



ACA News

The Newsletter of the Academy of Certified Archivists Issue 105 Summer 2019

President's Message

Todd Welch, CA
Utah State University
Merrill-Cazier Library
Logan, UT



Dear ACA Membership:

The Board of Regents approved the launching of the Role Delineation Statement (RDS) review in Austin, Texas. The review process occurs every five years to ensure that the RDS remains an accurate and current definition of the professional roles and functions of modern archivists. I would like to acknowledge the efforts of Jane Zhang, CA and her Exam Development Committee members for performing a thorough review and evaluation of the current knowledge statements and their alignment to the exam questions in the item bank. The Board also reviewed a report submitted by Rebecca Hankins, CA and Helen Wong Smith, CA proposing the incorporation of cultural competency elements into the RDS and item bank. There are two possible approaches to introducing cultural competency to the exam: 1. introduce knowledge areas and questions into the existing seven archival domains; or 2. creation of a new archival domain. Both of these efforts demonstrate that the RDS will continue to evolve as a “living, breathing” document that reflects our profession’s responsiveness to a changing landscape.

At the ACA Business meeting, the Membership also approved proposed amendments to the By-Laws, including the adoption of a new ACA Mission Statement, the creation of a new Regent for Member Services, and the approval of online voting to expand participation in the adoption of future By-Law amendments. These actions are a direct result of goals found in the ACA’s Strategic Plan (2017-2020) to increase service, en-

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President’s Message *(continued from previous page)*

gagement, and communication between the Board and Academy members. Additionally, during the negotiations with CapHill Management Services (CHMS) that resulted in a new two-year contract, CHMS will work with the Board to investigate, select, and implement a membership management software. We anticipate the migration will result in a significant upgrade to the technical infrastructure and service levels offered to Certified Archivists and exam applicants.

I humbly thank this year’s Board for their hard work to improve the Academy’s future governance and service.

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Vice President/ President-Elect (2018-2020)	Timothy A. Slavin, CA Division of Historical and Cultural Affairs Dover, DE
Treasurer (2018-2020)	Gerrienne Schaad, CA Florida Southern College Lakeland, FL
Secretary (2015-2019)	Emily Dominick, CA University of Washington Libraries Special Collections, Allen Library Seattle, Washington
Regent for Examination Administration (2017-2019)	Daria Labinsky, CA Jimmy Carter Presidential Library Atlanta, GA
Regent for Examination Development (2018-2020)	Jane Zhang, CA Catholic University of America Department of Library of Information Science Washington, DC
Regent for Certification Maintenance (2017-2019)	Stephanie B. Malmros, CA Briscoe Center for American History The University of Texas at Austin Austin, TX
Regent for Outreach (2018-2020)	Dara Baker, CA National Archives and Records Administration College Park, MD
Immediate Past President & Re- gent for Nominations (2017-2019)	Louis E. Jones, CA, Ph.D. Wayne State University Walter P. Reuther Library Detroit, Michigan

Contact information for the Officers and Regents is available on the ACA website:
www.certifiedarchivists.org/about-us/officers.html



From the Immediate Past President & Regent for Nominations

Louis E. Jones, CA, Ph.D.
Wayne State University
Walter P. Reuther Library
Detroit, Michigan

The Academy Welcomes its New Board Members to its Leadership Team

The 2018-2019 Nomination Committee is pleased to welcome newly elected board members to the leadership of the Academy of Certified Archivists. Comprised of Cheryl Oestreicher, CA, Christina Zamon, CA, and myself, the Nominations Committee identified a qualified slate with an exceptional track record of service. Incoming board members work in university, corporate and government settings and hail from 4 different regions of the United States. Most importantly, they have assumed leadership roles, both in their jobs and within other professional archival organizations, with some of them having experience working with the Academy in different capacities previously. We now welcome them as an important part of our organization's leadership team. Even as we welcome them, we must stop to thank the other candidates who allowed the Academy's Nominating Committee to put their names forward for consideration, but did not garner the votes necessary to move into these positions. Their commitment has not been unnoticed and we hope they will consider working with the Academy on other occasions. As for this year's incoming board members, they are as follows:

