



ACA News

The Newsletter of the Academy of Certified Archivists Issue 83 Fall 2013

President's Message

Margery N. Sly, CA
Special Collections Research Center
Temple University Libraries
Philadelphia, PA



Welcome to all our new members who passed the exam in August. You are joining a vibrant organization with members deeply committed to professional engagement and personal growth.

And thanks to the many longer-term members who took time to respond to our 25th anniversary questionnaire. We have read the results and are grateful for all the thoughtful comments and suggestions. It's up to you to help us conceptualize and implement your ideas. Do you want a mentoring program—pairing new members with more senior members?—if so, volunteer to organize a pilot program. Do you want to encourage more involvement by archivists in the federal government?—suggest techniques to make that happen. Do you, as a retired archivist, want to provide short-term help to families or small organizations?—let us know how we can make that happen.

Finding quantifiable data to answer the excellent question, “How has the ACA enhanced the standing of the profession?” is a little more challenging. If you have stories or examples—or suggestions for ways that we can make enhanced standing even more of a reality—please send them our way. Recertifying archivists have certainly strengthened the profession through their active involvement in all aspects of the profession. How have we been strong advocates for the profession? How have we made a difference to society in our work?

And where should we go during our next 25 years? How can we make this credential even more meaningful in the 21st century, advance the profession, and ensure that the historical record is preserved and accessible for all? How, as one of you asked, can we translate certification

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President's Message

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into an advanced qualification associated with highly experienced professionals in the field? Please join in the conversation about the future of the Academy—even while helping us to celebrate our past.



Board of Regents Update

At its August 14, 2013, meeting in New Orleans, the Board of Regents:

- Learned that the ACA had 1139 members.
- Heard that over 200 people took the exam.
- Awarded the Distinguished Service Award to Mary Elizabeth Ruwell, CA.
- Awarded the Legacy Travel Award to Jack Kormos, CA.
- Gave Trudy Huskamp Peterson, CA the Regents' Award for Special Service.
- Welcomed new Board members and thanked out-going members Kristy Sorenson, CA; Shaun Boyd, CA; Mat Darby, CA; and Brenda Gunn, CA.
- Expressed thanks to Mike Bullington, CA for facilitating "ACA" becoming a Registered Service Mark.
- Commissioned the Role Delineation Task Force, with Mary Elizabeth Ruwell, CA as chair.
- Expressed thanks to the Records Management Task Force, chaired by Judith Cetina, CA.
- Thanked the Examination Bibliography Review Committee.
- Discussed international travel assistance award options to support travel to ICA and similar events.

- Discussed an agreement with SAA to share support for a joint representative to ICA/ SPA. (Update: ACA and SAA finalized the agreement which will send Gregor Trinkaus-Randall, CA as joint representative for the next year, and use standard selection procedures and shared funding to provide representation in the future.
- Heard a report from Mott Linn, CA with preliminary results of the membership survey.

Emeritus Membership

Just a reminder that after you retire, a dues payment of \$10/year enables you to retain your membership and remain active in the Academy. Please extend your commitment to the Academy and profession by staying involved!

Not only is Laura McLemore, CA an ACA Regent, she's also quite crafty! Did you know she designed the centerpieces for the ACA Annual Meeting?



"Muriel" was supplied by Cheryl Stadel Bevans, CA who also contributed this great photo, and the gavel was added by Margery Sly, CA.

ACA Officers

President (2013-14)	Margery N. Sly, CA Special Collections Research Center Temple University Libraries Philadelphia, PA
Vice President/ President-Elect (2013-14)	Daphne O. DeLeon, CA Nevada State Library & Archives Carson City, Nevada
Treasurer (2012-14)	Todd Welch, CA Cline Library Northern Arizona University Flagstaff, Arizona
Secretary (2013-2015)	Wesley Chenault, CA Virginia Commonwealth University Richmond, VA
Regent for Examination Administration (2013-2015)	Marcus Robyns, CA Northern Michigan University Marquette, MI
Regent for Examination Development (2012-14)	Tomaro I. Taylor, CA FMHI Research Library USF Libraries Tampa, Florida
Regent for Certification Maintenance (2013-15)	Pamela Nye, CA The Westminster Schools Atlanta, Georgia
Regent for Outreach (2012-14)	Courtney Chartier, CA Robert W. Woodruff Library Atlanta University Center Atlanta, GA
Immediate Past President & Re- gent for Nominations (2013-14)	Laura Lyons McLemore, Ph.D., CA Noel Memorial Library Louisiana State University Shreveport, Louisiana
Chair, Nominating Committee (2012-13)	Matthew Darby, CA University of Texas at Austin, Briscoe Center for American History Austin, Texas

