



JANUARY 2000 No. 82

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Conclusions from fall caucus in Utah by Jeff Kintop, CIMA President
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Thank you all for attending the fall caucus, the Utah Forum on Archival Continuing Education, at the

Utah State Capitol, October 29. Drawing from the membership of both CIMA and ARMA, nearly 80 people from three states showed up. The CIMA Council and Utah State Archives staff did a great job organizing the forum and feeding us. Nancy Zimmelman of the California State Archives and the administrator of the Western Archives Institute did an outstanding job filling in at the last moment to be our facilitator, when our first choice became ill and our second choice could not attend. But the success of the event is really measured by your interest, attendance and genuine contribution. We were on a fact finding mission for the upcoming National Forum on Archival Continuing Education (NFACE).

Because CIMA is a professional organization whose purpose is to provide continuing education for our members, it was important to air our views and opinions. Nancy recently sent me her conclusions having been the facilitator of our forum and council member Arlene Schmuland of the Utah State Archives compiled the questionnaire responses before we packed them up and sent them to the national project office. There were really four areas we were looking into: 1) what are the existing training resources; 2) what are the training needs; 3) what are the problems getting training; and 4) what are some possible solutions.

In the area of existing training resources, people expressed that there are already a variety of training opportunities, but some are not meeting particular needs. Training is available through CIMA at annual meetings and caucuses. Other professional organizations such as SAA, NAGARA, and ALA offer training, but they are often too far away and too expensive to attend.

In training needs, members pointed out that there needs to be consistent training on basic archival methods, especially appraisal; special-ized training in optical scanning, data migration, better utilization of the World Wide Web; and marketing—both to the public and to higher management. There also needs to be better communication.

Problems you identified include different instruction methods and inconsistent curriculum. Time and money are always perpetual problems, mostly because of the location of training, inability to travel and isolation of job. The isolation is linked intimately with the image of archivists, who receive the mouse' share of training money from our institutions, and simply not knowing what is out there in the way of training.

Members were very perspicacious in their solutions to these problems. These solutions en-tailed having the larger institutions being mentors, pooling our knowledge, identifying who could be master teachers and offering training more often and preferably locally. A person is more apt to be trained the closer to home the training is offered. Have a variety of training methods—local training, information sharing, in-house training and provide distance education via the Web.

The council has already met and discussed possible ways of dealing with these problems. Jeff Johnson and Alan Barnett identified future in-house training opportunities at the Utah State Archives and the Utah State Historical Society, and the council explored the possibility of allowing record-keepers from other institutions to attend the training sessions. They also discussed work- ing with the Utah Museum Association on joint training. CIMA could either offer to teach a work-shop at their annual meeting or ask someone from UMA to do a session at one of our conferences.

The council would also like to set up a mentoring and teaching system, or possibly a speakers bureau, by soliciting names of people who could be mentors. CIMA could then look into grants that could be used to help pay mentors for their work. For example, Max Evans of the Utah State Historical Society has expressed an interest in setting up a program where staff of the State Historical Society would serve as mentors or consultants to local historical societies.

Finally the council determined that CIMA needs an education coordinator to keep track of training resources in Utah. This would include finding people to be mentors and speakers as well as discovering when institutions offer training that could be made available to the wider record-keeping community. Contact your local council member for more information. There will be more to come.

PRESIDENT'S MESSAGE [back to top](#)

Record keepers have important message by Jeffrey M. Kintop Nevada State Archives Manager

"Nevada Losing Memory," the headline blared, "Archivists Urge Public to Preserve Records."

I have spent more than twenty years studying Nevada History, sixteen as an archivist, preserv-ing and providing access to the state's documen-tary heritage. When I was a historian, I thought like most other people, "the archives and historical societies are doing a good job, they are well funded and I am grateful for what has been preserved." Working sixteen years as an archivist, fighting a constant battle against an avalanche of incoming records, I have a different take on this now.

The work is rewarding, which is why I do it. It is why most of us do it. For sixteen years I have been telling people the importance of these records. The directors of the Nevada Historical Society have been doing it for 95 years and state archivists for 34 years, but the message just does not sink in.

"The collective memory of Nevadans is at risk, archivists warn," the story continues, "This is not due to an epidemic of Alzheimer's, excessive exposure to radioactive waste, or even fires, pestilence and flood, but to our dismal performance in safeguarding important records."

From 1995 through 1997, the Nevada State Historic Records Advisory Board (SHRAB) con-ducted a survey of the people and institutions that create, manage and preserve records for the state, local and tribal governments, museums, historical societies, corporations and private collections.

The results of the study are dismaying—two-thirds of records keepers across the state found record storage facilities unsatisfactory; 80 percent have no sprinklers or other fire protection; less than one in five have decided what to salvage in case of disaster. Few have grasped that elec-tronic records are really records, and unless taken care of and migrated from older to new formats, the information they contain will become as in-accessible as the music on an old 45 rpm record.

To make things better we need to increase awareness. As members of a professional archivist organization we need to draw new members into our organization. The archives, libraries and museums we work for can't do it for us. We need to do it ourselves. We need to expand our membership to include curators in one person shops, librarians who get photograph collections from patrons who do not want to see their family photos leave the town to some big city institution. Many of these people belong to library and museum associations, but these do not serve their needs directly, we need more people.

