Ohio State meeting April 5-6 looks at education and more

Plenary sessions, forum, OA's feature article address interrelated topics

SOA's spring meeting will be held at the Prior Health Sciences Library Medical Heritage Center at Ohio State (don't let your car take you to the Ohio Historical Society!) on April 5th and 6th. While archival education is a major theme, the program includes much more than that. It begins with a plenary session given by Nancy Garner of Wright State on "The State of Archival Education in North America." A forum on archival education in Ohio will take place over a box lunch served at noon. The closing plenary on Friday ties in with this: Cal Lee of the University of Michigan (see article, page 3) will speak on "Looking outside the Box: Non-Traditional Opportunities for Electronic Records Education." Other sessions will be held on appraisal, the Ohio Memory Project, the "great EAD debate" (to do it or not to do it), volunteers in the archives, accessioning large political collections, and oral history. Workshops include (Friday afternoon) records management (taught by Gillian Hill) and (Saturday 10-4) Archives 101. Contact Tom Steman, Program Chair, at 216/368-5815 (tds4@po.cwru.edu) for more information.
The Society of Ohio Archivists Council worked diligently during the past year to provide a strong committee framework to carry out the goals of the society. A procedures manual or handbook for committees will be completed by the spring meeting in April to help guide future committees to carry out their duties more effectively. Volunteers from the membership have infused new energy and excitement into our Public Information Committee. Janet Carleton and Jane Wildermuth, co-chairs, along with help from a talented group of committee members, are doing a great job of assisting Fred Lautzenheiser with the Ohio Archivist and making sure our website is first rate. The Education Committee, led by Anna Truman and Maggie Yax, created a terrific brochure on SOA workshops to promote archival education in Ohio. We appreciate the support received from the Jacob Rader Marcus Center of the American Jewish Archives and the Cincinnati Medical Heritage Center for the brochure.

SOA was well represented at the MAC/MARAC meeting in Cleveland in October. Several SOA members served on planning committees for this meeting and we thank you for your hard work! In addition to staffing a table in the vendor's area, SOA presented three Merit Awards at the MAC/MARAC meeting in Cleveland. We applaud Martin Hauserman, Cleveland City Council Archives, Mitch Helms, Ohio Archivist, and Diana Marchese, Trumbull County Recorder, for their efforts in supporting and promoting the goals of SOA in Ohio. My thanks to George Bain and all of the regional representatives for another successful Archives Week in Ohio.

I encourage all members to attend the spring meeting in Columbus on April 5 and 6. Rich Hite and Tom Steiman are working hard on an interesting program on a variety of issues in archival education.

Finally, I thank you for allowing me the opportunity to serve as SOA president. I hope that the work we have done over the past two years will help Council to do even bigger and better things in 2001. I encourage all members to consider how they can support and serve SOA.

Dawne Dewey
Wright State University

SOA Public Information Committee is established

On October 13, 2000, SOA's newest committee, the Public Information Committee (PIC), held its first meeting. Members include Jane Wildermuth and Janet Carleton, co-chairs, Cynthia Ghering, Laurie Gemmill, Fred Lautzenheiser, Pam Spetter, Judy Walker, David Roepeke, Dawne Dewey, and Maggie Yax. The group was formed as a result of the strategic planning session at the spring 2000 meeting, during which there was much discussion about committees and member involvement. One issue raised was a concern that the Public Information Officer's role and responsibilities were unclear as well as demanding for one person. Several other members expressed interest in assisting with dissemination of news and information to and about SOA, thereby setting in motion the formation of PIC.

At the October meeting, members reviewed the history of SOA's public information endeavors and discussed goals and potential activities. One topic was the relationship between the website and Ohio Archivist (OA), and whether or not it resulted in duplication of effort. The timing for this discussion coincided nicely with Fred Lautzenheiser’s wish to find another editor for OA and relinquish his duties after many years of excellent service in that position. PIC prepared a plan of action for assuming editorship of the publication by dividing responsibilities among committee members for the various sections of OA. Fred subsequently approved the plan and agreed to act as advisor and assist with future issues. With PIC responsible for both OA and the website, it will be easier to coordinate efforts. Judy Walker is overseeing PIC members with OA duties, and Laurie Gemmill will continue managing the website assisted by other members of the committee.

PIC also discussed other duties that it might assume or coordinate, such as legislative updates, press releases, member information, Council activities, and ensuring that photographs are taken at SOA events. The committee met again January 12, 2001, to continue refining workflow and procedure issues for the various activities. PIC members are committed to enhancing communication for SOA and would be glad to hear from the membership with suggestions, ideas, or offers of assistance.

Maggie Yax
Cincinnati Medical Heritage Center
Guerilla ERM: Lessons learned from some time in the trenches

Cal Lee
University of Michigan
School of Information

ERM stands for electronic records management, an area of increasing importance to records managers and archivists. A significant portion of our activities is conducted through the use of computers: business transactions, government services, political activism, informal correspondence, entertainment, and many others. Given well-recognized issues like technological obsolescence and potential mismanagement of computer files, we must make a concerted effort to ensure that these materials are preserved. We need to act now in the ways that we can, rather than waiting for better solutions to come along.

A note on the title

The title and theme of this article were inspired by a piece written by Jakob Nielsen entitled “Guerrilla HCI: Using Discount Usability Engineering to Penetrate the Intimidation Barrier.” Nielsen is a prominent figure in the world of human-computer interaction (HCI), who advocates a very pragmatic approach to designing usable websites. HCI (occasionally also called CHI) is, not surprisingly, the study of how people interact with computers and how computer systems might be better designed to interact with people. With its strong ties to cognitive psychology, the HCI literature tends to emphasize detailed theoretical models, extensive empirical data collection and rigorous statistical analysis. Such an approach can be quite daunting to someone with a limited budget who just wants to create a website that is reasonably easy to use.

Nielsen’s concern is that “insisting on using only the best methods may result in having no methods used at all.” The result is many websites put together with no feedback from actual users, which inevitably leads to poor design. A better approach, says Nielsen, is to practice “discount usability engineering.” Sitting down with three or four potential users and asking them to “think aloud” as they try to navigate around your site, for example, can reveal valuable insights about what needs to be fixed. The results might not meet the standards of a research scientist, but they are profoundly better than no results at all.

Likewise, I contend that the archives profession could benefit greatly from more “guerilla ERM.” We must take action now; given the reality we face, I see this need as much more urgent than the one Nielsen poses. Unlike a badly designed website, which can still be used, given enough effort, electronic records that have been mismanaged often will be lost forever.

Some background

The lessons I describe below are based on my experiences assisting numerous organizations in their efforts to manage, preserve and provide access to digital materials. Though each of those experiences has obviously contributed to my current perspective, the majority of my specific observations are based on work as electronic Records Project Archivist at the Kansas State Historical Society (KSHS) from May 1999 to August 2000. The project was funded by a grant from the National Historical Publications and Records Commission (NHPRC) to conduct applied research. Under a previous NHPRC grant, Margaret Hedstrom, Associate Professor at the University of Michigan School of Information, had consulted Kansas on electronic records strategies and put together an initial draft of the Kansas Electronic Records Management Guidelines. Our work under the second grant was an attempt to apply the concepts contained in the guidelines.

In this capacity, I had the opportunity to:

- revise, update and Web-enable the Kansas Electronic Records Management Guidelines,
- help state agencies to develop and implement retention schedules for electronic records,
- analyze agency recordkeeping and user needs in order to provide recommendations on the implementation of new information technology systems,
- create and maintain an online topical directory of electronic recordkeeping resources,
- participate in a number of state policy efforts, including the development of the state’s electronic signature legislation, and
- work to create and then chair the Kansas Electronic Records Committee (ERC).

I was certainly not alone in any of these efforts. The director of the project was Pat Michaelis and other members of the team were Linda Barnickel, Cynthia Laframboise, Matt Veatch and Jason Wesco. Without such a great group of people, the project could not have been so successful. The list of all other individuals outside of the KSHS who contributed to the project in some way would be too long to provide here.

Lessons learned

I present the following as lessons rather than principles, guidelines or even best practices. They reflect only my own observations, though I believe they convey some important insights for our profession.

Research does matter.

Like other archivists, I have been witness to numerous written and spoken debates about the degree to which research contributes to real archival practice. This is an extremely important issue to raise, since research completely disconnected from practice has little point. Scrutiny by others, researchers and practitioners alike, is a vital component for research to have relevance to our profession. Of course, many individuals serve as both researchers and practitioners, which is another important means to provide interchange between theory and practice.

This debate within the archival profession, however, is often characterized by two moves that I see as counterproductive:

- A particular theory is often taken to represent all research. If that theory doesn’t seem to make sense, it forever poisons the well.
- When confronted with electronic records issues, our first reaction is often to search for magic bullets and then get upset when they don’t exist. This could also be called the attempted over-application of theory.

We do have answers.

Some archivists are fond of saying, “All we can do is raise the issues. We don’t have any answers.” I believe such a claim again reflects unrealistic assumptions, this time about what constitutes an answer. If the desire is for a method that will allow all electronic...
records to be stored on one type of computer for the rest of time without any technological difficulties, then indeed we do not have this answer and there are very good reasons to assume that we never will. If instead the desire is for methods, procedures and systems that can be used to facilitate the long-term preservation of authentic electronic records, then the world is full of answers. If we tell everyone who asks that we have no answers to electronic records questions, then we are effectively telling them two things:  

- We can no longer meet the responsibility of dealing with most records created by our society. 
- Whenever we sit at the table with them, we will have nothing constructive to contribute. In many cases, the result will be that they stop inviting us to join them.

YMMV (Your mileage may vary).

In Internet lingo, “YMMV” is a common caveat to bold statements. It can be taken as shorthand for something like “This has been the case, in my experience. But your situation may be a bit different.” If we view the electronic records literature as a source of guidance from which to sample, as appropriate to our own social and technological contexts, then it can prove extremely valuable. If we assume an implicit YMMV in all conclusions, then we can view them with both professional engagement and healthy skepticism.

I think the Functional Requirements for Evidence in Recordkeeping project at the University of Pittsburgh is a good example. The details of that work (functional requirements, productions rules and metadata specifications) are too often approached as monolithic checklists for good recordkeeping, while losing site of the “literary warrant” concept that is so essential to their interpretation. In my own work, I have received a great deal of conceptual guidance from the Pitt project documents. This does not mean, however, that the story ends there.

Other examples include the Reference Model for an Open Archival Information System (OAIS), the Recordkeeping Metadata Standard for Commonwealth Agencies from Australia, the recently completed CURL Exemplars for Digital ARchiveS (CEDARS) project and the work between the U.S. National Archives and Records Administration (NARA) and the San Diego Supercomputer Center (SDSC). The documents associated with these projects can seem overwhelming at first. They are much more palatable if you sample from them, rather than trying to swallow them whole. If you can identify parts that are helpful to your institution’s electronic records efforts and flag others as seemingly inappropriate, then you will be much better off than if you had failed to look at them at all.

Everyone can do applied research.

Research is about taking educated guesses, testing them in some way and then documenting the results. Just as Nielsen argues that small-scale user testing is important to designing usable websites, so too is small-scale applied research important for meeting the needs of our stakeholders. Taking the time to document what we’ve learned can also save us and other archivists from the proverbial reinvention of the wheel. I must admit that this is a lesson I struggle with myself. It often feels much more rewarding to do, than to document what was done. As archivists, however, it’s hard to deny the importance of documenting our activities for purposes of organizational (and professional) learning and memory.

