

Capital Area Archivists of New York State

CAA

FALL



2009

NEWS

Fall, 2009

CAA NEWS is published by the Capital Area Archivists of New York State and will be published in mid-September and mid-May. Please consider contributing by sending stories to Emily Allen at ecallen@mail.nysed.gov.

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CAA Trip to Hyde Park

The Capital Area Archivists' Program Committee has arranged a great trip to celebrate Archives Month! The trip includes tours at the Franklin D. Roosevelt Presidential Library and Museum and the Culinary Institute of America in Hyde Park. Lunch will be at the Visitors Center in Hyde Park – you are welcome to bring your lunch or eat at the café on site. Dinner will be in the Apple Pie Bakery Café at the CIA. Please join us for this fun day on Friday, October 9, 2009.

We will be carpooling from the Crossgates park and ride lot (adjacent to CDTA bus stop and food court entrance), leaving at 8AM. Please indicate whether you are willing to drive and how many people you can accommodate. RSVP to Amy Rupert rupera@rpi.edu by

Wednesday, September 30th to claim your spot.

CAA Trip to Schenectady County Historical Society in July

On a pleasant evening in July, Katherine Chansky, SCHS librarian, narrated a tour of the Schenectady Stockade as part of a CAA summer program. The group toured four blocks of the original stockade viewing the water front, homes of prominent families, 17th century houses, and Dutch churches. The museum curator, Kate Weller, was on hand to answer questions about the house museum as participants browsed the displays. After light refreshments and a brief business meeting, Katherine provided a tour of the Gremms-Dolittle Library and Archives.

Archives Dinner to be held at the Franklin Terrace in Troy on October 8th at 6PM.

Renowned local author, William Kennedy will be the guest lecturer. For more information go to www.archivesdinner.com.

Help us celebrate Archives Month in October!

New York State Archives Month was established to raise awareness about the value of archives and archivists - and you can help this happen!

The Capital District Documentary Heritage Program is now collecting information on Archives Month events in the region. This information will be put into an Archives Month event calendar, and distributed to media outlets and on the Capital District Library Council web site.

Any events celebrating archives are welcome. Archives Month doesn't always mean planning an event from scratch. You may already have exhibits or events that feature archives and these can be submitted to the event calendar.

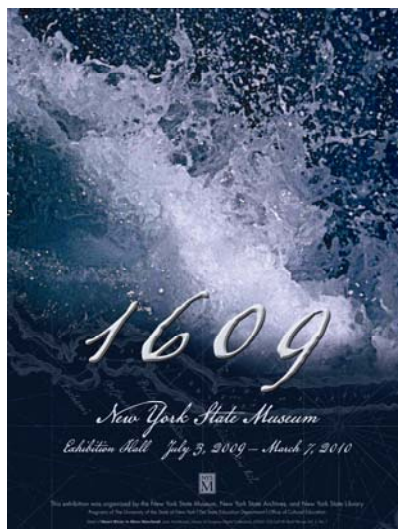
Past Archives Month events have included everything from lectures to collection openings to walking tours to musical performances of historical music. For more ideas, view previous year's calendars at http://www.cdlc.org/Programs/And_Services/dhp/dhp.shtml

To submit an event for the calendar, use the online form at <http://www.cdlc.org/forms/DHPArchMo09.htm> or contact Susan D'Entremont,

Regional Archivist at 518-438-2500 or susan@cdlc.org.

New York State Archives' Records in 1609 Exhibit at the State Museum

In celebration of the 2009 Hudson-Champlain Quadracentennial celebration, Dutch colonial records from the New York State Archives are on display for the State Museum's 1609 exhibition. This exhibit examines some of the myths about Henry Hudson, the Native People he encountered, and the Dutch period in New York State by showing the legacies left by these groups to the residents of the state and nation. The exhibit will continue through Sunday, March 7, 2010.



