

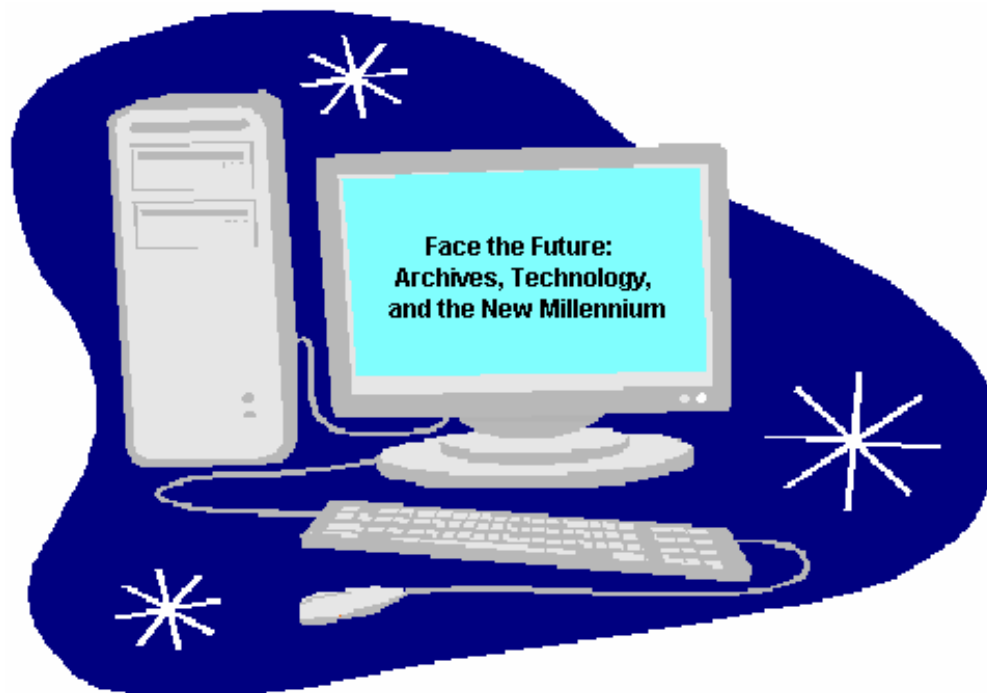
# Tennessee Archivist

*The Newsletter of the Society of Tennessee Archivists*

Summer/Fall 2006

[www.geocities.com/tennarchivists](http://www.geocities.com/tennarchivists)

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**STA Annual Meeting, October 25-27, 2006**

**Southern Baptist Historical Library and Archives**

**Nashville, Tennessee**

(See inside for more information)

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**TENNESSEE ARCHIVIST**

is the newsletter of the  
**Society of Tennessee Archivists**

Members of the Society of Tennessee Archivists and others are encouraged to submit articles and information on recent acquisitions, publications, exhibits, special programs, grant projects, personnel changes, and employment opportunities of interest to the archival community for inclusion in this newsletter. The Tennessee Archivist is published occasionally throughout the year. This newsletter was designed using MS Publisher 2000. The URL for the Society of Tennessee Archivists is: [www.geocities.com/tennarchivists/](http://www.geocities.com/tennarchivists/).

**STA OFFICERS FOR 2005-2006:**

**Taffey Hall**  
**Vice-President and**  
**Interim President**  
*Southern Baptist Historical*  
*Library & Archives*  
*Nashville, TN*

**Jami Awalt**  
**Treasurer**  
*Tennessee State Library and Archives*  
*Nashville, TN*

**Lucinda Cockrell**  
**Secretary**  
*Center for Popular Music*  
*Middle Tennessee State University*  
*Murfreesboro, TN*

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*Nashville, TN*

**STA Archivist**  
**Ralph Sowell**  
*Tennessee State Library and Archives*  
*Nashville, TN*

*Artwork for Annual Meeting and*  
*Elizabeth Dow Book Ad by*  
*Ashley Via-Rhodes, TSLA*

## President of STA, Sara Harwell, Resigns— Vice President Taffey Hall assumes Presidency

In a letter, dated June 20, STA President Sara Harwell regretfully announced to the officers of STA her resignation as President, citing an overwhelming workload at the Disciples of Christ Historical Society, as well as personal reasons. STA has benefited from Sara's efforts and time served as President, including her earlier stint at President in 1988-89. We wish the best for Sara and look forward to when she can once again guide us with her knowledge and leadership. In the meantime, Vice President and President-Elect Taffey Hall will fill in as the Society's President until she officially takes command at the annual meeting.

## Nominating Committee Formed For STA

STA now has a nominating committee, to help identify and secure qualified candidates for offices within the Society. They are:

**Laine Sutherland**, (Chair) TSLA, [laine.sutherland@state.tn.us](mailto:laine.sutherland@state.tn.us)

**Jill Hastings-Johnson**, Montgomery County Archives,  
[mcarchives@montgomerycountyttn.org](mailto:mcarchives@montgomerycountyttn.org)

**Eric Head**, Knox County Archives, [ehed@knoxlib.org](mailto:ehed@knoxlib.org)

## WHY NOT JOIN US?

The Society of Tennessee Archivists invite membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar basis. STA currently holds one meeting each year which includes the annual business meeting. STA is a member of the regional association called the Southern Archivists Conference. Currently the four southern states of Alabama, Louisiana, Mississippi and Tennessee make up the conference. A SAC meeting is held every other year in conjunction with the other states and each state alternately host the meetings.

