Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Setting the Standard for Archival Storage Products Since 1945

The Hollinger Corporation

Ohio Archivist

Fall 2001 Volume 32 Number 2

Feature Article

Educating Archivists and Their Constituencies

Robert Horton, State Archivist, Minnesota Historical Society

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In January 2001, six organizations began a project designed to address a critical responsibility that archives have discovered in their work with electronic records: the persistent need to educate a variety of constituencies about the principles, products and resources necessary to implement archival considerations in the application of information technology to governmental functions. In response to this need, the Minnesota Historical Society (MHS), the Ohio Historical Society (OHS), the San Diego Supercomputer Center (SDSC), the Smithsonian Institution Archives, the State of Kentucky, the Indiana University Archives and the Delaware Public Archives joined forces. Together, they propose to create, test and distribute educational tools that will help archivists implement the electronic records tools now under development.

The focus is on metadata and XML (Extensible Markup Language). The abilities to use metadata and XML represent two basic skill sets that will be the components of any archival electronic records programs. By focusing on these two practical skills, the partners will accomplish several goals. They will:

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October 7-13, 2001

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Educating Archivists and Their Constituencies (continued)

Printer Friendly Version

· raise the level of knowledge and understanding of essential electronic records skills and tools among archivists

· help archivists to reach the electronic records creators who are their key constituencies

· provide the means to form with those constituencies the communities of learning that will support and sustain collaboration

· raise the profile of archivists in their organizations and promote their involvement in the design and analysis of record keeping systems

The partners will work closely with products from the San Diego Supercomputer Center. As the SDSC develops the tools for the Archivists' Workbench through its project, Methodologies for Preservation and Access of Software-dependent Electronic Records, this effort will prepare the way for the tools' evaluation and implementation by instructing archivists in the skills necessary to use them. The goal is to make implementation feasible and attractive by determining the best means to reach and convince the various audiences that have to cooperate in the management of electronic records.

The products of this project are being developed for use in a variety of electronic records programs and will be tested in a number of different environments. Staff from the State Archives Department of the MHS is developing the course content and structure. They will take the courses "on the road" in the summer of 2002, visiting each of the project partners in turn, to acquaint the staff at those institutions with the workshops and how to deliver them. After these test runs, the courses will be available for all to adapt and present as part of their own programs. Both the instructors' handbooks and complementary material will be available on the project's web site.

Background

The importance of education in all facets of archival programs has been

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XML Links

in the development of electronic records programs, as these increasingly point to the necessity of partnerships, collaboration, the delegation of responsibilities and, potentially, post-custodial roles for archives. When archivists ask their partners in government to assume some of the costs and burdens of managing electronic records, they must provide a compelling business case for their partners' commitments and then some means to support the system and procedures advocated.

The SDSC's Archivists' Workbench project addresses the technological needs. But while the planned tools are very promising, they are also quite demanding. They comprise a complex set of knowledge bases, conceptual, technological and practical. Together, they represent a steep learning curve for both archivists and their constituencies. This became apparent at the initial meeting in March 2000 of the advisory board for the SDSC's project. Education was a prominently voiced concern. First, archivists will need to understand the value and potential of any products the SDSC creates. Second, because implementation of the tools will demand the active cooperation of government agencies, archivists and their constituencies will each have to understand and agree to their roles.

The importance of education was further confirmed by the visit of two of the SDSC's staff to the Minnesota Historical Society. In late March 2000, Chaitanya Baru and Richard Marciano introduced XML and XML-based approaches to electronic records to some 200 IT and records professionals. Afterwards, they met for an afternoon with State Archives' staff members and a working group of data warehouse administrators from state and local government. The participants widely recognized the value of the SDSC's ideas, but they repeatedly voiced their concerns about "how to get there from here." Legislators and agency decision makers would have to approve and fund new directions; systems administrators would have to understand and apply the concepts; and archivists would have to serve as advocates and orchestrators of the combined efforts.

