



JULY 2001 No. 88

TABLE OF CONTENTS

[CIMA members elect council members](#)

[County RM conducts recorder's training](#)

[Western Archives Institute-Utah session to be held in Salt Lake City this fall](#)

[ULA panel discusses digital imaging](#)

[Marriott Library to host CIMA fall caucus](#)

[Symposium celebrates exhibit opening](#)

by Roy Webb

[CIMA/ULA Program to Highlight "Winter Sports and Archives"](#)

J. Willard Marriott Library, University of Utah

contributed by Roy Webb

President's Message

J. Willard Marriott Library, University of Utah

[Reflections on my way out](#)

by Brian Reeves, CIMA president

NEVADA NEWS

[UNR appoints manuscript librarian](#)

[CIMA welcomes new members](#)

[Nevada, Las Vegas, Libraries establish new preservation and conservation lab](#)

UTAH NEWS

[Rampton records arranged and described; new research leaflets available](#)

[Electronic Records Committee active](#)

[Utah State Archives notes staff changes](#)

Conservation Note

[A brief history of archival storage boxes](#)

2001 UTAH HISTORY BROWN BAG SERIES:

[Politicians relate how they shaped history](#)

by Noel Carmack, Preservation Librarian

Merrill Library, Utah State University

[USHS receives prestigious grant](#)

General Interest

[New Listserv serves Western archivists](#)

[NRIMW observed in Salt Lake County](#)

[SAA archives moves to East Coast \(of Wisconsin\)](#)

[Grant to establish repositories awarded](#)

[Give a free copy of the CIMA Newsletter](#)

general information

[Calling all CIMA members](#)

[Advertising rates](#)

[Submissions welcome](#)

[Membership Application](#)

CIMA members elect council members

SALT LAKE CITY—Ballots cast in the 2001 election have been tallied.

Candidates picked to fill three vacancies on the CIMA council include: J. Gordon Daines, Utah State Archives (27 votes, 56 percent); Toby Murray, University of Nevada Las Vegas (33 votes, 69 percent); and Robin Wilson, Idaho State University (30 votes, 63 percent). The trio will serve a two-year term expiring in 2003.

Other council candidates included: Steve Hussman, Arizona State University (25 votes, 52 percent));

and Shan Sutton, University of Arizona (23 votes, 48 percent). 48 members returned ballots.

Members completing two-year terms on the CIMA council include: Alan Barnett, Utah State Historical Society; Carol Corbett, Great Basin Research; and Arlene Schmuland, Utah State Archives. They join outgoing president Brian Reeves, Family and Church History Department of The Church of Jesus Christ of Latter-day Saints, as members of the nominating committee.

Noel Carmack, who was listed on the official ballot as a candidate to fill a three-year term as vice-president/president-elect of the Conference of Inter-Mountain Archivists, has declined the nomination. In a letter to CIMA officers, Carmack, preservation librarian at the Utah State University Merrill Library, wrote: "While I am honored to have been nominated, I have personal commitments that will take my attention away from serving at my fullest in the office. Thank you for the opportunity, but I must respectfully decline the nomination. My apologies to the nominating committee and members at large."

CIMA council will appoint a new president-elect as per the proviso in the bylaws: 'Upon the resignation of an officer or Council member, officers will appoint with approval of Council a replacement to complete the remaining term.'

Members also voted to raise dues from \$10 per year to \$15 per year as a way to bolster the Steve Wood Memorial account. The measure was approved 41-4.

Western Archives Institute-Utah session to be held in Salt Lake City this fall

SALT LAKE CITY—The Western Archives Institute-Utah will be held at the University of Utah campus October 29-November 9, 2001. The Western Archives Institute-Utah marks the first time that the program will take place outside California.

The intensive, two-week program is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials or for creation of an archival program, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

Core sessions for the program will be taught by Terry Eastwood of the School of Library, Archival and Information Studies (SLAIS) at the University of British Columbia, Vancouver, BC, Canada. Professor Eastwood has written about such subjects as archival theory, appraisal, electronic records, archival public services, and archives education. He has taken a special interest in the development of standards for the description of archives. Joining Professor Eastwood on the faculty will be distinguished working professionals noted for selected fields of archival education.

The program will feature site visits to major repositories, and a diverse curriculum, which includes development of the profession, manuscripts acquisition, reference and access, automation, arrangement and description, archives and the law, electronic records, preservation, outreach, care of photographs, appraisal, and records management.

from Utah, applications from other states will be considered, if space is available. The Utah program will be co-sponsored by the University of Utah, Utah State Historical Society, Utah State Archives, and Conference of Inter-Mountain Archivists. The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

For up-to-date information, visit the Society of California Archivists's web site at www.calarchivists.org and click on "Western Archives Institute."