STA publishes a newsletter several times a year and invites contributions from members and non-members. Officers are elected at the annual meeting.

**Full Member (\$20/year)**

**Institutional Member (\$20/year)**

**Associate Member (\$10/year)**

Please make checks payable to: **SOCIETY OF TENNESSEE ARCHIVISTS**, and include membership information (name, address, institutional information, phone number, fax number, email address) and **mail** to:

JAMI AWALT, TREASURER, SOCIETY OF TENNESSEE  
ARCHIVISTS  
Tennessee State Library & Archives  
Archival Technical Services  
403 Seventh Ave. North  
NASHVILLE TN 37243-0312

## Technology, Electronic Records Issues Set as Emphasis for 2006 Society of Tennessee Archivists Annual Meeting

By: Taffey Hall  
Vice President, STA

Electronic records management and other archival challenges in the digital era will be emphasized in the workshops and sessions at this year's annual STA meeting, scheduled for Wednesday through Friday, October 25-27, 2006, at the Southern Baptist Historical Library and Archives in downtown Nashville.

"Face the Future: Archives, Technology and the New Millennium" is the theme of the meeting, which begins on October 25 with a pre-conference workshop on "Digital Libraries and Digital Archives" from the Society of American Archivists IT Training for Practicing Archivists series. The workshop examines various developments in digital libraries and archives and explores methods for selecting which collections to digitize, how to develop digitization requirements, and how to establish workflows. The course provides 2.5 recertification credits for participants who are members of the Academy of Certified Archivists and .35 SAA continuing education units. This is the first time an SAA pre-conference workshop has been offered to STA members.

Several sessions at this year's meeting also address technology concerns in the archives. "Front and Center: Creating User-Friendly Online Exhibits," "The Changing Face of Reference: Meeting Researcher Needs in the 21<sup>st</sup> Century," and "Creating Digital Collections: Collaborative Approaches" explore the benefits and challenges of using technology in the archives for access to material. Technological advances also present opportunities in the field of archival description. "Why Choose Encoded Archival Description?" addresses questions surrounding this XML descriptive standard for archival finding aids and "What the Small Repository Archivist Should Know About Electronic Records," explores the challenges electronic records present small collections and offers preservation skill sets for addressing electronic records issues.

Held in conjunction with the Tennessee State Library and Archives' Archives Institute Program, this year's STA meeting balances advanced and introductory level sessions

and offers program topics from a variety of archival domains. Sessions with less of a technology centered focus include managing audio visual collections; introduction to early Tennessee court records; teaching with primary documents, photographs, and artifacts; opportunities for archival education in Tennessee; and disaster preparation and recovery. New features to this year's program include a new member and first-time attendee recognition and section roundtable discussions for archivists who manage county and local government records, manuscript collections, religious collections, and university archives.

Dr. Elizabeth H. Dow, assistant professor in the archives track at the School of Library and Information Sciences, Louisiana State University, will deliver the keynote address at the STA banquet on the evening of October 26. Prior to joining the LSU faculty in 2000, Dow was a member of the University of Vermont faculty and served as project director for the "George Perkins Marsh Online Research Center" project. In her role as public services librarian at UV's Bailey/Howe Library, she was instrumental in developing an electronic publishing database center to provide web-based intellectual access to historical documents. In 2005, Scarecrow Press published her book, *Creating EAD-Compatible Finding Guides on Paper*, which sets forth steps for designing paper archival finding aids that will easily convert to an Encoded Archival Descriptive format. Dow's articles have appeared in the *American Archivist*, *Journal of Academic Librarianship*, *Library Journal*, and the *Journal of Library Administration*.

A detailed program of this year's annual meeting may be found on pages 6-10. Registration information is also included on pages 4-5.



# Face the Future: Archives, Technology, & the New Millennium



## Registration Form

Annual Meeting  
Society of Tennessee Archivists  
October 25 - 27, 2006

Program sessions to be held at the Southern Baptist Historical  
Library & Archives / 901 Commerce Street, #400 / Nashville, TN 37203.

Please print this form and mail to Jami Awalt / STA Treasurer / Tennessee  
State Library & Archives / 403 7<sup>th</sup> Avenue North / Nashville, TN 37243 by  
October 10, 2006. Make checks payable to Society of Tennessee Archivists.

### Section 1. Personal Information

\_\_\_\_\_  
Name Position

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email

### Section 2. Meeting Registration Fees

\_\_\_\_\_ \$35.00 **Registration Fees** (Includes regular sessions & tours.)

\_\_\_\_\_ \$15.00 **Thursday Evening Banquet** (Keynote Speaker: Elizabeth H. Dow.)

\_\_\_\_\_ Check here if bringing a guest. (No additional charge.)