First State Agency Records Management Exchange to Focus on Email

The New York State Archives, in conjunction with the New York State Division of the Budget, sponsored the first Records Management Exchange on July 30th, 2009. The Exchange is a new initiative designed to bring together state agency records management stakeholders to discuss issues and possible solutions and resources. The topic for this first meeting was e-mail retention and disposition policies and procedures. A lively audience of over 50 records managers, legal counsel, and information technology staff volleyed a number of ideas back and forth over the course of two hours - brainstorming and sharing experiences. The meeting was widely regarded as a success by participants. The Archives plans to hold additional Exchange meetings in the future.

New York State Archives Wins Grant to Develop Security Tools and Workshop

The New York State Archives and the State Historical Records Advisory Board (SHRAB) have received a grant for \$62,632 from the National Historical Publications and Records Commission (NHPRC) State

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State Archives grant con't

and National Archival Partnership (SNAP) to develop a security workshop and tools for New York's historical records community.

The grant will consist of two projects. The basic project, which will begin October, 2009, will develop web-based products on the SHRAB website including best practices for safeguarding collections; recommended policies and procedures for collection security and institutional accountability; strategies for reporting, searching for, and retrieving lost, stolen, or alienated records; and a brochure targeted to the public, dealers, and collectors on identifying and reporting government records in the marketplace. The collaborative project, scheduled to begin in March, 2011, will include partners, who will develop and administer an archival security workshop for New York's archival and records management community to be given in nine different regions of the state.

Schenectady Museum Receives IMLS Conservation Bookshelf

Treasured objects and artifacts held by the Schenectady Museum will be preserved for future generations with help from the IMLS Connecting to Collections Bookshelf, a core

set of conservation books and online resources donated by the Institute of Museum and Library Services (IMLS). IMLS has now awarded almost 3,000 free sets of the IMLS Bookshelf, in cooperation with the American Association for State and Local History (AASLH).

"The Schenectady Museum is thrilled to receive the Conservation Bookshelf from the Institute of Museum and Library Services," said Schenectady Museum & Suits-Bueche Planetarium Executive Director Kerry M. Orlyk. "It will be a valuable resource to preserve our vast archival collections documenting an important history of innovation and technology."

The Schenectady Museum Archives is one of the premier collections on the history of technology and its impact on society. With over 1.5 million images, the collection's strengths are many and include photography and film, radio and television film and images, and materials relating to marketing of consumer products as well as medical, power generation and the turbine. Collections from General Electric and the American Locomotive Company (ALCO) give a vivid picture of those companies' international impact. Audio recordings in the collection include rare radio recordings, Edison wax cylinders, and an Edison tinfoil recording from

1878 with over 1.5 million images that date from the 1850s to the present.

"When IMLS launched this initiative to improve the dire state of our nation's collections, we understood that the materials gathered for the Bookshelf would serve as important tools for museums, libraries, and archives nationwide," said Anne-Imelda Radice, Director of IMLS. "We were both pleased and encouraged by the overwhelming interest of institutions prepared to answer the call to action, and we know that with their dedication, artifacts from our shared history will be preserved for future generations."

The Schenectady Museum will receive this essential set of resources based on an application describing the needs and plans for the care of its collections. The IMLS Bookshelf focuses on collections typically found in art or history museums and in libraries' special collections, with an added selection of texts for zoos, aquaria, public gardens, and nature centers. It addresses such topics as the philosophy and ethics of collecting, collections management and planning, emergency preparedness, and culturally specific conservation issues.

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Schenectady Museum can't

The IMLS Bookshelf is a crucial component of Connecting to Collections: A Call to Action, a conservation initiative that the Institute launched in 2006. IMLS began the initiative in response to a 2005 study it released in partnership with Heritage Preservation, A Public Trust at Risk: The Heritage Health Index Report on the State of America's Collections. The multi-faceted, multi-year initiative shines a nationwide spotlight on the needs of America's collections, especially those held by smaller institutions, which often lack the human and financial resources necessary to adequately care for their collections. Click here for more information on the Connecting to Collections initiative <http://www.ims.gov/news/2007/www.ims.gov/collections>.

