



the **KENTUCKY** *Archivist*

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Newsletter of the Kentucky Council on Archives

Spring 2013

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Letter from the Chair:

*Sarah-Jane Poindexter
KCA Chair, 2012-2013*

Dear Colleagues,
As Leo Tolstoy writes in *Anna Karenina*, “Spring is the time of plans and projects.” This robust spring issue of *The Kentucky Archivist* is full of updates and announcements from the field and affirms Tolstoy’s statement. You all have been busy!

It’s time to set those projects and plans aside for a day and join the Kentucky Council on Archives for the spring membership meeting. On Thursday June 20th we will be convening at Eastern Kentucky University for a day of information sharing and professional engagement. Sarah Milligan will be our featured speaker. She is a member of the Library of Congress Digital Preservation Outreach Trainer Network and will offer three modules of instruction regarding the storage, protection, and management of digital assets. Sarah anticipates that these digital preservation sessions will be “full of dialogue and interaction. We can all learn from each other’s experiences as well as garner solid resources and a framework to build from.” It’s going to be an engaging and productive meeting – I sincerely hope you can join us!

If you haven’t already noticed, KCA has a new website! The new Wordpress-based site features a KCA blog, meeting coverage, publications, a membership directory, and so much more. Two of the most exciting features are online dues and registration payment via PayPal and the ‘Kentucky Archives Feed,’ a blog roll that is continually updated with blog posts from a variety of Kentucky archival institutions.

This spring also ushers in changes to the KCA leadership. With deep gratitude to their service, we bid adieu to board members Valerie Edgeworth (chair, ex-officio) and Beth Shields (webmaster) and welcome Terri Holtz (webmaster) and Anne Ryckbost (vice-chair nominee). My term as KCA Chair is also coming to a close. It has been an honor to serve for the past two years and I look forward to continuing my work with the board in the next year as ex-officio. Please join me in extending best wishes to incoming KCA chair, Jason Fowler.

Spring 2013

See you in June!

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Regional News

New KCA Board Members

Vice Chair/ Chair Elect:

Anne Ryckbost has been nominated for Vice Chair/Chair Elect. Anne is the Manuscript Processor for the Eva G. Farris Special Collections at Northern Kentucky University. She primarily works with the department's local history collections. Prior to working as an archivist, she taught high school Latin and served as Education Coordinator at the Center for Holocaust and Humanity Education. She has a B.A. in history and classics, an M.A. in public history, and is a certified archivist.

Web Editor:

Terri Holtze has accepted the appointment as KCA Webmaster. She is the Head of Web Services for the University of Louisville Libraries. Her work designing web pages and customizing CONTENTdm for UofL's Digital Collections [<http://digital.library.louisville.edu/cdm/>] drew her into the wonderful world of archives.

Thomas Merton Center Special Exhibit

Submitted by Mark C. Meade, Thomas Merton Center

The Thomas Merton Center at Bellarmine University, the official repository of Thomas Merton's literary estate, will be hosting a special exhibit of artifacts relating to Thomas Merton's historic November 1968 meeting with His Holiness the 14th Dalai Lama.

Included on exhibit for the first time ever, by special permission of his Trustees, will be Thomas Merton's hand written personal journal in which he recorded his meetings with the Dalai Lama.

In his literary estate Thomas Merton instructed his Trustees that his personal journals were not to be published until an official biography had been published and at least twenty-five years had elapsed since his death. In accordance with Merton's wishes his personal journals were published between 1995-1998 in seven volumes. However, as Merton's personal journals were published in their entirety, the decision was made to continue to restrict access to the handwritten original journals to ensure their preservation. So this will be a unique and limited opportunity for visitors to the Thomas Merton Center to see Merton personal journal from 1968.

Also on exhibit will be other artifacts relating to Merton's meetings with the Dalai Lama along with artifacts from the final months of Merton's life, including notebooks, photographs, correspondence and other items from the Merton Center archives. There will also be a photo exhibit, "A Hidden Wholeness: The Zen Photography of Thomas Merton" on Bellarmine University's McGrath Gallery concurrent with the Dalai Lama exhibit. Both exhibits run until June 2nd, 2013. For more information, please visit www.merton.org/dalailama/.