\_\_\_\_\_ **TOTAL ENCLOSED** (Make checks payable to Society of Tennessee Archivists.)

## PARKING

The Southern Baptist Convention Building's Visitor Parking Garage offers free, convenient parking for conference attendees who will be commuting to the annual meeting but not staying at the Holiday Inn Express. Individuals who will be staying at the conference hotel should park in the hotel's parking garage at 920 Broadway.



### Section 3. Hotel Accommodations

Accommodations for this year's meeting will be at the Holiday Inn Express, downtown. The hotel is located behind the SBC Building. **Reservations MUST be made by 10/6 to secure the \$81/night room rate.** Note that you are part of the STA meeting, & request the "Southern Baptist Historical Library & Archives" room rate. Contact info. for the hotel is Holiday Inn Express / 920 Broadway / Nashville, TN 37203 / (615) 244-0150 / [www.hiexpress.com](http://www.hiexpress.com).

### Section 4. Sessions, Events, & Tours Registration

Please indicate which sessions, events, & tours you are most likely to attend. This information will be used for planning purposes only. Thank you for your help.

#### Wednesday, 10/25 (6:30 pm - 8:00 pm)

\_\_\_\_\_ Early Arrival Dinner with Keynote Speaker

#### Thursday, 10/26 (9:00 am - 10:00 am)

\_\_\_\_\_ Session 1. *Why Choose Encoded Archival Description?*

\_\_\_\_\_ Session 2. *Spotlight's on You: Managing Audio Visual Collections - Moving & Still Images*

#### Thursday, 10/26 (10:30 am - 11:30 am)

\_\_\_\_\_ Session 3. *Front & Center: Creating User-Friendly Online Exhibits*

\_\_\_\_\_ Session 4. *The Changing Face of Reference: Meeting Researcher Needs in the 21st Century*

\_\_\_\_\_ Session 5. *Introduction to Early Tennessee Court Records*

#### Thursday, 10/26 (1:00 pm - 2:00 pm)

\_\_\_\_\_ Session 6. *Beyond Books: Teaching with Primary Documents, Photographs, & Artifacts*

\_\_\_\_\_ Session 7. *What the Small Repository Archivist Should Know About Electronic Records*

#### Thursday, 10/26 (2:30 pm - 3:30 pm)

\_\_\_\_\_ Session 8. *For the Record: Opportunities for Archival Education in Tennessee*

\_\_\_\_\_ Tour A. *Southern Baptist Historical Library & Archives*

#### Thursday, 10/26 (3:45 pm - 4:30 pm)

\_\_\_\_\_ Tour B. *Nashville Room, Nashville Public Library*

#### Thursday, 10/26 (4:45 pm - 5:30 pm)

\_\_\_\_\_ Tour C. *Tennessee State Library & Archives*

#### Friday, 10/27 (8:30 am - 9:30 am)

\_\_\_\_\_ Society Business Session

#### Friday, 10/27 (9:30 am - 10:30 am)

\_\_\_\_\_ Session 9. *When Disaster Strikes: Preparation, Prevention, & Recovery*

\_\_\_\_\_ Session 10. *Creating Digital Collections: Collaborative Approaches*

#### Friday, 10/27 (11:00 am - 12:00 pm)

\_\_\_\_\_ Roundtable A. *County & Local Government Records*

\_\_\_\_\_ Roundtable B. *Manuscript Collections*

\_\_\_\_\_ Roundtable C. *Religious Archives*

\_\_\_\_\_ Roundtable D. *University Collections*

#### Friday, 10/27 (12:00 pm - 12:30 pm)

\_\_\_\_\_ Closing Plenary Session: *Facing the Future: Resources for Archivists in Tennessee*

# Face the Future: Archives, Technology, & the New Millennium



## Program

### Annual Meeting of The Society of Tennessee Archivists

October 25-27, 2006

Held in Conjunction with  
TSLA's Tennessee Archives Institute

Hosted by  
The Southern Baptist  
Historical Library & Archives  
Southern Baptist Convention Building  
901 Commerce Street  
Nashville, TN 37203-3630

Wednesday, October 25

#### Pre-Conference Events\*:

|          |   |                      |
|----------|---|----------------------|
| 10:00 am | STA Officers Meeting  | Conference Room #222 |
| 11:00 am | <b>Registration for Pre-Conference Workshop</b>   | Lobby                |
| 12:00 pm | Lunch – on your own. (See list of local lunch suggestions.)   |                      |
| 1:00 pm  | <b>Pre-Conference Workshop</b><br><i>Digital Libraries &amp; Digital Archives</i> - Naomi Nelson<br>*Co-sponsored by the Society of American Archivists & the Society of Tennessee Archivists | Conference Room #300 |
| 5:30 pm  | <b>Meet &amp; Greet</b>   | Parlor               |
| 6:30 pm  | <b>Early Arrival Dinner with Keynote Speaker (Optional)</b><br>*Pay for your own.   |                      |

\*(Registration for pre-conference is full– to be placed on a waiting list, please contact Jami Awalt)

(Continued on page 7)

