

STATE ARCHIVES AND RECORDS PROGRAMS AND STATE HISTORICAL RECORDS ADVISORY BOARDS

Arizona Department of Library, Archives and Public Records

Emergency Preparedness and Recovery.

On-demand

Instructor(s): Michael McColgin, Arizona State Archives

Description: Emergency Preparedness and Recovery Workshop The first day will focus on creating disaster prevention and recovery plans, setting salvage priorities and establishing an effective disaster mitigation program. The second day will emphasize methods of salvaging library materials. This is not a come-to-the-session-and-forget-about-it workshop. The first day is reserved for those who will be "team leaders" for their institutions, the individuals who will be responsible for taking the information and skills learned at the workshop and putting them into practice at their own institutions. Day one is limited to 20 participants, one representative per institution. On the second day, two additional representatives from each institution may attend and participate in the hands-on salvage of water-damaged books, papers, photographic materials and library media. Hundreds and thousands of items will be "sacrificed" to the water gods so that participants can learn how to "cope with the unthinkable." The Emergency Preparedness and Recovery Workshop is sponsored by the Department of Library, Archives and Public Records with funds provided by Library Services and Constructions Act, as amended. The seminar is open to all libraries and institutions, but preference will be given to public libraries..

Contact: Michael McColgin. Phone: 602-542-4159 Email: mimccol@dlapr.lib.az.us

You Only Hurt the Ones You Love: Bookmending Techniques.

5/1/00-5/1/00, Casa Grande, Scottsdale, Glendale, & others AZ

Instructor(s): Michael McColgin, Arizona State Archives

Description: Bookmending Techniques During the workshop, you will learn how to mend paper, tip-in pages, reinforce corners and reback a book, all without tape. Please do not bring paperbacks or other adhesive-bound books that are literally falling apart, those should go to a library binder. If you want advice on items, please feel free to bring them along. Thanks to the Library Extension Division and Roswell Bookbinding, you will receive a box of tools and supplies, so you can continue practicing when you return to your work place..

Contact: Michael McColgin. Phone: 602-542-4159 Email: mimccol@dlapr.lib.az.us

Arizona Department of Library, Archives and Public Records College of DuPage, GlenEllyn, IL (organizer)

Soaring to Excellence: Disaster Planning.

12/3/99-12/3/99, Mesa, Prescott, Yuma and others AZ

Instructor(s): Michael McColgin, Arizona State Archives

Description: Soaring to Excellence - Disaster Planning A written disaster plan: why and what, Prevention topics include: 1-Roles of insurance management and local fire department, 2-Security, 3-Housekeeping and facilities maintenance, 4-Fire suppression systems, including hand-held extinguishers, 5-Safety/disaster prevention tour, 6-Brief comments on the checklist in "Disaster Plan for Rural Libraries". Response topics include: 1-Establishing a Disaster Response Action Team (DRAT), 2-Setting salvage priorities, 3-Don't just do something - Stand there!, 4-Evacuating damaged materials, 5-Air drying techniques and demonstrations - Hands-on practice with live audience, 6-Freezing techniques for water-damaged paper material Demo, 7-Salvaging photographic materials.

Contact: Jan Elliott. Phone: 602-542-5841 Email: jaellio@dlapr.lib.az.us

Arizona Department of Library, Archives and Public Records prepared by AMIGOS Library Services

Introduction to Imaging and Imaging Technology in Libraries and Archives.

7/6/99-8/6/99, Mesa, Flagstaff, and Tucson AZ

Instructor(s): Steve Smith, AMIGOS Library Services

Description: Introduction to Imaging and Imaging Technology in Libraries and Archives This workshop provides an overview of digital imaging, and gives a concrete demonstration of the technology and process of imaging and effect these have on the creation of high quality digital images. The workshop covers selection of appropriate materials, guidelines and benchmarks for image quality, file formats, headers and compression. A hands-on introduction to digital imaging hardware, software, and storage media and devices is a core component of the workshop. Participants will compare different technologies and workstation configurations; examine workflow and outsourcing conversion issues; and explore search and retrieval, indexing, metadata and image networking. "The Imaging and Preservation Services are funded in part by a grant from the Division of Preservation and Access of the National Endowment for the Humanities."

Contact: AMIGOS Library Services. Phone: 972-851-8000

Connecticut State Historical Records Advisory Board

Workshop on archives and records management.

7/28/99-, Westbrook CT

Description: Participants included 50 town clerks..

Contact: Mark Jones. Phone: 860-566-5650 Email: mjones@cslib.org

Florida Bureau of Archives and Records Management

Basic Archives Management.

10/18/00-10/20/00, Tallahassee FL

Description: Training non-professionals in the management and preservation of archival and manuscript materials. Workshop id being planned.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Care and Preservation of Personal Papers and Photographs.

6/1/00-8/31/00, Tallahassee FL

Description: Mini workshops offer to the public on the care and preservation of their personal papers and photographs.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Electronic Records Management.

6/3/99-6/4/99, Tallahassee FL

Instructor(s): Tim Slavin,

Description: Training records management staff on issues in managing electronic records.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Providing Reference Service for Genealogists.

3/4/99-3/5/99, Tallahassee FL

Instructor(s): Pam Hall, Florida State Genealogical Society

Linda Kleback, Florida State Genealogical Society

Description: Training reference staff on the basics of genealogical research in order to improve service to this group of researchers.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Records Management Seminar.

1/1/00-12/31/00, FL

1/1/99-12/31/99, FL

Description: Basics of records for local and state government records managers.