We need to get new members from that group of people who do not think of themselves as archivists—i.e. librarians, curators, city and county clerks, recorders, police records managers—anyone who files things to be kept for a long time. We want them to stop and think about the fact that they will be kept a long time. We want them to know how to handle these records before they get to us.

Our membership fees are a bargain, there is no reason not to belong. By increasing the number of CIMA members, we will increase awareness to what we do and broaden the definition of who we are; we will improve archival education for those who need it; and improve the image of our profession. It's up to us.

CALL FOR PAPERS [back to top](#)

CIMA members to gather in Carson City

SALT LAKE CITY—The Conference of Inter-Mountain Archivists has issued a call for papers to be presented at its annual meeting scheduled May 5–6, 2000, at the Nevada State Library and Archives in Carson City, Nevada. The theme is "Archives for the Next Century: Back to Basics." Send proposals to Jeff Kintop, Nevada State Library and Archives, Capitol Complex, 100 Stewart Street, Carson City, NV 89710-0001; fax, 702-687-8330; jmkintop@clan.lib.nv.us.

CIMA council to meet again in January [back to top](#)

SALT LAKE CITY—The council will meet at 9 a.m. on Friday, January 14. This meeting will be held in the conference room at the Utah State Archives and Records Service building on the capitol complex in Salt Lake City. It is hoped that organization members will be able to participate in person or contact a council member in advance to voice their ideas and concerns.

CIMA welcomes three new members [back to top](#)

The Conference of Inter-Mountain Archivists welcomes the following new members: Anne Foster, Archival Fellow, Center of Southwest Studies, Durango, Colorado. Steve Sturgeon, Utah State University, Logan, Utah. Ernest Wolfe, University of Utah Records Management, Salt Lake City, Utah.

State archives web site re-designed [back to top](#)

SALT LAKE CITY—The Utah State Archives's web site has been extensively redesigned. The site offers greater interactive functionality between the archives's staff and agency records officers. Records officers throughout the state can submit inventory forms, classification forms, and microfilm work order (feasibility study) forms directly from the web. Soon, agencies will be able to order records pulled from the records center with a similar form. The site search engine has been improved and meta tags are used through-out to assist in searching. Two new information leaflets have been added to assist those researching court records and land records.

State archivist attends seminar in China [back to top](#)

SALT LAKE CITY—Utah State Archivist, Jeffery Johnson, was among 16 archivists from around the world who participated in a seminar on "Local Archives in the 21st Century: Challenges and Strategies," in Shanghai, China, during September. Sponsored by the State Archives Administration of China, the seminar was designed to provide a forum for archivists responsible for regional, provincial, or municipal archival programs to discuss the changes, challenges, and opportunities encountered by local archives.

Archives employee of the year honored [back to top](#)

SALT LAKE CITY—Jodie LeMoine, an archival technician at the Utah State Archives, was recognized as the Archives's "employee of the year" Sept. 29 at the annual Department of Administrative Services (DAS) awards presentation. The DAS quality service awards are presented to those "displaying a commitment to quality customer service, creativity in identifying problems and solution, and dedication to efficiency in government." In her 11 years with the Archives, LeMoine has had a broad experience doing many projects including reorganizing files of records transfer sheets, coordinating activities relating to the destruction of nonpermanent records, maintaining archival databases, and training new employees.

2000 UTAH HISTORY BROWN BAG SERIES: Speakers look at Utah cultural traditions [back to top](#)

SALT LAKE CITY—The Utah State Archives and Utah State Historical Society will once again sponsor a series of monthly lectures held during the lunch hour. The public is invited to bring a lunch and listen to a talk based on this year's theme, "The Enduring Family: A History of Cultural Traditions in Utah Homes." The lectures will look at the cultural differences and common ground in Utah's families. The series is based on the Society's current issue of Beehive History, which explores how families in

diverse situations—in different ethnic groups, places, and times—have coped with the problem of survival in Utah (see following article).

Speakers for the first four lectures in the series include: Phil Notarianni (Utah Historical Society), "The Family Endures: A Look at Utah History," on Thursday, January 20; Eileen Hallet Stone, "A Jewish Woman in a Gentile World," Thursday, February 17; Armando Solorzano, "The Making of Latino Families in Utah," Thursday, March 16; and Sarah Yates, "From Dust to Dust: A Russian Sojourn," Thursday, April 20.

Each one-hour presentation begins at 12 noon in the White Memorial Chapel south of the Utah State Capitol, 150 East 300 North, Salt Lake City. The lecture series is jointly sponsored by the Utah State Archives and Records Service and the Utah Historical Society. Presentations are free and open to the public. For more information, call Mary Peach at 801-533-3545.

Publication explores diverse families [back to top](#)

SALT LAKE CITY—It is the dark of a winter morning. In a Navajo hogan, a group of children sleeping on the floor hear their grandfather moving, building a fire. Contented, they snuggle deeper into their dreams. But those dreams are suddenly cut short: The old man pulls the children out of their blankets, takes them outside, and throws them into the snow.

