

Annotation

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DOCUMENTING A COMMONWEALTH, ONE TOWN AT A TIME

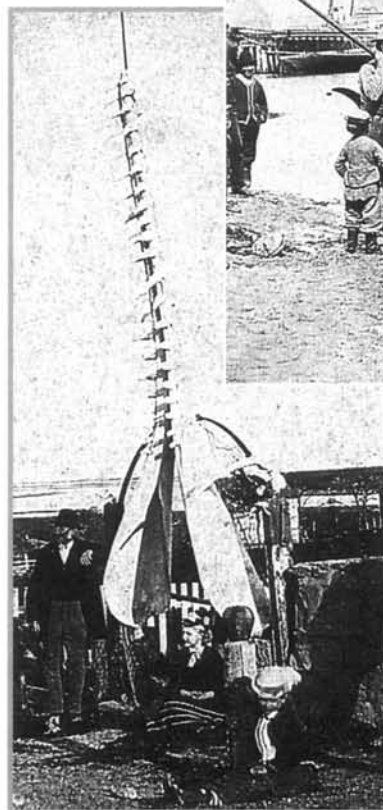
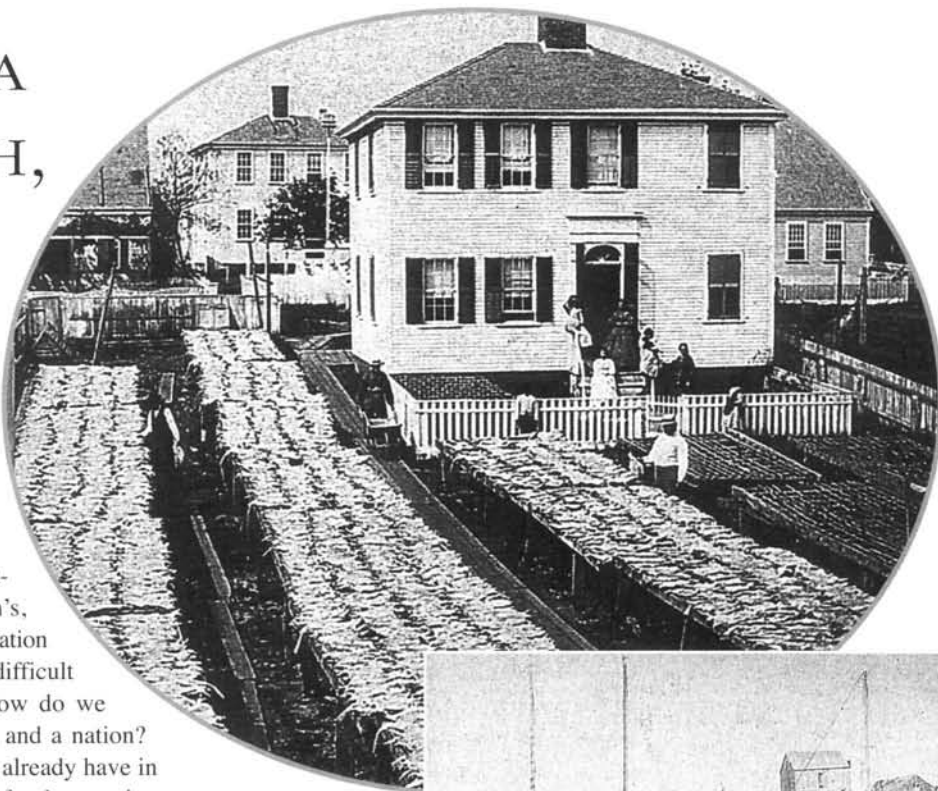
BY ANGELA REDDIN

Archivists often wrestle over the issue of documentation. Whether it be the pursuit of an intellectual problem, the strengthening of a collecting policy, or the improvement of an institution's, state's, or nation's documentary heritage, documentation is a daunting task. Frankly, it is one of the most difficult tasks we as records caretakers must address. How do we plan to document a community, a people, a state, and a nation? How do we systematically handle the materials we already have in our care while developing and implementing a plan for the ongoing collection and management of potentially valuable records? Massachusetts is attempting to address the issue one town at a time.

There are over 1,200 historical records repositories in the Commonwealth. This number does not include the 351 town and city governments, (now terminated) counties, (new) regional governments, state government agencies, public libraries, schools, and many other large research repositories to which the Commonwealth is home. Each of these repositories holds valuable documents. Independently, each has records significant to their community and their institution; together, they hold the historical wealth of the state and a piece of our national heritage.

In the recent Strategic Planning project conducted by the Massachusetts Historical Records Advisory Board (MHRAB), funded by a grant from the National Historical Publications and Records Commission (NHPRC), the board identified five priorities to improve the current condition of historical records in Massachusetts. Priority four was to "plan for the adequate documentation of Massachusetts history."

To test this priority, MHRAB carried out a series of demonstration projects. MHRAB, with work done by Kathryn Hammond Baker, recommended that the historical records community take four steps towards preserving an equitable and comprehensive record of Massachusetts life: *(continued on page 18)*



The Massachusetts fishing and whaling industries have been of major significance to many communities, a factor represented in the state's documentary heritage. These are stereoscope images of Provincetown and Cape Cod, ca. 1895-1908. Courtesy of the Pilgrim Monument and Provincetown Museum.

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FROM THE EDITOR

The theme of this issue of *Annotation* is Commission support for archival and records management efforts by the states in the form of strategic planning grants and regrant projects.

We begin this issue with Angela Reddin's article on the recent strategic planning project conducted by the Massachusetts Historical Records Advisory Board (MHRAB). We follow with a piece by Nancy Richard and Joan D. Krizack of Northeastern University that demonstrates how the principles set forth in MHRAB's strategic plan can be applied in preserving the records of underdocumented elements of an urban population, in this case Boston's African-American, Chinese, gay and lesbian, and Latino communities.

We continue our coverage of state strategic planning initiatives with an article excerpted from "The NHPRC Planning Initiative: An Evaluation," a report prepared by the Council of State Historical Records Coordinators in January 1999. The Commission praised the report and instructed its staff to implement key parts of its recommendations.

We then turn to state regrants with an article on the Georgia Historical Records Advisory Board's local government regrant program. We follow this account of the Peach State's endeavors with a report on a state board planning grant in the Hawkeye State, Gordon O. Hendrickson's article on the evolution of local archival education in Iowa. Then its on to the Sunshine State, with L. Elaine Olah sharing her experience in educating New Mexico's local governments on archival and records management issues.

For a cool finish, we head north to Alaska for an account of how an NHPRC grant is helping to preserve pre-statehood motion picture footage shot by Fred and Sara Machetanz, now in the Alaska Film Archives at the University of Alaska Fairbanks.



THE EXECUTIVE DIRECTOR'S COLUMN

The second of the Commission's three equal strategic goals states, "The NHPRC will promote broad public participation in historical documentation by collaborating with State Historical Records Advisory Boards to plan and carry out jointly funded programs to strengthen the nation's archival infrastructure and expand the range of records that are protected and accessible."

Because of the scope of work implicit in this statement and the principles of federalism inherent in our system of government, the Commission has chosen to work through a state board mechanism. This program clearly articulates such basic NHPRC tenets as the encouragement of collaboration on many levels, the reliance upon jointly funded programs, the importance of planning, and the necessity of broad participation for the success of a sustainable national program.

Here's how the State Board Program works: The governor of each state desiring to participate fully in the NHPRC grant program appoints a State Historical Records Coordinator, who is usually the professional official in charge of the state archival program or agency, and who serves as the central coordinating officer for the historical records grant program in the state.

A State Historical Records Advisory Board (often abbreviated as "SHRAB") is also appointed in each state and consists of at least seven members, including the Coordinator, who are hopefully as broadly representative as possible of public and of private archives, records offices, and research institutions and organizations in the state. The coordinator and the other members of the State Board serve without Federal compensation or employment status.

The State Board serves in a number of capacities:

- * as the central *advisory* body for historical records planning and for Commission-funded projects developed and carried out within the state,
- * as a *coordinating* body to facilitate cooperation among historical records repositories and other information agencies within the state,

- * and as a state-level *review* body for NHPRC records grant proposals that originate in their state.

Central to the mission of State Boards are developing and submitting to the Commission state priorities for historical records as part of a state board plan, and developing jointly funded programs to address key priorities. Boards accomplish this by promoting an understanding of the role and value of historical records, fostering and supporting cooperative networks and programs dealing with historical records, and soliciting or developing proposals for NHPRC grant projects, as well as performing a variety of other activities.

There are four specific types of grant projects that State Boards may propose to the Commission:

1. projects that would create a statewide plan for historical documentary work,
2. projects that would create a statewide program or project to implement the plan,
3. projects that request funds for basic board administration (a new development this year to encourage more boards to actively participate and to help sustain this activity), and
4. projects that request funds to be regranted within the state to implement the plan.

The last of these, "regrant" projects, involve NHPRC funds that, along with matching non-federal dollars, may be subgranted or subcontracted by the State Board to communities or organizations within the state to address key priorities in the state plan. Participants in these programs may include any state and local institutions and agencies that serve as record repositories, as well as nonprofit and volunteer organizations that hold important historical records. These grants help not only to preserve and make accessible individual collections of historical material, but also to support the establishment and development of local and statewide archival programs, to leverage non-federal matching dollars, and to provide archival training to volunteers and allied professionals to make sure that their work reflects good, accepted practice.



Ann Clifford Newball, NHPRC executive director, presents Tracy Duvall, associate editor, Documentary Relations of the Southwest, with a certificate upon his completion of the 28th Annual Institute for the Editing of Historical Documents, held at the State Historical Society of Wisconsin, June 21-26, 1999. Also pictured is Institute Director Michael E. Stevens, Wisconsin State Historian and head of the Society's Public History Division. In addition to Mr. Duvall, 17 individuals participated in the Institute, popularly known as "Camp Edit." The Institute is sponsored by the Commission, the Society, and the University of Wisconsin-Madison. (Photo courtesy of Steven B. Burg)

NHPRC APPLICATION DEADLINES

The Commission's meetings follow the fiscal year of October 1 to September 30. Consequently, the first meeting of the fiscal year is in November and the second is in May.