As mentioned above, the Kansas electronic records project was an example of applied research. We were able to apply many of the components from our guidelines, and we learned numerous valuable lessons along the way (some of which are reflected in this article). The NHPRC has provided funding for numerous important research projects over the years, including the current Joint Electronic Records Repository (JERRI) work in Ohio. I am confident that JERRI will prove to be an extremely valuable source of guidance for other states in confronting the issue of electronic records custody.

Also worth mentioning is the Trustworthy Information Systems (TIS) project in Minnesota. For two reasons, this NHPRC-funded project serves as an excellent example of the previous point about sampling from existing requirements to meet one’s needs. First, the TIS Handbook draws from a rich variety of previous work and existing federal policy then incorporates numerous details about particular legal requirements within the state of Minnesota. Second, in the words of the Handbook itself, it “provides a thorough, effective, and practical set of tools to craft procedures based on the specific and unique needs and information requirements of your government agency.” As Robert Horton, State Archivist of Minnesota, has explained to me, trustworthiness is more a matter of “family resemblance” than strict definition. That is, recordkeeping systems that meet more of the criteria will be more trustworthy, but the correct balance for a given set of records to be considered trustworthy will vary by circumstances. (The concept of family resemblance comes from Ludwig Wittgenstein’s philosophy of language, by the way, and is often a helpful way to think about thorny archival questions such as “What is a record?”) The project team also worked through the TIS criteria in a number of agencies to see how they applied in each case.

Not all electronic records efforts will have the benefit of NHPRC funding, and available funds at your home institution may be quite limited, but this does not preclude any sort of experimentation. (See “It will only break if you don’t play with it” below.)

Resources are limited, meaning is expensive.

This point is closely related to those provided above. Archivists have known for a long time that capturing the context of records is not an exact science. Arrangement and description, appraisal and references services all influence what meaning will be made of records for which an archives is responsible. We must make compromises on what is said and what is left unsaid. All records have numerous layers of meaning, which we attempt to manage through their content, context and structure.

With electronic records, technological dependencies make these issues even more apparent. The layers of meaning are manifested in traditional recordkeeping systems in ways that are often relatively implicit and change only gradually over time. Electronic recordkeeping systems, however, must be explicit about which components will be preserved and how they will be reflected. In order to manage the complexity of technological components necessary to turn some charges on a physical medium into the meaningful records we desire, these components are broken into various layers of abstraction.

“Computer science is largely a matter of abstraction: identifying a wide range of applications that include some overlapping functionality, and then working to abstract out that shared functionality into a distinct service layer (or module, or language, or whatever). That new service layer then becomes a platform on top of which many other functionalities can be built that had previously been impractical or even unimagined. How does this activity of abstraction work as a practical matter? It’s technical work, of course, but it’s also social work. It is unlikely that any one computer scientist will be an expert in every one of the important applications areas that may benefit from the abstract service. So collaboration will be required.”

—Phil Agre, Red Rock Eater, March 25, 2000
Ask for help.

Lest we get turned off by the technical implications of the first few sentences of Agre’s quote, it is important to remember the punchline. Even computer scientists aren’t experts in everything related to computers. In order to tackle technical issues, they break them into parts. Different people specialize in different parts of the problem, and if they run into an issue with which they’re not familiar, they ask someone who might know.

Studies have demonstrated that most information seekers tend to look for answers close to home before venturing out into the rest of the information universe. If you’re encountering some issue related to electronic records, it’s very helpful to find out how your peers have been addressing it. This interaction need not be face to face. Electronic mailing lists, Usenet newsgroups, online forums and even good old telephone calls and snail mail can assist in this effort.

Look for help.

Of course, interpersonal contact isn’t the only way to gain useful guidance. Sources of information that can help us address electronic records often take the form of documents. In the majority of cases, these documents are available through the Internet, though there are also some that will require a trip to a major research library.

It is important to realize that traditional sources of guidance, such as library and archives journals, are just the tip of the iceberg. Electronic records touch on so many other areas (laws, regulations, organizational practices, document management systems, file formats, network file sharing, electronic commerce, etc.) that it’s best to remain open to numerous avenues of information. I maintain a topical directory of electronic recordkeeping resources (a more actively updated version of the directory I created in Kansas) that points to some that I have found to be relevant.

Conferences and coursework are also important options. Several members of the KSHS staff attended the Cohasset Managing Electronic Records (MER) conference in 1995, which informed them of many important issues and greatly contributed to their decision to pursue their first NHPRC grant. When I started my work in Kansas, I had recently completed a master’s degree from the University of Michigan School of Information (SIS), which provided me with many relevant skills and concepts. There are also other educational options for those unable to attend conferences or take on more formal coursework. The NHPRC has been placing increasing emphasis on new avenues for archival education, as reflected by projects such as “Educating Archivists and their Constituencies,” which is being managed by Minnesota and is focusing heavily on metadata and the eXtensible Markup Language (XML).

You get extra points for copying off your neighbor.

Most issues each of us confronts are also being confronted by others. Whenever possible, we should borrow their ideas and bend the ideas to fit our own situations. This will save time and effort and establish connections with our peers in other institutions. The KSHS has lived by this lesson. The “Kansas Digital Imaging Guidelines for State Government Records,” for example, is an adaptation of guidelines developed by the state of Alabama. When asked about the use of Dublin Core tags in state websites, I often pointed people to the “User guide to Minnesota Metadata.” The “Electronic Records Draft Guidelines” from Mississippi provided us with some helpful guidance. Along with several other states and the government of Canada, we also took our lead on website issues from “Guidelines for Electronic Records Management on State and Federal Agency Websites” by Charles McClure and J. Timothy Spruhe.

The Kansas electronic records project benefited most, however, from work being carried out in Ohio. The Kansas Electronic Records Committee (ERC) was inspired by and modeled after the ERC in Ohio. Records series from the Ohio ERC General Schedule for Electronic Records Subcommittee served as templates for many of our own. We carried out a case study to implement recommendations from the Ohio ERC File Management Subcommittee as a way of managing the files on our own internal network at the Kansas State Historical Society. The Kansas ERC is currently evaluating email guidelines from a number of places, including Ohio, in order to create email guidelines for the state of Kansas.

In turn, the Ohio ERC has borrowed and modified the Kansas Electronic Records Management Guidelines (which also drew heavily from existing documents) for use in Ohio. Ohio and Kansas have also cooperated on an effort to borrow the TIS Handbook from Minnesota for application in other states.

Everyone can be a “techie.”

I am frustrated when I hear an archivist claim, “I’m not a technical person, so I can’t really talk about that.” As I stated above, no one has a thorough understanding of every detail of computer systems, and more importantly, even people whose jobs are intimately tied to computers often only understand a tiny portion of what they could potentially know. In order to be a sales manager for a software company, for example, it’s not very likely that you would need to know how to write programs in C++. In order to be a systems analyst for an Internet security company, it’s also not likely that you would have to know the intimate details of how instruction sets differ on the Pentium III processor versus the Pentium II.

More important than any of the details of how particular computer systems work is the language used to describe them more generally. Learning this language takes some effort and ongoing vigilance, but it does not take a PhD in computer science. If I were trying to devise a plan for preserving a database, it would be a very good idea for me to know what tables, records and data dictionaries are, but I wouldn’t have to have the entire Oracle 8i operator’s manual memorized in order to take part in such a conversation. If someone uses a term with which I’m not familiar, I’ve learned to ask him or her to explain it, or look it up. The electronic recordkeeping resources site includes links to numerous online dictionaries of technical terms. It’s often a pleasant surprise to find that learning a handful of terms related to a given technical issue qualifies us to discuss preservation issues related to that issue. If a question arises about the relative worth of two different software applications, one can visit the websites of the companies that make them and read reviews in the trade literature.

The point is not to become a “computer expert” (as if such a category were even truly meaningful). Instead, we must simply be able to articulate to those who are responsible for computer systems what it is that we’re asking of them and how they might go about doing it. That final point is important to emphasize. If we expect programmers, system managers or anyone else to implement our requirements, it is best to articulate them as more than simply statements of need. Learning how to express concerns in terms of data models, use cases, business rules and functional requirements is extremely helpful in getting things done. Once again, you might be pleasantly surprised how easy some of this jargon is to pick up and use. It’s not about the bits and bytes. It’s about talking the talk, so others with skills in implementing our ideas can make them into a reality.

Open systems are your friends.

In order to manage the complexity of computer systems, breaking them into layers of abstraction, as described above, is only part of the
Standards are protocols (such as TCP/IP and HTTP) and file formats (such as HTML). These standards allow us to exchange information through the Web, even though we don’t all use the same software. In both the physical world and digital environment, standards address a common problem: each interface (i.e., point of contact between systems) adds complexity.

Standards turn an “N times M” problem into an “N plus M” problem. Stated another way, the number of necessary technical pieces that must be built between components in order for them to exchange information between each other is greatly reduced by allowing all components to interface with a common standard rather than having to interface with one another. This is much like the idea behind the language Esperanto, which could (if widely known) allow individuals from different countries to converse with one another in one common language rather than attempting to learn the native languages of all other countries in the world.

Data management, interchange, interoperability, migration and ongoing accessibility are greatly facilitated by the adoption of open standards, which serve this Esperanto role for computer systems. As stated in the Kansas Electronic Records Management Guidelines:

“Whenever feasible, file formats, protocols and other system specifications adopted by state agencies should be those developed and adopted by recognized standards bodies. Since the requirements for fulfilling these standards are both publicly documented and generally supported by more than one vendor, agencies that adopt them will be much less likely to find themselves stuck with valuable but inaccessible records than will agencies that adopt more closed systems. The appropriate standards body will depend upon the nature of the technology involved, but three particularly important sources of standards relevant to electronic records management are the International Organization for Standardization (ISO), Internet Engineering Task Force (IETF) and World Wide Web Consortium (W3C).”

The adoption of such standards will greatly simplify our lives as archivists, regardless of whether we are taking physical custody of electronic records ourselves or advising record creators entities (individuals, businesses, government agencies, etc.). Any time a number of systems conform to a standard, this means we learn about the standard, rather than all of the details of each system. If someone tells you that she is creating policy documents as web pages that comply strictly with the W3C Recommendation for the hypertext markup language (HTML), for example, then knowledge of HTML would allow you to instantly determine what many of the preservation implications are for those documents. The same cannot be said for document created in XYZ Company’s proprietary file format, which requires special software from the XYZ Company to read.

Even standards change over time, and software vendors tend to add “extensions” to formats that only work in their own software. The recent CLIR report on “Risk Management of Digital Information” provides a discussion of the preservation implications of such extensions. Even HTML, which I mention above as an example of an industry standard, has fallen victim to this phenomenon. A bit part of the “browser wars” between Netscape Navigator and Microsoft’s Internet Explorer was the constant shifting of what nonstandard HTML tags each browser recognized. This is still much better, however, than having to deal with completely different formats for every collection of electronic records.

We also need not take a passive role when it comes to standards development. A number of prominent metadata standards initiatives have benefited greatly from the participation of archivists and librarians who are concerned about the preservation of digital materials. As we learn about industry standards and identify issues that seem not to be addressed or elements that seem to be missing, you can make your concerns known to the appropriate standards body. Though they will not always operate as quickly as you might like, many of the standards development groups are surprisingly open to new contributions.

At a more local level, one of the greatest avenues for advocating electronic records issues in Kansas was the development of the Kansas Statewide Technical Architecture (KSTA). The KSTA is a broad document, providing guidance to state entities on how to develop, manage and maintain information technology. This is Kansas’s own effort to manage some of the complexity involved in facilitating government services through computer systems across the state. Serendipitously, the KSTA development effort began right around the time that our second NHPRC project was getting started. As stated above, we were able to introduce electronic records provisions into a number of the KSTA chapters and eventually even developed an entire chapter for the KSTA on Electronic Records Management and Preservation. This process greatly increased the visibility of our concerns among the information technology managers of the state. The need to create and maintain the electronic records chapter for the KSTA was also a major selling point for the creation of the Kansas Electronic Records Committee (ERC).