*(Continued from page 6)***Thursday, October 26****Morning Events & Sessions**

- 8:00 am      **Registration for Annual Meeting (Pick up Packets.)**      Lobby
- 8:30 am      **Exhibit Hall Opens**      3<sup>rd</sup> Floor Pavilion
- 9:00 am      **Session 1**      Conference Room #350  
*Why Choose Encoded Archival Description?*      Moderator: Jay Richiuso  
Elizabeth H. Dow
- \*\*OR\*\*
- Session 2**      Conference Room #300  
*Spotlight's on You: Managing Audio*      Moderator: Amber Barfield  
*Visual Collections – Moving & Still Images*  
Elizabeth Odle  
John Lynch
- 10:00 am      **Refreshment Break & Recognition of**      Parlor  
**New Members & 1<sup>st</sup>-time Attendees**      Lucinda Cockrell  
\*Sponsored by the University of Tennessee at Chattanooga
- 10:30 am      **Session 3**      Conference Room #300  
*Front and Center: Creating*      Moderator: Richard Saunders  
*User-Friendly Online Exhibits*  
Kathy B. Lauder  
Lisa J. Pruitt
- \*\*OR\*\*
- Session 4**      Conference Room #350  
*The Changing Face of Reference: Meeting*      Moderator: Gordon Belt  
*Researcher Needs in the 21<sup>st</sup> Century*  
Susan Gordon  
John Dougan  
Marie Byers
- \*\*OR\*\*
- Session 5**      Conference Room #250  
*Introduction to Early*      Moderator: Jami Awalt  
*Tennessee Court Records*  
Wayne C. Moore
- 11:30 am      Lunch – on your own. (See list of local lunch suggestions in packet received at registration.)

*(continued on page 8)*

*(continued from page 7)***Afternoon Sessions & Tours**

1:00 pm      **Session 6**      Conference Room #300

*Beyond Books: Teaching with Primary Documents, Photographs, & Artifacts*      Moderator: Steven Cox  
 Gwynn Thayer  
 Bob Duncan  
 Melissa Zimmerman

**\*\*OR\*\***

**Session 7**      Conference Room #350

*What the Small Repository Archivist Should Know About Electronic Records*      Moderator: Sharon Hull Smith  
 Elizabeth H. Dow

2:00 pm      **Refreshment Break**      4<sup>th</sup> Floor Pavilion

\*Sponsored by the Southern Baptist Historical Library & Archives

2:30 pm      **Session 8**      Conference Room #300

*For the Record: Opportunities for Archival Education in Tennessee*      Moderator: Elizabeth H. Dow  
 Ellen Garrison  
 Marie Tedesco  
 Aaron D. Purcell

**\*\*OR\*\***

2:30 pm      **Tour A**

*Southern Baptist Historical Library & Archives*      Bill Sumners

3:30 pm      **Exhibit Hall Closes**

3:45 pm      **Tour B**

*Nashville Room, Nashville Public Library*      Aimee B. James

4:45 pm      **Tour C**

*Tennessee State Library & Archives*      Carol Roberts

**Evening Events**

6:00 pm      **Meet & Greet**      Parlor

7:00 pm      **Banquet**      Conference Room #250

*(continued on page 9)*



*(continued from page 8)***Friday, October 27****Morning Events & Sessions**8:30 am      **Society Business Session**

Auditorium

Taffey Hall

9:30 am      **Session 9**

Conference Room #350

*When Disaster Strikes: Preparation,  
Prevention, & Recovery*

Moderator: Norma Myers

Vernon Duty  
Mancil Johnson  
Dean McKinney

\*\*OR\*\*

**Session 10**

Conference Room #300

*Creating Digital Collections:  
Collaborative Approaches*

Moderator: Cathi Carmack

Tiffani R. Conner  
Anthony D. Smith10:30 am      **Refreshment Break**

Parlor

\*Sponsored by the Tennessee Historical Records  
Advisory Board11:00 am      **Section Roundtable Discussions****Roundtable A**

Conference Room #350

*County & Local Government Records*Chairs: Jami Awalt,  
C. Kenneth Fieth, Jackie Glenn  
Wayne C. Moore, Gwynn Thayer

\*\*OR\*\*

**Roundtable B**

Conference Room #300

*Manuscript Collections*

Chair: Lucinda Cockrell

\*\*OR\*\*

**Roundtable C**

Conference Room #400

*Religious Collections*

Chair: David G. Roebuck

\*\*OR\*\*

**Roundtable D**

Conference Room #250

*University Collections*

Chair: Kathy Smith

*(continued on page 10)*

(continued from page 9)

### Afternoon Events & Sessions

|          |  |                      |
|----------|--|----------------------|
| 12:00 pm | <b>Closing Plenary Session</b>                                   | Auditorium           |
|          | <i>Facing the Future: Resources for Archivists in Tennessee</i>  |                      |
|          | Moderator: David R. Sowell                                       |                      |
|          | Jami Awalt   |                      |
|          | Bethany Hawkins  |                      |
|          | Kelly Wilkerson  |                      |
| 12:45 pm | <b>Presentation of Tennessee Archives Institute Certificates</b> | Auditorium           |
|          | Secretary of State Riley C. Darnell                              |                      |
|          | Assistant State Archivist Wayne C. Moore                         |                      |
| 1:00 pm  | <b>Adjournment &amp; Door Prizes</b>                             | Taffey Hall          |
| 1:15 pm  | 2006-2007 STA Officers Meeting                                   | Conference Room #222 |