University of Kentucky Special Collections and Digital Library Services Award

Submitted by Sarah Dorpinghaus, University of Kentucky

University of Kentucky Special Collections and Digital Library Services were selected to receive an NEH Humanities Collections and Reference Resources grant for the Coal, Camps, and Railroads project. Over 130 cubic feet of portions of the Bert T. Combs Appalachian Collection will be selectively digitized, focusing on 189 years of economic development in the Eastern Kentucky coalfield from 1788 to 1976. The materials document the search for, extraction of, and distribution of coal, oil, and natural gas resources; the creation of railroads to bring these raw materials to industrial manufacturers and electrical power generators across the United States; and the company towns, their services, and the individual lives that grew up to sustain and make possible this economic development.

Archivist/Curator Announced for Kornhauser Health Sciences Library

Submitted by Kathie Johnson, University of Louisville

As of 1 January 2013, Kathie Johnson is the full-time Archivist/Curator of the History Collections at Kornhauser Health Sciences Library, University of Louisville. Since 1999, Kathie has divided her time between the University Archives and Records Center (now Archives and Special Collections) where she was the Archivist for Manuscript Collections, and Kornhauser where she worked one day per week for ten years then two days per week since 2009. The History Collections contain archival records, manuscript collections, artifacts, and rare books. The earliest records date to the founding of the medical school in 1837, while the earliest manuscript material goes back to 1808. There are artifacts from the mid-19th century to the present and a rare book collection of approximately 7200 volumes. This position has been either nonexistent or part-time for over 30 years, which left a fabulous collection lacking much needed care.

Kathie says she does miss working with her colleagues at Archives and Special Collections, especially since they are located on a different campus, but she does get to see them at meetings and events and often communicates by phone and email. The faculty and staff at Kornhauser have been welcoming and supportive as she has spent the first year playing catch-up and trying to accession, de-accession, and process the many collections that have been languishing. While Kathie will remain in KCA, MAC, and SAA, she is also now a member of Kentucky Medical Library Association and has joined the Lone Arrangers Roundtable of SAA.

Crowdsourcing Project – University of Louisville

Submitted by Rachel Howard, University of Louisville

The University of Louisville Libraries' Archives and Special Collections is using crowdsourcing to make *The Louisville Leader*, a sought-after historical source chronicling Louisville's African-American community, more accessible to people who want to study Louisville's history.

The quality of the digital images of this newspaper, published from 1917-1950 and scanned from microfilm, was not good enough for the optical character recognition software to generate keywords for searching.

People who want to help transcribe the newspaper articles so they can be searched online, or to view the newspapers and search the articles transcribed thus far, can go to uofl.me/lib-LouisvilleLeader.

Ron Lewis's Papers Dedicated at Campbellsville University

Submitted by Glen Taul, Campbellsville University

A process four years in the making, the congressional papers of former United States representative Ron Lewis were dedicated April 8 during special ceremonies at Campbellsville University's Montgomery Library. The papers are housed in the Library's Special Collections.

Lewis, who serves on the CU Board of Trustees, said he was honored that his papers were at Campbellsville University.

Dr. Glen Taul, CU's archivist, said it had been a pleasure to work on the papers for the last five years. He said there are 87 boxes with over 1,000 folders in the collection. Taul said the papers are a great asset to the university and to teachers. "The papers are very insightful and trace Lewis' decision making process while in Congress," he said. "They are a window into the thinking of the author," Taul said.

He said Lewis' efforts at saving Fort Knox from being closed and the tobacco buy-out were two significant events during his tenure. The collection has copies of the House bills pertaining to the buyout plus many personal and political papers legislative records, press and media collection, administrative files and other documents. Taul presented Lewis with a finding aid for the papers.

Dignitaries participating in the ceremony included Rep. John Duncan, representing Tennessee's 2nd District, Rep. Brent Guthrie, Lewis's successor in Kentucky's 2nd District, State Rep. John "Bam" Carney of Campbellsville, Hon. Tony Young, Mayor of Campbellsville, Hon. Eddie Rogers, Taylor County Judge-Executive. Representatives from the offices of Ed Whitfield, Hal Rogers, Mitch McConnell, and Rand Paul also attended as did former staff members of Lewis's congressional offices.

