

## 2013 Student Archivist Project Continues... offering two students!

Montana SHRAB has once again received grant funding through the National Historical Publications and Records Commission to support the traveling archivist project this summer. Heritage institutions are encouraged to apply to receive 320 hours of assistance from an Archives and Records Management graduate student from Western Washington University or University of Wisconsin at Milwaukee. Any Montana institution with significant archival responsibilities will be eligible to apply.

Just as a reminder the 2012 Student Archivist, Anneleise Warhank, a graduate student from the University of Wisconsin at Milwaukee, spent seven weeks working in Livingston with the staff of the Yellowstone Gateway Museum. During her tenure she inventoried and re-house their collection of scrapbooks, and processed two manuscript collections. She also presented a public program regarding scrapbook care and preservation. Anneleise gained some really valuable hands on work and the Yellowstone Gateway Museum gained access to nearly 30 feet of scrapbooks! If you could use similar assistance in your institution....PLEASE APPLY!!! Application deadline is April 1. See insert for application form.

### Upcoming Events, Conferences and Training Opportunities

#### March 21-23, 2013

Havre, Museums Association of Montana  
Annual Conference

#### August 14-17, 2013

New Orleans, LA, Society of American  
Archivists

#### April 17th - 20th, 2013

Missoula, Montana Library Association  
Annual Conference

#### September 19-21, 2013

Sidney, Montana History Annual  
Conference

#### May 2-4, 2013

Vancouver B.C. , Northwest Archivists  
Annual Conference

# One Man's Trash...

**Kathryn Kramer,**  
Montana Historical Society  
Processing Archivist  
\*reprinted with permission from  
History Revealed Blog



**One morning in September,** Rich Aarstad, our Senior Archivist, handed me a wrinkled white trash bag with a sad, dirty pile of papers and envelopes in the bottom and told me to find out what was in it. All I knew then was that the papers had been described on the donation intake form as “1 bag correspondence—1940’s-1950’s Kathryn Teakles”—and that these papers looked like an asthma attack waiting to happen. Thankfully, I don’t have asthma. I launched myself into the task, and soon, the large green table I call a desk was all but covered in chronological piles of dirty little envelopes with neatly written addresses and faded stamps and stickers, and my hands were covered in a thick layer of dust that turned the water in the sink brown when I washed them. With each letter I unfolded, a puff of dust would rise into the air, disturbed by the movement of the paper. I wised up pretty quickly, and took to cleaning each letter with a soft-bristled brush both before and after I opened it.

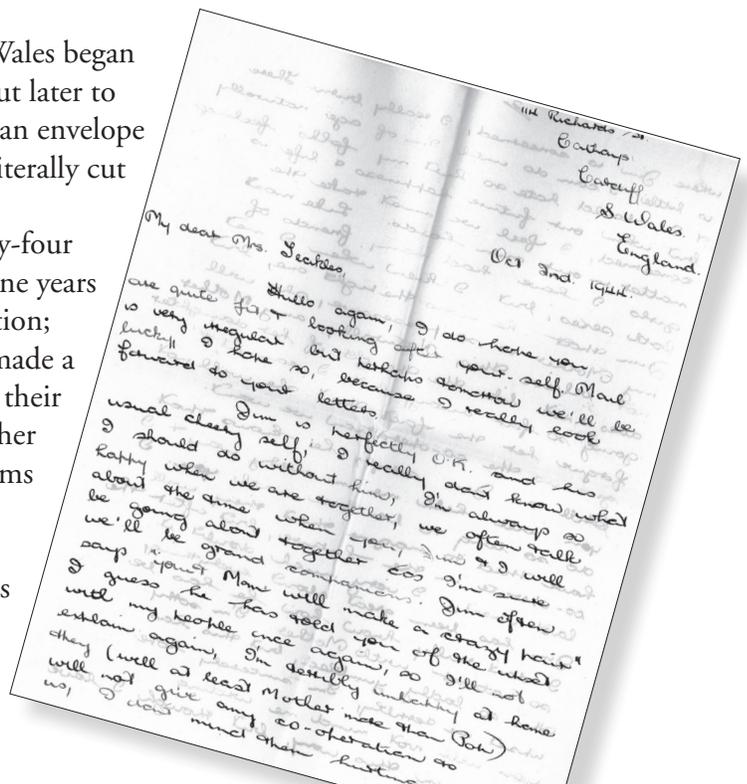
An archivist does not sit down and read everything in a collection, even when she kind of wants to—there’s simply no time for that when nearly every research center and archives in the world has a mile-long backlog of unprocessed collections. My job wasn’t just to put the letters in order, though; I would also need to take inventory and describe them for the research center’s records. As well as noting the names of senders and glancing over opening lines, I picked a few letters from each year at random to read in whole, sometimes searching out more when some interesting event seemed to have occurred. Slowly, a story began to emerge. While Mrs. Teakles must have had decades’ worth of correspondence from family and friends over the course of her life, only a few years’ worth had been saved. It soon became clear why correspondence from the 1940’s dominated the collection when I began to find letter after letter from one of her sons, Philip, on U.S. Air Corps stationary, and V-Mail from another of her sons, James. Philip’s wife, Margaret, also wrote to her mother-in-law, and curiously, letters

