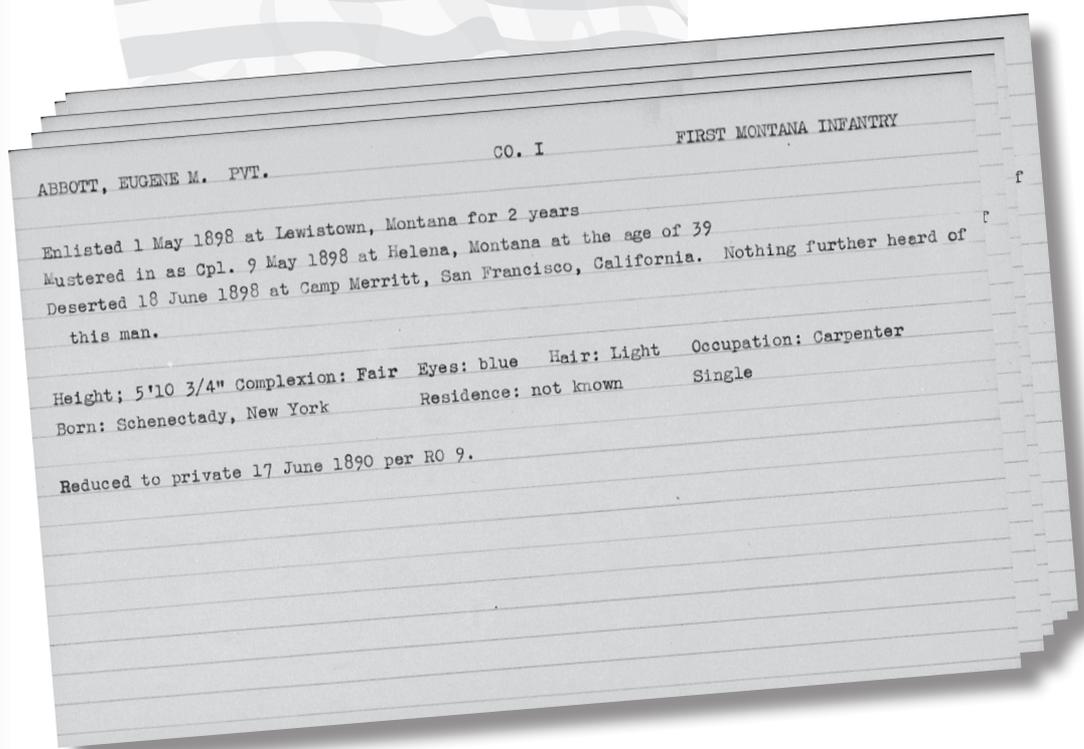


FEATURED COLLECTION

Montana Adjutant General's Records, 1889-1959



In observance of Veteran's Day we chose the military enlistment records for Montana. The collection is held by the Montana Historical Society. The Montana Adjutant General's Office was established in 1885. The adjutant general distributed orders of the commander-in-chief (the governor); reported annually to the governor and the President of the United States on the Montana militia, its arms, ammunition, etc.; and reported annually to the state auditor on his expenditures. In 1919 the Montana National Guard was reorganized under the Adjutant General's Office. In the 1919 session laws, the adjutant general was given the responsibility to appoint and remove civilian employees of his department; keep a roster of all officers of the state militia; purchase, issue, keep, and preserve the state's military property; attest all commissions; make regulations concerning the adjutant general's duties; keep on file reports and records pertaining to the state militia. The Department of Military Affairs was created in 1971, consolidating the duties of the Adjutant General's Office, the various units of the Montana National Guard, and the Civil Defense Agency. The adjutant general is the head of the Department.

Continued on page 2

STUDENT ARCHIVIST PROGRAM APPLICATIONS NOW AVAILABLE

Student Archivist Mary Webster with volunteer at
Beaverhead County Historical Society, July 2015



The Montana SHRAB will once again be supporting up to two student archivists to work in Montana during the summer of 2016. The student archivist program matches a second year archival master's student with a heritage institution in Montana. The student will work full time for ten weeks with that institution to work on an archival project. The projects have included conducting collection surveys, processing collections, cataloging, establishing policies and procedures, and completing preservation treatments. All institutions that have archival collections are eligible to apply. Past recipients have included libraries with special collections, museums with archival materials, and local governments with permanent records.

