

REPORT OF THE CUSTER COMMITTEE
Submitted by Michele Lavoie
July 22, 2011

At the spring Steering Committee meeting the period of eligibility for the Finch award was increased to a full year. As such the guidelines were updated in the call for submissions notice and the MARAC website. The Custer committee sent out notices for the Custer and Finch awards to the Archives and Archivists listserv, the H-Net listserv, and other outlets.

To date, the committee has received three submissions for the Custer award and six for the Finch award. Reminder notices are being sent in an attempt to garner more nominations before the July 31 deadline.

The committee continues to review the guidelines as written and will make recommendations in the fall for improving the clarity of the submission guidelines and procedures. We are also working on a handbook to assist future committee members in the process.

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To: MARAC STEERING COMMITTEE

FROM: MARIANNE KASICA, CHAIR DEVELOPMENT COMMITTEE

RE: DEVELOPMENT COMMITTEE REPORT – JULY 22, 2011

The committee met briefly in Alexandria and discussed some ideas for the 40th Anniversary year coming up in 2012.

The ad for the Disaster Assistance Fund drive has now been in two online issues of Mid-Atlantic Archivist, unfortunately including a typo which we all missed. We will wrap this up before the Bethlehem Meeting.

The Committee has added two new members, Laurie Preston and Andrew Cassidy-Amstutz.

Distinguished Service Award Committee Report Summer 2011

Members:

Danna Bell-Russel – Chair
Lauren Brown – Ex-Officio
Jennie Levine Knies
Catherine O’Brion

The committee is working to develop procedures for the selection process and to decide the most effective way to solicit nominations. We hope to have an announcement in the Fall *Mid-Atlantic Archivist* to remind members of the award and to encourage them to make nominations.

I will work on updating the online nominations form.

MARAC Education Committee Report
July 25, 2011
Submitted by Brian Keough, Chair

New Committee Member

Jordon Steele, University Archivist, Johns Hopkins University, has been appointed to a two-year term on the Education Committee.

Off-conference Workshops

Details for a fall 2011 workshop have not yet been finalized. Would your institution be interested in hosting a workshop? The MARAC Education Committee is looking for institutions that could host a workshop. The host institution would have to provide a classroom for up to 30 people and a local contact person to handle logistics. The host institution receives 2 free registrations for their staff to attend. The MARAC administrator handles all registration and expenses related to the workshop.

Leonard Rapport Modern Archives Institute (MAI) Scholarship

The deadline to apply for the Winter 2012 MAI scholarships is November 15. For application procedures please see: <http://www.marac.info/mc/page.do?sitePageId=92118>

Fall 2011 conference travel awards

The deadline for travel scholarships to attend the fall 2011 conference is September 10. For application procedures please see: <http://www.marac.info/mc/page.do?sitePageId=92118>

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TO: MARAC STEERING COMMITTEE

FROM: ARIAN D. RAVANBAKSH, CHAIR, ELECTRONIC RESOURCES COMMITTEE

RE: ELECTRONIC RESOURCES COMMITTEE REPORT – SUMMER 2011

Submitted to the Steering Committee at the spring meeting on Friday, July 29, 2011 in Baltimore, MD.

Committee Membership

No changes to report.

Work of the ERC

The ERC has the following items to report.

- 1) The ERC continues to work with the Outreach Committee to develop a revised vision statement for the MARAC blog.
- 2) The ERC is developing a survey to be sent to MARAC members to assist in identifying the expectations and tools that the MARAC membership would like to utilize.
- 3) Matt Strauss, as MARAC webmaster, has been named as an Authorized Service Administrator for the MARAC MemberClicks account. In this role, he will discuss ways that MARAC can fully utilize the site and to address other concerns.

Issues for Steering

None at this time

Finding Aids Committee Report
MARAC Steering Committee Meeting
Baltimore, MD
July 29, 2011

Activities

The committee has begun revisions to the criteria for the finding aid award and is making progress. To help inform our discussion, committee members have looked individually at what other institutions are doing, recent literature concerning the use of finding aids, and literature concerning the creation of judging criteria in general. At this time, we have come to general agreement on a number of points and do not envision any changes that would need to be placed before the membership as a potential change in the bylaws (including, for example, separate first place awards for different categories of finding aid or institution).

We are continuing our work and will keep steering apprised as we progress.