Child abuse? No, it's a teaching moment in the traditional Navajo style. The old man, like many others, does this to help his grandchildren become resilient, able to survive in a tough world. He is also helping the traditional culture to survive in the children's lives.

Families have always helped their members to survive, whether physically, socially, culturally, or spiritually. This is the idea behind a new Utah State Historical Society (USHS) publication, *Beehive History: Families*. The magazine explores how families in diverse situations—in different ethnic groups, places, and times—have coped with the problem of survival in Utah.

In order to create discussion and understanding, USHS is making a select number of magazines available at reduced cost to school teachers and groups who want to explore these issues. Next year, the society will also sponsor a brown bag lecture/discussion series on these issues (see preceding article).

With its stories of different families, the magazine gives an unusual perspective on Utah's past. Among these stories are those of a group of expatriate Russians who started a communal farming colony in Box Elder County; Tongans celebrating a wedding in the suburbs of Salt Lake City; African Americans during the 1940s; Jews in Utah from an explorer of 1848 to a present-day poet; an Italian widow and her family in Carbon County; and a contemporary multi-ethnic adoptive family.

For more information on *Beehive History* and the Utah State Historical Society, call 801- 533-3500. Teachers and groups who would like to obtain copies of the magazine may call 801- 533-3542.

Utah society issues call for papers [back to top](#)

SALT LAKE CITY—The Utah State Historical Society has issued a call for papers to be presented at its annual meeting to be held in Salt Lake City in August 2000. All topics relating to Utah history will be considered.

Given the current interest in the forthcoming Olympic Winter Games, the selection committee is particularly hopeful of receiving some proposals relating to winter sports and recreation in Utah.

Persons interested in presenting a paper should write a one-page proposal that includes a brief description of the topic and research base as well as basic biographical information on the presenter. Send proposals to Stan Layton, Utah State Historical Society, 300 Rio Grande, Salt Lake City, UT 84101. Proposals should arrive no later than February 15, 2000.

USHS offers basic archives course [back to top](#)

SALT LAKE CITY—The Utah State Historical Society is sponsoring a six-week course in the basics of archives and manuscripts. The course is designed to provide in-service training for professionals working in the archival field. Max Evans, who is the instructor for the training, is currently the director of the historical society, but he has spent many years working as an archivist and has become a recognized expert in the field. The course covers a range of archival issues, including records appraisal, accessioning, arrangement and description, preservation, and reference. The course is proving to be a good introduction for those of us who have not previously had any formal archival training and a good refresher for those of us who are a little rusty on our archival theory.

This course is a perfect example of the kind of continuing education that was the topic of the CIMA fall caucus. This kind of cooperative effort among various archival institutions has the potential to significantly impact our effectiveness as record keepers.

West Valley hosts Utah Statehood Day [back to top](#)

SALT LAKE CITY—West Valley City will be the site of the Statehood Day celebration on Tuesday, January 4, 2000. This important event is celebrated in a different location in the state each year, and the planning committee in West Valley City is proud to host the day and spotlight their city. Plans are under way for an exciting program in the evening. Many local area individuals and groups will take part with music and remarks, and former governor Norm Bangerter will give the statehood address. A banquet will precede the program. During the day, tours will be given at the E Center and the Hale Centre Theatre.

One-day RIM seminar offered in Salt Lake [back to top](#)

SALT LAKE CITY—The Utah-Salt Lake chapter of ARMA is hosting a one-day seminar April 5, 2000, during National Records and Information Management Week (NRIMW). The theme is "Managing Electronic Records in the New Century." The seminar will be held at the Utah Power and Light Building, 1407 West North Temple Street, in Salt Lake City.

The keynote speaker is Steven D. Whitaker, CRM, from Duke Energy in Charlotte, North Carolina. Topics to be addressed include: electronic information and the RIM profession, retention policies regarding electronic information, legal and ethical considerations of managing information, managing web pages, software considerations, and imaging.

Registration is \$105, which includes lunch. Hotel arrangements are through the Salt Lake Airport Holiday Inn. Rooms are \$79 per night (free airport shuttle included). Utah Power is a short walk from the hotel.

To help in planning the seminar, pre-registration is encouraged. If made prior to January 5, 2000, registration is \$95. Reservations may be made by e-mail (armautahslc@juno.com), telephone (Richard Davis at 801-240-3673), or U.S. mail (ARMA-SLC Spring Seminar, 1404 N 50 E., Centerville, UT 84014). Indicate name, address or e-mail, number of attendees and hotel rooms needed (and how many nights). Additional information and registration materials will be available in February 2000.

Salt Lake County conducts training [back to top](#)

SALT LAKE CITY—Records Management and Archives held two training workshops for county employees during November. Basic Records Management and Access to Records were attended by records coordinators, records clerks and other county employees concerned with access to and management of their records. The workshops provided agencies with the resources and information

needed to efficiently manage their records and understand records law and ordinances.

In December, RM & Archives conducted a brown bag lecture on managing and preserving family records. "Caring for Holiday Memories" was sponsored through the brown bag seminars managed by the County Personnel Division that are open to all county employees. The one-hour lecture focused on the proper care, handling, and storage of family papers, photographs, textiles and videotape.

The Utah-Salt Lake chapter of ARMA is hosting a one-day seminar to be held during National Records and Information Management Week (NRIMW).

