
The Kentucky Archivist

This issue honors Richard Belding who retired on August 31, 2007 after twenty-one years as State Archivist.

Volume 29, Number 2

Newsletter of the Kentucky Council on Archives

Fall 2007

Spring Meeting, etc.

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From the Chair

Dear Colleagues,
Normally, the chair's fall greeting has something to do with the coming of autumn, but first I want to reflect back on our wonderful 30th birthday party, held in May at Western Kentucky University, the site of our first meeting. We were fortunate to be joined by so many members who were present at the creation, as it were: Bill Marshall from University of Kentucky, Bill Morison from University of Louisville, and Sister Emma, who represented Sister Mary Michael Craemer, were there as founders to lead us down memory lane. While we were disappointed that Lew Bellardo was unable to join us as planned, he was there in spirit and sent us greetings. A very special thank you to Nancy DeMarcus, who put a great deal of energy, spirit, and real love for KCA and its history into the planning of this event. And here's to another 30 years of supporting the management, preservation, and use of Kentucky's documentary heritage!

Having been a student for far too many years, the changing of the leaves is always associated in mind with more work (mostly homework, of course). But this year's Archives

Week counters that association: this year, our theme is "leisure." And in keeping with that casual, relaxing theme, our fall meeting will be held in Old Fort Harrod State Park. We'll have a nice picnic-themed lunch (but inside - no rain, no bugs), and relax while our speakers enlighten us. After the meeting, we can enjoy the Fort at a reduced group admission rate of \$3.00 per person.

Our speakers will include Richard Cox of the University of Pittsburgh School of Information Sciences. Dr. Cox is lead educator of their Archival Studies Specialization and is an internationally-known authority on records management, appraisal, electronic records, and the archival profession generally. He has taken on not only the thorny issues of electronic records preservation but the likes of Nicholson Baker. He will be speaking to us about how changes in personal papers, including the advent of new forms of personal record-keeping such as blogs, are changing the way archivists must approach such collections. We are grateful to Dr. Cox for coming to Kentucky to speak to us, and to Deirdre Scaggs of the University of Kentucky who helped with all the arrangements for his talk.

[Continued on p. 5]

Agenda

Fall Meeting of the Kentucky Council on Archives
Friday, October 12, 2007
Old Fort Harrod State Park
Harrodsburg, KY

9:30-10:00: Registration

10:00-10:15: Welcome and introduction

10:15-10:45: Faye Harkins
Murray State University Special Collections and Archives: One Year On

10:45-11:00: Break

11:00-12:00: Richard Cox
A Cloud of Witnesses: Implications of the New Personal Archiving for
Future Archival Work

12:00-1:30: Lunch & Business meeting

1:30-2:15: Deirdre Scaggs
Settling the Score: The completion of the Lexington Herald-Leader Project and how it
documents leisure in the 20th century

2:15-2:45: SHRAB video, tentatively titled "The Rest is History" or "Finding Our Way Home"

For meeting registration materials, please see page 3 of this newsletter.

For directions to and around Old Fort Harrod State Park, please see page 4 of this newsletter.

**KCA Dues Notice
(January - December 2007)**

KCA dues are based on the calendar year and are \$10 per year. Please fill out this form as if it were a mailing label to you. If your membership is for an organization, please indicate on the name line the person who should receive the newsletter and correspondence. **PLEASE DO NOT USE PERSONAL INFORMATION YOU WOULD NOT WANT ON THE KCA WEBSITE!**

Name: _____

Address: _____

For directory (optional)

Phone: _____ Fax: _____

Email: _____

**KCA Meeting Registration
Fall 2007**

Please register by **October 5, 2007**. Registration is \$20 for members *or* \$25 for non-members

Name: _____

Address: _____

Phone: _____

**SEND DUES/REGISTRATION TO:
Donna Baker, Head, Special Collections and Archives
Morehead State University, Camden-Carroll Library
Morehead, KY 40351**

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.

DIRECTIONS TO OLD FORT HARROD STATE PARK

Directions to Old Fort Harrod State Park are online at
<http://parks.ky.gov/findparks/recparks/fh/maps/>.

