CA, 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 29<sup>th</sup> (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, but our mission remains the same, to encourage more involvement and discourse over local government archives and records issues. Speaking of involvement, anyone who cares to participate in the Roundtable should contact me – session ideas are always welcome, and I will entertain any constructive criticism.

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**CANDIDATES FOR GOVERNMENT  
RECORDS SECTION STEERING  
COMMITTEE**

FEDERAL REPRESENTATIVE

**William C. (Bill) Carpenter** is a program analyst in the Information Security Oversight Office in Washington, D.C., an office within the National Archives and Records Administration (NARA) that oversees security classification programs in the federal government. Before joining that organization in 2007 he was an archivist in NARA’s Initial Processing and Declassification Division for over five years, and he has also worked in Department of Defense archival and declassification programs. In 2003 and 2004 he spoke at the

annual meetings of SAA about the confidentiality restrictions placed on prisoner of war debriefings and on the declassification process at NARA.

He has an M.A. in history, and is currently finishing a Ph.D. in Irish history at George Mason University. He was the treasurer of the National Archives Assembly, a professional organization of current and former NARA employees, from 2005 to 2007, and he has been a member of SAA since 2002.

**Mary Rephlo** does special assignments as a staff archivist for Jim Hastings, NARA's Director of Access Programs. Her principal current focus is digitization partnerships. Since 1993, Mary has served as director of the Modern Archives Institute, the two-week training course for non-NARA archival professionals. For 13 years, Mary served as Staff Development Officer at NARA, where she had overall responsibility for the multi-year internal Archivist Career Training Program popularly called CIDS. Mary began her NARA career with the Legislative Archives Division of the National Archives and Records Administration (NARA) in 1985 and is a co-author of the guides to House and Senate records. Mary holds a masters degree in history from the University of Missouri. She most recently served SAA and the archival profession as a member of the A\*CENSUS Working Group.

#### STATE REPRESENTATIVE

**Mark J. Myers** is the electronic records specialist with the Kentucky Department for Libraries and Archives. He provides records management advice and assistance to both state agencies and local officials in the management of their electronic records. Mark works on several interagency bodies that draft policy recommendations or alternatives for issues involving the intersection of technology and records

management in Kentucky. He assists in developing strategies and processes for the long-term preservation of electronic records in the Kentucky state archives. Mark is the president-elect of the Frankfort/Bluegrass Chapter of ARMA International and has served on the steering committee of the Electronic Records Section of the Society of American Archivists. Prior to his work in Kentucky, Mark was an Archivist with the Alabama Department of Archives and History. Mark has a bachelor's degree in secondary education from the University of Kentucky and lives in Montgomery County, Kentucky.

**Scott Sackett** is the Assistant Regional Archivist for the Washington State Archives' Central Region Branch, located in Ellensburg. This facility preserves and provides access to public records of historic or legal importance from local government agencies in nine Central Washington counties, and also provides assistance and advice to agencies in the area of public records management.

Scott was previously the Local Government Records Management Trainer for the Washington State Archives in Olympia. The workshop that he developed on electronic records management has been attended by hundreds of local agency officials throughout the state. He also coordinated the Archives' Local Records Grant Program during the 2005-2007 grant cycle. Scott earned his Certificate in Archives and Records Management from Western Washington University, and he also holds a Master's Degree in Teaching from Seattle University and a Bachelor of Arts in English and American Literature from the University of California, Santa Cruz.

#### LOCAL REPRESENTATIVE

**Jeanie Child** has served as Assistant Archivist, Cook County Clerk of Circuit Court

Archives (Chicago, IL) since 1994. Our mission is to collect, preserve, and make available inactive records created by the various court systems in Cook County, now the second largest court system in the world.

*Previous archives work experience:* Archives Specialist, Chicago Public Library. Assigned to process and provide reference service for the Harold Washington Archives and Collections (1993-94). Archives/Library Intern, MacArthur Foundation (1991-93). Archives Assistant, DePaul University Library and Special Collections (1989-1991).

*Education:* MLS, Rosary College (now Dominican University); MA in Public History, Loyola University of Chicago; MSW in Community Organization, Jane Addams School of Social Work at University of Illinois at Chicago.

**Member of** SAA; Midwest Archives Conference; Chicago Area Archivists; Chicago Area Women's History Conference; National Council on Public History; Association of State and Local History. Also various local arrangements committees, for SAA and MAC.