Incoming Vice President/
President Elect **Tomaro Taylor, CA** is head of special collections for the University of South Florida Libraries Tampa. She is no stranger to the Academy's leadership. An Academy member



since 2005, Taylor served in a number of leadership positions within archival professional organizations. Most noteworthy, she held a number of positions with the Society of Florida Archivist, culminating in her presidency of that organization. Of particular note, she served the Academy as a member of the exam development committee before becoming its regent where she held that board position for two two-year terms beginning in 2012. Given the centrality of the exam to the Academy's mission, her particular experience will, no doubt, play an important part in assisting the organization in its future. In the statement she provided as part of her ballot, she explained that, "As Vice President/President Elect, I will work to strategically advance the ACA and secure our future as a healthy and sustainable organization." Given her background, skill set and the enthusiasm she will bring to this office, the membership, fellow board members, and other stakeholders are sure to benefit from her advancement of our organization.

The Academy is always seeking to diversify its leadership to include board members with varied experiences. **The Academy's next Secretary, Marie Force, CA** will satisfy one of those areas. As the corporate archivist working for Delta Airlines, with over a decade of experience with that corporation, her particular set of experiences will provide an important perspective to the Academy's leadership. Her work as a corporate archivist quite aside, her service to the archival profession indicates a unique set of qualifications she will bring to the office of ACA Secretary. Before becoming president of the Georgia Archivists, an important accomplishment in itself, she served as Secretary of that organization. She has likewise served as Secretary of the Business Archives Roundtable. These experiences bode well for her work as incoming ACA Secretary. A member of the Academy since

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From the Immediate Past President *(continued from previous page)*

2000, she has noted that, “[s]tudying for the ACA examination in 2000 gave me the professional standards and confidence I needed to move forward in this field.” As the incoming Secretary, she is now poised to help our organization move forward in other ways. We look forward to those contributions in the coming years.

There is nothing like having someone with relevant experience before they assume a leadership position in that area of work. That is what the Academy now has with **Stephanie Bayless, CA** who is the Academy’s incoming **Regent for Certification Maintenance**. From 2016-2017, she served as the leader of a recertification petition review team after first serving as a member of such a team in 2015. With this background and experience, she has a broad understanding of the position in addition to the details of the work required. This work with the Academy aside, she currently serves as the director of the regional branch of the National Archives at San Francisco. She has also served as the chair of the SAA Women’s Collection Roundtable and as a board member of the Society of Southwest Archivists. In her candidate’s statement to the Academy’s membership, she offered words that will, we are sure, resonate with those same members. As she stated, “Recertification not only shows our commitment to the future of archives, but can be a deciding factor in securing institutional support for our professional development.” With these insights, we have reason to be excited about what she will bring to her work on the behalf of our members.



Rosemary Pleva Flynn, CA has now assumed the position of **Re-**



gent for Examination Administration. A member of the Academy since 2006, Flynn has been an active member of numerous professional organizations, from chairing SAA’s Dictionary Working Group and Electronic Records Section to representing the Academy as an Advisory Board member on Nexus: Leading Across Boundaries, which seeks to “train and evaluate boundary-spanning leaders in archives, libraries and museums.” As the Principal Librarian and Team Lead, Library and Information Services, at the Energy & Environmental Research Center (EERC) at the University of North Dakota, Flynn occupies what she describes as a “non-traditional” area of archival administration. “As Regent for Examination Administration, I am looking forward to learning more about the candidates and exploring how ACA can support these candidates who may have a more unconventional path to becoming an archivist or who work in non-traditional settings,” she explained in her candidate statement. In her position as Regent for Examination Administration, she now has an opportunity to vet the applications of a wide variety of exam applicants, including those from “non-traditional” settings. We look forward to seeing her work unfold.

Mary McRobinson, CA will be the newest member of the Academy’s **Nominating Committee**.