June 1 (for the November meeting)

Proposals addressing the following top priorities:

- The NHPRC will provide the American public with widespread access to the papers of the founders of our democratic republic and its institutions by ensuring the timely completion of eight projects now in progress to publish the papers of George Washington, John Adams, Benjamin Franklin, Thomas Jefferson, James Madison, and papers that document the Ratification of the Constitution, the First Federal Congress, and the early Supreme Court.
- The NHPRC will promote broad public participation in historical documentation by collaborating with State Historical Records Advisory Boards to plan and carry out jointly funded programs to strengthen the nation's archival infrastructure and expand the range of records that are protected and accessible.
- The NHPRC will enable the nation's archivists, records managers, and documentary editors to overcome the obstacles and take advantage of the opportunities posed by electronic technologies by continuing to provide leadership in funding research and development on appraising, preserving, disseminating, and providing access to important documentary sources in electronic form.

OCTOBER 1 (for the May meeting)

Proposals not addressing the above priorities, but focusing on an activity authorized in the NHPRC statute as follows:

- collecting, describing, preserving, compiling, and publishing (including microfilming and other forms of reproduction) of documentary sources significant to the history of the United States.
- conducting institutes, training and educational courses, and fellowships related to the activities of the Commission.
- disseminating information about documentary sources through guides, directories, and other technical publications.
- or, more specifically, documentary editing and publishing; archival preservation and processing of records for access; developing or updating descriptive systems; creation and development of archival and records management programs; development of standards, tools, and techniques to advance the work of archivists, records managers, and documentary editors; and promotion of the use of records by teachers, students, and the public.

Application guidelines and forms may be requested from NHPRC, National Archives and Records Administration, 700 Pennsylvania Avenue NW, Room 111, Washington, DC 20408-0001, (202) 501-5610 (voice), (202) 501-5601 (fax), nhprc@arch1.nara.gov (e-mail), or by accessing our Web site at www.nara.gov/nara/nhprc/.

In the 25 years that the NHPRC has had a records program (and the letter "R" for "Records" in its name), the United States has made much progress toward developing a national archival infrastructure. Key components of this infrastructure are the national professional associations—SAA, AASLH, NAGARA—and the regional and state archival groups. To this, the NHPRC has added its efforts with its State Board programs. State Historical Records Coordinators have been appointed in 48 states and 1 territory, and their Council (COSHRC) has become a force for archival progress in its own right. Today, 40 states have active State Boards.

Of these,

- * 36 have developed statewide plans for historical documentary work,
- * roughly half have created statewide programs or projects to implement these plans, and
- * 20 have conducted regrant programs.

These numbers cannot begin to convey the archival energy and professionalism that has been facilitated across the land, nor the astonishing range of American historical documentation (in paper and electronic form) that has been and is being identified, preserved, and made available to the public. Clearly, there is much yet to do, but this issue of *Annotation* is intended to celebrate some of the programs that have resulted from our State Board Program. ❖

A S T A F F M E M B E R D E P A R T S

Laurie A. Baty, who has served as Program Officer on the Commission staff since 1987, is now Chief of the Branch of Museum Services at the Department of the Interior's National Business Center. In her new position, she is responsible for managing the operations of the Interior Department's museum program, providing training and technical assistance to the Department's bureaus, and overseeing the management and use of museum property in the Department's main building, including the Department of the Interior Museum. Commission members and staff join in wishing her well in her new endeavors.

Laurie has been responsible for the administration of grants relating to a diverse range of projects, especially those in visual materials, photographic collections, and museum archives. She has administered NHPRC's fellowship program with much skill and energy, and has also been active in outreach to the Commission's constituent groups, regularly presenting workshops on grants administration and visual materials to audiences nationwide. Her skills in desktop publishing and Web site design have been especially valuable to the NHPRC. The Commission will certainly miss her versatility and experience.

PRESERVING THE HISTORY OF BOSTON'S UNDER-DOCUMENTED COMMUNITIES

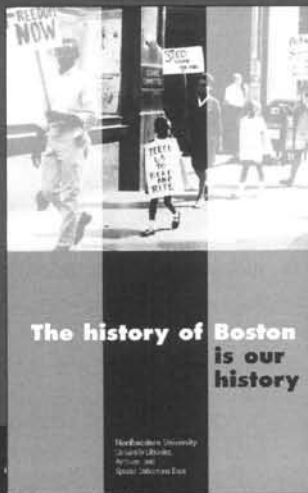
BY NANCY RICHARD AND JOAN D. KRIZACK

Federal District judge rules to end discrimination in Boston public schools. Student busing begins in September.

Chinatown's P&L Sportswear, once the city's largest garment factory, closes its doors.

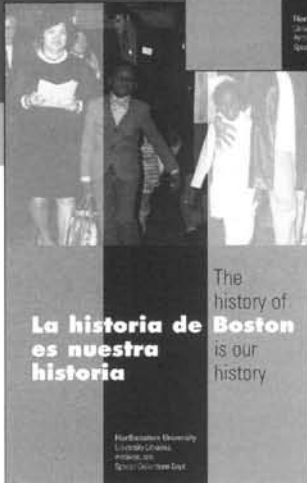
Heat and beer blamed for a clash with Boston police at Fiesta.

A local teenager attempts suicide. Fellow students wonder why.



The history of Boston
is our
history

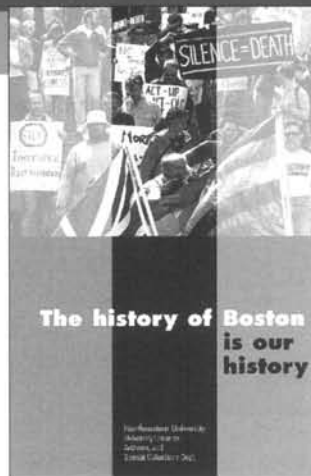
Northeastern University
University Libraries
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Special Collections Dept.



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All of these events were reported in Boston newspapers more than a decade ago. The articles tell each story from the journalist's point of view, and records created by the mainstream institutions involved in the events—the court, police, hospital, and business—provide additional information. Often these sources are the only recorded documentation available to historical researchers; the story from the viewpoint of the communities and individuals affected is left untold.

Records of community organizations can provide balance to the information and viewpoint presented in more traditional records. They serve as a witness for events that may have been misrepresented or underrepresented in other sources; they document individual accomplishments and the reasons for and the process of organizing for change; they instill pride in the community; and they help the community to measure its successes and setbacks and to plan for its future. Preserving the history of Boston's African-American, Chinese, Latino, and gay and lesbian communities is the goal of a 2-year NHPRC grant to Northeastern University Libraries, Archives and Special Collections Department, *Preserving the*

History of Boston's Under-Documented Communities.

For each of the events mentioned above, there is more information, representing other viewpoints, that can be found in the records of community organizations formed to address issues of concern to their constituencies.

Federal District judge rules to end discrimination in Boston public schools. Student busing begins in September.

Almost 20 years after *Brown v. Board of Education*, the U.S. Supreme Court decision making segregation in public schools illegal, a group of parents joined the NAACP in a lawsuit to force the Boston Public School Committee to integrate the city's schools. Two years later, court-ordered busing was implemented, and children were transported between neighborhoods to the most racially segregated schools. Failed attempts by African-American parents to join with white parents to facilitate a peaceful implementation of busing served as a warning that the reaction to busing would likely be hostile and perhaps even dangerous. So, the African-American parents formed an information

center and hotline that provided a means of communication among parents, their children, and city officials. This story is chronicled in the records of Operation Exodus and the Metropolitan Council for Educational Opportunity (METCO), which have been slated for preservation as a result of the Northeastern project.

Chinatown's P&L Sportswear, once the city's largest garment factory, closes its doors.

The closing of P&L Sportswear was a loss to the city, but it was an even greater loss to Boston's Chinatown, where it was situated, and to the 350 workers who were left jobless. The workers, predominantly non-English-speaking Chinese women, were unable to find other employment. By law, the city was required to provide these garment workers with unemployment benefits, including training, but it failed to do so. A few months after the plant closing, however, the city of Boston did provide both unemployment benefits and training to 150 white men who were laid off from a meat-packing plant. The Chinese Progressive Association helped the former P&L employees prepare a list of demands and

organize demonstrations that quickly led to state funding for retraining and extended health insurance benefits for the workers. The records of the Chinese Progressive Association have been designated a priority for preservation.

Heat and beer blamed for a clash with Boston police at Fiesta.

Three days of riots, incited by charges of excessive force and racism on the part of the Boston police, became the flashpoint for Latino community organizing in Boston. As a result of this disturbance and the subsequent organizing, city officials began to listen to community organizers who were working on issues such as the high unemployment rate, lack of affordable housing, cuts in welfare, elevated high school dropout rates, and the need for bilingual education. When court-ordered busing was imposed, Latino parents were convinced that it would negatively affect the community by removing students from newly established bilingual programs. They formed El Comité de Padres and successfully stopped the busing of Latino children. The records of the defunct Comité de Padres were located at Inquilinos Boricuas en Acción (Puerto Rican Tenants in Action); negotiations are underway for the records of both groups to be donated to Northeastern University's Archives.

A local teenager attempts suicide. Fellow students wonder why.

The young man who attempted suicide was gay. He had been taunted routinely by a group of his classmates. Repeated requests for support from his teachers were denied; they told him that the harassment would stop if he just started acting more like the rest of the boys. After the suicide attempt, the young man found solace in the Boston Alliance for Gay and Lesbian Youth (BAGLY), a support group for lesbian and gay teenagers. Through BAGLY, he provided testimony that led to passage of the first legislation in the country to protect gay and lesbian students in public schools from discrimination. Identified as a priority for preservation under the grant, the records of BAGLY are in the process of being transferred to the Northeastern University Archives.

Northeastern University's project to preserve the history of Boston's under-documented communities officially began in September 1998. Its primary goal is to plan

for the systematic preservation of records documenting the African-American, Chinese, Latino, and gay and lesbian communities in Boston. Project staff members are working with four advisory boards comprising community leaders, activists, and historians to analyze each community in terms of its organizations and salient issues, identify organizations and key leaders whose records are priorities for preservation, and negotiate the gift of records to



Elma Lewis and Duke Ellington at a Playhouse in the Park event, from the National Center for Afro-American Artists Collection, Northeastern University.