Applications are due February 15. The application form is attached to this newsletter. For more information contact Jodie Foley at jofoley@mt.gov or 406 444-7482.



Continued from page 1 —Montana Adjutant General's Records. 1889-1959

Records of the Montana Adjutant General's Office consist of general correspondence (1913-1959) concerning Fort William Henry Harrison and the Montana National Guard; legal documents; armory inspection reports (1922-1940); draft registration cards (1917); muster rolls and personal data (1898-1899, 1904-1917) for several volunteer infantry regiments; and a card file (1898-1945) for enlistments in the Spanish-American War, World War I, and World War II, including women nurses. The records also include enemy combatant's cards for WWII.

Records can be accessed at the Montana Historical Society, via off site reference request (see <https://mhs.mt.gov/research/services/requests>); or online at <http://mtmemory.org/cdm/search/collection/p16013coll34/>

The Montana SHRAB would like to hear about your favorite collections! Write us and tell us a bit about the collection, how you processed it or how it was used and we will put in the next newsletter!

MONTANA NEWSPAPERS ONLINE!



The National Chronicling America newspaper project is a long-term project of the National Endowment for the Humanities (NEH) and Library of Congress (LOC) to develop an internet-based searchable database of U.S. newspapers. Montana has participated in this great project...submitting 257,000 pages from 56 Montana newspapers published between 1864 and 1922. Thirty-two Montana counties are represented, as are specialized newspapers produced by and for a specific ethnic group or political persuasion. Montana newspaper pages on Chronicling America have been viewed over 400,000 times by users in 100 countries.

The director of the Digital Newspaper project at the Montana Historical, Christine Kirkham, has said "These newspapers are truly among Montana's treasures. They contain news reports, of course, but much more. The advertisements for local businesses are fascinating, as are the editorials. The classifieds tell a thousand stories, and every homesteader was required to publish the precise location of his stake as well as the date on which he or she had "proved up."

See them for yourself at <http://chroniclingamerica.loc.gov/about/>

Links to Montana newspapers can also be found online via the Montana Historical Society webpage at <http://mhs.mt.gov/research/collections/newspapers/digmtnews>

ARCHIVE NEWS

Montana Secretary of State launches RIM Toolkit

The Montana Secretary of State's Records Management Division has launched a helpful online tool to assist state and local government entities in managing their records. The tool provides a variety of resources to answer questions and assist records managers in fulfilling their state and locally mandated duties. See <http://sos.mt.gov/records/toolkit/index.asp>

Training Opportunities and Resources:



Webinars:

Web Archiving Fundamentals Webinar Society of American Archivists recorded video presentation divided into three parts; you'll have two months to access the presentation, try out what you've learned, and complete the accompanying test. At the end of the two-month period – January 15 – you'll have an opportunity to ask questions via chat, Q&A, and phone during a scheduled online discussion session with the presenter. For more information see <http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/ConferenceList.html?Action=GetEvents>



The Society of American Archivists' released a video entitled "Archives Change Lives" in August as part of its efforts to promote and advocate for archives and archivists. Take a look <https://www.youtube.com/watch?v=HXI5G9ptXxo>



ARCHIVES WEST



Website:

Northwest Digital Archives Relaunches as Archives West: The site formerly known as Northwest Digital Archives, launched this summer. The substantial revision of the site is the culmination of two years of work and includes improved search precision, faceting of search results, revised display of search results, a substantially changed approach to browsing by institution and subject, clearer repository identity, improved repository contact information to facilitate distance use of collections, a new name and graphic identity that better capture the purpose and scope of the site and makes the Orbis Cascade Alliance identity clear, and an innovative approach to providing collection-level context for digital objects developed through an IMLS National Leadership Grant.