For additional information and an application form, contact: Administrator, Western Archives Institute, 1020 O Street, Sacramento, CA 95814. T: 916-653-7715 FAX: 916-653-7134. E-mail: ArchivesWeb@ss.ca.gov

Marriott Library to host CIMA fall caucus*by Roy Webb**J. Willard Marriott Library, University of Utah*

SALT LAKE CITY—The CIMA fall meeting this year will be held in the Gould Auditorium at the J. Willard Marriott Library of the University of Utah, on Friday, October 12, 2001. The theme—in keeping with the 2002 Winter Olympics, one of the major events to occur in Salt Lake City since statehood—will be the Winter Sports and Archives. With a timely and exciting lineup of speakers, we will explore the relationship between the history of skiing—and the historians and archivists who make that history come to life. At the end of the day, we are happy to offer a tour of the Utah Ski Archives, one of the most comprehensive collections on the history of skiing in the country, and indeed in the world.

Scheduled to appear are five speakers, three in the morning and two in the afternoon. The three morning speakers include Joe Arave, who built the Utah Ski Archives from its beginnings; Alexis Kelner, Utah ski historian, on how he has used the Utah Ski Archives for his books on the history of skiing in Utah; and other topics. After lunch on your own, the afternoon will highlight the audio-visual side of winter sports, with speakers from the media and a documentary film maker.

After the scheduled program, we will offer a tour of the Utah Ski Archives in the Special Collections Department of the J. Willard Marriott Library. The Department, and the Library—given the location in the middle of the Olympic village—expect to be a major focus for those seeking information about the Olympics before and during the games. We are gearing up for this event by collecting, processing, and exhibiting our ski collections, and are proud to show them off.

Please join us for what promises to be a very lively and timely agenda of discussion of the history of what has come to be one of Utah's major industries, winter sports, on Friday, October 12, in the Gould Auditorium in the University of Utah's J. Willard Marriott Library.

President's Message**Reflections on my way out***by Brian Reeves, CIMA president*

In her memoir, *Quicksand and Cactus* (Salt Lake City: Howe Brothers, 1982), Juanita Brooks recounts her first trip as a young girl from her home in Bunkerville, Nevada, to St. George, Utah,

the big city on the other side of the . . . World. . . .

Such a full, happy day! Things new and strange everywhere, experiences to talk over and relive for a long time to come. One only I never mentioned, but tried hard to put it into the back of my mind and forget it. It happened like this: I had a dime and three nickels tied into the corner of my handkerchief, and I had seen a sign advertising ice cream just a little way east of the tabernacle. So I slipped away by myself . . . found the place and stepped inside. To my right, on tall stools by a counter, three young ladies were sipping something out of tall goblets with straws. They were beautifully dressed, these girls, with sheer white blouses and dark skirts and high-heeled shoes. This almost stopped me, but gathering courage I started to walk right in. To my surprise, a little, funny-looking girl came forward to meet me, her hair braided, her red calico dress trimmed with white braid, her too-large stogie shoes — HORRORS!!! It was me myself in a full-length mirror coming to meet me! (p. 93, 96).

I hope that my reflections about the past year in CIMA will not be quite so surprising nor disconcerting.

In a nutshell, the stated purpose of CIMA is to "promote cooperation and facilitate the exchange of information," "disseminate information," "provide a forum for the discussion of matters of common concern," and "further . . . education and training."

Our joint meetings in Boise with the Northwest Archivists, Northwest Oral Historians, and Rocky Mountain Archivists, hit the bull's-eye in terms most of our objectives. Sessions, workshops, and other events were exceptional. The discussion in the CIMA business meeting bordered on lively, a thing practically unheard of in any business meeting in the absence of arguments or fisticuffs. I enjoyed the camaraderie with my work colleagues and professional peers. Kudos to those who worked long and hard behind the scenes to pull it all together.

The CIMA Newsletter and web site do admirably well at disseminating information. I am grateful to Glen Fairclough (newsletter editor) and Roy Webb (webmaster) for their ongoing behind-the-scenes work to make available current and meaningful information.