These are three separate communities, with separate perspectives and potential. They all need to accept and support the solution on offer, but they might well take three different paths to get there. As a result, to get electronic records programs underway, archivists need to aim their educational efforts at a variety of audiences and use a variety of tools to achieve success.

Metadata and XML

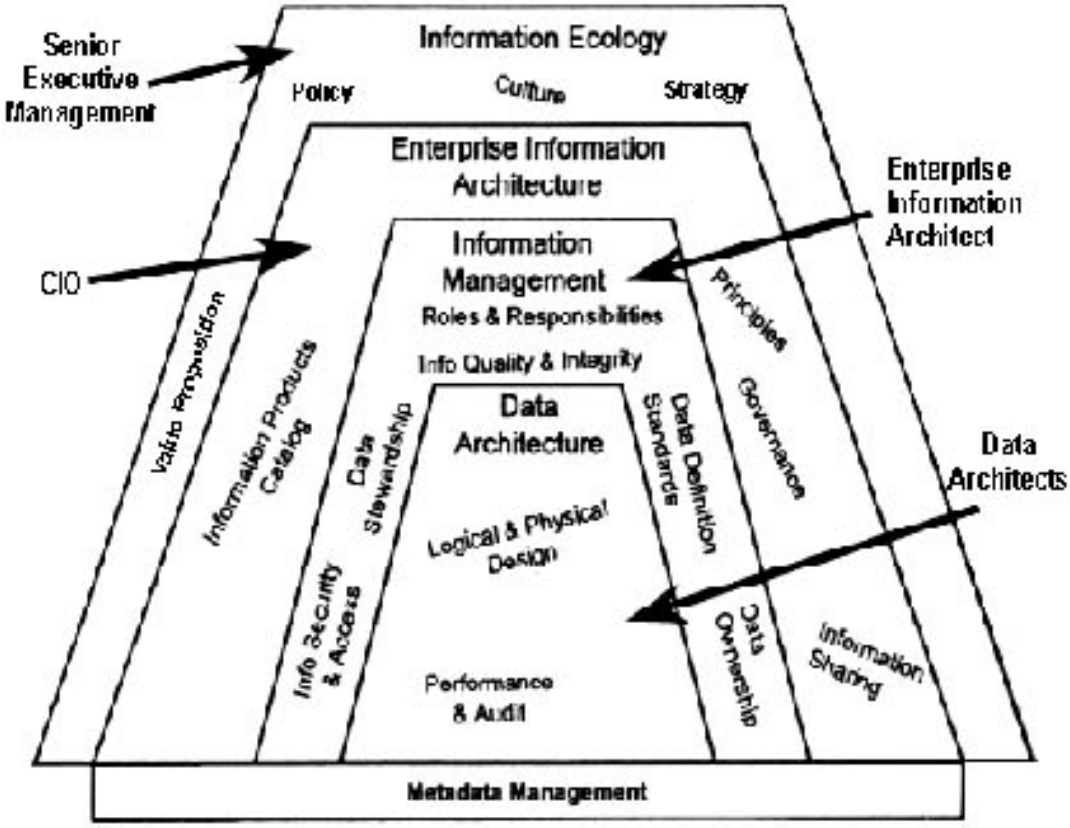
XML is getting a lot of attention and is very often referenced. It is not always defined, though, and even more rarely in terms that can be generally appreciated. As one web site puts it, "XML is actually a 'metalanguage' -- a language for describing other languages -- which lets you design your own customized markup languages for limitless different types of documents. XML can do this because it's written in SGML, the international standard metalanguage for text markup systems (ISO 8879)." To try this from another direction, think of XML in contrast to HTML, the

markup language most familiar from its use in web pages. HTML marks up appearance or presentation - how a document looks. XML marks up the structure and significance of a document - what it means. In addition, XML tags can also be used to determine appearance in a manner that allows for revision and for presentation in different formats.

While it is no magic wand, XML offers such enormous advantages that it already enjoys widespread adoption for data sharing between disparate sources, platforms, and information systems. XML holds further value because it offers great flexibility in terms of data presentation through customizable style sheets. These qualities make XML appealing as a tool for electronic commerce, electronic government services, data warehousing and enterprise information portals.