The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development. To learn more about the Institute,

please visit www.ims.gov.

Founded in 1934, the Schenectady Museum & Suits-Bueche Planetarium is the only science center in Tech Valley offering a multimedia experience for visitors of all ages. In addition to the Suits-Bueche Planetarium, which has the only GOTO Star Projector in the entire Northeast, the Museum houses the GE Photograph collection, with more than 1.6 million prints and negatives; an archival collection with more than 3,500 cubic feet of historic materials; and more than 40,000 objects relating to the history of science and technology. The Museum also offers the only FETCH! Lab in the entire Northeast, with hands-on activities patterned after the popular PBS show FETCH!, in collaboration with WHMT. During 2008, the Museum welcomed over 44,000 visitors, including students, researchers, business leaders, tourists, and many others.

Researching NY Conference

The University at Albany's Department of History is preparing for the 11th annual Researching New York Conference. The organizers are preparing a wonderful program of panels, papers, workshops, roundtables, exhibits, documentary, and media or multimedia presentations on any facet of New York State history -in any time period and

from any perspective. The conference will be held at the University at Albany on November 19th and 20th, 2009.

To mark the upcoming Hudson-Champlain Quadracentennial, Researching New York's 2009 conference theme will be 400 years of Exploration: the Hudson-Champlain Corridor and Beyond. We especially invite proposals that explore and interpret not only the exploits of Henry Hudson and Samuel de Champlain, but the many kinds of exploration that have taken place in the ensuing 400 years of New York State's rich and diverse history-including consideration or how we remember, celebrate, interpret, and commemorate historical events.

Researching New York brings together historians, researchers, archivists, museum curators, librarians, graduate students, teachers, Web and multimedia producers, and documentarians to share their work on New York State history. Presentations that highlight the vast resources available to researchers, as well as scholarship drawn from those resources, are encouraged. For more information see: <http://nystatehistory.org/researchny/rsny.html>.

Continuing Education and Workshops

- **New York State Library**

You can catch the last “Songs from the Piano Bench” of the summer and check out the lectures for the fall, of which the topics include the American Revolution, Irish “Bridgets” and the Italian community in Troy. Look for current, and future, offerings at <http://www.nysl.nysed.gov/press.htm>
- **New York State Museum**

The fall offerings of music jams, lectures, and family workshops, some with a Dutch theme, can be found at: <http://www.nysm.nysed.gov/calendar/index.cfm#1543>
- **State Agency and Local Government Workshops**

Far in advance of the opening of most schools, Government Records Services and State Agency Services have already begun their second session of State Agency and Local Government Workshops. The current schedule runs through the middle of December (only four months away!) and is available on the Archives website: <http://www.archives.nysed.gov/a/workshops/index.shtml>. There you will find workshops arranged by title, subject, and region, with something for everyone, and they are all free, but they do require registration!
- **Documentary Heritage Program (DHP) Workshops**

Each DHP region offers standard workshops and more specialized training, such as roundtable forums and brown bag lunch meetings, as well as special exhibitions. These events are listed on the New York State Archives Calendar, which can be found at: <http://calendar.nysed.gov/cgi-bin/Calendar.pl?CalendarName=NYSA>. You can also contact a DHP Regional Service Provider for further information (http://www.archives.nysed.gov/a/directories/dir_dhp.shtml).
- **National Archives and Records Administration (NARA)**

NARA has educational offerings through its Records Management Training Learn Center. They can be browsed at: <https://nara.learn.com>. Onsite classes, for the Northeast Region, are offered in Boston, Buffalo, New York, and San Juan and the Virgin Islands (unfortunately, no classes currently scheduled there for December). The Center also offers Webinars, by region, as well as virtual classes, including a basic records management course.
- **Society of American Archivists (SAA)**