Clint Christensen takes job in Indiana [back to top](#)

PROVO, Utah—Clint Christensen, a student employee in Special Collections and Manuscripts at Brigham Young University, recently completed his MLIS degree at Wayne State University in Detroit, Michigan. He has accepted a position at the Duggan Library at Hanover College in Indiana. He assumed his duties as the archivist at the end of December 1999. He also did an internship in the archives of The Church of Jesus Christ of Latter-day Saints in 1997.

BYU archives acquires new collections [back to top](#)

PROVO, Utah— The following collections have recently been processed and are available for research in the Department of Special Collections and Manuscripts at Brigham Young University:

Sherlene Bartholomew and Richard Cracroft. Research collection on literary Mormon humor, 1844–1997.

11 boxes (5.5 lin. ft.)

Collection originally begun by Richard Cracroft. He passed it to Bartholomew, who added to existing documents and created an annotated bibliography. The bibliography refers to photocopied publications that make up the bulk of the collection.

Edwin Butterworth. "I Remember Ernest: Vignettes on Dr. Ernest L. Wilkinson, President of Brigham Young University, 1951–1971," 1998.

1 v. (69 leaves).

Butterworth was director of Public Communications and an assistant professor of journalism at BYU, where he worked from 1949 to 1978. He relates some of his personal experiences with President Ernest L. Wilkinson which reflect on the latter's work ethic, personality, uses of print media to promote the university, perspectives on BYU athletics, sense of humor, and interactions with other people.

National League of American Pen Women. Utah State Organization. Scrapbooks, 1938–1990.

6 boxes.

Scrapbooks created by the Utah Valley chapter of a women's literary society. Volumes include newspaper clippings, poetry, invitations, notes, and meeting minutes. Items reflect the society's activities and accomplishments.

New Mexico Collection, 1526–1924.

8 boxes (4 lin. ft.) : Photocopy.

Items created largely by New Mexican government officials and persons connected with local and territorial governments in the area. The majority of the documents deal with the Mexican period (1840–1847) of New Mexico history, and the background to that era. Includes receipts, wills, correspondence, royal decrees, proclamations, pronouncements, grants, certificates, reports, licenses, orders, inventories, petitions, claims, and requests. The materials are in Spanish. English translations are included for some items.

Marriott Library records processed [back to top](#)

by Karen L. Carver
 J. Willard Marriott Library, University of Utah

SALT LAKE CITY—The Manuscripts Division of the University of Utah J. Willard Marriott Library has recently completed processing the Photo-graphs of Utah Postcards Collection (P0591). This collection of postcards contains 4,275 images of points of interest around the state. Images include wildlife; State and National Parks; hotels, motels, and camping facilities; maps; street scenes; buildings; ski resorts; caves and mines; scenic views; historic photographs; and event advertisements.

Other recently processed collections include:

The Plitt Intermountain Theaters Collection (Accn 867), which contains posters, slicks, advertisement stubs and pads, color display kits, and merchandising and advertising manuals used by this movie theater chain to promote films. The material ranges from the 1960s to the 1980s. There is an audio component to this collection (A0213) consisting of recordings of television and radio advertisements for films appearing in Plitt theaters.

The Jeanette McKay Morrell Papers (1896– 1983) contain correspondence, fliers, pamphlets, brochures, certificates, notes, speeches, scrap-books, and journals, Jeanette ("Nettie") McKay Morrell, was a Utah teacher who authored a book about her brother, David O. McKay.

There has also been a recent addendum to the Taylor Woolley Papers (Ms 452), consisting of 14 architectural drawings. These original draw-ings had been microfilmed in the early 1970s and were thought to have been destroyed. The draw-ings, most by Frank Lloyd Wright, include blue-prints and drawings of a proposed planned community in the Bitter Root valley of Montana. Also included are residences in Colorado, Illinois, and Canberra (Australia).

Reno's culture manager named to head Department of Museums, Library and Arts [back to top](#)

CARSON CITY, Nev.—The manager of arts and culture for Reno has been appointed by Governor Kenny C. Guinn to head the Nevada Department of Museums, Library and Arts. Michael D. Hillerby began his new cabinet-level position November 29. He replaces Dale Erquiaga, who resigned in September to become the director of public relations for R&R Partners, a Las Vegas public relations firm.

The director of the Department of Museums, Library & Arts is appointed by the governor and is a member of his cabinet. Selected with special reference to both administrative abilities and familiarity with cultural affairs, the director sets policies and procedures, superintends the buildings of the department and provides direction on new initiatives. He also appoints the four division administrators and advises the governor on the appointment of boards, councils and commissions, which comprise the department.

The Nevada Department of Museums, Library and Arts includes the Division of Museums and History, the Office of Historic Preservation, the State Library and Archives and the State Arts Council.

As arts and culture manager for Reno, Hillerby was responsible for the CITY 2000 Arts Commission, Special Events, a public art program Arts and Crafts and two grants programs which annually award \$170,000 to organizations and artists. He also supervised the historic rehabilitation of the McKinley Park School that recently opened as Reno's Arts and Culture center. His previous experience includes eight years as a full-time lobbyist at the Nevada State Legislature, with expertise in the health care, insurance, utility, manufacturing, restaurant, design and arts industries.

