

# EASY ACCESS



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Rufus Woods poses in front of the Wenatchee World's "traveling office" used on tours of central Washington during the 1920s and 1930s. *(Photo courtesy Central Washington University)*

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## **Rufus Woods Papers come to Central Washington University—**

A significant collection for Grand Coulee Dam history is now available.

See page three for more information.

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## *President's Message*

As editor of *Easy Access* for four years, I had the privilege of nagging leaders of Northwest Archivists to submit a "President's Message." Now it's my turn to respond to the gentle nagging of John Bolcer, my successor as editor.

During nearly a decade of membership and service in Northwest Archivists, I have had the opportunity to observe how these presidents and other leaders have worked diligently and effectively to facilitate the growth and maturity of Northwest Archivists. The leadership and an active, committed membership have produced an organization that is extending and improving its services every year.

Thanks to my predecessors' leadership, we have:

- Cooperated with archival and other organizations throughout the West.
- Played a significant role in creation and support of the Northwest Digital Archives and adoption of standards for arrangement and description through NWDA and the Northwest Archival Processing Initiative.
- Created an Advocacy Committee to increase our role as an activist organization on behalf of archives and the profession.
- Instituted a website to serve our members and to send our message to a wider audience.
- Gave the state representatives a greater role in communicating with the membership through an e-mail tree.
- Produced a Procedures Manual to regularize operations and provide vital guidance and continuity to the volunteers who run Northwest Archivists.
- Printed a brochure to help us develop membership and added a permanent Membership Coordinator.
- Expanded scholarship offerings.

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### **EASY ACCESS**

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Northwest Archivists, Inc.

#### *Editor*

John Bolcer  
University of Washington  
<jdbolcer@u.washington.edu>

#### *Assistant Editor*

Sharon Howe  
Washington State Archives, Central Region  
<howe@cwu.edu>

### **NWA OFFICERS**

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Washington State Archives, Central Region

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Diana Shenk  
Washington State Archives, Northwest Region  
diana.shenk@www.edu

**Webpage:** [www.lib.washington.edu/nwa](http://www.lib.washington.edu/nwa)



## Rufus Woods and the Grand Coulee Dam

Dieter C. Ullrich, Central Washington University

The Special Collections and Archives at Central Washington University wishes to announce to the research community the acquisition of the Rufus Woods Papers. The collection contains twenty-eight cubic feet of personal papers from Rufus Woods and numerous subject files related to the building of the Grand Coulee Dam. The entire collection spans the time period from 1896 to 1980 with the years between 1918 and 1950 offering the most representation. The collection includes letters, meeting minutes, a vast array of newspaper clippings, special editions of newspapers, photographs, negatives, and congressional legislation related to the dam. The Rufus Woods Papers were donated to the Central Washington University by Wilfred Woods, the son of Rufus Woods, in the fall of 2005.

Rufus Woods was the written and vocal inspiration that led to the construction of the Grand Coulee Dam. He was born in Surprise, Nebraska to Lebeus B. and Mary W. (Morrison) Woods on May 17, 1878. His youth was spent on the family farm along with his two older brothers, three younger sisters and his twin brother Ralph. Rufus attended local public schools and graduated from Ulysses High School in 1898. Soon after graduation he was appointed as a teacher at a school in Brainard, Nebraska. He remained a year at Brainard before enrolling at Grand Island College. In 1900, Rufus and Ralph left Nebraska to seek riches in the Yukon gold fields. The brothers spent the next four summers in Alaska working various jobs. During the fall and winter 1901 Rufus and Ralph attended Vashon College. The next fall, Rufus and Ralph were accepted into the law school at the University of Nebraska. Both graduated with degrees in law in the spring of 1903.

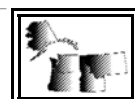
Rufus and Ralph relocated to the Puget Sound area in the fall of 1903, Ralph to Tacoma and Rufus to

Seattle. Both entered the law profession but after a short unfulfilling stint as an attorney, Rufus left Seattle and moved to Wenatchee in January of 1904. Within three weeks of arriving he was hired by the *Wenatchee Republic* as press editor. The following year Rufus purchased the *Wenatchee Advance* in partnership with Charles Graham. Graham sold the paper in early 1906 without Rufus' knowledge and he was removed as editor. On February 27, 1907, Rufus and Ralph leased the *Wenatchee Daily World* with an option to buy after one year. Rufus quickly reorganized the paper, modernized equipment and hired new reporters. Circulation quickly expanded and when the lease ended he chose to purchase the paper along with a few investors. By 1910 the circulation of the *Daily World* had increased over 600 percent since 1907 and was considered one of the leading small town newspapers in the state of Washington.

As the paper's circulation expanded so did Rufus' activities beyond the small community of Wenatchee. By 1915, two-thirds of the *Daily World's* readership was outside of Wenatchee. His rising popularity led him to be considered as a candidate for United States Congress in 1916. Rufus turned down the offer, preferring to manage his newspaper and publishing business. During the First World War, Rufus lobbied for government contracts for Central and Eastern Washington, with limited success.

While on his travels searching for news Rufus met Gale Mathews, an old acquaintance from Ephrata, who informed him of a plan developed by Billy Clapp to dam the Columbia River at the mouth of the Grand Coulee. He met with Clapp and immediately envisioned the potential for such a dam. On his return to Wenatchee, Rufus broadcasted Clapp's idea in the *Daily World* on July 18, 1918. From that

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*(Continued from page 3) Rufus Woods:*

date forward Rufus promoted the regional and national necessity for the Grand Coulee Dam. Throughout the 1920s he encountered opposition at the local, state, and national levels but optimistically continued to encourage its construction. On October 8, 1932, Rufus met with President Herbert Hoover to discuss the dam's potential, but President Hoover was not impressed and dismissed the plan as having no value. The meeting was a great disappointment; however, his relations with the federal government would change with the election of President Franklin D. Roosevelt.

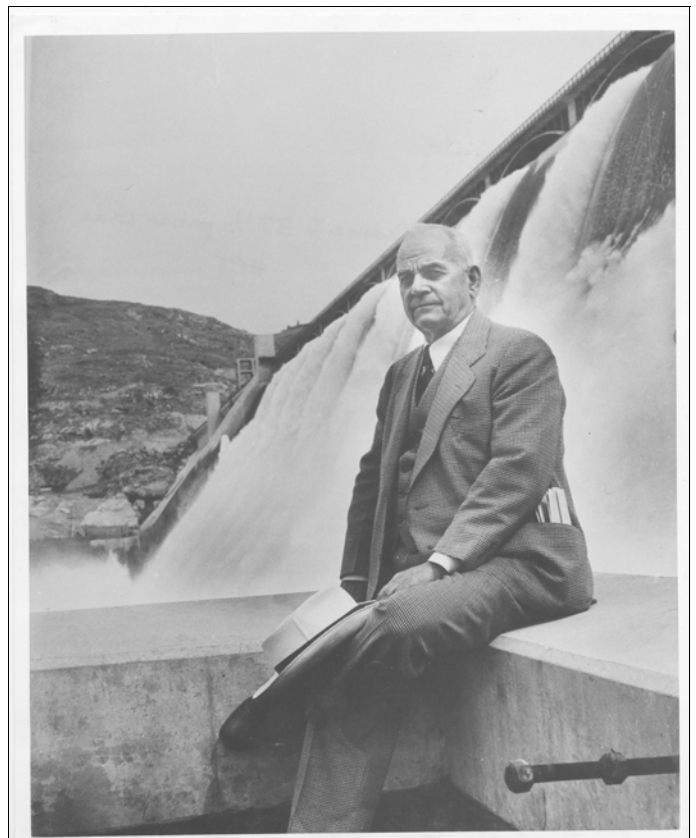
Soon after the election of President Roosevelt, Washington State Governor Clarence D. Martin pushed for a state-funded project to construct the dam. His administration, with guidance from Rufus and fellow promoter James O'Sullivan, established the Columbia Basin Commission in April of 1933. Later that same month on April 17, President Roosevelt remarked to Washington State Senator Clarence Dill that he would support a federal loan to build the Grand Coulee Dam. Problems ensued as local, state and national governments bickered over financing the project. On July 26, 1933, Roosevelt officially approved the Grand Coulee Project and allocated \$63 million to construct the dam. By the fall of 1933 construction contracts were being issued to drill and dig test pits. On December 6, 1935, concrete was poured where the base of the dam was to be built. For the next five years construction progressed steadily and on January 22, 1941 the first of the great turbines was made operational.

During the war years, Rufus pressed for defense contracts for the region and highlighted the importance of the newly completed dam. He also endorsed the need for more dams to fulfill the war-time power needs of the Columbia Valley. In 1943, Rufus campaigned for the building of the proposed Foster Creek dam. As he had done almost a quarter of century earlier, Rufus organized a movement to construct the dam. After the war, Congress author-

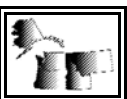
ized the construction of the dam, which was renamed the Chief Joseph Dam project, and work was begun in 1949. Rufus would not see the dam's completion, as he died of a heart attack on May 29, 1950, while on a research trip to Toronto, Canada. His remains were returned to Wenatchee where he is buried.

A finding aid and descriptive inventory can be found at <http://www.lib.cwu.edu/archive/Manuscripts/MS001-06-01.htm>

For further information about the Central Washington University Archives please contact Dieter C. Ullrich at [ullrichd@cwu.edu](mailto:ullrichd@cwu.edu) or (509) 963-1717.