Northeastern or other local repositories. A related goal of the project is to process collections of records, transferred to Northeastern's Archives prior to the start of the grant, from three organizations that relate to communities involved in the project: National Center for Afro-American Artists, including the records of the Elma Lewis School of Fine Arts; La Alianza Hispana; and AIDS Action Committee of Massachusetts. The processing of the records of the National Center for Afro-American Artists has been completed and the finding aid is available on the Archives' Web site at www.lib.neu.edu/archives/.

Boston is famous for its institutions of higher education and its public and private archival repositories. Only a few of these, however, actively collect records of local community groups. Some records of Boston community organizations have been preserved elsewhere. The Library of Congress, for example, collects records of the branches of national organizations, such as the National Association for the Advancement of Colored People, and a few collections of organizational records and personal papers of community leaders are held by institutions outside of Boston. The materials that have been preserved represent a fraction

of the materials necessary to document Boston's under-represented communities, however, and distant repositories, though open to scholars, may be largely inaccessible to community members.

In their struggle for full inclusion in society, the four minority populations that are the focus of the Northeastern project—African-American, Chinese, Latino, and gay and lesbian—created support networks and services unique to each of their needs. These four communities were selected because they are large minority populations, because each community's history is an important piece of Boston's history, and because all of the communities were already committed to preserving their history. They had identified the lack of available documentation related to their communities as a problem and had begun action to secure their historical record. The Chinese and the lesbian and gay communities have well-established community history groups—the Chinese Historical Society and The History Project—that had recognized that they lack suitable storage space for historical materials. There was also a need voiced by community historians and academics, who had begun significant research projects on Boston's African-American and Latino communities, for local archivists to locate and secure collections for research purposes.

Because the task of preserving materials to document all aspects of each of the four under-documented communities is larger than one repository could hope to handle, the project was designed as a collaborative effort. Representatives from more than 20 local repositories are involved, and already several informal agreements to assume responsibility for collecting in particular areas have been achieved. The Massachusetts Historical Society will focus on the environment; Harvard University's Francis A. Countway Library of Medicine has agreed to begin collecting organizational records relating to community and public health in each of the four under-documented communities; the Massachusetts College of Art is interested in collecting in the area of fine arts; Northeastern will collect social welfare and social reform materials; and the Schlesinger Library, the Bostonian Society, and the University of Massachusetts, Boston, are also actively collecting material in collaboration with this project. The Boston Public Library (BPL) is strengthening its collection of minority community newspapers with help from the project in

locating issues to complete broken runs and identifying new titles to collect. Northeastern will broker the transfer of collections to other repositories when appropriate.

In addition to collaboration with local repositories, the project is also built on collaboration with each community. Four advisory boards have provided essential information and guidance to the project. Each board consists of a community liaison and approximately 8–12 activists, academics, and community historians. Members of the boards were selected because they had shown a commitment to preserving their community's history. At the same time, it was important to reflect the diversity *within* each community on the boards. Each board met just twice during the year so as not to tax the goodwill of the board members. Advisors were asked to provide the names of organizations and individuals in their communities that should be considered for possible documentation. Once these lists were as complete as possible, advisors selected the most significant organizations as priorities for documentation and provided information about whom to contact within each organization. Both active and defunct organizations are being considered, although it is obviously more difficult to locate records of organizations that are no longer in existence. The project was designed to be flexible so that it could meet the needs of the communities while fulfilling our responsibilities as grant recipient. The consensus among board members is that the project has been a productive, enjoyable, and conflict-free way to reflect on the community's history while working together creatively to help develop a plan for preserving it.

The basic concept behind the documentation aspect of the project is to identify the universe of possible documentation by categorizing the organizations and individuals identified by the advisors. The advisors then select priorities for documentation from among the active organizations, which are matched to an appropriate collaborating institution. The analysis involves categorizing the organizations and individuals based on the topical breakdown of human endeavor outlined by Richard Cox in *Documenting Localities: A Practical Model for American Archivists and Manuscript Curators* (Lanham, MD: The Society of American Archivists and The Scarecrow Press, 1996). This model was modified to apply to popu-

lations rather than locales, and the definitions were adjusted to reflect the reality of each community's uniqueness and its relationship to the larger society. The effectiveness of the project will be measured in part by the ability to move beyond this analysis and planning to the successful transfer of a number of priority collections to appropriate repositories.

The first year's goals, all of which have been met, were to finish processing the



Annual AIDS benefit walk poster, from the AIDS Action Committee of Massachusetts Collection, Northeastern University.

National Center for Afro-American Artists records; complete an analysis of each of the four communities, which had begun prior to the start of the grant, and create a database of this information that will be available for research and collection management uses; and identify priorities for preservation. The second year's goals are to process the records of La Alianza Hispana and AIDS Action Committee of Massachusetts, to develop the database further, to expand outreach efforts to the four communities, and to work with advisory board liaisons to negotiate gift agreements and facilitate transfer of records to appropriate repositories. Organizations whose records are donated to Northeastern will undergo further analysis, and staff will create a documentation plan to assist both organization staff and project staff in identifying appropriate historical materials. Project staff have developed four brochures for use in the outreach effort that will be distributed to the heads of active organizations and targeted individuals in an effort to uncover the records of defunct organization.

At this writing, just under a year into the project, there are several findings that bear

emphasizing. First, is the necessity of laying the groundwork with each community and organization to sustain a long-term relationship. We have also come to fully appreciate the value of collaboration—the project couldn't be accomplished without guidance from the advisory boards, their liaisons, and assistance from the collaborating repositories. And the significance of flexibility should not be underestimated—the approach to each community and each organization needs to be carefully considered and planned. It is also important to mention that it is impossible to predict how an organization will react when solicited to donate its records, even with the help of liaisons who are well-respected community members, or how long it will take to secure a fully executed gift agreement. Agreements that we thought were a sure thing have not yet materialized, while one particular agreement that we thought was a long shot seems to be developing rapidly. Finally, the diversity within the four communities means there is no single experience within or between communities; there is, however, the common desire to work together to preserve their history.

One of several community documentation projects nationally, the Northeastern project moves beyond the traditional, unsystematic approach to the collection and preservation of records in Boston. The project applies the methods developed to document locales and specific types of institution to communities and community-based organizations. Our hope is that this project will mark the beginning of a continuing effort to document Boston's minority communities, will enhance the work of the Massachusetts Historical Records Advisory Board to document the Commonwealth, and will add yet another approach to documentation efforts nationwide. ❖

NANCY RICHARD IS THE PROJECT ARCHIVIST FOR PRESERVING THE HISTORY OF BOSTON'S UNDER-DOCUMENTED COMMUNITIES. JOAN D. KRIZACK, THE PROJECT DIRECTOR, IS UNIVERSITY ARCHIVIST AND HEAD, SPECIAL COLLECTIONS DEPARTMENT, AT NORTHEASTERN UNIVERSITY'S SNELL LIBRARY. THANKS ALSO TO DESIGNER JOHN KANE, WHO DID YEOMAN WORK IN PROVIDING THE ILLUSTRATIONS FOR THIS ARTICLE.

[Editor's Note: The following article is excerpted from "The NHPRC Planning Initiative: An Evaluation," a report prepared by the Council of State Historical Records Coordinators in January 1999 and presented to the NHPRC at its February 1999 meeting, and from the summary of the follow-up discussion held at NHPRC request at the January 1999 COSHRC meeting. The full report is available on the NHPRC Web site, www.nara.gov/nara/nhprc. The Commission praised the report and instructed its staff to implement key parts of the recommendations, but remains committed to the goal of 100% participation by the states in its planning initiative.]

EVALUATING THE NHPRC'S STATE PLANNING INITIATIVE

In the 1980s, the National Historical Publications and Records Commission began funding statewide assessment studies of archival needs and conditions. The hope was that corrective action would follow the articulation of problems and solutions. In some cases, it did. But in many others, the recommendations were so wide ranging and broadly defined that focused action was difficult.

New Hampshire is but one of the states that detailed the problem. Its 1984 assessment identified 24 recommendations for state government records, 23 for local government records, 10 for historical records repositories, and 12 for statewide supporting services and programs. A decade later, only 11 of the 69 recommended objectives had been achieved.

The reason is that since the late 1980s, state budget reductions have compelled all New Hampshire state agencies, including the state archives, to protect their core missions, resulting in decreased attention to the State Historical Records Advisory Board (SHRAB) and its recommendations from state archives staff. This, combined with New Hampshire's strong tradition of local government autonomy, has meant that the board lacked both the resources and influence to implement state services or to knowledgeably advise other repositories.

Nonetheless, planning has remained a concern of both the states and the NHPRC, and the NHPRC's 1992 long-range plan established it as one of its top priorities "to strengthen the efforts of state historical records coordinators and boards by offering

grants for creating and updating state strategic plans for meeting records needs, based on the previous state assessments, and encompassing both documentary preservation and publication."

The intent was, in the words of Richard A. Cameron, NHPRC's Director for State Programs, "to encourage state boards to move beyond the 'archives happen' approach to a more active shaping of the archival landscape." The initiative hoped to address con-

cerns that the 1980s efforts had not reached beyond the immediate archival and historical communities, nor involved cooperative, regional, or national approaches, and that planning had not become a standard operating procedure for the state boards.

Since the implementation of the new planning grants in 1993, 36 states have completed and adopted plans, while 5 states and the Commonwealth of Puerto Rico (including those grants made in November 1998) are working on plans. Clearly there is strong support for state board planning, as well as a belief that such planning efforts strengthen a board. In one coordinator's words, "The planning process is important because it builds coalitions, develops consensus, establishes a framework for activities and legitimacy for priorities. We consider the process so important, we included it in our new regrant and will require applicants to go through an initial process involving planning to identify needs and priorities."

At their January 1998 meeting, the Council of State Historical Records Coordinators (COSHRC) set out to evaluate the 1990s NHPRC planning initiative. Two planning practices stood out as having the most value to those that used them—hiring a consultant and planning in a retreat setting. Focus groups, task forces, and analysis of the 1980s planning effort seemed less useful, even though board assessment of previous plans was the most used practice.

The change from the 1980s emphasis on identifying problems to the 1990s focus on the potential for action was apparent here and in the plans. The average number of

priorities identified was much more manageable, in one analysis an average of 6.9—a much more realistic number than those found in the 1980s plans. The lowest number was 4; the highest was 10.