Metadata is another freely used term that can cover a multitude of sins. A common definition of the term is "data about data." Metadata can serve many functions, but, most importantly, it allows both creators and users to find, to share, to evaluate, to manage and to understand data. Since digital information is only machine-readable, since it is created in such enormous quantities by so many different entities, and since the cost of information technology demands that we employ it in cost effective manners, metadata is absolutely essential.

Its significance has been stressed by many. Perhaps the most graphic illustration has been provided by the METAGroup, a major technology consulting firm. In a recent workshop on information architecture presented to Minnesota government, it introduced this image:



In analyzing this, the first point to consider is that the entire information architecture rests on metadata. Without an adequate metadata schema, no attempt to manage information will succeed. The second point to consider is that the overall design of the ecosystem does not include archivists, archival considerations or archival terms. Archivists can ill-afford to be left out of this equation. They must be involved in the description of records and record keeping systems, and need to understand how to communicate their concerns to the people designing the systems.

The SDSC's efforts promise to be of great help in this respect, but they are still exploratory, so it would be premature to assume that its products will be immediately applicable in all archival environments. It is clear, though, that its products will rely on the understanding and application of XML and metadata. Unless archivists are in a position to use XML and metadata, it is unlikely that they will be able to use or even evaluate the tools SDSC develops. Further, given the increasing reliance on XML and metadata in other technology-based applications, it is unlikely that archivists will be able work with any electronic records tools without first grasping these fundamental concepts and skills.

The role of education

If education is a necessity, it is also an opportunity. As archivists learn, they can use that knowledge to educate and to reach their constituencies. This is essential because these groups have to cooperate actively with archivists and then act autonomously to sustain electronic records programs. The typically understaffed archives cannot create for all records the wide variety of metadata and ongoing documentation that is needed.

But it can provide guidance, best practices and education to help records creators undertake some of the necessary burden.

Accordingly, education has a value beyond the simple "how." The most important aspect of its potential is that it will help archivists develop collaborative communities suited to their own unique environments. Because of the variety of factors, e.g., human, financial, technological, legal and accidental, that shape the development of electronic records programs, no single, model program can be replicated across the nation. Certain areas of expertise are universally necessary, but their application and translation into what is possible and practical has to be negotiated on the ground and with the records creators. A framework of mutual education will foster the collaboration and the collaborative skills to achieve this sort of success.

In short, archivists need to know more in order to take advantage of the potential information technology offers. They need education, as do their constituents, the records creators whose collaboration in the archival enterprise is essential and who need some quid pro quo, some reason to cooperate. Helping agencies learn to do what is appropriate for their own needs makes the State Archives a welcome collaborator. It also makes the level of knowledge archivists need to attain reasonable. In that context, archivists do not have to know everything; instead, they can serve as mediators and translators, putting archival concerns into a language that their partners can understand and appreciate.

So by sponsoring educational opportunities, archivists can foster an environment that will be mutually beneficial for them and their constituencies. In the process, they can build the communities described by John Seely Brown and Paul Duguid in The Social Life of Information. The end result, in the vision of those two authors, is a sustainable framework for sharing information, practices and resources that will continue to support innovation and improvement.

Products

The project is designed to create a number of educational resources. The most important are two workshops, one each on XML and metadata. These will serve multiple purposes. Within the scope of the project, they will be the vehicles to further collaboration and the exchange of information among the project partners. These personal links will assure the kind of ongoing cooperation common among the "graduates" of the Camp Pitt programs. When the workshops are presented to archivists, they will teach the participants the skills to they need to enhance their electronic records programs. Within the partners' organizations, they will provide the raw material for case studies that will illustrate to the archival profession the potential for adapting the project's products in their own spheres.

To achieve these goals, the project will have to provide products suited for

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different learning styles. The workshops will be supplemented with more detailed information, delivered before and after the presentations themselves, and made readily available for further research and application, including basic introductions to XML and metadata. The full curricula for the workshops will be available for use and adaptation.