SAA continuing education opportunities pick-up in the fall, but only a few are scheduled in the Northeast, including Boston and New York. You can find a schedule and more information on Continuing Education programs at: <http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/ConferenceList.html?Action=GetEvents>. This link also features web-based courses, where you register and have up to two months to take the course.
- **AIIM The ECM Association**

Offers free Webinars on Wednesdays, usually one or two Wednesdays a month. You have to register in advance, but don't have to be a member of AIIM, and the Webinars last an hour, usually scheduled 2-3 pm EST. The topics deal with the “technologies used to capture, manage,

store, preserve, and deliver content and documents related to organizational processes". They also provide access to past webinars, but they do require a log-in and registration for that as well. More information can be found at: <http://www.aiim.org/Events/Webinars-ECM-BPM-ERM-Systems.aspx>. AIIM also offers courses in their Certificate Program and AIIM Essentials (<http://www.aiim.org/Education/Information-Management-Training-Online-Courses-IT-Systems.aspx>); they also sponsor various events, both online and in person, some of which are in the Northeast, in case you don't have the budget to go to Randburg, South Africa: <http://www.aiim.org/Events/Overview.aspx>.

- **ARMA International**

ARMA International has a number of educational opportunities through its on-line Learning Center (<http://www.arma.org/learningcenter/index.cfm>). They do charge a fee, with a member discount. These include On-line Courses and Web Seminars. Current listings include courses on organizing files and records, voice recognition and RIM, and a legal perspective on e-mail, voice mail and instant messaging, as well as a course on the HIPAA Privacy Rule, and other privacy issues. You can also find links to local ARMA chapters, including some in New York which occasionally sponsor events or workshops (September 23, in Albany, William Saffady will give a workshop on "Identifying and Managing Vital Electronic Records"). Their calendar of events also lists events, conferences and workshops: <http://www.arma.org/calendar/index.cfm>.

- **Conservation Center for Art and Historic Artifacts (CCAHA)**

Based in Philadelphia, the CCAHA offers educational opportunities throughout the year (<http://www.ccaha.org/education/program-calendar>), primarily covering conservation and preservation issues. Upcoming programs include workshops on matting and framing for preservation, preserving audio-visual material, and archival basics; most of the upcoming workshops will be held in Philadelphia. A two day photo identification and preservation program called "Focusing on Photographs: Identification and Preservation" will be held in Philadelphia, September 22-23, 2009; more information, including registration, can be found at <http://guest.cvent.com/EVENTS/Info/Summary.aspx?e=8ce68ab3-6dac-4cb4-ad3b-ec8110133946>.

- **New England Archivists (NEA)**

NEA sponsors, and has links to, lectures, seminars and workshops in the New England area, including their peripatetic program "Archives on the Road". Workshops that will be held at the biannual meeting (Nov. 6-7, 2009, University of Massachusetts, Boston) include stabilization techniques for digital accessions, advanced appraisal for archivists, and an introduction to archival processing. More information can be found at: <http://www.newenglandarchivists.org/workshops/workshops.html>.

- **Northeast Document Conservation Center (NEDCC)**

NEDCC offers workshops and online courses, including the online course "Preservation 101". Information on these and other workshop offerings can be found on their website: <http://www.nedcc.org/education/introduction.php>.

Conferences, Symposia, Lectures and Meetings

- **Mid-Atlantic Archives Conference (MARAC)**

Online registration is now available for the Fall 2009 MARAC Meeting, "Bridges and Tunnels: Building Archival Connections", which will take place in Jersey City, NJ on October 29-31, 2009. The first registration deadline is September 30, 2009. Registration costs increase on October 1. To register online go to:
<https://web.memberclicks.com/mc/quickForm/viewForm.do?orgId=marac&formId=64746>
The meeting program is accessible online: <http://data.memberclicks.com/site/marac/fall09.pdf>
The conference hotel is the Westin Jersey City. The cut-off date for the guaranteed conference room rate is October 9, 2009 at 5pm. Questions about the Jersey City Meeting should be addressed to the Local Arrangements Co-Chairs: Idelle Nissila (I.Nissila@fordfound.org) and Althea Bernheim (altheabernheim@gmail.com).
- **New England Archivists (NEA)**