Coordinators were also asked about pitfalls in the planning process. They cited relationships with outside groups—failing to include them in the process, difficulty in sustaining their interest beyond the availability of grants, and the tendency of the board to want to move faster than its constituents. One noted that combining planning with regular meetings of the board stretched the process out too long. Other problems were failure to focus on the doable and the difficulty of leveraging

outside funds for regrant match. One coordinator noted difficulty in getting the board to view the process as a means to an end, rather than a requirement of doing business with the NHPRC.

One hoped-for result of the NHPRC 1990s planning initiative was more inclusion of outside groups. Clearly, this result has been achieved. Eleven states reported involving a total of nearly 1,000 people. In one case, a State Records Commission was created as a result of the consolidation of state archives and records management functions. In other cases, new goals-based alliances have been formed involving libraries, a records association, and other state departments. Board composition changes have included the addition of more women in one state and the involvement of the humanities council in another.

Some coordinators have had more time to observe changes in board composition and alliances. They reported additions to their boards of minorities and local government representatives, broader geographic representation, and representatives of new groups, including land surveyors. In one state, two outside organizations used the NHPRC-funded plan to guide their activities.

The variety of collaborative ventures resulting from state plans has included the Florida SHRAB's partnership with the Florida Records Management Association; Minnesota's collaborations with more than 20 rural and Hispanic community organizations; a proposed project involving the North Dakota and Minnesota boards; Ohio board work with the State Library of Ohio, the

Ohio Public Library Information Network, the Western Reserve Historical Society, the state Department of Administrative Services, and other state agencies; the North Carolina SHRAB's partnerships with the Society of North Carolina Archivists and the North Carolina African American Archive Group; an agreement in Michigan between a university archives and the state archives to work with the governor's office on public and private gubernatorial records; sponsoring the formation of a state archives association in South Carolina; and in Vermont, work with land surveyors on land records and with museums and galleries on collections care.

A second goal of the NHPRC 1990s planning initiative was to create plans that were used. There has been strong confirmation that in most cases the plans are used and not put on the shelf to collect dust.

The focus on achievable goals and actions has also resulted in a variety of concrete programs to improve the preservation of and access to records. Some of the greatest successes have come with regrant programs, but some states list this as an unachievable objective because of the inability to raise matching funds. North Carolina and South Carolina both leveraged state funds to supplement regrant programs. While Michigan was unable to do this, its board members were enthusiastic enough about the objective of helping small community-based organizations improve their archival practices to volunteer to provide unpaid consultant services to 40 of them as match for Michigan's regrant program. Plans have also been linked to support for new archival buildings in South Carolina, New Hampshire, and Delaware. Ohio used its plan to leverage a state commitment to automation, electronic records, and World Wide Web information.

The information reported above indicates that the 1990s NHPRC planning initiative has been successful in encouraging collaborative, action-oriented planning efforts. This is a marked change from the 1980s effort. However, in the area of measurable evaluation, there is clearly room for continued improvement. Whatever measures are to be used, the NHPRC and the Council of State Historical Records Coordinators need to agree on a few achievable measures and make a commitment to use them.

Why have some states and territories not participated in the planning initiative? Two things are clear. First, planning cannot be effective if the organization doing the planning

does not have the status, power, or will to set collective priorities and take collective action. The diverse SHRAB conditions created by gubernatorial appointments and the varying strengths of state archival programs make it impossible to achieve 100% participation or consistency across the nation. Second, the impetus for and burden of statewide board planning lie with state archival programs. Such planning is a resource commitment that competes with everything from internal planning to accessioning, processing, and referencing records.

The NHPRC 1990s planning initiative is changing the way SHRABs work. Perhaps more than consciously intended, it is pushing them and the state archives that lead them towards taking responsibility for statewide coordination of archival planning. The parallel support of COSHRC offers the potential of creating an archival planning and support system that extends from the national level to the smallest community. This is particularly important in an era when all seem to realize that large archival repositories will never be able to collect, preserve, and provide access to all of the important records created in the nation. Many of those records—some documenting corporations and individuals of national significance—will remain in the hands of volunteers, librarians, and others not trained as archivists.

Most state archives have long had a focused, legislatively mandated mission—to preserve and make accessible the records of state and possibly local government. Some with a long association with a state historical society or library also have strong manuscript collections. Few have seen their core mission as being the leader of statewide historical records planning and advocacy or as improving the condition of records held in community repositories throughout their states.

The NHPRC posits a role for the SHRABs of serving as a link between national archival efforts and local communities. It does this in the traditional federal-state relationship of state developmental assistance and review of grants (or National Register nominations) before they reach a federal agency. But with its planning initiatives, it also asks the boards—and therefore the state archivists who in most cases serve as their coordinators—to take on statewide planning, advocacy, and educational roles that might be performed in other history disciplines—or the archival discipline—by professional associa-

tions or advocacy organizations. In the field of historic preservation, this role is filled by state agencies—the State Historical Preservation Offices—but it is subsidized at a much higher level than that offered through NHPRC grants.

Where this NHPRC-encouraged stepping-out-of-the-state-archives box is successful, it can result in much broader public support of the state archives program and an enhanced role for archives across the state. But because that role is not an altogether comfortable one for state archives, it will continue to be greeted with different levels of enthusiasm and financial support from state to state.

In the follow-up discussion at their January 1999 meeting, COSHRC members emphasized that many state planning efforts are just beginning to produce results. Everything in the current evaluation must be considered preliminary at best. However, most can see immediate benefits from the process and its inclusion of new and old players in thinking about the preservation and access of archival records in their states. They also noted that the most difficult part of planning for the SHRABs remains keeping the focus on things the boards can do and defining clear products that will result from successful implementation of a plan. A second concern is that the plans cast a wide enough net to allow the states to respond to unforeseen opportunities and seek NHPRC support for their efforts in such cases.

COSHRC members also cautioned that care must be taken in assuming cause and effect when attributing results to planning efforts. Plans are often only one element in the successful pursuit of improvement in the condition of archival records in a state. They noted that with more time, they could put together more statistical information on outputs. Such outcomes as the number or percentage of institutions achieving certain archival standards over a period of time may be more revealing than the simple counting of feet of records processed. Members strongly supported performance measures, set by the NHPRC, that are consistent across similar grants and agreed upon at the beginning of a grant. They suggested including demonstration projects with evaluation measures in the planning process. Finally, COSHRC members encouraged the NHPRC staff to increase efforts to ensure wide dissemination of grant products. ❖

*GHRAB's Local
Government
Regrant
Program*



GEORGIA ON OUR MINDS

At its February 1996 meeting, the NHPRC recommended that the Georgia Historical Records Advisory Board (GHRAB) be awarded a 2-year grant of \$298,386 to establish a local government regrant program. For its part, the State of Georgia put up \$275,000 in matching funds and \$185,388 in in-kind contributions to secure the NHPRC grant. Other sources of funds and expertise included various Georgia state institutions; the National Center for Preservation Technology and Training; the Georgia Chapter, Government Management Information Sciences; the Georgia Records Association; and individual county and municipal governments and regional development centers.

The goals of GHRAB's local government regrant program were to provide direct assistance to enhance or establish local records management programs, to train local government staff members in archival and records management fundamentals, and to demonstrate that multi-government cooperatives are an effective solution to records needs.

To maximize the value of individual projects within the overall program, as well as to create a strong foundation for future efforts across the state, GHRAB placed special emphasis on leveraging federal, state, and local funding and expertise; fostering cooperative projects for enhanced scope and greater efficiency; applying new technologies; and developing models for future initiatives.

GHRAB awarded grants to 35 Georgia counties, cities, consolidated governments, school systems, regional development centers, and professional records management associations. Under the regrant program, GHRAB-sponsored training workshops and site visits served more than 150 local

government units and organizations across Georgia.

Local government officials started much-needed records management programs and enhanced existing programs. They inventoried old county records and loose courthouse documents, established secure environments for storage and better access, improved archival and records management practices and expanded staffing, implemented new computer systems, microfilmed historical and vital records, developed disaster plans, and saved many historical records for posterity.

From the original cash and in-kind contributions committed in the approved grant budget, the project was eventually able to leverage additional funds totaling \$985,863 in cash and \$458,909 in in-kind efforts allocated by local governments. Other significant accomplishments included 8 new city or county records programs established and 24 existing programs enhanced, 6 new full-time records management positions created, 9,015 boxes of records inventoried, 157 records series identified and inventoried, and 21 common retention schedules implemented. In addition, GHRAB helped local governments adapt to using the Internet for posting and distributing information about records to the state government, and established a listserv for state public records managers to use in discussing common problems and solutions.

GHRAB's local government regrant program proved that in an environment of high expectations and limited resources, carefully designed cooperative initiatives can produce efficient, cost-effective results. One regional records service center was established, and two regional development centers sponsored training and records needs

assessment projects for each of their member local governments. GHRAB and the Georgia Department of Archives and History (GDAH) developed training materials and conducted six regional records management and preservation workshops for over 300 people, and sponsored a local government recognition day (GHRAB Day) at the State Capitol.

GDAH staff members administered the local government regrant program and made numerous site visits to the projects to review progress and consult with local officials. Participating local governments committed almost \$500,000 in cash and in-kind services to improve their records management efforts. The Georgia General Assembly provided additional appropriations for local grants, and Georgia's Department of Community Affairs also contributed funds for these grants.

The local government regrant program created useful records management tools for municipal and county governments. New inventory forms, records management manuals, computer software, and disaster plans were developed and introduced. GDAH made these materials and other technical information available over the Internet.

While the program did not specifically set out to raise awareness of the importance of historical records at the local level, the individual projects helped bring this about in varying degrees. In many cases, the ripple effect extended all the way from those designing and implementing projects to local governing bodies and members of the general public, all of whom developed an appreciation for the need to preserve these resources and make them accessible within their communities.