Pick your battles.

I don’t think I’ll ever forget the meeting I had with the director of a small nonprofit case management agency in Michigan as part of a project to improve their document management systems and procedures. As a group of us huddled around a form that was a photocopy of a photocopy, with several items that were no longer appropriate and others that were no longer even readable, he explained that they had created a much easier version of the form to use internally. They still needed to use the old form, however, when sending a copy on to the agency that created it. “ Couldn’t you get the other agency to accept your new, improved form in place of the old one?” one of our project team members asked. The agency director shrugged and gave us a look that hinted at years of belabored arguments over minutiae such as copies of such forms. He stated simply, “That’s not a hill worth dying on.”

In our efforts to apply our guidelines in Kansas, we encountered a number of hills that we eventually decided to abandon. Some were agencies that had originally agreed to take part in case studies, then failed to return our repeated calls and email messages, or who seemed uninterested in ever adopting retention schedules for their records. Others were laws or regulations that did not quite reflect the spirit of our electronic records guidelines but would have cost months of effort and huge political capital to address. Still others related to annual budgeting constraints that did not support the sort of long-range planning that we knew was most appropriate for the preservation of electronic records.

We did have noteworthy successes along all of these lines:• some agencies that did engage in case studies,
• addition of several new series to the state General Retention Schedule,
• contribution to and testimony on digital signature legislation,
• contribution to the KSTA, and
• ongoing cooperation with Don Heiman, the Chief Information Technology Officer of the Executive Branch and a number of his support staff on the formation of state information technology policies that address electronic records as part of information technology project planning, budgeting, reporting and oversight.
Remain flexible.

All of the accomplishments listed above required both persistence and compromise. None of them turned out exactly as we’d planned. In fact, many of our most important objectives emerged over the course of the project. If we had attempted to stick too rigidly to a preestablished agenda, we would have missed some extremely important opportunities.

Learn the current concerns of your stakeholders.

In order to be an effective advocate for the preservation of electronic records, it is important to be aware of the current concerns of the parties involved. Most of this article has been focusing on state government records, but this lesson is important for other types of archives as well. Managing electronic records appropriately takes resources, in the form of mental energy, time, expertise and often technology. If we want to convince others to commit such resources, we must speak in terms of their current goals and values. For one person, this might be fear of legal risks, for another it might be public accountability or a sense of her community’s history.

This point is closely related to the need to remain flexible. If a local newspaper is running a series on how various agencies are complying with the state’s open records (i.e., sunshine) laws, this is an excellent opportunity to raise the issue of managing electronic records. If your boss’s boss’s boss starts telling everyone that “knowledge management” is the wave of the future, it’s probably a good idea to explain how the management of authentic electronic records is a pivotal component of knowledge management.

For those who serve a lot of genealogists, attending some of their meetings and speaking to them about digital preservation concerns could be a good idea. The more they know about the issues, the more likely they will be to make smart decisions about preserving their own digital materials and the more actively they will advocate for the allocation of public resources to address these issues.

If you have created documents to inform others about electronic records issues, it’s also often a good idea to have multiple versions. Three documents that we used most often for this purpose in Kansas—the guidelines, KSTA chapter and “Kansas Electronic Recordkeeping Strategy: A Whitepaper”—provided largely the same content, but in very different styles and lengths. We found that the Whitepaper, for example, was a great document to give to someone who only wanted an “executive summary” of the issues.

It will only break if you don’t play with it.

If we do not act to preserve electronic records, they will quickly become useless, through medium degradation, mismanagement and technological obsolescence. We know the general approaches for dealing with these issues, and there is an urgent need for us to apply them. As new situations arise, the only way to discover what techniques to apply to them is to make an attempt. Colin Webb has indicated in a recent interview that the National Library of Australia can attribute a great deal of its success on this front to an attitude of “learning by doing.”

Archival work has never had the benefit of certainty. Appraisal decisions run the risk of destroying too much or not enough. Descriptive practices always run the risk of emphasizing attributes of our collections that will not best facilitate future research. Allocation of resources to conserve one collection rather than accessioning another (or vice versa) often looks foolish in retrospect. Finally, with electronic records, there is one certainty on which we can rely. Failure to act immediately will result in massive loss of cultural memory. With that certainty in mind, any ERM, even guerilla ERM, starts to look pretty good.
In the long history of invention, there is probably no parallel to the quiet manner in which the Wright brothers of Dayton, Ohio ushered into the world their epoch-making invention of the first successful manned and powered flying machine. Documents dealing with early "air operations in the field of aviation," and the activities of subsequent aeronautical agencies, are preserved in several dozen public and private repositories throughout the world. They include not only official documents on aviation, but also personal papers of the Wrights and those who helped develop aviation.

As the year 2003 approaches, marking both Ohio's bicentennial and the centennial of the Wright brothers' flight, efforts are being made to commemorate their contribution. The Dayton community has established an "Inventing Flight" Committee, which has a program of upcoming events beginning on December 17, 2001, the same day that the Library's 'Guide' will appear. A symposium was organized in the fall of 1999 entitled "Preserving the Wright Brothers' Legacy." It was held during Ohio's Archives Week and was sponsored by many groups, including the Ohio Humanities Council. The Dayton and Montgomery County Public Library, aided by a second grant from the Humanities Council, is publishing the proceedings of the symposium. It will include a 'Guide to Resources on the Wright Brothers.' The publication will be of great importance since the Library is associated with the Wright family. It is the only library which has copies of all newspapers published by the Wright brothers from 1883 on. It also holds the Wright family genealogy and the scrapbooks of the Wright brothers. It owns many books, journals, technical reports, photographs and posters that were donated by the family after Orville Wright's death in 1948. These materials have been processed, preserved, and published both online and in book form.

This publication seeks to aid researchers in locating collections of primary and secondary documents on the Wright brothers. It will deal, first, with the proceedings of the highly successful symposium, which drew more than 200 participants. These proceedings will be essential to the historian writing about preservation activities in this area. The second part will describe the equally important collections, including personal papers, in all repositories—federal, state, and local—as other primary and secondary document collections which have direct relevance to the Wrights. The third part will include a chronology of major events compiled by Dr. Tom Crouch, a bibliography of rare and valuable books, and a listing of websites where collections around the world can be accessed. No other such guide is currently available. The book will realize the objectives in a previous proposal to the Ohio Humanities Council, where it was stated that:

**Museums were focus of Archives Week 2000**

Archives Week 2000 focused on museums in Ohio. Online exhibits were part of the celebration, one showing items selected from the Special Collections Department of the Dayton and Montgomery County Public Library. It was located under "Local History" on the Library's website: <http://www.dayton.lib.oh.us>. The site provides links to museum sites in the community.

Another virtual exhibit was that of the Crile Archives, located on the Western Campus of Cuyahoga Community College, in Parma Heights, Ohio <www.crile-archives.org>. This exhibit focused on General George Washington Crile, M.D., also a founder of the Cleveland Clinic, for whom the Crile Veterans' Hospital was named during the World War II era. Its campus later became the site of the Western Campus of CCC. James Banks is Archivist of the Crile Archives.

1) Experts from both local and out-of-state institutions specializing in archives and preservation of paper will stress the importance of preserving our written historical records; indicate where rare artifacts from the early years of powered flight are on display in Ohio and elsewhere; and describe the methods by which they have been preserved. Artifacts will thus be more accessible to all Americans.

2) The 'Guide to the Wright Brothers Holdings' will be developed as a byproduct of the symposium and will be available to the public, incorporating holdings from the home institutions of the panelists as well as from institutions across the country.

3) Dr. Tom Crouch and Dr. Carl Becker are the members of the Evaluation Committee for the book. Dr. Pat Nolan served as a consultant, and the introduction is the work of Dr. Peter Jakab. The goal is to produce an affordable, high-quality volume to be approximately 200 to 250 pages long. Authors of the papers at the symposium are: Dr. Peter Jakab (Smithsonian Institution); John Alviti (Franklin Institute); Dr. Leonardo Bruno (Library of Congress); Bob Casey (Henry Ford Museum); Jeff Duford (Air Force Museum, Wright-Patterson AFB); Darrell Collins; Cynthia McLachlin (State Librarian of Ohio); Dawne Dewey (SOA President, Wright State University); Brian Hackett (Montgomery County Historical Society); and Jeanne Palermo (Carillon Historical Park, Dayton). Two hundred copies will be printed, with a number going to Dayton schools and the rest being sold at cost (approximately $20).

**COUNCIL Actions**

**January 12, 2001**

**Ohio State University Archives**

SOA's participation at the MAC/MARAC fall meeting seemed to be positive overall. Workshop turnout was good. Council will consider doing similar joint programs in the future.

Rich Hite submitted a tentative schedule for the SOA spring meeting. Council asked that students and history departments, especially those at The Ohio State University, be informed about the meeting since the theme is education. Tamar Chute agreed to head the Local Arrangements Committee.

There was a brief discussion that the chair of the Program Committee should be a non-Council member. It was suggested that this be modified in the committee handbook that is being created by Dawne Dewey.

Janet Carleton, co-chair of the Public Information Committee, reported on the last meeting of that committee, which was essentially a brainstorming session. Members of the committee are Laurie Gemmill, Janet Carleton (co-chair), Cynthia Ghering, David Roepeke, Pam Spetter, Jane Wildermuth (co-chair), Maggie Yax, Judy Walker, Dawne Dewey, and Fred Lautzenheiser. The committee will be coordinating the publishing of the Ohio Archivist and working to increase the information available on the SOA website.

Council suggested that the chairperson for the Membership Committee should be a non-Council member and discussed the feasibility of finding regional helpers to promote SOA throughout the state.

Council discussed modifying the SOA logo. Suggestions included changing the color scheme and/or design.
Ohio Historical Society names Arp new State Archivist

Charles Arp has been named State Archivist at the Ohio Historical Society. In this role, Arp is responsible for all planning, coordination and administration of the operations of the State Archives. He provides leadership on government records issues to the State of Ohio and OHS, and is responsible for drafting the Society's public records policies.

Arp also plays an active role in the state and national archival community. The Ohio Historical Society Archives/Library is, by law, the historical records repository for the State of Ohio. As such, documents pertaining to the operation of state and local governments are collected, preserved and made available to the public by the OHS. The State Archives also assists local government agencies with establishing records management and archival programs through the Local Government Records (LGR) Program. Working through the eight network centers, the LGR Program provides advisory services for local government agencies' records programs.

Arp resides in Marengo, Ohio and is a graduate of Ohio University with a B.A. and M.A. in history. Before his appointment as State Archivist, Arp had served as Assistant State Archivist at the OHS since 1995.

The State Archives is one of several major information resources of the Society’s Archives/Library. Among the written and graphic information held are documents dating from the settlement of the Northwest Territory in the late 1700s, extensive Civil War papers and correspondence and the largest collection of early and modern Ohio newspapers in the country. The Ohio Historical Society’s website—www.ohiohistory.org—lists more than 230,000 of the Archives/Library holdings. In addition, the Society’s Archives/Library staff serves more than 50,000 researchers annually by U.S. mail, electronic mail, telephone and personal visits to its reading room in Columbus. They also conduct extensive conservation activities in order to preserve materials for the future. Governmental and local historical records also are available through the Society’s membership in the Ohio Network of American History Research Centers.