from someone named Valerie with a return address in Wales began to appear in 1944—first addressed to “Mrs. Teakles,” but later to “Mom.” Sometimes one of Valerie’s letters would share an envelope with one from James, and then the return address was literally cut from the page.

What I learned was this: in 1942, Philip (then thirty-four years old) enlisted in the Army Air Corps and James, nine years his junior, in the Army’s regular service. Neither saw action; Philip was trained as a flight instructor and James was made a bookkeeper at a military hospital in Wales. Back home, their mother, a resident of Montana since 1905, returned to her native Washington to work for Boeing as a central systems wiring specialist on B-17’s and B-29’s. After over a year and a half of training, which he apparently never had much chance during his service to put to use, Philip was discharged in 1944.

James, on the other hand, was shipped across the Atlantic at the end of his training, though his service in the 81st General Hospital seems to have been fairly uneventful. His love life was another matter. Valerie, whom he met at a dance, was a native of Cardiff whose family did not initially approve of this American beau eight years her senior. By 1944, James and Valerie were serious enough about one another that he introduced her to his mother via mail and asked them to write to each other regularly, which the women did. James and Valerie married in 1945, her parents apparently having become reconciled to the idea, and after the war she immigrated to the United States. Though the collection ends abruptly at the beginning of 1946, other records show that “Jim and Val” both made it home to Montana later that year, that Philip became an air traffic controller after his return to civilian life, and that Kathryn Teakles returned to Helena and lived here until her death in 1962.

The story told by the Teakles correspondence is not one of derring-do or wartime horrors. None of the people involved actually fought in the war, and they often spent more paper reflecting on romance, family news, and financial troubles than on the global conflict that had forced them apart—and that had brought James and Valerie together. In other words, it is a story of ordinary people during extraordinary times—and it is a story that was nearly lost but for a donor and a couple of archivists who recognized that treasure sometimes comes disguised as trash.



England, (Y'know that song, I'll always be in England?)  
11 October 1944.

Dearest Mom,

I guess that I'm a little behind as usual but I've sort of been waiting for the air to clear before I said much. And, as I've told you before, outside of my personal affairs it's the same old story day after day. My personal affairs get pretty sticky at times but so far I seem to have the upper hand! It might interest you to know that no one wounded in action has been lost here. A few close calls but so far they've all made the grade. They all get well in a hurry so they can get away from this place but quick!

A week ago I went out to Val's house in the afternoon and had a long talk with her Dad and the upshot of the thing was that he came out and told me that as far as he was concerned he was very happy that Val had chosen me and that he liked me much better than anyone else she had ever brought around. He was very sorry that Mrs John was taking the attitude she was but that if we would give HIM time, he would do everything he could to try and bring her around to seeing things our way. I realize that she is a very tempermental woman and she said a lot of things that were just bilge because you know what happens when people lose control of their reason. At any rate everyone seems happy now and there's nothing for us to do but wait which is what we intended to do in the first place. Val seems quite happy about the way I did it so I guess everything has turned out O.K.