In addition to his experience as head of arts and culture for Reno and his lobbying experience, Hillerby has 12 years of experience in non-profit management, including program development, fund raising, membership, recruiting and retention, board relations, financial management, governance and public relations. A former interim director of Nevada Opera, he has also performed with Nevada Opera and with the Reno Philharmonic, Reno Chamber Orchestra and the Concert Choir of the University of Nevada, Reno.

Indian tribes enter information age: statewide collaborative event in January [back to top](#)

CARSON CITY, Nev.—American Indians in 26 tribal communities are coming into the information age through a program designed to enhance community libraries, archives and museums. Tribal representatives from Elko, Ely, Fallon, Las Vegas, Pyramid Lake, Reno-Sparks, Walker River, Washoe Nation, and Yerington are developing activities in consultation with state-wide organizations including the Nevada State Library and Archives, the Inter-Tribal Council of Nevada (ITCN), the Nevada State Office of Indian Education and the Nevada Indian Environmental Coalition.

On January 26–27, 2000, the Nevada State Library and Archives will host a two-day convocation at the Atlantis Hotel and Casino in Reno to articulate program priorities, identify funding mechanisms and develop plans for tribal information centers. Tribal participants will receive direct technical assistance for developing plans and drafting applications to participate in various state and federal funding programs.

Objectives of this gathering are to: Identify and articulate the needs for tribal information centers including libraries, museums, cultural, preschool and senior centers; build awareness of public and private resources; create partnerships and ongoing relationships with information resource providers; and facilitate collaboration.

"We expect the event will draw 100 persons from all corners of Nevada representing tribes as well as libraries, museums, archives and other professional information resource people, says project coordinator Shayne Del Cohen, "At the convocation many exciting initiatives in Nevada Indian Country will be highlighted with the possibility of replication."

Model projects will be on display at a Media Faire and featured in panel discussions. The first day will feature a panel of the Star/Mesa/Washoe Education/Interpretive Project. The second day will feature "Libraries of the Future" / 21st Century Learning Centers and Language Projects.

Technology will be emphasized throughout the event and participants will have opportunities for "hands-on" activities in a 12-computer laboratory directed by Alan Mandel of the Nevada Indian Environmental Coalition. Each participant will be assisted in customizing plans and models to reflect the needs of individual tribes and will take results home on a disc. Assistance will be available for anyone wishing to complete application forms for a variety of federal grants available to tribes from the Institute of Museum and Library Services (IMLS).

The convocation and related activities are supported through an IMLS Library Leadership Grant project supported by the Library Services and Technology Act (LSTA). Through this project the Nevada State Library is working with state libraries in Arizona, Colorado, New Mexico and Utah to develop models for collaboration among American Indian Tribes and Governments in this five-state region. IMLS recently announced that the Five-State American Indian project will receive more than \$317,000 to continue into a second and third year.

Year two of the project will feature a regional convocation bringing together tribal representatives and information professionals from the five-state area. For further information contact: Bonnie Buckley, Head of Library Planning and Development, Nevada State Library and Archives, 775-684-3324 or email: bjbuckle@clan.lib.nv.us. Information about the project is also available on the website of the Nevada Department of Museums, Library & Arts at dmla.clan.lib.nv.us.

"In Indian America, we have two major information problems," says Cherokee James May. "Others have little accurate information about us from our perspective and we have poor access to information from others which could benefit us." The five-state project seeks solutions to both of these problems.

Western Folklife Museum hires archivist [back to top](#)

ELKO, Nev.—The Western Folklife Museum in Elko, Nevada, hired Stephen Green, former head of the

University of Maine's folklife archives. "He would actually be my first choice of anyone in the country—strong background in archives and library, trained as a folklorist," said Director Charlie Seeman. "We were very fortunate to be able to lure him here." Green began his duties at the end of October. The museum received a two-year grant to develop the folklife archives from the National endowment for the Arts and has also secured some additional funding for the position.

The documentation resulting from the West-ern Folklife Center's fieldwork, along with tapes, videos, and photographs from all the Cowboy Poetry Gatherings and other WFC events and programs, is housed in the Western Folklife Center Archives at its headquarters in Elko. The archives preserve recordings, photographs, and video footage of artists who have appeared at the Cowboy Poetry Gathering over the years. The archives will be an important resource for the study of the arts of Western ranching people for generations to come.

The Western Folklife Center is a regional nonprofit folk arts organization dedicated to preserving, perpetuating, and presenting the folk arts of the West. Its work includes events, original fieldwork and research, educational programs, radio shows, commercial audio and video recordings, and printed publications, as well as exhibits and year-round activities at the Center in Elko. The Center has a gift shop in this Web site and in Elko, featuring Western folk art, jewelry, and hard-to-find books and recordings of cowboy poetry and music.

Archives workshops offered in Nevada [back to top](#)

CARSON CITY, Nev.—The Nevada State Library and Archives, Nevada Women's History Project and Sierra Nevada Community Access Television (SNCAT) will offer archives classes to the public at SNCAT's Reno Media Center in February, March, and April 2000.

