

TENNESSEE ARCHIVISTS NEWSLETTER

Fall, 1988

TENNESSEE ARCHIVISTS MEET IN GATLINBURG FOR FALL MEETING

Tennessee Archivists held their fall meeting at the Dogwood Motel in Gatlinburg on November 4-5, 1988. Those attending were treated to an informative and interesting program. Marice Wolfe, Vanderbilt University, opened the program with a discussion of the documentation strategy developed by the Special Collections Department at Vanderbilt to collect the papers of the Agrarian and Fugitive writers. Marice explained the nature of the Agrarian/Fugitive collection and the scope of the material acquired. Ed Bridges, Director of the Alabama Department of Archives and History, briefed Tennessee Archivists on the state assessment projects in Georgia and Alabama. Ed provided valuable advise on the process of developing the report and the positive effects of the assessment process.

Charles Johnson, professor of history at the University of Tennessee in Knoxville, discussed the World War Two Veterans History Project and the Center for the Study of War and Society. Dr. Johnson explained the history of the project and the development of the center. The project is an effort to create a center for the military records of the people who actually fought the battles and supported the war from behind the front lines. Among the material already donated to the UT World War II collection are complete flight logs, a unit history, official orders, letters home to family, scrapbooks, base newspapers, photographs and other records of veterans who added material to the collection.

John Gaventa and Paul de Leon presented information on the Highlander Research and Educational Center. Gaventa traced the history of the Highlander School and the efforts of some to close the school and its programs. Paul de Leon discussed the efforts to save and organize the historical records of the Highlander School. He mentioned the problems of inadequate staff, space, and equipment as difficulties facing the archives.

The Friday evening session featured dinner at Filbert's Restaurant with a family style serving arrangement. The program for the evening focused on insiders and outsiders in Appalachia and included Pat Amow, editor of Now & Then magazine and Jo Carson, a writer and performer from Johnson City. Ms. Amow discussed the role of being an outsider to

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Appalachia and even now to her home town of Chicago. Jo Carson performed readings from her writings of sayings from residents of Appalachia.

The Saturday morning session included a panel discussion on the right of privacy versus the right of access to information. Norma Thomas chaired the session which included Harry Stokes, Tennessee State Library and Archives; Marie Tedesco, East Tennessee State University; and Bill Sumners, Southern Baptist Historical Library and Archives. The final program session of the meeting featured Douglas Foster, professor of History at David Lipscomb University. Dr. Foster provided information on the Public History internship program at David Lipscomb and challenged archivists to bridge the gap between themselves and academic historians. The fall meeting concluded with a brief informal business session led by President Sara Harwell.

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EDUCATION SURVEY

Enclosed with this issue of the newsletter is a survey sheet prepared by the Education Committee of the society. The survey will be used to determine the educational needs of the archivists in the state. This information will then be used to develop program sessions at meetings and for organizing workshops. Please take time to complete the survey and return it to the committee as soon as possible.

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CERTIFICATION UPDATE

After years of discussion and planning, the process to certify archivists was officially launched at SAA's annual meeting in Atlanta. The Interim Board for Certification has been directed by the SAA Council to develop a plan for certification by petition and implement it at the Atlanta meeting. The Board completed its work, and petition forms were distributed at the plenary session held during the meeting and at an information booth operated by the Board.

The period of eligibility for certification by petition is limited to one year, after which candidates seeking certification must take an examination. This year of eligibility began on October 1 and ends on September 30, 1989. Certification achieved through qualifying by petition or later by examination will last for eight years.

Once 100 archivists have been certified by petition, the Academy of Certified Archivists will become the permanent administrative body responsible for operating the certification program and developing the

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Certification - (continued)

certification mechanism. The Interim Board, appointed by the SAA president to administer the program until formation of the Academy, will oversee the transition from SAA's control to the Academy's and then be disbanded.

Certification is available to any archivist who qualifies on the basis of education and experience, regardless of membership in SAA or other archival organizations. Petitions will be sent to all interested archivists who write or call the SAA office to request them. Petitions returned to the office must be accompanied by a \$25 nonrefundable application fee. Successful applicants will be charged a one-time fee of \$250 to cover the eight years of certification.

In order to maintain petitioners' confidentiality, specially designed labels were included with the petitions distributed in Atlanta. Those sent by mail will also include these labels. These labels should be used or the envelopes should be marked to identify that a petition is enclosed.

