

Utah State Archives Completes New Building



▲ Storage “Box” in April 2004 with Office section and historic Rio Grande Depot at left
▼ Office section nearing completion in June 2004 with storage section at left rear



See Story on Page 3

Presidential Notes

J. Gordon Daines III, Brigham Young University

Several months ago I was asked to help co-curate an exhibit on exploring the western United States that will open in January 2005. The centerpiece of the exhibit will highlight the experiences of Lewis and Clark. We are lucky to have on campus here at Brigham Young University a young faculty member whose area of interest is Lewis and Clark. His name is Jay Buckley. I started talking with Jay about the purpose of our exhibit and we realized that we wanted to involve students with our exhibit.

It turned out that during Winter Semester 2004 Jay was teaching a class on Lewis and Clark and he invited me to give a presentation on our exhibit to the students. We hoped to engage the students with the exhibit and, hopefully, get them to write some material that we could use in the exhibit. Our idea succeeded better than we could have hoped for and we have four exceptional student papers to draw ideas from.

Two weeks ago Jay and I met to discuss the Lewis and Clark portion of the exhibit and how we planned to use the student papers that we had been given. We finally settled on creating a panel tentatively entitled "Exploring the Explorers: Thoughts on Lewis and Clark by Brigham Young University Students." This panel will contain excerpts from the students' papers on various topics of interest.

I had an intern start working with me this past Tuesday and my mind was drawn back to the concept of "Exploring the Explorers." In a very real season my intern is "Exploring the Archivist." He is seeking to gain new skills and to understand what it means to be an archivist. He has asked me probing questions about why we do things the way we do in the L. Tom Perry Special Collections and caused me to re-think key archival theories and practices and how we are implementing them. It is questions like his that help each of us stay current and helps us to develop improved methods of dealing with old problems. They also help us grapple with new problems such as electronic records.

(Continued on Page 13)

CIMA NEWS

Published quarterly by the
Conference of Intermountain Archivists

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NEWS FEATURE

Utah State Archives Ready to Move

The Utah State Archives is scheduled to move into its newly completed building in August. The two-story structure will house the division's administration, patron services, records analysis, and micrographics sections as well as store the permanent records collection.

The division has allocated the week of August 2-6 to vacate its administrative offices on Capitol Hill and begin occupying the new facility at 346 South Rio Grande, immediately south of the historic Rio Grande Depot. Except for special appointments, all State Archives offices (including the public research center and the off-site records center) will be closed for the week.

Transfer of the State Archives' permanent collection into the automated storage and retrieval shelving (ASRS) unit is planned the following week. Capable of storing 50,000 cubic feet of records, the triple-deep ASRS unit allows for approximately 5-10 years of growth.



▲ *The Utah State Archives for the past 20 years.*

The new building's first-floor training room initially will serve as a temporary public research room. Project plans eventually call for the divisions of State Archives and State History to share a common reading room in the remodeled south wing of the Rio Grande

Depot, situated adjacent to the new facility. The anticipated date of completion for the remodeling is in December. Landscaping around the building is not expected to be completed until mid-September.

A dedication ceremony for the new State Archives Building is planned in October in conjunction with the annual observance of Utah Archives Month.

An \$8 million bond for a State Archives Building was included in the \$65 million bonding bill for new projects approved by the Utah State Legislature in March 2003. Using a design-and-build concept, construction of the building began with a groundbreaking ceremony on July 29, 2003.

Utah's 65-year-old State Archives Building in the northwest corner of the State Capitol grounds originally was constructed as the State Road Test Building in 1939. The Utah State Archives moved its administration, records management, and micrographics sections from the Capitol basement into the refurbished, two-story stucco building in February 1984. Following asbestos removal, the aging building is scheduled for demolition as part of the ongoing Utah State Capitol Building and Grounds Restoration Project.

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NEWS FROM CIMA

2004 Annual Meeting A Success

The largest CIMA meeting in history convened at the Sheraton City Centre Hotel in Salt Lake City from April 29-May 1, 2004. A group of 114 archivists and professionals from related fields gathered in downtown Salt Lake City. Attendees enjoyed a plenary session from an old friend of CIMA, Max J. Evans, and a memorable presentation on the history of prostitution in SLC from historian Jeffrey Nichols. The sessions represented a broad spectrum of topics from oral history to digitization, and preservation to issues of access to unprocessed materials.