In addition, as the available knowledge about metadata and XML continues to expand, the project staff has prepared and hosts on the Web an annotated list of resources will allow for independent research and development. Finally, case studies of implementation within the partners' organizations will demonstrate the practicality of the efforts and their potential for adaptation. The Minnesota Historical Society is maintaining a project web site that will provide online access to all these products, as well as ongoing reports on the project.

At the completion of the project, staff at the SDSC and/or MHS can continue to present the XML and metadata workshops to archivists in a variety of venues on a cost-recovery basis. Beyond that, however, the goal is for archivists to use the material available to reach out to their own constituencies on a self-sustaining basis and as the foundation for an adaptive, cooperative enterprise.

Where to learn more

The project partners at the State Archives Department of the Ohio Historical Society are Charles Arp, State Archivist, and Judy Walker, Assistant State Archivist. Shawn Rounds, Jennifer Johnson and Robert Horton are the project team at the State Archives Department of the Minnesota Historical Society. The Minnesota State Archives' web site has annotated resource pages on metadata and XML. Information on the Archivists' Workbench projects is available at the web site of the San Diego Supercomputer Center.

Printer Friendly Version

Return to Top of Page

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Coveted "American Originals" to Visit the Ohio Historical Center in 2002

Printer Friendly Version

The original Louisiana Purchase Treaty, German surrender documents from World War II and Thomas Edison's patent for the "electric lamp" are among documents representing milestones in American history that are part of American Originals, a new traveling exhibition visiting the Ohio Historical Society's Ohio Historical Center May 24-September 2, 2002.

The exhibit displays holdings of the National Archives and Records Administration, which preserves and makes available to the public those records of the United States government that have been identified as having permanent value. American Originals is the largest traveling exhibit of original documents ever prepared by the National Archives. The Emancipation Proclamation, signed in1863, is also part of the exhibit and will be on display at the Ohio Historical Center for only four days - June 20-23, 2002.

American Originals showcases original documents that have charted the course of American history. While some of the documents announce their own importance with flourished signatures and wax seals, others are deceptively routine in appearance. All of them have passed through the hands of the most notable figures in our nation's history, and hold

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OHS Exhibit

National Archives and Records Administration

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messages beyond their years.

Columbus is one of only eight U. S. cities on the exhibit's three-year tour. Other venues are New York City, Los Angeles, Chicago, Atlanta, Kansas City, Missouri; San Antonio, Texas; and Hartford, Connecticut.

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Errata

Printer Friendly Version

In the Spring 2001 issue of *Ohio Archivist* the Smith Library of Regional History was misidentified as being connected to Miami University. In fact the Smith Library of Regional History is located in Oxford, Ohio and is part of the Lane Public Library System.

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

News and Notes

Printer Friendly Version

Cincinnati Museum Center
Edna L. Bowyer Records Center and Archives of Warren County
Miami Valley Roundtable
Oberlin College Archives Opens Jewel
LaFontant-MANkarious Papers
The Ohio Historical Society
Ohio State University Photo Archives
Preserving the Wright Brothers Legacy
Western Reserve Studies Symposium
Wright State University

Maggie Yax is now the Archives Manager at the **Cincinnati Museum Center**, joining Anne Kling in the Manuscripts & Archives Department. Maggie began work at the new position April 9, 2001.

Top of Page

The **Edna L. Bowyer Records Center and Archives of Warren County** was dedicated in honor of the former Warren County Recorder on June 22, 2001. The new facility, housed in the County Administration Building, 406 Justice Drive, Lebanon, has a storage capacity of over 20,000 cubic feet by means of a high-density, mobile shelving system. The Warren County Microfilm Department, a division of the Records Center and Archives, recently installed a digital imaging system with the capability to store images on CD ROM, on microfilm, and on a Records Center-designated network server. The system includes an automatic-feed scanner and a book and

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Archives Week
October 7-13, 2001

manuscript scanner to accommodate archival materials.