The year was not flawless but it was good, something to build on. Whether you have recently presented a paper, served on council, assisted with programs or local arrangements, attended spring or fall meetings, submitted articles to the newsletter, paid your dues, or provided some other unnoticed but necessary service, thanks. You reflect well on CIMA and help us to fill an important niche in the archival community.

CIMA welcomes new members

The Conference of Inter-Mountain Archivists welcomes the following new members:

Su Kim Chung, UNLV
 Laurie Devine, Arizona State Archives
 Wendi Goen, Arizona State Archives
 Kate Kimball, Special Collections, J. Willard Marriott Library, University of Utah
 Jeff Malcomson, Arizona State Archives
 Michael A. McColgin, Arizona State Archives
 Janell Tuttle, Utah State Historical Society
 Nancy A. Zimmelman, California St. Archives

UTAH NEWS

Rampton records arranged and described; new research leaflets available

SALT LAKE CITY—The records of former Governor Calvin L. Rampton, who served three terms as governor of Utah (1965–1977), have been arranged and described. The effort was part of a special project to make the records of Utah's governors more readily accessible. Finding aids and catalog records soon will be available online.

Newly acquired records include the records of Hiawatha (1915–1990), a now defunct mining company town in Carbon County, and the Salt Lake City Fire Department records from Ottinger Hall (the department's fraternal lodge).

New online research leaflets are available to researchers. "Cemetery Records at the Utah State Archives" is a helpful complement to the death certificates. Other information is available in "Death Records at the Utah State Archives." "How to Research Administrative Rules" is a useful adjunct to legislative research.

The state archives in June acquired from the Bureau of Vital Records and Statistics a new Windows compatible version of the electronic index of death certificates. The upgrade will make it easier for

researchers to look up death records.

Utah State Archives notes staff changes

SALT LAKE CITY—A number of personnel changes have affected four sections within the Utah State Archives and Records Service.

Staci Bates joins the records analysis section of the Utah State Archives as a records analyst. Bates was born and raised in Salt Lake City. She received her BA in history from the University of Utah. She spent several years as a history teacher in a private school for learning disabled children. For nearly six years, she was a librarian with the Utah Supreme Court Law Library where she assisted court employees and public patrons in performing legal research. While with the library she was in charge of archiving Supreme Court briefs and the library's research materials.

Anissa Taylor recently joined the Utah State Archives as an archivist within the patron services section. Taylor, who hails from Seattle, Washington, received a BA in American Studies at Brigham Young University. As a student and after graduation she was employed as a research assistant at BYU's Smith Institute. Most recently, she attended Colorado State University's graduate program in public history, focusing her course work on archives and records management.

Two new archives technicians have joined the records services section. Shaun Buttars was hired in May and Hardy Boettcher began work in June 2001. Buttars worked previously at the Utah National Guard while Boettcher retired from the U.S. Postal Service.

Longtime archives employees Sarah Talley and Jodie LeMoine have resigned. Talley, who spent six years at the archives, was preservation archivist and manager of the preservation section. She relocated to California. LeMoine, a 12-year veteran working in the records center, accepted a records management position at a Salt Lake City law firm.

2001 UTAH HISTORY BROWN BAG SERIES:

Politicians relate how they shaped history

SALT LAKE CITY—A year-long series of brown bag lectures devoted to how politics of the Twentieth century shaped Utah's history is planned for the coming year. The January session will provide an overview of the series.

Speakers for the next four lectures in the series include: pollster Dan E. Jones on Thursday, July 19; former Utah legislator Dixie L. Leavitt on Thursday, August 16; newsman Rod Decker on Thursday, September 20; former Attorney General Jan Graham on Thursday, October 18.

These monthly lectures are held during the noon hour. The public is invited to bring a lunch and listen to a talk based on this year's theme, "How Politics Shaped Utah's History: Voices of the Twentieth Century." Unlike previous brown bag series speakers generally will not be historians but former political leaders and journalists that have covered political life. Speakers will examine their public service and look at the role that politics has played. These will be personal accounts, reminiscences, and memoirs which place each individual's service in context in Utah's history.

Lectures in the series are given on the third Thursday of the month. Each one-hour presentation begins at 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. For information, call Mary Peach at 801-533-3545.

USHS receives prestigious grant

SALT LAKE CITY—The National Endowment for the Humanities recently awarded the Utah State

Historical Society a \$169,000 grant to digitize for distribution on the Internet 6,000 images from the Shipler Commercial Photograph Collection.