As noted above, the biannual meeting will be held at the University of Massachusetts, Boston from Nov. 6-7; more information can be found at:
<http://www.newenglandarchivists.org/workshops/workshops.html>.
- **New York Archives Conference (NYAC)**

The 2009 Annual conference was held June 3-5, 2009, at LeMoyne College, Syracuse, NY, and by all accounts was a success. The program is still available on their website: (<http://www.nyarchivists.org/>). Information on the 2010 conference probably won't be available until late fall, early winter.
- **AIIM The ECM Association**

If you really need to plan ahead, AIIM is having an International Exposition and Conference, April 20-22, 2010 in Philadelphia; more information can be found at: www.aiimexpo.com. Also, see above under "Continuing Education and Workshops" for listings of training and education sessions.
- **Mid-west Archivists Conference (MAC)**

Their Fall Symposium will be held at Madison, Wisconsin, October 22-24. The theme is: "The Appraisal of Electronic Records and Personal Papers". The 2010 annual meeting will be held April 22-24, 2010 in Chicago, IL. More information can be found at
<http://www.midwestarchives.org/conferences.asp#Upcoming>.
- **Archivists Roundtable of New York (ART)**

ART usually has monthly meetings, along with occasional workshops, and an awards ceremony in the fall. Things are quiet for the moment, but check their website future listings:
<http://www.nycarchivists.org/index.html>

Miscellany

- **SOLINET**
Self-paced, online classes on various topics, including preservation and conservation. (<http://www.solinet.net>).
- **NISO (National Information Standards Organization)**
Sponsors both “in-person education” and webinars, for a fee (there is a student discount available). The webinars are held monthly, on Wednesdays, from 1-2:30 PM, Eastern Time. A current schedule can be found on their website: <http://www.niso.org/news/events/2009/>.
- **National Heritage Museum**
The National Heritage Museum in Lexington, Massachusetts has issued a call for papers for its first biannual symposium, “New Perspectives on American Freemasonry and Fraternalism”. The symposium will be held on April 9, 2010 at the Museum. Proposal format: Submit an abstract of 400 words or less with a resume or c.v. that is no more than two pages. Be sure to include full contact information (name, address, email, phone, affiliation). Send proposals to: Aimee E. Newell, Director of Collections, National Heritage Museum, by email at anewell@monh.org or by mail to 33 Marrett Road, Lexington, MA 02421. For more information on the Museum see www.nationalheritagemuseum.org; for questions, contact Aimee E. Newell as above, or call 781-457-4144.

Capital Area Archivists of New York

Membership Application and Renewal – 2009

Membership in Capital Area Archivists of New York (CAA) is available for individuals and institutions. Dues are only \$5 a year, and membership benefits include two editions of our informative newsletter and three meetings a year.

Please complete and return this form to:

Michael Martin
Archival Services
New York State Archives
Cultural Education Center
Albany, NY 12230

Name

Title

Institution

Division, Department or Unit

Preferred Mailing Address

City, State, Zip code

Is this your *Home* or *Business* Address

Business Telephone Number () _____ - _____

Fax Telephone Number () _____ - _____

Email Address

Institutional Website URL

Is this a *new membership* or a *renewal* ?

Please include annual membership dues of \$5, payable to "Capital Area Archivists of New York". Information from this form will be included in the membership directory. Please mark any information you do not want included in the directory.

Questions? Contact Membership Chair, Michael Martin at (518) 486-1741 or by email at mmartin@mail.nysed.gov.

Capital Area Archivists of New York Website: <http://library.albany.edu/speccoll/caa/>