Jennifer Z. Johnson
Communications Coordinator
The Ohio Historical Society
(614) 297-2312

Three receive SOA Merit Awards

Martin Hauserman, Madeline “Mitch” Helms and Diane Marchese were each presented with the organization’s Merit Award at the SOA fall 2000 reception held during the MAC/MARAC conference in Cleveland. Here is the full text of the awards:

Martin Hauserman: in recognition of his dedication and service as Archivist of the Cleveland City Council, SOA takes great pleasure in awarding Martin Hauserman its Merit Award. Martin worked tirelessly to save, preserve, and make available a rich collection of architectural records and photographs documenting the history of the city of Cleveland. His efforts to preserve this historically valuable record included imaginative publicity and outreach to increase awareness and concern for Cleveland’s heritage. Martin recruited knowledgeable volunteers to identify, conserve, and use these records. Martin, known as “the man who saved Cleveland history,” is very deserving of SOA’s Merit Award. SOA applauds Martin Hauserman for his efforts on behalf of Ohio’s archival community.

Madeline “Mitch” Helms: in recognition of her dedication and service to the Society of Ohio Archivists in the production of the Ohio Archivist, SOA takes great pleasure in awarding Mitch Helms its Merit Award. Mitch’s expertise and creativity in the field of publishing, design, and editing has transformed the Ohio Archivist into an outstanding publication. Mitch demonstrates commitment to the archival community in Ohio through her membership in SOA and in her service to the membership through the production of our membership directory and the countless ways in which she assists SOA Council and members. It is with great appreciation that SOA presents this Merit Award to Mitch Helms on behalf of Ohio’s archival community.

Diane Marchese: in recognition of her continuing interest and enthusiasm in promoting Archives Week in Ohio, SOA takes great pleasure in awarding Diana Marchese its Merit Award. As Trumbull County Recorder, Diana has been tireless in her efforts to promote and celebrate Archives Week in Ohio through special events in her county. Diana has shown extraordinary support for Archives Week in her capacity as a public official. SOA applauds Diana Marchese for her efforts on behalf of Ohio’s archival community.

New county government archivists and records managers group formed

Several Ohio county archivists, records managers, and microfilm supervisors met on Thursday, February 15, at the Clinton County Records Center for an informal networking session following lunch. Carol Volle, Butler County; Bob Smith and Debbie Andrews, Montgomery County; Reva Barton, Clermont County; Chris Shaw, Delaware County; Pam Spetter and Jana Jones, Warren County; John Ware, Preble County; and Gillian Hill and Janet Steward, Greene County all attended. The hosts were Sharon Lane and Sharon Allen of Clinton County.

Local Government Records Archivist Pari Swift and Assistant State Archivist Judy Walker represented the Archives/Library Division of the Ohio Historical Society.

The participants discussed their current activities and projects, focusing special attention on the problems and challenges associated with managing historical records in electronic format.

The consensus of opinion was that holding the meeting was very beneficial for all involved. There was discussion about how to set up a statewide organization and hold regular meetings. Judy and Pari offered to send a letter from OHS to each county in Ohio, in an effort to identify others responsible for records management and archival work. Two meetings a year were suggested: spring and fall, to be held in Columbus, with the spring meeting to be associated with the annual SOA spring meeting.

Any county archivists or records managers who would like to join this nascent group should contact Pari (HYPERLINK mailto:<pswift@ohiohistory.org> or Judy (HYPERLINK mailto:<walker@ohiohistory.org>) at OHS to have their names added to the list.

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April 18, 2001, marks the centennial anniversary of the Toledo Museum of Art. On that date 100 years ago, seven prominent citizens of Toledo had the foresight to sign the articles of incorporation and create an institution that would eventually gain world renown for its collection, programs, and remarkable exhibition history.

In the late nineteenth century, following the Industrial Revolution, Toledo was becoming a prosperous and populated city, noted for its important role as a rail center and shipping port. Prominent members of the community began to foster cultural activities and support education, libraries, music, drama and art. Near the end of the nineteenth century, a small group of artistic and art appreciative men calling themselves the Tile Club, gathered regularly to create art and socialize. From within this "men's group" came the idea to give the City of Toledo a worthy, permanent art institution. When this idea was presented to Edward Drummond Libbey, owner of the successful and prosperous Libbey Glass Company, he realized the benefits of the pursuit and study of art along with the importance of a cultural center for the city, and immediately backed the idea. It's not an understatement to say that without the munificent largesse of this successful entrepreneur and his wife, Florence Scott Libbey, Toledo might have never realized the dream of the Tile Club. Combining his passion for culture and his generous financial aid, Edward Libbey was one of the original incorporators of the institution, and in 1901 was elected the first president of the Board of Trustees, an office he held until his death in 1925.
In 1901, the rather humble first home of the Museum consisted of two rented rooms in the Gardner Building, a commercial building located in downtown Toledo. Almon Whiting, the Museum's first director, held three loan exhibitions in this space. None of them did very well attendance-wise. Edward Libbey believed that the key to a successful art museum was a permanent home with proper gallery space and a permanent collection. To help ensure its success, he purchased a house at 1216 Madison Avenue that was renovated into galleries. Libbey in turn rented it to the Museum on a yearly basis for a nominal charge. Almon Whiting resigned his post in 1903 after his two-year term as director resulted in low attendance and a less-than-enthusiastic reception among the citizens of Toledo. Seeking a director who could relate to the public while furthering the goals of the Museum, the trustees hired Tile Club member, artist, and actor George Washington Stevens in 1903 as the Museum's second director.

When Stevens took over the institution as director, he inherited a collection and assets equaling the grand total of one desk, six chairs, one painting, and a mummified cat, with a value of roughly $245. From these very humble beginnings, George Washington Stevens laid the foundation for what would become an internationally known museum of art. Oddly enough, the only art background George Stevens had was an occasional dabbling in painting in his spare time. He was by trade a newspaperman, and had never attended college. Rather than art experience, Stevens had qualities that were invaluable: creativity, ingenuity, and vision. In an article in the Courier published November 5, 1903, George Stevens said, "The first thing we want to do is to remove from the minds of the people the idea that the Toledo Museum of Art is an ultra-exclusive association, or an expensive luxury. It is neither the one nor the other. It has something to give that all the people want and we want them all with us."
From the very beginning, George Stevens, with the help of his equally engaging wife, Nina Spalding Stevens, tirelessly began to turn the institution into a museum for the people. Within the first month of his directorship, he established an educational program, art clubs, and the art reference library. He announced that children were welcome in the museum unsupervised by adults—a policy that was unheard of in the museum field at that time. While certainly innovative, the most important part is that it was highly successful. Through his sheer enthusiasm and engaging personality, he was successful at bringing people into the museum. Just prior to his appointment as director, a mere seven people attended the October 1903 exhibition of paintings. In comparison, during the three-week run of the Reinhardt Collection of paintings in 1904, 9,000 people came to see the show, 5,000 of whom were school children accompanied by their teachers.

Under George Stevens’ direction, the focus of the Museum’s exhibition policies changed from a few exhibitions catering to the well-educated and wealthy elite of Toledo to an exhibition and education program which would be welcoming and inclusive of all, children and adults, wealthy and poor alike. To cater to the needs of all of society, George Stevens created clubs such as the Athena Society, an Art History Study Club, a Camera Club, the Art Students Guild, and an art lecture series. He instituted free Saturday art classes for children in 1903, and 125 students enrolled the first year, with an additional 25 on a waiting list. The Stevens educational program was a resounding success from the beginning, and has become tradition—even legend—among native Toledoans today.

George Stevens had the gift of turning a bad situation into a positive avenue for the Museum. When he noticed a group of boys harassing other visiting children, he offered them positions in the “Boy Police,” a group created to keep the other children in line. His plan worked beautifully, and the bullies became outstanding and conscientious guards and ushers. In a short time, the Boy Police became a select, self-governing group with a waiting list for membership, which was granted only to boys who conducted themselves well in the galleries. Both girls and boys were allowed to become assistant docents who acted as guides to...
other children and adults in the galleries. The assistant docents were required to know at least five stories about art objects in the permanent collection before receiving the coveted blue ribbon badges that they wore with pride.

The trustees realized that for the Museum’s collection and programs to grow proportionately, a new, larger building was needed. In November of 1907, Edward Drummond Libbey offered the trustees property valued at $50,000 for the site of a new museum if a like sum could be raised from the public in Toledo by May 1, 1908. A committee was formed and the campaign to match the funds began in April. Within a few short weeks (an astonishingly short time considering the financial situation of the citizens of Toledo) the amount was easily matched and planning began. Edward Drummond Libbey contributed over one half of the monies for the new building through his combined donation of property and cash. Over 1,400 members pledged the remainder of the necessary funds. To show their love of the Museum, 10,000 school children donated their pennies and nickels, which were then publicly displayed in a downtown store window. In addition to money, Edward Drummond and Florence Scott Libbey donated the land on Monroe Street for the new construction, which was the homestead of Maurice A. Scott, Mrs. Libbey’s father.

The architectural firm of Green and Wicks of Buffalo, New York, was selected as the architects of the new museum, and Toledo architect Harry W. Wachter was chosen as the local liaison. Edward B. Green drafted several different proposals for the museum façade for the museum trustees, which were rejected as too fancy and fanciful. On a yellow pad of paper, George Stevens roughly sketched out a plan for the interior gallery layout and a simple, classic façade of the Museum. Although not an architect, he based his plan on his five years experience in developing the Museum’s activities, observation of the community’s needs and the possibilities for the future. Guided by
these rough sketches, Green designed a classically derived building, which the committee unanimously approved.

The Museum and its programs increased, while the health of Stevens decreased. A young man named Blake-More Godwin was hired in 1916 to assist George Stevens. Godwin worked diligently alongside Libbey and Stevens to understand their vision for the Museum and to learn their vision for the future. Godwin would eventually be appointed as the third director of the Museum.

With expansion of the education department, an admission-free School of Design was established in 1919, with academic credit earned by students of the University of Toledo, thus creating an early partnership that continues today. Classes were originally held in the William H. Scott house, just west of the new Museum, until the classrooms in the expanded Museum building were finished as the School of Design. The main purpose of the school was not to create a master artist, but to guide the average child and adult. Classes consisted of three different types: art appreciation, music appreciation, and hands-on studio classes. Classes in clothing, home furnishings and industrial design were added to general classes in color and design. Students were taught how to apply these artistic principles to their jobs and homes, incorporating the principles of beauty and art into their lives.

After the deaths of Edward Drummond Libbey in 1925 and George Stevens in 1926, Blake-More Godwin was appointed the director of the Museum. By working as an apprentice under both of these highly influential men, he understood the direction that they had laid out for the Museum. Before his death, Edward Drummond Libbey discussed plans for the further expansion of the Museum to include a larger School of Design as well as a concert hall.

Libbey’s dream was realized, largely due to the selfless giving by his widow, Florence Scott Libbey. During the Great Depression, Mrs. Libbey financed the construction, beginning in 1930, of the east and west wings of the Museum. Single-handedly, Mrs. Libbey was able to finance the employment of over 2,500 workers during one of the hardest financial eras to ever hit the United States. When construction was complete in 1933, the size of the Museum had tripled, gallery space had quadrupled, a 1,710 seat classic Greek peristyle concert hall had come to fruition, and the School of Design was waiting for eager students.

Postcards are still fun to buy and to receive, but as the editors say in the introduction, “Postcards were the e-mail of the early 20th century,” and this is an attractive look at them in their heyday. It seems to be a real group effort between many volunteers from the Historical Society and the main contributors—a community birthday present on the occasion of Akron’s 175th anniversary. This period was also a prosperous time in a city which was the country’s rubber capital in an era of expanding industry.

The introduction, though short, gives us some valuable background both on the usage of postcards and on their history. It also tells us about Ruth Wright Clinefelter, who collected most of them, and the development of her fascination with them. It is interesting that the editors are connected with the Akron Beacon Journal (Ayers is the creator of the comic strip “Crankshaft”).