Contact: Gerard Clark. Phone: 850-487-2073 Email: gclark@mail.dos.state.fl.us

Georgia Department of Archives and History**Basic Records Management.**

1/24/00-1/24/00, Wrightsville GA

1/18/00-1/18/00, Thomas County GA

3/9/99-3/9/99, Forsyth GA (with Department of Juvenile Justice)

3/16/99-3/16/99, Gainesville GA (with Department of Revenue)

3/24/99-3/24/99, Macon GA (with Department of Revenue)

4/7/99-4/7/99, Statesboro GA (with Department of Revenue)

4/22/99-4/19/99, Tifton GA (with Department of Revenue)

6/18/99-6/18/99, Savannah GA

6/23/99-6/23/99, Lawrenceville GA

9/13/99-9/13/99, Tybee Island GA

10/13/99-10/13/99, Athens GA

10/5/99-10/5/99, Savannah GA

12/16/99-12/16/99, Thomasville GA

Instructor(s): Andrew Taylor, Georgia Department of Archives and History

Amelia Winstead, Georgia Department of Archives and History

Description: Basic Records Management; Inventory; Georgia Records Act; Open Records Act; compliance.

Contact: Andrew S. Taylor. Phone: 404-657-3848 Email: astaylor@sos.state.ga.us

Georgia Department of Archives and History, Jimmy Carter Library, Atlanta Regional Consortium for Higher Education**Georgia Archives Institute.**

6/12/00-6/23/00, Atlanta GA

Description: .

Contact: Anne Salter, Archives. Phone: 404-894-9626 Email: anne.salter@library.gatech.edu

Georgia Historical Records Advisory Board**Self-Assessment and Grant Application Workshop.**

5/11/99-5/11/99, Columbus GA

5/4/99-5/4/99, Savannah GA

4/22/99-4/22/99, Tifton GA

4/14/99-4/14/99, Atlanta GA

Instructor(s): Anne Smith, Georgia Department of Archives & History/Georgia Historical Records Advisory Board

Jill Swiecichowski, Georgia Historical Records Advisory Board

Description: Reviewed details of 20 elements of preferred practice contained in the self-assessment tool. Provided detailed instructions on grant process including project development and grant application. Self-assessment required for grant application..

Contact: Anne P. Smith. Phone: 404-657-4530 Email: asmith@sos.state.ga.us

Georgia Historical Records Advisory Board and Georgia Department of Archives & History

Basic Records Management.

2/11/00-2/11/00, Rome GA

1/18/00-1/18/00, Columbus GA

12/17/99-12/17/99, Atlanta GA

11/19/99-11/19/99, Valdosta GA

Instructor(s): Amelia Winstead, Georgia Department of Archives and History

Andrew Taylor, Georgia Department of Archives and History

Description: Basic records management; Georgia Records Act; Open Records Act; compliance.

Contact: Andrew Taylor. Phone: 404-657-3848 Email: astaylor@sos.state.ga.us

Basic Records Management; Retention Schedules.

5/5/99-5/7/99, Augusta GA

Instructor(s): Pete Schinkel, Georgia Department of Archives and History

Description: Basic Records Management; Inventory; Georgia Records Act; Open Records Act; compliance; Retention Schedule Process.

Contact: Andrew S. Taylor. Phone: 404-657-3848 Email: astaylor@sos.state.ga.us

Care and Handling of Historic Materials.

1/18/00-1/18/00, Athens GA

5/11/99-5/11/99, Columbus GA

5/4/99-5/4/99, Savannah GA

4/22/99-4/22/99, Tifton GA

4/14/99-4/14/99, Atlanta GA

Instructor(s): Hilary Kaplan, Georgia Department of Archives & History

Description: Basic care and handling of historical documents. Covered what types of storage materials to use and which not to use. Covered holdings maintenance techniques and good storage practices..

Contact: Hilary Kaplan. Phone: 404-656-3554 Email: hkaplan@sos.state.ga.us

Disaster Preparedness Planning.

6/26/00-6/26/00, Macon GA

3/6/00-3/6/00, Tifton GA

1/7/00-1/7/00, Savannah GA

11/5/99-11/5/99, Atlanta GA

10/25/99-10/25/99, Atlanta GA

Instructor(s): Hilary Kaplan, Georgia Department of Archives & History

Brenda Banks, Georgia Department of Archives & History

Description: This workshop is designed to help records custodians minimize damage in the event of a disaster. It focuses on preventive measures and planning through interactive discussion, visual illustrations, and case studies. The workshop addresses the following topics: identifying hazards/assessing risks, taking preventive steps to minimize damage, understanding health and safety concerns, developing an actual emergency preparedness plan, actions for emergency response, and considerations for disaster recovery..

Contact: Hilary Kaplan. Phone: 404-656-3554 Email: HKaplan@sos.state.ga.us

Kansas State Historical Society, Library and Archives Division

Annual Records Officer Meeting.

10/28/99-10/28/99, Topeka KS

Description: Various staff from the State Archives and Records Management made presentations related to the topics marked above. None were indepth, rather they were intended to encourage

records officers to contact our staff when they have questions..

Contact: Cynthia Laframboise. Phone: 785-272-8681, ext 288 Email: claframboise@kshs.org

Digital Imaging Guidelines.

8/8/99-8/8/99, Derby KS

Instructor(s): Jason Wesco, KSHS

Description: Discussed Guidelines for the Electronic Records Management and Preservation in Kansas and also reviewed Digital Imaging Guidelines for Kansas.

Contact: Jason Wesco. Phone: 785-272-8681, ext. 287 Email: jwesco@kshs.org

Practical Paper Conservation.

11/4/199-11/4/99, Ottawa KS (with University of Kansas Libraries)

Instructor(s): Darrell Garwood, KSHS

Brian Baird, University of Kansas Libraries

Description: Information on how to conserve fragile paper items -- solutions to common preservation problems faced by museums.

Contact: Darrell Garwood. Phone: 785-272-8681, ext. 302 Email: dgarwood@kshs.org

Records Management and the Law.