Top of Page

Jane Wildermuth is the new chairperson for the **Miami Valley Archives Roundtable**. The Roundtable has a membership of 65, which includes archivists, curators, historians, librarians, and records managers from theMiami Valley region. Quarterly meeting are held at members' workplaces. The meetings consist of roundtable discussions of current archival issues, tours, and presentations.

Top of Page

Oberlin College Archives Opens Jewel LaFontant-MANkarious Papers

Newly available historical manuscripts will shed light on the career of Chicago civil rights leader, lawyer, and high-ranking U.S. Presidential appointee, Jewel S. LaFontant-MANkarious ('43, '79 hon., trustee 1981-86).

Donated to the **Oberlin College Archives** following the alumna's death in 1997, the papers have just been opened for research use following a 14-week effort, led by Project Archivist Melissa Gottwald '97, to arrange and describe the material.

"The papers are a significant addition to the College Archives and Oberlin's history as a leader in the education of African-Americans," says Oberlin Archivist Roland M. Baumann. "In 1943, Jewel LaFontant-MANkarious became the third generation of her family to graduate from Oberlin College. She also became part of the distinguished list of black Oberlin graduates, including John Mercer Langston (1849), Mary Church Terrell (1884), Lucy Stanton (1850), and Carl T. Rowan (1947).

"These papers provide more than a glimpse into the life of a woman who grew up in a middle-class educated family on Chicago's South Side," Baumann says. "Subsequent to her Oberlin undergraduate education and a law degree from the University of Chicago, she worked hard to establish a successful legal career which would take her from the

Chicago Legal Aid Society to some of the more prestigious law firms in Chicago and Washington, D.C."

Her high placement in legal circles led to LaFontant-MANkarious' service on numerous corporate boards and to state and federal service. Most notably she served as Deputy Solicitor General of the United States (under Presidents Richard M. Nixon and Gerald Ford) and Ambassador-at-Large and Coordinator of Refugee Affairs (under President George Bush).

From the beginning of her career, Jewel LaFontant-MANkarious stood out in the legal and political spheres traditionally dominated by white men. In 1946 she became the first African American woman to graduate from the University of Chicago Law School. Her determination to succeed enabled her to find ways to work effectively in the predominately white and male legal world while maintaining her identity as an African American woman.

Refusing to be a token woman and minority director on corporate boards, LaFontant-MANkarious used her position to persuade and educate other board members on consensus-building and on embracing women's and minority issues.

When Revlon, Inc., was attacked by the Reverend Jesse Jackson's Operation PUSH for locking out black businesses and for doing business in South Africa, Jewel LaFontant-MANkarious was a key member of the special committee that negotiated an agreement leading to Revlon pulling out of South Africa and pledging to expand economic opportunities for minorities.

The LaFontant-MANkarious papers span her life but the bulk of the material documents her later career, from the late 1970s to 1997. They include correspondence, handwritten notes, speeches and addresses, news clippings, and non-textual material such as photographs. They are particularly rich in the areas of her service as Ambassador-at-large and Coordinator of Refugee Affairs (1989-93), Republican Party activities, and corporate board memberships.

In addition, financial documents illustrate the financial resources available to LaFontant-MANkarious during her formative years as well as the lifestyle she maintained. A finding guide to the Jewel LaFontant-MANkarious Papers

is available in the Archives or online via the College Archives web site.

The Oberlin College Archives is located on the fourth floor of Mudd Center on the Oberlin College campus and is open to researchers Monday through Friday, 10 a.m.-12 noon and 1:30-4:30 p.m.

Top of Page

Ohio Historical Society

The most recent meeting of the Ohio Electronic Records Committee (ERC) was held on June 12, 2001 at the Ohio Historical Center. At this meeting, Charlie Arp reported on the Trustworthy Information Systems (TIS) Handbook and noted that the working group was reviewing the existing draft in preparation for submitting it to the Department of Administrative Services Office of Information Systems Policy and Planning and the Ohio Attorney's General Office for comment. The ERC as a whole will vote on whether or not to accept the Handbook in August. Judy Walker reported on the work of the file management working group. The ERC accepted a recommendation that this group be combined with the recently created Records Management Application working group. Other reports concerned the Joint Electronic Records Repository Initiative (JERRI), the Electronic Publications Pilot Project (EP3), the Ohio Historical Society Local Government Records Program, and the Records Management and Information System. These reports, along with the minutes of the meeting, are available at ERC's website: http://www.ohiojunction.net/erc.