Jeffrey M. Kintop, state archives manager will offer three classes, "Preserving Your Past— Papers, Photos and Family Heirlooms," on February 14, March 4, and April 24, 2000, and "Disaster Planning for Records of All Kinds" on February 9, March 25, and April 4, 2000.

Carrie Townley-Porter, state coordinator of the Nevada Women's History project, will offer three workshops on "How to Organize the Records of Your Small Club or Business" on February 9, March 25, and April 4, 2000.

The cost for each workshop is \$40. For more information, contact SNCAT at 775-828-1211.

Nevada archives notes transitions [back to top](#)

CARSON CITY, Nev.—George T. Earnhart retired June 30 as an archivist for the state after almost fourteen years at the Nevada State Library and Archives. While at the archives he worked as an archives assistant, records manager, and archivist. His years at NSLA capped thirty-seven years in public service beginning as a chemistry teacher at Earl Wooster High School. He then worked as a school counselor, personnel officer, state training officer, and state psychologist. He served two terms on the State Board of Education and one term as its president. He was a long-time member of CIMA.

Bill Bowden, local government records manager at NSLA retired in October after thirteen years of public service. For most of those years he maintained the Local Government Records Manual and retention schedules, taught records management workshops, and edited Nevada Records, a newsletter for local governments. Before coming to NSLA, he was head of the Archives and Records Center for Ticonderoga.

R. Jackson Armstrong-Ingram left his position as NSLA's Electronic Records Archivist to become the first records and information manager for the City of Henderson. Before coming to Nevada in 1998, he was the director of Records Management and Archives for St. Joseph, Indiana, for seven years.

Archival exhibits in Idaho abound [back to top](#)

*Contributed by Steve Walker
Idaho State Historical Society*

CONFERENCES

December 4: The Frank Church Lectures: Wilderness and The American Mind. Ketchum. Sponsored by the Idaho Humanities Council. Elkhorn Lodge, Ketchum. Contact: I. Lee Brown, 208-726-5713.

EXHIBITS

Beginning September 1: The Road to Yesterday. Sandpoint. An exhibit of five small Bonner County communities located along the Pend Orielle River. One, once a busy, thriving sawmill town, no longer exists. Bonner County Museum, 611 S. Ella, Sandpoint. Tuesday-Saturday, 10 a.m. to 4 p.m. Admission: \$2.00. Contact: Joy O'Donnell, 208-263-2344.

Through December: An Enduring Presence: Cultural Continuity and Change Among Peoples of the Desert Southwest. Caldwell. Sponsored by the Idaho Humanities Council. Orma J. Smith Museum of Natural History, Albertson College of Idaho, 2112 Cleveland Blvd., Caldwell. Contact: William Nance, 208-332-7176.

Ongoing: Slate Creek Ranger Station. White-bird. The original Slate Creek Ranger Station was dismantled and reconstructed at the Salmon River Ranger District office of the Nez Perce National Forest. The station building, once an actual ranger station and ranger's house, is now used as a museum. Displays include historical items and photographs from years gone by. Visitors are welcome Monday-Friday, 7 a.m. to 4 p.m. Pacific Time. The museum is located at the Salmon River Ranger District office at milepost 214 on U.S. Highway 95 just south of Whitebird. Contact: Shelley Gill, 208-839-2211.

Ongoing: Historic Photographs Display in the Albertson College Archives. Caldwell. An exhibit of 16 photographs by William Judson Boone, founder of Albertson College of Idaho. Boone's photographs, made from about 1900 to 1930, include views of Caldwell (including the razed Caldwell City Hall and Canyon County Court-house), campus construction, student activities, informal portraits, and samples of Boone's travel photography. More than 2,000 of his negatives have been preserved in the archives, and the photos in this exhibit will periodically be replaced by others. Robert E. Smylie Archives, second floor of Sterry Hall, Albertson College of Idaho, Caldwell. Monday-Friday, 8 a.m. to 5 p.m. Contact: 208-459-5230.

NEWS FROM ARIZONA [back to top](#)**Archiving electronic records considered**

*Contributed by Laine Sutherland
Cline Library, Northern Arizona University*

TEMPE, Ariz.—What will be the fate of electronic student transcripts, digital theses and dissertations, multimedia college courses and email in campuswide or desktop information systems? Can colleges and universities efficiently provide educational services when their electronic resources are haphazardly retained or deleted? University administrators, registrars, faculty and attorneys recently met with archivists, librarians, records managers and technology professionals to discuss the prospects for retaining, reusing and making available carefully selected electronic records of higher education.

On October 7, 100 professionals with responsibility for creating or maintaining digital products convened the first Preservation and Access for Electronic College and University Records Conference sponsored by Arizona State University. Experts from ten universities including MIT, Ohio State, UCLA, Virginia Tech and Arizona State presented a range of technical, educational and information policy issues.

Clifford A. Lynch, Director of the Coalition for Networked Information, noted in his keynote address

that administrators have used the web to enhance accessibility of electronic course catalogs, but "the notion of what happened to last year's database, or what should happen to it isn't even on their agenda." Meanwhile archivists and registrars regularly respond to requests from alumni for the texts of past course descriptions needed to meet graduate school admissions or professional certification requirements.