The Park's address is

Old Fort Harrod State Park
100 South College Street
Harrodsburg, KY 40330-0156
Phone: 859-734-3314

DO YOU NEED A PLACE TO STAY ON THURSDAY NIGHT?

If so...

You can check on the Internet at <http://hotel-guides.us/kentucky/harrodsburg-ky-hotels.html>.

PLEASE NOTE

KCA HAS A NEW TREASURER

Anything you would have sent to Mark Myers (e.g., dues or meeting registration) should now go to
Donna Baker, Head, Special Collections and University
Morehead State University
Camden-Carroll Library
Morehead, KY 40351

IF YOU HAVE NOT REGISTERED FOR THE KCA LISTSERV, SEE PAGE 15 OF
THIS NEWSLETTER.

And Deirdre is on the program herself, speaking to us about leisure as represented in the *Harold-Leader* image collection. Faye Harkins of Murray State will round out our program, offering a perspective from the vantage point many of us share: that of a smaller archives shop. She'll talk to us about the challenges and opportunities that have come her way in her first year in Murray State University's Special Collections and Archives.

We also plan to host the world premier of our State Historical Records Administration Board's new video on historical records. The video stars Deirdre Scaggs, Lisa Carter, Jim Klotter, and genealogist Roger Futrell with narration by Louisvillian Bob Edwards. This promises to be an exciting program, and I hope you will join us in Harrodsburg in October.

It goes without saying (but I'm saying it anyway) that I am grateful to my colleagues on the board for all of their help and support in putting this meeting together. Thanks to Mark Myers, Missy O'Brien, and Jen Duplaga, as well as Jim Cundy and our new treasurer, Donna Baker, for their work, wit and wisdom; thanks to Nancy DeMarcus for supplying the same from her position as past chair. A second helping of appreciation goes to Missy, who agreed to serve as our Secretary, relieving Jim Cundy so he can just do double (rather than triple) duty as newsletter editor and web manager.

I look forward to seeing you all on October 12!

Carrie Daniels
KCA Chair, 2007-2008

RICHARD BELDING RETIRES

This issue of the Kentucky Archivist is dedicated to Richard Belding. Richard served as Kentucky's State Archivist for twenty-one years. Following are the article that

appeared in the NHPRC Clearinghouse upon Richard's retirement, and several tributes from some of his longtime colleagues.

Kentucky State Archivist Richard N. Belding Retires

Richard N. Belding, Kentucky State Archivist and Records Administrator since 1986, will retire on August 31, after 28 years with the Kentucky Department for Libraries and Archives (KDLA). "Kentucky owes a great debt to Richard for his outstanding contributions, as do archives and manuscript repositories around the state," said Wayne Onkst, Kentucky State Librarian and Commissioner. "His dedicated service over the past three decades has increased the safety and security of government records, as well as made it easier for citizens to find government information."

Belding joined KDLA in 1979 as one of the original field archivists with the Kentucky Guide Project, became assistant director of KDLA's Public Records Division in 1981, and was the first head of KDLA's Local Records Program. Kentucky's model assistance program for local government records was later adapted successfully by several other states.

His tenure as State Archivist has witnessed development of a number of programs and services for government records, among them the creation of the Public Archives Symposium series and the formation of one of the first state government records programs to accession and preserve electronic records. He has led a succession of projects and research grants to secure the preservation of digital media and has worked to secure funding for an archival storage addition adjacent to KDLA's Frankfort building. "The State Archives is a central element of the state's information infrastructure, and at a time of heightened anxiety about national security issues and concern over the state's vulnerability to natural disaster or other dislocation, it's essential to provide secure, well-designed facilities that protect and assure access to these vital resources," Belding said.

As state archivist, Belding also serves as Coordinator of the Kentucky State Historical Advisory Board (SHRAB), providing leadership to

archival and manuscript repositories around the state. During his term as Coordinator, Kentucky historical records repositories have received almost \$700,000 in grants from the National Historical Publications and Records Commission, with the assistance of the SHRAB. Belding noted that Kentucky is "very well served by a fine community of archivists and manuscript curators who are continually seeking ways to expand access to their collections and improve their facilities."