Several Society staff members attended the spring meeting of the Society of Ohio Archivists. Rich Hite of the State Archives staff served on the program committee for this meeting and also gave a presentation on archival appraisal.

Charlie Arp and Judy Walker of the State Archives staff attended the Midwest Archives Conference in Chicago in May. Walker was a member of the program committee for this meeting. She also gave a presentation for a session titled *Electronic Records and Information Management: Developing Strategies for Managing E-mail*.

George Parkinson, division chief of the Archives/Library, and Charlie Arp and Rich Hite of the State Archives, attended the meeting of the National Association of Government Archives and Records Administrators (NAGARA) in Portland, Oregon in July. Arp gave a presentation for a session titled *Practical, Available Approaches for Long-Term Accessibility of Electronic Records*. Hite agreed to serve on the program committee for the 2002 meeting in Denver, Colorado.

Pari Swift, Local Government Records Archivist, and Judy Walker, Assistant Sate Archivist, will be conducting a series of workshops on local government records this fall. Swift will conduct a workshop titled Just the Basics which is an introduction to records management for public officials. Walker will be presenting a workshop on Managing Electronic Records. More information on these workshops is available at the Local Government Records link on the Ohio Historical Society's website: http://www.ohiohistory.org/lgr.

Tracey Bradshaw, administrative assistant in the Archives/Library, left the Society on July 27 for a position in a corporate library in Cleveland. Lorrie McAllister, curator of audiovisuals in the Manuscripts/Audiovisuals Department, left the Society on August 10 to assume the position of Visual Resources Curator for the Knowlton School of Architecture at the Ohio State University. Lisa Wood, who was already on the Archives/Library staff as an Archives/Library Museum Access Specialist, assumed McAllister's responsibilities. Brandon Sutherland, archival research assistant in State Archives, also left the Society on August 10 to enroll in law school at Capital University in Columbus.

Tammy Baker joined the staff of the Archives/Library in March as the Online Catalog Manager. Her duties include administering the Horizon online catalog system, ensuring system security and functionality, generating reports via SQL (statistics, audits, and problem identification), making customizations to the system, performing backups and upgrades, making recommendations on training and system needs, and serving as the Society's liaison to Epixtech and OCLC. Baker received her Master of Library Science from North Carolina Central University in Durham, North Carolina. Prior to working at the Society, she was a systems librarian at Hollins University in Norfolk, Virginia.

Another recent addition to the Archives/Library staff is Tara Riese, archivist for the Siebert Digitization Project. Her responsibilities include processing the materials donated by Professor Wilbur Henry Siebert (1866-1961) and digitizing the portion of the collection that deals with the Underground Railroad. Riese received her Master of Library Science from the University of Maryland and prior to coming to the Society, she worked as the project archivist on several New York State Documentary Heritage Program grant projects. She also worked as Assistant Librarian/Archivist at the Albright-Knox Art Gallery.

Connie Connor, Manuscripts Cataloger in the Library Services Department, moved to the Manuscripts and Audiovisuals Department and assumed the position of Manuscripts Curator. Ben Helle, who was Acquisitions Archivist in the Manuscripts and Audiovisuals Department, moved to the position of Government Records Collections Specialist in the State Archives.

Recent accessions of the State Archives include licenses (1894-1982) from the Veterinary Medical Licensing Board, minutes (1942-1972) of the Commissioners of the Sinking Fund, agricultural entries and awards presented at the Ohio State Fair (1932-1984) from the Ohio Expositions Commission, administrative files (1990-2001) of the Women's Policy and Research Commission (recently closed as part of the state's budget cutting efforts), and deeds (1803-2000) from the Auditor of State.