From 1902 to 1980 the Shipler family ran a successful commercial photography business in Salt Lake City. The Society will digitize 6,000 of the images dating from 1902 to 1920, which illustrate the Progressive Era. The collection consists of negatives relating to American culture and history and is an untapped wealth of visual historical information that has value far beyond the borders of Utah. The collection is a resource for the study of life and changes in the early twentieth century.

To view a sample of the Shipler images, visit the test web site at: <http://history.utah.org/photos/c275/2016.htm>. The Shipler collection is one example of the thousands of images located in the Utah History Information Center, Utah State Historical Society, 300 Rio Grande (300 South 455 West), Salt Lake City. Public reference hours are from 10 a.m.–5 p.m. (M–F) and 10 a.m.–2 p.m. (Saturday).

For additional information contact: Linda Thatcher 801-533-3574.

NRIMW observed in Salt Lake County

SALT LAKE CITY—The Salt Lake County Council on April 3, formally adopted a resolution recognizing National Records and Information Management Week. Staff members of Records Management and Archives were publicly acknowledged for their work on behalf of Salt Lake County. Records Management sponsored a records and information management forum for county personnel on April 5. Those attending heard a legislative update from Karl Hendrickson, District Attorney's office, on House Bill 88, new legislation that will affect the public records law and access issues. They also saw a records management training video called "The My Generation: Where Does Information Fit?"

Grant to establish repositories awarded

SALT LAKE CITY—The Utah Historical Records Advisory Board has been awarded a grant of \$75,180 to support the creation of local records repositories in Utah. The grant runs from July 2001 to June 2004. SHRAB has started working with Emery County (which has opened a repository); Grand County and Iron County. Jeff Johnson, Utah State Archivist, is the coordinator for the board and Max Evans, director of the Utah State Historical Society, is the deputy. and Evans will serve as director of the project.

County RM conducts recorder's training

SALT LAKE CITY—Terry Ellis, county records manager, conducted records management training for the Utah Association of County Recorders at a statewide meeting at Southern Utah University in Cedar City, Utah, on April 19. Twenty-six of the twenty-nine counties were represented and recorders received training on topics ranging from records storage options and imaging to preservation and records law. The training is required as part of the certification process for county recorders.

ULA panel discusses digital imaging

SALT LAKE CITY—Terry Ellis, county records manager, participated in a panel discussion on digital imaging held in conjunction with the recent Utah Library Association annual meeting. The imaging workshop, conducted by Jill Marie Koelling of the Nebraska State Historical Society, addressed digital imaging as a tool for preservation, specifically for historical photographs. In the afternoon a panel consisting of Koelling and representatives from universities, the historical society, and county government discussed the challenges and issues relating to imaging, preservation, copyright, and long-term preservation of the images.

Symposium celebrates exhibit opening

OGDEN, Utah—A symposium October 10–11 will celebrate the opening of the Utah Construction/Utah International Collection in Special Collections, Stewart Library, Weber State University. The opening of this extensive collection of photographs, company records, and project files is eagerly awaited by scholars and researchers.

Founded in Ogden in 1900, Utah Construction and affiliated companies participated in the building of numerous railroads, dams, roads, military bases, and missile sites in the American West, as well as developing mines in several states, and in South America and Africa.

An October 10 reception in Special Collections from 3:30–5:30 p.m. will feature remarks by Dr. Sterling Sessions, author of a company history. Friday morning at 11, Robert Gottlieb, Henry R. Luce Professor of Urban Environmental Studies at Occidental College in Los Angeles, will speak on the topic: "Why Place Matters: Lessons from Los Angeles for a Changing West."

For more information, contact Linda Sillitoe at 801-626-7351.

CIMA/ULA Program to Highlight "Winter Sports and Archives"

contributed by Roy Webb

J. Willard Marriott Library, University of Utah

SALT LAKE CITY - In keeping with the approach of the 2002 Winter Olympics—one of the major events to occur in Salt Lake City since statehood—the theme of the CIMA/ULA Fall Caucus this year will be "Winter Sports and Archives." The meeting is an annual joint program conducted by the Conference of Intermountain Archivists and the Utah Library Association's Archives, Manuscripts, and Special Collections Roundtable.

"Winter Sports and Archives" will be held in the Gould Auditorium of the J. Willard Marriott Library, University of Utah, from 9:00AM to 4:00PM on Friday, October 12, 2001. With a timely and exciting lineup of speakers, we will explore the relationship between the history of skiing and the historians and archivists who preserve the records, photographs, and films that help make that history come to life. At the end of the day, we are happy to offer a tour of the Utah Ski Archives, one of the most comprehensive collections on the history of skiing in the country, and indeed in the world.