CIMA also offered two pre-conference workshops on Thursday. CIMA President Toby Murray hosted an afternoon workshop on "Disaster Planning for Dummies," followed by a tour of the facilities of Utah Disaster Kleenup. Tom Wells of BYU hosted an all-day workshop down in Provo on the preservation and use of photographs in archives. See

<http://www.lib.utah.edu/spc/cima/events.html> for more photos of the event.



▲ CIMA President Toby Murray and 2004 Annual Meeting plenary session speaker Max J. Evans, Director of the National Historical Publications and Records Commission.

Council Election Results In

The election results are in and we are excited to have the following people join the leadership of CIMA:

- **Walter Jones** from the University of Utah will serve as the Vice-President/President-Elect (66% of the vote).
- **Michael Church** from the Utah State Archives and Records Service will serve in the new position of Treasurer (51%).
- **Terry Ellis**, Salt Lake County Archives (60%), **Karen Kearns**, Idaho State University (51%), and **Joyce Marshall-Moore**, University of Nevada, Las Vegas (54%) will serve as members of the Council.

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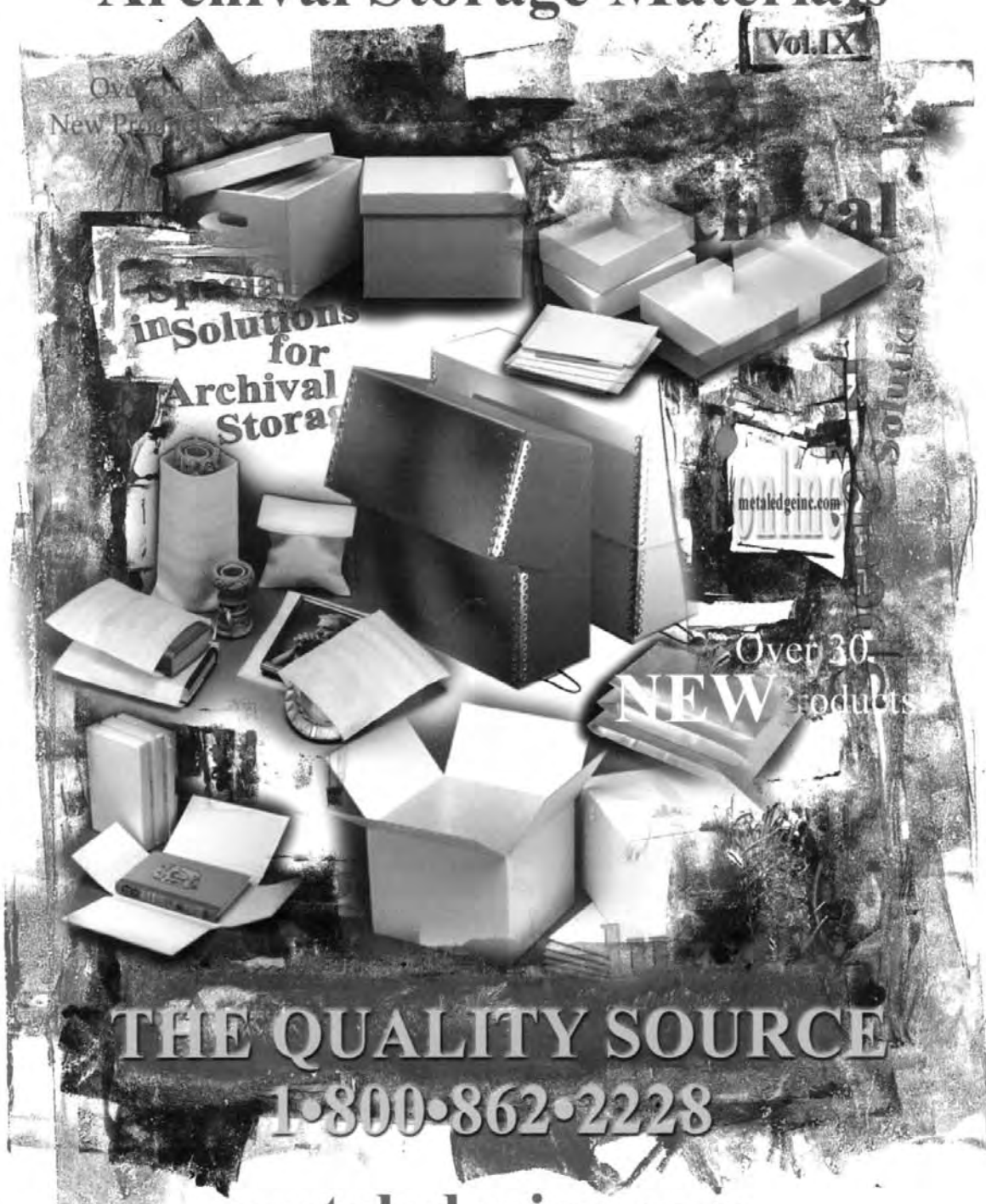
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NEWS FROM THE STATES