Recent accessions in Manuscripts and Audiovisual include the Twentieth Century Literary Club, East Palentine, Ohio Records (1904-1996), Rick's Child Guidance Center Collection including the records and photographs of the first African American day care center in Columbus, Ohio (1953-1992) and several business collections including the Salem China Company Records (1920-1980) and the Midland Life Insurance Company Records (1906-2000).

Top of Page

Setting the Standard for Archival Storage Products Since 1945

The Hollinger Corporation

Julie A. Peterson was promoted to Audiovisual Curator, Photo Archives, the **Ohio State University Archives** effective August 1, 2001. Since 1999, Julie had worked as Glenn Assistant Archivist in the John Glenn Archives at the

Ohio State University. She can be contacted at 614-292-1767 or petersen.51@osu.edu.

Top of Page

Preserving the Wright Brothers Legacy: Proceeedings of the Symposium Held October 22, 1999, With a Guide to Wright Brothers Collections and Archives

The Dayton and Montgomery County Public Library is publishing the proceedings from the "Preserving the Wright Brothers' Legacy" symposium including the major papers and research plus information to assist researchers in finding material related to aviation history. Included in the publication will be historical information onkey events in aviation history with a chronology, the location of artifacts and archival collections, telephone numbers and addresses of responsible individuals at institutions with Wright Brothers holdings and web addresses for related Internet sites.

This publication will open the door to boundless information for researchers interested in the Wright Brothers and aviation history. It will be available after December 17, 2001 and may be ordered by sending a check or money order to Proceedings, Dayton and Montgomery County Public Library, 215 East Third Street, Dayton, OH 45402. The price is $25 plus $2 for shipping and handling, per copy. If you have questions, please email ads_elli@dayton.lib.oh.us or call (937) 227-9500.

Top of Page

The 16th annual **Western Reserve Studies Symposium** will take place October 12-13, 2001 at the Allen Memorial Medical Library on the Case Western Reserve University campus. The theme is "Building a Medical Community in the Western Reserve," and the symposium, sponsored by the University's College of Arts and Sciences, is directed by Dr. Gladys Haddad, Professor of American Studies.

The Friday sessions include: "The Challenges of Change and the Response of the University," presented by Charles Bolton, Chairman of the CWRU Board of Trustees; "The

Development of American Medical Education from the Turn of the Century to the Era of Managed Care"; "Shaping a Future for Medicine and Health Care in Cleveland and Beyond"; and "The Art and Science of Medicine: A Humanities Approach."

Saturday sessions include "Women Health Care Providers and Practitioners" and "Medical Milestones in 20th Century Cleveland," as well as two combination exhibit/talks ("Walk and Talk"): one of postcards belonging to Walter Leedy, which he will speak about; and one on the murals in the building which relate to the history of medicine, with a talk by Marianne Berger Woods on "Asklepios, Greek God of Medicine: His Worship and Myths Relating to His Life."

Two of the Saturday afternoon events are related to archives. A panel discussion entitled "If Archivists Could Tell..." will focus on various medically-related collections, what their holdings are, who uses them, and how they interact. The panel includes: James Edmonson of the Museum of the History of Medicine at the Allen Library (chair); Dennis Harrison (CWRU); Fred Lautzenheiser (Cleveland Clinic); Michael McCormack (Western Reserve Historical Society); Jenny Nieves (also from the medical museum); and Dianne O'Malia (University Hospitals).

The second archivally-related event is the premiere showing of a film entitled "Healing Others, Healing Ourselves: The History of the African-American Nurse," by James Banks, Director of the Crile Archives at Cuyahoga Community College West. The Crile Archives collection focuses on the Crile military hospital which was on the site of the present College, and in the history of World War II in general.

Top of Page

Wright State University

Dawne Dewey is chairing a planning committee for a Wright Brothers Symposium "Following the Footsteps of the Wright Brothers: Their Sties and Stories". This **Wright State University** sponsored event will be held September 28, 2001.