The total value of GHRAB's local government regrant program was approximately

OPPOSITE PAGE LEFT: *The old jail in Appling was used by Columbia County as a temporary records storage facility.*

RIGHT: *Columbia County's new warehouse, shown here under construction adjacent to the county administrative center, contains permanent records storage facilities.*

\$1.4 million. The program's success should not overshadow the fact that its scope was relatively small for a state as large and diverse as Georgia. Many more potential participants could be served in the future through sustained cooperative efforts like this one. Moreover, many participants reported that they had found additional needs for records preservation and access and expressed the hope of joining any future programs. Local government officials noted a critical need for continuing assistance through direct grants, education, training, and information networks. In summary, this program could be the seed from which larger efforts will grow.

COLUMBIA COUNTY

Columbia County, on the South Carolina border, was one of the participants in the local government regrant program. Its efforts will serve as an example of what one local government could accomplish with a grant from this program. In June 1996, the county applied for a grant to establish a records retention system and to set up a database to maintain an updated records inventory and records retention schedule. GDAH approved the grant in August 1996, with the County Clerk, Phebe J. Dent, serving as grant administrator.

Ms. Dent's first efforts were devoted to the identification of inactive records in the various departments of county government. She formed a records retention committee composed of representatives of key departments and institutions. Ms. Dent also wrote the county's records retention policy and procedure users handbook in September 1996 and secured its approval by the Board of County Commissioners (BOCC). Early in 1997, planning began for microfilming of BOCC records in the following fiscal year.

The necessary computer hardware and software for the database were purchased and set up in the fall of 1996, with a half-time student intern hired as records retention assistant. The Clerk and the assistant reboxed 145 cubic feet of BOCC records, which were moved to environmentally controlled space in the county administrative complex for which shelving had been

purchased and installed. However, the Sheriff's office exercised its prerogative to claim the space for one of its departments. As a stop-gap measure, the records storage site was moved to the cafeteria of a vacant elementary school some 23 miles from the county administrative complex after heating and air conditioning equipment had been installed there. Both storage sites were temporary, since the records had been allocated environmentally controlled space in a county warehouse being built adjacent to the administrative complex. Other records had previously been moved from the attic of Appling Courthouse to temporary storage space in the old jail building in Appling, the county seat, in preparation for transfer to the new warehouse.

OTHER EFFORTS

Other localities that produced records inventories under such grants were the cities of Albany and Senoia; the Columbus consolidated government; and Cherokee, Jackson, and Upson Counties. The cities of Eastman, Grantville, McRae, Statesboro, and Tybee Island; the Gainesville city schools; and Baldwin, Bleckley, Carroll, Heard, and Houston Counties received grants to establish records management programs. The city of Dahlonega and Bibb and Laurens Counties microfilmed records with their grant money. Taylor County and the city of Carrollton included disaster preparedness and recovery planning among the tasks addressed by their grants.

Clayton County, the city of Marietta, and the Georgia Records Association used their grants for records management software. The city of Gainesville used its grant to develop a records storage program, while Jones County prepared a historical records preservation management program with its grant. Morgan County and the city of Savannah had grants for records access projects. Liberty and Tatnall Counties and the Columbus consolidated government undertook cooperative projects within their communities. Lastly, two regional records management projects were funded for the Chattahoochee-Flint and the Heart of Georgia-Altamaha Regional Development Centers.

RESULTS

What follows are some of the accomplishments reported by the 35 local governments that took part in the GHRAB

program. Bleckley County created a full-time records management position where none had previously existed. In the course of inventorying its records, Carroll County found records belonging to four other counties, which were returned to their rightful owners. Cherokee County turned up documents pertaining to the construction of the old county courthouse, which were used to emphasize the importance of preserving the building. Clayton County completed the programming and installation of new records management software, which it made available to other Georgia local governments at little or no cost.

Jackson County found court minute books dating back to 1796 and long believed lost; significant records documenting the transfer of slaves into the state and relating to indentured servitude there were discovered bound into a volume of court records. Tatnall County used its funds to leverage another state grant that financed the renovation of the old county jail as a records storage facility; a preliminary records survey there turned up records dating back to 1805, significantly bettering the previous earliest known date of 1854. The two regional development centers further extended the impact of the GHRAB local government program to 20 counties and 81 incorporated cities and towns.

These local developments by no means exhaust the achievements recorded for the NHPRC regrant to GHRAB. Recognizing the need to continue these important services to Georgia's communities, Secretary of State Cathy Cox has added a full-time Local Records Coordinator to the GDAH staff. For further information, and to learn more about other projects and programs undertaken by GDAH and GHRAB, go to GDAH's Web site, www.sos.state.ga.us/archives. Considering all that was accomplished under this regrant may keep Georgia on your mind too! ❖

ELIZABETH ALOI BARR AND ANDREW S. TAYLOR OF GDAH GENEROUSLY PROVIDED ASSISTANCE IN THE WRITING OF THIS ARTICLE AND THE IDENTIFICATION OF THE ILLUSTRATIONS.

The Iowa County Historical Society in Marengo, Iowa, hired an outside consultant to provide advice and counsel on the procedures for upgrading its historical research library in 1993. Three years later, the Winneshiek County Historical Society in Decorah, Iowa, developed a curriculum for training volunteers in the care and preservation of historical collections. The following year, the City Clerk's Association of Northwest Iowa convened a two-session workshop on records management for local governments using the "Records Management Workshop Curriculum for Local Government" that the International Institute of Municipal Clerks and the National Association of Government Archives and Records Administrators developed with support from the NHPRC.

In September and October, 1999, the Webster County Historical Society in Fort Dodge, Iowa, will sponsor a series of four training workshops for colleagues from area historical societies. The Ackley Heritage Society in Ackley, Iowa, will soon be sponsoring workshops for area historical societies on the care of historic photographs. These local education efforts are products of a decade-long emphasis of the Iowa Historical Records Advisory Board (IHRAB) to improve the level of care for the state's documentary resources through education and training.

In 1989 the Iowa General Assembly funded a new grant program that had been authorized in 1986. That program, the Historical Resource Development Program (HRDP), established a program of grants to preserve, conserve, interpret, and enhance historical resources in the state. The program allows grants for the acquisition, development, preservation, conservation, and interpretation of historical resources and "professional training and education programs on the acquisition, development, preservation, conservation, and interpretation of historical resources."

This matching grant program has encouraged the preservation of valuable historical resources throughout the state. More than \$9.5 million has been awarded to historical societies, local governments, individuals, and private organizations for projects in the historic preservation, museum, and documentary collections categories since 1989.

The Iowa Historical Records Advisory Board was re-invigorated in 1989 in part to serve as the review panel for HRDP applications related to documentary collections. Throughout its history, the HRDP grant

The Evolution of Local Archival Education

THE IOWA EXPERIENCE

BY GORDON O. HENDRICKSON

program has emphasized providing assistance to organizations with few or no paid staff members. Iowa, like many states, is blessed with organized historical societies in all of its 99 counties as well as in many of its cities and towns.

More than 325 historical societies and museums are active in the state. In addition, more than 525 public libraries and numerous genealogical societies include original historical documents in their collections. Most of these organizations have few paid staff members and fewer staff members who have received even the most basic archival training. The HRDP staff, and IHRAB as the grants review panel, consciously work to reach these small repositories to provide assistance in the preservation of documents and other historical resources of local and statewide importance.

Intuitively, IHRAB recognized the need to preserve and enhance access to materials in these small organizations. At the same time, the board recognized the need to provide quality advice to the grant recipients. In an effort to provide that advice, the board encouraged applicants to employ qualified advisers and consultants to provide one-on-one advice. In this way, individual applicants received advice specifically designed for individual problems. The board recognized the validity of this approach to training, but also soon recognized that the same problems seemed to arise for many of the applicants.

The board then envisioned a training effort that could meet the needs of multiple applicants with a lower overall cost. In order to assure that review of project applications can be based on an understanding of the actual problems facing historical repositories in the state, and in order to identify the areas of greatest need for training, IHRAB has surveyed, reviewed, and analyzed conditions in local repositories many times.

A common thread resulting from these analyses is the need for more educational opportunities to enhance care of documentary collections in local repositories. IHRAB's response to the demand for enhanced educational opportunities has been

to include professional training and education as a priority item in all of its operational and strategic plans. When IHRAB adopted its 1992 strategic plan, with the assistance of an NHPRC grant, the board also adopted a set of funding priorities for the HRDP grant program. The funding priorities statement included professional training and education as a top priority for HRDP grant projects.

That funding priority arose from the board's first goal in the 1992 plan—its education goal. The board proposed to survey repositories to determine the level of collections care given to materials in those repositories and to identify repository training needs. The board proposed to report its findings to the Iowa archival community at the State Historical Society of Iowa's annual meeting.

In 1993 IHRAB implemented its first survey of historical repositories since preparation of its 1984 plan. The 1993 survey contacted 685 institutions known or assumed to have historical records in their holdings. A remarkable 42 percent of the institutions (285) responded to the survey. Among the most revealing responses were those related to staff training and the desire for additional workshop training experiences. Nearly half (131) of the institutions that responded indicated that none of their paid or volunteer staff had ever had archival training. They truly were operating on the principle that application of "common sense" solutions to the organization, preservation, and storage of historical records would suffice.

At the same time that the respondents acknowledged their lack of training, they also recognized the need for training. Almost 75 percent of the respondents indicated a desire to send staff (paid and unpaid) to archival seminars and workshops, provided that those workshops were conducted within 70 miles of their homes.

In response to these findings, and with encouragement from IHRAB, the Winneshiek County Historical Society took educational efforts to another level when it proposed to train a cadre of volunteers through a formal, designed training program. Where previous HRDP grants involved use of a

consultant to provide advice and counsel to the grant recipient, this project involved specific training to a group of volunteers.

The HRDP grant-funded project prepared a three-part curriculum for training volunteers. Once trained, the volunteers worked to prepare the Society's collections for public access. Under the guidance of the Director of the Luther College Archives (who also served as President of the Winneshiek County Historical Society), the project worked smoothly with 15 individuals trained in basic archival practices. These trained volunteers then applied their skills to the collections of

grant funds to encourage intensive training to records keepers from many organizations, not just from the applicant institution.

In keeping in with this approach, the board recently funded two applications designed to provide workshop training to local historical societies and museums. In these cases, a local historical society will sponsor specific training for its own volunteers as well as members of area repositories using trained outside instructors.