If you have further questions concerning the petition process, direct them to Frank Cook (University of Wisconsin at Madison) or any other member of the Interim Board prior to the close of the petition period on September 30, 1989.

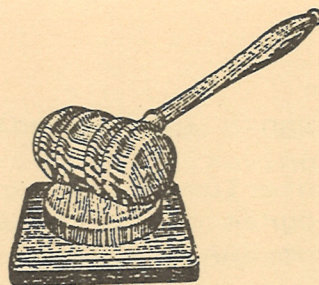
Examination development is being managed by a professional testing company working with Bert Rhoads and other archivists selected to define archival practice and theory. Inquiries related to this phase of the program should be sent to Rhoads, Edie Hedlin, or Donn Neal.

Suggestions for modification to the plan prepared by the Board and recommendations for the recertification program can be made to the Board or forwarded to the Academy once it is established. Comments concerning policies and overall supervision of the Board's activities should be addressed to SAA officers and Council until the Board is disbanded and authority passes from SAA to the Academy.

Certification petitions are available from the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605. (312) 922-0140.

(Adapted from an article by Paul Chestnut in the November, 1988 issue of the SAA Newsletter)

FROM THE PRESIDENT



Hello Everyone:

I hope your fall has been a pleasant and productive one and that you are happily anticipating the new year.

The past few months have been rewarding ones for Tennessee Archivists. Our meeting in Gatlinburg on November 4-5 was well attended, and everyone seemed to enjoy and benefit from the offerings of our speakers. I hope that if you did not have an opportunity to join us in Gatlinburg you will be able to come to Nashville for our spring meeting in 1989.

We now have three committees organized and industriously addressing various areas of concern to Tennessee Archivists. I would like to express my appreciation to the many people who agreed to serve on these committees. We will look forward to benefiting from their accomplishments.

Norma Thomas of East Tennessee State University will chair the new Education Committee. Norma will be assisted by Mancil Johnson, Tennessee Technological University, Cookeville; Tom Turley, Tennessee State Library and Archives, Nashville; Jane Williamson, Cumberland Presbyterian Historical Foundation, Memphis. This committee will be looking into ways to provide more educational opportunities for members of Tennessee Archivists. They have devised a survey which you will find in this issue of the newsletter. Please take a little time to fill out the survey, which is your best way to let them know what are your most pressing needs for workshops and other educational efforts.

The Membership Committee, one of our standing committees, will be chaired by Juli Stewart of the University of Tennessee-Knoxville. This committee will be looking into new ways by which we might strengthen and increase our membership. Other members are Jane Alderfer, Children's Museum of Oak Ridge; Connie Burkhalter, Tennessee State Library and Archives; David McWhirter, Disciples of Christ Historical Society, Nashville; and Clyde Root, Pentacostal Research Center, Lee College, Cleveland.

The third committee, the Preservation Committee, will be working in tandem with other similar committees representing their states in the Southern Archivists Conference. They will explore preservation and conservation needs in our state and work toward a joint effort with Alabama and Mississippi in SAC, with the possible view of applying for funds with which to answer those needs. Chaired by Marice Wolfe, Vanderbilt University, Nashville, the committee also includes Steve Cotham, McClung Historical Collection, Knoxville, and Carol Roberts of the Tennessee State Library and Archives.

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NEWS NOTES

Doris Martinson, head of the Knox County Archives, was recognized at the Society of American Archivists annual meeting in Atlanta as the recipient of the Colonial Dames Scholarship Award. The award will enable Doris to attend the Institute in Modern Archives Administration in Washington, D.C. in February. Congratulations to Doris for winning this award.

The 18th annual institute for the Editing of Historical Documents is June 19-29, 1989 in Madison, Wisconsin. Jointly sponsored by the National Historical Publications and Records Commission, the State Historical Society of Wisconsin, and the University of Wisconsin, the institute provides detailed theoretical and practical instruction in documentary editing. Major funding for the institute is provided by the Andrew W. Mellon Foundation. The deadline for applications is March 15, 1989. For more information, contact NHPRC, Room 300, National Archives Building, Washington, D.C. 20408, (202) 523-3092.

Bill Sumners, previously archivist for both the Sunday School Board and the Historical Commission of the Southern Baptist Convention, became the first full-time archivist for the Commission on Oct. 1, 1988. The Commission, located in Nashville, operates the Southern Baptist Historical Library and Archives, a center for the study history and life.

