

# The MONTANA Archivist

SPRING 2006, VOL. 7 NO. 1

## ***Workshop Held in Fort Benton***



On Friday, March 10, as part of the annual Museums Association of Montana meeting, SHRAB members and members of the Montana Historical Society Staff co-presented a full-day workshop on archival conservation and preservation techniques. Workshop presenters were Jodie Foley, acting state archivist at the Montana Historical Society; Donna McCrea, University Archivist, University of Montana; and Jennifer Bottomly-O Looney, Museum Registrar, MHS and Becca Kohl, Photograph Archivist, MHS.

Presenters discussed beginning to intermediate level preservation techniques for archival and museum collections. Topics included maintaining environmental controls, specialized handling and storage techniques, the do's and don'ts of humidification, and approaches to mitigating mold and pest damage. Extensive handouts were provided.

The workshop was supported in part by the National Historical Publications and Records Commission and was based on workshop materials from the Council of State Archives and from the SHRAB's Preferred Practices Manual.

The SHRAB will continue to offer informative, relevant, and affordable workshops around the state.

## ***Staff Changes at Montana Historical Society***



Jodie Foley recently assumed the duties of State Archivist for Montana. She fills the vacancy left by Molly Kruckenberg, who now serves as director of the MHS Research Center. Foley held the position of Archivist/Oral Historian at the Society for 12 years prior to becoming the State Archivist. She came to the Society in 1990 to take a job as Archives Technician. Foley gained her undergraduate and graduate education at the University of Montana. Ms. Foley is an active member of Northwest Archivists Inc. and Northwest Oral History Association. She is a past president of both organizations. On the national level Ms. Foley has served as Regional Representative for SAA and served on the ACensus Working Group.

## ***Upcoming Events***

**April 25, 2006**, Wyoming SHRAB hosts electronic records workshop, Cheyenne

**April 27, 2006**, SAA workshop "Building Digital Archives", San Francisco

**May 3-6, 2006**, Montana Library Association Annual Meeting, Missoula

**May 18-20, 2006**, Northwest Archivists Annual Meeting, Butte

**July 30-Aug 6, 2006**, Joint meeting NAGARA, CoSA, SAA, Washington, D.C.

## ***Northwest Archivists Annual Conference***

REGISTRATION AND SCHEDULE NOW ONLINE

Northwest Archivists, the regional archival association serving Alaska, Idaho, Montana, Oregon, and Washington, will be holding its Annual Meeting in Butte May 17-20, 2006. The Annual Meeting is designed to encourage professional development and networking among archivists and others interested in the preservation of and access to historical information and materials.

The Annual Meeting includes sessions designed to introduce attendees to new ideas in the field as well as to refresh their knowledge and skills

The pre-conference workshops include an "Archives Basics," taught by Arlene Schmuland of the University of Alaska-Anchorage. This 2 day workshop is intended to give individuals with responsibilities for historic or permanent records an introduction to the basics of archival theory and practice. The workshop is made up of a combination of hands-on practice, group discussion and projects, and lectures. The goal is to help individuals understand the best ways to manage historical records collections in their care. The cost for this 2-day workshop is \$40 for NWA members, \$45 for non-members. Registration is limited to 15 people.

For additional information, including a full conference program and more details about the "Archives Basics" workshop, check out the NWA 2006 conference website at:

<http://weblib.lib.umt.edu/faculty/mccrea/nwa/nwaindex.htm> or contact Donna McCrea, Head of Archives for The University of Montana-Missoula, at 243-4403 or donna.mccrea@umontana.edu

***A special scholarship will be offered by the SHRAB for Montana archivists wishing to attend. See newsletter insert for more details.***

## ***Wyoming State Archives Offers Electronic Records Workshop***

The Wyoming State Archives is sponsoring a one-day workshop on Tuesday, April 25, in the Multi-purpose Room of the Wyoming State Museum, 2301 Central Avenue, Cheyenne, starting at 8:30 a.m.

A discussion of the State Archives services and resources will include information about managing electronic records, records retention schedules, e-mail management, and information about historical collections that are available for research along with non-permanent records storage services that are available to state agencies.

Val Wood, Everett, WA, will present a case study on Snohomish County, discussing a system which provides document imaging, workflow, and records management for indexing, distributing, and retrieving scanned paper documents and other electronic records. She will review system requirements, project costs, and benefits of securing critical documents to archival media rather than commit to future migration of electronic records.