Lewis represented the second congressional district of Kentucky from 1994 to 2009. He was elected in a special election to fill the unexpired term of the late William H. Natcher. He served on many influential committees including Agriculture, National Security, Ways and Means and Government Reform.

The link for the finding aid is accessible at http://www.campbellsville.edu/Websites/cu/images/Library/Merged_Cover_page_Finding_Aid_Watermarked.pdf.



Front row, from left: Rev. John Chowning, vice president for Church and External Relations and Executive Assistant to the President, Ron Lewis, Kayi Lewis, Congressman Bret Guthrie, 2nd District of Kentucky, Lynn Duncan, Congressman John Duncan, 2nd District of Tennessee. Second row, from left: Kentucky State Representative John Carney, Allison Lewis Coffey, Dr. Glen Taul, archivist, and Dr. Mary Wilgus, Dean, College of Arts and Sciences. The collection is displayed in the background.

Western Kentucky University (WKU) News

Submitted by Suellyn Lathrop, Western Kentucky University

Two pieces of exciting news from WKU. First, Katherine Chappell was hired as WKU Archives Assistant in Fall 2012. Katherine is working on the backlog of architectural drawings and the president's papers index.

Secondly, WKU Archives in conjunction with the Kentucky Museum have just opened the 1963 Golden Anniversary Club exhibit. The exhibit will be on display through May 2014 in the Western Room of the Kentucky Building.

Georgetown College Oral History Project

Submitted by Sandy Baird, Georgetown College

The Bolton Archives at Georgetown College, in collaboration with the Kentucky Oral History Commission, who lent the equipment necessary for digitization of audio cassettes, and Sarah Milligan, recently converted two collections of oral histories to audio files. These are now available online at:

<http://www.georgetowncollege.edu/library/archives/oral-histories/> . These collections have already been used by alums and students in the Curatorial Studies class taught here. The collections are expected to draw more traffic over the summer, when alumni have a chance to read about it in the next issue of the *Insights* magazine, as well as from the "Pass the Word" website.

New Staff at the Filson Historical Society

Submitted by Jennie Cole, Filson Historical Society

The Filson Historical Society is proud to welcome Heather Stone and Eric Willey to the Special Collections Department. Heather comes to us from a grant project at the Kentucky Historical Society and the Kentucky Department for Libraries and Archives, and is a graduate of Indiana University School of Library and Information Science. Eric joins us from the Wisconsin Historical Society, and is a graduate of the University of Wisconsin School of Library and Information Studies. Heather will be focusing on the Filson's photos, prints, and A/V materials, and Eric is the Department's main manuscript cataloger.

MAC News

Submitted by Amy Purcell, University of Louisville

Rachel Howard, Heather Fox, and Carrie Daniels were awarded the Margaret Cross Norton Award for the best article published in the Midwest Archives Conference's peer-reviewed journal, *Archival Issues*, between 2010-2012. The article was "The Born-Digital Deluge: Documenting Twenty-First Century Events," about our August 2009 Flood Collection.

Construction of New Kentucky State Records Center is Underway

Submitted by Jim Cundy, KY Department of Library and Archives

In September 2012, Kentucky's General Assembly approved construction and lease for a consolidated State Records Center to house nearly 200,000 cubic feet of state agency records. The nearly 100,000 square foot facility is scheduled to be completed before the end of 2013. After construction is finished, State Archives staff members will begin moving records from the two current facilities into the new one. The new Records Center will have more effective climate control, taller shelving, room for expansion, and a more effective records tracking system.

School Newspaper Digitization Project

Submitted by Jackie Couture, Eastern Kentucky University

Eastern Kentucky University recently completed its fundraising efforts to digitize the school newspaper, *The Eastern Progress*, from its beginning in 1922 until 2005 when a born digital version is available. The digitization is being done by LYRASIS and is complete from 1922-1976. The remainder will be digitized this summer. Papers can be read and searched at encompass.eku.edu/upbus_progress.

Pass the Word: Exploring Kentucky through its Oral History Collections

Submitted by Kate Sowada, Pass the Word

Pass the Word (PTW) is Kentucky's online, oral history discovery tool that serves as a centralized database for oral history collections publicly accessible through Kentucky libraries, museums and archives. PTW can be accessed online at <http://passtheword.ky.gov/> and is a project of the Kentucky Oral History Commission, which is administered by the Kentucky Historical Society. This project seeks to make Kentucky's oral history collections more visible and accessible by providing a single portal of access to all the oral history collections in the state as well as provide a unified portal to gather oral history news and resource information from Kentucky and around the U.S.