### Matters to be Voted on in Business Meeting

#### **STA Officers for 2006-2007:**

**President:** Taffey Hall, Southern Baptist Historical Library and Archives, Nashville

**Vice-President/President Elect:** Open

**Treasurer:** Jami Awalt, TSLA, Nashville

**Secretary:** Lucinda Cockrell, MTSU, Murfreesboro

Nominations for Vice President/President Elect can be sent to any of the Nominating Committee members listed on page 2. These will need to be received by September 27.

#### **Changes to the Amendments of the Bylaws:**

- Amend Article VII of the STA Bylaws to reflect a redefinition of the Education Committee as follows: Delete “when deemed warranted and financially feasible, for the purpose of screening requests and distributing Society funds for individual members to attend workshops, training sessions, and other educational experiences which will enhance their professional knowledge and skills.” Insert “to work with the Vice President in helping develop the program for the annual meeting by recommending themes and session ideas two years in advance based on member surveys and suggestions garnered at the annual meeting. The Education Committee will coordinate and collaborate with Tennessee Archives Week and the Tennessee Archives Institute to develop workshops applicable to member constituencies. The Education Committee will also administer the Society’s Student Scholarship Program.”
- Amend Article VII of the STA Bylaws to create a Southern Archivists Conference Representative. After the officer description for Webmaster, insert new paragraph reading “The *Southern Archivists Conference (SAC) Representative*, appointed by the Executive Committee, shall correspond with other members of the Southern Archivists Conference and communicate information on biennial meetings to members of the Society of Tennessee Archivists.”
- Amend Article VII of the STA Bylaws, paragraph on *Executive Committee*, to include “and *Southern Archivists Conference (SAC) Representative*” after the word “webmaster” in sentences two and three. This action will make the SAC Representative a member of the STA Executive Committee.

## Theme for 2007 STA Fall Meeting Chosen:

### “Celebrating Success: Archives, Advocacy, and Anniversaries”

A time to reflect on the 30th Anniversary of STA, and to look at the state and role of archives in Tennessee and how we use them to mark important events in the state such as anniversaries. Location for the 2007 Annual Meeting to be announced.

## TENNESSEE ARCHIVES WEEK

October 22-28, 2006

It's time to start planning for this year's Tennessee Archives Week. This year's Tennessee Archives Week will begin Sunday, October 22, and run through Saturday, October 28. Presentation of the John H. Thweatt Archival Advancement Awards will again be presented at the Society of Tennessee Archivists (STA) annual meeting banquet.

Archives and archivists across the state are encouraged to participate in Tennessee Archives Week, as well as attend STA's annual meeting. Archives Week is an opportunity to let people know who we are and what we do. It is also the perfect time to host an event, exhibit, workshop, or program related to your archives and historical records in your archives.

Additional information on Archives Week, and copies of the *Archives Week Action Guide*, which provides information on what Archives Week is, how to plan for it, and how to publicize it, are available by contacting Jay Richiuso, Chair, Tennessee Archives Week Coordinating Committee 2006, at the Tennessee State Library, 403 Seventh Avenue North, Nashville, TN 37243, or by phone at 615-253-3468, or by email at Jay.Richiuso@state.tn.us.

## TENNESSEE ARCHIVES WEEK

JOHN H. THWEATT

### ARCHIVAL ADVANCEMENT AWARD

Nominations for recipients of this year's John H. Thweatt Archival Advancement Awards, a part of Tennessee Archives Week (October 22-28, 2006), are now being accepted. Nominations should be sent to the awards coordinator, Gordon Belt, Library Manager for the John Seigenthaler Center at Vanderbilt.

Individuals, groups, and organizations that have made significant contributions to the advancement of archives and archival issues within Tennessee are eligible to be nominated. This year's awards will be presented at the Society of Tennessee Archivists Annual Meeting banquet, Thursday evening, October 26, at the Southern Baptist Convention Building, Nashville, Tennessee. Please send recommendations, documentation, and other materials relevant to nominees by September 30, 2006, to Gordon Belt, Library Manager, John Seigenthaler Center, Freedom Forum & First Amendment Center Library at Vanderbilt University, 1207 18<sup>th</sup> Avenue South, Nashville, TN 37212. Phone: 615-727-1423; Fax: 615-727-1419. E-mail: gbelt@freedomforum.org.

### Position Sought:

New archival studies student seeking an internship— or possibly a volunteer position. Will entertain any possibilities. Twenty-five years of wide-range library experience with an MLIS. Please contact Lucinda Scanlon at 615-907-3262 or email at lscanlon@mtsu.edu.