Seven study grants for research in the Southern Baptist Historical Library and Archives were awarded for 1988. Recipients and their topics are David O. Yntema, "Building the Kingdom: Church Building in the Rural Southern Baptist Convention, 1900-1930"; Paul Harvey, "Southern Baptists and Southern Culture, 1860-1920"; William R. Glass, "Origins of Southern Fundamentalism, 1920-1950"; Donald L. Martin, Jr. "The Thought of Amzi Clarence Dixon"; David Marshall, "Southern Baptists and Natural Politics, Fluctuations in Church-State Sentiment, 1845-1870"; Marty G. Bell, "Liberty and Authority in the Old Southwest: The Republican Kingdom of James Robinson Graves."; and Michael T. Justus, "Ties That Bind? North-South Interaction of American Clergy, 1800-1830.

The future of preservation programs received a shot in the arm from the federal government. President Reagan recently signed a Fiscal Year 1989 appropriation bill increasing the budget of the National Endowment for the Humanities' Office of Preservation to \$12.33 million - almost three times its current budget. The appropriation effectively creates a nationwide preservation micro-filming program that has been endorsed by many in the library and academic communities, and in Congress, during the last two years. The program will seek to film 3 million volumes in the next two decades. NEH will also support projects to train

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-NEH (continued from page 5)-

SPRING MEETING IN NASHVILLE

preservation administrators and conservators, and to explore advanced research and develop new preservation techniques. In addition, NEH will continue its support for the U.S. Newspaper Program, a national effort organized on a state-by-state basis, to locate, catalog, and preserve on microfilm newspapers published in the United States since 1690. The total NEH appropriation for Fiscal Year 1989, which began October 1, is \$153 million.

The Spring meeting of the Tennessee Archivists will meet on May 25-26, 1989 at the Southern Baptist Convention building. The meeting will be jointly hosted by the Historical Commission and the Sunday School Board of the Southern Baptist Convention. Mark your calendar and plan to attend. The Southern Baptist Convention building is located in downtown Nashville.

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Two positions available at the Alabama Department of Archives and History in Montgomery, Alabama.

Appraisal Archivist (Archivist I). Researches and analyzes the legal mandates, administrative histories, functions, policies, procedures, and archival records of state and local agencies. Appraises public records on the state and local government levels. Positions requires any combination of training and experience equivalent to: a bachelor's degree in history, political science, or a closely related field including or supplemented by courses in archival administration. Knowledge of archival principles and established archival practices, and some knowledge of sources, methods, and techniques used in historical research. SALARY RANGE: \$17,358 - 26,390. No closing date. For more information and a fuller job description, contact Deborah S. Skaggs, Head, Records Management Division, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130 (205) 261-4361.

Processing Archivist (Archivist I). Position in the Special Collections section of the Archival Services Division primarily entails surveying, prioritizing, and processing private records. Processing involves the arranging, describing and preserving of the private record collections. Position requires similar education and experience to position listed above. Position requires the ability to arrange and describe archival collections, conduct projects, make sound recommendations concerning records management practices; and express ideas clearly and concisely, orally and in writing. No closing date. SALARY RANGE: \$17,358 - 26,390. For more information and a fuller job description contact, Alden N. Monroe, Head, Archival Services, Alabama Department of Archives and History, 624 Washington Ave., Montgomery, AL 36130.

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-Positions available (continued)-

Archivist, E. C. Dargan Research Library, Sunday School Board of the Southern Baptist Convention. Responsible for the archival program of the Sunday School Board and managing the special collections in the Dargan Research Library. Requires bachelor's degree in history, religion, or english. Prefer some experience and training in archival practices. Prefer Southern Baptist. SALARY: Beginning salary approximately \$22,000. For more information contact, Howard Gallimore, E.C. Dargan Research Library, Sunday School Board, SBC, 127 9th Ave. North, Nashville, TN 37234 (615)251-2124.

-From the President- (continued from page 4)

Finally, our other standing committee is the Distinguished Service Award Committee, consisting of the three most recent past presidents. John Thweatt of the Tennessee State Library and Archives chairs the committee, assisted by Sally Ripatti of the McClung Historical Collection and Jean Waggener, Bluegrass Regional Library Center, Columbia.

Thanks so much to Bill Sumners for inviting us to meet with him at the Southern Baptist Historical Commission for our spring meeting. Be sure to look in future newsletters for further details.