She will be joining Todd Welch as the incoming Regent for Nominations and Christina Zamon who began her tenure with the committee in 2018-2019. Currently serving as the University Archivist for Oregon’s Willamette University, she has been a member of the Academy for over a dozen years. In that time, she has taken on leadership positions with a number of archival organizations, including as President of Northwest Archivist and previously as that organization’s treasurer. She also served on the Oregon State Records Advisory Board and SAA’s Congressional Papers Roundtable Steer-



The History of ACA

Contributed by Mott Linn, CA

Part 1: SAA decides to create ACA

The Society of American Archivists created the Academy of Certified Archivists to improve the archives community for a few reasons.

First, in the early 1970s SAA came to realize that fewer than half of its members had received any formal training in archives administration or records management in any setting (this was before SAA created its continuing education workshops). As a result, SAA decided that it was imperative to make the archival field a true profession. Unlike other occupations, professions have a way of “self-policing” to exclude the unqualified. Professions almost universally self-police through a licensing or certification process that recognizes those who have met the predetermined qualifications for that profession.

Second, SAA created ACA to give employers an objective way of determining who was a qualified archivist. In addition, proponents pointed out that since it did not matter where or how one learned to be an archivist, this was a more democratic approach to the occupation’s self-policing than the accreditation of educational programs would be.

To start professionalizing the archival community, in 1984 SAA Council had a working group gather information about other occupations’ certification programs, and then draft an initial plan for creating a certification process. This report proposed many of the basic characteristics of the Academy of Certified Archivists, including its name.

In 1985 and 1986, archivists debated the proposal extensively, both at SAA annual meetings and at numerous regional archival association meetings. Because of this process, improvements were made to the proposal.

A poll revealed broad interest in certification finding

70.1% in favor of creating ACA in the manner proposed, and only 27.2% opposed. However, this poll also found that opponents “were often vehement in questioning the need for such a venture.”

At its meeting on February 1, 1987, SAA Council voted 8-2 to move ahead with the establishment of a program for the certification of archivists. To do this, they named an Interim Board of Certification to create the ACA. Next: Part 2: ACA is formed

From the Immediate Past President *(continued from previous page)*

ing Committee. In her candidate’s statement she stated that, “[t]o me the certification represents a strong commitment to continued professional growth and signals to those inside and outside the archival community that I remain current in the competencies that define our profession.” For the next two years, McRobinson will be helping to define the competencies for a core of the Academy’s next leaders. Given her past experiences and skill sets, we are confident that hers will be a lasting contribution.

From the Regent for Examination Development

Jane Zhang, CA

Catholic University of America
Department of Library of Information
Science
Washington, DC



This year’s item-writing workshop was held on August 4, 2019 in Austin, Texas. The workshop focused on Domain 3 Reference Services and Access, and was coordinated by Jane Zhang, CA Joshua Kitchens, CA, and Mott Linn, CA. Eleven certified archivists participated in the workshop. They are: Jennifer Andreola, CA; Amanda Dietz, CA; Anton duPlessis, CA; Debbie Frick, CA; Michelle Ganz, CA; Sheon Montgomery, CA; Ada Negraru, CA; Cheryl Oestreicher, CA; Melissa Robohn, CA; Ashley Todd-Diaz, CA; and Amy C. Vo, CA. Many thanks to all who coordinated and participated in the 2019 workshop!

From the Regent for Outreach

Dara Baker, CA

National Archives and Records Administration
College Park, MD



Thanks to everyone for a great first year as your Regent for Outreach. I wanted to highlight a few things from our annual business meeting for those who could not attend:

Our 30th Anniversary bash at the Dolph Briscoe Center for American History--thanks Stephanie Malmros, CA--was a huge success. A wonderful speech by Mott Linn, CA and outgoing President Todd Welch, CA has been recorded. Thanks to Gerrienne Schaad, CA for her work creating the event and to our sponsor Hollinger Metal Edge for their support!

The membership adopted the by-laws changes including the creation of a new Regent for Member Services, which will be developed by a Regent for Member Services Committee this year.

ACA will be putting out a call for volunteers in the next few weeks for across the membership, so be on the lookout.