## NEWS RELEASE



# United States Air Force

## Air Force Materiel Command

Directorate of Public Affairs, Arnold Engineering Development Center

100 Kindel Drive, Arnold AFB, TN 37389-2213 (931) 454-4204

<http://www.arnold.af.mil>

Writer: Philip Lorenz III  
Release: REVISED

Date: 31, 2006

Photo: d0605062

### Archive project will offer a window into the past

**ARNOLD AIR FORCE BASE, TENN** –Arnold Engineering Development Center’s (AEDC) leadership recently initiated a project to establish an archive to preserve and provide access to thousands of AEDC historical documents. “These items we’ve identified as having archival value include print, audio-visual material, technical reports, photographs, paintings, blueprints, and a myriad of other things,” explained David Hiebert, AEDC historian. “We have some of the original reports done by the propulsion wind tunnel study group which included the members of the original scientific advisory board. These were the best and the brightest – the heads of the Massachusetts Institute of Technology, California Institute of Technology, and others. This collection also includes the plan for The University of Tennessee Space Institute (UTSI), back in 1950 when it was going to be called the von Kármán Institute.”

AEDC Technical Library Manager Gay Goethert added, “Another interesting item we have in this collection is the chair President Harry S Truman sat in during the center’s dedication in 1951. Hiebert continues to receive items from widows or people who have retired.”

A longer-term goal of establishing the archive will involve digitizing some of the materials and identifying additional items in other AEDC locations, including the Hypervelocity Tunnel 9 Facility at White Oak in Silver Spring, Md. Archival material from the center’s newest addition, the National Full-Scale Aerodynamics Complex (NAC), located at NASA Ames Research Center at Moffett Field, Calif., may be included in the center’s collection as well.

With the hiring of Archivist Paige Hendrickson and Archival Technician Kathy McCrorey earlier in the year, the establishment of the center’s archive got underway after some preliminary work begun by Hiebert. Goethert and her staff round out the team working on what they have described as a complex and challenging project. It is expected to take two to three years to complete the initial project, though additional materials will continue to be integrated.

“The importance of this particular collection of materials at the center stems from the need to identify and preserve vital information and make it available to the AEDC community and beyond to support current activities,” said Hendrickson, who worked as an assistant archivist at the U.S. Mint Headquarters in Washington, D.C., prior to coming to AEDC. “This archive will also provide pertinent background knowledge on operations of the past for others to build on for future endeavors.”

*(continued on page 13)*

*(continued from page 12)*

She also cited the long-time partnerships AEDC has shared with NASA, TVA, Boeing, Pratt & Whitney, General Electric, Lockheed Martin, UTSI, and other organizations and industries as well as the historical wartime significance of Camp Forrest.

“Many researchers and private citizens can benefit from the information the AEDC archives will be able to provide once a system is in place for access and retrieval,” she said.

An archive can also prove invaluable for future testing and its advocacy, according to Hiebert.

“Right now, if an engineer dies, retires, or is relocated, important files they’ve established, often of a mission-critical nature, may sit in storage somewhere at the center and unfortunately, it’s very likely these files may be inadvertently destroyed in time,” he said. “This has almost happened on a number of occasions.”

Hiebert emphasized other challenges lie ahead, including assessing the historical and enduring value of items in the archive.

“Declassifying documents is a big deal, but it’s only a part of the process,” he said. “First, you must identify which documents are important enough to keep. One example would be the results of a test in which an engine blew up in a test cell. If you’re not in the scientific world, you could say the test was a failure and decide to destroy the documentation. But that would be exactly the wrong thing to do. It is imperative that those materials are saved so that the test will not have to be replicated.”

Currently most of the center’s archival materials are located in two specific areas of the A&E Building, but some materials are also in the von Kármán Facility (VKF) and other test facilities on base.

“Not everything will physically be located in the archives room,” Goethert said. “There is a large collection of reports and things in VKF – it’ll stay out there, but we will index it so that everybody knows where it is.”

The team’s first goal has been to identify which items should be included in the center’s archive collection and to decide what to do with the remainder. Some materials will go to the custody of other agencies and not everything will be kept.

Another important aspect of establishing an archive is maintaining a suitable environment where the materials are stored.

“The first step is to assess the collection space and gather data,” Hendrickson explained. “The current location and the possible alternate location for the archives do not have any windows to the outside, so we won’t have to worry about natural ultraviolet light damaging the materials.”

However, filters may be required to mitigate potential damage caused by ultraviolet (UV) rays generated by the existing artificial lighting.

“One of the first steps will be to acquire the proper equipment to monitor and measure the light present in the main room where the archival material is stored,” Hendrickson said. “Once the results are analyzed, we can proceed with either light filters for the current bulbs or install light bulbs that produce little to nothing in the way of UV emissions. We will also address the issues of temperature and relative humidity in the same manner, by using specialized monitoring equipment to collect data over a period of time for analysis. Maintaining constant temperature and relative humidity is the most important aspect of environmental monitoring.”

Another issue the team faces will be the correct handling of archival materials.