I don't know whether I told you about having my teeth fixed or not. I finally had to have that bad front tooth out and I won't be surprised if they have to take out those two lower front ones that have been killed too. The Major said I had a very bad cyst that had almost eaten into the nasal sinus and I know that when they operated on it they thought that it was worth calling in the other two dentists to look at it. I think the job bothered Val more than it did me tho! Her boss told me that she ~~wasn't~~ wasn't a bit of use around the office for two days. Anyway, when they finally finish with me I should look a lot better than I have for some years at least.

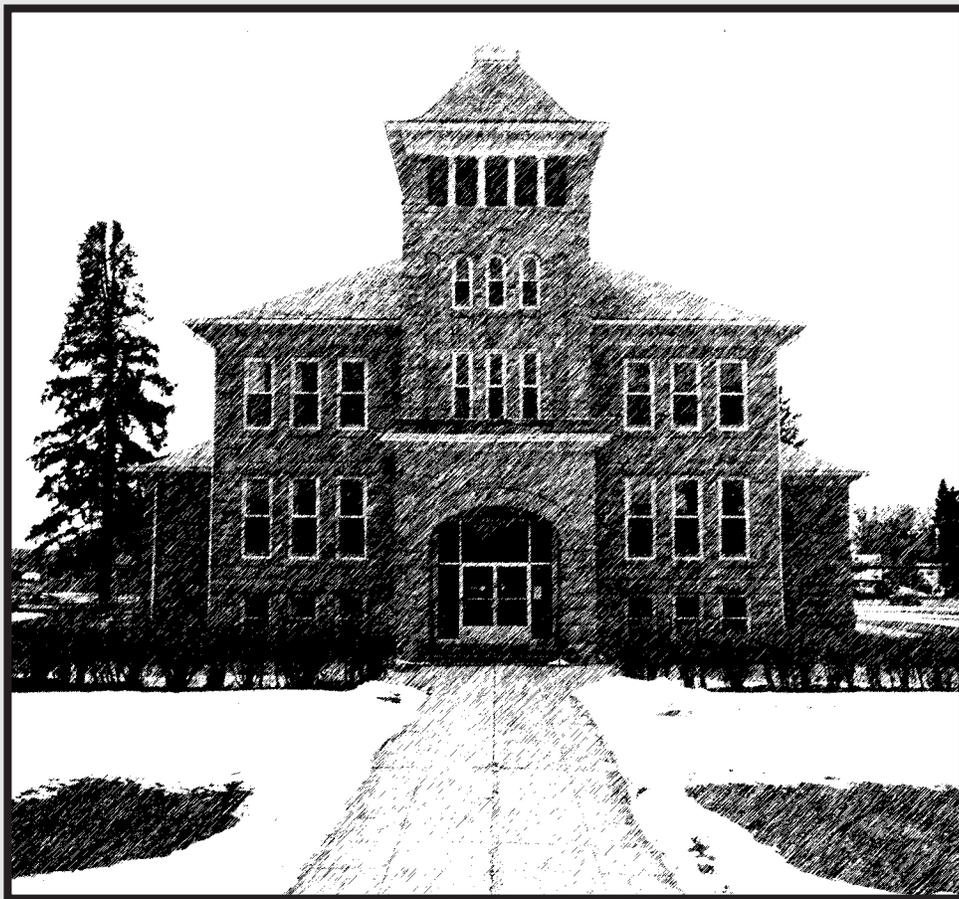
Well, it's time for me to go eat if I'm going to so I'll finish this after dinner;....

I just had the first real meal I've had in about five days and it sure tasted good. There still isn't anything to compare with one of your homecooked meals tho. I guess that it's

The Kathryn Teakles Papers (SC 2615) are available at the Research Center of the Montana Historical Society.