I wish all of you a very Merry Christmas and a happy and healthy New Year.

Sara

Sara Harwell

VANDERBILT UNIVERSITY ARCHIVES AND SPECIAL
COLLECTIONS RECEIVES DISTINGUISHED SERVICE AWARD

The Vanderbilt University Archives and Special Collections Department was awarded the Distinguished Service Award by Tennessee Archivists at its fall meeting in Gatlinburg. The award acknowledged the active role of the department's staff in the formation and development of Tennessee Archivists as well as active involvement in the Society of American Archivists. The award cited the involvement of the department in securing federal fundings for archival funding through its representation on the Tennessee Historical Advisory Board of the NHPRC. The award certificate applauded the solid accomplishments of the department including the publication of finding aids, the development of a cooperative collection development policy with other repositories and the innovative use of computer technology in the processing of its holdings. Congratulations to the Vanderbilt University Archives and Special Collections.

TENNESSEE ARCHIVISTS

Membership is open to any individual or institution interested in the work of records preservation. There are three classes of membership institutional, regular and associate. Regular members are those persons who are employees or workers in an archives, manuscripts or records management area. Associate members are those interested persons in allied disciplines, students and others who do not qualify for regular membership; they enjoy all the privileges and benefits of membership except holding office. Institutions may maintain membership in order to receive publications. Membership is effective upon paying dues during each calendar year.

MEMBERSHIP APPLICATION

Name _____

Institution _____

Address _____

_____ Phone _____

_____ \$5 regular member _____ \$3 associate _____ \$10 institution

Send this application with check payable to Tennessee Archivists to:
David I. McWhirter
Disciples of Christ Historical Society
1101 19th Avenue South
Nashville, Tennessee 37212

PUBLICATIONS

ARCHIVES DIRECTORY: The second edition of Directory of Archives and Manuscript Repositories in the United States is now available. Published by Dryx this edition updates information in the first version published by the National Archives in 1978. The single volume resource now describes about 4,200 collections of manuscripts, photographs, drawings, recordings, and historical documents found in corporate, academic, city, and state archives. The directory is priced at \$55, and is available from: Dryx Press, 2214 N. Central at Encanto, Phoenix, AZ 85004-1483.

RECORDS MANAGEMENT- SENATE COMMITTEES: The office of Secretary of the Senate recently published the Records Management Handbook for United States Senate Committees. This volume provides guidelines and recommendations for retention and disposition of Senate's permanent historical records. The records include materials documenting floor proceedings, Senate administration, and the records of Senate committees. Copies of the handbook are available without charge from: Senate Historical Office, United States Senate, Washington, D.C. 20510.

PUBLICATIONS

MANAGING BUSINESS ARCHIVES Edited by Colleen Fritchard

This publication, produced by the Australian Society of Archivists Inc., presents an overview of information required for managing business archives. The material is compiled from a seminar held in Sydney on 26 July 1986 and conducted jointly by the Australian Society of Archivists and the NSW Special Libraries Section of the Library Association of Australia. This is a valuable reference for anyone interested in or working with business archives. Softbound, pp. 56. SAA members, \$10; nonmembers, \$12.

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The Care and Duplication of Historical Negative Collections by Steven T. Puglia, is a new book available from the American Association for State and Local History. This book, directed to archivists and curators as well as technical photographers, addresses the concerns about the permanence of historical photographs. The writer deals with the deterioration of monochromatic negative materials, proper storage, and duplication options. Detailed, step-by-step instructions for completing procedures discussed are included, as well as source and reference bibliographies, technical charts, and photographic illustrations. Paper, 64 pp. \$7.85 for AASLH members; \$8.75 for nonmembers.

A MANUAL FOR SMALL ARCHIVES

Published this year by the Association of British Columbia Archivists, this manual is valuable for anyone associated with or starting a small archives. Chapters run the gamut from "Resources" to "Conservation" to "Computers." There is also a bibliography. Material is compiled in a 3-ring binder, convenient for adding notes and other documents. Available from the Society of American Archivists. Binder, pp. 215 plus index. SAA members, \$25; Non-members, \$30.

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MICROFILMING STANDARDS: Linda James of the Minnesota Historical Society has published Standing the test of time: Quality assurance for state and local government records microfilming (ISBN 87351-214-6). This is a report on a NHPRC supported survey which documents the poor microfilming situation in state and local governments and makes recommendations pertaining to comprehensive legislation, dissemination of information and compliance verification

A catalog listing Standing the test of time, and other publications of interest, may be obtained by contacting: Association for Information and Image Management - 1100 Wayne Avenue, Suite 1100 - Silver Spring, MD 20910- (301/587-8202).