Newsletter:

Northwest Archivists, a regional newsletter dedicated to archives and archivists in Alaska, Idaho, Montana, Oregon and Washington, produces a quarterly newsletter highlighting regional events and opportunities. See <http://northwestarchivistsinc.wildapricot.org/easyaccess>

Blog:

Richard J. Cox, SAA Fellow, professor of archival studies in the School of Information Science at the University of Pittsburgh, author, and painter, has a new blog, Reading Archives and the Academy. Recent entries address painting, map theft, and the book, Reclaiming Conversation: The Power of Talk in a Digital Age.



Publications:

Society of American Archivists (SAA) publications! (See Archivists.org)

Archives in Libraries: What Librarians and Archivists Need to Know to Work Together

Jeannette A. Bastian, Megan Sniffin-Marinoff,
and Donna Webber.

This excellent guide examines the relationship between archives and libraries and how archivists and librarians can work together. It surveys basic archival concepts, policies, and best practices for librarians and library directors, in addition to how archivists working in libraries can describe their work and advocate for archival needs. It details the differences and similarities between libraries and archives and how the relationship can be negotiated, covering mission, professional roots, identity, values, concepts, tasks, practices, and professional standards, as well as educating archivists and librarians; functions and responsibilities like collecting, donor relations, records management, appraisal, processing, preservation, reference, outreach, and establishing, planning, and managing new archives; and ethical, information literacy, digital access, and digital preservation issues.

SAA Brochures: <http://www2.archivists.org/publications/brochures>

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.

- **Copyright and Unpublished Material:** Answers questions you may have about archives and manuscript collections that may be protected by copyright.
- **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 Records 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 Organization's 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. 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.

Help us Help You!!!

Please write us to let us know your training needs. Do you need help with preservation, accessioning, donor relations, electronic records or ????? Let us know so we can plan our workshops to meet your needs.

You can send an email or letter to:

Jodie Foley, Montana SHRAB Coordinator
225 North Roberts
Helena MT 59620
jofoley@mt.gov

Also... If you would like to receive this newsletter as a pdf via email please send your email address to: jofoley@mt.gov

Montana SHRAB Archives Month Poster Highlights Montana Historical Society Sesquicentennial

The Montana Historical Society 150 Years of Documenting Montana's Stories

Left to Right:
 Advertisement for Buffalo Robes Sale (1877), Benning & Barsalou Auctioneers Records (SC 2366)
 Birth, Death, Marriage registry entry (1908), Fort Assimbline Records (MC 46)
 "Homestead Stacks" (981-931) L.A. Huffman
 "Cowboy on a Typical Pinto" 1904 (981-473), L.A. Huffman
 Hao Sing Papers (SC 1794)
 Sketch by Flying Eagle (1880)
 George Elsworth Sells diary (SC 1564)

Left to Right:
 Jeannette Rankin for Congress card (1916), Jeannette Rankin Papers (MC 147)
 Helena for State Capital Poster (1894)
 Prison Record for Myrtle Smith (1916) (RS 197)
 Montana Governor's Papers (MC 35)
 Tom Judge for Governor Poster (ca 1973)
 Vigilante Calling Card (1884), Vigilantes Records (SC 853)
 Closure Notice (1897), Merchant's National Bank Records (MC 115)
 Background: Archives Stacks, (2014) Tom Ferris

Help us celebrate the Montana Historical Society's first 150 years!