UTAH



BRIGHAM YOUNG UNIVERSITY

Encoded Archival Description Project

In January 2002 Brigham Young University began examining the possibility of implementing Encoded Archival Description (EAD) in the L. Tom Perry Special Collections. A team of student encoders worked for the last 18 months and successfully tagged 750 finding aids. These finding aids can be searched at http://ead.lib.byu.edu:8080/Ead/ead_search.jsp. A new search engine for these finding aids is currently being designed and will become available in September 2005. Contact Gordon Daines at gordon.daines@byu.edu or (801) 422-5821 with any questions.

L. Tom Perry Special Collections Website Launched

The L. Tom Perry Special Collections recently launched a redesigned website. The new website makes it easy to access information about Special Collections and events hosted here. It also makes it easy to search the library catalog for Special Collections materials, our collection guides and our finding aids. Come take a look at our website and let us know what you think. The website address is <http://sc.lib.byu.edu/index.html> and comments can be sent to sc_webteam@byu.edu.

Save the Date!

CIMA Fall Caucus

October 13, 2004

9:30 a.m. – 1:00 p.m.

@ BYU in Provo, UT

Details forthcoming to CIMA members

UTAH STATE ARCHIVES

Staff News

Janell Tuttle, a newly hired records analyst, has been named executive secretary of the State Records Committee (SRC). The committee reviews and approves records retention and disposal. Tuttle served a term as CIMA secretary/treasurer, 2002-2003, and edited the "CIMA Newsletter", 2003-2004.

Jared Summer and Ethan Loveless are being trained to operate the Automated Storage and Retrieval System (ASARS) in the new Archives Building. Both employees will divide time between operation of the ASARS and work in the records center. Summer, an archival technician, has been with the archives since July 2003. Loveless returned to the archives in May 2004 as an archival technician. Loveless first worked at the State Archives between December 2000 and September 2001. He was employed at the Utah State Tax Commission from August 2003 to May 2004.

Michael McLane's temporary position as a microfilm camera operator assigned to the

UTAH (cont.)

governors' papers project, concludes July 2. McLane originally was hired in late 2001.

Cassandra Huidobro's temporary position as a microfilm camera operator for the Millennial Records Preservation Project has been extended through December 2004.

Archivists Teach Family Historians

Processing and reference archivists from the Utah State Archives participated in all-day family history workshops in March and April. Kenneth Williams gave an overview of archives's holdings of interests to genealogists in Ogden on March 27. Rosemary Cundiff and Michael Church taught multiple classes in West Valley City on April 24. Cundiff taught classes entitled "Researching Original Land Titles" and "What is Probate? The Process and the Records," while Church made a presentation on "Utah Military Records: Territorial Militia through World War I."

Preservation Project Expands

The Utah State Archives and Records Service has successfully completed work on the second phase of the Millennial Records Preservation Project for Utah Municipalities, Counties, School Districts, and Special Cemetery Districts.

Phase 2 provided local governments in seven southwestern Utah counties an opportunity to identify and schedule record series of value and to preserve them on microfilm. Series include such records as city council and county commission minutes, resolutions, ordinances, annual reports, cemetery records, and other unique local historical records. The area included Beaver, Garfield, Iron, Kane, Piute, Washington, and Wayne counties. The three-year effort began in February 2001.

Microfilming of these records was done at Southern Utah University's Gerald R. Sherratt

Library in Cedar City (Iron County). Microfilm copies of the records now are available at the creating agency, the Sherratt Library, and the Utah State Archives Research Center. Microfilm copies of records from agencies within Washington County are also available at Dixie College Library.

Phase 3 focuses on the Uintah Basin in northeastern Utah. The current phase of the project includes Daggett, Duchesne, and Uintah counties. Microfilming of records has been under way since March 2004 at the Utah State Archives in Salt Lake City. Once completed, microfilm copies of the records will be available at the creating agency, the Regional History Center at the Uintah County Library, and the Utah State Archives Research Center.