Any member of the Section who is unable to attend the Annual Meeting may request an absentee ballot from Geof Huth, chair of the Nominating and Elections Committee: New York State Archives, 9A47 CEC, Albany, NY 12230. 518/402-5371 [ghuth@mail.nysed.gov](mailto:ghuth@mail.nysed.gov) Such ballots must be received by the chair of the Committee at least seven days prior to the Annual Meeting.

## **NEW COLLECTION ON THE "PORTAL TO TEXAS HISTORY"**

The Inventory of County Records Project involved digitizing two sets of county record inventories. The first set was published by the WPA from 1939-1941. "The Inventory of the County Archives of Texas is one of a

number of guides to historical materials prepared throughout the United States by workers on the Historical Records Survey Programs of the Work Projects Administration." The later set, the Texas County Records Inventory Project, published inventories from 1974-1981. "The Texas County Records Inventory Project, headquartered at University OF North Texas, Denton, is a county-by-county survey of all records germane to the operation of county government located in county courthouses and other storage facilities. The Project is conducted in cooperation with Texas colleges and universities, county officials, and the Texas State Library." These 99 volumes, comprising over 16,000 pages of materials can be found here as part of the Portal to Texas History site at <http://texashistory.unt.edu/>.

## **ARCHIVES LISTSERV MATERIAL FROM 1993 – 2006 DISPOSED**

After seven months of discussion – informed by an appraisal recommendation from SAA's archival repository, the recommendations of a Task Force, and a communication from Miami University of Ohio, the SAA Council considered the following motion during a conference call on March 8: "That the Archives and Archivists List Archives that has been maintained at Miami University of Ohio, representing material created from 1993 to 2006, be disposed."

The SAA Council determined that the cost of retaining, administering, and maintaining access to the 1993-2006 archives of the A&A List is substantially higher than was warranted by the evidential or informational value of the archives. Further, there were significant legal and administrative impediments to transferring the archives to another institution for preservation and access. Thus the Council determined that the archives would be disposed of at the end

of March 2007 when Miami University of Ohio would no longer be able to support it. Council members passed the motion, with 8 votes in favor, one abstention, and two absent.

Announcement of this policy decision, and additional information about the decision-making process, went out in March from Nancy Beaumont, SAA Executive Director, to subscribers of the current Archives & Archivists (A&A) List on March 13, 2007.

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### **COUNCIL OF STATE ARCHIVISTS ISSUES “STATEMENT ON DIGITAL ACCESS PARTNERSHIPS”**

The Council of State Archivists is pleased to announce that it has issued a “Statement on Digital Access Partnerships.” A full copy of the statement is available at <http://www.statearchivists.org/issues/ocp/>.

The statement was developed by the CoSA Task Force on Online Content Providers (OCP) and approved by the CoSA Board of Directors on Thursday, April 19, 2007. It is intended to provide guidance to state archives for engaging in partnership negotiations with online content providers such as Ancestry.com, iArchives, the Genealogical Society of Utah, and others. CoSA believes that the advice it offers also will be helpful to other record holders, especially local governments, who bear responsibility for public records.

Statement of Intent (from the document):  
“The members of the OCP Task Force believe that private/public partnerships with online content providers present tremendous opportunities for state archives and for the content providers. Such partnerships also present challenges, which include: ensuring long-term access to and preservation of the records for state archives users, keeping

public records public, protecting the rights of citizens, ensuring the soundness of tax dollar investment and providing a transparent view of the government process. Each state and local government will have different options to consider when discussing partnerships with private vendors. This Task Force intends to outline these contractual considerations and provide possible solutions or examples as developed by individual states and the vendor.”

The CoSA Board has encouraged the state archives to use the statement if and when their states engage an online content provider (OCPs). They know that many local governments have already been contacted by OCPs and believe that the guidance provided here will also be applicable at the local level.

The Task Force on Online Content Providers will continue to work under the leadership of chair, Mark Harvey (MI), to develop additional resources. The Task Force will be discussing this statement with the OCPs themselves, with local government associations and with genealogical and other user groups.

The Task Force would appreciate hearing about experiences in negotiating contracts with online content providers. Please contact Mark Harvey ([mharvey@mi.gov](mailto:mharvey@mi.gov)) or CoSA President Karl Niederer ([pres@statearchivists.org](mailto:pres@statearchivists.org)) with any information or questions or information you might have.

The CoSA Board of Directors commends the Task Force on Online Content Providers for its rapid response to a this important challenge, and for providing an excellent foundation for all of us to use in building digital access partnerships.