*(continued on page 14)*

*(continued from page 13)*

“One way to keep documents and other archival materials protected from dirt, dust, and the oil from our skin is by using cotton gloves when handling items directly, but many other solutions are available,” she said. “Air quality and other possible pollutants will also be monitored and can be addressed through HVAC (heating, ventilation, and air conditioning) system renovations if necessary or by simply using air filters.” She said it would be important to periodically monitor the internal environment to maintain the archival collection.

Another important aspect of establishing an archive is making the items easily accessible to those with an interest in them.

“Libraries use guides, electronic card catalogs, and indexes to help their users locate items in their collection,” Hendrickson said. “For archival collections, we use finding aids, structured documents which can be either an electronic or a hard copy. A finding aid includes an overall description of the contents of the collection and a listing of each titled folder in each box or on each shelf.”

Hendrickson continued, “Once we’ve created these finding aids, our customers will have a chance to explore what’s here. This is an exciting project and well worth the effort – the overall importance of this project can not be emphasized enough considering its usefulness to the AEDC community and beyond.”

Paige Hendrickson, left, and Kathy McCrorey examine a parts list of all the technical materials, plans and wind tunnel test equipment shipped from Germany to the U.S. by the American military and intelligence groups shortly after the end of World War II. (AEDC photo)



## **New Smithsonian Database for Invention Related Research**

### **By Alison Oswald, Smithsonian Institute**

A new database from the Smithsonian's Lemelson Center will guide researchers on where to find invention-related documents and collections.

The MIND (Modern Inventors Documentation) database identifies the invention-related holdings of hundreds of archives across the United States and is the nation's first database devoted exclusively to such documents.

The collections in the database cover a variety of subjects, with many from medical, consumer, scientific, household and legal fields. With more than 1,700 records when it debuted in May, it is continuing to grow daily as more archives, museums, libraries, and historical societies report the contents of their invention-related collections to the Smithsonian for inclusion in the MIND database. Users simply submit a key word to search and if the invention is in the database it will note what materials exist about the invention, which museum, archive or library holds the collection, and how to contact them for more details. Where possible, there is also information on how to access the collection and a direct web link to the collection or its holder.

Advanced search options allow the user to search by repository, inventor name, or collection title. Users can also search for inventions from a list of over sixty subjects.

To access the MIND database, please visit: [invention.smithsonian.org/MIND](http://invention.smithsonian.org/MIND) Repositories with relevant collections are invited to contribute information about their holdings. Requests to participate in the database can be sent to: Alison Oswald at [oswalda@si.edu](mailto:oswalda@si.edu).

## The Mary C. Barnes Archives Scholarship

The Society of Tennessee Archivists is pleased to announce that The Mary C. Barnes Archives Scholarship is available for award to a worthy individual to attend the annual meeting of the Society of Tennessee Archivists.

The Mary C. Barnes Scholarship was created in memory of Mary Catherine Barnes (1965-1998), an archivist who worked for the Tennessee State Library and Archives and the Metropolitan Archives of Nashville & Davidson County. Her concern to further her archival education and training was the inspiration for the scholarship.

The scholarship includes free registration to the workshops, the meeting, banquets/dinners, and accommodations for two nights. Transportation costs, meals, and other sundry expenses will not be covered nor can they be reimbursed. For additional information concerning the meeting, the meeting program, and forthcoming meeting updates, please visit the Society's web site at: [www.geocities.com/tennarchivists](http://www.geocities.com/tennarchivists).

### ELIGIBILITY:

Those eligible are: undergraduate and graduate students in history, preservation, or archives programs who are working or volunteering in a school, historical, or local archives; individuals working or volunteering in a county or other archival repository with a budget less than \$8,000 (not including salaries); be working full or part time for at least 15 hours during a seven day period; and possess a fundamental knowledge of archival skills and theories.

Applicants must be residents of Tennessee, be employed in Tennessee, or attend a school in Tennessee. Students or positions in museum studies, library disciplines, and related fields are not eligible.

### APPLICATION GUIDELINES:

Applicants should send a letter of application no later than October 16. The letter should be no more than one page in length and should include the applicant's mailing address, daytime phone, reasons for wanting to

attend the annual meeting, and a brief description of interest and experience in archives. In addition, applicants should include the name and phone number of at least one reference who can attest to the applicant's interest in the archives field. Applicant letters should be sent to:

C. Kenneth Fieth, Chair, Scholarship Committee  
 Friends of Metro Archives  
 3801 Green Hills Village  
 Dr. Nashville, TN 37215  
 Phone: (615) 862-5880

**ACCELERATE INTERNET ARCHIVE RESEARCH**

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576 Highway 360, Vonore, TN 37885
- Tellico Dam**  
At Little Tennessee River, Comp. 1979
- Tellico River**

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## Society of Tennessee Archivists Student Scholarships

In an effort to encourage student participation in the organization, the Society of Tennessee Archivists is pleased to announce the availability of two student scholarships to its annual meeting. The scholarships cover registration fees to attend annual meeting sessions, lodging expenses at the conference hotel (when travel from the student's home to the conference exceeds 50 miles), and a complimentary ticket to the Society's annual banquet. The scholarships also provide a stipend of \$100 to help cover costs of gas and food expenses. Recipients of the STA Student Scholarships will be recognized with a certificate at the organization's banquet.