3/15/99-3/15/99, Wichita KS

Instructor(s): Jason Wesco, Kansas State Historical Society

Description: Overview of state records law as it applies to municipal clerks..

Contact: Jason Wesco. Phone: 785-272-8681 x. 287 Email: jwesco@kshs.org

Records Managements Basics.

10/7/99-10/7/99, Wichita KS

Instructor(s): Jason Wesco, KSHS

Description: Records management basics for new city clerks..

Contact: Jason Wesco. Phone: 785-272-8681, ext. 287 Email: jwesco@kshs.org

Records Management for Librarians.

7/17/99-7/17/99, Valley Falls KS

Instructor(s): Jason Wesco, KSHS

Description: Basic overview of Kansas records laws, appraisal and scheduling issues, preservation and storage issues.

Contact: Jason Wesco. Phone: 785-272-8681, ext. 287 Email: jwesco@kshs.org

Kentucky Department for Libraries and Archives, Micrographics Branch

Midwest Migrographics Conference.

9/15/99-9/17/99, Frankfort KY

Description: A varied program of session topics dealing with micrographics and imaging issues, directed to those from state government central micrographics/imaging programs in the midwestern states..

Contact: Milton Matzke. Phone: 502-564-8300, ext. 321 Email: mmatzke@ctr.kdla.state.ky.us

Kentucky Department for Librares and Archives, Public Records Division

Basic Records Management workshop.

3/24/99-3/24/99, Frankfort KY

6/15/99-6/15/99, Bowling Green KY

11/16/99-11/16/99, Lexington KY

1/24/00-1/24/00, Richmond KY

5/17/00-5/17/00, (location not finalized as of this date) KY

4/19/00-4/19/00, Highland Heights KY

8/17/00-8/17/00, (location not finalized as of this date) KY

Description: A basic records management program for local government officials for whom records management is not their principal responsibility, with changing emphases according to their needs..

Contact: Richard N. Belding. Phone: 502-564-8300, ext. 252 Email: richard.belding@kdla.net

Massachusetts State Historical Records Advisory Board, cosponsored by 49 historical records organizations

Community Forum on Massachusetts Historical Records, Building Alliances (2nd annual).

5/11/99-, Worcester MA

Description: Participants included 230 town clerks, archivists, educators, students, curators, genealogists, and historical commission and historical society members..

<http://www.state.ma.us/sec/arc/arcaac/aacintro.htm>

Contact: Angela Reddin. Phone: 617-727-2826

Michigan Department of State, State Archives of Michigan and Department of Management and Budget, Records and Forms Management Division

Basic Records Management.

Lansing MI

Contact: Caryn Wojcik. Phone: (517) 241-1404 Email: wojcik@sosmail.state.mi.us

Managing Electronic Records for the Next Millennium.

9/8/99-9/8/99, Lansing MI

Instructor(s): Michael Miller, NARA

Tiffany Murphy, Electronic Evidence Discovery

Contact: Caryn Wojcik. Phone: (517) 241-1404 Email: wojcik@sosmail.state.mi.us

Organizing Electronic Files.

Lansing MI

Contact: Caryn Wojcik. Phone: (517) 241-1404 Email: wojcik@sosmail.state.mi.us

Records Maintenance.

Lansing and Detroit MI

Instructor(s): Debbie Gearhart, Records and Forms Management

Wojcik Caryn, State Archives of Michigan

Contact: Debbie Gearhart. Phone: (517) 335-9145 Email: gearhardt@state.mi.us

Michigan Law Enforcement Records Managers Association (principal), State Archives of Michigan

Creating and Adopting a Records Retention Schedule.

5/7/99-5/7/99, Bloomfield Hills MI

Instructor(s): Scott Leonard, State Archives of Michigan

Description: Basic overview of records management in general, and records schedules specifically..

Contact: Scott Leonard. Phone: (517) 373-1400 Email: LeonardS@sosmail.state.mi.us

Minnesota Historical Society, in cooperation with the College of St. Catherine

Advanced seminar on archival issues.

St. Paul mn

Contact: Bob Horton. Phone: 651-215-5866 Email: robert.horton@mnhs.org

Introductory course on archival administration.

St. Paul MN

<http://www.mnhs.org/preserve/records>

Contact: Bob Horton. Phone: 651-215-5866 Email: robert.horton@mnhs.org

Missouri Local Records Preservation Program

Grant workshop.

2/7/00-2/10/00, various MO

11/8/99-11/11/99, various MO

Instructor(s): Pamela Miner, Local Records

Description: overview of the grant program and the application and supporting material, as well as information on planning a grant project, and discussion about possible projects..

<http://mosl.sos.state.mo.us>

Contact: Pamela Miner. Phone: 573-751-2798 Email: minerp@sosmail.state.mo.us

Production of a Quality Microfilm Project.

7/26/99-7/26/99, Jefferson City MO

Instructor(s): Pamela Miner, Local Records

Description: describe survey, inventory, selection, arrangement, description, and microfilming techniques--describe terms and standards--Powerpoint presentation/handouts.

<http://mosl.sos.state.mo.us>

Contact: Pamela Miner. Phone: 573-751-2798 Email: minerp@sosmail.state.mo.us

Missouri State Archives, Office of Secretary of State

Conservation Workshop for Archives Staff.

1/25/00-2/4/00, Jefferson City MO

Instructor(s): Lisa Fox, Missouri State Archives

Conservation Staff, Missouri State Archives

Contact: Lisa Fox. Phone: (573) 526-3866

Internship Program.

Jefferson City MO

Instructor(s): Dr. Shelly Croteau, Assistant State Archivist, Missouri State Archives

Contact: Dr. Shelly Croteau. Phone: (573) 751-4303

Introduction to Public History (HI410).