In May 2013, the PTW project wrapped up its principal outreach phase to repositories and began promoting the project to patrons and researchers. Outreach consisted of contacting over 300 repositories across Kentucky likely to hold oral history collections and providing general assistance for those joining the project by creating a repository user account and independently uploading their oral history collection information. PTW outreach required extensive travel around the state, including visits to over 60 participating repositories located in 45 different counties, and often provided orientation and inventory assistance.

Based upon previous statewide surveys, initial estimates were that Kentucky had approximately 50 repositories statewide with about 600 oral history collections. Targeting those repositories identified in the previous statewide oral history surveys as a starting point, we focused on connecting with repositories and scheduling site visits regionally. After implementing the outreach plan, PTW has almost 14,000 interviews listed, which include content representing all of Kentucky's 120 counties from over 100 participating repositories located in more than 60 of Kentucky's counties. Averaging about 1,000 page views per week before marketing and social media efforts even began, the site continues to grow as more collection records continue to be added.

By compiling information about collections and making it available online, PTW stimulates interest in oral history and has increased research in oral history collections. Further, PTW is intended to develop a strong network of oral history collection holders across the state. By offering an organizational tool that links otherwise unconnected institutions, the project has already encouraged greater 21st century access and increased collaboration. Thank you to those KCA members already participating in the project! Your dedication to collections access and preservation is what makes this web portal so great!

If your organization has oral history interviews that you would like to include on Pass the Word, please contact Kate Sowada (kate.sowada@ky.gov) or Sarah Milligan (sarah.milligan@ky.gov) at the Kentucky Historical Society. Want to find out about upcoming oral history workshop opportunities, recent publications, as well as web-resources related to oral history? Or want to add your own event, product or web tools to the site? Visit <http://passtheword.ky.gov/>.

Kentucky State Archives Continues to Increase its Digital Presence

Submitted by Jim Cundy, KY Department of Library and Archives

The Kentucky State Archives recently added a Twitter account and a YouTube channel to expand its current Facebook-only social media presence. State Archivist and Records Administrator Barbara Teague tweets from @KYStateArchives with news about the Kentucky State Archives. The YouTube channel launched in April at: www.youtube.com/user/KYStateArchives. This channel will feature videos from KDLA's e-Archives, records management training, and information for researchers.

29th Annual Kentucky Archives Institute

Submitted by Tim Tingle, KY Department of Library and Archives

The 29th annual Kentucky Archives Institute is scheduled for June 21, 2013 at the Kentucky Department for Libraries and Archives, 300 Coffee Tree Road, Frankfort. The Institute, sponsored by the Friends of Kentucky Public Archives, Inc., provides information for scholars, general researchers, and genealogists interested in archival research. Speakers at this year's event include:

- Nancy Richey, Western Kentucky University: African-American genealogy
- Kandie Adkinson, Secretary of State's Land Office: historic land records
- Walter Bowman, KDLA: Kentucky veterans' bonus claims
- Kari May, KDLA: naturalization records project at the State Archives

Participants will also have the opportunity to tour the Kentucky State Archives.

A registration fee of \$45.00 includes attendance at the Institute from 8:30 a.m. to 4:00 p.m., lunch, and all materials. Deadline for registration is June 14th, and seating is limited to 50. Registrations should be sent to: Friends of Kentucky Public Archives, Inc., Kentucky Archives Institute, P. O. Box 4224, Frankfort, KY 40604.

For further information or to see a detailed schedule for the event, please visit the KDLA website at <http://kdla.ky.gov/researchers/Pages/2013KentuckyArchivesInstitute.aspx> or contact Tim Tingle at 502.564.8300, ext. 251.

EKU Oral History Center Revived

Submitted by Jackie Couture, Eastern Kentucky University

EKU Special Collections and Archives recently announced the revival of the ECU Oral History Center. The Center has been named after its first director, Dr. William H. Berge, to honor the important contributions he made to the oral history record in Kentucky.