The Millennial Records Preservation Project began in 1999 as a pilot project with the Bear River Association of Governments. Previous participants include municipalities and special cemetery districts in Beaver, Box Elder, Cache, Garfield, Iron, Kane, Piute, Rich, Washington, and Wayne counties. During each phase a regional center has been designated to receive copies of all microfilm for that region (e.g., Southern Utah University and Utah State University). The project has generated 1,091 rolls of microfilm through the first two phases. For complete information: <http://www.archives.state.ut.us/recmanag/millenproj.htm>.

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work you do!

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jmalcoms@lib.az.us

UTAH (cont.)**Privacy Seminar Presented**

More than 150 state and local government records managers met in the Salt Lake County Council chamber to attend a free, half-day seminar entitled "Government Records Privacy: Legal Challenges and Responsibilities" on April 2. Salt Lake County Records Management and Archives and the Utah State Archives and Records Service organized the event in conjunction with the nationwide observance of Records and Information Management Month.

Those entrusted with keeping public records must balance the interests of open government with rights of privacy. Timothy M. Shea, senior staff attorney for the Utah Administrative Office of the Courts, addressed this issue in the keynote address entitled "Private Citizens, Public Government." The full text of Shea's speech is available via a link on the Utah State Archives web site, <http://archives.utah.gov/recmanag/PrivateCitizensPublicGovernment.doc>.

Assistant Attorney General Mark Burns presented an overview of proposed legislation, considered during the 2004 general session, and related to privacy issues (<http://archives.utah.gov/recmanag/grama04.htm>). Of the bills passed, most did not affect the Government Records Access and Management Act (GRAMA). The defeated bills would have affected GRAMA, however. Burns said that he anticipates bills defeated in 2004 may be revised and introduced again in the future.

The seminar concluded with a panel discussion of privacy issues in state and local government. Panelists included Burns; Karl Hendickson, Salt Lake County District Attorney's Office; Al Sherwood, CPO, State of Utah; and Rep. Wayne Harper, Utah State Legislature. The panel responded to a set of questions from Terry Ellis, Salt Lake County Records Management and Archives, who served as moderator for the discussion. The discussion included such topics

as how Utah compares with other states in protecting citizens' privacy, whether the Government Records Access and Management Act (GRAMA) appeals process serves the public, providing personal information collected by government entities in response to GRAMA requests, charging fees for information, identity theft, what possible changes to protect privacy are on the horizon, and whether requirements of the Homeland Security Act compromise the public's right to privacy. The panel also answered audience questions.

ARIZONA**ARIZONA STATE UNIVERSITY****History in the Digital Age**

The Arizona Collection and the University Archives, Department of Archives and Manuscripts, University Libraries, Arizona State University developed three new digital projects, each contributing to a new generation of digital resources in an effort to make archival collections more accessible and reach a broader audience.

- *Dorothy Gilbert and the Phoenix Mountain Preserve* is a resource of primary and secondary source materials that illustrate the development of grass root organizations.

ARIZONA (cont.)

- *Arizona's Statesman: Congressman John J. Rhodes* is both a tribute to the life and accomplishments of Congressman John Rhodes as well as an educational tool for students.
- *ASU Generations* is a combination of history and technology using the University Archives historical collection of film, video, digital images and photographs.

▲ *Dottie Gilbert on Sassy on the Valley of the Sun Circle Trail in the Salt River Reservation, 1960s. 98-1906, 10/9 Arizona Collection, Arizona State University Libraries.*



Primary and secondary source material is presented in "[Dorothy Gilbert and the Phoenix Mountains Preserve](http://www.asu.edu/lib/archives/gilbert/)"

(<http://www.asu.edu/lib/archives/gilbert/>)

Web site as an example of "grassroots" effort to "save the Phoenix Mountains." Over 100 historically significant documents from the Dorothy Gilbert Collection, held by the Arizona Collection of the Department of Archives and Manuscripts, are presented in a time line dating from 1960 to 1997. The manuscripts trace steps taken by local citizens to protect the Phoenix mountains, which resulted in the creation of the

7,000-acre Phoenix Mountain Preserve enjoyed by local residents today.

The web site is a glimpse at the Dorothy Gilbert Collection, which also includes manuscripts from Arizona State Horsemen's Association (ASHA), Phoenix Mountains Preservation Council, and the development of the Sun Circle Trail.