Rufus Woods poses before the Grand Coulee spillway, circa late 1940s. *(Photo courtesy Central Washington University)*



## Point-Counterpoint: Two views of “More Product, Less Process”

(Based on presentations given at the 2006 Northwest Archivists Annual Meeting)

### **In favor of minimum standards processing**

—Anne L. Foster, University of Alaska Fairbanks

My appreciation for the concepts of minimum standards processing is based on purely practical considerations (and the fact that I can finally feel calm when I venture into the Archives’ stacks.) Of course I would love to do more—more description, more preservation—but I have come to realize that the resources necessary for that level of work will never come. If we continue to approach our backlogs with the idea that we just have to hold on until that wonderful day when the money people finally realize our value and hand over whatever we need, then we are doing our researchers, our staff, and those collections languishing in “unprocessed” limbo a severe disservice. The nature of archives has changed and we must adapt to those changes or be discarded as irrelevant.

Traditional methods of archival arrangement and description failed to meet the realities of our situation by the late 1980s. It would be easy to blame the oil bust and resulting budget restrictions, but in retrospect, I think it was the arrival of yet another massive congressional collection that caused the staff to move to a triage approach to stack control. The production of collection-level descriptions in a “manuscript guide” began to fall apart. Collections were arranged, but the money ran out before the finding aids were written. And more collections—ever-larger collections—kept arriving.

By the time I arrived in 2002, the backlog may have been as much as 40% of the collection (it was, and still is, impossible to determine exact numbers). Despite the valiant efforts of a truly exceptional staff, we were only able to keep up with incoming collections. There was never time to address known unprocessed collections, let alone

*(Continued on page 6)*

### **Concerns about minimal processing**

—Tiah Edmunson-Morton, Lane Community College

This article is based on my presentation at the Northwest Archivists Annual Meeting in Butte, Montana. It reflects some of the thoughts, considerations, and concerns I have had while processing archives for Lane Community College as part of the Northwest Archives Processing Initiative Phase II Grant.

### **Lane Community College Archives**

The Archives is the official records repository for Lane Community College. Our mission, like those of most institutional record collections, is to identify, collect, and preserve materials that document the history, organization, policies, operations, mission and goals of the college. We are the ideal collection for minimal processing. In many ways, we have had great success with minimal processing and are free to spend more time describing and disseminating our collections. It can be liberating to speed, relatively mindlessly, through the less than gripping memos about meeting times or deadline reminders. Additionally, I think one of the best features of minimal processing is its flexibility. We can change our approach based on the collection’s condition, likely use, or overall significance. However, I think there are things we all need to consider before adopting this standard. Specifically, I will look at my concerns with how minimal processing affects weeding, confidentiality, the intellectual content we may miss, our own intellectual control over our collections, and the implications for reference work.

### **Weeding and minimal processing**

Does this standard allow us to sort through items and remove them from our collections? From a very practical standpoint, weeding decreases the

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(Continued from page 5) *Minimum Standards Processing:*

tackle murky areas of the stacks where boxes labeled “miscellaneous unprocessed” and “museum transfers” lurked. The concepts of minimum standards processing arrived in the nick of time.

We were not alone in our backlog problems according to Mark A. Greene and Dennis Meissner’s *American Archivist* article “More Product, Less Process: Revamping Traditional Archives Processing (MPLP).” (*American Archivist*, Vol. 68, No. 2 (Fall/Winter 2005), Pp. 208-263.) Greene and Meissner cite a 1998 Association of Research Libraries (ARL) survey that reports 59% of repositories believe their backlogs are a “major problem.” I have come to believe that such issues are common in the growth of most archives. Between changes to professional practices and the simple ebb and flow of personnel and resources, problems inevitably develop.

The MPLP guidelines make sense on several levels. By applying a flexible approach to the processing of collections, and to processing within collections, you can focus your resources on those areas thought to be or, if you wait for use to drive your processing priorities, proven to be of interest to researchers. At the same time, so many more collections are described and open to research that you may find a broader range of collections in use. Most importantly, more highly useful collections are made available to researchers much more quickly. I have heard many researchers lament that a collection was unavailable for consultation, but I have yet to hear a researcher complain about staples and paperclips left in documents! How can any idea that pleases researchers, donors, resource allocators, and staff alike be anything but a good thing?

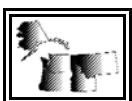
During the first year of the Northwest Processing Initiative (Phase II) grant, which focuses on minimum standards processing, one part-time processor and a few part-time students have processed 550 cubic feet of collections and written or revised 12

finding aids. Our median rate of processing is 1.09 hr./cu. ft. The MPLP approach has been implemented on a variety of collections, ranging from 110 cubic feet of state legislator’s subject files to a nineteenth-century collection of manuscripts and photographs comprising 1 cubic foot. The flexibility allowed by the minimum standards has allowed us to tailor the processing according to the condition of the materials as well as to the anticipated needs of researchers. For example, time was taken to arrange folders alphabetically for a large series of engineering firm client files in order to improve access for those interested in specific buildings rather than the engineering firm itself. In another instance, we made the decision to rehouse papers from letter-sized folders to legal-sized because the documents were spilling out the sides of the folders and we anticipate the records, which describe a proposed nuclear-powered earthmoving project (yes, really), will be a well-used collection.

Donor satisfaction has also improved. Our initial test of minimum standards processing was on a collection that had been “in process” for nearly a decade. Once we had admitted that the donor had done a fine job of grouping his estimated 20,000 photographs into perfectly usable subject notebooks, we stopped indexing individual images and finished the arrangement and description. The donor’s family and friends were thrilled to finally have a finding aid in hand and the Archives averted some negative publicity. Donors whose collections have been processed under the NWAPI project have also been enthusiastic.

Our satisfaction with the minimum standards has led us to adopt the concept for our entire collection. All new collections—and all those we are rediscovering through a stack survey—will receive only the processing necessary to make the materials available to researchers. Traditional processing will be the exception, rather than the rule. Strong arguments about the fragility of the materials or the

(Continued on page 7)



(Continued from page 6) *Minimum Standards Processing:*

unique needs of researchers will be needed before folder or item level preservation or description will be undertaken. Such exceptions might include the presence of nitrate or glass negatives and items dating to pre-gold rush Alaska (1898). For many smaller collections a collection level arrangement and description is all that is necessary. Researchers, we assume, can look through a box or two to find the information they seek. How small is “small” is still being determined and will probably vary depending on the type and format of the collection. Larger collections will be processed according to minimum standards guidelines. Our main principle will be: Do only what is essential for this collection.

Implementation of the minimum standards has created a few challenges. We’ve had to revise some of our standard procedures and make compromises for others. For example, our very active photo reproduction activities require photographs be assigned unique identification numbers. We apply the MPLP guidelines by *not* separating or numbering photographs when processing, instead only numbering when an order is placed. Further, staff has

varied in how comfortable they are with the idea of minimum processing. While all have enjoyed the increased variety and feeling of accomplishment, some are still concerned about preservation issues. Including notations about preservation concerns and setting priorities for future treatment (original folders and paperclips are ranked just slightly above “none”) in the collection management record has alleviated much of this concern. We have all also struggled with the temptation that “it wouldn’t take that long to . . .,” especially while working on small collections. Reminding ourselves to ask “but is it essential?” generally sets us back on track.

The most rewarding component of minimum standards processing is the idea that this type of processing should be the norm. We do not have to feel guilty about not “physically arrang[ing], refolder [ing], or de-paper-clipp[ing].” (*Greene and Meissner, p.238*) Nor must we keep never-ending lists of collections that are “partially processed” or “use processed” but are still, in our minds, “unprocessed”. If researchers can make good use of the collection, we can be content. Eliminating the backlog is now an achievable goal. Such a notion is very calming.

(Continued from page 5) *Minimal Processing Concerns:*

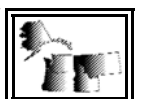
amount of materials you have in your collection. As an institutional repository, our collection is full of administrative files, which are notoriously full of multiple copies of reports, memos, and fliers. I’m certain multiple copies of records are present in other departmental collections—we don’t need more than one copy in the same collection! Simply put, to keep these records is unnecessary, and in many cases inappropriate. Our files contain records that are not of enduring administrative, legal, financial, or historical value and are beyond their recommended retention period. These include purchase orders and VISA slips, but I have also found materials that should be destroyed for legal reasons.

### **Confidentiality**

Simply put, if I don’t open a folder, how can I know

what it contains? Another way to think about this is by asking the question, “What are we missing that we are legally obligated to remove?” If we are not actually looking in files, how can we ensure we are following the laws of confidentiality? Are we liable if a researcher is given access to confidential information we didn’t know existed? At the same time, is it reasonable to assume that we can identify and remove all materials that might be confidential? We’ve been looking at ways to identify these materials without doing item level processing. Initially, we tried scanning the container lists for key words that might indicate the materials should be restricted; we looked for words such as “confidential,” “restricted,” “collective bargaining,” “union,” or “personnel.” Of course, this proved to be a less than practical means for identification!

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*(Continued from page 7) Minimal Processing Concerns:*

Sometimes files looked like they should be restricted, but actually they contained general information about the personnel department or the date of a union meeting. Ultimately, how we can ensure privacy and confidentiality if we don't know what we are missing?

### **Intellectual content**

With this in mind, are we also at risk for missing intellectual content when we process our collections to the minimal level? In a general sense, what are we missing, as professional archivists, when we don't actually "know" our collections? For instance, how can we effectively write a scope and content note or biographical history without knowing what it is that we have? We have been trained, I hope, to intuitively select and highlight certain items, or gems, in our collections. We've all come across special and unique stories found in the most mundane institutional records. At the same time, I recognize that we have to balance this quest with practical considerations for staffing and time constraints. However, ultimately, and somewhat melodramatically, I wonder what bowing to these constraints will mean for the larger historical record. If we reduce our collections to administrative records, budget sheets, and memos, do we necessarily remove those voices that are not an active part of the institutional record? What about the single mom, who works, raises her kids, and doesn't have time to belong to a student club or write a paper for the student newspaper? How do we preserve her experience? In the end, how do we preserve the depth of our records? If we lose this, we lose the sense that our institutions were places that were alive, that changed, and that had a community of diverse voices. What we are left with isn't the complex and messy record of the past, but the things that fit into tidy little file folders with decaying labels.