Both the Webster County Historical Society in Fort Dodge, Iowa, and the Ackley Heritage Society in Ackley, Iowa, have received previous HRDP grants. They recognize the need for continuing education for their own volunteer staff (neither has any paid staff), and they recognize that other local organizations also have an interest in and need for the training. When these workshops take place in late 1999, IHRAB hopes other organizations will be encouraged to conduct similar workshops in other parts of the state.

In 1996, with continued financial support from the NHPRC, the IHRAB reviewed its 1992 plan and developed a new strategic plan. Utilizing the data gathered in 1993, as well as input from focus groups drawn from records creators and records keepers, IHRAB identified nine key issues facing Iowa's archival organizations. The action steps IHRAB developed to guide its work for the next 3 years focused largely on educational efforts—presentation of workshops at statewide meetings, encouraging other organizations to offer training opportunities, encouraging local organizations to present workshops to local constituents, and presentation of specific training events for targeted audiences.

Among the important features of IHRAB's 1996 plan was an action step calling for the collection or creation of "best practices" information to be distributed to repositories throughout the state. The resulting brochures represent the board's opinion of effective, practical advice for records keepers. These helpful brochures have been distributed to all local historical and genealogical societies and museums in Iowa, as well as to all who have applied for HRDP grants. The brochures will soon be available on the IHRAB homepage (a part of the State Historical Society of Iowa homepage), and will have links established from the Iowa State Association of Counties, the Iowa League of

Municipalities, and the State Library of Iowa. IHRAB's goal is to distribute the brochures as widely as possible within the state as a means of improving the care provided for valuable historical resources.

While the "best practices" brochures are an important step in providing basic guidance to local repositories, they are, at best, an introduction to archival practices. Many organizations with specific questions need access to more detailed archival literature, but most local public libraries do not have it on their shelves. IHRAB sought to address this shortage by compiling six "resource libraries" containing selected articles and publications on archival topics.

IHRAB placed these resource libraries in various parts of the state, so they would be available to local organizations with a minimum of driving. The resource library housed in Des Moines is a circulating copy, so it can be loaned to an individual, a historical organization, or a local government for a limited period of time. The bibliographies for these resource libraries are included in the best practices brochures, so individuals are able to identify the resource they need and obtain it either through an interlibrary loan process, by purchase, or by visiting the closest resource library site.

The best practices brochures and the resource libraries are recent additions to IHRAB's educational arsenal, so the results are not yet in as to their effectiveness. As IHRAB turns the corner to the 21st century, it will continue to evaluate its educational offerings. In addition to funding educational workshops with HRDP resources, the board expects to develop specific workshops for presentation throughout the state, ultimately using the statewide telecommunications network for delivery of those workshops. It will continue to encourage organizations to use consultants and advisers, to attend educational workshops and to sponsor training workshops.

The need for continuing educational training at all levels is great. For many organizations, the need is for the most basic of training, for others the need is for advanced training. The challenge for a statewide planning body is to be able to provide resources to organizations at all levels of development. IHRAB believes its multilevel approach encourages local volunteer historical organizations and local governments to seek training appropriate to their needs. ❖

GORDON O. HENDRICKSON IS IOWA'S STATE ARCHIVIST.



the Winneshiek County Historical Society, and two continued their training as interns with the Luther College Archives.

Another evolution in IHRAB's encouragement of training efforts at the local level was an effort to provide basic training in records management to city clerks in Northwest Iowa. Following a technical assistance visit to a Northwest Iowa City Clerks' Association meeting, the Association applied for and received a HRDP grant to conduct records management training for association members. In early 1997, two workshops attracted 55 city clerks from towns ranging in size from a few hundred to several thousand citizens. State Archives staff conducted these sessions using the NHPRC funded "Records Management Workshop Curriculum for Local Government."

The city clerks received basic training in the principles of records management and an introduction to the application of those principles to local governments. The training program, held in Storm Lake, Iowa, represented an additional step in the methods IHRAB used to promote archival education in the state. In this case, the board provided

EDUCATING NEW MEXICO'S LOCAL GOVERNMENTS

BY L. ELAINE OLAH

New Mexico has 33 counties and 101 municipalities, 89 school districts, a multitude of quasi-governmental bodies. Our population at the last census was just over 1.5 million. Compared to other states, this seems a manageable number of entities. It isn't, and there are a number of reasons for this. New Mexico is the fifth largest state in the country. Each governmental body is an independent unit of government with its own management, priorities, and constituencies that have contributed to New Mexico's long history of resistance to central control by "The State."

AUTHORITY (OR LACK OF IT)

Local governments' need for independence resulted in the formulation of a New Mexico Public Records Act specifically designed to address public records created or maintained by the executive branch. The Public Records Act does, however, allow the State Records Administrator to **advise and assist** county and municipal officials in the formulation of programs for disposing of their public records. The State Records Administrator serves as the executive director for the Commission of Public Records (CPR) and operates the State Records Center and Archives.

The New Mexico Historical Records Advisory Board (NMHRAB) is an adjunct body of CPR. It was specifically created to participate in the NHPRC grant program. NMHRAB has not historically received state funding, nor has it been independently staffed. A planning grant from the NHPRC provided the needed impetus to resurrect the board and to obtain state support for it. Through its strategic planning process, it has become a resource to all historical record repositories throughout the state, including county and municipal governments.

Both CPR and NMHRAB jointly address the educational needs of local government repositories. The State Records Administrator chairs NMHRAB, and CPR staff members provide expertise to the board and to historical records repositories.

THE ROLE OF CPR

CPR, as the governing body for the State Records Center and Archives, has a vested interest in preserving the public records of New Mexico throughout their life cycle. Brochures about CPR and its programs have been developed and widely distributed. With regard to

local governments, our intent is to be a resource in keeping with the spirit of New Mexico's Public Records Act. CPR has taken a public relations approach to educating local governments. This approach entails acting as consultant/trainer, as well as developing models. This article will limit its discussion to municipal and county governments.

CONSULTATION

As consultants, CPR staff members provide advice on records and archival management practices. For the most part, staff members answer questions, direct local governments to other sources, and provide advice on approach or methodology.

Records Management Division analysts provide information or advice in response to questions posed by local governments. Typical questions are: What do we need to keep? What can be destroyed? When can we destroy them? How can the records be destroyed? What records are confidential? Is the whole file confidential? Who has access to our records: does the governing body, even if they are confidential? does the public, to everything? If the records are in electronic format, does a paper copy need to be produced? Who needs to be notified and who needs to approve the destruction? Can records be microfilmed? We're looking at an imaging system, we'd like to put all our records on it, is that OK? How must we maintain our records? Do we have to keep the whole file? Does the state have standards for electronic records?

Archives and Historical Services Division staff members often advise local governments on reformatting or converting their documents, or answer specific questions regarding how to care for their material. Staff members are often asked to appraise specific records, i.e., help local governments identify what is historical, or help them determine what can be thrown away. The State Archives is a repository for local government permanent records that have been transferred to it.

MODELS

Since CPR has no authority over local governments, it develops models that can be modified and adopted by various local governmental entities. CPR adopts general record retention and disposition schedules (RRDS) for local governments. There are two types of RRDS: those for support records, and those

which address the needs of particular offices, such as the county assessor, the county treasurer, et al.

The Records Management Division develops schedules with help from interested parties from local government. Schedules are reviewed by the RRDS Committee, which is comprised of the State Records Administrator, the Deputy State Records Administrator, and the directors of the Archives and Historical Services and Records Management Divisions. Once approved by this committee, the schedules are submitted to CPR for consideration and adoption.

Unlike general schedules adopted for state government and filed in this manner, general schedules adopted for local governments are not binding, because these entities are not subject to the Public Records Act. Rather, these schedules are models that must be formally adopted through resolution or ordinance by the appropriate governing body. General RRDS applying to all local governments identify support records common to local governments, such as General Administrative Records, General Financial Records, and General Personnel Records.

PROGRAM RECORD RETENTION AND DISPOSITION SCHEDULES APPLYING TO MUNICIPALITIES

A newly updated New Mexico Municipalities RRDS was adopted by CPR on December 30, 1998. Our latest statistics indicate that 38 percent (39 out of 101) of New Mexico's municipalities have adopted this schedule. Schedules have also been developed for municipal courts and for the Bernalillo County Metro Court. Several program schedules applying to counties have also been developed, including those for the County Commissioners or County Manager, County Assessor, County Clerk, County Sheriff, and County Treasurer. Counties are instructed that program schedules must be used in conjunction with support schedules in order for each entity to develop its own RRDS.

Other standards and guides have been adopted by CPR that apply only to state agencies, but are provided as guides to local governments that have questions in particular areas. Although local governments are not bound by these regulations, they do act as a source of information in areas of concern to them. New Mexico microphotography standards provide benchmarks that microphotography

(including imaging) systems must meet. Performance guidelines for the legal acceptance of public records produced by information technology systems provide local governments with guidance for developing electronic records keeping systems that will withstand legal challenges.

TRAINING

Training for local governments has focused on consultation and presentations on records and archival management principles and techniques. We have addressed interested groups through the New Mexico Municipal League, the New Mexico Association of Counties, and their affiliates. Most recently, we conducted a presentation at the 1999 Annual Local Government Budget Conference, where we addressed local government officials and staffers. We took this opportunity to remind participants of their obligations for preserving and providing access to public records and to encourage allocation of budget resources to records and archival management. Staff members have presented workshops to the Clerk's Affiliate and the Treasurer's Affiliate of the Association of Counties. Contacts with the Municipal League are under way to arrange a workshop for City Clerks at the organization's annual conference.

CPR staff conduct workshops in archives and records management practices on behalf of NMHRAB. Barriers such as the lack of CPR statutory authority prevent state regulation of local government records preservation practices. The independent nature of local governments requires a marketing approach to develop appropriate practices that will ensure preservation of historical local government records.

THE ROLE OF NMHRAB

NMHRAB has no official standing in state government. As an advisory board, it has the freedom to recommend best practices without the attendant stigma of being mandated by "The State." With the publication of its strategic plan, *Capturing 400 Years of Recorded History*, it developed several strategies for improving the condition of the public records of New Mexico.

When NMHRAB began its strategic planning, it knew local governments had issues that needed to be addressed. Every county and some municipalities participated in the project and greatly influenced the direction of the resulting strategic planks. The New Mexico Historical Records Repositories Survey revealed that the repositories' most pressing problems related to finding aids and access, training, staff, preservation and conservation, and space, with significant interest also in

storage conditions and appraisal.