▲ *Congressman Rhodes in his office. Capitol Dome in background. ACC 1995-01634, 1/13 – Arizona Collection, Arizona State University Libraries*

The John Rhodes website is both a tribute to the life and accomplishments of Congressman John Rhodes as well as an educational tool for students, researchers, and the public. Because Mr. Rhodes's congressional career spanned three turbulent decades in U.S. history (1953-1983), the site provides an insider's perspective on such topics as Watergate, the Cold War, and the economy, to name but a few.

The site utilizes both past and recent writings by Mr. Rhodes, as well as newspaper articles, photographs, and ephemera from his papers, which are housed at the Arizona State University Archives, to illustrate Mr. Rhodes's career and the part he played in both national and Arizona politics.

Through this website we hope to raise awareness about John Rhodes's remarkable career and achievements, and make site users

ARIZONA (cont.)

aware of the vast amount of useful material that is available in the Rhodes Collection at ASU's Arizona Collection.

ASU Generations, <http://www.asu.edu/lib/archives/generations.htm>, is a digital video production featuring historic film and photograph footage created for the University Libraries participation in ASU's Homecoming, where it was presented in several venues during the week-long events and at several exhibits during the First Annual ASU Homecoming Block Party. The 16-minute digital video is a glimpse at ASU from its founding in 1885 to the recently completed Lattie F. Coor Hall. The video includes digitized photographs, manuscripts, artifacts and ephemera selected from 30 different videos and films in the University Archives collections.

ARIZONA STATE ARCHIVES

AZ Archivists Roundtable Planned

In celebration of Archives Week 2004, the Arizona State Archives and the Arizona Historical Foundation are sponsoring The Archivists Roundtable, a gathering of archival colleagues from all over the state, on Friday, October 1, 2004. The program will be fairly informal with much time to interact and discuss a variety of topics meant to foster and build cooperation among archivists in the state. All individuals who conduct work in an archives setting are invited. Lunch will be provided and Matthew C. Whitaker, an ASU history professor, will speak about archivists as historians and touch on the theme of this year's Archives Week, "Arizona: A Cultural Crossroads."

This event will be hosted by the State Archives from 9 a.m. to 3 p.m. in the Large Conference Room on the 2nd floor of the 1938 wing of the State Capitol building.

Registration information will be sent in the coming weeks as the event approaches. For further information, please contact Dr. Melanie Sturgeon at the State Archives, 602-542-4159, or 1-800-228-4710 (AZ only) or e-mail at archive@lib.az.us.

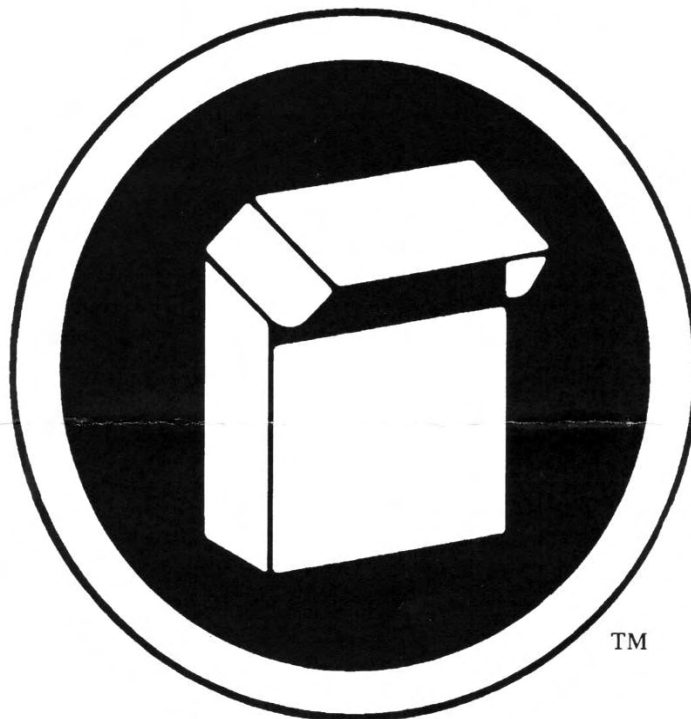
Archives Building Plans In the Works

The planning process for a new building for the State Archives is moving forward. Earlier this year the Arizona State Legislature passed Senate Bill 1079 providing up to \$2 million in funding for architectural planning and site preparation for the building. In the past couple months the State Dept. of Administration issued a request for proposals to hire an architectural firm to provide planning services. They selected DWL Architects + Planners, Inc. of Phoenix who designed the Phoenix Public Library's Central Library building in the 1990s. Most recently, staff from the State Archives began meetings with the architects and consultants.