From the Regent for Examination Development

Tomaro I. Taylor, CA
FMHI Research Library, USF
Libraries
Tampa, FL



Please join me in welcoming Ann Hodge, CA and Daniel DiLandro, CA to the Examination Development Committee (EDC). Ann is the Director of Grants and Research at the University of Texas at Arlington Library. Daniel is the Buffalo State Archivist and Special Collections Librarian at Columbia University. Ann and Daniel join continuing members Jeanette Berard, CA; William Caughlin, CA; Richard Shrake, CA; Leanna Lee Whitman, CA; and ACA Vice-President Daphne DeLeon, CA, who will serve a one-year term.

Christine deCatanzaro, CA, Matt Szybalski, CA, and Margery Sly, CA completed their respective terms on the ACA EDC in August 2013. The Committee sincerely appreciates the hard work and dedication of these outstanding members and sincerely thanks them for the time, energy and enthusiasm they volunteered in support of ACA's certification process.

Congratulations to the archivists who passed this year's exam! Now that it's over, I bet our newest CAs are wondering what the Committee does with their comments. The short answer? We use them to help us improve the test. Each year, the EDC works with Dr. Holly Traver, Psychometrician and Professor at Rensselaer Polytechnic Institute, to review the current year's exam results. Dr. Traver identifies specific patterns that demonstrate how each questions tested. She also provides historical information to determine how each question has tested over time. The Committee uses this information, coupled with comments received from test takers, to edit questions

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

Dellroy native Amy Yuncker is certified archivist

Yuncker continues to make discoveries of interest at Malone University

Reprinted with permission from Malone University, Canton, OH.

Malone University archivist, and Dellroy native, Amy Yuncker has successfully completed the process to become a certified archivist through the Academy of Certified Archivists (ACA), an organization which provides independent endorsements of an archivist's skills.

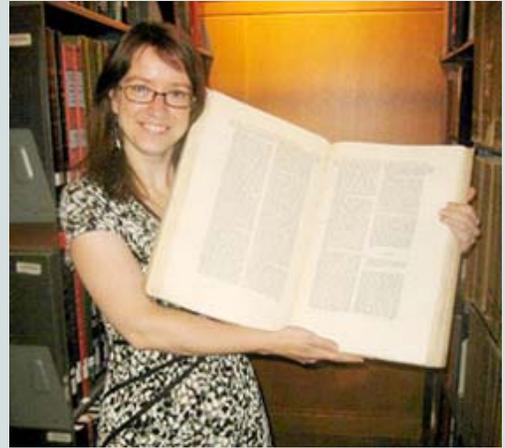
To qualify for the designation, Yuncker first completed a master's degree with a concentration in archives and obtained one year of professional experience before passing a test offered annually, this year in Indianapolis. The test covers areas of archival science expertise including administration, preservation, or outreach and promotion.

Yuncker is the University's first archivist – and an enthusiastic one!

She says, "There's the excitement of processing unmarked materials that have been sitting in boxes for decades. You never know what will be in one of those boxes. A diary? Photographs? Funeral vases? Sometimes it's just ledgers, but sometimes it's toys! I never know."

Yuncker enjoys creating displays of her discoveries. "Whether it's for a class or around campus or for a special event -- like last year's inauguration or the Yearly Meeting (of the Evangelical Friends Church – Eastern Region) -- I love bringing our things outside of the archives and sharing them with people. We have a great collection and I love helping other people love it!"

Yuncker says that her most interesting discoveries so far include an old Chinese ceremonial urn decorated with dragons. She has also uncovered locks of



Amy Yuncker showcasing the collection at Malone University

hair from conversion ceremonies performed in India by Quaker missionaries, including Everett Cattell, as well as the letters and reports by and about the mission discussing whether or not they should break with Quaker tradition and perform water baptisms.

She adds, "Emma Malone's wedding bonnet from 1886 turned up in a box earlier this year. My favorite artifact to show people at the moment is a rock from the bluestone quarry where the Malone Brothers made a great deal of money, some of which helped this school come into being."

She also points out a Foreign Mission collection of documents that includes an account of an elephant hunt from missionaries to Kenya in the early 1900s that was considered so graphic that the story was shelved immediately.

To contact Amy Yuncker to view materials for research purposes (or simply out of interest), please call 330.471.8233 or email ayuncker@malone.edu.