# NATIONAL HISTORIC PROBATE PROJECT FOCUSES ON PROBATE RECORDS



Teton County Court House--image from  
SHPO NATIONAL REGISTER OF HISTORIC PLACES REGISTRATION FORM for Teton County Court  
House. ( Graphic effect to original photo applied for story.)

**THE NATIONAL HISTORIC PROBATE PROJECT (NHPP)** is a joint effort by FamilySearch, Ancestry.com, state and local courts, and archives throughout the United States. The goal is to improve access to historic probate documents, records critical to family history research that are largely inaccessible to the public today. These records, gathered in microfilm and other formats over the last fifty years, will be digitized and made searchable. When completed, the collections will be available to archives, courts, and the public on the FamilySearch.org and Ancestry.com websites.

### **KEY ELEMENTS OF THE PROJECT**

- FamilySearch will create over 140 million digital images from microfilm and original paper records.
- Ancestry.com will categorize each image by document type and create a name-searchable index to the more than 30 million probate cases represented by these images.
- Records included in the project are probate case files, will books, and letters of administration. Divorce, adoption, guardianship, and other court proceedings will not be included in the project.
- Records from all fifty-states are represented dating generally from 1800 – 1930.
- The collection will be available free to the public on the FamilySearch.org website and shared with over two million family history enthusiasts on Ancestry.com.



### **BENEFITS TO COURTS AND ARCHIVES**

- All records will be preserved in a high-quality digital format for preservation.
- Online access with an easy to use name-searchable index will be available, expanding access to these records for the public and those who serve them.
- An archival copy of the digital images and name-index will be made available to archives and courts.

Timeline: Digitization activities will begin in early 2013. The overall project is anticipated to complete in stages through 2015.

# UPCOMING CONFERENCES AND TRAINING OPPORTUNITIES

*spring and summer*

## **Museums Association of Montana**

### **Annual Meeting**

*March 21 – 23, 2013*, Great Northern Hotel and Duck Inn, Havre, MT.

“Hi-Hopes on the Hi-Line; Preparing for a Brighter Future”

## **Montana Library Association**

### **Annual Conference**

*April 17-20, 2013*, Hilton Garden Inn, Missoula MT.

## **Northwest Archivists Annual Conference**

*May 2-4, 2013*. Irving Barber Learning Center, University of British Columbia, Vancouver B.C. A joint conference of the Northwest Archivists (NWA) and the Archives Association of British Columbia (AABC) “Turning Points and Connecting Archival Spaces”. Workshops will explore the question: How can archivists connect, innovate, and learn in an era marked by shifting technology and uncertain funding?

## **Montana History Conference**

*September 19-21*. Sidney, Montana. “Boom and Bust: Extracting the Past, 2013 Montana History Conference” – Boom and bust cycles define much of Montana’s past. Extraordinary opportunities lure immigrants, who prosper for a time. But then, with a turn in the weather, or the economy, or resource availability, the boom goes bad. Prosperous towns turn to ghost towns. Lilac bushes are all that remain of once hopeful homesteads. Then, sometimes, a new economic engine emerges. Gold, silver, copper, and coal mining, logging, homesteading, and oil and natural gas production have seen both booms and busts, and the wakes created by these cycles ripple throughout Treasure State history. Join us for the 40th Annual Montana History Conference!

## **Modern Archives Institute**

The National Archives and Records Administration, in cooperation with the Library of Congress, present two sessions of the Modern Archives Institute each year, (*January 28-February 8, 2013, June 3-June 14, 2013*). The purpose of program is to introduce participants to archival theory and practice and the responsibilities of archival work. The 2-week program provides an introduction to archival principles and techniques for individuals who work with personal papers, as well as those who work with the records of public and private institutions and organizations. It is intended to help archivists, and anyone with limited archival experience, acquire basic knowledge about caring for archival materials and making them available.

Cost \$750, scholarships available.