8/1/99-12/1/99, Jefferson City MO

Instructor(s): Dr. Gary Kremer, Williams Woods University

Dr. Shelly Croteau, Missouri State Archives

Contact: Dr. Shelly Croteau. Phone: (573) 751-4303

Research segments in Annual Meeting of Missouri State Genealogical Association and various local history societies..all over state MO

Instructor(s): Patricia Luebbert, Senior Archivist, Missouri State Archives

Contact: Patricia Luebbert. Phone: (573) 751-4217

Montana Historical Society

Doing Church History.

4/20/98-4/20/98, Helena MT

Instructor(s): Ellen Arguimbau, Montana Historical Society

Kathryn Otto, Montana Historical Society

Description: It is important that churches gather and systematically record their histories. These four presentations on church history will assist any local spiritual organization to record and preserve their history for posterity. The four sessions are: Creating Permanent Church Scrapbooks, Records Creation and Preservation, Church Oral Histories, and Writing Church History..

Contact: Kathryn Otto. Phone: 406-444-4775 Email: archives@state.mt.us

E-Mail: Risks, Rights, Responsibilities.

8/26/98-8/26/98, Helena MT

Instructor(s): Kathryn Otto, Montana Historical Society

Description: Even though e-mail holds many promises, few users understand the full ramifications of its use. Among the concerns of e-mail users are a loss of privacy, information overload, a demand for new skills, and a loss of face-to-face contact. The purpose of this workshop is to address these concerns and help you become an informed e-mail user or administrator. You will learn risks of e-mail in the workplace, rules to becoming a responsible e-mailer, precautions to consider when using e-mail, and how to establish an e-mail policy..

Contact: Kathryn Otto. Phone: 406-444-4775 Email: archives@state.mt.us

Oral History and Community History Project Planning.

5/8/99-5/8/99, Ovando MT

Instructor(s): Jodie Foley, Montana Historical Society

Description: This workshop focuses on the use of oral history in establishing and maintaining a community history project. Topics include the basics of oral history interviewing, stimulating community participation, finding monetary and materials resources, sustaining the project, legal issues of copyright and publication, and planning for and designing a final project..

Contact: Jodie Foley. Phone: 406 444-6779 Email: Archives@state.mt.us

Oral History Basics for Montana Historical Society Volunteers.

1/19/99-1/19/99, Helena MT

Instructor(s): Jodie Foley, Montana Historical Society

Description: This workshop is geared towards individuals or groups wanting to conduct individual life histories, who have no experience in oral history interviewing. It is a basic overview of techniques for conducting research, creating outlines and questions, choosing equipment and caring properly for it, effective interviewing skills, and the legal issues surrounding copyrights and publication. Also included is a discussion of transcribing procedures followed by the Montana Historical Society..

Contact: Jodie Foley. Phone: 406 444-6779 Email: Archives@state.mt.us

Using Primary Documents in the Classroom.

2/4/99-2/4/99, Butte MT

Instructor(s): Jodie Foley, Montana Historical Society

Description: This workshop can be geared toward teachers of various age groups and from various disciplines. It includes examples of hand-on activities using primary documents from our collection..

Contact: Jodie Foley. Phone: 406 444-6779 Email: Archives@state.mt.us

Montana State Historical Records Advisory Board

Archives Cataloging 101.

10/8/98-10/8/98, Great Falls MT

Instructor(s): Ellen Arguimbau, Montana Historical Society

Description: Good-quality cataloging can be both a vital internal management tool for maintaining control of your collections and a method of making your collections known to the public. Cataloging can be done on old-fashioned catalog cards or can be part of your internet web page. This session will

de-mystify archives cataloging..

Contact: Kathryn Otto. Phone: 406-444-4775 Email: archives@state.mt.us

Chart Your Course: Archives and Museum Assessment.

10/14/99-10/14/99, Helena MT

Instructor(s): Kathryn Otto, Montana Historical Society

Susan Near, Montana Historical Society

Description: Doing a self-assessment of your archives and/or museum is a catalyst for institutional planning. It helps you clarify your mission and priorities, and assess your operations and programs. This workshop will show you how to take a step-by-step approach to planning, from the preliminary stages through the development of goals and objectives, and the implementation of a written plan. By participating, you will gain an understanding of where your archives/museum is now, where it can and should be in the future, and how you can lead it there..

Contact: Kathryn Otto. Phone: 406-444-4775 Email: archives@state.mt.us

Organizing Archives Records: A Practical Method of Arrangement and Description.

4/17/97-4/17/97, Bozeman MT

Instructor(s): Kathryn Otto, Montana Historical Society

Description: This workshop is designed to help persons in small archives, with limited access to training, with volunteer help, and restricted finances and time. The workshop will cover archival principles and practices, offer guidelines and suggestions for various archival activities, and provide information on available resources..

Contact: Kathryn Otto. Phone: 406-444-4775 Email: archives@state.mt.us

Nevada State Library and Archives

Files Management.

Carson City NV

Instructor(s): Robert Van Straten, Nevada State Library and Archives

Description: Basic introduction to files management.

www.dmla.clan.lib.nv.us

Contact: Robert van Straten. Phone: 775-684-3411 Email: rhvanstr@clan.lib.nv.us

Records management class.

3/6/00-, Carson City NV

Instructor(s): Robert Van Straten, Nevada State Library and Archives

Description: Basic introduction records management program.

www.dmla.clan.lib.nv.us

Contact: Robert van Straten. Phone: 775-684-3411 Email: rhvanstr@clan.lib.nv.us

Nevada State Library and Archives, Nevada Women's History Project, Sierra Nevada Public Access Television

Archival Preservation.