From the Regent for Certification Maintenance

Pamela Nye, CA
The Westminster Schools
Atlanta, GA



Recertification and Records Management Task Force

In the Fall of 2012, the ACA assembled a Records Management Task Force to undertake the issue of records management education and the recertification process. This task force was chaired by Judy Cetina of the Cuyahoga County Archives (Ohio), and the members of the Task Force included: Laura Capell, University of Miami Libraries (Florida); Shelly Croteau (Missouri); Claire Galloway Jenkins, Diocese of Fort Worth (Texas); Pamela Nye, The Westminster Schools (Georgia); Kristy Sorenson, Austin Seminary (Texas); Paula Stewart, Tarrant Regional Water District (Texas); and G. Mark Walsh, Norfolk Southern Corporation (Virginia).

Judy Centina succinctly said in an email that “[o]ur group, in fact, includes records managers and archivists, as well as archivists who have assumed responsibilities for records retention and disposition. But we are certified archivists, one and all, who agree that a formula, for determining how, and under what circumstances, records management experience can be applied toward archival certification, must be established.”

The following report, prepared by the Records Management Task Force, was approved by the ACA Board and will be posted on the Web site for future reference. If you have any questions, please contact Pamela Nye, Regent for Certification Maintenance at pamelanye@westminster.net.

Records Management Special Notes and Tips

More and more archival and records management positions require that the professional manage work in both fields. **Therefore credits for records management activities and experience can be**

claimed if the petitioner has 60% or more of work experience that falls under the archival domains (arrangement, description, preservation, reference, outreach, etc.). Records Management work applied for credit must encompass responsibilities within the archival domains. Please see the [ACA Handbook](#) chapter on “Role Delineation Statement for Professional Archivists.” Also See Sections A, B, and D below for guidelines on those records management activities that can be included for credit on the petition for certification maintenance.

Section A: Qualifying Professional Employment

A.3 Employment with partial archival responsibilities

If claiming partial archival responsibilities, give an estimate of the percentage of time. Calculate credits earned on a pro-rated basis based on a full-time level of 35 hours per week, 50 weeks/year, with the total of 1750 hours annually. Round fractions up to the nearest whole number. Please note that **if sixty percent or more of the work you perform is archival you can also submit credit for records management activities that fall within the archival domains.** Example: Suppose your job duties are divided between archival work and records management duties on the basis of a 60 percent to 40 percent split. Should a percentage of your records management responsibilities, say 20%, be archival in nature, eighty percent of your work would fall under the archival domains. Under such a scenario you could claim full, not partial, employment as an archivist. As a petitioner you should be able to claim credit for all archival duties, whether carried out under your position as archivist or records manager. **Please reference the chapter on “Role Delineation Statement for Professional Archivists” in the *ACA Handbook* for examples of work in the archival domains.**

Section B: Education

Numbers 1, 2, 3: Individual courses for which credits are claimed must be in the domains of archival practice.

Petitioners should list only **archival** education.

While a general management or technology educa-

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From the Regent for Examination Development *(continued from page 3)*

that are unclear or that tested as being too easy or too hard. Information received from test takers is particularly useful as the profession expands and responsibilities, guidelines and standards evolve.

As a reminder – the Committee looks forward to receiving recommendations for the ACA bibliography. Please submit the title, author, publication date, and a link to a summary or review to tomaro@usf.edu. Recommendations will be reviewed during the Committee's annual meeting in February, 2014.



val organization that has regular meetings or publications and formal membership roles. **In addition, membership in ARMA and ICRM is also accepted for credit.** The latter national and international organizations are not divorced from archival concerns and membership offers opportunities to participate in activities that relate to the archival domains or to receive publications that include articles on archival issues. **Membership in regional records management groups, however, does not confer any credit,** nor does membership in the Academy of Certified Archivists. A maximum of five (5) points per year may be claimed for a maximum of 25 for a five-year petition.



From the Regent for Certification

Maintenance *(continued from previous page)*

tion might be useful to you in your job, credit is only allowed for educational activities that directly relate to the archival domains. **Attendance at records management conferences will not confer credit, but attending a session, or participating in a class, seminar, or workshop sponsored by a records management organization, and dealing with a topic in the archival domains, may be included in the petition.**

Number 4:

Attendance must be at an archival meeting or conference, or at another meeting related to the domains of archival practice. **Attendance at annual meetings or conferences for records management organizations will not count for credit. Such meetings are largely tailored for professional records managers, with sessions of specific interest to that constituency.** Petitioners should be careful to claim credits for only the educational portions of the meetings. Credit is not allowed for time spent attending receptions or tours.