### **Intellectual control**

How do we, as professional archivists, maintain intellectual control over our collections? Further,

how important is this when we define ourselves as professionals? Margaret Cross Norton said that the difference between a file clerk and an archivist is that the archivist has a sense of perspective; I would add that the professional archivist also has a dedication to establishing the historical context for those who use our collections. With minimal processing, there is an increased reliance on the processor's judgment, which is not inherently a bad thing; in fact, it might be one of the biggest arguments for having a fully trained archivist processing records. However, the reality is that not all processors are "professional" archivists. Many institutions employ students, volunteers, or paraprofessionals to process their collections; other archivists have suggested taking this "outsourcing" even further, by proposing that we rely more on the researcher to let us know what is in our collection, what we've missed, or what we should add. Undoubtedly, researchers are much more familiar with the specifics of the topics they are studying, but they are not archivists. What does relying on them mean for the archival profession? Further, are we actually misrepresenting the documents or materials in our collections if we reprint their mistakes?

### **Reference**

Finally, from a practical standpoint, if our collections are not being accurately represented in the processing phase, how can we accurately and effectively process reference requests? There are two types of users: direct and indirect. The direct, of course, is the user we actually communicate with, in person or via telephone, fax, letter, or email reference requests. There is also the indirect user; we will never see, meet, or talk with this user. I think this is the user who will play an increasingly important role in how we do reference work in the future as we increase our collaborative efforts, form consortiums, and create online resources.

Will the minimally processed collection give users, archivists included, what we need to actually use

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(Continued from page 8) *Minimal Processing Concerns:*

our collections? We need to consider how researchers are using our finding aids. Are generic container lists helpful? If we find that users don't need anything more than a scope and content note, or a brief historical note, should we physically process our collections at all?

### Concluding Thoughts

Over the last few months I have been immersed in thoughts and justifications: we experienced severe budget cuts and a 50% reduction in our program, I interviewed and was hired at Oregon State University as their new staff archivist, and I presented on this topic at the Northwest Archivists Meeting. These have all allowed (and forced) me to consider what I have learned using these standards and what it means to minimally process a collection, but they

have also given me a lot of time to think about why I am an archivist and what it is that I actually "do" when I "do" my job. I realized that I really enjoy the physical aspects of working with a collection, and my biggest concern with these minimal standards is that we are trading our connection with these records, our connection with the past, for something utilitarian.

When the college provided the explanation for reducing our program, they cited preserving the college's history as a "nonessential" duty. I worry that, if and when institutions lose funding for their archives programs, standards such as these will be used to reduce archives to mass memos and published brochures. I want to make sure that there are still some of us who want to actually touch the paper.

## Northwest Digital Archives Update

—Jodi Allison-Bunnell, NWDA Consortium Administrator

The Northwest Digital Archives (NWDA), a project that provides enhanced access to archival collections and facilitates collaboration among archives, libraries, and museums in Washington, Oregon, Idaho, Montana, and Alaska, is making excellent progress on the major goals in its second grant-funded phase. The consortium is funded by the National Endowment for the Humanities and the National Historical Publications and Records Commission through June 2007.

The Best Practices Working Group completed a major revision of the consortium's best practices for encoding EAD finding aids early this year. Major changes driving this revision include the availability of *Describing Archives: A Content Standard* (DACS), updates to subject access, and the need to continue to comply with international data exchange standards. The Northwest Archives Processing Initiative (NWAPI), the portion of the project funded by the NHPRC, revised their finding aid standard to comply with DACS and NWDA's

revised Best Practices. The revised best practices and finding aid standard are available on the "Tools for Members" section of the NWDA website, <http://nwda.wsulibs.wsu.edu/tools.html>.

In April, the consortium selected ArchProteus of Vancouver, WA, to convert finding aids from consortium members to EAD. Conversion work, which began in April, will involve a total of 1242 finding aids, which will be available in the NWDA database by the end of January 2007.

Participating institutions can now use an automated compliance checker to ensure that their finding aids comply with the NWDA best practices before they are submitted to the database. They can also submit their finding aids to the database over the Web.

The NWDA search interface has been updated in accordance with priorities and plans created during Phase I. A new advanced search interface, available

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*(Continued from page 9) NWDA:*

at <http://nwda-db.wsulibs.wsu.edu/nwda-search/Advanced.aspx>, allows users to perform powerful searches by combining broad browsing terms with keywords. The NWDA's Interface Design Working Group continues to work on refining the search interface, and cooperates closely with the Usability Testing Group to evaluate the effectiveness of the interface. The Usability Testing Group is conducting a series of usability studies with key user groups; these efforts began at the Northwest Archivists conference in Butte.

This winter and spring, forty-three individuals from NWDA institutions completed two-day EAD workshops offered by the consortium administrator in Seattle, Portland, Boise, Spokane, and Butte. This offered new and continuing members a chance to acquire and refine their encoding skills and to create plans for implementing EAD in their own repositories through a series of hands-on exercises. The workshop also offered an overview of elements of DACS.

NWDA's Executive Committee has continued to work closely with the consortium's Advisory Board to create a plan for sustainability beyond the current grant funding. They have spoken with a number of potential regional partners to sustain the consortium's service to its members and their research audiences.

NWDA is also part of national conversations: In May, consortium administrator Jodi Allison-Bunnell and database manager Al Cornish attended

a meeting in Washington, DC, convened by the Research Libraries Group for state and regional archives projects. This meeting, funded by the Delmas Foundation as part of RLG's efforts to create services for archives and special collections, should be the beginning to achieve not only sustainability for NWDA, but to achieve the ultimate goal of EAD: large-scale federation of information about archival collections.

Participating institutions are the Eastern Washington State Historical Society, Gonzaga University, Idaho State Historical Society, City of Portland Archives, Seattle Museum of History & Industry, Whitman College, Montana Historical Society, University of Montana, Oregon Historical Society, Oregon State University, University of Oregon, the Center for Pacific Northwest Studies at Western Washington University, Pacific Lutheran University, University of Washington, Washington State Archives, Washington State University, Lane Community College, University of Alaska Fairbanks, the Alaska State State Library's Historical Collections, and Whitworth College. Lewis & Clark College, the University of Idaho, and the City of Seattle Archives are non-grant-funded participants.

Other institutions in the Northwest have expressed interest in joining the project as non-grant-funded members. Any other institutions interested in joining can contact Larry Landis, Consortium Director, at (541) 737-0541 or [larry.landis@oregonstate.edu](mailto:larry.landis@oregonstate.edu).

The NWDA website is located at <http://nwda.wsulibs.wsu.edu/>.

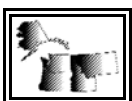
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## **Update on the NWA Directory of Manuscript and Archival Repositories**

Progress is being made on the creation of a directory of manuscript and archival repositories in the Northwest. Sponsored by Northwest Archivists, the repository directory will include information about heritage organizations in the Northwest that house primary source materials. Archival repositories, libraries, museums, and historical societies will be included.

The directory will be compiled from responses to an online survey that will be accessible soon via the Northwest Archivists web page at: <http://www.lib.washington.edu/nwa/>. The directory will include basic

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## NWA letter to Congress in support of the National Historical Publications and Records Commission

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Members of the Appropriations Committee  
Members of the United States Congress  
Washington DC

10 March 2006

I am writing on behalf of the Northwest Archivists, Inc., a 194-member professional organization of archivists in Washington, Oregon, Idaho, Alaska, and Montana, to urge funding for the National Historical Publications and Records Commission (NHPRC), a program of the National Archives and Records Administration (NARA). Our membership has learned that the President's proposed budget for FY 2007 targets NHPRC with zero funding for grants and zero funding for staff to administer the NHPRC and its grants program. This is in effect an elimination of this important grants program. We ask that you please urge your colleagues on the Appropriations Committee to provide \$20 million dollars NHPRC to fund national grants to support preservation and use of historical records.

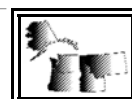
The NHPRC is unique in its efforts to provide grants each year to institutions across the country to preserve historical records, publish historical papers, and make historical materials more accessible. These grants help state and local organizations to edit and publish historical documents, develop archival programs, promote the preservation and use of historical records, and to promote regional and national coordination in addressing major archival issues. In addition, NHPRC leads the nation in supporting research and implementing scalable solutions to the challenges presented by electronic records.

NHPRC support to regional, state, and local archives programs cannot be underestimated. These funds allow archivists to preserve, describe, and make accessible the materials that are essential to our national story and to the daily functioning of our democracy and our economy. In fact, much of the American historical [record] is found in local and state institutions. Our nation has recognized the importance of history by its support of such national institutions as the National Archives and Records Administration, the Library of Congress, and the Smithsonian Institution. But this support is not adequate to reach that substantial portion of our nation's archives being held in state and local governments, historical societies, archives, and library history collections.