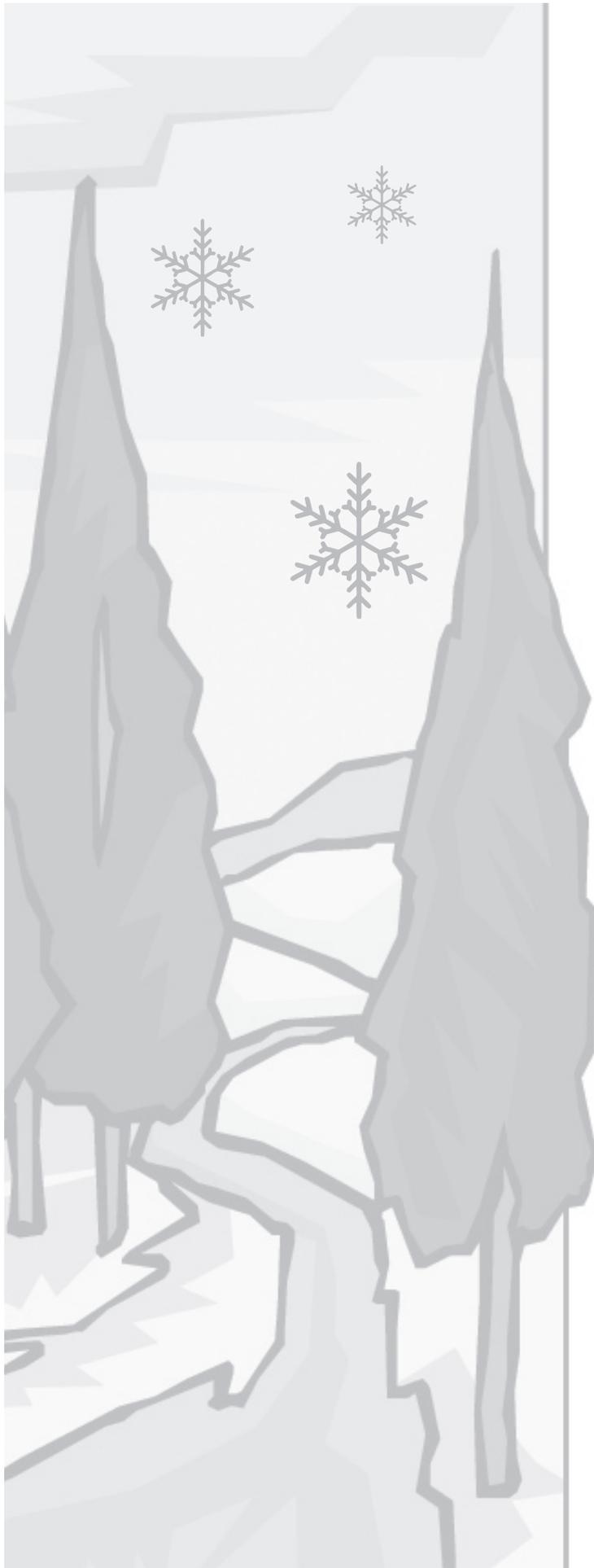
ARCHIVES MONTH, 2015

300 copies of this public document were published at an estimated cost of \$ per copy for a total cost of \$ which includes \$ for printing and \$ 0.00 for distribution.
 Sponsored by the Montana Historical Records Advisory Board (SHRAB) with funding provided by the National Historical Publications and Records Commission (NHPRC).

NATIONAL ARCHIVES
 NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION

Poster is 24" x 18", full color

The 2015 Archives Month poster was sent out to heritage organizations across the state in October. This year's poster celebrated the collections at the Montana Historical Society, founded in 1885. If you are interested in receiving a copy, please contact Jodie Foley at jofoley@mt.gov or 406 444-7482.



Board Members

Jodie Foley, Helena
Aubrey Jaap, Butte
Anne L. Foster, Gardner
Heather Hultman, Bozeman
Jon Ille, Crow Agency
Kristi Scott, Great Falls

Upcoming Events, Conferences and Training Opportunities Winter/Spring 2015/16

- Museum Association of Montana Annual Conference, Great Falls, March 9-12, 2016
http://montanamuseums.org/Conference_Info.php
- Montana Library Association, Missoula, April 6-9, 2016, <http://mtlib.org/Conferences/default.asp>
- Northwest Archivists Conference, Seattle Washington, April 28-30, 2016,
<http://northwestarchivistsinc.wildapricot.org/AnnualMeeting>



Bohemian waxwings perched on a weeping birch in winter. Photo by Laurie gignette McGrath



the montana archivist

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Historical Society

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