Section D: Professional Service

Membership: Individual membership, per year, in any international, national, regional, or local archi-

Reflections on the Legacy Travel Award Jack Kormos



As this year's winner of the Legacy Travel Award, I had the opportunity to do something that never would have been possible otherwise: attend the ACA annual business meeting! But having arrived in New Orleans a day before the meeting took place I had some time to do a few other things first.

My first stop at the conference was the ACA booth near the registration desk. Actually my very first stop was Café du Monde to get some beignets and coffee, but then I went to the ACA booth. I had volunteered for a timeslot on Wednesday morning, so it wasn't too busy. A few people asked about the certification process, a few people stopped by to get their blue name badge ribbons and "CA" stickers, and a few people promised that they were in fact going to take the exam in the near future.

But the most extensive conversation I had was with Mott Linn, CA, who chose to be my navigator through SAA's Navigator Program. Mott conveniently scheduled both his and my timeslots at the booth back-to-

Legacy Travel Award *(continued from previous page)*

back, so that we could talk and man the booth at the same time. We discussed possible ways that he could get the Certified Archivists that hadn't taken his ACA survey to do so (bribes, perhaps?), and he gave me some tips on how to handle the conference generally. But the most important thing that I learned from Mott is to participate. I wanted to know how he became involved in ACA to the extent that he has, and his first recommendation was to participate. Volunteer at the ACA booth; participate in the item-writing workshop; attend the annual business meeting.

That's what I did, and I'm glad I did it. I did have to take some time off Wednesday night to catch the Preservation Hall Jazz Band at Preservation Hall, but then I was ready for the item-writing workshop on Thursday morning. I had always wondered where the Certified Archivist exam questions came from, and now I knew. All the participants of the workshop prepared test questions in advance based on selected archival texts and in accordance with question-writing guidelines, and we then discussed them as a group. We all shared our insights to create questions that would fairly test the knowledge of test takers, while remaining grounded in the archival literature. Regent for Exam Development Tomaro Taylor, CA, expertly managed the process, and we all got five re-certification credits for participating.

After the item-writing workshop there was no more time for jazz or beignets. The ACA annual meeting was scheduled immediately after the workshop, with a full agenda from President Laura McLemore, CA. Membership of the Academy is at an all-time high, the budget is healthy, and the Academy is going into its twenty-fifth year of being an independent organization for certification and the promotion of professional development in the archives field. We heard from Digital Community Coordinator Laura Botts, CA; Regent for Outreach Courtney Chartier, CA; Tomaro Taylor, CA; Treasurer Todd Welch, CA; and others. Laura McLemore presented awards (including mine), and

finally turned the gavel over to incoming President Margery Sly. All of this was accompanied by a three course meal and much good company at the table.

The next day at the Exhibit Hall brunch, I shared a table with two archivists. One was a Certified Archivist who was "grandfathered in" to the ACA when the first members were granted certification based on petition in 1989. The other had just taken the exam for the first time a few days before and was hoping he had passed. The former felt lucky that he didn't have to take the exam, and the latter reminded me of myself a year earlier. Regardless, at that moment I felt proud to be a Certified Archivist, and proud to be recognized by an organization that places such a high value on education and professional development in the archives field. I had a fantastic experience attending the 2013 ACA annual business meeting, and it was one that would not have been possible were it not for the assistance provided to me by the Legacy Travel Award.



Did You Know??
Did You Know??

The ACA Web site is new and improved! Thanks to the hard work of Laura Botts, CA and her colleague , Jeremy Brown, navigating the ACA pages is easier than ever!

And don't forget to check out the recertification credits page! <http://www.certifiedarchivists.org/members-area/archival-recertification-credits/>

Whether you are newly certified or a founding member of the Academy, these great resources will help you maintain your certification and find ways to participate in the Academy!



WANTED!

Volunteers for a Celebration Committee!

It's the Academy's 25th Anniversary!

Let's celebrate the past and look to the future at our August 2014 meeting in Washington, DC.



We need an anniversary celebration committee to plan fun and meaningful events for our anniversary year:

- 1) distinguished service awards
- 2) fund raising for international travel awards
- 3) a celebratory luncheon
- 4) your ideas here: _____.



If you'd like to volunteer for the committee or have suggestions for the celebration, please be in touch with Margery Sly, msly@temple.edu.

Online Tools

Don't forget to visit the ACA facebook page: <http://www.facebook.com/ACAarchivists>. Add your own pictures of ACA events or connect with colleagues.

Visit the ACA website at: <http://www.certifiedarchivists.org/>



And now you can join ACA on Linked In at: <http://www.linkedin.com/groups?stPopular=&gid=1799847>

Please send any comments, ideas, or suggestions
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