Respectfully submitted,
Dorthea Sartain, Chair

Membership Committee Report
MARAC Steering Committee Meeting
Baltimore, MD
July 29, 2011

Activities

Some of the committee members finished their term. Thank to all those and for their work to the committee. With some help from the MARAC chair Ed Galloway and Holly Ott the committee has 2 new members it needs and is ready to begin work again. We now have 4 active members, although we still have room for two more. Holly was able to obtain a snapshot of MARAC members from 2009 and 2010 broken down into categories: regular, retired and student. We wanted to see a trend for the past ten years to determine who our primary members are who and we should focus on targeting but this was not possible to obtain. I also researched some places where we could obtain for example MARAC logo pens and other swag to pass out at conferences 500 pens for \$150 or 250 tote bags for \$210. I thought this would be great as people love receiving swags at conferences and this could help promote MARAC more.

We are continuing our work and will keep steering informed as we progress.

Respectfully submitted,
Carolina Palacios, Chair

REPORT TO THE MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE-- THE NATIONAL COALITION FOR HISTORY

(Prepared by Lee White, Executive Director, July 26, 2011)

I would like to thank the Mid-Atlantic Regional Archives Conference for its continued and generous support of the National Coalition for History. Here are some highlights of the activities NCH has been engaged in since the beginning of the year.

I. LEGISLATIVE ADVOCACY

In April, Congress passed and the President signed into law a continuing resolution to fund federal programs for the remainder of Fiscal Year (FY) 2011, which runs until September 30. Nearly every program of interest to the historical and archival communities was cut, in some cases drastically. However the fact that some, such as Teaching American History grants, survived is a testament to the dogged lobbying efforts of the National Coalition for History, its constituent organizations and allied stakeholders.

If anything, the funding outlook for federal programs is even worse than last year for agencies and programs that affect archivists and historians. The FY '12 budget is currently being developed in the Congress.

1. National Historical Publications and Records Commission (NHPRC)

Legislation has been introduced in the House of Representatives to eliminate the National Historical Publications and Records Commission (NHPRC), the grant-making arm of the National Archives. H.R. 2531, the "Stop Wasting Archive Grants Act of 2011," was introduced by Representative Jason Chaffetz (R-Utah).

Chaffetz introduced a bill during the previous session of Congress to restrict the grant-making authority of the NHPRC. During an oversight hearing on the NHPRC in June 2010, Chaffetz attempted to discredit the witnesses from the historical and archival communities, and made numerous unsubstantiated claims about grants he alleged had

received NHPRC funding in the past. He maintained that the NHPRC duplicates existing programs at the National Endowment for the Humanities.

Last year, legislation to reauthorize the NHPRC at a \$20 million level from fiscal year 2011 to fiscal year 2015, died in the House Oversight and Government Reform Committee.

The NHPRC received \$7 million in FY '11. This amounts to a \$6 million (46%) cut from the FY '10 level of \$13 million. The President's FY '12 request for the NHPRC is only \$5 million.

On June 23, 2011, the House Appropriations Committee cleared a bill (H.R. 2434, H. Rept. 112-136) providing only \$1 million for the NHPRC in fiscal year (FY) 2012. That figure constitutes a 90% reduction from the FY '11 funding level of \$7 million and is \$4 million less than the Obama administration's request for the NHPRC. The House is not expected to take up H.R. 2434 until after the upcoming August recess.

2. Teaching American History Grants:

The Teaching American History Grants (TAH) program at the Department of Education sustained a 61 % cut from \$119 million in Fiscal Year (FY) '10 to \$46 million for FY '11. The President's fiscal year 2012 budget request for the Department of Education would eliminate TAH as a separately funded program. However, the Administration proposed consolidating history education into a new program called "Effective Teaching and Learning for a Well-Rounded Education" with other K-12 humanities programs.

On May 25, the House Education and Workforce Committee approved H.R. 1891, the "Setting New Priorities in Education Act," that would eliminate 43 programs at the Department of Education including Teaching American History Grants. The House is expected to vote on the bill soon.

3. Federal Agency Appropriations

Fiscal Year 2011 funding for other federal agencies with history-related components include:

- 1 **National Park Service:** While funding for the Park Service's history-related programs, such as Heritage Partnership Programs and State Historic Preservation Offices, remained level in FY '11, two preservation programs were eliminated.
- 2 **Save America's Treasures program**—(-\$25 million): These funds are used to make small one-time grants for specific local historic preservation projects to preserve a building or artifact which might otherwise be lost.
- 3 **Preserve America program**—(\$4.6 million): This program provides small grants to local communities in support of heritage tourism, education and historic preservation planning activities.
- 4 **National Endowment for the Humanities (NEH)** – The NEH received \$155 million in funding this year, a \$12.5 million (7.5%) cut from the FY '10 level of \$167.5

million. The President has requested \$146.3 million for the agency in FY '12.