In 1998-99, Belding chaired the steering committee of Council of State Archivists, the national organization of those heading state public records programs. He was the first co-chair of the National Association of Government Archives and Records Administrator's Committee on Electronic Records and Information Systems, helping to start *Crossroads*, a newsletter about electronic records management. He has been active in several professional organizations throughout his career and was a U.S. delegate to the International Conference of the Round Table on Archives, of the International Council on Archives, at its meetings in Madrid and Montreal.

Belding plans to remain active in archival and records management activities, to travel, and to spend time with his wife, Sharon, and their two adult children, Drew and Annie.

Submitted by Barbara Teague

Richard Belding is a consummate professional who leaves huge shoes to fill at the KDLA. During his tenure at the KDLA, reference use has risen exponentially, a once new archival facility is filled to capacity with more than 90,000 cubic feet of permanent records, an electronic records data base was created, a state-of-the-art reformatting center churns out thousands of digital images daily on a cost recovery basis, local government and state agencies benefit from a system that provides them with clear standards, regulations, procedures and practices that allow them to preserve and access their records, and county clerks have never been better trained nor county records better preserved.

For me two events involving Richard stand out. First, is the existence of the local records program—an entity which provides grants to preserve county and city records and provides workshops for records clerks. A stroke of genius which is wildly successful, the concept was the product of Richard's creative mind as was the source of its monetary support—an increased fee on marriage licenses. The second was the backbone and courage Richard demonstrated when he challenged an outgoing governor who balked over depositing his records with the agency as is required by state law.

As the State Archivist, Richard also provided statewide leadership through the State Historical Records Advisory Board, through his support of the Kentucky Guide Project, and through his sponsorship of statewide disaster preparedness. I particularly enjoyed working with him as a member of the State Records Advisory Board and as a partner in the preservation of thousands of Kentucky-related manuscripts held by the University of Kentucky funded by a grant from the U.S. Department of Education's Title II-C program. Moreover, he selflessly volunteered his time to speak to my classes on archives for more than twenty-five years.

Richard Belding's integrity, common sense, tact, and quiet leadership will be missed at the KDLA and throughout archival circles. He is a person who proved to be a rock in difficult times, one who inspired confidence in his colleagues, and an individual whose authority was based on respect. Best of all, he is simply a fine person and wonderful friend.

Submitted by Bill Marshall

Many years ago Richard, Lew Bellardo, and I sat at the gate at the Minneapolis airport

waiting to board our plane to Louisville after an SAA meeting. Soon Richard was leading us onto the plane and to our seats together in the very back row of a full flight. Just before closing the door a flight attendant announced this was the flight to Denver. Richard led us off the plane just in time, but of course now we'd missed our flight to Louisville.

It was the only time Richard ever steered us wrong. His leadership of the state archives and his work supporting archival activities throughout Kentucky have benefited every one of us in KCA individually and have left an enduring legacy in our state as a whole.

Submitted by Bill Morison

Without Richard Belding's leadership and support, the Kentucky Department for Libraries and Archives would not have an Electronic Records Program or an Electronic Records Archives. From the time of his work with the NHPRC Electronic Records machine-readable Records Project in the 1980's through the more recent development of KDLA's digital conversion services and Electronic Records Work Group, has Richard provided the vision and guidance to his staff to evolve the program to the position it is in today. Despite a very heavy schedule as State Archivist, Richard always found the time to provide needed perspective on the crucial electronic records issues of the day. The department will greatly miss the insight and hard work he has provided.

Submitted by Glen McAninch

I met Richard circa 1979-1980 just as he began his career at KDLA as a field archivist for the Kentucky Guide Project and I was learning about archives as a graduate student

at UK Special Collections. I can attest that he did have red hair then.. I didn't realize at the time he had just come from Peru. Peruvian wilds might have been a good proving ground for searching out undiscovered archival holdings in Kentucky. I remember he was really tall. I think I said you work for what?

Little did I know I would find out what. I was given the opportunity to join the project in 1981 as a field archivist. So I enlisted in the ranks of Guidemafia and was posted to Paducah. I traveled from the Purchase to Owensboro to Bowling Green back to UK, to pick up where Richard and others had led in describing the riches of special collections in what was then King Library North. Fortunately for his successors, Richard had worked with card catalogs and typewritten finding aids (see History, Ancient) to construct "the lists." Every Guide archivist at UK would work with long yellow legal pad sheets he scrawled, listing 1400 collections from A to Z that met NHPRC's criteria for inclusion in the project. I can't imagine what that job would have been like without those lists.