Presentations on electronic theses and dis-sertations, email, and privacy protection empha-sized relationships between technical solutions, policy development and continuing education of students, faculty and staff. Other speakers expressed concern for issues that impact the efficiency of university operations including the costs of data migration, repair, or replacement, and authentication of digital signatures.

The conference generated news coverage from the Chronicle of Higher Education and office.com, an electronic news magazine. Officials from Arizona State will shortly post many of the speakers presentations on the conference website (www.asu.edu/it/events/ecure) and are planning for an invitational program for university leadership in the spring, as well as a second major conference next fall.

Arizona Chicana/Chicano experience on the web [back to top](#)

Socially and culturally, Mexican Americans have been an integral part of Arizona since territorial days. "The Chicana/Chicano Experience in Arizona" online exhibit traces Mexican American contributions from Arizona territorial days as cattle ranchers and ranch hands; as miners in the development of the Copper State; and as agricultural laborers. The exhibit acquaints the viewer with the organizations formed to preserve Mexican American culture in a Euro- American society. Historically, family and community spirit maintained the culture through traditional beliefs and practices, many of which are documented with historic photographs, manuscripts and bilingual text.

"The Chicana/Chicano Experience in Arizona" on the Web was designed to bring educational information to an extensive and diverse audience. The exhibit can be used as a foundation for community discussion or as a curriculum supple-ment for schools, colleges, and universities.

Support for the exhibit came from the Arizona Humanities Council and the Department of Archives and Manuscripts, Arizona State University Libraries.

The exhibit is found at the following URL: <http://www.asu.edu/lib/archives/website/index.htm>.

Arizona institutions announce staff changes [back to top](#)

In September, Juti Winchester replaced Anne Foster as Assistant Archivist at the Sharlot Hall Museum Archives and Library in Prescott, Arizona. Anne, who "raised the bar" for that position, has accepted a National Archives fellowship at Fort Lewis College in Durango, Colorado. Juti will bring her education, training, and experience as an archives technician at Northern Arizona University's Cline Library, Special Collections and Archives. Her back-ground includes a Ph.D. from NAU in Western History and an M.A. from San Diego State University. Her personal interests include Padres baseball and a borderline obsession with the band Riders in the Sky. Good Luck, Anne and Welcome aboard, Juti!

Stephen J. Hussman, formerly with Space-saver Design, Inc., of Pittsburgh, Pennsylvania, has been appointed Assistant Archivist for Collections Management, Department of Archives and Manuscripts, Arizona State University Libraries in Tempe, Arizona. He and his wife Joleen currently reside in Mesa, Arizona, and are expecting their first child in December.

CONSERVATION NOTE: [back to top](#)

Utah archivists stage recovery exercise

by Sarah Talley, Preservation Archivist

Utah State Archives and Records Service

Who and What

On Friday, October 15, twenty-two people from the Utah State Archives and the Historical Society endeavored to save 18 cubic feet of sample water-damaged files, books, photographs, microfiche, and an earring as part of their training to respond to a disaster.

Why

Water is the most pervasive threats to records. Pipe bursts, roof leaks, and floods are obvious threats. Water can also be introduced to the collections during fire suppression or when earthquakes damage water lines or roofs. Most types of records need to be stabilized within 72 hours after becoming wet or they will be permanently damaged. Since time is important, people responsible for records should know what to do ahead of time.

Which

Not everything can be saved if the damage is extensive or salvage resources are scarce. Therefore it is important to do a "quick and dirty" evaluation of the records to see if they're worth saving. Triage determines the priority the items should receive based on the extent of damage and the value of the records.

How

All of the participants either attended a lecture or reviewed a hand-out on basic document recovery prior to the exercise. Then they were thrown into the deep end of the pool.

The scenario was a moderate water leak that affected both the Utah State Archives and Records Service "A Room" (where the permanent archival documents are stored) and the Records Center (where records with finite retention periods are stored). Power, phone lines, office areas, etc. were unaffected. The people participating in the exercise had access bibliographic information, the contents of two "crash carts" stocked with sup-plies, and anything they could scrounge from the offices. They also had copies of the recovery hand-out and work sheets for use in documenting the project.

There were two pallets of water-soaked boxes containing "archival series" (actually de-accessioned items due for destruction). Participants broke up into teams of four or five people. They evaluated the contents of each box to determine intellectual content, retention period, artifactual value, and the extent of the damage. If they decided it wasn't worth saving, they set it aside for destruction. Valuable documents were taken care of using the available supplies. Whatever they decided, the participants marked it down on the work sheet. In a real disaster, this type of information will be used to keep track of inventory and to make insurance claims.

What We Learned

The Records

- General: Wet books and boxes are surprisingly heavy.
- Somebody who worked for one state agency a decade ago has only one earring.
- Air drying takes up a huge amount of space.
- Boxes: They're pretty strong, but if they're really soaked, they fall to pieces.
- Books/files: It takes a lot of absorbent paper and a long time to interleave paper for drying.
- Photo prints: The instructions said to soak them in clean water if they stuck together. They have to stay there for a while (at least 10 minutes) to separate, so it's a good idea to leave a bunch to soak while you work on something else.