- 5 **International Education and Foreign Language Programs at the Department of Education were cut by \$50 million (39.7%).** This results in funding of only \$75.9 million for Title VI/Fulbright Hays International Education Programs in FY '11.

II. FEDERAL AGENCY ADVOCACY:

The National Coalition for History continues to play an important advocacy role with federal agencies. The NCH has maintained excellent relationships with the Archivist of the United States, the Chair of the National Endowment for the Humanities, the Chief Historian of the National Park Service, the Director of the Smithsonian's American History Museum, the Director of the Teaching American History Grants office at the Department of Education and other key officials in the federal historical and archival bureaucracies.

1. National Archives Reorganization:

In March 2011, Archivist of the United States David S. Ferriero announced several key appointments as part of a major transformation of the National Archives and Records Administration. The new appointments follow an internal report, *A Charter for Change: Charting the Course*, (<http://blogs.archives.gov/aotus/wp-content/uploads/2011/02/charting-the-course.pdf>) which recommended changes to the organizational structure and culture of the National Archives.

The report calls for new Executive and Management teams leading staff serving the customers of the National Archives — Federal agencies, researchers, visitors, educators, and the general public all of whom have high digital expectations.

Examples from the new structure include a Research Customer Support unit to engage researchers in helping establish and guide program priorities and practices; an Open Government unit using new media to expand transparency, participation, and collaboration with customers using records; a Chief Records Officer to lead and oversee efforts to improve Federal agency electronic records management, and a Performance and Accountability office to promote continuous process improvement needed in a time of tight fiscal discipline.

A new Executive Leadership Team is working with the Archivist to define strategic direction and guide achievement of the agency's vision and strategic goals. The Team is chaired by the Archivist and includes: the Deputy Archivist, the Chief Operating Officer, the Chief Strategy and Communications Officer; the Chief Human Capital Officer; the Chief Information Officer; the Chief Financial Officer, the General Counsel and the Director of Congressional Affairs.

Appointments to the Executive Leadership Team are:

- Tom Mills, former Assistant Archivist for Regional Records Services, is the first Chief Operating Officer for the National Archives. Mr. Mills played a guiding role in

the staff group that created the Charter for Change report. In his new position he will provide leadership across six program areas to achieve customer-driven goals of the transformed organization.

- Analisa Archer, former Director of the Human Resources Services Division, is the agency's first Chief Human Capital Officer. She will be responsible for a comprehensive approach to human capital management that engages all staff in continuous learning and process improvement
- Gary M. Stern remains General Counsel and John Hamilton remains Director of Congressional Affairs. The remaining four positions on the Executive Leadership Team will be filled in the near future.

A Management Team works with the Archivist to ensure the efficient and effective delivery of National Archives programs at its 44 locations throughout the country. The Management Team includes the members of the Executive Leadership Team, the Chief Records Officer, the Director of the Federal Register, and the four Executives for Agency Services, Research Services, Business Support Services, and Legislative Archives, Presidential Libraries, and Museum Services.

Appointments to the Management Team are:

- William J. (Jay) Bosanko is the Executive for Agency Services leading the National Archives efforts to service the records management needs of Federal agencies, and representing the public's interest in the accountability and transparency of these records. Mr. Bosanko now serves as the Director of the Information Security Oversight Office.
- Paul Wester, currently the Director of the Office of Modern Records Programs, is the first Chief Records Officer (CRO), leading and overseeing records management throughout the Federal government. His new position will focus on managing the vast array of Federal electronic records and evaluating the effectiveness of Federal records management policies and programs. The CRO will report to the Executive for Agency Services.
- Charles Piercy, currently Acting Assistant Archivist for Information Services, is the new Executive for Business Support Services. He will be responsible for providing IT infrastructure support, project assistance, financial resources, acquisitions, security management, facility and property management, and field support to National Archives units nationwide.
- Raymond Mosley will continue as the Director of the Federal Register.

Since the reorganization and reassignments were announced in March, two long-time NARA senior executives retired. Deputy Archivist Adrienne Thomas and Sharon Fawcett, Assistant Archivist for Presidential Libraries have left the agency, and former NARA Chief of Staff Debra Wall was named to replace Thomas as Deputy Archivist. John P. Fitzpatrick last week was named as the Director of the Information Security Oversight Office (ISOO) replacing Jay Bosanko.