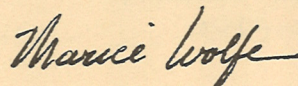
5 December 1988

Dear Colleagues:

Your generous award, presented to the Vanderbilt University Archives at the recent Gatlinburg meeting of Tennessee Archivists, has given Sara Harwell and me a great deal of pleasure. It has brought notice from some unexpected sources and, of course, it feels good to have your work recognized. We have participated in and observed the organization's development with keen interest. We're grateful to those Tennessee Archivists presidents who served between us, who are The Awards Committee, and who implemented the legislation for the first time in such a handsome way.

We hope that the award will help to publicize what you and we know: that archivists are a most active, interesting, and delightful, though unsung, professional group. We're proud to be your associates.

Sincerely,



Marice Wolfe
Head of Special Collections
University Archivist

ARCHIVES, PERSONAL PAPERS, AND MANUSCRIPTS REVISION UNDERWAY

Five years after publication of the original Archives, Personal Papers, and Manuscripts (APPM), the cataloging manual for archival material, a revised and much expanded version is now in progress. The current draft includes 148 pages plus appendices and indices. The draft is now available from the Society of American Archivists for review and comment. SAA is asking \$17 per copy to cover the costs of duplication, postage and handling.

The APPM revision project is funded as part of a grant to SAA from the National Endowment for the Humanities. Steven Hensen, the author of the original version, is preparing the update. A review committee of Library of Congress staff members is working with Hensen to assure that "APPM 2" reflects the most current cataloging practice and retains its authority as the standard for AACR 2-based bibliographic description of archival materials.

To obtain a review draft of the revised APPM, send a letter requesting the draft and enclose a check (payable to SAA) for \$17 to: APPM Draft, c/o Nancy Van Wieren, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, IL 60605.

1. Indicate your interest in additional training in the following areas:
Omit any category which does not apply.

	great interest	some interest	no interest
arrangement/description			
acquisitions/collection development			
cataloging/MARC AMC format			
fund-raising/grants			
microcopying (microfilm, microfiche)			
oral history			
photographs			
audio/video materials			
public programs/outreach/publications			
records management			
security/disaster preparedness			
use of computers			
processing loose county records			
Introduction to Archival Principals			
other, please describe			

2. If workshops were held in conjunction with Tennessee Archivists meetings, would you most likely attend workshops/meetings on:

<u> </u> week-days only	<u> </u> Thursday-Saturday
<u> </u> Friday-Saturday	<u> </u> Friday-Sunday
<u> </u> Saturday-Sunday	

3. Would you be more likely to attend a workshop for:

<u> </u> 1/2 day	<u> </u> 1 day
<u> </u> 1 day and half	<u> </u> 2 days

4. Would you prefer workshops on:

_____ a beginning/introductory level advanced level

5. Do you think that Tennessee Archivists should offer both beginning and advanced workshops simultaneously prior to meetings?

_____yes
no preference

_____no

6. What would you be willing to pay in registration fees for workshops?

_____ under \$25
_____ \$51-75

_____ \$25-50
_____ over \$75

7. Comments:

Please complete and return survey to: Ms. Norma Thomas
East Tennessee State University
The Sherrod Library
Archives of Appalachia
Box 22450A
Johnson City, Tennessee 37614-0002

TENNESSEE ARCHIVISTS NEWSLETTER

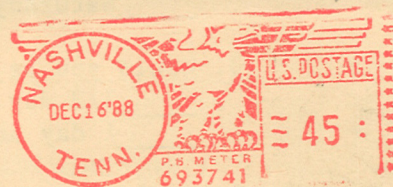
The newsletter is an occasional publication of the Tennessee Archivists. Members of the Society and other interested persons are encouraged to submit articles, information on acquisitions, openings, publications, staff news, exhibits, special programs, and grant projects for inclusion in the newsletter. The editor appreciates and welcomes your comments and suggestions about the content and style of the newsletter.



The deadline for information for inclusion in the winter issue of the newsletter is February 15, 1989. Please note a change in address for the newsletter.

Bill Sumners
Southern Baptist Historical Library and Archives

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Bill Sumners, Editor
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