NHPRC is of particular importance in the Pacific Northwest. In this five-state region, recent NHPRC grants have:

- Assisted the Nooksack Indian tribe in Washington (and many other Indian tribes across the region) develop an archives program for the tribe;
- Enabled six archives in Washington, Oregon, and Montana to prepare hundreds of collections for research use;
- Established an archives program for King County, Washington;
- Enabled the Oregon State Archives to survey county records across Oregon, making them accessible

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*(Continued from page 11) NWA Letter to Congress:*

- for research;
- Funded Montana's "traveling archivist," who visited small historical societies and archives across the state, a program that is now cited as a national model;
- Hired an electronic records consultant for the Alaska State Archives and the Montana State Archives.

NHPRC grants preserve and make accessible records and documentary editions that sustain the work of biographers, classroom teachers, documentary filmmakers, journalists, lawyers, land surveyors, historians, genealogists, community historians, and museum exhibit designers. Without full funding for the program, all of these researchers will suffer as records essential for their research will fail to be collected, preserved, and made available for them.

More resources are needed at the state and regional level to ensure the essential care of documents and archival records that must be readily used by the people of this nation. Funding for the NHPRC is especially important in this region, where we have few archivists, many records, and few resources. We hope that we can count on your support on this very important issue. Thank you for your attention to this matter.

Sincerely,

Terry Badger  
President

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## **NWA letter to SAA regarding reclassification at the National Archives and Records Administration**

Richard Pearce-Moses, President  
The Society of American Archivists

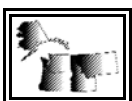
Dear Richard,

Northwest Archivists, Inc. would like to commend the Society of American Archivists for responding to the recent reclassification issues at the National Archives and Records Administration promptly. It is important that the largest professional organization for archivists in the United States present a strong objection to the actions of both NARA and of the federal agencies involved in both the reclassification of public records and in the secret agreements used to facilitate those actions.

While NWA supports the aims of your April 18<sup>th</sup> letter to the National Archivist, it also believes that more needs to be expected from Professor Weinstein regarding the protection of the rights of Americans to access records whose classification serves no valid national security purpose.

SAA must take a stronger stance with regard to access to public records. Protecting individual privacy is

*(Continued on page 13)*



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(Continued from page 12) NWA Letter to SAA:

one thing; catering to agencies' desires to hide their activities behind the veil of "national security" or "homeland defense" or "the war on terrorism" or "the war on drugs" or any number of other smokescreens is unacceptable.

Exacerbating the desire of some government agencies to hide their records behind security classifications is the complicity of NARA in performing these reclassifications in secret. The fact that both the current and previous National Archivist claim to be unaware of the secret reclassification agreements casts doubt over NARA's ability to conduct a reliable internal investigation. Self-audits are acceptable in routine matters, but not in circumstances such as these. SAA should be the leading voice in calling for an independent review of both these particular incidents and the general processes that NARA uses to reclassify records.

NWA strongly encourages SAA to collaborate with other groups with a distinct interest in broad access to public records. Historians, librarians, journalists, among others, would be valuable allies in pushing the federal government towards openness and accountability. Together, these groups might be able to press Congress to move NARA into a more independent role. It is clearly difficult for NARA, under current circumstances, to remain neutral in the face of executive branch pressures.

NWA also encourages SAA to offer its services and expertise to provide forums -- at its annual conference, in specialized symposia, in dedicated issues of the *American Archivist* -- to discuss the principles and the issues raised by these attempts to limit citizens' access to records.

It's not that SAA has ignored these important issues; it's just that it can do better. But so can the rest of us. NWA is willing to assist SAA in promoting access to all government records -- at the federal, state, and local levels. It is up to archivists to protect as open access as possible to all archives. As the voice of the archival profession, it is up to SAA to lead the way.

Sincerely,

Terry Badger  
President  
Northwest Archivists, Inc

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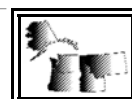
## **SAA response to NWA**

1 May 2006  
Terry Badger, President  
Northwest Archivists, Inc.

Dear Terry:

Thank you so much for your kind words on behalf of Northwest Archivists regarding SAA's response to the recent reclassification issues at the National Archives and Records Administration. While we appreciate your comments and agree with many of them, we don't agree with NWA's

(Continued on page 14)



*(Continued from page 13) SAA Response to NWA:*

recommendation that SAA immediately call for further investigation of NARA's role in the reclassification of federal records.

One of the most important – but most difficult – things to do in this situation is to gather the information necessary to make an informed, responsible decision. In particular, we want to take time to look carefully at the audit just released by the Information Security Oversight Office, as well as other documents the NARA released late last week.

We intend to watch closely what is happening and prepare ourselves to act if necessary. We believe that, to date, Allen Weinstein is leading the agency in the right direction. A call for investigation at this point might be counterproductive to those efforts. However, were we to observe that NARA is not meeting these commitments or have reason to believe that access to records is inappropriately restricted, then we will respond appropriately.

I'm sure you understand that as a professional organization SAA must build and enhance its relationship with NARA and all the archivists who work there (as we do with all archives and archivists). At the same time, we must balance that mandate with our strongly held principles about open access. For the moment, we believe we can do that most effectively by focusing on the good things being done now, rather than on problems caused by actions under a previous administration.

Thanks again for sharing your thoughts with us and for remaining such strong partners in the archival enterprise.

Sincerely,  
Richard Pearce-Moses  
President, 2005-2006  
cc: SAA Council

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## NWA Board Meeting—March 2006

The Board of Northwest Archivists, Inc., met by conference call March 2, 2006.

Those present were: Terry Badger, Sharon Howe, Diana Shenk, Ellen Crain, Elizabeth Joffrion, Larry Landis, John Bolcer, Terry Baxter Absent: Diana Banning, Kevin Tripp, Linda Morton-Keithley, Tony Kurtz.

The meeting convened at 2:00 p.m. PST, with president, Terry Badger, presiding.

### 1. NWDA (Landis) – Report on the sustainability

of NWDA. Discussed areas of concern and potential partners, including NWA. Provided background on various avenues the consortia is looking at and what other consortia are doing in terms of sustainability. NWDA thinks that NWA could support the consortia via support and advocacy. The question posed to the board was whether NWA was interested and able to support NWDA?

Discussion: Education and training may be an area where NWA could make a contribution. This is an introduction to the needs of NWDA

*(Continued on page 15)*



*(Continued from page 14) March Board Meeting:*

and further discussion should take place at the May meeting.

## 2. Reports

- a. **Publications (also includes discussion about Elections)** (Bolcer, Joffrion) – March 15 target for publication of Easy Access that will include election materials. Candidate profiles will go out with the ballots and there will be a reminder in Easy Access. The ballots will go out on March 5 and the deadline is March 31. The by-law revisions will go out in the issue, as well.
- b. **Repository Directory** (Bolcer) – A revision of the survey has been migrated to the new software. Linda Long is reviewing and revising the survey. Some of the questions go into detail about repository operations, rather than what might be expected in a traditional repository guide. Bolcer is looking into setting up a password system, which will allow users to answer the questions in stages. An announcement should be made soon in Easy Access. Someone will be needed to format the data that is collected.
- c. **Membership Coordinator** (Shenk) – There are currently 174 members: 9 complimentary, 135 individual, 13 associate, 17 institutional. A set of labels have been distributed to Metal Edge.
- d. **Advocacy** (Joffrion) – The focus of the Advocacy Committee has been NHPRC's funding. The state reps have disseminated information to the membership regarding the issues. The group has been in contact with other organizations and will plan to do some advocacy on behalf of NHPRC in the future. Baxter and Joffrion have been discussing [how] SAA's Issues and Advocacy Roundtable will interact with NWA. Baxter is co-chair of the Issues and Advocacy Roundtable, and gave an update on how things are moving.
- e. **Education** (Foster) – No report
- f. **Nominating** (Joffrion) – Goal was to have a

mix of seasoned members and new members. (see additional discussion in the publications section). Question about what happens to the Secretary/Treasurer position if the by-law revision splitting the position is passed. Joffrion reported that if passed, next election either a new secretary or treasurer will be elected. The incumbent will be give the choice of which role they would like to continue and the other will be filled via election.

- g. **NWA Logo** (Joffrion) – Leann Arndt sent in some examples of her work and she will design 3 different logo options for \$350. The choice will be made at the Annual Business meeting.
- h. **Membership Directory** (Badger) – No action has been taken
- i. **Annual Meeting**
- i. **Local Arrangements** (Crain) – Update \$2500 in sponsorships, registrations starting to come in. Website is up and looks good. There may be some over runs on some of the workshops, and the committee is hoping that NWA will approve and cover the additional costs, that may be about \$200. Discussion regarding the role of NWA in bringing workshops to the membership. They are advised that there may be over runs and are prepared to cover them.

Meeting adjourned at 3:00 p.m.

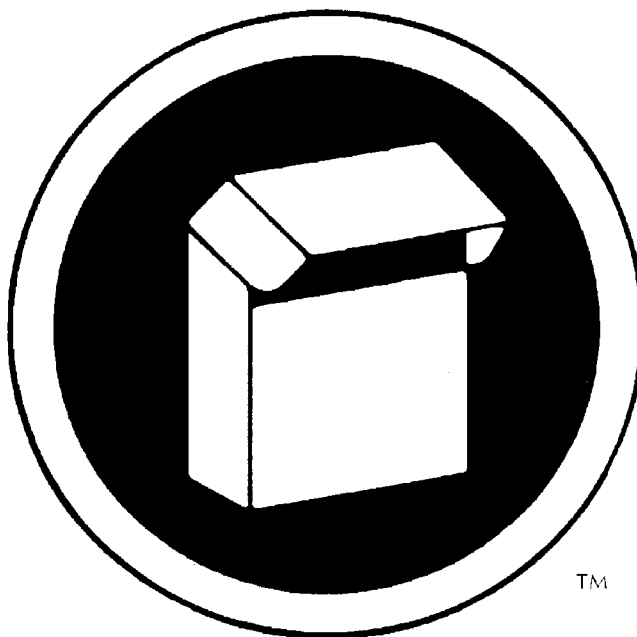
*(Continued from page 10) Directory of Repositories:*

information about a repository, such as name, governing institution, and contact information, as well as information about the nature of the holdings, size of holdings, and subjects of holdings. The directory will initially be provided online, and will allow flexible access through a search of name of repository; city, county, and state; and keywords.