Scheduled to appear are four speakers in a morning and an afternoon session. After light refreshments, the two morning speakers will be Joe Arave, who started the Utah Ski Archives oral history program and Alexis Kelner, Utah ski historian, who will talk about how he has used the Utah Ski Archives and other repositories for his topic, "Utah Skiing Before the Engens." After lunch on your own, the afternoon session will be devoted to exploring the specialized world of official Olympic archives in the U.S. and Canada. The first speaker will be CIMA member Mark Jensen, archivist for the Salt Lake Organizing Committee. Our concluding speaker will be Gladys Serafino, Coordinator of Collections and Exhibits for the Canada Olympic Park in Calgary, Canada, who will discuss both the Canada Olympic Park's programs and the City of Calgary's extensive record of the XV Olympic Winter Games, held in Calgary in 1988.

After the scheduled program, we will offer a tour of the Utah Ski Archives in the Special Collections Dept. of the J. Willard Marriott Library. The Department, and the Library--given the location in the middle of the Olympic village--expect to be a major focus for those seeking information about the Olympics before and during the games. We are gearing up for this event by collecting, processing, and exhibiting our ski collections, and are proud to show them off.

We would also like to invite CIMA and ULA members from other libraries and archives to bring bibliographies of Winter Sports history found in their repositories, and space will be provided for distribution of these bibliographies and handouts.

Please join us for what promises to be a very lively and timely agenda of discussion of the history of what has come to be one of Utah's major industries, winter sports, on Friday, October 12, in the Gould Auditorium in the University of Utah's J. Willard Marriott Library. For further information contact Roy Webb, (801) 585-3073, or at rwebb@library.utah.edu.

NEVADA NEWS

UNR appoints manuscript librarian

RENO, Nevada—Jacque Sundstrand has been appointed to the position of manuscript librarian at the Special Collections Department at the University of Nevada, Reno, Library. The announcement was made by Robert E. Blesse, head of the Special Collections Department at UNR. The manuscript librarian is responsible for the overall administration of the department's manuscript and archival collections. Sundstrand's most recent position was directing the library at the Southern Oregon Historical Society in Jacksonville. She has also worked as an archivist for the California State University System.

Nevada, Las Vegas, Libraries establish new preservation and conservation lab

LAS VEGAS—The University of Nevada, Las Vegas, Libraries Preservation/Conservation Laboratory is a 1,000 square foot state-of-the-art facility in the new Lied Library. Under the direction of Toby Murray, preservation/conservation librarian, it was designed "to retard the physical and chemical processes that result in deterioration of materials housed in the libraries, to eliminate hazards to those materials, and to repair damages already incurred." It is the only such facility in the State of Nevada, and one of very few in the country.

The laboratory is dedicated to the repair, rebinding, and construction of protective enclosures for all libraries materials. Fire-damaged and water-damaged materials have also been treated and returned to the circulating collection. Based on current output, Murray estimates over 10,000 items per year will be treated in the laboratory and returned to the collections.

In accordance with national standards, preservation in the UNLV Libraries is an indirect method of treatment in which the environment around an item is changed. This includes stabilizing, maintaining, and monitoring temperature, humidity, light exposure, air pollution, dirt, dust, and mold. Preservation also includes surveying the condition of the building and the collections; the construction of protective enclosures using acid-neutral or buffered materials; proper storage and handling techniques; security, including theft, vandalism, and the use of food, drink, and tobacco in the libraries; insurance; disaster prevention, preparedness, and recovery; and education, training, and outreach programs.

Conservation is a direct method of treatment in which an item is physically or chemically changed. This includes cleaning, de-acidifying, reformatting, repairing, and rebinding (for a report on the training session, go to the Preservation/ Conservation web site at <http://library.nevada.edu/speccol/preserve.html> and click on "Construction of New Bindings"). All conservation treatments performed in the UNLV Libraries Preservation/Conservation Laboratory entail the least intrusive methods possible, and use acid-neutral or buffered materials. Some materials, such as pastes, fungicides, and marbled papers, are made in-house to ensure their quality. (For a report of the paper marbling training session, go to the web site noted above and click on "Paper Marbling.")

Murray was selected by the Rochester Institute of Technology's Image Permanence Institute (IPI) to participate in its field trial of newly-developed preservation management technology. Under a grant from the National Endowment for the Humanities, IPI provided hardware, software, and training to test and refine a computerized system for gathering and interpreting data on environmental conditions in collection storage and display areas. The field trial, begun in Fall 2000, is expected to last up to two years. Dataloggers have been placed in the Media and Special Collections stack areas. Additional Dataloggers may be purchased in the future so environmental conditions may be monitored throughout

the building.