John Britton and Tom Bruno, Eastman Kodak Company, will present programs in the afternoon relating to the microfilm or digital debate, and the benefits of using both technologies and systems to preserve and make accessible important information, while insuring insure that your valuable records will survive technology obsolescence.

This workshop is open to everyone who manages records and all forms of information. Deadline for registering is Monday, April 17, and space is limited. The registration fee is \$15.00, and includes lunch, breaks, and handouts. Contact Tony Adams, CRM, Wyoming State Archives, 2301 Central Avenue, Cheyenne, WY 82002, Phone (307) 777-7035, or [tadams@state.wy.us](mailto:tadams@state.wy.us).

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## **Montana Historical Society Seeking Nominees for Trustees Awards**



The Montana Historical Society Board of Trustees has presented a Trustees Award annually since 1978. The person selected for this annual award should be conspicuous for his/her service within the many allied fields which together make up the interests and responsibilities of Montana's historical community. These include: identification, preservation, and proper use of historic properties, historic sites, artifacts, historical manuscripts and records, and library materials; furtherance of local historical societies; research and writing; service to historical institutions; and general support and promotion of the interests of Montana history. For selection, consideration should be given to: length of involvement of service; effectiveness of service; level of prior recognition; and degree of commitment to the general concepts and highest goals of the historical community. The service given in Montana history and the preservation of Montana's historical materials may have occurred within a statewide, regional or community context. The person's service to the historical community should extend beyond the confines of making a livelihood.

The Montana Historical Society Board of Trustees is also seeking nominees for its Educator's Award. The person selected for this annual (or periodic) award should be conspicuous for his/her long-term commitment to and demonstrated skill in creating interest, respect, knowledge, and appropriate comprehension and understanding of Montana history in his/her students. Further, this person will have taught his/her students,

appropriate to their grade level, the skills of professional historical research, inquiry, and evaluation using primary source materials in the process. This person will have employed both the best traditions of historical practice as well as innovative techniques for researching and presenting historical findings. (Montana history is here understood to mean a study of this region, the state, a community, or a particular theme related to any of the above, specifically and in broader context.) Consideration which should be taken into account for selection include: length of successful teaching service in this field; evidence that the teacher has taught other teachers the importance of and ways to research and present Montana history; ongoing interaction with the resources and staff of the Montana Historical Society and/or with the resources and staff of other community, university, regional museums, archives, and historical societies; development of long-lasting products of use to community and state researchers; and a commitment to returning research findings to the community, the state, or the region. Evidence that the teacher has changed community perceptions about Montana history and its relevance should also be considered.

Deadline for submission of nominations is May 15, 2006. For more information and nomination forms, please visit [www.montanahistoricalsociety.org](http://www.montanahistoricalsociety.org), or call Gena Ashmore at 406-444-1799 or 1-800-243-9900.



## *NHPRC in Danger of Losing Funding....Again!*

## *Archivists Launch NHPRC Funding Initiative*

The President's proposed budget for FY 2007 has targeted the National Historical Publications and Records Commission (the grant-making arm of the National Archives and Records Administration) for zero funding for grants and zero funding for staff to administer the NHPRC and its grants program. This is in effect an elimination of this grants program.

NHPRC makes grants each year to institutions across the country to preserve historical records, publish historical papers, and make historical materials more accessible. NHPRC grants preserve and make accessible records and documentary editions that sustain the work of biographers, classroom teachers, documentary filmmakers, journalists, lawyers, land surveyors, historians, genealogists, community historians, and museum exhibit designers. This publication and the workshops, publications, and scholarship opportunities offered by the SHRAB are funded through these grants!

Please write your Congressional Representative and request that full funding be restored to the NHPRC grant program. To contact NHPRC staff or to learn more about the proposed cuts please see <http://savearchives.pbwiki.com>

Three national archival organizations have launched a new initiative designed to at least double the authorized appropriation level for the National Historical Publications and Records Commission (NHPRC). The initiative seeks to support a significant enhancement of the commission's program by creating a program of formula grants to states. For the FY 2007 federal appropriation to the NHPRC, the groups hope to see Congress adopt an appropriation level of \$20 million and expand that figure beyond \$20 million over time.