The book, available in both hardbound and paperback editions, is organized with its short introduction preceding four chronological sections: before 1910; 1910 to the Depression; 1930 to 1950; and 1950 to the present. Smaller introductions give the reader valuable information about each section. The notes by the editors on individual postcards are very good, especially in the case of the earlier ones, which often wouldn’t make much sense without them, even to most Akron citizens. There are occasional photos throughout the book which seem to be modern, probably from present-day postcards, but which are placed with older cards showing similar scenes or structures built in the same period (e.g., the Old Stone School, the Hower House, the Perkins Mansion). Although this technically does not follow the perceived arrangement of the book, these images fit in well by carrying the theme along, and this was a good idea. The hues of the images are close to what one would expect from old postcards, whether they were antiqued slightly by the printer or not. The rather brash brick reds, coppery skies, and dark brownish greens are familiar to anyone who has pored over old postcards.

While the cards show pictures dating all the way from 1856 to at least 1997 (some of the most recent postcards are not dated), the bulk of them are from about 1900 to about 1940, which covers most of the golden age of postcards. While the nostalgic part is great fun and one can sense the optimism in the pictures of new suburbs and sparkling new factories, with a little effort one can learn quite a lot more from many of these images by carefully reading them. Trends in landscaping and architectural decoration of buildings; changes in habits and scenery with the advent of the automobile; changing ideals in the appearance and use of parks and open spaces; and geographic and topographic transformations are examples of comparative historical information that can be gleaned from these images. This, I think, is the true value of this book—putting together in a group all this visual material which would otherwise be difficult or impossible to see and compare.

I enjoyed the few examples of messages that were given, including a very interesting one on a card of the County Jail, where “Della” tells her mother she has just churned ten pounds of butter. Maybe a few more would have been interesting (pace modern copyright worries). It would also be informative to have at least approximate dates on some of the postcards near the beginning of the book (although dates may not have been available). Maybe some maps would have been helpful, one from the early 1900s and a present-day one, to help visualize geographic changes or pinpoint unfamiliar locations. One real criticism of design is that although the title appears on the cover (at least of the paperback edition), one does not recognize it as such because it is actually part of an original postcard. The half-title and title pages repeat only the subtitle, so it was, as a matter of fact, only when I read down the title page and saw the note about the grant from the City of Akron’s 175th Anniversary Fund that I knew what the main title of the book was. The message comes through anyway, but the main title is a good one and could have been played up more, on the inner pages as well as on the cover.

Overall, the book is quite a valuable contribution to the literature about Akron. Older histories have limited illustrations; some of the newer ones are mostly photographs, but the ones I have seen do not have the same all-over perspective on the hometown as these postcards convey. Even with all our sophistication, pictures are immensely informative and still communicate immediately and completely to us in a way word descriptions cannot. The interior view of the Garden Grille (p. 117) speaks volumes about its context and enormous differences with the present. Editors Ayers and Musarra, collector Mrs. Clinefelter, and the Summit County Historical Society have given us a look at Akron from a different and very valuable perspective which would not otherwise be accessible to us. Hats off to Akron’s 175th birthday!

Frederick K. Lautzenheiser
Cleveland Clinic Foundation

ERRATUM

In the session reports from the April 6, 2000 meeting, a report from the University of Cincinnati was summarized in the session “Shakin’ Your Money Maker: Ohio’s Archives and the Marketplace” (p. 17). Kevin Grace would like to point out that he was not directly involved with the UC Digital Press project to produce CDs, and he therefore had no direct knowledge of the various finances involved. What he wanted to propose was that when such a project is set up, there are various things that must be considered. He then gave hypothetical examples of possible prices and sales, all relative to the general work of the department. He concluded that (especially in a start-up period) one must look at the ultimate goal—in this case, preservation and access. This is true even when it is possible that personnel movements may have an impact on existing services. As was in fact reported, he still very strongly advocates partnerships in whatever a library or archives chooses to do.

Also, the “pay-per-view” option is not under consideration at UC, but rather is an ideal which archival repositories may wish to consider in the future to boost both revenue and research use.
Committee develops new initiative for SOA education

This past fall SOA Council appointed both a new chairperson and liaison for the Education Committee. Anna Truman (Records Specialist, UC—Archives and Rare Books Department) became the new chair, and Maggie Yax (Albert B. Sabin Archivist, UC—CMHC) joined Council and took on the role of the committee's liaison. In coordination with the committee members (Charlie Arp, Doug McCabe, Gillian Marsham Hill, Jennifer Nieves, Bari Oyler Stith, and Robert Schmidt), the chair designed a brochure for the Education Committee outlining the courses available, which included some new workshops to expand our areas of outreach.

We have had positive response from Council regarding the brochure, which went out to the public during the middle of January 2001. Thanks to Bob Schmidt, we obtained a mailing list that included historical societies, public library systems, universities, and other interested parties throughout Ohio. The response from the public has been more enthusiastic than we hoped for. Since receiving the brochure of available workshops, the chair has received numerous inquiries and has started the process of scheduling a variety of workshops throughout the state. In fact, we get inquiries at least once a day. To date, the following have made inquiries: Ashland County Historical Society, Bluffton College, Butler County, The Castle in Marietta, Clinton County Historical Society, Flesh Public Library in Piqua, GCCL—HAIG members, Great Lakes Historical Society, Holmes County Historical Society, Preble County Historical Society, Smith Library of Regional History (Miami University), Toledo Museum of Art, and Waterville Historical Society.

What workshops are we offering? "Archives 101" has remained a standard and the most popular. We have retained "Archival Appraisal" (201), "Outreach" (202), and "Arrangement & Description" (203). In addition, we have added "Security: Or How to Be Paranoid" (205—Melinda McMartin, instructor), "Rare Books in the Archives" (206—Maggie Yax, instructor), "Records Management" (207—Gillian Marsham Hill, instructor), and "The Basics of MARC Cataloging for Archives" (209—Dorothy Smith, instructor). The general consensus was that these were nice workshops to add as an expansion, and they provided an opportunity for members to expand their archival knowledge beyond the basics. If you have noticed the offerings from SAA in the past few months, you will see that what we offer is similar, though closer to home and for a considerably reduced fee.

In addition to the paper copy of the brochure, if you have visited the SOA website recently, you will have noticed that the brochure has been made available online. Thanks to Laurie Gemmill at OHS, these additions were possible. She has been most kind in doing the updates on the website for the Education Committee.

As of early February, the schedule of workshops is limited but growing. We will offer two at the spring meeting. Records Management will be held from 2 to 5 P.M. on April 6 and Archives 101 will be held from 10 A.M. to 4 P.M. on April 7. Other scheduled events include two brief lectures, "Introduction to Archives," to be held at the Toledo Museum of Art for their anniversary celebration. The first is May 4 (7 P.M.); the second is April 12, 2002 (7 P.M.). Additionally, Toledo has scheduled a full Archives 101 for October 27, 2001. We are scheduling workshops all the time at this point, so please check the website regularly if you are interested in attending a workshop.

The program's greatest need is for host sites—folks who are willing to ask for and provide space for workshops. If you or an institution you know of are willing to do this, please contact the Education Committee chair (Anna.Truman@uc.edu or (513) 556-1958). All we need is the space and possibly some equipment. The instructor provides everything else.

As chair, I would like to extend my thanks to everyone's enthusiastic support for what we are trying to do with the education program for SOA. Most especially, our president, Dawne Dewey, has been nothing but encouraging and energetic about the plans for educational outreach. Support such as that only lends momentum to the program, and I hope we can continue on in such a vein with the next presidency.

Anna K. Truman, Chairperson
SOA Education Committee
Records Specialist
University of Cincinnati

IN MEMORIAM

"You don't have to be Irish to know that Lonnie Davis McCauley was a very special person."
—Editorial, The News-Herald

So highly thought of was Willoughby resident Lonnie McCauley that the News Herald marked her untimely passing March 18 at the age of 53 with a front-page story and an editorial tribute.

Lonnie had the honor of being named the first woman grand marshal of Cleveland's St. Patrick's Day parade in the 134-year history of the event; sadly, she was unable to participate and lost her nine-month battle with cancer the day after the parade.

Lonnie and her husband, Tom, participated in numerous Irish organizations and events, and in 1999 she became the first director of the Irish-American Archives at the Western Reserve Historical Society. A native Cleveland and graduate of Lourdes Academy, Lonnie received a degree in sociology from Cleveland State University and a master's in library science from Kent State University. She also attended Trinity College in Dublin, Ireland, and published a thesis, "The Irish Directory of Greater Cleveland."

Determined to present Irish poetry and music to the community, Lonnie created "Voices of Ireland," a show that has been presented seven times. She also started Irish language and cultural lessons, helped organize a library at a local Irish Club, set up a speakers program, and served on the board of the Irish Music Academy. She worked with a committee to build a memorial to the millions of Irish who were forced to emigrate during the potato famine in the 19th century, and last September presided over the dedication of a massive, memorial Celtic cross in Cleveland's Flats. The McCauleys also hosted children from Northern Ireland at their home.

In addition to her husband of 29 years, survivors include sons Matthew, Colin and Brian, and daughters Bridget and Caitlin; a brother; and four sisters.
Hosted by Cleveland SOA, MAC/MARAC meeting a success!

Cleveland hosted archivists from nineteen states and the District of Columbia at the joint MAC/MARAC fall meeting on October 17–21. There were workshops on EAD, architectural records, acquisition and appraisal, and risk control in records management, as well as other topics. Plenary sessions included a lively discussion of the Canadian archival concept of "total archives" by Ian Wilson, Archivist of the Province of Ontario. (Canadian archivists follow a holistic concept that embraces both manuscript collections and traditional archives.) A second plenary on Friday consisted of a related panel discussing the differences, similarities, conflicts and cooperation between manuscript collections and archives here in the U.S. In addition, there were sessions on everything from procedural approaches to electronic records to a "researchers' and archivists' summit." Popular culture, archival education, the litigious society, archival employment, some Cleveland-related sessions (Rockefeller; a session on Cleveland history by John Grabowski), and many more were included.

The official reception was held at the Cleveland Public Library, and SOA presented its Merit Awards at this event to Martin Hauserman, Madeline Helms, and Diana Marchese (see details elsewhere in this issue). In addition, hors d'oeuvres were served, accompanied by a cash bar that highlighted Cleveland's native brews.

The Local Arrangements Committee worked very hard on details, with Michael McCormick of the Western Reserve Historical Society serving as chair of Local Arrangements and Jill Tatem of CWRU as treasurer for the whole meeting. Tours were arranged to the NASA Glenn facility near the airport, the Federal Reserve Bank, the Cleveland Catholic Diocesan Archives, the Dunham Tavern Museum, and LTV Steel. Tours were also available to the Rock 'n' Roll Hall of Fame and Browns Stadium, as were tickets to the Cleveland Orchestra and a drama at the Cleveland Playhouse about Eliot Ness. Margaret L. Baughman, of the Cleveland Public Library’s Photograph Collection, took some shots of the LTV plant (covering 1200 acres in the Flats along the Cuyahoga River), some of which you can see on these pages. Thank you, Margaret!

The meeting was well attended and was exciting professionally, as well as providing plenty of interesting experiences for participants who had not been to Ohio before.