The Regent for Outreach is seeking your "ACA Memory" so please send me an email. We created oversize post-it notes for the Anniversary Celebration that will be included as past of ACA's archives!

Thanks to everyone of you who've made this a great first year and a wonderful anniversary!

Our caterer, Pink Avocado of Austin, Texas, created wonderful cupcakes with edible paper-- and we had fantastic success with our new ACA table throw and anniversary swag, which will be available at regional and some



local ACA meetings for the next year.

If you aren't on Facebook or Twitter, please let me know how best to communicate with you! If you are on FB and/or Twitter and haven't liked or followed our pages, please do! @acarchivists on Twitter and Academy of Certified Archivists page on Facebook.

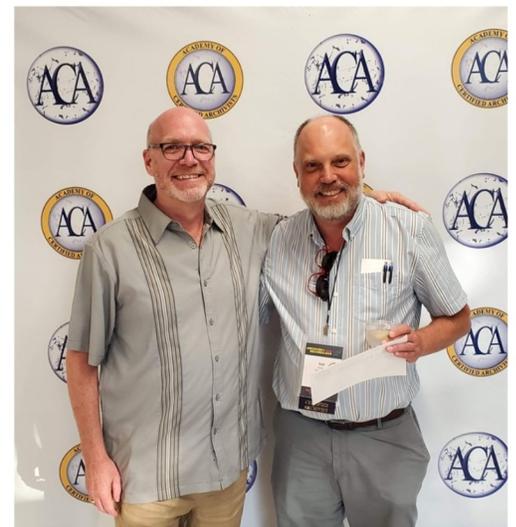


ACA Annual Business Meeting

Right: Incoming and outgoing ACA Presidents Tim Slavin and Todd Welch

Below Left: ACA Cupcakes

Below Right: ACA table with oversized post-its for memories



Academy of Certified Archivists

Treasurer's Report for the Annual Business Meeting

From the Treasurer
Gerrienne Schaad, CA
Florida Southern College
Lakeland, FL



This is a list of all of the Academy of Certified Archivists' financial assets as of June 30, 2019:

Operating Reserve: Pioneer Bank:	
Checking and PayPal Acct	\$ 12,659.30
MM Savings	\$46,101.57
CDs: cashed in June 2019 and transferred to savings	\$ 0.00
<u>Sub-total of assets held at Pioneer Bank/PayPal:</u>	<u>\$ 58,760.87</u>
Investment Reserve:	
T. Rowe Price	\$60,494.90
The Vanguard Group	\$47,547.07
<u>Sub-total of assets invested in mutual funds:</u>	<u>\$108,041.97</u>
Total ACA Assets as of June 30, 2019:	\$166,802.84

Sub-total of assets held at Pioneer Bank/PayPal as of June 30, 2018:	\$ 59,829.99
Sub-total of assets invested in mutual funds as of June 30, 2018:	\$98,735.66
Total ACA Assets as of June 30, 2018:	\$158,565.65

Excerpt from the Investment and Reserve Policy: "The balance of the Operating Reserve should equal or exceed the amount of that year's annual budget. Any additional funds may be placed in the Investment Reserve with the approval of the Board of Regents."

2018-2019 Fiscal Year: Actual as of June 30, 2019

Income:

Membership dues	\$52,650.00
Exam Fees	\$ 5,650.00
Certification Fees	\$17,850.00
Interest Income from reserves	\$ 6,132.36
Unrealized gains or losses from investment reserve	\$ 2,885.09
Other (Ads, Sponsor, Fee, Donations)	<u>\$ 8,821.57</u>
Total	\$93,989.02

Expenses:

General overhead	\$52,592.70
Board expenses	\$27,026.17
Outreach	\$ 3,817.88
Exam Development	\$ 3,155.98
Exam Administration	\$ 1,130.57
Misc.	\$ 2.50
Awards	<u>\$ 433.27</u>
Total	\$88,159.07

Net Income \$ 5,829.95



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Distinguished Service Award

Louis E. Jones, CA, Ph.D.