For more information about the directory project, please contact Linda Long at the University of Oregon at (541) 346-1906 or llong@uoregon.edu.



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# NEWS FROM THE NORTHWEST . . . *Oregon*

## Oregon State Archives (Salem)

**Staff News.** The Records Management Unit of the Archives Division welcomes two new staff members: Catherine Webber, Manager, and Jason Kaltenbacher, Records Analyst.

Catherine Webber has been appointed manager of the Records Unit to replace Mary Beth Herkert, now the state archivist. Catherine, who earned her JD and MBA degrees at Willamette University, served in the State Senate, where she chaired the Senate Education and Technology committees. She has held a number of management positions in state government and transferred from the Department of Administrative Services, where she was an IT policy analyst working on electronic records, e-mail retention, and electronic signature policies and practices. Catherine is thrilled about the opportunity to bring her management, legal and technology skills to records management at such an exciting time of change. She claims to have an unabashed love of "good" technology.

Jason Kaltenbacher holds a BA in history and is currently obtaining an MA in History and Archives/Records Management certification at Western Washington University, where his thesis focuses primarily on electronic records preservation and authenticity issues. While a full-time student, Jason participated in several archival and records management practicum projects and also worked as both an intern and short-term Engineering Records Specialist for Snohomish County Public Works in Everett, Washington. Jason enjoys the arts and traveling and is excited to be in Oregon.

### Recent Accessions

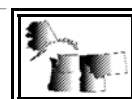
- **Air Quality Reports, Department of Environmental Quality, 1984-1998**, 2 cu. ft. and 5 cd-roms. The bulk of this series consists of photographs taken at Huckleberry Mountain, Prominence Mountain, Hickman Butte, and

Crown Point (Vista House) as part of an Air Quality monitoring program. The series also includes CDs of images submitted to the USDA Forest Service Air Quality Program as part of the Historical Photographic Archive project and Air Quality Image web site ([www.fsvisimages.com](http://www.fsvisimages.com)), logs (photo, camera, and humidity), observer notes, slide contrast listings, inventories, and a report, "Visual Air Quality in the Northwest, 1983-1992."

- **Clackamas County Circuit Court Case Files, 1939-1949**, 81 cu. ft. This accrual extends current holdings of the Circuit Court from 1859 to 1949 and brings total quantity to more than 200 cubic feet. Genealogical data identified from divorce cases is being entered into the *Historical Records Index* for online searching.
- **Homicide Case Files, Oregon State Police, 1984-1987 and 1989**, 8 cu. ft. The Archives received its first transfer of homicide case files from the Oregon State Police, Criminal Investigation Division. Both solved and unsolved cases are included. A notable case included in the accession is the complete case file of the Michael Francke murder investigation. In 1989, Francke was the Director of the Department of Corrections when he was found stabbed outside his office. The case was the subject of a 1995 film, *Without Evidence* (with Angelina Jolie), and remains the subject of ongoing debate.

**New Exhibition: A 1940 Journey Across Oregon.** Located in the Archives Gallery, A 1940 Journey Across Oregon exhibition presents a narrated road tour of Oregon as it was in 1940. Based upon Oregon: End of the Trail, a Federal Writers Project publication of the New Deal's Works Progress Administration, the journey from Ontario to Astoria is illustrated across 48 panels with images from the Oregon Highway Department, the Secre-

(Continued on page 18)



## NEWS FROM THE NORTHWEST . . . *Oregon*

(Continued from page 17) *Oregon State Archives:*

tary of State, and the Oregon Historical County Records Guide.

### **Lane Community College (Eugene)**

**Staff Changes.** Archives and Records Management, along with many other programs at Lane Community College, was impacted by severe budget cuts. The cuts this spring were larger than expected and occurred with little advance warning. The Archivist position was reduced to 50 percent, and the Micrographics program was eliminated. When the changes take effect in July, Elizabeth Uhlig will continue as half-time archivist and has accepted a half-time cataloging position in the college library. The Archives is also losing Tiah Edmunson-Morton, who has been the NWAPI grant-funded processing archivist this past year. Tiah has accepted a full-time position with the Oregon State University Archives in Corvallis. For further information about changes at the Lane Community College archives, contact Elizabeth Uhlig at 541-463-5466 or [uhlige@lanecc.edu](mailto:uhlige@lanecc.edu)

### **May Day "Red Bag" Lunch**

In an effort to spread the word about May Day throughout our campus, we organized a Red Bag Lunch to invite people from the college community to a casual lunchtime discussion of procedures in the face of a records emergency. We also set up a display of various pamphlets, books, the Emergency Response and Salvage Wheel, and damaged materials, then gave participants a tour of the Archives. We received positive feedback and were encouraged to do another lunchtime discussion, focusing on specific types of disasters.

### **Oregon Historical Society Research Library (Portland)**

**New Archivist.** Amy Bowman assumed the responsibilities of Archivist in the Research Library start-

ing March 23. Her responsibilities include archival processing and EAD cataloging, reference desk duties, and digital imaging projects. Amy received her BA in English from the University of Texas at Austin with a minor in history. She received her MLS from the University of Texas School of Information. Amy was the Social Science and Humanities Research Archivist for a photography digitization project at the Center for American History in Austin before moving to Portland to join the Research Library staff.

### **Recent collection openings and re-openings:**

- **Congregational Church Collection, 1848-1986** (Mss 1018). The collection, which was gathered by the Oregon Historical Society from various sources, consists of printed material, correspondence, meeting minutes, and financial records of individual churches and Congregational associations and conferences in Oregon. Additionally, the collection contains one reel of microfilmed records from the First Congregational Church in The Dalles that features early meeting minutes, church histories, church programs, correspondence, and other church records. A final series of assorted church records includes the marriage record book of Pastor P. S. Knight, church certifications, and handwritten notes. Printed material produced by individual churches from 1880 through 1920 constitutes the bulk of the collection and includes pamphlets, annual reports, booklets, church programs, sermons, and member directories, among other material. The First Congregational Church of Portland and the First Congregational Church of Oregon City (later Atkinson Memorial Church) created the majority of these materials. Other noteworthy items are handwritten meeting minutes of early meetings of Congregational associations and churches and correspondence of Dr. George Atkinson, known as "the father of Oregon public schools," re-

(Continued on page 19)



# NEWS FROM THE NORTHWEST . . . *Oregon*

(Continued from page 18) *Oregon Historical Society:*

- garding Plymouth Congregational Church.
- **Barker-Adair Family Papers, 1762-1967** (Mss 1131). Most of the materials in the collection relate to William Morris Barker, who served as the Episcopal Bishop of Olympia, Washington, 1894-1901; his parents, George R. Barker and Anna Ellis Morris Barker; and his wife, Laura Adair Barker. The George R. Barker materials include correspondence and other papers relating to the Collegiate Institute of Germantown, Pennsylvania; and papers regarding his invention of a heating duct system. George's wife, Anna Barker, is represented by substantial correspondence, including many letters written to her husband from Pennsylvania, with local news and family events. The William Morris Barker materials include letters sent to him, relating primarily to church affairs, and letters to his wife and family. There is a small file of correspondence of Barker's father-in-law, John Adair, including a letter of 1854 from John Withers, written from Yoncalla, Oregon, and describing local and regional conditions. Two diaries of John's wife, Mary Ann Dickinson Adair, dating from 1872 and 1883-1884, provide details of her daily life in Astoria, Oregon. Also included is her short diary, written 1848-1849, describing her voyage from New Orleans to California via Panama. Letters written by Edward Wistar Barker, brother of William Morris Barker, 1880-1893, give a lively narrative of his life and adventures in Duluth, Minnesota. Of particular interest is a large collection of diaries of Laura Adair Barker, dating from 1868 to 1907, and containing well-written entries about her activities and thoughts, some written while she was a student at St. Helen's Hall in Portland. A diary of 1915-1916 contains entries of both Laura Barker and her daughter Anna. The collection also includes biographical and genealogical information on the Barker, Adair, Morris, Dickinson, and re-

lated families, as well as a small amount of material relating to Ellen M. Booth, Samuel Booth, Charles Breck, Mary L. Ferguson, John Guernsey, S. M. Guernsey, Abel Gunn, Anna Holstein, Daniel Hoyt, Mary W. Lourey, Mary Palmer, Sophie G. Putnam, and Mary Rodney. Microfilm contains Adair family reminiscences, genealogy and letters compiled by Loran P. Adair Barker.

- **Pacific Northwest Promotional Brochures Collection, 1885-2005** (Mss 6000). Collection created by the Oregon Historical Society contains promotional brochures advertising business and travel opportunities throughout the Pacific Northwest, including Alaska, British Columbia, Washington, Oregon, Idaho, Montana, and California. Many brochures include color and black-and-white illustrations. The bulk of material describes Oregon and Washington cities, counties, hotels, resorts, and parks, and date from the late 19<sup>th</sup> and early 20<sup>th</sup> centuries. Many of the most elaborate brochures were produced in collaboration with the Sunset Home-seekers Bureau (also known as the Bureau of Community Publicity), a subsidiary of the Southern Pacific Railroad.