2/14/00-, Reno NV

Instructor(s): Jeffrey Kintop, Nevada State Library and Archives

Description: Basic overview of preservation concepts, includes hands on in paper cleaning, care and handling of paper, photographs and audio/visual materials..

www.dmla.clan.lib.nv.us

Contact: Jeffrey M. Kintop. Phone: 775-684-3410 Email: jmkintop@clan.lib.nv.us

New York State Archives and Records Administration

An Introduction to Appraisal and Selection of Historical Records.

Throughout 2000,

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

An Introduction to Arrangement and Description of Archival Records.

Throughout 2001, Various locations around the state

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

An Introduction to Using the MARC Format with Archival and Manuscript Records.

Throughout 2001, Various locations around the state

Description: This workshop provides an introduction to the use of the MARC format with archival and manuscript materials. Topics addressed include: structure and nature of the MARC format; descriptive standards to use with MARC; developing archival automated systems..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Appraisal of Archival Records.

Throughout 2000,

Description: This full-day workshop will introduce techniques used to identify records that are necessary for adequate documentation of local governments and the communities they serve.

Identifying those records which have enduring value is one of the most challenging tasks of an archival program. Through lecture, case studies, and exercises, participants will explore the current methodology for appraising records, learn how to use SARA schedules in identifying archival records, and discuss how to apply the techniques to their own local governments' records.

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Archival Security.

Throughout 2000,

Description: This workshop will discuss who steals from archives and how to identify thieves, how to use collections management and reading room management techniques to minimize theft, how to establish an institutional policy, and appropriate post-theft responses.

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Arrangement of Archival Records.

Throughout 2000,

Description: This workshop will provide local officials with a general understanding of arrangement of archival records. Topics to be discussed include identification and inventory of archival records, identification of series, arrangement techniques, and the rehousing and listing of records in archival containers. The workshop will also introduce techniques of records description..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Basic Elements of Historical Records Programs.

Throughout 2001, Various locations around the state

Description: .

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Basic Records Management: An Introduction.

Throughout 2000,

Description: This workshop is designed for Records Management Officers (RMOs) who have legal responsibility for records management. The presentation will highlight the value of records management for the efficient running of government, introduce basic records management concepts, and provide initial guidance on where to find solutions to typical records management problems. The workshop will also help RMOs develop ways to encourage support for records management programs in their locales..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Conducting A Records Inventory.

Throughout 2001, Various locations around the state

Description: This workshop introduces participants to the planning and implementation of a records inventory. Local governments awarded an inventory grant from the Local Government Records Management Improvement Fund are encouraged to send at least one representative to this workshop. The program will conclude with an analysis of sample inventories..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Conducting a Records Inventory.

Throughout 2000, Various locations in New York

Description: Workshop introduces participants to the planning and implementation of a records inventory. Local governments awarded an inventory grant from the Local Government Records Mgt. Improvement Fund are encouraged to send at least one representative to this workshop..

www.sara.nysed.gov/services/training

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Conducting Intergovernmental Business via the Internet.

Throughout 2000,

Description: This workshop will use case studies to illustrate the business process and recordkeeping issues associated with electronic transactions between local governments and state agencies.

Participants will have the opportunity to analyze and discuss how these issues might be addressed and to see some solutions that other agencies have implemented..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Description of Archival Records (Local Government).

Throughout 2000,

Description: The usefulness of archival records depends on a government's ability to access the information contained in the records and to make that information available to researchers. Descriptive tools, especially series descriptions, provide in-depth information to help users quickly find the records they need. Through a lecture, case studies, and hands-on activities, participants will learn how to develop series descriptions and fashion them into finding aids. Participants are encouraged to bring samples of records series they would like to describe..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Developing IRM Policies for Effective Information Management.

Throughout 2001, Various locations around the state

Description: Information and records management (IRM) policies are those strategies that allow organizations to use information well and adapt to a rapidly changing environment. Today more than ever, sound information policies must encompass rapidly evolving technologies. This workshop will provide 1) an overview of information policies and New York State's developing information structure; 2) details on New York State Internet and e-mail use policies; and 3) an opportunity for participants to discuss e-mail and Internet policy issues..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Disaster Planning and Recovery for Records Managers.

Throughout 2000,

Description: Disasters are all too common in New York State. Each year the unthinkable occurs-records are damaged and information is lost as a result of floods, arson, electrical fires, broken water or sewage pipes, collapsed roofs, or computer viruses. This half-day session will help participants understand the importance of being prepared for a disaster, how to take precautions before one happens, how to purchase the necessary supplies, and how to plan appropriate response activities to prevent disasters and minimize potential damage to records. Participants are encouraged to share experiences they have had with disasters and with the recovery of their records..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Documentary Heritage Program Grant Workshop.

Throughout 2000,

Description: The Documentary Heritage Program (DHP) provides funding each year to support projects for identifying and making available historical records relating to New York. These include projects that identify, survey, and plan for the systematic collection of records on a specific topic, and projects that arrange and describe historical records.

The purpose of the workshop is to explain the types of projects eligible for funding under the DHP and identify the priority areas for funding..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Electronic Document Imaging: An Introduction.

Throughout 2001, Various locations around the state

Description: Imaging systems are well known for their ability to store and quickly retrieve a large volume of documents, but rarely can they be justified on that basis alone. To make optimum use of this technology, state agencies and local governments must first understand the technology and address key issues that it raises. How do document imaging systems really work? What is the best way to develop cost-effective applications of this technology? How can you maintain intelligible access to document images that must be retained for extended periods? What must be done to ensure that image files will be considered admissible in a court of law? How does implementation of an imaging system affect the way a state agency or a local government conducts its business? How do document imaging systems work in relation to other automated tools for managing records? What are some typical costs of acquiring and maintaining electronic document imaging systems? Answers to these and other frequently asked questions will be addressed in this workshop, designed to assist RMOs and other non-technical administrators in understanding the basic components of this technology and how it can be used to solve records management problems..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Electronic Document Management Solutions: Identification, Investigation, and Implementation.