LTV Steel’s administrative headquarters building (above); interior of the #2 BOF (basic oxygen furnace) building (right and far right)
MAC/MARAC tour of LTV Steel was really “hot stuff”

One of the additional highlights of the MAC/MARAC meeting was the opportunity to get to know Cleveland better, even for Clevelanders. Margaret Baughman brought her camera along on the tour to LTV Steel on Thursday, October 19, and recorded some of the sights. As a professionally-trained photographer (now working in the Cleveland Public Library’s Photograph Collection), she has provided us with visual information about one of the activities that created and built what we know as Cleveland, but which few people ever see: the making of steel. Although Margaret’s photos are best seen in their original colors, these photos will be of interest to many SOA members.

The tour lasted from about 8 to 11:30 A.M., and the group visited various key operations in the process of making finished steel. The first stop was the administrative headquarters, where the group donned hard hats and goggles and was given a few words of introduction.

The #2 BOF (basic oxygen furnace) was the next stop. Molten iron and scrap are put into a furnace where pure oxygen is blown in at supersonic speeds. It combines with car-
bon, manganese and silicon to reduce impurities and convert the molten iron into steel.

The next step both in the tour and the process is the ladle metallurgy facility (LMF). Part of this process was also in the same building as the BOF. Here the steel is further refined, the chemistry is adjusted and temperatures are increased by using three electrodes in a ladle furnace. In addition, a vacuum degassing unit produces ultralow carbon steels by circulating the steel in a vacuum with argon gas. Ladies, as big as a garage, move across the vast spaces inside the building on huge hooks that hang from the ceiling and then pour the molten metal out—sparks fly and the heat is intense.

The molten steel from the LMFs is transferred to the plant's two continuous slab casters. A crane lifts a ladle of steel and places it on top of the casting machine. Steel flows from the bottom of the ladle into a reservoir and then into two water-cooled copper molds. The steel begins to solidify as it passes through a series of rollers and high pressure cooling water sprays. At the bottom of both machines, two continuous 9-inch-thick slabs emerge.

Steel slabs are heated and rolled in the hot strip mill to a thickness of a half inch or less. Depending on a customer's order, the steel may be further processed in various finishing units. For example, a zinc coating can be applied in the electrogalvanizing line, making the steel exceptionally corrosion resistant. Continuous annealing combines several steps into one continuous operation, yielding improved quality.

At the end of the tour, the group was shown a large scale model of the parts of the process that it could not get in to see, notably the blast furnace, which is off limits to visitors; but also some other processes. Attendees came away with a vivid impression of a quite spectacular and effort-intensive process for producing something we end up using in very ordinary ways in daily life.

BELOW AND RIGHT: Glimpses of the inferno: outside and inside the continuous caster unit

Steel slabs being processed in the hot strip mill
What is the greatest challenge the Society of Ohio Archivists faces? How would you respond to that challenge as President?

Dr. Bari Oyler Stith: Archivist for Geauga County since 1990, Adjunct Faculty in History, John Carroll University since 1993, and Consultant for Oyler Stith Historical Consulting. Education includes BS in History and Secondary Education from Lake Erie College with an M.A. and Ph.D. in American Studies from Case Western Reserve University. Member—SOA (former Vice President, Council, Education Committee), Cleveland Archival Roundtable, MAC, NAGARA, SAA, AASLH. Recent additional activity includes Board of Managers for the Geauga County Bicentennial, Secretary for the William Wilbur House Restoration Foundation, author of two Ohio Humanities Council traveling exhibits, consultant for three current Ohio Humanities Council grants, consultant to Lakeland Community College for Archives development, 4-H Advisory Council, and Strategic Plan Facilitator for Berkshire Local Schools.

Identity—explanation—necessity! I believe that an archivist’s greatest challenge, and thus SOA’s greatest challenge, continues to be one of explaining who we are, what we do, and why we are desperately needed! Over the past ten years, I have seen understanding build in Geauga County and hope this is reflective of the world around us.

We can be proud of the initiatives SOA has fostered on behalf of our profession and I would like to see us continue to build on those successes, combining the best of the past centuries with fresh ideas for this new one. Our 1995 Strategic Plan was a tremendous team effort and I would like to keep members involved with periodic reviews that keep it vital to our growing roles. My priority is to provide our membership with what they need to do their jobs through ideas and projects that would likely include:

1. Sharing resources among members and related professions through continued support for the Ohio Archivist and our presence on the Web, increased connections with state organizations such as Ohio Preservation Council and Ohio Academy of History, and fostering SOA presence at conferences coming to Ohio such as NAGARA and ARMA.

2. Building awareness of our role in society with complements to our fine Archives Week program. The coming Ohio Bicentennial and county bicentennials are excellent opportunities for archivists to strut their stuff (collections, knowledge, and our sparkling personalities). Let’s develop opportunities and skills to help our members shine!

3. Education is of utmost importance. I encourage increased opportunities for laymen, junior archivists, and senior archival professionals alike. Our conferences are well done and should continue to focus on a combination of time-tested foundations for archival practice and the myriad of new issues we face. Let’s increase our workshop offerings to include opportunities for experienced professionals and spend some time on the reality of our multiple responsibilities: archivist, records manager, historian, conservator, exhibit prep, program presenter, storyteller, time capsule prep, personnel management, volunteer coordinator, budget agent, legal counsel—did I miss anything we have to do in a day?

Working together, for the good of our profession and future, we can make a difference. We have only to look at SOA’s history to know this is true.

Maggie Yax: Albert B. Sabin Archivist, Cincinnati Medical Heritage Center, University of Cincinnati Medical Center, 1996-present; Archivist/Reference Librarian, Wright State University, Fordham Health Sciences Library, 1993-1996; WSU Adjunct Instructor, 1995-96. Degrees: BA, Michigan State University; MLS, University of Illinois; graduate work at Wright State University. Memberships: SOA, 1993-present (Program Committee, 1998; Council Member, 2000-present; Council Liaison for Education Committee, 2000-present; Public Information Committee Member, 2000-present); Society of American Archivists, 1996-present; Archivists and Librarians in the History of Health Sciences, 1993-present; Medical Library Association, 1993-present (Section Council Alternate, 1994-97; Section Council Standards Committee, 1995-97; Murray Gottlieb Award Jury, 1995-97; Rittenhouse Award Jury, 1997-98; CE Instructor, Introduction to Archives, 1997-98; History of Health Sciences Section, 1993-present, various offices held: Chair Elect/Program Chair, Chair, Newsletter Editor, Nominating Committee).

SOA is neither a stranger to challenges nor afraid to meet them head-on. Our successes have outweighed our failures thanks to a committed, energetic, and hard-working membership. This past year alone, the number of workshops we offer has increased, along with the number of instructors, and a Public Information Committee has been formed, which assumed responsibility for the Ohio Archivist, added significantly to our website and has enthusiastic plans for increased communications, such as press releases and legislative updates. Thanks to our outgoing president, Dawne Dewey, and Council, a manual of committee duties and procedures as well as a budget are underway. It is imperative that we seize this momentum and prepare for a new opportunity—increased visibility, activity and advocacy during Ohio’s bicentennial. SOA must be involved enthusiastically and energetically and be ready to use this celebration as a springboard not only into Ohio’s third century, but also into a new era for the state’s repositories and access to them. Some wonderful and innovative projects implemented for the bicentennial, such as the Ohio Memory Project, are a giant step toward that goal; however, SOA must work to enhance and encourage future development of such undertakings until a centralized online site becomes a comprehensive reference tool that contains finding aids and other descriptive guides to our holdings along with select digitized items and/or collections. Working toward this, while at the same time juggling such other important issues as electronic records and archival education, as well as continuing to serve the many needs of our eclectic membership, is the greatest challenge SOA faces.

As your president, I would respond to that challenge first by ensuring that the work we have begun continues either to comple-
tion or to new growth. I would work hard to encourage our active, contributing members to sustain their enthusiasm and energy, and with them and their example, hope to bring other members into this circle of activity. Secondly, I would establish an Ad Hoc Bicentennial Committee, on which I would be glad to serve, whose task it would be to suggest and implement SOA activities for 2003. And, if it seems feasible, I may encourage the formation of another committee to investigate possibilities for developing such a centralized online site as I have mentioned above. I am excited about our future and hope, through your support, to meet these challenges and help SOA, its members, our institutions and our holdings become even more visible and viable to our constituents. Furthermore, I hope that together we can make our profession recognized statewide as an essential element in Ohio's past, present and future.

VICE PRESIDENT

As vice president, what contributions would you make to continue the success of SOA's programs?


As Vice President of the Society of Ohio Archivists I could make the following contributions:

1. With 25 years in this profession with the Western Reserve Historical Society, E.F. Hauserman Company, Cleveland Roman Catholic Diocese, and Cleveland City Council for the last 15 (almost 16) years, I bring to the position a variety of archival backgrounds and experiences which would aid in making decisions regarding the future of the Society.

2. Likewise, having worked in a variety of professional positions it would help in making decisions with others on issues regarding access and preservation to/of electronic, public records; copyright, funding and grants; membership; intellectual property; working with related disciplines, such as ARMA and OLA.

3. One area in which I might help SOA is working with the media. The door to my office is literally open to all, including those whom publicize the news, whether it be the neighborhood newspaper or Preservation News.

4. Bring a combination of energy, diligence, and professional joie de vivre to the office.

Randall Gooden: Head, Archives-Library, Youngstown Historical Center of Industry and Labor, Ohio Historical Society, 1995–present; adjunct faculty, History Dept., Youngstown State University; assistant curator, West Virginia and Regional History Collection, West Virginia Univ., 1992–1995. Degrees: BA, MA, Ph.D. in history, West Virginia Univ. Member: SOA (Archives Week Committee, 1995–1997; Program/Local Arrangements Committee chair, fall 1997); Springfield Twp. Historical Society (trustee, 1997–99). As vice president, I would seek to glean talent and membership from sections of the state that are not widely represented in SOA. Membership from diverse regions and institutions can add fresh perspectives and ideas to the organization. In an effort to promote greater activity from the various sections of the state, I would like to explore the creation of regional or local SOA chapters as forums of support and discussion. I believe that these could make the state group stronger. With major responsibilities as a legislative liaison, I would make strong recommendations to Council and the membership concerning issues that affect the archival community, on the state, national, and local levels. I also see a role for SOA in assisting businesses and other institutions more directly with archival awareness and training through our education and public information programs. In all areas of SOA concern, from legislative matters to education to awards, I believe that we can take greater steps in publicizing our efforts.

SECRETARY

What role does the Secretary play in the success of the Society? Why have you decided to run for the position of secretary of the SOA?

Connie Conner: Manuscripts cataloger at the Ohio Historical Society. Previously served as Archivist for Region 6 of the Evangelical Lutheran Church in America. Interned at the Ohio State University Archives while completing MLS at Kent State University's Columbus Program in 1992. BS and MS degrees in Home Economics were focused on historic textiles and clothing.

Working in various settings with a range of records and artifacts has given me an appreciation of the depth of issues and the common goals facing archival repositories.

As in any organization, the SOA Secretary records and communicates the work of the body to its members, present and future. In keeping a full and accurate account minutes, promptly posted to the SOA website, members as well as of nonmembers are informed and reminded of the Society's activities, enhancing our administration and facilitating public awareness of archives in Ohio.

I've enjoyed the privileges of membership in SOA for several years and have reached the point where I am ready to contribute more actively to the work of the society. I believe I may best serve in the role of SOA Secretary.


The secretary, whose main duties are recording the official business of the Society and making the records accessible to the members, plays a very important role. Accurate, complete minutes are an essential asset for Council in carrying out its ongoing work and in planning for the future. Council's accountability to its members is also aided by the speedy delivery of the minutes to the membership at large. The minutes have another important use, one of particular interest to archivists, and that is as a resource, providing documentation of the history of the organization. Comprehensive and detailed minutes will supply researchers with evidence of the society's beginnings, and of its growth and accomplishments throughout the years. Therefore, without the sound recordkeeping of a committed and responsible secretary, the success of the Society would surely be diminished.