The Berge Center will collect and preserve new interview projects which document the history and culture of Kentucky and Kentuckians. Physically located in Special Collections and Archives the Center is also building a virtual presence that will allow researchers to search the collection and listen to interviews online at oralhistory.eku.edu. We hope to have the inventory of the entire collection online by January 2014.

Kentucky State Archives Assists Agencies through Grants, Retention Schedules

Submitted by Jim Cundy, KY Department of Library and Archives

Kentucky's Public Records Division (PRD) continues to provide records management services to state and local government agencies, including grants to local government agencies and retention schedule updates. The Division's Local Records Branch provides grants to local government agencies for archives and records management projects, including funding of over \$935,000.00 in grants this year. The Local Records grant program started with a \$200,000 National Historical and Publications and Records Commission (NHPRC) demonstration grant in 1983, and received funds for a permanent grant program in 1985. Over the past twenty years, \$20.2 million in grant funds have assisted local officials with security microfilming of permanent records; installing and updating automated indexing systems; reformatting and conversion of paper records to digital and microfilm images; and purchasing supplies and equipment.

State and local agencies also rely on PRD for updated records retention schedules. PRD staff members work with public agency personnel to update schedules and then present the schedules to the State Archives and Records Commission for review and approval. In the last year, staff in PRD's Local Records Branch produced the first Retention Schedule for the Kenton County Airport Board, a completely revised schedule for public school districts, and made updates to the Lexington/Fayette Urban County Government and Local Government General Records Retention Schedules. Staff from PRD's State Records Branch completed new or entirely revised Retention Schedules for thirty-seven agencies. These included the Horse Racing Commission, the Department of Education, the Registry of Election Finance, the Personnel Cabinet, the Vital Statistics Branch, and six agencies in the Cabinet for Health and Family Services, and twenty-three regulatory boards and commissions in the Office of Occupations and Professions. State Records Branch staff made updates to fifteen other schedules, including those for the Transportation Cabinet, the Public Universities, the Department of Financial Institutions, the Kentucky Historical Society, the Department of Veterans Affairs, and the Department for Public Health. These schedules are available at <http://kdl.ky.gov/records/Pages/default.aspx>.

Kentucky SHRAB Provides Continuing Education for Archivists

Submitted by Jim Cundy, KY Department of Library and Archives

One of the central goals of the Kentucky State Historical Records Advisory Board's (SHRAB) strategic plan is to provide continuing education opportunities for the archivists in the Commonwealth. The SHRAB uses part of its National Historical and Publications and Records Commission (NHPRC) State and National Partnership grant to sponsor workshops for archivists and records managers, supporting attendees through scholarships and partial payment of registration fees. Since 2011, the SHRAB sponsored nine workshops and webinars on such topics as standards for digital archives, managing electronic records in archives and special collections, implementing More Product Less Process, metadata for preservation, grant proposal writing, understanding PDF/A, and using ArchonTM. The next SHRAB-sponsored workshop, in cooperation with the Society of American Archivists (SAA), is "Electronic Records Appraisal," is scheduled for June 2013.

University of Louisville's University Archives & Records Center and Special Collections Merge

Submitted by Carrie Daniels, University of Louisville

Effective January 1, 2013, University of Louisville's University Archives and Records Center (UARC) and Special Collections department merged to form Archives and Special Collections (ASC), overseen by University Archivist Carrie Daniels.

Archives and Special Collections collects, organizes, preserves, and makes available for research rare and unique primary and secondary source material, particularly relating to the history and cultural heritage of Louisville, Kentucky and the surrounding region, as well as serving as the official memory of the University of Louisville. The new unit, which is one of the University Libraries, is comprised of Rare Books, Photographic Archives, Digital Initiatives, and UARC.

This merger improves the researcher's experience by enhancing discovery across related collections; providing a common fee structure for reproductions; increasing hours of availability to the public through a single service point; and enabling the separation of the research room from classes, orientation, events and meetings, and community outreach offerings.

ASC can be accessed at <http://louisville.edu/library/archives>.