Throughout 2000,

Description: Government is continually challenged to increase productivity and provide high-quality services to customers. However, outdated work processes and inadequate access to organizational information are barriers to meeting these challenges. In an attempt to find solutions, both private and government organizations are implementing electronic document management systems. These systems are comprised of a variety of technologies, including digital imaging, workflow, groupware, and document managers. In this three-hour workshop, participants will identify inefficient business processes and determine the sources of problems; investigate the document management technologies available and identify which ones may meet their needs; and implement solutions by developing pilot applications. Participants will also learn about some technology innovations and how they are being piloted in New York State government..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Hands-on Historical Records in the Classroom.

Throughout 2000,

Description: This workshop will provide an opportunity for educators and personnel of historical records repositories to discuss and explore practical issues related to integrating local historical records in New York State math, science, English, and social studies curricula. In a practical "hands-on" component, educators and archivists will be paired to work one-on-one. An effort will be made to match people within the same or general locale so that pairs will be able to meet again following the workshop to explore in more depth the potential that their particular historical records have for enriching the curriculum. Personnel from school districts and from historical societies, libraries, museums, local governments, and other historical records repositories are encouraged to register early so that arrangements can be made to recruit a partner archivist or teacher..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Improving Government Business Processes Records Management Through Business Process Analysis and Improvement.

Throughout 2000,

Description: This workshop is designed for Records Management Officers (RMOs) who have legal responsibility for records management. The presentation will highlight the value of records management for the efficient running of government, introduce basic records management concepts, and provide initial guidance on where to find solutions to typical records management problems. The workshop will also help RMOs develop ways to encourage support for records management programs in their locales..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Inactive Records Management.

Throughout 2001, Various locations around the state

Description: Careful management of inactive records storage is critical to the success of a records management program. This workshop will examine the importance of inactive records storage and the basic steps involved in setting up a facility, whether in-house or off-site. A case study approach will be used as workshop participants plan an inactive records storage facility. Discussion will include jurisdictional issues, safety concerns, equipment, supplies, cost analysis, and space utilization.

Management structure and inactive records facility policies and procedures will also be discussed.

Topics will include policy manuals, access to records, staffing, reporting, and transfer, retrieval, and disposition of records..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Indexing Minutes.

Throughout 2001, Various locations around the state

Description: Local governments and state agencies often maintain large quantities of minutes from their respective boards or commissions, yet they have no easy way to find any single piece of information within those minutes. This workshop will explain how to index minutes to strengthen decision-making, expedite the flow of work, and better inform the public. In this half-day workshop, participants will learn how to assess their indexing needs, develop a procedures manual to guide indexing, identify what topics and actions to index, and use automated indexing tools. Participants will also have the opportunity to view a demonstration of automated indexing solutions, such as databases and free-text-searching software..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Introduction to Micrographics.

Throughout 2001, Various locations around the state

Description: Participants will learn the overall concepts and vocabulary of micrographics and will determine whether microfilm is an appropriate format for a variety of local government records. Topics presented in the half-day seminar include: micrographics terminology, proper applications for various types of microforms, technical considerations, legality of microfilm, and state statutes and regulations concerning microfilming. If possible, local government staff should attend this workshop before participating in the other micrographics presentations.

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Managing Micrographics Projects.

Throughout 2001, Various locations around the state

Description: This workshop will discuss the implementation of a micrographics project once local governments have identified records for microfilming. The uses of the File Information Form to aid in project planning and a discussion of microfilm production guidelines will be major components of this presentation. Contracts, vendor relations, and quality control issues will be examined..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Managing Records in an Automated Environment.

Throughout 2000,

Description: Telecommunications, microcomputers, local area networks (LANs), and e-mail have become an integral part of the office environment. Many organizations are beginning to use these technologies to re-engineer business processes and conduct business electronically. Organizations must be able to create, maintain, and manage records in electronic form. This training session will provide guidance on the management of electronic records produced in the networked office environment. Topics to be covered include system design, standards, and management strategies for effectively addressing electronic recordkeeping issues; managing e-mail messages; and technology tools for managing electronic records..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Managing the Records on your PC.

Throughout 2001, Various locations around the state

Description: Microcomputers have become an integral part of nearly every office, and careful application of records management in this electronic environment is crucial. Organizations must be able to create, maintain, and manage records in electronic form. This training session will provide guidance on the management of electronic records produced in the stand-alone personal computer environment. Topics to be covered include computer security and protection of electronic records, PC maintenance, filing and folder structures, data recovery, and disposition of electronic records..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Preservation of Archival Records.

Throughout 2001, Various locations around the state

Description: Where and how archival records are stored, and how they are handled, are key elements in prolonging their lives. This workshop will explore the fundamentals of preserving records.

Participants will learn about appropriate environmental and housing conditions, proper handling techniques, and when it is appropriate to seek conservation treatments. Participants may bring examples of records needing preservation for an open discussion period..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Putting Your House in Order: Managing Current Records.

Throughout 2001, Various locations around the state

Description: Fast and accurate retrieval of records that local officials use on a regular basis is critical for the efficient operation of government. This workshop introduces concepts for managing active records and reviews a variety of filing systems. The presentation provides tips and tools for local government officials who manage the ever-increasing volume of information that crosses their desks or awaits them each morning at their personal computers..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Taking Care of Business: Considerations in Documenting Internet/Intranet Business Transactions.