I believe strongly in active membership in professional societies. I served on Council for two years and valued the experience, and I
would welcome the chance to work again for the SOA. I have the necessary organizational and communication skills that the position of secretary demands and I would be honored to serve.

COUNCIL
What changes do you feel are necessary if the Society of Ohio Archivists is to continue to be a good resource for information sharing and a vital force within Ohio's archival community?

Rich Hite: Head of Processing, State Archives, Ohio Historical Society, Columbus. Previous positions: Librarian II, Library Services, Ohio Historical Society; Project Archivist, Byrd Archival Program, Ohio State University, Columbus; Manuscripts Specialist, Western Reserve Historical Society, Cleveland; Processor, College Archives, Oberlin. Degrees, B.A., History and Political Science, University of North Carolina; M.A., Archival Management, North Carolina State University; M.A., History, Kent State University. Member: SOA (Program Committee, spring 1997, spring 1998, spring 2001, Local Arrangements Committee, spring 2000); NAGARA (Local Arrangements Committee Chair, 1999).

I feel that the key to SOA's value as a resource for information sharing is simple - improved communication. SOA has all the tools for effective communication - a newsletter, a website, and a listserv - but all of them appear to be underutilized. I, for one, have been on SOA's listserv since it was created and it is not unusual for several weeks to go by without a single message being posted there. The membership of SOA is fluid, not constant, although many of us have been involved for years, even decades now. New members should be made aware immediately that these sources of communication are available and it may not hurt to remind the rest of us once in a while. Within Ohio, we have government records archivists, manuscripts curators, university archivists, and corporate archivists just as the Society of American Archivists and other regional organizations have. The archival profession in Ohio is, in short, a microcosm of the nation as a whole. We still face the same old problems - too much paper, not enough space, and not enough staff to handle it all. At the same time, emerging technologies have brought forth a wide range of new issues that most of us never conceived of as recently as a decade ago. SOA can be used as a vehicle to facilitate communication on these issues throughout Ohio and allow us, as professionals, to find others in our own backyards to offer help with a new project or advice on a major problem. Is your institution in need of a consultant to help with implementing new technology? Why go to the expense and trouble of bringing in someone from New York or Los Angeles when another professional just as qualified may be available right here in Ohio? If SOA can provide its membership with information about who has done what in the state of Ohio and who has expertise in what areas, then the goal of more effective communication may be realized.

Much of the burden of this rests with the members themselves, however. Most of us that have been involved with this organization for five years or more know each other. Newer members may not have that advantage, but most of them quickly get to know one or two members who can help them with establishing their own networks of communication. Why shouldn't we, as Ohio archivists, post our professional questions to the SOA listserv before venturing out to the national listserv? This is not to take away from that listserv as a source of information, but it usually receives twenty to sixty postings per day. Very few, if any of us, have time to read through all of those messages and it is easy to overlook postings by someone asking a question we might be able to address. The SOA listserv, however, would never receive that number of postings, even if more of us get in the habit of using it. It is less likely that our messages on the SOA listserv will be ignored - particularly when we consider that most of the readers of the messages will be people we know.

The listserv is not our only source of information, however. The newsletter still comes out twice a year and it always contains articles about projects that various institutions around the state are engaged in. The website is available to most of us. If we can use SOA as our vehicle to keep our fellow archivists informed about what projects we are undertaking and what each of us has to offer in terms of our training and experience, we will only strengthen all of the archival institutions in Ohio. There is no greater role a professional organization can play than to facilitate communication among its members.

Melinda McMartin: Assistant Archivist, Jacob Rader Marcus Center of the American Jewish Archives in Cincinnati, July 1999-present. Internships have included working for the National Archives and Records Administration in Washington D.C. and Special Collections, University of El Paso, Texas. Dual masters in public history and library science from the University of Albany, Albany, New York.

To facilitate SOA's role as an information resource for archivists and the public, I would suggest that Archives Week should be reconsidered as a year-round concept. The Society of Ohio Archivists needs to continue its work to improve its visibility both within the Ohio archival community, as well as to the general public. Both individual institutions and the Society need to work to publicize their activities and holdings. For instance, the recent suggestions of the Ohio Memory Project Advisory Board in regard to a statewide online central repository of collection titles from all state archival institutions is a move in that direction and SOA should seek to forward this goal. Such activities not only allow archivists to climb the stairs out of the basement, but also allow other institutions to learn from their successes and failures.

Any organization that is happy with the status quo is unlikely to last. The Society needs to continue to adapt its programs to the needs of the membership. The Archives 101 workshops have been extremely useful and need to be continued. More focused workshops also need to be held, and they need to be tailored to the needs of the membership. The Education Committee has worked hard on this in the past year, and this must be continued.

Finally, the 1995 Strategic Plan noted that "the Society of Ohio Archivists will make a concerted effort to recruit members from similar organizations and from the ranks of the amateur archivists of Ohio." I think that this is critical to the survival of this organization. The Society has always encouraged membership from related professions, such as genealogists. This needs to continue and be further emphasized. Additionally, they need to focus on encouraging graduate student membership and participation.

Ed Isaly, Curator, Lake Erie Islands Historical Society, 1989-2001. BS in Education, Youngstown State University; MA in Educational Administration, Kent State University. Elementary Teacher, 1958-1968; School Administrator, 1968-2001; Exchange Administrator in Sierra Leone, West Africa, 1967; Exchange Administrator at the American School, Quito, Ecuador, South America, 1980. Part-time professor in the departments of Education at Kent State University, Cleveland State University, and Bowling Green State University. Board Member of Lake Erie Islands Historical Society, 16 years; Friends of Perry's Victory and International Peace Memorial, 10 years; Past Board
Communication is the heart line of all organizations. SOA needs to always be seeking ways to keep our goals in front of the public. I would hope that we could find additional ways to permit our group to maintain and expand an ongoing presence.

The following are two ideas that could be used to accomplish this goal:

Further advertising and improvement of our website would promote SOA’s continuing active presence. Our programs and more resources for help could be made available to members and a wider circle of nonmembers, and help nonmembers to become familiar with our purpose.

Expansion of workshops to help small historical societies and local history groups better understand the need for preservation and organization for success. This type of project would qualify as an outreach program.

Over the last year, there have been a number of changes and updates to the Ohio Revised Code that affect the way public offices manage and maintain their records. These changes include records that have been added to the list of closed records, new methods and formats by which records should be made available, an update concerning the retention period of dog and kennel applications, and the introduction of the Uniform Electronic Transaction Act.

Section 149.43 of the Ohio Revised Code, which concerns the Availability of Public Records, was updated in December 1999 and June 2000. Records that are now considered to be closed records include records that have been added to the list of closed records, new methods and formats by which records should be made available, an update concerning the retention period of dog and kennel applications, and the introduction of the Uniform Electronic Transaction Act.

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Another important piece of legislative news for Ohio governments is that Section 955.07 of the Ohio Revised Code, concerning dog and kennel applications, has been amended. No longer do these records need to be kept permanently, as they had previously been required. Instead, counties are now required to keep dog license applications for two years or until audited, whichever is later.

The Uniform Electronic Transaction Act was enacted to provide regulations for electronic records and electronic signatures. The act affects Section 1306.01 to 1306.23 of the Ohio Revised Code. Section 1306.20 states that any state agency that alters the format of electronic records must create a certificate of authenticity for those records. The methods for creating the certificates of authenticity will be developed by the Department of Administrative Services (DAS) in consultation with the State Archivist. DAS and the State Archivist, according to Section 1306.21, are charged with creating rules setting forth the minimum requirements for the method of creation, maintenance, and security of electronic records and electronic signatures. These rules can also control the processes and procedures as appropriate to ensure adequate preservation, disposition, integrity, security, confidentiality, and auditability of electronic records. As a catchall, rules can also be written for any other required attributes for electronic records that are specified for corresponding non-electronic records or are reasonably necessary under the circumstances. These two particular sections of the law provide the State Archives with a good legal foundation for dealing with present and future Ohio records.
Joanne Sawyer, College Archivist, received Hiram College’s Outstanding Achievement Commendation for Professional Staff for the year 2000 in recognition of her efforts in building the College’s archival program; her organization and support of the College’s sesquicentennial activities; her collaboration on the soon to be published updated history of Hiram College; and her efforts in securing an endowment for archival preservation.

Alison Scott resigned her position with the Popular Culture Library to become the Charles Warren Bibliographer for American History at the Harvard University Library, effective September 1, 2000.

In October 2000, the Center for Archival Collections (CAC) at Bowling Green State University entered into a collaborative agreement with the Genealogical Society of Utah and the Catholic Diocese of Toledo to re-microfilm 167 parish collections throughout northwest Ohio. It is estimated that the project will take approximately two years to complete. Copies of the microfilm will be available at all three institutions upon completion of the project. For more information, please contact Paul Yon at the CAC, 419/372-2411.

CAC will sponsor its annual Conference on Local History on April 5, 2001. The one-day event will include speakers on John Morgan’s raid in Ohio during the Civil War, socialism and free love in Berlin Heights, Ohio, and the glass industry in Wood County. For more information about the conference, please contact the CAC at 419/372-2411.

Brenda Ransom has been employed at the CAC, as of January 2001, as the Public Records Archivist for the Northwest Ohio Public Records Alliance. Funded by thirteen counties in northwest Ohio, Ms. Ransom will be working with these counties providing records management services.

The Blade Foundation of Toledo, Ohio, made it possible for the Rutherford B. Hayes Presidential Center to acquire Volume One of Infantry Tactics by General Silas Casey. It was part of the original three-volume set owned by Rutherford B. Hayes during the Civil War. Hayes, like many volunteer officers, relied on the manual to teach himself and then instruct his men in military tactics. The future president inscribed the volume and presented it to 18-year-old Lt. William McKinley, who served under him in the 23rd OVI. The well-worn volume was discovered recently in a box of used books in Austin, Texas. Thanks to the generosity of the Blade Foundation, the volumes have been reunited. They represent the enduring friendship forged in war by two Ohio soldiers who would both become U.S. presidents.

Among the new additions to the Hayes Center’s website (www.rbhayes.org) are the Civil War letters of Lucy Webb Hayes. More than 140 letters written by Lucy to her husband, friends, and family during the war are available to viewers. The site also features photographs of Lucy and chapters from her biography, First Lady: Lucy Webb Hayes. The chapters focus on her life during the Civil War.

Sixty-three Native American ledger art drawings were discovered recently among the Hayes Papers. Richard H. Pratt, founder of the Carlisle Industrial School, gave the drawings to First Lady Lucy Webb Hayes in 1880. Three Native American students, each of a different tribal affiliation (Cheyenne, Sioux, and Arapaho) created the drawings shortly after their arrival at Carlisle. The young warriors depicted life on the Plains as they remembered it.

The Toledo-Lucas County Public Library’s Local History & Genealogy Department will close April 15 at its present temporary location at 2744 110th Street. The department will move into its newly renovated quarters on the third floor of the Main Library, 325 Michigan. A grand opening is planned for April 30. The department’s size will more than double and will feature a rare book room and labor history room. The Library’s hours and phone number remain the same. For directions or questions, please call 419/259-5233.