## Oregon State University Archives (Corvallis)

### *Recent accessions:*

- **Colegio Cesar Chavez Collection (MSS), 1965-2005.** 0.15 cu. ft. Materials pertaining to Colegio Cesar Chavez (Cesar Chavez College) include a college catalog, correspondence, a flyer, newspaper clippings, photographs, and publications. In addition to recent images of the former campus buildings and grounds, there are also photographs of campus caretaker Art Olivo and family at the Colegio campus and a poetry reading by the Chicano poet Alurista inside the main campus building. The correspondence

(Continued on page 20)



## NEWS FROM THE NORTHWEST . . . *Oregon*

(Continued from page 19) *Oregon State University:*

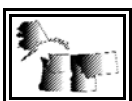
documents Art Olivo's admission and work for the college. Among the publications is a 1964-1965 Mt. Angel College Yearbook. Named for the Mexican-American civil rights activist who led the struggle to organize migrant farm workers, Colegio Cesar Chavez (CCC) was formed in 1973 on the campus of the former Mount Angel College in Mount Angel, Oregon. As the first Chicano-oriented and managed four-year college in the nation, the CCC sought to create a "college without walls" that emphasized collaboration among students, staff, administrators, their families, and the greater community. Constantly plagued by financial difficulties and administrative instability, CCC closed in 1983. Ownership of the campus reverted to the Benedictine Sisters of Mt. Angel.

- **Intercollegiate Athletics Records (RG 007), circa 1952.** 0.20 cu. ft. Two promotional banners produced to publicize the construction of Parker Stadium, which was dedicated Oct. 24, 1953. The structure was re-named in 1999 to honor alumnus Al Reser.
- **Willi Unsoeld Collection (MSS), 1963.** 0.03 cu. ft. First-hand narrative accounts by Jim Ullman and alumnus Willi Unsoeld of a climbing expedition on Mount Everest are composed in the form of letter entries dating from Feb. 27 through June 12, 1963. The accounts document the progress of the expedition and describe strategies for the ascent, the health and personality of other expedition members, the native Nepalese porters, equipment, food, and accidents. Details of Unsoeld's hospitalization for frostbite after the climb are also included. Graduating in 1951 with a degree in physics, Willi Unsoeld returned to OSC in 1958 to teach philosophy and religion until departing for India in 1960 to join a climbing expedition. He worked as Director for the Peace Corps in Nepal from 1962 to 1967. Unsoeld's involvement in mountaineering dated to his college years,

when he helped establish the OSC Mountain Club. He perished under an avalanche while climbing Mt. Rainier in 1979.

- **News and Communication Services Records and Photographs (RG 203) (P 57), 1967-2004.** 11 cu. ft. This transfer from the Office of News and Communication Services consists of press releases and sound recordings of news features produced for radio broadcast (often in conjunction with the releases). Documenting OSU faculty interviews and commentary, the recordings cover topics such as tuition/enrollment news, research projects, departmental budgets, building groundbreakings, and reaction by faculty to current events. The recordings also consist of radio ads and a ceremonial "roast" of Football Coach Dee Andros. Photographs document campus buildings, faculty/staff, recreational and athletic activities, field research, Mom's Weekend and other events, Oregon landscapes, famous alumni, classroom scenes, and aerial views of campus. Numbering approximately 8,500 images, the photographs include slide presentations such as an OSU "trivia test."
- **Oregon Fiber Flax Collection (MSS), 1940-1969.** 0.70 cu. ft. Materials pertaining to the processing, marketing, and use of Oregon-grown fiber flax includes annual USDA reports on flax research, correspondence, Extension bulletins and circulars, newspaper clippings, textile magazines, a photograph, cloth samples, and spools of fiber flax thread. The clippings primarily document the efforts of USDA Agricultural Engineer Jesse Harmond and Home Economics Professor Joan Patterson in marketing the use of flax and promoting its production. The photograph is a portrait of Jesse Harmond. Dating to the mid-19th century, flax cultivation in Oregon grew steadily until World War II, when the industry boomed due to blocked supplies from European growers. Con-

(Continued on page 21)



## NEWS FROM THE NORTHWEST . . . *Washington*

(Continued from page 20) Oregon State University:

cerns over the prospect of European competition after the war led to efforts by Jesse Hammond and Joan Patterson at Oregon State College to promote the production and use of flax in separate projects that lasted from approximately 1945 until 1953.

### Willamette University (Salem)

The staff at the Mark O. Hatfield Library, Willamette University, is pleased to announce the arrival of our new University Archivist, Mary McKay, as of March 1, 2006.

Mary comes to Willamette from the University of Georgia where she was Head of the Descriptive Services Unit at the Richard B. Russell Library for Political Research and Studies. Prior to that, she worked at the Center for American History in Austin, Texas. She received her M.L.I.S. with an emphasis in archival enterprise from the University of Texas-Austin and her B.A. from the University of Nebraska-Omaha. Mary recently co-authored a chapter on processing political collections which is to be included in the forth-coming anthology titled American Political Archives Reader.

Please join us in welcoming Mary to Oregon and the Pacific Northwest!

### NARA—Pacific Alaska Region, and MOHAI (Seattle)

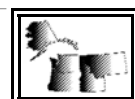
#### Picturing the Century Exhibit

The Museum of History and Industry (MOHAI) in Seattle will host the exhibit, "Picturing the Century: One Hundred Years of Photography from the National Archives," from Aug. 5-Dec. 17. This traveling exhibit of 150 iconic images from the 20<sup>th</sup> century was created by the National Archives and Records Administration (NARA) from the millions of

photographs in its holdings. The exhibit is organized around six themes: A New Century; The Great War & New Era; The Great Depression & New Deal; Postwar America; and Century's End. The exhibit documents the intersection of two 20<sup>th</sup> Century trends, the growing popularity of photography and the expansion of Federal power with the result of Federal agencies increasingly using photography to document their activities.

In conjunction with the exhibit, NARA—Pacific Alaska Region, is partnering with MOHAI to offer several events. These include a walking tour Aug. 12, with a Behind-the-Scenes Tour of the Photography Collection at MOHAI conducted by Carolyn Marr, Librarian, followed by a Behind-the-Scenes Tour of NARA—Pacific Alaska Region, conducted by Sarah Nelson, Archivist. On Sept. 13, MOHAI and NARA will host a special evening with Bruce Bustard of NARA's exhibit staff in Washington, D.C. Dr. Bustard curated the original exhibit and wrote the exhibit catalogue, which was published by the University of Washington Press. This evening lecture is scheduled at 7 p.m. at MOHAI. On Oct. 21, MOHAI and NARA will present a teacher workshop at MOHAI focusing on using photographs in the classroom. For more information on these events and others planned during the exhibit go to the MOHAI website: [www.seattlehistory.org](http://www.seattlehistory.org)

The staff at NARA—Pacific Alaska Region are producing a companion exhibit, "Picturing the Century in the Pacific Northwest," of photographs from the regional holdings documenting Federal agency activities during the 20<sup>th</sup> Century in the Northwest. This photo exhibit will be on display at NARA—Pacific Alaska Region, at 6125 Sand Point Way N. E., Seattle, from early August until December. A companion CD of images from the regional holdings is being created and will be available for teachers and other interested individuals in early August. For more information or to request a CD, contact [seattle.archives@nara.gov](mailto:seattle.archives@nara.gov).



## NWA Board Meeting—May 2006

The Board of Northwest Archivists, Inc., met at the Finlen Hotel in Butte, Montana on May 18, 2006.

Those present were: Terry Badger, Sharon Howe, Diana Shenk, Ellen Crain, Elizabeth Joffrion, Tony Kurtz, Terry Baxter, Candace Lein-Hayes, Anne Foster, Arlene Schmuland Absent: Diana Banning, Kevin Tripp, Linda Morton-Keithley, John Bolcer, Linda Long, Brian Johnson.

The meeting convened at 5:00 p.m. MST, with president Terry Badger presiding.

1. The minutes of the March 2, 2006 board meeting were approved unanimously.
2. **Annual Meeting Update.** (Lein-Hayes and Crain) – Badger thanked both the local arrangements committee and the program committee

chairs for their fine work.

- a. **Program Committee:** Lein-Hayes circulated a thank you letter she will use for all program participants. Elizabeth Neilson from Oregon State was commended for her idea of compiling session presentations and making them accessible online. There were 75 people registered and roughly 110 attendees.
- b. **Local Arrangements Committee:** Crain noted that there was strong local support for the conference, including some wonderful door prizes from area businesses. She especially commended Harriet Shultz and other members of her staff for their assistance. The conference receipts were roughly \$9800 and expenditures roughly \$8500, so

*(Continued on page 23)*

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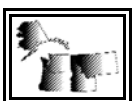
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**EASY ACCESS** Newsletter of the Northwest Archivists, Inc.

(Continued from page 22) May Board Meeting:

the conference should show a small profit.

### 3. Reports

- a. **Ad Hoc Committee for Website Development** (Schmuland) – The committee suggests hiring someone to build the website. It should be a one-time project designed to build a website that is easily updatable by members. Discussion followed and centered on hosting, construction, and maintenance as the key issues. Schmuland will consult with Bolcer to see if the University of Washington can host the site while allowing non-university access to it.
- b. **Education Committee** (Foster) – see addendum 1 for full report. Foster requested board approval to expend funds for the web-based brown bag meeting trial. The board approved expenditures up to \$300. Donna McCrea is investigating leadership development programs and the board indicated that the education committee should continue this investigation. The board discussed the possibility of hosting the Western Archives Institute in the NWA region. Foster will contact Seattle Area Archivists and California Archivists to determine if and how that could be accomplished.
- c. **Treasurer** (Baxter for Banning) – see addendum 2 for full report. The board discussed the foreign membership issue and decided to revise application and renewal forms to indicate payment must be \$15 in US funds.
- d. **Membership Coordinator** (Shenk) – There are currently 187 members. A breakdown of the membership by category will be available from Shenk in late May. Badger reported that the membership directory is nearly done. He will get the updated membership listing from Shenk. Badger will obtain printing and distribution costs and bring them to the board for approval.