University of Louisville's Archives and Special Collections Welcomes New Faculty and Staff

Submitted by Carrie Daniels, University of Louisville

Archives and Special Collections is thrilled to welcome two new archivists and a new Imaging Manager. Our new archivists will be familiar to KCA members: Sarah-Jane Poindexter joined us as Archivist for Manuscript Collections and Co-Director of the Oral History Center in January and Heather Fox came aboard in February, as Archivist for Metadata and Scholarly Communications. Both came to us from the Filson Historical Society. Sarah-Jane received her MLS from Simmons College in Boston. Her work with us focuses on arranging and describing collections, donor relations, overseeing oral history projects, and curating the oral history collections. Heather Fox earned her MLS from the University of Kentucky, and is working to provide access to digital versions of archival collections and scholarly research. We have also welcomed Marcy Werner into the position of Imaging Manager in the Photographic Archives. Marcy is a recent graduate of UofL's Curatorial Studies masters programs, for which she completed a number of projects for Digital Initiatives, University Archives, and Photographic Archives. Marcy previously received a BA in Studio Art and Photography from the University of Kentucky.

Newsletter

Due to technical difficulties, some submissions may have not been received. I sincerely apologize if your submission was not included in the newsletter and encourage you to resubmit it for the Fall newsletter. To submit an article for the Fall 2013 Newsletter or to give feedback on the newsletter, please email Anna Powell at apowell@scnky.org.

Northern Kentucky University (NKU) News

Submitted by Lois Hamill, Northern Kentucky University

Thanks to its second NEH Preservation grant, Steely Library's Special Collections and Archives just hosted a well attended, free security workshop for archivists, librarians and museum professionals from Kentucky, Ohio and Indiana. Presenter Mimi Bowling has co-taught the SAA security workshop for twenty years.

The current exhibit "In with the New" celebrates significant recent acquisitions. The Trauth Dairy Business Records document television and print advertising for products manufactured by this family-owned company. Before actor Jim Varney portrayed Earnest, of *Earnest Saves Christmas* fame, he appeared in ads for Trauth Dairy. The Della Jones Papers focus on African-American education in rural Kentucky, while the Theodore H.H. Harris Papers include materials on a broader range of African American individuals and organizations in northern Kentucky. The Charles McLaughlin Collection documents McLaughlin's artistic career and upper class family life in early twentieth-century Greater Cincinnati.

Recently the Archives presented "Using Primary Sources," a workshop that guided area teachers through a series of exercises to prepare them to use primary sources in their own classroom. Teachers used the Cyrus Reasoner Civil War Correspondence to examine historical themes.

http://archives.nku.edu/special_collections/collections/reasoner/index.php.

Kentucky Archives Month Update

*Submitted by
Valerie Edgeworth, Chair
Kentucky Archives Month Coordinating Committee*

Planning for Kentucky's annual celebration of Archives Month is well underway. The Archives Month Coordinating Committee, under the direction of the Kentucky State Historical Records Advisory Board, met in February to begin preparations for this year's celebration which will be held in October 2013. The theme for this year is *Folklore and Superstition* to honor Kentucky's rich folkloric traditions.

The Archives Month Coordinating Committee would like to take this opportunity to thank the Kentucky Council on Archives for its continued support of Kentucky Archives Month and hope that this year's celebration will be our best yet!

The Kentucky Archives Month web address is <http://archivesmonth.ky.gov>. Please check the web site for events that will be held throughout the state in celebration of Kentucky Archives, or use the site to submit your own event. The site also has a Planning Guide to assist you in planning your Archives Month activities. We encourage all Kentucky archival and manuscript repositories to commemorate Archives Month in some way, with an open house, a workshop, a featured speaker, an exhibit, a tour, or any other type of event.

Spring 2013 Meeting Agenda

June 20, 2013 • John Grant Crabbe Library, Room 204D • Eastern Kentucky University, Richmond, Ky.