For more information see website at:

[www.archives.gov/preservation/modern-archives-institute/](http://www.archives.gov/preservation/modern-archives-institute/)

## **Society of American Archivists (SAA)**

### **Annual Meeting**

The SAA offers continuing education, online on-demand courses including:

- A Beginner’s Guide to Metadata [DAS]
- Basics of Managing Electronic Records: Getting You Started [DAS]
- Introduction to Web 2.0 in Archives: What You Need to Know in a Nutshell
- Protect Your Holdings AND Provide Access?

Many courses are part of the SAA’s Digital Archives Specialist (DAS) Curriculum and Certificate Program, designed to provide the knowledge and tools needed to manage born-digital records. There on-demand archived audio-visual recordings of live presentations allow users to learn at their own pace, no travel necessary.

SAA also offers workshops, seminars, and live webinars on a wide variety of topics, in many locations. Some spring & summer offerings in the western states include:

Digital Depositories #1353

**March 7, 2012** in Eastern Washington University, Cheney, WA. The course is also offered in Seattle, WA on **March 8th**. Also at Eastern Washington University **April 8-9, 2013** Arranging and Describing of Electronic Records, Part I and II #1349

Managing Electronic Records in Archives and Special Collections #1364

**May 10, 2013** in Salt Lake City, Utah.

For more information visit the SAA website:  
[www.saa.archivists.org](http://www.saa.archivists.org)

**Western Archives Institute (WAI)**

**July 7-19, 2013**, University of California, Riverside in Riverside, CA

The WAI is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of goals, including:

- those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education

- those who have expanding responsibility for archival materials

- those who are practicing archivists but have not received formal instruction

- those who demonstrate a commitment to an archival career

The institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

For more information see the website at:  
[www.sos.ca.gov/archives/wai](http://www.sos.ca.gov/archives/wai)

**Northeast Document Conservation Center –**  
Spring/Summer 2013

**March 14, 2013:** Collections Care: Writing Your NEH Preservation Assistance Grant. This free live, on-line webinar will cover the important issues that should be considered when preparing to submit a National Endowment for the Humanities Preservation Assistance grant. This webinar is for those who have identified a PAG-eligible project, and want to learn strategies for preparing a strong application.

**March 26, 2013:** Collections Care: Care and Handling of Multimedia Materials. This live online webinar will cover the preservation of multimedia materials commonly found in archival collections, such as audio tapes, video tapes, motion picture film, and optical discs. Cost \$85-\$100.

**April 23, 2013:** Preserving Family Collections. This free webinar introduces participants to the basics of caring for the genealogical and family collections such as papers, photos, books, textiles, and other objects.

**May 7, 2013:** Preserving Personal Digital Collections. This webinar introduces participants to the fragility of digital photos, electronic documents, and other new media and some simple, practical tips and tools to help keep digital memories safe and usable. Cost \$85-\$100.

For further information and to register go to:  
[www.medcc.org/education/training/calendar.php](http://www.medcc.org/education/training/calendar.php)

**Association of Tribal Archives, Libraries, and Museums (ATALM)**

2013 International Conference of Indigenous Archives, Libraries, and Museums

**June 10-13, 2013** in Albuquerque, New Mexico. ATALM is a national non-profit organization that maintains a network of support for indigenous programs, provides culturally relevant programming and services, encourages collaboration among tribal and non-tribal cultural institutions, and articulates contemporary issues related to developing and sustaining the cultural sovereignty of Native Nations.

# *Society of American Archivists* *(SAA) free online publications!*

## **Resources for Volunteer Programs in Archives (2012)**

A joint production of the National Archives and Records Administration and the Society of American Archivists, this guide introduces you to volunteer activities underway in various archives. The project descriptions outline all kinds of work, from transcription to processing, from reference to indexing. Each description is meant to offer an example of one way to organize work. If you have never used volunteer help in your organization, this guide will provide you with a sense of the possibilities. And if you are interested in expanding or rethinking your volunteer program, this guide will offer some ideas.