Later, as I worked at other repositories in Kentucky, I was fortunate to have many opportunities to serve with Richard as a colleague on groups including the State Historical Records Advisory Board, the Kentucky Archives and Records Commission, the Local Records Advisory Board, the "Reflections" NEH grant, and the Electronic Records Working Group. There I would see the same preparation and quality in his work. I observed his untiring dedication to preserving the records of state and local agencies and to assist and promote the efforts of all types of repositories. He has been the leader in SHRAB's efforts to launch and sustain Kentucky Archives Week to celebrate and advance all archives in the Commonwealth.

He has always been a helpful colleague and a good friend. I've enjoyed many discussions with him over a wide range of

archival issues over all these years. He's even accepted a little good-natured teasing. (Whether he's really a native of the Golden State known for surfing and the avant-garde has raised questions.)

It just seems like he's always been there to call on. Knowing Richard's devotion to our causes, he will still continue to help and promote Kentucky archives in many ways as a private citizen. But we will certainly miss him in his daily service as the state archivist.

Thanks again, Richard.

Submitted by Mary Margaret Bell

Richard Belding was the first person I met on my initial visit to the Kentucky Department for Libraries and Archives in 1983, during a job interview for a summer position. I remember being led around the stacks by a tall and lanky redhead, who answered all my questions in great detail, with a somber and steady voice. He was very kind, as he took a great deal of time to explain the workings of the state archives to an unemployed would-be archivist. I had no premonition at that time that I would spend many of my waking hours over the the next twenty-four years with Richard, and be a better person and archivist because of it.

Richard is one of the hardest working people I know, and he puts a great deal of thought and effort into everything he does. He always had a vision for what our next move should be at the Kentucky State Archives, and a clear roadmap on how best to get there. He is a master planner, with a wonderful eye for detail and an ear for just the right phrase to express an idea. He can signal either disapproval or approbation with only the lift of an eyebrow, and a thank you from him really did mean well done.

One of my favorite Richard anecdotes occurred when we had an event to celebrate

the opening of Governor Carroll's records for research. One of our staff members had erred in working with the caterers, and there was some misunderstanding about the time of the food service, with the caterers being huffy and planning to leave. Richard, long legs and arms flying, ran down the stairs and through the KDLA lobby, chasing a very short man in a white chef uniform, hat and all, to dissuade him from leaving. Of course, Richard succeeded, at this and at many other things, as he had what it took to get the job done.

I've been fortunate in my career to have closely worked with Richard. We've been in many meetings together, served on many groups together, had many serious discussions, and, goodness knows, edited thousands of documents together. I won't list all his accomplishments here, but you can read about some of them in the press release we had to force this modest person to let us write!! I think everyone who knows Richard knows that every program and policy at the State Archives has his stamp on it, and is successful because of him. I speak for all of us at the State Archives to say that, even after his retirement, Richard's deliberation and work ethic still imbue our daily work. We are still doing our best to ensure that our government documentation is created, preserved, and made available to Kentucky citizens, just as Richard and Dr. Tom Clark would want us to.

Speaking of Dr. Clark, one of my favorite mental movies is Richard talking with Dr. Clark, stooping toward Dr. Clark to make sure that he caught every word from our beloved historian laureate. Richard, I believe you did.

Submitted by Barbara Teague

As anyone who has ever worked for Richard will appreciate, this entire issue is in a sans serif font - Trebuchet MS.

OTHER NEWS

*CONSTRUCTION OF ARCHIVAL STORAGE
ADDITION SOUGHT*

To date during 2007, KDLA has twice had the opportunity to present information to the state's Capital Planning Advisory Board (CPAB) about its urgent need for an archival storage addition to its present building. Wayne Onkst, KDLA's State Librarian and Commissioner, gave an informational presentation to the board on May 9, to reacquaint the members with KDLA's inability to accession government records into the archives because there is no space available. Onkst emphasized that without this action, KDLA cannot meet its specific statutory responsibility to preserve and make accessible the state's permanent public records. Laura E. Owens, Education Cabinet Secretary, presented KDLA's \$11 million capital request to the CPAB on July 20, apprising board members further about the critical situation for archival records in the state. The capital planning process will conclude in late October, when the board presents its priorities to the governor and the legislature.