One of Murray's charges is the area of disaster prevention, preparedness, and recovery. She chairs the Library's Disaster and Safety Committee, which includes the University's Fire Safety Officer, the University's Occupational Safety Officer, and representatives from the University's Department of Environmental Health and Safety. The Library's Disaster Plan and Evacuation Procedures are both near completion. Murray created a simulated disaster in the laboratory and instructed the in-house Disaster Recovery Assistance Team (DRAT) members and alternates in the procedures for salvaging water-damaged materials. Also attending the training session were the Planning, Training and Exercise Coordinator of the State of Nevada, Division of Emergency Management, and the director of the Desert Research Institute Libraries. (For a report of this workshop, go to the Preservation/Conservation web site noted above and click on "Training Workshop on the Salvage of Water-damaged Library Materials.") Murray also arranged for fire extinguisher training for DRAT team members and alternates, and is putting together disaster boxes for each floor of Leid Library and each of the branch libraries.

Another of Murray's charges is the area of education, training, and outreach. This includes UNLV Libraries staff; patrons; and local, state, regional, national, and international organizations and programs. CIMA members needing preservation and conservation assistance may contact Murray by telephone at 702-895-2240 or by e-mail at tobym@nevada.edu.

Electronic Records Committee active

CARSON CITY, Nevada—The Nevada State Electronic Records Committee, established in February 2001, has empowered three work groups which have made numerous recommendations that will serve as the foundation of the Nevada Electronic Records Program. The committee has proposed that Nevada's definition of an "electronic record" should be: "Information meeting the definition of Nevada record that is created and stored in a form that only a computer can manage by a program when accompanied by appropriate certification and documentation."

Specifically, they have defined Functional Requirements Necessary for Nevada's Electronic Record Systems, outlined methodologies for certifying, documenting and appraising electronic records, begun a comprehensive planning process, recommended a statutory review of records law, developed security protocols to ensure "genuine" records; provided advice on e-government and system design initiatives; and coordinated all aspects of Nevada's seminal program. The committee, which is composed of representatives of all three branches of government as well as members from state associations and the private sector, intends to establish a national model of efficiency and effectiveness. Information on the work of the committee can be obtained from John Paul Deley, electronic records archivist and chairman of the committee, at 775-684-3323.

Conservation Note

A brief history of archival storage boxes

*by Noel Carmack, Preservation Librarian
Merrill Library, Utah State University*

Have you ever wondered where our grey archival boxes came from or how they were developed? I thought it might be interesting to readers to know something about them. My research into the development of the archival box is probably incomplete, but it might offer some insights into an important aspect of archival storage and preservation.

In 1954, Victor Gondos, Jr., wrote that three basic types of containers had developed over the years: (1) the National Archives document container, (2) the Records Center carton, and (3) the 4- and 5-drawer steel filing cabinet. Apparently, the steel filing cabinet was the storage method of choice for many years. The National Archives and Records Service (NARS) of the General Services

Administration (GSA) and the Library of Congress were the principal government agencies that set the manufacturing standards for archival storage containers during the mid-1940s.

The rise in manufacturing prices at the advent of the war in Europe and the impracticality of using the large filing cabinets and steel storage trays, caused the National Archives to investigate other materials and designs for document storage containers. When steel storage units and other fabricated structures were being used in the war effort, the National Archives developed the document storage container, replacing the filing cabinet and Woodruff file box which had been in use for decades. The container was cut from a single piece of Kraft stock and held together with metal clasped edges. An aluminum covered variant was offered into the 1960s as fire resistant and protective against water damage.

The standard document container was manufactured by such suppliers as the National Metal Edge Box Company in Philadelphia, Pennsylvania, and the Hollinger Corporation in Arlington, Virginia. The Hollinger Corporation, a specialized box factory and a major supplier of document storage boxes, met the National Archives's standards by seeking out a small paper mill that would make acid-free paper and board to its specifications.

The Hollinger Corporation was founded in 1945 by William Kenneth Hollinger. After World War II, Hollinger, in consultation with chemist William J. Barrow and officials at the Library of Congress and National Archives, developed acid-free papers, storage boxes, and envelopes to assist archivists in preserving important documents and photographs. Hollinger Corporation first advertised Fibredex document cases which were of "unique metal edge construction," made of "super fiber board" and assembled without "paste or glue to attract vermin." Hollinger Corporation has since developed other document storage materials for the National Archives and numerous other archives facilities in the United States.