Launched 9 March by the Council of State Archivists, National Association of State Archives and Records Administrators, and the Society of American Archivists, the initiative is titled the "Partnership for the American Historical Record (PAHR)." If funded the new program would be administered through the NHPRC in addition to the existing national grants program.

The initiative seeks to increase federal support for records held by state and local governments, historical societies, libraries, and related organizations by providing an infusion of new funds, above the current Congressionally sanctioned NHPRC authorization of \$10 million. According to the PAHR fact sheet released by the organizations, "PAHR will provide formula-based grants to states for reprints and statewide services to support preservation and use of historical records" including: access to records of long-term value by supporting emergency planning for records, research and development on electronic records, creation of a wide variety of access tools such as finding aids, providing for the conservation of records, supporting the development of teaching materials, and providing funds for education and training of archivists.



## ***SAA to Kick Off “May Day” Project***

The Society of American Archivists is encouraging archives to participate in the “May Day Project” - a collaborative campaign to improve professionals’ readiness to respond to disaster. The May Day project encourages all records and archives professionals to do something on May 1st of each year—even if it’s something simple—to help ensure that they are prepared to respond to a disaster.

Because disasters are, for many archivists, unexpected and rare, there’s little if any motivation to prepare. By designating a specific date on which to focus the profession’s attention on preparedness, we hope to trigger individuals to take action. As more individuals and repositories participate over time, the exercise may become ingrained in our professional consciousness.

May Day focuses on doing something simple - something that can be accomplished in a day but that can have a profound impact on an individual’s or a repository’s ability to respond. Taking time to read key policy documents keeps information fresh. Conducting a drill to evacuate the building ensures that everyone knows the plan and can identify problems with it. Updating contact information, and even creating wallet-size versions of an emergency contact roster, makes it possible to locate people when time is critical. Over time, a repository may choose different activities.

SAA will promote May Day to its 4,400 members over the next several months via Archival Outlook, the SAA website, and postings to the Archives and Archivists List, the SAA Leadership List, and other appropriate listservs. We will be providing a list of suggested activities from which archivists might choose, as well as other supporting materials. We would be grateful if you could distribute this information to your members and help to promote the idea of May Day as widely as possible.



## ***Native American Studies Internship Available***

The Center of Southwest Studies at Fort Lewis College invites applications for its paid internship program in summer 2006. The Center’s Native American Honors Internships program provides select Native students with quality, mentored paid practical experience at the Center, in Durango, Colorado, which is in the Four Corners Region. Working with a variety of types of special collections, the intern will undertake an arrangement and description project, help provide reference service to researchers, and participate in other library/archives activities at the Delaney Southwest Research Library.

Starting and ending dates are flexible; available mid-May through September 2006.

Application forms can be obtained from the Center’s Web site at: **<http://swcenter.fortlewis.edu/InternNAApp.htm>**

To obtain a copy of the application form by mail, and to submit the completed application package, please contact Catherine Conrad, Center of Southwest Studies, Fort Lewis College, 1000 Rim Dr., Durango, CO 81301; phone: 970-247-7456; FAX: 970-247-7422; email: [conrad\\_c@fortlewis.edu](mailto:conrad_c@fortlewis.edu)

## ***Training /Education Funds Available***

The Montana SHRAB is pleased to announce the continued availability of training and education funds to archivists around the state. Through a grant from the National Historical Publications and Records Commission, the SHRAB is offering scholarships of up to \$1,000 to attend training and/or educational workshops and courses on topics related to historical records. These funds can be used for any type of training or education as long as it is related to the management or preservation of historical records. The funds are available for local, statewide, regional, and national courses. For an application for these funds, please contact Jodie Foley at [jofoley@mt.gov](mailto:jofoley@mt.gov) or (406) 444-6779. **(See insert for special scholarship to attend Northwest Archivist Annual Conference).**



Copies of the Montana SHRAB's manual, *Preferred Practices for Historical Repositories* are still available, free of charge. 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. Copies are available from Jodie Foley at (406) 444-6779 or [jofoley@mt.gov](mailto:jofoley@mt.gov). Additional copies of the SHRABs other publications, including *So You Have a Box of Papers...* and the quarterly newsletter are also available.

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Jodie Foley, Editor

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PO Box 201201  
Helena, MT 59620-1201

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