### **WASHINGTON INCREASES FILING FEES TO FUND HERITAGE CENTER**

In April, the Washington State Legislature approved increasing filing fees on certain records in order to help fund a \$111 million library and archives building. Called the "Heritage Center," the 226,000 square-foot-museum would hold the state library, the state archives, and a museum. Initial plans would locate the building between the Capitol Campus and Capitol Lake.

Under the legislation, incorporation fees will be raised by \$5 and documentation fees at county auditor offices will be raised by \$2. Construction of the Heritage Center will not begin until the 2009 budget cycle and is expected to be completed in 2011 or 2012.

### **BLUEPRINTS OF FIRST DALLAS CITY HALL DISCOVERED**

City employees discovered blueprints of the first permanent Dallas, TX City Hall during an inventory of records in April. The blueprints, and other historic records, were uncovered during the inventory of holdings at the city's Oak Cliff service center. Built in 1889, the building was sold in 1910 to Adolphus Busch, who tore it down and erected a hotel in that location. A new city hall was built several blocks away and still houses some city departments. John Slate, City Archivist, stated that the blueprints are significant because they are likely the oldest set of plans for a government building in the city and because few documents of the structure exist, particularly of the interior.

### **CONDOLENCES**

Members of federal, state and local governments continue to send their heartfelt condolences to the family of Lady Bird Johnson upon news of her passing. The Lyndon Baines Johnson Presidential Library and Museum has posted a lovely memorial tribute on its website:

<http://ladybirdjohnsontribute.org/>.

### **ADA BEST PRACTICES TOOL KIT FOR STATE AND LOCAL GOVERNMENTS**

On December 5, 2006, February 27, 2007, and May 7, 2007, the Civil Rights Division of the U.S. Department of Justice issued installments of a new technical assistance document designed to assist state and local officials to improve compliance with Title II of the Americans with Disabilities Act (ADA) in their programs, services, activities, and facilities. The new technical assistance document, which will be released in several installments over the next ten months, is entitled "The ADA Best Practices Tool Kit for State and Local Governments." The Tool Kit is designed to teach state and local government officials how to identify and fix problems that prevent people with disabilities from gaining equal access to state and local government programs, services, and activities. It will also teach state and local officials how to conduct accessibility surveys of their buildings and facilities to identify and remove architectural barriers to access. See:

<http://www.usdoj.gov/crt/ada/pcatoolkit/toolkitmain.htm>

### **ARCHIVES MONTH RESOURCES**

The Society of American Archivists and the Council of State Archivists are working together to develop a coordinated national effort observance of Archives Month. CoSA supports this effort by providing access to a variety of Archives Week/Month resources through its website:

<http://www.statearchivists.org/arc/archweek.htm>

And SAA has posted a *Public Relations Toolkit* on its home page:

<http://www.archivists.org/>.

Archives Month provides an excellent opportunity for educating the public and resource providers about what archivists do and why it is important. The number of archival associations and repositories sponsoring Archives Week or Month activities each fall continues to grow.

### NH STATE ARCHIVES EXPANSION COMPLETED

Ground was broken on May 2, 2005 for additions to the New Hampshire State Archives Building. The construction took place in three phases: the first phase expanded storage space for state agency records; the second phase constructed 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 the enlargement and renovation of the records and microfilm vaults and included a new entrance, which incorporated architectural features similar to the original 1819 N.H. State House. A formal dedication is tentatively planned to coincide with Archives Week this fall.



Expansion progress: August 15, 2005



Entranceway under construction: 2006



September 20, 2006

Dr. Frank Mevers (right), NH State Archivist, helps demonstrate placement of an exterior lamp near the new entrance to the expanded state archives facility in Concord, NH. The entrance replicates the 1819 NH State House.

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### EDITOR SIGNING OFF...

This issue of *The Official Word* will be my last serving as editor for your Government Records Section Newsletter – a role I have thoroughly enjoyed these past three years. In this capacity, I had an opportunity to interact with many of you and, during that time, made many new friends and learned more about our member institutions and industry trends. Unfortunately, as of this issue’s publication date, we have not yet had a volunteer step forward to assume the editorial reins. I am sure that someone eventually will, but I would encourage anyone who might have an interest in helping out to contact our incoming section Chair, John Slate, sooner rather than later. Putting this newsletter together just requires someone who is comfortable working in *Word* and who can find the time to assemble the publication three times a year. It doesn’t require a *lot* of time – it just requires that you *make* the time. I will be in Chicago in August and would be happy to make myself available to anyone who would like to learn a bit more about the role of Section Newsletter Editor.

## 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.