## **Describing Archives: A Content Standard (DACs) (2007)**

Approved by the Society of American Archivists as an SAA standard in 2004, DACs is an output-neutral set of rules for describing archives, personal papers, and manuscript collections, and can be applied to all material types. It is the U.S. implementation of international standards (i.e., ISAD[G] and ISAAR[CPF]) for the description of archival materials and their creators. As a replacement for Archives, Personal Papers, and Manuscripts (APPM), DACs guides archivists and catalogers in creating robust descriptive systems and descriptive records.

## **Archives and Manuscripts: Law (1985)**

This still-useful publication by Gary Peterson and Trudy Huskamp Peterson presents legal questions confronted by archivists and discusses reasonable means for analyzing and resolving legal issues. A companion to the newer Navigating Legal Issues in Archives.

## **A Glossary of Archival and Records Terminology (2005)**

Richard Pearce-Moses has done an outstanding job on this glossary, which contains more than 2,000 defined entries and more than 600 lead-in terms, and nearly 700 citations from some 280 sources.

## **The Interactive Archivist: Case Studies in Utilizing Web 2.0 to Improve the Archival Experience (2009)**

Edited by J. Gordon Daines III and Cory L. Nimer. Blogs, wikis, podcasts, social networking sites, and a host of other Web 2.0 technologies have revolutionized the way that students and scholars access information. This innovative e-publication introduces archivists to practical solutions for integrating Web 2.0 technologies into their everyday

## **Resources**

work. Featuring case studies by archivists discussing actual implementations of Web 2.0 technologies it is sure to foster an ongoing dialogue about the best ways to meet patron needs. This e-publication is available at <http://interactivearchivist.archivists.org/>.

## **Standards for Archival Description: A Handbook (1994)**

Compiled by Victoria Irons Walch with contributions by Marion Matters, this publication describes technical standards, conventions, and guidelines used by archivists in describing holdings and repositories.

## **Using Archives: A Guide to Effective Research (2011)**

This guide outlines the functions and procedures of archives, and is designed both for first-time archives users and scholars who have already conducted research in archives. The content covers how archives function, how to identify appropriate archives for your research, and how to access historical materials and research at an archives. Repositories and their collecting scopes and practices may differ, but the principles in this guide should assist you in accomplishing your research goals at any archival institution.

**Brochures:** *Brochures are edited publications prepared by individuals, institutions, and often SAA Sections that have gone through a review process. They are available online free of charge; printed copies can be purchased through the SAA Bookstore.*

- **A Guide to Deeds of Gift:** Introduces the key document in the transfer of papers — the deed of gift — and discusses the rationale for it and the varied provisions it should contain.

- **Donating Your Personal or Family Papers to a Repository**

Letters, diaries, photos, and other material collected over the years provide vital and unique information regarding the lives or the histories of families in your community. This brochure is designed to educate and identify potential donors about the donation process according to nationally practiced standards. Print copies of brochure available. For Spanish version, see below.

- **Donating Your Organizational Records to a Repository**

If an organization values its history, it must act to save the original letters, minutes, reports, photos, publications, and other documents that officers,

members, directors, employees, or volunteers have produced and compiled over the years. This brochure is designed to educate and identify potential donors about the donation process according to nationally practiced standards. Print copies of brochure available. For Spanish version, see below.

## SHRAB Publication Available Online

Montana SHRAB's manual, *Preferred Practices for Historical Repositories* is available see [http://mhs.mt.gov/research/library/Best\\_Practices.pdf](http://mhs.mt.gov/research/library/Best_Practices.pdf). This publication is a checklist and self-assessment manual and provides information on a wide variety of management and preservation topics related to archives and museums.