- 8:30 – 9:00 Registration
- 9:00 – 9:15 Opening Remarks
Sarah-Jane Poindexter, KCA Chair
- 9:15 – 9:30 Lightening Round
Introductions and updates from meeting attendees
- 9:30 – 10:30 STORE - Digital Preservation Training, session 1
*Sarah Milligan, Digital Preservation Outreach Trainer, Library of Congress
Oral History Administrator, Kentucky Historical Society*
This session explores issues associated with long-term storage in digital preservation. The goals are to:
- Develop a better understanding of long-term storage requirements and possible options for meeting those requirements
 - Raise awareness about trends in storage management and ways to track those trends
 - Consider factors that organizations need to weigh in developing their long-term storage management policy and practice
- 10:30 – 10:45 Morning Break
- 10:45 – 12:00 PROTECT - Digital Preservation Training, session 2
*Sarah Milligan, Digital Preservation Outreach Trainer, Library of Congress
Oral History Administrator, Kentucky Historical Society*
This session examines what steps need to be taken to protect your digital content. The goals are to:
- Develop an understanding of the levels of protection digital content requires
 - Define the concepts of protection and examine approaches that are used
 - Examine the roles and responsibilities involved in protecting digital content
 - Raise awareness about components of compliance with relevant requirements
- 12:00 – 1:00 Lunch Break
- 1:00 – 1:30pm Business Meeting
- 1:30 – 2:00 State Historic Records Advisory Board report
Barbara Teague, State Archivist and Records Administrator, Commonwealth of Kentucky
Kentucky Digital Library report
Sarah Dorpinghaus, University of Kentucky
- 2:00 – 3:00 MANAGE - Digital Preservation Training, session 3
*Sarah Milligan, Digital Preservation Outreach Trainer, Library of Congress
Oral History Administrator, Kentucky Historical Society*
This session considers what provisions should be made for long term management. The goals are to:
- Map out the scope of Manage to help organizations develop sustainable programs
 - Raise awareness about the success factors in preservation planning, including providing enough time for planning, policy development, and training
 - Encourage organizations to address technology, but not focus exclusively on technical issues – there is a lot for practitioners to do with or without a technical background
- 3:00 – 3:15 Concluding Remarks
*Sarah-Jane Poindexter, KCA chair
Jason Fowler, KCA chair elect*
- 3:30 - Archives Tour, Eastern Kentucky University
Jackie Couture, University Records Officer and Digital Archives Specialist

Kentucky Council on Archives • Spring Meeting
Thursday June 20, 2013 • 9 AM – 3:30 PM
Eastern Kentucky University
Registration Information

Cost:

If paying by check, \$25 for KCA members in good standing (2013 dues paid) or \$50 for non members. We also offer payment via PayPal on the KCA website (www.kyarchivists.com), which includes a convenience fee.

If paying by check, please send this registration form as well as payment (dues/registration check made out to the *Kentucky Council on Archives*) to KCA Treasurer Jennie Cole (address below).

KCA Spring Meeting June 20, 2013 \$25 members; \$50 non-members	
Name:	
Address:	
Telephone:	
Email:	

SEND DUES/REGISTRATION TO:

Jennie Cole
The *Filson* Historical Society
1310 South Third Street
Louisville, KY 40208

Make checks payable to: Kentucky Council on Archives

****If you are renewing/joining KCA by paying your \$20 dues, please complete and include the membership form, found online at: <http://www.kyarchivists.com/wp-content/uploads/2013/01/2013-KCA-Membership-Form.pdf>**

Directions/Parking to Spring Meeting

We would like to thank Eastern Kentucky University in advance for graciously offering to host our 2013 KCA Spring Meeting, as well as and the local arrangement committee for all their hard work.

The meeting will be held in John Grant Crabbe Library, Room 204D, Richmond, KY. Jackie Couture, ECU archivist, recommends that people turn left onto Lancaster Avenue, drive until you see the new pedway over Lancaster. Immediately past the pedway turn left into the parking lot. This lot will not be monitored on that day. Cross Lancaster and the library is the second building on the right.

Directions to ECU Richmond Campus

From Cincinnati, Ohio

Take I-75 South to Lexington, I-75 / I-64 (approximately 8 miles) to I-75 / I-64 split. Continue South on I-75 Richmond / Knoxville. Travel approximately 22 miles to Richmond and depart interstate at exit #87 (2nd Richmond exit). Make a left and cross over the interstate heading East on the Eastern bypass for one mile and you will see the main ECU campus on the left.

From Louisville, Kentucky

Take I-64 East to Lexington, I-75 / I-64 (approximately 8 miles) to I-75 / I-64 split. Continue South on I-75 Richmond / Knoxville. Travel approximately 22 miles to Richmond and depart interstate at exit #87 (2nd Richmond exit). Make a left and cross over the interstate heading East on the Eastern bypass for one mile and you will see the main ECU campus on the left.