Submitted by Barbara Teague

*FRIENDS, KDLA PRESENT ANOTHER
SUCCESSFUL KENTUCKY ARCHIVES INSTITUTE.*

Research opportunities in government records were the topic of the the 23rd annual Kentucky Archives Institute on July 13th. The yearly event, sponsored by the Friends of Kentucky Public Archives, Inc., and KDLA, featured a number of interesting sessions. Leading off the day was KDLA's Lisa Thompson, who spoke about Kentucky's first

vital statistics law and its main proponent, Dr. William L. Sutton. Military records were also discussed, first by Brandon Slone of the Kentucky Military Records and Research Library, who talked about his research concerning the Mexican Punitive Expedition, and then by KDLA's Walter Bowman, who explained Kentucky's role in the wars of the colonial period. Additional highlights of the day were presentations by Pen Bogert, recently retired from the Filson Historical Society, who previewed his research on slave trading in Kentucky, and a demonstration and explanation of the recently available database of Kentucky's Virginia Treasury Warrants by Kandie Adkinson of the Kentucky Secretary of State's Land Office. The Archives Institute is one of the key outreach events each year of the Friends organization.

Submitted by Barbara Teague

STAFF CHANGES AT KDLA

Mark Myers has recently been promoted to a position that administers the KDLA Electronic Records Archives. To fill the position vacated by Mark, KDLA has hired Audrey Terry, a woman with more than twenty years experience in state government jobs involved in the use of technology. Audrey will work with state agencies on all manner of electronic records management issues.

Submitted by Glen McAninch

*FRANKFORT IS SITE OF SOUTHEASTERN
ARCHIVES AND RECORDS CONFERENCE*

Archives and records managers from nine southeastern state archives met in Frankfort April 24-26 for the 2007 Southeastern Archives and Records Conference (SARC). The fifty-one

attendees from Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia divided into sessions that allowed for an exchange of ideas and a discussion of best practices. Staff attended separate group sessions on records management, digital access, emergency management, and reference services. In addition, the state archivists met as a group. This annual conference, which rotates locations among the participating states, provides a chance for staff to discuss current challenges which state archives face and provides a forum to identify potential solutions and opportunities to work in common.

Submitted by Barbara Teague

**UNIVERSITY OF LOUISVILLE LIBRARIES DIGITAL COLLECTIONS:
NEW WEB SITE PROVIDES ONLINE ACCESS TO
PRIMARY SOURCE MATERIALS**

The University of Louisville Libraries has launched a new web site, Digital Collections, (<http://digital.library.louisville.edu/>) that provides online access to digital versions of selected materials from University of Louisville archives, special collections, and other campus units. The site launched in May with two collections, and two new collections "went live" this month. All four of these richly indexed online collections can be browsed or searched by criteria such as name, location, and subject.

September's additions to Digital Collections:

- The *Claude C. Matlack Collection* includes 665 photographs taken between 1903 and 1916 by amateur photographer Claude C. Matlack (1878-1944), including approximately 400 pictures taken at the Oneida Baptist Institute, a settlement

school built by feuding mountaineers, and in the surrounding Cumberland Mountains, with the rest documenting Matlack's family, friends, and scenes in Louisville and other locations.

- *Illuminating the Manuscript Leaves* features eighteen illuminated manuscript leaves which were acquired by the University of Louisville Libraries in 2006 with funding from the Pzena Foundation. Dating from 1150 through 1867, these leaves represent Western European and Islamic cultures. Lesson plans mapping to Kentucky Education Reform Act (KERA) Core Content goals for the 7th grade Arts & Humanities curriculum augment the online presentation.

Initial funding for Digital Collections came from a Library Automation subgrant from the Kentucky Department for Libraries and Archives (KDLA). The Digital Collections are continually growing. Works in progress include oral history interviews from the 1970s dealing with the experiences of the African American community in Louisville and early maps, legal documents, and photographs relating to Louisville and Kentucky.

