

# MONTANA ARCHIVIST



## **In this issue:**

- Student Archivist
- Applications for 2018 Student Archivist and BLITZ! programs
- Featured Collection
- History in the News
- Training and Resources
- Montana History Conference workshop

This years Student Archivist was awarded to the Museum of the Beartooths. Museum Director Penny Redli and staff will be working with Gayle O’Hara, a Master of Library and Information Science graduate student from San Jose State University in California. Gayle is in the second year of her graduate program and will graduate in December. She comes to Montana with great experience working with government records .

Penny has been working closely with Stillwater County commissioners to establish a county archives and this project will allow the museum to have a better understanding of what records have been retained, where they currently reside and what preservation actions are required.

Work has already started on the main project, inventorying local government records at Stillwater County that have historical significance.

Next steps will include finalizing a master inventory, determining which records have met their retentions, requesting disposal where appropriate, and rehousing permanent records as needed.

The museum will promote the work, the collection and the projects accomplishments in the local paper and via their website.

The project is paid for via funds from NHPRC (National Historical Publications Records Commission), the granting arm of the National Archives.

Do you have a project that might benefit from a Student Archivist? If so, please look for applications for 2019 in the next newsletter or contact Jodie Foley ([jofoley@mt.gov](mailto:jofoley@mt.gov)) for more information.



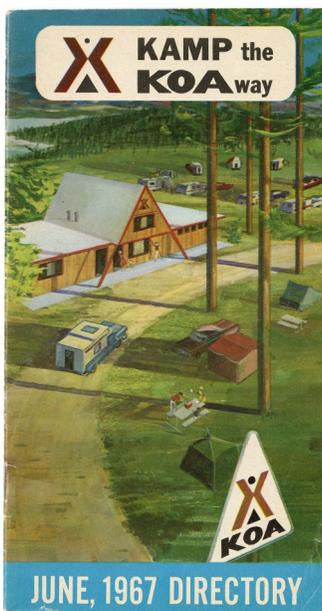
## Featured Collection: KOA (Kampgrounds of America) Records

Kampgrounds of America (KOA) recently donated their historical records to the Archives program. These fascinating records date from 1962 with the founding of the company in Billings, Montana. Local entrepreneur Dave Drum and his partners set up a campground on his property just south of the Yellowstone River. The campground was opened to meet the needs of the travelers heading through Montana to attend the 1962 World's Fair in Seattle. Following on that successful summer, Drum surveyed his visitors asking what they thought of the facilities, location and general impressions of the campground. Their enthusiastic responses encouraged Drum and his partners to think bigger and



KOA logo created by Karlo Fujiwara

by 1969 they had expanded KOA into a network of over 250 modern campgrounds across the country.



In time KOA's bright yellow logo became synonymous with America's modern ideas of camping—hot showers, concession stores, swimming pools, game rooms and other amenities meant to make camping accessible and attractive to a larger audience. Today there are nearly 500 KOA campgrounds, either corporate run or as franchises, in the United States and Canada.

Generations of Montanans have loaded up gear, food, and family to find the perfect camping spot. As you enjoy “getting out there” this summer, take a moment to think about how your camping memories fit into the larger history of Montana.

If you want to learn more about a company that has been dedicated to making “Happy Kampers” for over 50 years, come see us at the Montana Historical Society. A description can be found in our catalog at <http://mhs.mt.gov/>

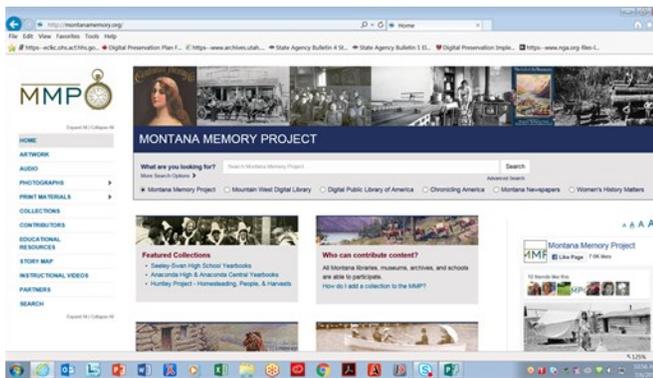
Do you have a collection you would like to highlight? Contact Jodie at [jofoley@mt.gov](mailto:jofoley@mt.gov) and we will include it in the next SHRAB newsletter.