Supplies

- There should be lots of buckets. One person used a hard hat to carry water.
- Carts and pallets make it easier to carry damaged documents. Everything's heavier when it's wet and the bottoms tend to drop out of mushy wet boxes.
- Large trays or barrels would be better to soak things in than buckets.

Participants pretty much did a little of every-thing in this exercise. This gave everyone some experience with most aspects of recovery. We observed that this wasn't very efficient. In an actual disaster, individuals and groups would be assigned to specific tasks so they can work more effectively.

Learn More

Print

Fortson, Judith. *Disaster Planning and Recovery: A How-To-Do-It Manual for Librarians and Archivists*, New York: Neal-Schuman, 1992.

Jones, Virginia A. and Kris E. Keyes. *Emergency Mangement for Records and Information Programs*, Prairie Village, KS: ARMA, 1997.

Walsh, Betty. "Salvage Operations for Water Damaged Archival Collections: A Second Glance," WAAC Newsletter, Volume 19, Number 2 (May1997).

Web

Conservation OnLine Disaster information

<http://palimpsest.stanford.edu/bytopic/disasters>

NEDCC Emergency Management

<http://www.nedcc.org/index3.htm>

SOLINET Disaster Resources on the Internet

<http://palimpsest.stanford.edu/solinet/disweb.htm>

Montana seeks traveling project archivist [back to top](#)

HELENA, Mont.—The Montana Historical Records Advisory Board received a one-year grant from NHPRC for a re-grant project. The project will help local historical records repositories to establish an archives or to implement a specific records project. Projects may include identifying, inventorying, appraising, processing, cataloging, or preserving records. The archivist will travel to each of ten repositories and spend up to one month with each, helping them to implement their project. The archivist should have thorough knowledge of basic archival theory, methods, and accepted practices; organizational abilities to manage diverse projects; demonstrated ability to communicate effectively, both verbally and in writing; demonstrated ability to apply data- and word-processing computer software to a range of word processing and data-base-building needs; and demonstrated ability to complete projects within limited time frame. BA required; MA in related field preferred; prior experience with local historical records and/or local government records desirable. \$21,000 per year plus housing and generous benefits. Please send State of Montana Employment Application (PD-25, available at <http://jsd.dli.state.mt.us/state/pdfpage.html>), letter of interest, and resume listing at least three professional references to: Business Office, Montana Historical Society, P.O. Box 201201, Helena, MT 59620-1201. Deadline is 4 February 2000. EOE.

Job openings in Nevada available [back to top](#)

CARSON CITY, Nev.—The Nevada State library and Archives has two job openings:

Records Manager II, Grade 33 salary range \$33,073 to \$44,745. This position will function as Local Government Records Manager, aiding local governments in scheduling records, establishing records and information management programs, files management, etc. This position will also aid in the inventory and appraisal of state records. The position requires a BA degree with two years of records management experience, a CRM, or MA or equivalent experience. For details contact: Peter Long, Nevada State Department of Personnel (775) 684-0144. See also the State Personnel Web Site: www.state.nv.us/personnel/

Program Officer III, Grade 35 salary range \$35,997 to \$48,900. This position will be responsible for the creation of standards and regulations concerning electronic records, serve as the chairman of the State Electronic Records Review Committee and serve as the State Electronic Records Archivist. Qualifications are for a college degree plus two years of experience or equivalent. For details contact:

Wally Voskuil, Nevada State Department of Personnel, (775) 684-0149. See also the Web Site: www.state.nv.us/personnel/

These jobs are open until further notice. They will be open at least until the end of the year. The Department of Personnel will announce a closing date about that time.

Calling all CIMA members

Are your membership dues up to date? To check on your membership status, call Julie Hunsaker at 801- 240-6773.

Is your address changing? Let us know where you're going so that we can update the mailing list. Also let us know if we're misspelling your name or if your phone number, postal address, or e-mail address has changed.

Advertising rates

The quarterly CIMA News-letter is circulated to nearly 150 individuals and institutions in Utah, Nevada, Idaho, Wyoming, Colorado, Arizona, and beyond. Advertisements from suppliers of archives- related products and services will be accepted at the editor's discretion. Rates for standard ads are:

<u>size</u>	<u>1 issue</u>	<u>1 year</u>
Full page (7.7" x 9.5")	\$75	\$240
Half page (4.75" x 7.5")	\$40	\$128
Quarter page (4.75" x 3.75")	\$25	\$80
Business card (2.25" x 1.5")	\$10	\$24

Camera ready copy must be received by:

- Sept. 15 for the October issue
- Dec. 15 for the January issue
- March 15 for the April issue
- June 15 for the July issue

Please make checks pay-able to CIMA

Submissions welcome

The CIMA Newsletter is a quarterly publication of the Conference of Inter-Mountain Archivists. If your institution has any news of interest to the archival community in the inter-mountain west, such as recent acquisitions; recently completed registers, guides, or other publications; person- nel changes; job openings; grant projects, etc., please submit them to:

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Previous issues of the *CIMA Newsletter* are available online via the Conference of Inter- Mountain Archivists website at <http://www.lib.utah.edu/cima>.

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December 15, 1999

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[Membership Application](#) (in Adobe Acrobat (*PDF*) format)