In 2002 the Board of Regents established the ACA Distinguished Service Award to acknowledge extraordinary services rendered to the Academy by its members. We have two such members that received this award at this year's recent business meeting in Austin, TX. Those two awardees have made tremendous contributions to the Academy that are very different but without which the Academy would not be the organization that it has become.



The first is **Linda Hocking**. She serves as the Curator of Library & Archives at the Litchfield Historical Society, a position she has held for over 15 years. Her service to the archival profession is also captured in her work with the Connecticut State Historical Records Advisory Board as well as on the Connecticut League of History Organizations where she held a position on that organization's board. One of the attributes associated with members of the Academy is exemplified in our ongoing engagement in the profession. Linda Hocking has demonstrated these qualities, as here noted.

Her work for the Academy is likewise exemplary. For four times a year and for the past nine years, she has served as the editor of our newsletter, the *ACA News*. This is no small feat, as it requires that she press board members and other contributors to submit columns to the newsletter and within a deadline. Arranging the order of those articles and creating an aesthetic design are the ingredients to this work and she does it well. Because this organ allows the Academy to communicate with its members and others, Linda's key contribution to its

quarterly publication plays an important role in our organization's success.

I am personally appreciative of her contribution to the Academy for another reason that deserves recognition at this moment. As President of the Academy from 2016 to 2017, I asked Linda to serve as the chair of the task force charged with identifying sources of revenue for the Academy that didn't include raising dues. It is largely because of her leadership in this capacity that we now have advertisements in our newsletter. It is also the reason that our business meetings and other functions are often sponsored by companies that have connections with what we do as archivists.

Because of her work with the main organ the Academy uses to communicate with its membership and



for her successful efforts to implement new ways to generate revenues for the Academy, we were pleased to present her with one of our two Distinguished Service Awards.

Our second Distinguished Service Awardee is **Becky**

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Distinguished Service Award *(continued from previous page)*

Haglund Tousey. Her contributions to the Academy are noteworthy.

Becky is the proprietor of BHT Consulting, where her clients seek her help with archives and records, heritage communications, and digital asset management. Her business is located in the Greater Chicago area. Prior to her work as a consultant, Becky served as Archives Senior Manager at Kraft Foods, Inc. Her contributions to the profession are noteworthy, having served on Council with the Midwest Archives Conference, the Society of American Archivists and a stint as co-chair of SAA's Program Committee. It is no wonder that the Society of American Archivist bestowed on her its highest honor, that of SAA Fellow.

As in other areas of her professional life as an archivist, Becky has served the Academy with distinction. In the late 1990s, she served as the Regent for Exam Administration. In that capacity she implemented the "pick your site" option that Lee Miller had previously proposed. This work has allowed past and current exam takers over the course of the last 20+ years to take the exam in locations closer to where they live.

Her contribution to the Academy's functioning extends beyond the "pick your site" option of which many within the Academy have taken advantage. Since 2016, she has served as the Academy's representative on the International Council of Archives' Section on Professional Associations. As she recently shared with me, she is the "eyes and ears within ICA and strive[s] to keep ACA in touch and connected with what the global organization is doing." Sharing reports, which have become columns within the Academy's newsletter, the Academy's membership is aware of discussions taking place at an international level within the archival field.

As an aside, one of my personal dreams is for the

Academy to have a larger contingent of members outside of North America. When that comes to fruition, it will largely be because of the work that Becky Haglund Tousey has contributed to this process by strengthening ties between the Academy and archivists living beyond North America's borders.

Because she jointly represents the Academy of Certified Archivists and the Society of American Archivists on the International Council of Archives, she helps to strengthen the ties between these two organizations with complimentary missions.

Because of her prior work as Regent for Examination Administration and current work with the International Council of Archives' Section on Professional Associations, we were happy to present to Becky Haglund Tousey our second Distinguished Service Award for 2019.



Annual Business Meeting Photos

Top: Louis Jones, Tim Slav-in, and Todd Welch

Left: Emily Dominick

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Fun times at the ACA 30th Anniversary Celebration!



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