- e. **Nominating Committee** (Joffrion) – There were 80 ballots returned, indicating that mail-in ballots are a success. Joffrion noted that coordination with *Easy Access* in promoting the elections is key. Elections were close and the committee was pleased to have a full slate of good candidates for all offices. The election results were: Vice President, Terry Baxter; Secretary, Ann Frantilla; Oregon Rep, Brian Brown; Montana Rep, Donna McCrea; and Idaho Rep, Nathan Bender.
- f. **Publications Committee** (Bolcer) – Bolcer absent; no report.
- g. **Advocacy Committee** (Joffrion) – the committee addressed two major issues: the NHPRC funding issue and the NARA reclassification issue. NWA faxed letters to congressional delegations on the former and sent letters to SAA and NARA on the latter. The board discussed some member responses to the reclassification letters. The board decided that board members will be notified about communications being sent out and that members affected by advocacy communications may, at the board's discretion, be notified about what is being communicated. Badger will update the procedures to reflect this.
- h. **Awards Committee** (Baxter for Johnson) – the following awards were made: Western Washington University awards were made to Emiley Jensen and Rozlind Koester; the at large student scholarship was awarded to Melinda Snarr; the professional development scholarship was awarded to Wendi Lyons; the retirement recognition was awarded to Terry Abraham; and the Wells/Guido distinguished service award was given to Karyl Winn.
- i. **By-laws Committee** (Badger) – the proposed by-law revisions had been circulated to the membership and were ready for a

(Continued on page 24)



*(Continued from page 23) May Board Meeting:*

- vote at the business meeting. It was suggested that Badger provide a simple summary at the meeting in case people had not reviewed or were unclear about the revisions.
- j. **Procedures Manual** (Badger) – Shenk volunteered to review and edit the procedures manual, especially with regard to changes in the awards and education committees.
  - k. **Directory Project Committee** (Howe for Long and Bolcer). The directory is almost finished and a report should be ready by the next meeting.
4. **NWA Organizational Records** (Badger) – the board discussed the management of the NWA archives and the possibility that Karyl Winn could take over this task. The item was carried forward to the next meeting. Shenk agreed to create a retention schedule for NWA records.
  5. **Logo** (Joffrion) – Joffrion circulated sample logos for board review. No consensus favorite

emerged. Joffrion agreed to return to artist Leann Arndt with ideas for revisions and submit the revised design(s) to the board.

6. **2007 Meeting** (Badger) – the meeting is going to be in Pullman-Moscow. The majority of the meeting will probably be held in Moscow as there are renovations in progress at Pullman. The local arrangements committee co-chairs are Nathan Bender (University of Idaho) and Trevor Bond (Washington State University). A program committee chair has not been selected.
7. **2008 and 2009 Meeting Selection** (Badger) – the board discussed the 2008 and 2009 meeting. Even though the 2008 meeting should be Oregon's in rotation, Baxter requested that the Oregon meeting be held in 2009 to coincide with the state sesquicentennial. Alaska was a board favorite for the 2008 meeting, but it was decided to open up location selection at the business meeting.

Meeting adjourned at 6:45 p.m.

## NWA Business Meeting—May 2006

2006 NWA Annual Meeting  
Butte, Montana

Business Meeting Minutes  
May 20, 2006

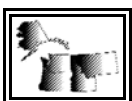
Meeting was convened at 8:30 a.m. MST, President Terry Badger presiding. 55 members attended business meeting.

Agenda:

- 1) **Call to Order** (Badger) – Welcome and special thanks given to Candace Lein-Hayes and Ellen Crain for their hard work on the Program and Local Arrangements committees. There were 72 registrants.

- 2) **Awards Presentation** (Baxter) – the following awards were made: Western Washington University awards were made to Emiley Jensen and Rozlind Koester; the at large student scholarship was awarded to Melinda Snarr; the professional development scholarship was awarded to Wendi Lyons; the retirement recognition was awarded to Terry Abraham. It was announced that the Wells/Guido distinguished service award along with a \$100 gift certificate to REI was given to Karyl Winn the previous evening during the banquet.
- 3) **Treasurer's Report** (Baxter) – Please see addendum 2 in the Business Meeting minutes for report.
- 4) **Membership Report** (Shenk) – There are cur-

*(Continued on page 25)*

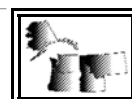




*(Continued from page 24) NWA Business Meeting:*

- rently 187 members. After the renewal period, a precise breakdown will be available.
- 5) **Nominations Committee Report** (Joffrion) – There were 80 ballots returned, indicating that mail-in ballots are a success. Elections were close and the committee was pleased to have a full slate of good candidates for all offices. The election results were: Vice President, Terry Baxter; Secretary, Ann Frantilla; Oregon Rep, Brian Brown; Montana Rep, Donna McCrea; and Idaho Rep, Nathan Bender.
  - 6) **Education Committee Report** (Foster) – Please see addendum 1 in the Board Meeting minutes for full report. Foster briefly discussed the brown bag proposal and the leadership development program.
  - 7) **By-Laws Revision** (Badger) – Badger summarized the three proposed revisions:
    - a) The Secretary/Treasurer position will be split into two positions – a Secretary and a Treasurer. They will be elected in alternate years. The creation of a new position allows for the possibility of a tie vote in the Board; tie votes would be referred to the general membership for resolution. After discussion, this by-law revision was unanimously approved by the membership.
    - b) The Membership Coordinator will become a permanent non-voting position in NWA. It will maintain the membership database and assume all membership duties currently performed by the Secretary. After discussion, this by-law revision was unanimously approved by the membership.
    - c) The Awards and Scholarship committees will be merged. This is a house-keeping change made to reflect the existing reality of these two bodies. After discussion, this by-law revision was unanimously approved by the membership.
  - d) Badger recognized Scott Cline for all of his work on maintaining the by-laws and procedures manual.
  - 8) **2007 Annual Meeting** (Badger) – the meeting is going to be in Pullman-Moscow. The majority of the meeting will probably be held in Moscow as there are renovations in progress at Pullman. The local arrangements committee co-chairs are Nathan Bender (University of Idaho) and Trevor Bond (Washington State University). A program committee chair has not been selected.
  - 9) **2008 and 2009 Annual Meetings** (Badger) – the membership proposed and accepted Anchorage, Alaska as the site for the 2008 meeting. After discussion it was also proposed and accepted that the meeting would be later than usual to accommodate travel. The 2009 meeting will be held in Oregon to coincide with the state sesquicentennial.
  - 10) **Website Development Ad Hoc Committee** (Schmuland) – Continuing to investigate how to revise the website. Bolcer reported that the current host, the University of Washington, will have a content management system in place, making site updates simpler. The committee will continue to investigate with the intention of making a proposal soon.
  - 11) **Logo** (Joffrion) – reported that the board had hired an artist to submit new logo designs for consideration. The board discussed them and Joffrion will return to the artist with suggestions for revisions.
  - 12) **Membership Directory** (Badger) – the directory is ready to go to print. Each member will receive a copy. The intent is to update every other year. It was suggested that an in-between-publication information update sheet should be sent to members.
  - 13) **Institution Directory** (Long) – the project is nearing completion. It will use a web-based survey form. Stay tuned for details.
  - 14) **President's Report** (Badger) – Thank you to

*(Continued on page 26)*



## Celebrating Archives Week

Archives Week (or Month) celebrations provide a means for archivists to raise the profile of their profession and institutions with the public and to bring archivists together for social and educational purposes. We invite any of you who have conducted or are planning Archives Week (or Month) celebrations to share ideas, reports, and plans with your colleagues through this continuing column in *Easy Access*. Please send items for the column to Sharon Howe, assistant editor, [howe@csu.edu](mailto:howe@csu.edu). If you have illustrations and photographs, please submit them as well.

**Oregon Archives Week, October 7-15<sup>th</sup>.** The Oregon Archives Week Planning Group made significant progress at their June meeting. The kick-off event will be a joint-venture between Oregon State University and the Benton County Historical Society. An open Antiques Road Show-style preservation consultation and a lecture on Oregon Utopian Communities are two of the planned events. For the closing reception, the Oregon Shakespeare Festival Archives will host archivists for a special viewing and lecture featuring the First Folio. Other events may be scheduled. Watch this space, visit [arcweb.sos.state.or.us/oaw/](http://arcweb.sos.state.or.us/oaw/), or contact Layne Sawyer (503-378.5198 / [layne.g.sawyer@state.or.us](mailto:layne.g.sawyer@state.or.us)) for more details.

In connection with the reception in Ashland at the conclusion of Oregon Archives Week, there will be some substantial ticket discounts for OSF performances for the weekend, but how big a discount will depend on how many people are planning to attend and are interested in seeing a show. Please contact Kit Leary directly if you are interested in attending a play so we can gauge interest (541/482-2111, ext. 266 or [kitl@osfashland.org](mailto:kitl@osfashland.org)). *King John* by William Shakespeare may be of particular interest to archivists since he was king at the time the Magna Carta was issued, he is the king in "Robin Hood," and he was the youngest son of Eleanor of Aquitaine, as

portrayed in the film, *The Lion in Winter*. Performances of *King John* are scheduled on Saturday, Oct. 14, at 1:30 p.m. and 8 p.m. See [www.osfashland.org](http://www.osfashland.org) for more information about the plays.