Throughout 2001, Various locations around the state

Description: Governments are looking more and more to Internet and intranet technologies to transact business electronically, both between offices and with the general public. However, governments will need more than just an attractive website to do business on the Internet. A key requirement for Internet business use is the ability to document electronic transactions sufficiently to meet fiscal, legal, and other business needs and obligations. This workshop focuses on the requirements and best practices for capturing and managing adequate documentation and records of business transactions conducted via the Internet and intranet. Specific topics will include security and access requirements, identifying recordkeeping needs, long-term preservation of valuable information, roles and responsibilities, and other managerial and policy issues for Internet/intranet business use..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

New York State Archives and Records Administration, cont.

Using SARA Retention Schedules.

Throughout 2001, Various locations around the state

Throughout 2000, Various locations in New York

Description: SARA develops retention schedules to help local governments and state agencies efficiently dispose of records they no longer need to keep. This workshop will 1) provide information on how to improve use of SARA's state agency and local government retention schedules; 2) explain how SARA develops retention schedules; and 3) show how to create office retention schedules specific to the needs of an individual state agency or local government. These customized office retention schedules can help local governments and state agencies determine when to transfer records out of their offices and when to dispose of them..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

Using the Internet to Locate Historical Records.

Throughout 2001, Various locations around the state

Description: This workshop introduces participants to the variety of online catalogs, websites, and other access tools available for locating information on historical records in New York repositories..

Contact: Morgan Barclay. Phone: 518.474.6926 Email: mbarclay@mail.nysed.gov

North Carolina Friends of the Archives

Genealogy in the Electronic Age.

6/5/99-, Raleigh NC

NC Division of Archives and History, Records Services Branch

Records Management Workshops.

Raleigh and other NC cities NC

Instructor(s): David Mitchell, Div. Archives and History; Ed Southern, Div. Archives and History;

Description: Seminars are offered on a regular basis, normally around one every two days to: 1) State Agency representatives in the Raleigh area, and 2) reps. of county and local government outside of Raleigh, in the following area: (1) Records and Information Management Fundamentals, (2) Files and Filing, (3) REcords Management Services on the World Wide Web, (4) Fundamentals of Micrographics, (5) Managing Electronic Public Public Records. Seminars/training are for one day, with two sessions per day. Since July 1, 1999, 31 such seminars have been given to state agency employees and employees of county and local governments.

Contact: David Mitchell. Phone: (919) 733-3540. Email:

Care and Preservation of Church Records.

Raleigh and occasionally other cities NC

Instructor(s): Ed Morris, Div. Archives and history; , ;

Description: "Care and preservation of Church Records" is a program offered to archivists/records managers/librarians at Church-related or religious archives and libraries to assist them in their archival programs. It is usually given about one per year, although occasionally more often. A list of resources and readings is provided to those attending. Members of the Archival REcords Branch staff make presentations on subjects of concern.

Contact: C. Edward Morris. Phone: (919) 733-3952. Email:

Primary Sources in the Classroom/"History Day" for teachers.

Raleigh and other cities NC

Instructor(s): Joan Williford, ; , ; Staff as needed from Archives and Records Section

Description: The Social Studies Teachers' Worskshops Project is part of this agency's "History Day"

outreach. He seeks to bring together teachers from around the state and introduce them to archival materials and research through a hands-on approach. Sources and primary materials, the use and conservation of documents, photographs, and other subjects are discussed. Recent sessions have targeted records from WW II.

Contact: Joan williford. Phone: (919) 733-7305. Email:

Archival Internships Program (with NC Institute of Gov't, and various universities).
Raleigh NC

Instructor(s): Barbara Cain, Div. Archives and History; , ;

Description: The Archival Services Branch offers annually internships to qualified students in archival/public history programs. Some internships are handled in cooperation with the NC Institute of Gov't at UNC-chapel Hill. Interns work during the summer months on supervised projects at the NC State Archives and receive a salary. Staff of the Archives work as supervisors and advisors. Students receive college credits for work.

Contact: Barbara Cain. Phone: 919-733-3952. Email:

NC State Historical Records Advisory Board and NC State Archives

Local Records Educational Assistance Program/Teleconference and Cable Series.

Raleigh (and statewide) NC

Instructor(s): Boyd Cathey, Div. Archives and History; , ; program had a number of panelists in program

Description: the SHRAB offered a series of 4 teleconferences to representatives of various institutions participating in its Local Records Educational Assistance Regrant Program. Institutions receiving and receiving grants also participated at ten designated sites around the state. Programs dealt with preservation, digitization, planning and the future of archives. Programs have been repeated over cable TV to a wider audience statewide as a part of the public access "Open Net" initiative, with open call in sessions.

Contact: Boyd D. Cathey. Phone: 919-733-3952. Email: bcathey@ncsl.dcr.state.nc.us

Ohio Historical Society, American Association for State and Local History

Making History With Your Community.

6/3/99-6/5/99, Columbus OH

Contact: Lauren Batte. Phone: 615-320-3203 Email: batte@aaslh.org

Pennsylvania Historical and Museum Commission

Annual Archives and Records Management Seminar

10/5/99, Harrisburg-area, PA

Instructor(s):: Pennsylvania Historical and Museum Commission staff and outside speakers (varies from year to year)

Description: The 1999 program included the following sessions: Managing Electronic Records (Thomas Ruller); The PA Justice Network (network staff); Document Storage and Retrieval Technologies (Jan Kinser and Phil Coombs); The PHMC Grants Program for Archival and Records Management Projects (Susan Hartman) and The New SHRAB Strategic Plan (Frank Suran, Diane Smith Wallace)

Contact:: Diane Smith Wallace. Phone: 717-772-0541. Email: d_wallace@phmc.state.pa.us

Document Storage and Retrieval Seminar

11/17/99, Langhorne, PA (with Middletown Township, PA State Assn of Township Supervisors)

Instructor(s):: Pennsylvania Historical and Museum Commission staff

Description: The session will focus on the programs and services offered to local governments by the Pennsylvania State Archives and the need for records management at the municipal level. It will

address the use of technologies such as optical disk and blip-coded microfilm for high-speed retrieval of documents, as well as the problems and pitfalls in establishing these types of programs in house. A discussion will follow regarding available grant programs through the Local History Grants Program to assist communities in implementing these types of programs.