To address these pressing problems, NMHRAB applied for and was awarded an NHPRC grant with three objectives: implement the board's strategic plan; develop and deliver a training program that addresses repositories' most pressing needs; and create a regrant program that will provide additional resources for training and developing records programs in New Mexico. The regrant program, called the New Mexico Historical Records Grant Program, and a schedule of training was developed soon after the grant was awarded. These two components of the grant are NMHRAB's mechanism for educating local governments.

NMHRAB obtained funds from the state legislature and from the NHPRC for the program. Grants are awarded annually to applicants who demonstrate need, financial and programmatically, and show commitment to solving historical records problems. Projects must address the funding priorities of NMHRAB as set forth in *Capturing 400 Years of Recorded History: A Strategic Plan*. The Board's Number One funding priority is to develop training programs or opportunities for historical records custodians to use basic management tools in the care and preservation of records in their custody.

In 1998, the New Mexico legislature appropriated \$25,000 to match the \$50,000 NHPRC grant awarded in December 1998. A 25 percent or better cash or in-kind match is expected from the recipient. Guidelines and an application form were developed and issued in November 1998 to repositories throughout New Mexico. Thirty-two proposals were submitted against a February 15th deadline. The Board ranked the proposals and awarded grants ranging from \$500 to \$8,500 to 16 repositories.

Local governments received only a small number of the grants awarded because the grant proposals submitted were not sufficiently developed. To address this problem, at least two grant-writing workshops will be conducted during September and October 1999, preceding the next call for proposals on November 1, 1999. Thereafter, the Grants Administrator hired under the NHPRC grant will provide direct assistance in grant preparation.

Thanks to a grant from the NHPRC, NMHRAB has put together a program of "free" training that will be offered throughout the state of New Mexico between December 1, 1998, and November 30, 2000. Our principle audience is local government, although workshops are open to all historical record repositories. Our training schedule offers 1-day, 1½-day, and 2-day workshops in records management and archives topics to many areas of the state that are desperately in need

of such training.

Basic Records Management is a 1½-day workshop that will be offered 3 times over the next 2 years in various locales. The workshops instruct participants in the basic principles of records management, including terminology, development and use of record retention and disposition schedules, electronic records issues, and vital records.

Other issues pertaining to electronic records will be addressed by bringing in outside sources to conduct a session on electronic records that builds on the basic concepts introduced in the Basic Records Management Workshop.

Archival Management training was designed to build experience incrementally. Basic preservation and conservation offered in *Preserving New Mexico's Historical Record* provides the hands-on training most requested by repositories. This 2-day workshop instructs participants in the nature of materials, environment and storage, management issues, selecting documents for preservation, reformatting, care and handling, and conservation treatments. The workshop is scheduled for three different dates and places during the grant period.

Appraisal of Archival Collections, a 1-day workshop held August 2, 1999, provided instruction to participants on using their mission statement to develop a collection policy, using the collection policy to appraise collections, and developing forms needed to document donations to collections. The session concluded with an exercise that required participants to create a mission statement, then outline a collection policy, and finally identify and appraise records using the model collection policy for the Carrizozo High School Archives.

This will be followed by a *Holdings Maintenance* workshop funded through the New Mexico Historical Records Grant Program in October. There is a nominal fee of \$20 per person for this workshop that will be offered in three different locations around the state. The November session is *Arrangement and Description*. This 2-day workshop promises to teach participants the principles of arrangement and of developing a descriptive program. Since developing finding aids was the most pressing need identified by all repositories, we expect this session to be well attended. Advanced sessions in photograph preservation and in automating finding aids will be offered in 2000. A full schedule of training offered is available at www.state.nm.us/cpr.

And so it goes.... ❖

L. ELAINE OLAH IS NEW MEXICO'S STATE RECORDS ADMINISTRATOR.

HELPING TO SAVE *the Machetanz Film Collection* IN ALASKA

THE UNIVERSITY OF ALASKA FAIRBANKS (UAF) is notable for its focus on regional studies. The collections of its Alaska and Polar Regions Department (APR) are therefore the university's core research materials in the humanities and the social sciences. With public and private support for this commitment, APR has built the world's largest and most diverse holdings of Alaska historical and cultural records, and continues to sustain the most comprehensive collecting program in this field.

APR's collections are heavily used despite the university's isolated location. There were more than 2,000 daily visits to the Research Room in fiscal year 1998. These were mainly for use of archives, manuscripts, photographs, and rare maps, as most of the rare books have been microfilmed. Researchers purchased 20,000 photocopies and 2,300 photographic prints, slides, and digital files. The Oral History Program circulated 573 cassette copies of interviews.

The Alaska Film Archives in APR is the most important repository of archival film footage in and about Alaska, although the accessioned holdings of 1,616 films and 3,704 videotapes may seem small by Lower 48 standards. The only other current archival collection program for moving images in Alaska is the Alaska Moving Image Preservation Association (AMIPA), a non-profit organization that depends entirely on volunteers and annual fund-raising. The Alaska Film Archives is far stronger in early material and in film, although AMIPA has larger holdings of broadcast and documentary videotapes.

Alaska pioneers prized their historic



Fred and Sara Machetanz celebrate passage of Alaska statehood legislation in this publicity still from their lecture tours. Photo courtesy of Fred and Sara Machetanz.

opportunity and recognized that film was ideal to capture a modern history that coincided with the moving picture era. However, Alaska's extreme conditions made moving images very rare in comparison with still photographs. Moving pictures were invented just in time to capture gold rush fever on the Seattle docks in 1897, but still images are the only known visual record of the arrivals at Skagway and Dyea. The earliest motion pictures of Alaska show turn-of-the-century Klondike gold miners working a sluice box and rocker boxes, as well as mule pack trains.

The heart of the Alaska Film Archives is raw footage, produced mainly between the 1920s and the 1960s. The typical filmmaker was an amateur or an independent

professional. The typical product was 16mm silent footage. The typical purpose was to document some key aspect of Alaska's ecology, economy, or culture. Here are some examples:

- The naturalist Adolph Murie filmed over several decades for his magisterial studies of birds, mammals, wolves, and grizzlies in Denali (15,000 feet of film).
- Hallie Cordle, an equipment salesman, filmed gold-mining operations throughout the interior in the 1930s (5,500 feet).
- Fred and Sara Machetanz filmed many aspects of Alaska life in the 1950s. Their major productions were *Alaska Sled Dog* (for Walt Disney) and the documentaries that Fred showed with his own live commentary in annual lecture tours in the Lower 48 (115,000 feet).

For several years, the Alaska Film Archives has been supported by year-to-year allocations from Rasmuson Library general funds as well as by grants and gifts. The position of film archivist will be funded half-time from the library's regular budget beginning in January 2000. This will sustain public services, outreach, collection development, accessioning, environmental monitoring, and fund-raising at a responsible and progressive level.

Major preservation and access work will continue to depend on external funding. APR's strategy has been to seek out funding for each of the major subject strengths in the collection from agencies and foundations that share those topical interests. Its 1998-1999 project "Alaska Films Before

Statehood," which will result in the preservation of 225 reels of raw footage by documentary film makers Fred and Sara Machetanz, was funded by an NHPRC grant of \$33,718.

The Machetanz Alaskan film collection is incomparable. It offers a fascinating view of pre-statehood Alaska from the resident's perspective, captured with an artist's eye through the camera's lens, covering nearly two decades of varied activities. As Dirk Tordoff, the assistant archivist for film at the Alaska Film Archives, puts it: "This is a wonderful collection. It literally offers a window on the past, allowing the viewer to see Alaska and Alaskans in a different era. Some of the activities recorded are no longer done."

On one reel, an Eskimo hunter on the coast (Unalakleet) uses his dog team to haul a kayak over the spring ice to hunt seals. At the edge of the ice pack, he is faced with the problem of securing the dog team. He resolves the matter using skills and tools passed down for generations, by chipping a simple but ingenious tie-down from the ice. After tying the dogs securely, he is off on his hunt. On another reel, the same hunter teaches his young son how to handle the dog team and the kayak so that one day he can repeat the cycle.

The Machetanz collection contains images of many other interesting and historic events:

- Deep in the forested interior, on the banks of a glacier-fed river (the Tanana), an Athabascan fish camp bustles with activity. Simple spruce poles are converted into a fish wheel for gathering the winter's salmon from the murky water. An elderly woman converts sheets of birch bark into bowls and other implements, deftly stitching the bark together with roots.

- Far to the south of both seal hunter and fish camp, a log cabin is literally carved out of the virgin forest. The camera records the clearing of the land and the cutting and shaping of logs to form an artist's house and studio.

- Travelers on the newly completed but primitive ALCAN Highway change flat tires, wait for construction workers to repair a wooden bridge, and watch a bush plane take to the sky using the rough gravel surface of the road as a runway.

- On a remote coast in the Far North, a huge landing craft disgorges trucks and construction equipment with a sense of urgency. The Cold War is heating up, and the equipment will be used to build the Distant Early Warning (DEW) Line, a radar system rushed into service to keep the Soviets at bay over the top of the world.

Fred and Sara Machetanz were there with camera rolling to record dog teams competing in winter games, children playing baseball, shoppers marveling at a modern grocery store, gold miners toiling for riches, and happy celebrants taking to the streets in an impromptu parade when Alaska became a state. The couple spent time on the lecture circuit in the Lower 48 providing commentaries on their Alaska documentaries, but found the schedule too hectic after the birth of their son. They returned to Alaska, where Fred took up a new career as an artist. Fred Machetanz the artist is now considered a national treasure by many; he and Sara are still painting and writing in and about Alaska.

The Machetanzes' most famous film was *Alaskan Sled Dog*, produced in Unalakleet for Walt Disney. Released in 1956, the motion picture tells the story of the boy Nip-Chik and his dog Nan-Nook, who grows from puppy to leader of Nip-Chik's sled team. *Alaskan Sled Dog* was made in close collaboration with the Disney Studio, which provided a cinemascope lens for the filming. The Machetanzes received credit for the filming, something Disney rarely permitted. Their familiarity with the people and place allowed them to capture intimate moments in community life missing from other early documentaries on Alaskan Eskimos.