### Canadian Conservation Institute ([www.cci-icc.gc.ca](http://www.cci-icc.gc.ca))

- CCI Notes deal with topics of interest to those who care for cultural objects. Intended for a broad audience, the Notes offer practical advice about issues and questions related to the care, handling, and storage of cultural objects. Many Notes are illustrated, and provide bibliographies as well as suggestions for contacting suppliers. Written by CCI staff, there are currently over 100 Notes in this ever-expanding series <http://www.cci-icc.gc.ca/publications/notes/index-eng.aspx>

### Humanities Montana See <http://www.humanitiesmontana.org/Grants/grants.php>:

*Applications for \$5000 and less*

*Applications over \$5000*

*Book subvention applications*

*Fellowship applications*

*Opportunity grants (\$1000 max)*



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## 2013 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce the availability of \$1000 in scholarship funds for paid and volunteer staff of Montana's cultural heritage institutions to attend training, educational workshops, or courses on topics related to the management and/or preservation of historical records. Each scholarship may cover registration fees, travel costs, lodging and per diem (for food). Funding may also be used to bring recognized experts into an institution for consultation related to the management, accessibility, or preservation of the historical records in its care. The scholarships are made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

### Scholarship recipients will be notified within 15 business days of receipt of the application

Please send your complete application to:

Montana State Historical records Advisory Board  
Montana Historical Society  
P.O. Box 201201  
Helena, MT 59620-1201

Telephone: (406) 444-7482  
Fax: (406) 444-5297  
Email; jofoley@mt.gov

*PLEASE FILL OUT EITHER THE APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE  
OR THAT FOR ON-SITE ASSISTANCE, NOT BOTH*

### APPLICATION FOR TRAINING/WORKSHOP ATTENDANCE:

Applicant Name: \_\_\_\_\_ Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a paid employee of a library/museum/archives?      Yes      No

If yes, what is your title and how many hours per week do you work? \_\_\_\_\_

Are you a volunteer at a library/museum/archives?      Yes      No

If yes, how many hours per week do you volunteer? \_\_\_\_\_

What is your institution's annual budget? \_\_\_\_\_

Does your institution pay for professional training?      Yes      No

Name of workshop/conference/training you wish to attend: \_\_\_\_\_

Amount requested:    Registration fee(s): \_\_\_\_\_    Travel/per-diem: \_\_\_\_\_    Total amount: \_\_\_\_\_

What are your reasons for attending this training, workshop, conference, etc.? How do they fit your professional goals? How do they fit your institutions goals? \_\_\_\_\_

Briefly outline your experience with historical records and any related special projects that you have worked on or are currently involved in. \_\_\_\_\_



# 2013 MONTANA SHRAB Student Archivist Program

## Institutional Application

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce a new on-site assistance program to cultural heritage institutions in Montana whose duties include the care and preservation of historical records. A student archivist from the Western Washington University Archives and Records Management Program or University of Wisconsin at Milwaukee Library and Information Sciences program will provide 320 hours of assistance to one Montana heritage institution over the summer of 2013. Students will provide assistance based on specific goals set by the institution and may include archival surveying, processing, cataloging, basic conservation, training and creation of finding aids.

This program will be made possible through a grant from the National Historical Publications and Records Commission (NHPRC).

**Application DEADLINE: April 1, 2013.**

**APPLICATION FOR ON-SITE ASSISTANCE: (limit responses to 2-pages total)**

Applicant Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

What is your institution's annual budget/ \_\_\_\_\_

How many FTE (full time equivalent) paid employees does your institution have? \_\_\_\_\_

How many FTE (full-time equivalent) volunteers does your institution have? \_\_\_\_\_

What assistance would the student archivist provide your institution? How does this fit your institutions goals/mission?

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Briefly outline your institution's experience with historical records. Include any related special projects that your institution has worked on or is currently involved in. \_\_\_\_\_

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Please complete and attach a one-page project description that includes specific goals to be accomplished by end of the students stay. (This may include but are not limited to linear feet processed or inventoried, finding aids completed, guidelines and procedures established, and/or cataloging entries created).





Mount Helena snowfall  
Photo by Laurie gigerre McGrath



**Big Sky. Big Land. Big History.**  
**Montana**  
**Historical Society**

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PO Box 201201  
Helena MT 59620-13301