Billings family enjoying miniature golf ,  
Billings KOA



## Montana History Resources



### Montana Memory Project: new online

With more than 45 contributing institutions across Montana, the Montana Memory Project provides access to digital content representing every corner of the state. Content includes photographs, rare books, historic documents, government records, diaries, maps, and oral histories. For access see <http://montanamemory.org/>

### New to MMP:

- **Story Maps:** These interactive exhibits use images, text and maps to invite users to explore the state and its rich history. Current topics include histories of small town businesses, eateries, churches, schools and more. See <http://montanamemory.org/map>
- **Montana Council of Defense Records:** One of the newest collections offered online via MMP is the Montana Council of Defense. The membership of the **Montana Council of Defense**, established in response to an executive order by President Woodrow Wilson, was initially appointed by Governor Sam Stewart. Challenges to their authority however led Stewart to call a special session of the legislature in February 1918. The legislature officially established the Council in on February 20, 1918 and empowered it to "do all acts and things not inconsistent with the Constitution of laws of the State of Montana, or of the United States, which are necessary or proper for the public safety and for the protection of life and public property... and things necessary or proper so that the military, civil and industrial resources of the State may be most efficiently applied toward maintenance of the defense of the State and nation..." The Council first concerned itself with agricultural production and boosting enthusiasm for the war to counteract Montana's strongly anti-war labor unions, radical farmers, and large immigrant population. The war propaganda campaign however gradually led to the suppression of all dissent with which the Council eventually became identified. With the Armistice signed in November 1918, the Council quickly ceased active functioning although it was not formally dissolved until July 1921 after the United States had signed a treaty with Germany.



## Training Opportunities:

- **SAA Class in Montana! September 7, 2018 at MSU library, Bozeman**

**Appraisal of Digital Records:** After a review of the fundamental principles of archival appraisal and appraisal policies, you'll be introduced to the unique issues that need to be addressed when appraising electronic records. Case studies will highlight the practical aspects of appraisal when dealing with electronic records. This class will prepare attendees to: **Develop an appraisal policy for your archives, Include electronic records on records retention and disposal schedules, Address technical issues (such as metadata and software dependence) that arise when appraising electronic records, and Appraise electronic records for your archives.** Register at

<https://saa.archivists.org/events/appraisal-of-digital-records-1930/900/>

## Montana History Conference workshop:

**Speak up! Archival Advocacy and Access:** Archivists are passionate about their collections. Ask us about our favorite items in our collections and you best buckle in because we have a story to tell! But we are not always as passionate, or at least as vocal, about the archival profession and the work it takes to bring collections to the public. This workshop will focus on advocacy tips and techniques that will allow attendees to sing the praises of what we do and why in a more focused and effective way. The workshop will also provide instruction on digital storyboarding, a creative way to highlight collections that will get people talking! Please bring examples of advocacy efforts that worked and those that did not to share with your fellow attendees.

## Publications:

- ***Navigating Legal Issues in Archives:*** Attorney and archivist Menzi Behrnd-Klodt details legal issues in 4 major sections corresponding to functional areas of archival and public history work: legal framework (especially useful for its orientation to the structure of laws and litigation, how to work with lawyers, and how to be a good client); acquiring and securing ownership to collections; access (e.g., privacy, student, health, presidential, and public records); and copyright and intellectual property.

The book includes many sample legal documents, forms, policies, and guidelines (e.g., mission statement, collections policy, subpoena examples, deeds of gift, restrictions, copyright expiration table, deaccession and loan forms, and releases for users requesting copies from a repository).



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? 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

**Upcoming Events, Conferences and Training Opportunities 2018**

- September 7, Appraisal of Digital Records Class, Bozeman, Montana
- September 11-15, Mountain Plains Museum Association, Billings, Montana
- September 27-29, Montana History Conference, Billings, Montana
- March 7-9, Museum Association of Montana, Miles City, Montana



Image: Spring Creek with Mrs. J.D. Johnson on Horseback (far right), Herd of Cattle in Background, 1913. Evelyn Cameron

**Montana SHRAB Board Members:**

- Jodie Foley, Helena
- Aubrey Jaap, Butte
- Anne L. Foster, Gardner
- Heather Hultman, Bozeman
- Kathryn Kramer, Great Falls
- Kathleen Mumm, Virginia City
- Eileen Wright, Billings



Image: Picnic, Yellowstone River, Fallon , July 4, 1903, Evelyn Cameron

**2018 MONTANA BLITZ PROGRAM**  
**Host Institutional Application**

The Montana State Historical Records Advisory Board (SHRAB) is pleased to announce an on-site assistance program for cultural heritage institutions in Montana. The Blitz Program provides funding and support for a week-long processing event to be held at a cultural heritage institution with significant archival collections, a proven need for assistance and a well-organized processing plan that includes collection descriptions, specific goals and guidelines.

Participating institutions will be responsible for overseeing local advertising for the program, soliciting local participants, providing a dedicated workspace for attendees, providing workflow guidelines, and information about local housing options for participants. SHRAB members will assist in these efforts and provide guidance and participate as processors in the Blitz. The Blitz should be planned for and completed by October 15, 2018. This program is made possible through a grant from the National Historical Publications and Records Commission (NHPRC). **Application DEADLINE: July 23, 2018.**

**Return completed form to:**

**Montana Historical Society  
c/o Jodie Foley SHRAB Coordinator  
225 North Roberts  
Helena MT 59620  
or via email to [jofoley@mt.gov](mailto:jofoley@mt.gov)**

**Applicant Name:**

**Institution:**

**Mailing Address:**

**Phone:**

**Fax:**

**Email:**

**Questions: Please limit answers to 2 pages**

**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?**

**Describe the records you would like to see processed during the Blitz. Please be specific as to type (series), significance, extent and current condition.**

**How do you plan to promote the Blitz and find participants?**

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