Film is the latest addition to APR's comprehensive curatorial program, although the library began collecting films in the 1960s. The first film specialist was hired in 1978, based in Media Services with Archives participation. His main achievements were to convert all nitrate film to acetate safety stock and perform foot-frame identification and cataloging of 250 reels. The position was lost in the collapse of oil pipeline revenues in 1985, but the Archives continued public service for the cataloged films.

The Film Archives was re-staffed in 1993 with gifts totaling \$150,000 from the National Bank of Alaska. Since that time, the priority has been to extend basic accessibility to the entire collection while beginning to appraise for research value and preservation needs. These are the achievements to date: (continued on page 19)



LEFT: Dirk Tordoff, assistant archivist for film at the Alaska Film Archives, looks over a Machetanz film. Photo by Matt Hage for the Fairbanks Daily News-Miner.

ABOVE: An Eskimo man builds a fish trap near the Unalakleet River, 1948. From the Fred and Sara Machetanz Collection, Alaska Film Archives.

1. determine the universe of human activities that comprise life in Massachusetts to understand what should be documented,
2. recognize documentary problems and assess existing holdings in repositories to identify gaps in documentation,
3. share information about proposed under-documented areas and documentation categories, and
4. work together to find collaborative solutions to problems in identifying and preserving documentation in these areas.

These are ambitious goals. Even if the historical records community agreed that certain areas of Massachusetts life were under-documented, could communities mobilize to identify, acquire, and preserve records in these areas? Nationwide, much progress has been made in narrow areas. Some state historical agencies, such as those in New York and Wisconsin, have assessed the status of documentation in their states and have identified some documentary objectives. The Center for the History of Physics at the American Institute of Physics, accessible online at www.aip.org/history/index.html, has worked to identify and, where necessary, place documentation of that science in repositories. Intra-institutional documentation methodologies have been proposed and tested in university and hospital settings. However, there are no existing models for comprehensive, broad-based, documentation efforts.

MHRAB proposed and supported a variety of efforts in this area. While acknowledging the difficulties that a broad-based collaborative effort presents, MHRAB pledged to work with the historical records community to seek solutions to this challenge. The board pursued two different approaches: (1) to research and develop a broad typology for the documentation of Massachusetts, and (2) to provide tools and training to help local repositories plan to document communities.

WHAT WAS THE PROCESS?

The series of demonstration projects began as part of MHRAB's Strategic Planning project. First, the MHRAB project staff collected information on documentation projects and summarized information on its Web site. Second, MHRAB formed a working group of individuals involved in planning or implementing documentation projects. This group included the project staff of an NHPRC-funded documentation project at Northeastern University (Nancy Richard and Joan Krizack); the initiator of a town-level collaborative documentation project in Monson, MA (Theresa Percy); and the town clerk, library director, and museum curator of Provincetown, MA, who were in the early stages of discussion for a town-level documentation plan. These representatives shared information, identified common needs, and proposed collaborative activities.

Third, MHRAB hired archival consultant Kelcy Sheperd to undertake a documentation study in Massachusetts. This project entailed creating a broad list of categories representing specific areas of significant priority for documentation of the state. The list was derived from social science studies of human activity used by archivists to analyze holdings. Scholars, archivists, and other individuals with expertise in Massachusetts history, culture, and life were asked to suggest specific subcategories of importance. After creation of the list, the consultant, using a limited number of



Brochures created by MHRAB as part of the Strategic planning project and the Documentary Heritage Grant Program.

subject areas, assessed what records were available and how they were classified in published bibliographic information about Massachusetts repositories holdings. Although time-intensive, this project revealed an expected wide range of classifications used for archival collections; in addition, many collections we knew existed simply were not available using bibliographic sources. MHRAB continues to solicit input from scholars and archivists on categories of significance. In particular, MHRAB has included the creation of documentation tools and methodologies as a funding priority and will facilitate the ongoing analysis of Massachusetts categories.

A fourth project was the development of documentation tools for geopolitical (local) communities. MHRAB was particularly interested in supporting collaborative documentation efforts in neighborhoods, municipalities, and regions. In fact, local autonomy and pride could be used to stimulate documentation one town at a time in the Commonwealth while concurrently carrying out statewide assessment and categorization projects.

Working closely with the documentation working group and a similar working group on continuing education and professional development, MHRAB proposed a three-part series of workshops focusing on several areas where little or no training was available. To provide Massachusetts records caretakers with the tools needed to document communities, MHRAB partnered with the Bay State Historical League, the Massachusetts Historical Commission, the Massachusetts Board of Library Commissioners, and the Massachusetts Regional Library Systems to create a curriculum to include collaborative community documentation projects.

The project, funded partially by the NHPRC as part of the Strategic Planning project and partially by a grant from the Massachusetts Foundation for the Humanities, resulted in a 3-day workshop series held over the course of 1 month. Workshop I, "Understanding Archives," defines the role of the archivist and the elements necessary to develop a complete archival program. Workshop II, "Documenting Community," the heart and the soul of the workshop series, is based on the preliminary work noted above. This workshop provides a step-by-step guide to developing and implementing a community documentation plan. It focuses on how to collaborate and work effectively in a community setting. Workshop III, "Strategic Planning," utilizes the skills learned in both of the previous parts and encourages participants to think about how to plan their institution's future. These workshops

provide a checklist of activities, methods for collaborating, and tools for self-assessment and topical analysis.

The "Preserving Our Community Heritage" workshops have been very popular. Participants have been interested in learning how to carry out a collaborative documentation planning project in their communities. MHRAB hopes that these workshop series will encourage participants to consider the documentation implications that their decisions make on the community and states, even if specific documentation projects are not initiated in every community in the state.

In general, MHRAB has found the historical records community to be interested in determining statewide documentation goals and developing a documentation plan. However, much work needs to be done before broad implementation. Ongoing research, development of broad program tools, and successful community models must be initiated and shared across the state. One important step in this direction is the recent initiation of the NHPRC-funded grassroots regrant project, "Documentary Heritage Grant Program." This grant program takes the preliminary documentation work done by MHRAB one step further by making documentation projects a funding priority.

The "Documentary Heritage Grant Program" will fund projects that plan for or implement collaborative community documentation projects and that further the development and implementation of tools and methods to enhance the documentation of Massachusetts history. This grant program has just begun, and we look forward to some model projects.

Although there is much work to be done to accomplish our goals, documentation planning is a priority for the Commonwealth. MHRAB continues to look for ways to best determine the documentation obstacles and opportunities in Massachusetts. By facilitating research projects, seeking the ongoing input of scholars and experts, providing training, creating tools for community documentation planning, and providing funding opportunities, MHRAB is addressing its documentation priority, one town at a time.

For more information about Massachusetts Historical Records Advisory Board projects, please visit MHRAB's Web site at www.state.ma.us/sec/arcl/arcaca/aacintro.html. Many products are available online. Telephone the Massachusetts Historical Records Coordinator or Field Archivist at (617)727-2816, or send an e-mail message to areddin@sec.state.ma.us. We would like very much to hear your feedback on our current work. ❖

ANGELA REDDIN IS STATE HISTORICAL RECORDS COORDINATOR FOR THE COMMONWEALTH OF MASSACHUSETTS.

MACHETANZ FILM COLLECTION (*continued from page 17*)

- Approximately 50 percent of the film holdings and 90 percent of the videotape holdings have been accessioned with minimal identification and description. The resulting collection index is printed out semi-annually, can be searched in the Film Archives with Microsoft Access software, and will be included in an ongoing project of online access to indexes.
- Sixteen percent of the accessioned items have been cataloged in USMARC format in the UA online catalog.
- The first-cut appraisal for research value, performed in the course of accessioning, has been selecting about 70 percent of previously unexamined items for addition to the collection. The criteria were developed informally in 1993 and adopted formally in 1997.
- The first-cut appraisal for preservation is identifying about seven percent of the accessioned films as urgently needing new negatives because of advanced deterioration, then ranking them by research value.

In 1997 all archival films were moved to a vault with climate control that maintains the temperature at 48 to 50 degrees Fahrenheit and the humidity at 35 to 45 percent. Access is restricted to archives personnel. There are heat and smoke detectors with automatic reporting as well as sprinklers.

All films are initially kept in clean metal containers stacked horizontally on metal shelves. As films are fully reviewed or copied onto new film stock, they are reboxed using acid-free cores and polypropylene containers. About 30 percent of the collection has been reboxed since 1993.

Use is mainly through videotape copies, which protects the originals by making it unnecessary to handle them again, and also provides cheap and easy access. VHS copies are available for inhouse viewing, and also for interlibrary loan and purchase whenever donor agreements permit. The Film Archives provides selected Beta SP footage to meet the needs of documentary filmmakers, and makes Beta copies of the more fragile films to permit future video duplication without re-handling the originals.

The Film Archives is rapidly building a constituency as filters are identified and the information is disseminated. In the past 3 years, the Film Archives has provided footage for documentaries to the National Film Board of Canada, Cinenova Canada, Gentle Giant Productions of Denmark, Faction Films/BBC, Cezka-Televise of the Czech Republic, NBC, the Turner Broadcasting System, Holland-America Westours, GrayLine of Alaska, and public and commercial television stations in Fairbanks, Anchorage, Barrow, and Pittsburgh (PA). There were 73 substantive inquiries in fiscal year 1998, about half again as many as in the previous year, and there were 93 in fiscal year 1999.

The NHPRC's grant to the Alaska Film Archives will make it possible for future generations to experience life in pre-statehood Alaska through the films of Fred and Sara Machetanz. ❖

SUSAN GRIGG, WHO HEADS RASMUSON LIBRARY'S ALASKA AND POLAR REGIONS DEPARTMENT, AND DIRK TORDOFF, THE ASSISTANT ARCHIVIST FOR FILM AT THE ALASKA FILM ARCHIVES, GENEROUSLY PROVIDED ASSISTANCE IN THE PREPARATION OF THIS ARTICLE

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In this publicity still from their lecture tours, Fred and Sara Machetanz pose with an Alaska sled dog, the subject of a 1957 motion picture they filmed for the Disney Studio. Photo courtesy of Fred and Sara Machetanz. A related story on the Machetanz Film Collection begins on page 16.