2. National Archives Proposed Rule on Records Reproduction Fees

The National Archives is proposing to change its regulations to add the methodology for creating and changing records reproduction fees, to remove records reproduction fees found in its regulations, and to provide a notification process for the public of new or proposed fees.

This proposed rule covers reproduction of Federal or Presidential records accessioned, donated, or transferred to NARA. Comments are due by September 20, 2011. Details on filing comments can be found in the *Federal Register* of July 22, 2011.

<http://www.gpo.gov/fdsys/pkg/FR-2011-07-22/pdf/2011-18675.pdf>

The National Archives Trust Fund Board (NATF) supports the programs of NARA through a variety of activities, including the servicing of requests for the reproduction of records. Researchers may order electrostatic, digitized and microfilm copies of textual (paper) records, reproductions of still pictures, motion pictures, sound records, videotapes, maps, architectural drawings, computer data sets, and other records.

NARA is proposing to remove from the Code of Federal Regulations (CFR) the fees for reproduction of Federal or Presidential records accessioned, donated, or transferred to NARA and maintain its fee schedule on NARA's Web site <http://www.archives.gov>. The proposed regulations will provide a notification process to advise the public on new fees or revisions to existing fees and it will also provide the methodology for creating and changing fees.

The statutory authority for the NARA Trust Fund provides for the recovery of their costs plus 10 percent. Records reproduction fees are developed by the process as contained in the proposed regulations. The current fees are based on the usual costs, such as salaries, equipment, travels, and supplies. However, NARA also has some unique circumstances in the development of its costs because of the unique characteristics of the records such as the fragility of the documents that necessitate additional manual handling or the varying degree of legibility of the original documents.

NARA's current fees and information on how to order reproductions can be found at:

- NARA's fee schedule and ordering portal are located at <http://www.archives.gov>.
- Fee schedules for reproductions made from the holdings of Presidential libraries may differ because of regional cost variations. Presidential library fee schedules are available at <http://www.archives.gov/presidential-libraries/>. Some services may not be available at all NARA facilities.
- In order to preserve certain records which are in poor physical condition, NARA may restrict customers to photographic or other kinds of duplication instead of electrostatic copies.

3. Processing, Preservation and Declassification of Federal and Presidential

Records

NCH collaborated with other stakeholder groups in working to reduce over-classification of government records, increase public access to unclassified records, speed the declassification process and establish standards for the preservation and retrieval of federal and presidential electronic records. NCH will continue to press for the passage of legislation or regulatory action by NARA to establish meaningful records preservation standards and aggressively ensure federal agency compliance.

The National Archives has a 400+ million page backlog of records that need to be processed and declassified. NCH's input was solicited by NARA's new National Declassification Center (NDC) on establishing a prioritization scheme for the declassification of its vast holdings.

Below is a summary of the progress the NDC has made thus far in reducing the backlog:

- Total pages evaluated in the NDC referral quality review process (January 1, 2010 – June 30, 2011): 117,404,134 pages.
- Total pages that have completed all processing: 18,038,692 pages. Total pages released to the public (also includes 603,126 pages released in the Interagency Referral Center; January 1, 2010 – June 30, 2011): 16,594,585 pages.
- Total back log pages requiring referral quality review processing as of June 30, 2011: 268,795,866 pages.

NCH participates regularly in meetings the Office of Government Information Services (OGIS), Electronic Records Archive and Presidential Libraries at the National Archives. NCH continues to advise and monitor the activities of the Public Interest Declassification Board (PIDB), the State Department's Advisory Committee on Historical Diplomatic Documentation, the Advisory Committee on the Records of Congress, and the Advisory Committee on Presidential Library-Foundations.

III. NCH EDUCATION AND OUTREACH

Throughout the past year the NCH continued to provide the historical and archival communities with its electronic newsletter, the *NCH Washington Update*. We continue to have secondary distribution through the SEDIT list of documentary editors, as well as through a direct link from George Mason University's *History News Network* web page.

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To: MARAC Steering Committee

From: David Rose; Chair, Outreach Committee

Re: Outreach Committee Report; Baltimore, MD; July 29, 2011

Respectfully submitted as an attachment to this report:

- MARAC Outreach Blog Submission Guidelines

Issue for Steering:

- Discussion of attached guidelines and coordination of our blog with Outreach and Electronic Resources Committee

July 22, 2011 / David Rose / Mid-Atlantic Regional Archives Conference (MARAC)

MARAC Outreach Blog

Vision Statement and Submission Guidelines

Originally created for Archives Month 2010, the Outreach Blog will showcase the diversity of archivists and archival issues in and for MARAC and serve as a platform for outreach to MARAC members and the communities we serve. The blog is intended to be engaging, educational, and wide-ranging. All MARAC members are encouraged to participate; they in turn may invite others to participate by making submissions relating to the world of archives.