From Lexington, Kentucky

Take I-75 South and travel approximately 22 miles to Richmond and depart interstate at exit #87 (2nd Richmond exit). Make a left and cross over the interstate heading East on the Eastern bypass for one mile and you will see the main ECU campus on the left.

From Bowling Green, Kentucky

Take I-65 North approximately 18 miles to exit #43 (Glasgow) and travel East on the Cumberland Parkway through Somerset to exit #41 on I-75. Travel North on I-75 for approximately 48 miles departing the interstate at exit #87. Turn right at the end of the off ramp and head East on the Eastern bypass for one mile and you will see the main ECU campus on the left.

Parking is in the Lancaster Lot across from the library. A map is available at <http://www.eku.edu/sites/www.eku.edu/files/files/campus-parking-map.pdf>.

Additional directions at this page: <http://www.eku.edu/about/directions-eku-richmond-campus>

Workshop

Appraisal of Electronic Records #1388

Fri, Jun 21, 2013

9:00 AM - 5:00 PM

Eastern Kentucky University
Richmond, KY

Early-Bird Registration Deadline: June 5, 2013

Co-Sponsor: Kentucky State Historical Records Advisory Board (KSHRAB)

Instructor: Mark J Myers

General CEU Credits: 0.75

Archival Recertification Credits-ARCs: 5

DAS Foundational Tier: 1

Course Fees

Registration Type	Fees: Early-Bird / Regular
KSHRAB Scholarship	<i>The Kentucky State Historical Records Advisory Board will provide a \$100 registration scholarship to archivists, records managers, librarians, or information professionals <u>living or working in Kentucky</u> to attend this workshop. Cost of workshop is \$189</i>

Course Description

Increasingly, archival records are created in electronic formats. As a result, archives of all types need to be responsible for the preservation of electronic records. After a review of the fundamental principles of archival appraisal and appraisal policies, you'll be introduced to the unique issues that need to be addressed when appraising electronic records. Case studies will highlight the practical aspects of appraisal when dealing with electronic records.

Upon completion of this course you'll be able to:

- Develop an appraisal policy for your archives.
- Include electronic records on records retention and disposal schedules.
- Address technical issues (such as metadata, software dependence, etc.) that arise when appraising electronic records.
- Appraise electronic records for your archives.

Who should attend? Archivist Practitioners, Records Managers. Anyone responsible for the archival appraisal of electronic records.

What should you know already? Archival appraisal of records, as well as some basic knowledge about digital preservation and electronic records.

This course is one of the Foundational Courses in the Digital Archives Specialist (DAS) Curriculum and Certificate Program and builds on others including Basic Electronic Records. If you intend to pursue the Certificate, you'll need to pass the examination for this course. Please follow "Procedures for DAS webinars" to access exam information.

The DAS Core Competencies Addressed in this Course:

#1: Understand the nature of records in electronic form, including the functions of various storage media, the nature of system dependence, and the effect on integrity of records over time.

#3: Formulate strategies and tactics for appraising, describing, managing, organizing, and preserving digital archives.

#4: Integrate technologies, tools, software, and media within existing functions for appraising, capturing, preserving, and providing access to digital collections.

Attendance limited to 35.

Membership

KCA Dues Notice (January – December 2013)

KCA dues are based on the calendar year and are \$20 per year. Please fill out this form as if it were a mailing label to you. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!** We will be accepting registration fees via Paypal, although there will be an additional \$1 convenience fee. Please see the membership page of the KCA website to pay your dues electronically (<http://www.kyarchivists.com/membership/>)

Name: _____

Address: _____

For directory (optional)

Phone: _____ Fax: _____

Email: _____

Send dues checks to
Jennie Cole
The Filson Historical Society
1310 South Third Street
Louisville, KY 40208

Make Checks Payable to Kentucky Council on Archives

The Kentucky Council on Archives, a professional membership organization, does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability and provides, on request, reasonable accommodation including auxiliary aids and services necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, and activities. Persons requiring special accommodation or auxiliary aids must notify a member of the KCA board thirty (30) days prior to a meeting so that the proper arrangements can be made.