Submitted by Rachel Howard

**EDUCATIONAL AND PROFESSIONAL
OPPORTUNITIES**

U OF L TO HOST SOLINET WORKSHOP

The University of Louisville Libraries is hosting the Solinet workshop, "Basic Exhibit Preparation" October 26, 2007.

A description of the workshop from SOLINET's website:

Basic Exhibit Preparation

Exhibiting books, manuscripts, and other library and archival materials can place stress on your collections. When items are displayed under harsh conditions with inadequate support they may be damaged. Through lecture and hands-on exercises, this one-day class covers general lighting guidelines, display strategies, and the creation of non-adhesive, non-destructive supports. The lecture focuses on why good preparation is important, tools and materials needed to create supports, strategies to reduce stress on exhibit materials, and security concerns. A \$25.00 fee for supplies is added to the cost of the class.

Intended Audience

This class is designed for staff members who are responsible for creating and mounting exhibits in their institutions. Basic hand skills (measuring, cutting, folding) and comfort using sharp tools are required.

The early bird deadline is October 5, 2007. For more workshop information and to register, please go to:

http://www.solinet.net/workshops/ws_detail_s.cfm?doc_id=3508&WKSHPID=12BEP

SAA EDUCATION CALENDAR

<http://www.archivists.org/>

Online On-Demand Programs

[Electronic Records: Preservation Options of PDF \(Online/On-Demand\)](#)

[Thinking Digital...A practical session to help you get started! \(Online/On-Demand\)](#)

Face-to-Face Programs

[Describing Archives: A Content Standard \(DACS\)](#)

Fort Collins, CO
9/20/2007

[Describing Archives: A Content Standard \(DACS\)](#)

New Orleans, LA
9/24/2007

[Preserving Your Historical Records: An Archival Holdings Maintenance Workshop](#)

Columbia, MO
10/5/2007

[MARC According to DACS: Archival Cataloging to the New Descriptive Standard](#)

College Station, TX
10/18/2007-10/19/2007

[Security in Archives & Manuscript Repositories](#)

Chicago, IL
10/22/2007-10/23/2007

[Security in Archives & Manuscript Repositories DAY 1 Only](#)

Chicago, IL
10/22/2007

[Using Oral Histories: Publications, Exhibits, Internet](#)

San Marcos, TX
10/22/2007

[Security in Archives & Manuscript Repositories DAY 2 Only](#)

Chicago, IL
10/23/2007

[Understanding Photographs: Introduction to Archival Principles and Practices](#)

Denver, CO
10/25/2007-10/26/2007

[Oral History: From Planning to Preservation](#)

St. Meinrad, IN
10/25/2007

[Copyright: The Archivist and the Law](#)

Houston, TX
11/5/2007-11/6/2007

[Becoming a Film-Friendly Archivist](#)

Loma Linda, CA
11/5/2007

[Describing Photographs](#)

Albany, NY
11/6/2007

[Understanding Photographs: Introduction to Archival Principles and Practices](#)

Tucson, AZ
11/8/2007-11/9/2007

[Understanding Archives: An Introduction to Principles and Practices](#)

Baltimore, MD
11/15/2007-11/16/2007

[Legal Aspects of Photography Rights, Archive Management, and Permissions](#)

Santa Fe, NM
11/28/2007

[Business Archives...Establishing and Managing an Archives](#)

San Francisco, CA
12/5/2007-12/7/2007

[Understanding Archives: An Introduction to Principles and Practices](#)

Hattiesburg, MS
12/6/2007-12/7/2007

[Understanding Photographs: Introduction to Archival Principles and Practices](#)

Baltimore, MD
4/10/2008-4/11/2008

SOLINET OPPORTUNITIES

SOLINET offers training that is often relevant to the work of archivists, such as those on micrographics or disaster planning. You can see what SOLINET has to offer by taking a look at their Educational Services page, found on their website at http://www.solinet.net/workshops/workshops_home.cfm.