In 1961, following a proposal by Leon de Valinger, Jr., Delaware State Archivist and a member of the Council on Library Resources, Inc., a project was announced in which the properties of existing archival storage containers would be examined to develop a safer archival box. Co-sponsored by the Library Technology Project of the American Library Association and the Public Archives Commission, State of Delaware, the project examined the acidity, the insect repellency, the fire and mildew resistance of existing fiber board. As a result of their investigations, the program visualized the development of a fiber stock that would combine as many desirable characteristics as possible. Interestingly, a pH of 8.5 was thought desirable but a pH of 6.5 "seemed adequate." The laboratory test results showed a few approaches having some merit: (1) using inert adhesives or protecting "nutritive" ones by fungistat additions, (2) using a physical barrier such as aluminum foil or plastic coating, (3) using cyanoethylated kraft pulp instead of regular kraft, and (4) chemical treatments.

As the one of the NARS's major suppliers, Hollinger Corporation lead the way in developing a desirable archival box. In 1988, the Hollinger Corporation moved its manufacturing plant from Arlington, Virginia to Fredericksburg, Virginia. The company now operates a second facility in Sparks, Nevada. In the fifty-six years of its existence, Hollinger Corp. produced several types of boxes over the years, meeting the various GSA and American National Standards Institute (ANSI) specifications as they evolved:

1. Grey outside, brown inside: made from 1950 to about 1968. GSA set the specifications only for size, strength and thickness.
2. Grey outside, dull red inside: 1968 to about 1970. The GSA specified a pH of 6.5 but did not require buffering.
3. Grey coating on the outside, brown inside. GSA specified a pH between 6.5 and 8. Hollinger improved upon this, switching from alum-rosin sizing to Acquapel, introducing a trace of buffering, and using a high pH as the GSA would permit.
4. Grey paper on the outside, white inside: 1977-present. The Library of Congress specifies a pH of 8.5 or higher, at least 3 percent alkaline reserve (calcium carbonate) and an alkaline sizing such as Aquapel.
5. Tan or grey/white: About 1980-present. Hollinger board is a 60-point bleached fiber board which is lignin and sulphur free and conforms to the ANSI IT9.2 standards. The material has a minimum pH of 8.5 and a 3 percent calcium carbonate buffer.

6. Tan both sides: About 1980-present. Tan Alpha Cellulose Board is lignin and sulphur free with a 3 percent calcium carbonate buffer and 8.5 pH minimum. The 60-point board is made of pure alpha cellulose and conforms to the ANSI IT9.2 standards.

In the mid-nineteen eighties, the National Bureau of Standards conducted research into the degradation of archival materials in storage containers and other micro-environments. The research findings stressed the importance of completely enclosed storage containers to mitigate the effects of sulphur dioxide and other particulates. The final 1987 report also recommended the use of boxes which were of low acid content and lignin free.

The development of alkaline fiber boards and protective coatings for barrier boards has improved the quality of archival boxes immensely. Metal Edge, Inc., for example, offers SafeCote acrylic coated boxes to help reduce the effects of moisture and particulates when storing the boxes. Conservation Resources International (Springfield, VA) offers storage containers which use their patented MicroCamber and Silversafe papers and boards. The MicroChamber papers are comprised of alkaline buffers combined with zeolite molecular traps to neutralize the effects of ozone and sulfur dioxide. The cotton Silversafe layer is neutral pH and un-buffered, providing protection for photo-graphic and other materials which are sensitive to alkalinity. Virtually all document container suppliers offer the grey/white and tan storage boxes that we are familiar with today. Most offer acid/lignin-free (pH 8.5) board with a 3 percent calcium carbonate buffer.

Although Hollinger Corporation was and still is a major supplier of archival storage boxes, several other manufacturers and suppliers have joined the market. Other companies that offer archival storage boxes include: Pohling Bros. Inc. (Richmond, VA); Process Materials Corp. (Carlstadt, NJ); The Paige Co. (New York, NY); and more recently, Metal Edge, Inc. (Commerce, CA).

Bibliography

"Evolution of Permanent/Durable Boxes," *Abbey Newsletter* Vol. 1, No. 15 (July 1978).

Gondos, Victor, Jr. "A Note on Record Containers," *American Archivist* 17 (July 1954): 237-42.