The primary purpose of the blog is outreach: to show what we do as archivists, to present captivating stories, and to celebrate those who help to preserve history in any medium. A secondary purpose is advocacy: to present issues that matter to local communities, to speak up when archives are in jeopardy, and to present issues of advocacy for wide dissemination and clear understanding.

Guidelines:

Management: The MARAC Outreach Blog will be managed and administered jointly by the Outreach Committee and the Electronic Resources Committee (ERC). Text, photos, and electronic documents will be submitted to ERC via Outreach following guidelines below. ERC and Outreach will work closely to review posts and ensure the blog remains consistent with the stated purpose. The MARAC Steering Committee reserves the right to change or expand the scope of the blog as appropriate to meet MARAC objectives.

Outreach Committee:

- Submissions to the blog will be sent via email to the Outreach Committee for review by the committee; the Outreach chair at drose@marchofdimes.com will distribute all submissions to the committee for review and response
- Outreach committee will review submissions for appropriateness, accuracy, and editorial correction; corrections and adjustments will be made if necessary
- Upon review and approval by MARAC Outreach, submissions will next be sent to the Electronic Resources Committee for posting on the blog

Submissions:

- Authors of blog submissions must supply their affiliation(s) and complete contact data
- Submissions will include text not to exceed 500 to 600 words and a maximum of three (3) photographs for illustration
- MARAC reserves the right to decline to post submittals or responses that are inappropriate, offensive, or inconsistent with the purpose of the blog
- It will be stated that blog submittals are not necessarily the view of MARAC and that MARAC does not endorse the views expressed in individual postings

Content: topics appropriate for the MARAC Outreach Blog may include the following:

- Personal testimonies about challenging reference questions
- Celebrating “archives heroes,” i.e., individuals who have made a difference in promoting archives and preserving collections
- Short informational articles about collections and archival issues
- Archives month events – plans, stories, and activities
- Archives users – stories about those who have been helped by archivists
- National History Day participants and events

- Advocacy issues and news
- Historical information brought to light via archives
- MARAC 40th anniversary plans and events for 2012
- Any topic that is unique, unusual, or interesting to archivists and those in related fields in libraries, museums, academia, government, or historical societies

Electronic Resources Committee:

[TO BE ADDED by ERC CHAIR]

Miscellaneous:

- The MARAC website will feature a link to the blog
- All Steering Committee members and Outreach Committee members are strongly encouraged to submit at least one blog submittal per year
- Steering Committee and Outreach Committee are also encouraged to invite those outside of MARAC to make submittals to the blog

**Publications Committee Report
Steering Committee Meeting
Baltimore, MD
July 29, 2011**

Mid-Atlantic Archivist

The MAA, Vol. 40, No. 2 (Spring 2011) was issued on May 18, 2011. The deadline for the Summer Issue is August 15.

Technical Leaflets

Bill Carpenter (NARA) has agreed to update Technical Leaflet #7 and is expected to provide a draft at the end of the July.

Mary Mannix is working on Technical Leaflet #12 which is on conducting a reference interview.

Publication Sales

May 1, 2011 to June 30, 2011

Title	Conference	Other
Documentary Heritage	0	0
Constitutional Issues	0	0
Guidelines in Archives & Ms.	2	0
Technical Leaflet #1 (No longer for sale)	0	0
Technical Leaflet #2 (Computing the Cost)	2	1
Technical Leaflet #3 (Planning for Arch Prog)	2	1
Technical Leaflet #4 (Congressional Collections)	0	0
Technical Leaflet #5 (Exhibits)	4	1
Technical Leaflet #6 (Volunteers)	3	1
Technical Leaflet #7 (No longer for sale)	0	0
Technical Leaflet #8 (Archival Sampling)	4	1
Technical Leaflet #9 (Photograph Preservation)	4	1
Technical Leaflet #10 (Scientific Record-Keeping)	0	0
Technical Leaflet #11 (Architectural Records)	3	0
TOTAL	24	6

Membership

Maureen Cech (University of Delaware) has been appointed Technical Leaflets Editor.

Respectfully submitted,

Sharmila Bhatia

Chair, Publications Committee