### Eligibility:

The STA student scholarships are open to graduate and undergraduate students in archival and related programs, such as public history, history, museum studies, and library science in Tennessee colleges and universities.

### Process:

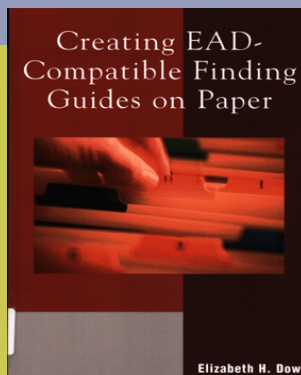
To apply, students should submit the following materials by **September 29** of each year:

- Completed Scholarship Application (available on the STA website)
- Cover letter explaining why attending the annual STA meeting will benefit the student's current and future career goals.
- One letter of recommendation from a current or former instructor.

The STA Executive Committee will review all completed applications and notify recipients by mail of their awards. The Committee will also notify individuals who applied for scholarships but were not chosen as award recipients. Interested students should submit a completed application packet by **September 29, 2006**, to:

Taffey Hall, Vice President  
Society of Tennessee Archivists  
Southern Baptist Historical Library & Archives  
901 Commerce Street, #400  
Nashville, TN 37203-3630

### PROFESSIONAL PUBLICATION SPOTLIGHT



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Available through SAA

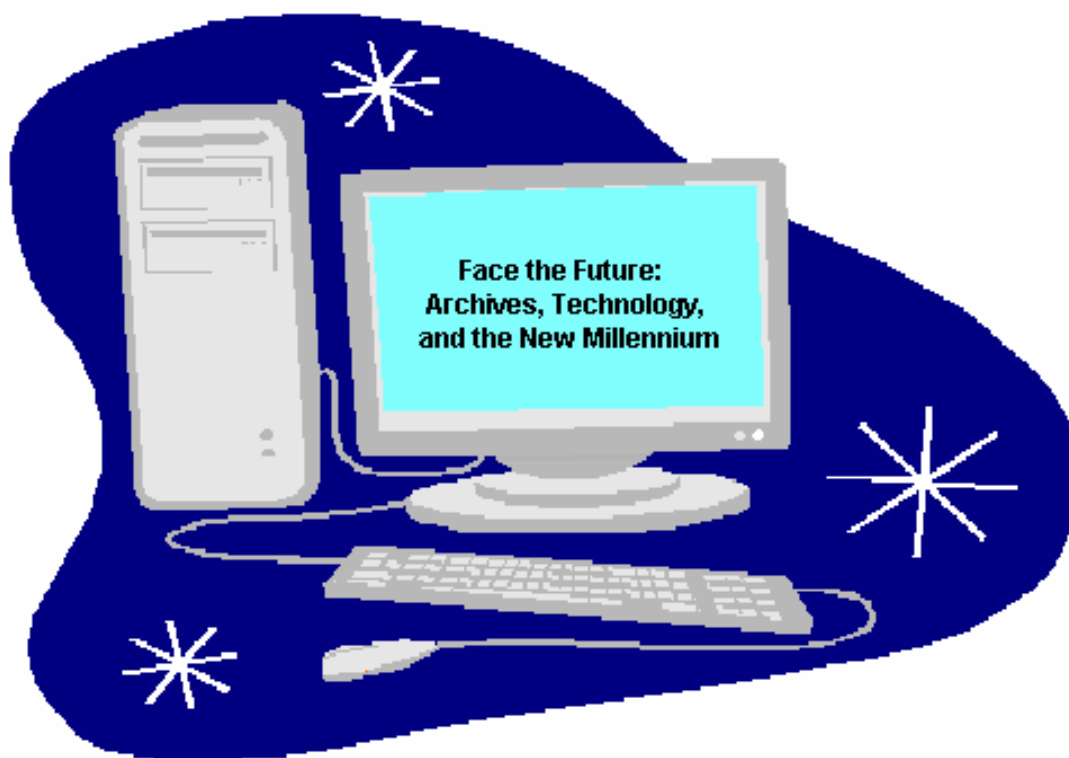
[www.archivists.org/catalog/saa-orderform.pdf](http://www.archivists.org/catalog/saa-orderform.pdf)

## Creating EAD-Compatible Finding Guides on Paper Elizabeth H. Dow

Many archivists work in a repository that cannot consider publishing its inventories on the World Wide Web at this time. They have watched the growing use of the Encoded Archival Description (EAD) for publishing inventories and other finding aids on the Web, and they look forward to the day when their repository will also have a place in the Internet's mega-library of intellectual resources. This book shows those archivists how to create clear and precise archival description in order to start preparing for that day. Elizabeth Dow focuses on the information needed to collect and describe one's collection, where to put it in relation to other information needed to collect and describe one's collection, where to put it in relation to other information, and what standards to use in the process. (Society of American Archivists, 2006)



# **Society of Tennessee Archivists Annual Meeting October 25-27, 2006**



**Meeting will be held in Nashville at  
the Southern Baptist Convention  
Building and will be combined with  
TSLA's Archives Institute!**