ARMA HOLDS MONTHLY MEETINGS

The Frankfort-Bluegrass Chapter of ARMA International meets on a monthly basis. Each meeting features a speaker addressing some topic related to records management or archival topics. September's meeting features Jim Cundy, Manager of KDLA's State Records Branch, discussing the recent e-mail management training initiative undertaken by him and Mark Myers, KDLA's Electronic Records Archivist. October's meeting will feature Yvonne Giles of the Isaac Hathaway Museum in Lexington discussing the importance of records in genealogical research. Contact President Mark Myers, at mark.myers@ky.gov, for more information.

The Frankfort-Bluegrass Chapter is not the only ARMA Chapter in Kentucky. There is also a Louisville chapter. KCA member Missy O'Brien, of Yum! Brands, is the President of the Louisville chapter.

ARMA International is the premier professional organization for records managers. This year's annual meeting will be held in Baltimore on October 7-10. For more information, visit <http://www.arma.org/>.

E-MAIL MANAGEMENT FOCUS OF TRAINING

KDLA staff have offered over three dozen e-mail management training sessions since last November for state government employees. The State Records Branch and Technology Analysis and Support Branch of KDLA's Public Records Division (PRD) created a training module to enable workers to become more familiar with their responsibilities for managing records sent and received via e-mail. The training sessions discuss e-mail management in the context of government records, and also address e-mail as a communication tool. The training particularly emphasizes the legal responsibilities of state employees in records creation and management. It also outlines specific features for managing records that are available to state employees in the e-mail software used in state government. To date, nearly 700 state workers, representing over 130 agencies, have attended the training sessions.

Submitted by Barbara Teague

CEU CREDITS A FEATURE OF TRAINING FOR LOCAL GOVERNMENT OFFICIALS

KDLA's Local Records Program continues to present records management training for all local government agencies in the Commonwealth. By partnering with professional associations such as the Municipal Clerks Association, Kentucky Association of Counties, and the numerous school district associations over the past four years, the Program has made available even more records management workshops. As an incentive, local agency personnel receive continuing education training credit for attending these workshops. The presentations include an overview of records management,

preservation of archival records, electronic records management, e-mail management, and disaster preparedness and planning. Staff from PRD's Local Records Branch and Technology Analysis and Support Branch cooperate to provide this training.

Submitted by Barbara Teague

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NOTE
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NEW
TREASURER

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Donna Baker, Head, Special
Collections and University
Morehead State University
Camden-Carroll Library
Morehead, KY 40351

Historic Information Management At Southeast Community College

Southeast Community College announces the introduction of The Historic Information Management Program. The program consists of separate certificate programs in each of three concentrations: Archival Management, Museum Management, and Records Management. The HIM program is developed to meet the needs of busy adults desiring to further their education while working from home or office.

All classes in the Historic Information Management Certificate Program are available on-line and designed to deliver a fundamental technical grounding in each profession. They are not intended to be a short cut or substitute for undergraduate or graduate professional education in any of these areas. Rather, the courses are designed to specifically aid those individuals who are:

1. Currently employed in one or more areas of Historical Information Management and may not have the resources to pursue undergraduate or graduate training, but still desire to grow in their profession and improve their job skills...
2. Anticipating a professional career in an area of Historic Information Management. These individual can learn about their chosen profession and gain the job skills to work part-time in that field while completing their undergraduate or graduate education...
3. Anticipating a career change or simply want to know more about the professions of archives management, museum management, or records management...

For further information regarding the Historic Information Program please visit <http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/index.htm> or contact:

Larry LaFollette, Archivist
Southeast Community College
(606) 589-3131
larry.lafollette@kctcs.edu

Do you have something you want to share with
the KCA membership?

Come register for the
KCA listserv

Go to
<http://listserv.ky.gov/read/>

Click
show more

Under the Name column, find
kdla-kca

If you have not signed up click
subscribe

The Kentucky Archives Week Report

Kentucky's Archives: Working for You



The 2007 Kentucky Archives Week will be held October 7-13, 2007. The theme will be "Leisure." The Archives Week Coordinating Committee and the State Historical Records Advisory Board set broad themes for the next several years for the Archives Week celebrations, to aid archivists in planning events. These are: "The 50th Anniversary of the Kentucky Public Records Act," 2008; "Abraham Lincoln," 2009; and "Horses," 2010. Further information will come from the Archives Week Coordinating Committee soon! Be sure to check the Archives Week Website (<http://archivesweek.ky.gov/>).