The Historical Collections of the Great Lakes (HCGL), part of the Center for Archival Collections at Bowling Green State University, has recently completed a grant-funded project, “Vessels of the Great Lakes: Image Database Project.” The primary objective of this project was to complete the first comprehensive, publicly accessible, image database of Great Lakes vessels for the period 1815-1980. The HCGL received partial funding from the National Park Service’s National Maritime Heritage Grant Program to complete 12 months of the 18-month project. Ohio Coastal Management Grant funds were used to complete the final six months of the project. The completed image database contains more than 8,300 vessel data records and approximately 6,430 vessel images linked to the vessel data. The image database allows researchers to search by multiple key data fields including rig, registry, place and date of build, builder, date and location if lost, masts, etc., and can be expanded and updated to include other inventories and databases of historic maritime resources such as lighthouses, lifesaving stations, ports, and crew data. The URL for the image database is <www.bgsu.edu/colleges/library/hcgl/vessel.html>. For additional information contact: Robert W. Graham, Archivist, Historical Collections of the Great Lakes, Jerome Library, 6th Floor, Bowling Green State University, Bowling Green, OH 43403, phone 419-372-9612, fax 419-372-9600, email rgraham@bgnet.bgsu.edu, WWW: <www.bgsu.edu/colleges/library/hcgl/hcgl.html>.

The Mahoning Valley Historical Society is pleased to announce its entrance into the world of the Internet by opening its website at <http://www.mahoninghistory.org>. Information about the arts-and-crafts-style Arms Family Museum of Local History, the archives/library facility, upcoming events, exhibits, special programming and attractions, and ways to contact the Society with comments and questions will be available at this site. This is a work in progress so please check often for new additions and attractions.

The Mahoning Valley Historical Society’s exhibit schedule includes: “Keeping House: Contraptions and Contrivances for a Difficult Job” and “Heart and Heat: A History of Fighting Fire in the Mahoning Valley” which will be open from February 3 through July. It is a preview to a major exhibit, opening after 2002, that will tell the story of emergency personnel in the Valley. Up next after the closure of “Keeping House” will be an exhibit on “Vanity.” The MVHS 126th annual meeting is scheduled for June 19, 2001 to be held at the Fellows Riverside Garden and the new D.D. and Velma Davis Education and Visitors Center. The archival collection has grown to include copies of Frederick Francis
Reade’s pastoral record books from his service as pastor of the Youngstown Reformed Presbyterian Church, also known as the Church of the Covenanters, from January 1921 to May 1926. Through the kindness of his grandson, Galen Reade Wilson, photocopies of his record books are now preserved and available for researchers at MVHS. Also recently donated are an extensive genealogical collection researched and recorded by Howard G. Forney. Each of the 19 volumes of data deal with one major surname and include reproduced documents and photographs, cemetery records, and appendices of additional information. The families covered are primarily from Beaver Township, Mahoning County, OH and several locations in Western Pennsylvania.

For more information about upcoming events, recent acquisitions, research and tours, or MVHS in general, please contact us at MVHS, 648 Wick Ave., Youngstown, OH 44502. Telephone 330-743-2589, Fax 330-743-7210 or at mvhs@mahoninghistory.org <mailto:mvhs@mahoninghistory.org>.

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News from the Ohio Historical Society

The most recent meeting of the Ohio Electronic Records Committee (ERC) was held on October 5, 2000. At this meeting, Judy Walker reported on the activities of the File Management Group and Charlie Arp reported on the progress of the Trustworthy Information Systems (TIS) Working Group. These reports, along with the minutes of the meeting, are available at the ERC’s website: <http://www.ohijunction.net/erc>.

Charlie Arp also reported at the meeting that Ohio House Bill 488 had been passed. This bill requires the Ohio Department of Administrative Services, in conjunction with the State Archivist, to provide certificates of authenticity for migrated electronic records and provide regulations for electronic records. The ERC also modified the Kansas Electronic Records Management Guidelines for use in Ohio and then formally adopted them. Finally, the committee formed a new working group to examine and recommend records management applications. The next meeting of the ERC will be held on Thursday, April 19, 2001 at 1:30 p.m. in the Archives Library Conference Room at the Ohio Historical Center.

At its February 3 meeting, the Board of Trustees of the Ohio Historical Society approved the appointment of Charlie Arp as State Archivist of Ohio. He had served five-and-a-half years as Assistant State Archivist and prior to that served as Head of Reference Services. Arp is a native of Geauga County and received his BA in American history and Masters Degree in History and Archival Studies from Ohio University.

Lorrie McAllister has joined the staff of the Archives/Library Division of the Ohio Historical Society as Audiovisual curator of the Manuscripts/Audiovisuals Department. Her responsibilities include processing the division’s audiovisual materials such as prints, drawings, photographs, sound recordings, motion picture film, and ephemera. She also assists with audiovisual reference and works on exhibits and publications. She received her master of library and information science degree from Dominican University in River Forest, Illinois, two months prior to beginning work at the Society.

Pari Swift, who received her master of library and information science degree from the University of Pittsburgh in August, joined the staff of the State Archives of Ohio in September 2000 as Local Government Records Archivist. Her responsibilities include assisting Ohio’s local government entities in establishing and maintaining records management programs through the scheduling and disposition of their records, maintaining the local government records website (<www.ohiohistory.org/lgr>), and addressing records management questions raised by local government officials. She recently began conducting a series of local government records workshops.

Matt Benz, who had been working as a reference archivist at the Society since October 1994, accepted the position of Business Curator in the Manuscripts/Audiovisuals Department in the fall of 2000. His responsibilities include processing of business collections and making contacts with Ohio businesses in an effort to acquire new material. He is currently preparing a new inventory for the East Ohio Gas Company records, processing the Midland Insurance collection, and planning for an exhibit on the Jeffrey Mining Company that will be held at the State Library of Ohio. Matt has a master of library science degree from the University of Pittsburgh.

Recent accessions of the State Archives include the papers of 14 members of the Ohio House of Representatives who just left office because of the newly imposed term limits. One of them, Representative Robert Netzley, had served in the House since 1961. Also accessioned were annual reports (1990–1999) of the Ohio Water Development Authority, the first records accessioned from that agency. Other key accessions include annual hospital reports (1963–1982) of the Department of Health, abstracts of deeds (1803–1960) from the city of Columbus, Industrial correspondence (1960–1979) of the Southwest District Office of the Environmental Protection Agency, and the papers (1985–2000) of retiring State Senator Eugene Watts.

Among the more interesting collections acquired recently by the Manuscripts/Audiovisuals Department are the Jack and Pat Adamson Collection (1817–1918). These materials document the life and work of the Society of Separatists of Zoar, Ohio. This communal society was founded in 1817 by a group of German religious dissenters and existed as a community for more than 75 years. Among the items in the collection are family Bibles, business records, dye books (containing recipes for dyes and fabric samples), and journals of some of the society’s leaders. The collection also contains personal correspondence of the leaders, letters to Ohio officials during the Civil War (petitioning for exemption from service in the Union Army and for the discharge of members already in the service) and a record of the society’s marriages.

Another valuable acquisition of the Manuscripts/Audiovisuals Department is the Evva Kenney Heath papers (1897–1909). Evva Kenney Heath was an African-American woman from Cardington, Ohio, who studied law at Howard University in Washington, D.C., and practiced law there along with her husband, Henry Heath. The collection includes 283 letters, 20 photographs, a family Bible, and several textbooks. The material provides a detailed record of the life of an African-American family in rural Ohio.
Last fall, Ohio State University Archivist Raimund Goerler was promoted from Associate Professor to full Professor. He was also recently appointed by Governor Taft to the Ohio Historic Records Advisory Board.

The Ohio State University Archives has processed the Society of Ohio Archivists papers and has a database of the collection. Anyone interested in a copy of the database should contact Tamar Chute, Associate University Archivist, at 614-292-3271 or chute.6@osu.edu.

The John Glenn Archival Program is expecting to add approximately 100 boxes to the collection. In early February, Jeff Thomas, the Glenn Archivist, will travel to Washington, D.C. to the Glenn home to collect additional material from Senator and Mrs. Glenn. Processing continues on the collection, concentrating on the legislative files.

After a successful program and exhibit in the fall, the Byrd Polar Archival Program is planning another conference for next fall. The program is currently being developed, but will include the showing of the film "With Byrd at the South Pole: the Story of Little America." Laura Kissel has processed the tapes from the oral history project that began last year. The tapes will be available on the university's online catalog and an abstract will be placed on the Polar website.

From November 27, 2000, to February 2, 2001, Oberlin College released Project Archivist Melissa Gottwald to work for the City of Oberlin. Melissa's primary responsibility for the city's Records Commission was to identify and schedule records for disposition. This effort to revitalize its records management program comes at a strategic time for the City of Oberlin, and it follows up on the work completed by Thomas Steman (now at CWRU Archives) in July/August 1997. Many of the municipal departments are facing issues related to the management of electronic records. Gottwald updated the records schedules for eleven departments as well as for the city boards and commissions. In addition, she assisted the Municipal Court in preparing to dispose of over 100 cubic feet of records.

Archivist Julie Orenstein reports that Sinclair Community College in Dayton has just completed the transfer of its Archives into a newly constructed records facility at the center of campus. The 2000-square foot storage area, with space for almost 2500 boxes, will provide plenty of room for the archival collections of the 113-year-old college. The facility also features a small micrographics center. The research room has been furnished to evoke the décor seen in photographs of the College's first library.

SOA Award of Merit winner David Van Tassel passed away in June 2000. Following work on the part of Clevelanders, Dennis Harrison moved the passage of a resolution honoring Prof. Van Tassel's life work. The membership approved the resolution overwhelmingly.

EUTHANASIA FOR THE ANIMATED PAPER CLIP

The word "euthanasia" is an awkward word these days, but in the context of our over-engineered, gadget-laden office software, and specifically the "Office Assistant" in Microsoft Word, it can make our hearts leap for joy. What archivist has not wanted to take an axe to the computer when, stressed and pressed for time, we are thwarted by an annoying piece of "help" and extra pop-up windows which we never asked for and did not want to see?

Here is how to get rid of that nasty little animated paper clip with the smirk in Microsoft Word which appears tediously and maddeningly every time we attempt to write a letter. The folks at the Western Reserve Historical Society (especially Cathy Yandek) are to be credited with this sanity-saving tip. (Does this merit a Merit Award?)

From the usual screen where you are typing a letter:
1) Click on the question mark at the top of the screen.
2) The sneering paper clip will appear and wink viciously at you, in most versions with a box above his head detailing various useless things you can have him do, none of which is anything you want. The following step may vary according to which version of Microsoft Word you have.
3) Either a) simply right click on the paper clip (if the box above doesn't appear), or b) click on "options" in the box above its head;
4) The "options" box will appear.
5) Basically turn all the options off, saving you tons of annoyance and frustration in your daily work; now you can breathe a deep sigh of freedom and relief.

Do you have a similar tip for making software more compatible with user needs and soothing the savage beast? Help your fellow Ohio archivists! Let us put your tip in the next issue of the Ohio Archivist (see addresses and contact numbers on back page).

CALENDAR

April 5-6: SOA spring meeting, Prior Health Sciences Library, The Ohio State University. Contact Rich Hite at 614/297-2563.
May 3-5: Midwest Archives Conference spring meeting, Midland Hotel, Chicago, IL. Contact Janet Olson, 847/491-3136.
October 18-20: Midwest Archives Conference fall meeting, Westin Hotel, Indianapolis, IN.
September 30-October 3: ARMA International Conference, Montreal, Quebec.
The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds meetings and workshops, and publishes the Ohio Archivist biannually.

Individual memberships are $15.00 per year; $30.00 patron; $5.00 student. Institutional memberships are $25.00 regular; $50.00 sustaining; $100.00 corporate. Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Kevin Grace, SOA Treasurer, University of Cincinnati Archives, P.O. Box 210113, Cincinnati, OH 45221-0113, tel: 513/556-1959, email <kevin.grace@uc.edu>.

OHIO ARCHIVIST is a semiannual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the spring number and July 1 for the Autumn number. All materials should be directed to:

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