Contact:: Diane Smith Wallace. Phone: 717-772-0541. Email: d_wallace@phmc.state.pa.us

Grants Workshops

10/25/99, Easton, PA

10/28/99, Harrisburg, PA

11/1/99, Greensburg, PA

Instructor(s):: Pennsylvania Historical and Museum Commission staff

Description: Workshop to help applicants prepare for PHMC grants..

Contact:: Diane Smith Wallace. Phone: 717-772-0541. Email: d_wallace@phmc.state.pa.us

Municipal Records Management

10/26/99, Warrington, PA

10/28/99, Gettysburg, PA

11/3/99, State College, PA

Instructor(s):: Pennsylvania Historical and Museum Commission staff

Description: This half-day seminar will provide attendees with an introduction to basic records management principles and practices. Course content: 1. Introduction to the Local Government Records Section of the State Archives; 2. Benefits of records management; 3. Using the Municipal Records Schedule and records disposition procedures; 4. Establishing a records management program: Inventorying, establishing control, care and storage, disaster planning, and vital records protection.

Contact:: Diane Smith Wallace. Phone: 717-772-0541. Email: d_wallace@phmc.state.pa.us

Records Management and Files Maintenance

Annual and on demand

Instructor(s):: Cheryl Klipa, Analysis and Scheduling Unit, Pennsylvania Historical and Museum Commission

Description: This course introduces participants to the Commonwealth's Records Management progra; reviews files arrangements; teaches participants how to use the State Records Center and the Pennsylvania State Archives. I. Introduction to Records Management. II. File Arrangements. III. Preparing Records for Filing. IV. Filing tips. V. Preparing Records for Transfer. VI. Review.

Contact:: Diane Smith Wallace. Phone: 717-772-0541. Email: d_wallace@phmc.state.pa.us

Tennessee State Library and Archives

Workshop for County Archivists.

11/3/99-11/3/99, Henry Horton State Park Conf. Center TN (**with the** Society of Tennessee Archivists)

Instructor(s): William Moss, Tennessee State Library and Archives

Wayne Moore, Tennessee State Library and Archives

Description: Intro to basic archival principles and practices; cooperation between county officials and archives; role and functions of county public records commission; problems of the survival of evidential integrity in the electronic environment; introduction to and application of county records disposition guidelines; etc..

Contact: William W. Moss. Phone: (615) 741-2561 Email: willmoss@mail.state.tn.us

Texas Historical Records Advisory Board (principal org), Texas State Library and Archives Commission, AMIGOS Library Services, Inc.

Archival Preservation Training: Fundamentals of archival appraisal and preservation for local government records custodians".

5/12/99-5/12/99, Wichita Falls TX

5/10/99-5/10/99, Edinburg TX

4/20/99-4/20/99, Waco TX

4/16/99-4/16/99, Canyon TX

4/14/99-4/14/99, Arlington TX

4/9/99-4/9/99, Liberty TX

4/8/99-4/8/99, Nacogdoches TX

4/6/99-4/6/99, Midland TX

3/30/99-3/30/99, Austin TX

3/29/99-3/29/99, Victoria TX

Instructor(s): Thomas Claeson, AMIGOS Library Services

Brenda Gunn, State Bar Archives

Description: Fundamental appraisal guidelines for identifying which types of records hold permanent archival or historical value, and elements of preservation planning and specific basic preservation strategies..

Contact: Chris LaPlante. Phone: 512-463-5467 Email: chris.laplante@tsl.state.tx.us

Wisconsin Historical Records Advisory Board

Creating Collection Development Policies for Local Historical Societies.

10/29/99-10/29/99, Madison WI

Instructor(s): Helmut Knies, SHSW, Peter Gottlieb, SHSW

Description: Workshop covers concepts, methods, and procedures for local historical societies to use in seeking and acquiring historical records. Topics include mission statements, elements of a collection policy, donor relations, appraisal, etc..

<http://shsw.wisc.edu/archives/whrab/>

Contact: Peter Gottlieb. Phone: 608/264-6480 Email: pgottlieb@mail.shsw.wisc.edu

Storage Environments for Historical Records.

11/19/99-11/19/99, Fennimore WI

Instructor(s): Peter Gottlieb, SHSW/WHRAB

Description: Workshop covers effects of environmental conditions on longevity of historical records in all formats. It explains ideal environmental conditions and provides low-cost ways to improve poor environmental conditions. The manual on which the workshop is based also has a bibliography and lists of sources of archival supplies for enclosures and containers..

<http://www.shsw.wisc.edu/archives/whrab/bpdesc>

Contact: Peter Gottlieb. Phone: 608/264-6480 Email: pgottlieb@mail.shsw.wisc.edu

Wyoming State Archives

Educational tours and general workshop which discuss our services and resources.

1/1/99-12/31/00, Cheyenne WY

Instructor(s): Tony Adams, Wyoming State Archives

Description: Full discussion, including the services and resources of the Wyoming State Archives. Specific programs are also presented to special groups like the historical societies or genealogy societies, about conservation methods..

Contact: Tony Adams, CRM. Phone: 307-777-7826 Email: tadams@state.wy.us

What Do I Do With All That E-Mail.

1/1/99-12/31/00, Cheyenne WY

Instructor(s): Richard Wilson, Wyoming State Archives

Description: Full discussion, including the State's E-Mail Policy and Governor's Executive Order, and case studies.. Contact: Richard Wilson. Phone: 307-777-7826 Email: rwilso2@state.wy.us