Kimberly, Arthur E. "New Developments in Record Containers," *American Archivist* 13 (July 1950): 233-36.

Passaglia, E. *The Characterization of Microenvironments and the Degradation of Archival Records: A Research Program.*

Gathersburg, MD: U.S. Department of Commerce, National Bureau of Standards Institute for Materials Science and Engineering, Polymers Division, 1987, NBSIR 87-3635.

Piez, Gladys T. "Archival Containers: A Search for Safer Materials," *American Archivist* 27 (1964): 433-38.

General Interest

New Listserv serves Western archivists

Archivists and archival organizations in the western United States have a new Listserv to facilitate communication.

West_Arch was established in October 2000 to serve the Society of California Archivists (SCA), the Conference of Inter-Mountain Archivists (CIMA), the Northwest Archivists (NWA), the Rocky Mountain Archivists (RMA), and the Society of Southwest Archivists (SWA).

West_Arch evolved from SCAList, the Listserv of the Society of California Archivists. It is intended for official communication of professional organizations in the western states and as a means for archivists and other professionals who collect, care for, and provide access to the documentary heritage of the

West to share information of common interest. The Listserv is also a professional resource for members to query their peers about issues and problems in their day-to-day work.

To subscribe, send e-mail to <Majordome@listlink.berkeley.edu> with the following command in the body of the message: subscribe west_arch .

To post messages, e-mail west_arch@listlink.berkeley.edu .

To remove yourself from this mailing list, send e-mail to <Majordome@listlink.berkeley.edu> with the following command in the body of the message: unsubscribe west_arch .

If you ever need to get in contact with the owner of the Listserv (if you have trouble un-subscribing or have questions about the List itself), send e-mail to <owner-west_arch@listlink.berkeley.edu> .

SAA archives moves to East Coast (of Wisconsin)

In April, the Archives department at the Golda Meir Library, University of Wisconsin–Milwaukee became the new home of the Society of American Archivists archives. The records amount to more than 350 cubic feet and date from the founding of SAA in 1936 to the 1990s. Particularly notable series include: records of the annual meetings from 1937; correspondence relating to the American Archivist, also dating from 1937; records from the late 1940s of the International Council of Archives, whose mission was to support exchanges between U.S. and foreign archives; records of the first SAA Professional Affinity Groups (now SAA sections) from the 1980s; Problems in Archives Kits or PAKs, as they were more commonly known; and records relating to public archives holdings, some of which formed the basis of Ernst Posner's important 1964 study, *American State Archives*.

The records were transported to UWM from their previous home at the University of Wisconsin–Madison Archives by J. Frank Cook, the recently retired SAA archivist, and his son Steven, a former UWM student. Cook was instrumental in starting an SAA Archives at the UW–Madison Archives in 1978. He devoted countless hours of volunteer time gathering up SAA records that were scattered among former office holders and committee members. He and the UW–Madison Archives staff cared for the records and provided access to them until Frank's recent retirement as University Archivist in September 2000.

About the acquisition, Tim Ericson, Director of the Division of Archives and Special Collections at UWM, says, "We hope to build on the good work that Frank has done for the past twenty years. We will begin immediately to create more extensive finding aids that will be available on the Web." Ericson observed further, "Over the years, many archivists have identified a lack of attention to the history of their own profession as an unfortunate gap in archival scholarship. The SAA Archives is a magnificent primary source for this type of study, and I encourage its use for such research."

If you have questions about the SAA archives, please contact Tim Ericson by phone at 414-229-6980 or by e-mail at tle@gml.lib.uwm.edu.

Give a free copy of the CIMA Newsletter

Do you know people who might benefit from a little more training in records management or some interaction with archivists? Give us their addresses and we'll send them a free introductory copy of the CIMA Newsletter. It doesn't matter if they're volunteer docents, amateur genealogists, or professional historians. Anyone with an interest in archives, records management, or history can get a lot out of the Conference of Inter-Mountain Archivists. Do your friends and colleagues a favor and spread the word

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:

Glen Fairclough, Editor
 Utah State Archives and Records Service
 P.O. Box 141021
 Salt Lake City, UT 84114- 1021
 Fax: 801-975-0336
 E-mail: gfairclo@state.ut.us

or

Jeff Kintop, Assistant Editor
 Nevada State Library and Archives
 Capitol Complex
 100 Stewart Street
 Carson City, NV 89710-0001
 Fax: 702-687-8330
 E-mail: jmkintop@clan.lib.nv.us

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

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