Construction of the proposed building is not yet funded. The Archives are currently housed in the "Attic" of the 1938 addition of the State Capitol building and a leased off-site warehouse. During the next regular session of the State Legislature in 2005 the Agency will continue lobbying for funds for construction.

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NEWS IN GENERAL

NHPRC Funds Survey of Catholic Indian Records

The National Historical Publications and Records Commission (NHPRC) has awarded Marquette University Libraries a grant of nearly \$83,000 to research archival records and compile a guide to aid further research about Native Americans and the Catholic Church.

With the grant funding, the Libraries will conduct a comprehensive, 22-month survey of Catholic-related records about Native Americans in the United States. Marquette will identify, describe, and where appropriate, preserve Catholic Church-related records held by institutions in 14 western states, including Colorado, Idaho, Montana, Nevada, Oregon, Utah, Washington, and Wyoming. These records comprise over 400 years of documentation and are essential for understanding the past and present life, culture, and relationships of Native American individuals and communities.

The first part of the survey will be conducted from November 2004 to February 2005. During this period, Marquette will distribute questionnaires to all institutions that may hold targeted records. The second part, which will take place between March 2005 and February 2006, involves on-site visits at approximately 100 institutions that have notable holdings requiring further description. The guide will be deployed online upon completion, which is expected by May 2006.

Every effort will be made to identify and contact all institutions, which may hold Catholic-related Native records. However, some may be overlooked inadvertently. Institutions not contacted by January 2005, which may hold pertinent materials are urged to contact the project.

The project's website, <http://www.marquette.edu/library/collections/archives/teaching.html>, or for further information contact Mark Thiel at (414) 288-5904 or mark.thiel@marquette.edu.

Denver Children's Hospital Hires Full-Time Archivist

The Children's Hospital in Denver, Colorado recently hired Ginny Steele as its first full-time professional archivist. The world-renowned pediatric hospital was incorporated in 1908 and began caring for patients in 1910. As it nears its 100th anniversary, the hospital plans to move its main campus to the former Fitzsimons Army Medical Center site and a new 1.6 million square foot facility.

The Hospital Archives and historical collections include governing and operational records, medical research history, nursing school files, and an extensive photograph collection encompassing all facets of the hospital's key role in Rocky Mountain regional medical history. Steele has an M.A. in Public History from Colorado State University and has been an historian and museum curator for 30 years. For further information, please contact Ginny Steele at Steele.Ginny@tchden.org or write to Ginny Steele, Archivist, The Children's Hospital, Box 180, 1056 E. 19th Ave., Denver, CO 80218.



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- Society of Calif. Archivists
- CIMA
- Northwest Archivists

(Continued from Page 2) President's Notes

In the coming months CIMA will engage in several initiatives to help each of us improve our access to educational opportunities. Many of us participated in the A*CENSUS survey and we will be receiving information from that survey that will be useful in formulating new goals for our organization and its educational outreach. We will be forming a committee to examine the creation of a Speakers Bureau in each of the states participating in CIMA in an effort to make education more accessible to those away from the Wasatch Front. We are also reaching out to other regional organizations and participating in a multi-regional conference in Las Vegas in April 2005.

I am excited about the potential we have for growth as an organization and look forward to an exceptional year.

Calling All CIMA Members

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

To check on your membership status, call Linda Whitaker at 520-621-5151 or E-mail to: linda-whitaker@juno.com

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Electronic file (jpg or bmp) must be received by the Editor on:

- June 15 for the July issue
 - Sept. 15 for the October issue
 - Dec. 15 for the January issue
 - Mar. 15 for the April issue
- Please make checks payable to CIMA.

Submissions Welcome

CIMA News 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 Intermountain West, such as recent acquisitions; recently completed registers, guides, or other publications; personnel changes; job openings; grant projects, etc., please submit them to:

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Arizona State Archives
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Phoenix, AZ 85007
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jmalcoms@lib.az.us

Visit CIMA's Web Site!

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For past issues of *CIMA News*,
Council Meeting Minutes, and other
helpful CIMA info

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