Kit is checking into room availability at nearby hotels and will provide further information as it becomes available. The reception, including an exhibit about a loaned copy of a First Folio printed in 1623 and a lecture by Paul Merchant of Lewis and Clark College about the Folio, is planned on Sunday, late morning and into the afternoon. The OSF Archives, adjacent to the Folio Room, will also be open. There may be additional events at the SOU Library that weekend, to be announced.

## Archivist's Calendar

**July 31-Aug. 6, 2006** Society of American Archivists annual conference, Washington, D.C.

**August 2, 2006** Academy of Certified Archivists exam  
Washington, DC; Albany, NY; Tampa, FL;  
Indianapolis, IN; Seattle, WA

**September 13-16, 2006** American Association for State & Local History annual meeting, Phoenix, AZ

**Oct. 11-14, 2006** Association of Moving Image Archivists annual meeting, Anchorage, AK

**Oct. 25-29, 2006** Oral History Association annual conference, Little Rock, AR

**May 16-19, 2007** Society of California Archivists annual meeting, Long Beach, CA

(Continued from page 25) NWA Business Meeting

the outgoing board members. Welcome to the incoming board members. Thanks to all of the meeting sponsors. Introduction of the incoming President, Sharon Howe.

Meeting adjourned at 9:30.



(Continued from page 2) *President's Message:*

- Provided continuing education and professional development opportunities through well planned annual meetings, including opportunities to meet with colleagues from other Western regions.
- Continued to expand coverage through our quarterly publication, *Easy Access*, and placed some past issues on the website.
- Provided more up-to-date employment opportunity information through our website.

The list could go on, but you get the idea. To keep Northwest Archivists as a vital service to the archival community in our region, we must not rest on our laurels but build on the foundation that has been so well laid. Here are just some of the initiatives that are underway or will be initiated for the coming year:

- The Education Committee, headed so capably by Anne Foster, is working on several possibilities, including some which will take advantage of new technologies to deliver opportunities for continuing education and professional development. The board has approved a test run of a Brown Bag chat program, so please stay tuned.
- The long-awaited directory of archival and manuscript repositories in the Northwest is moving along, with an on-line survey form in the final stages of testing before it goes live, thanks to Linda Long and John Bolcer.
- A Membership Directory will soon be in your hands, thanks to Diana Shenk.
- The Advocacy Committee will continue to monitor regional and national issues of importance and respond to member needs. In addition, the committee will embark on some new advocacy initiatives using Archives Week/Month as a springboard and will initiate some new membership recruitment efforts.
- Design of a new logo for NWA is well underway, thanks to Beth Joffrion.

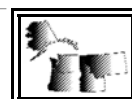
- Redesign of the website and easier updating of information is in the works, thanks to John Bolcer and Arlene Schmuland.
- Some important structural and procedural changes have been made or are in the offing that will help our all-volunteer organization function more efficiently and better serve our membership. Among these are obtaining 501c3 non-profit status that will allow NWA to take advantage of appropriate grant opportunities to help support our initiatives, particularly in the area of continuing education and professional development.
- Continued support of the Northwest Digital Archives.
- Improvement of the NWA Archives by Karyl Winn, a founding member and winner of the 2006 Wells/Guido distinguished service award.

With a grand annual meeting completed in Butte (Thanks Ellen Crain, Candace Lein-Hayes, and many helpers!), we are looking forward to our next gathering in Pullman-Moscow in 2007, followed by our first-ever meeting in Alaska in 2008!

What all this means is that we have many opportunities for service to our colleagues and the profession, and we are seeking volunteers for a number of committees. If you have a particular interest, please contact me or any other board member to volunteer. Meanwhile, we will keep you posted through *Easy Access*, our website, and the e-mail "tree" on progress and needs.

Thank you for the opportunity to serve Northwest Archivists.

*Sharon Howe, President*



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**Join NWA:** Membership benefits include the exchange of information among colleagues, an annual conference, *Easy Access* published four times a year, and a membership directory.

To join send this form, along with \$15, checks payable to Northwest Archivists, Inc., to Diana Shenk, Washington State Archives—Northwest Regional Archives, WWU MS:9123, Bellingham, WA 98225-9123. For more information, contact Diana at 360-650-2813 or e-mail her at <diana.shenk@wwu.edu>.

Name \_\_\_\_\_ Title \_\_\_\_\_

Institution \_\_\_\_\_

a. Work address \_\_\_\_\_

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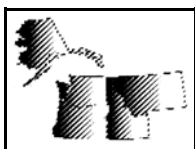
b. Home address \_\_\_\_\_

*(Please circle address, a. or b., you prefer for newsletter and other mailings)*

Work phone \_\_\_\_\_ Fax \_\_\_\_\_

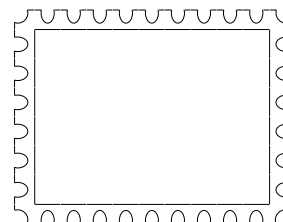
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***EASY ACCESS***

**Northwest Archivists, Inc.  
c/o John Bolcer, Editor  
University of Washington Libraries  
Box 352900  
Seattle, WA 98195-2900**



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***Inside This Issue***

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  - ⇒ **NWA Advocacy Correspondence**
  - ⇒ **Board & Business Meeting Minutes**
-

## Addendum 1

### Northwest Archivists Board Meeting—May 2006 Education Committee *Annual Report, May 18, 2006*

The Education Committee's main accomplishment is initiating and maintaining a list of existing continuing education opportunities. The list, which is updated quarterly and posted on the NWA website, includes opportunities available within the region as well as a number of courses and workshops offered via distance technology. Members of the Education Committee have each "adopted" one of the states within the region in order to monitor opportunities. There is a surprising number of workshops already being offered, particularly on the topics of preservation and digitization. Additionally, the Chair has written an article about the experience of taking a distance education workshop and submitted it to *Easy Access*. Although there was no space available in the last issue, it is hoped the article will appear in the next one.

While we have not progressed as far as hoped in starting a Brown Bag chat program, we have done some research on the possible technological solutions for the idea. Following is the summary submitted by Committee member Wendi Lyons:

"My research kept leading me to WebEx which offers a convenient feature of Pay per meeting, 0.33 cents a minute/user, about \$20/hr. This allows us to use all that WebEx has to offer without having to sign up for a plan. I haven't used Webex before but it sounds like the standard format is presentation of information through teleconference and through presentation/slides/papers/video which attendees can see in a content viewer. Apparently, attendees can also participate in a chat which is the way my classes at UIUC operated. We listened in real-time to the lecturer and were able to comment/ask questions through chat; this worked quite well, although it does require a bit of multitasking by the presenter. Sometimes, a professor would have a TA monitor the chat while he/she lectured because with a large class and thought-provoking discussion, the conversation could move! I noticed that the Cuadra workshop on the 18th uses WebEX so I'll be interested to see how smoothly everything runs. But I think this could be the best fit for what we have in mind for a Brown Bag Lunch (Lunch Lectures, Lunch Bytes, Backlog Break... hmmm... we'll have to come up with a catchy name) Here's the link to the Pay per Meeting: <https://my.webex.com/login.php>; let me know if you have any questions."

One of the benefits of this feature is that participants can join in by either chat or voice technology—something suggested previously by the Board. If the Board approves testing, the Committee will make holding a test session our main goal for next year.

We had discussions with the Program Committee and session chairs about pre-conference workshops, including the possibility of offering a distance component for those unable to attend in person. While it was ultimately decided that we weren't yet ready, this remains a viable option for the future.

Finally, Donna McCrea has proposed the creation of a Leadership Program for archivists. I have worked with Donna to locate existing programs in allied professions. With the results of the A\*Census indicating that many of our professional leaders are poised to retire, this is a very timely idea. With no program currently available within the profession, we have a good opportunity for grant support.

Respectfully submitted,  
Anne L. Foster, Chair

## **Addendum 2**

### **Northwest Archivists Board Meeting—May 2006 Treasurer's Report**

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**NWA Balance 4/12/2005** **\$11,492.83**

#### **Receipts**

Conference receipts 2005	\$1,311.09
2005/06 Membership Dues	\$2,525.00
Interest from checking account	\$9.77
Donations for scholarship fund	\$200.00
Easy Access Advertisement income	\$1,200.00
Contribution for Montana Scholarship <sup>1</sup>	\$500.00
2006 Conference Receipts	\$8,405.00

**Total Receipts 4/13/05 - 5/10/06** **\$14,150.86**

#### **Expenditures**

Easy Access printing	\$988.96
Easy Access postage	\$566.87
Banking Charges <sup>2</sup>	\$55.39
NWA Scholarships <sup>3</sup>	\$0.00
Board Conference calls	\$280.33
Directory Printing	\$301.20
Election Mailing	\$85.34
SSA/SAA EDA Grant fund – donation for Katrina	\$1,000.00
Pacific Northwest Quarterly <sup>4</sup>	\$400.00
2006 Conference Costs <sup>5</sup>	\$706.98

**Total Expenditures 4/13/05 - 5/10/06** **\$4,385.07**

**NWA Balance 5/10/06** **\$21,258.62**

#### **Report Explanation:**

<sup>1</sup> Scholarship for Montana professionals

<sup>2</sup> returned check fees; deposit fees; canadian deposit fees; new checks

<sup>3</sup> Scholarship recipients have been notified, but not awarded as of this report

<sup>4</sup> Yearly \$200 contribution for 2005 and 2006

<sup>5</sup> 2006 Conference costs and receipts are not finalized. After the conference is completed, a more detailed accounting will be compiled.