A full-scale replica of the 1903 Wright Flyer will be hung for permanent exhibition in **Wright State Universities** Paul

Laurence Dunbar Library. The dedication of the plane was held on September 6, 2001.

Wright State University Special Collections and Archives contributed "The Wright Brothers in Photographs Collection" to the History & Archival Collections database of the OhioLINK Digital Media Center (DMC). This collection of digital images from Wright State University Libraries' Wright Brothers Collection provides thorough coverage of the Wrights' early inventive period documenting their experimental gliders and flight testing in both North Carolina and Ohio.

Top of Page

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Nominations Sought for the 2002 Public History Award from the Ohio Academy of History

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Nominations are sought for the Public History Award to be presented at the annual meeting of the Ohio Academy of History 19-20 April 2002 at the Cincinnati Museum Center, Cincinnati, Ohio.

The deadline for submission of nominations is 14 December 2001. Nominations must have a postmark not later than that date.

To be nominated, a public history project, publication, or program must have been accomplished within Ohio in the previous two years and completed by 14 December 2001. Nomination forms and general rules should be requested from:

Dr. Stuart D. Hobbs
Ohio Historical Society
1982 Velma Ave
Columbus, OH 43211-2497
Phone: (614) 297-2608
e-mail: shobbs@ohiohistory.org

The awards program covers all public history fields, including exhibits, publications, audio-visual documentaries, oral history, public programs, symposia, archival projects, and historic preservation. Nominations are encouraged which demonstrate meritorious achievement beyond the routine functions of everyday work. All historians, whether employed by an academic or public institution, are encouraged to apply.

Nominated projects, publications, or programs must:

· Include a completed nomination form and all support

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material required by the rules

· Demonstrate original research which adds to a greater understanding of the past

· Demonstrate creativity in the way the project, program, or publication is organized and presented

· Demonstrate originality or uniqueness in design and historical interpretation

· Educate or communicate with the intended audience

· Follow commonly accepted rules of evidence and logic in providing proof of statements, facts, and conclusions

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

The Ohio Electronic Records Committee Update

Charles Arp, State Archivist, The Ohio Historical Society

Printer Friendly Version

The goal of the Ohio Electronic Records Committee (ERC) is to draft policy and guidelines for the creation, maintenance, long term preservation of, and access to electronic records created by Ohio's state government. One of the primary concerns of the committee is to ensure that its work result in a practical policy that can be implemented by agencies with electronic records in Ohio. In order to expand the work of the Ohio ERC, most of the guidelines created by the Ohio ERC are adapted for use by local governments in Ohio.

Since my last report on the work of the ERC in the Fall 2000 issue of the Ohio Archivist, the ERC has adopted E-Mail Guidelines and Electronic Records Management Guidelines. Both sets of guidelines are available on the ERC web site.

Membership in the ERC has become an interesting problem, as there is an over abundance of people who want to join the committee. (Currently we have 36 members on the committee.) The ERC has created a Membership Sub-committee to address this issue. The Membership Sub-committee includes Charlie Arp, Raimund Goerler, and David Larson. Currently to become a new member of the ERC, one is required to be nominated by an ERC member in good standing and complete a membership form listing one's qualifications and professional interests in the committee. The Membership Sub-committee then votes to accept or reject the nominee. The committee is considering limiting its membership based on areas of specialization in order to maintain a balance between the archivists/records managers, attorneys and IT professionals that sit on the

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Learn More About... Ohio ERC

Ohio ERC Website

Electronic Records Policy

Guidelines Adapted for Local Governments

ERC.

The modification of the Minnesota Trustworthy Information Systems Handbook (TIS) has been completed. The TIS is designed to help information systems developers, policy makers, and current and future users to be confident that the systems ensure accountability by creating reliable, authentic, and accessible information and records. At this point, both the Department of Administrative Services Office of Information Systems Policy and Planning and the Attorney General's Office are reviewing the Ohio version of the TIS. You can view the Ohio TIS as a work in progress on the ERC web site.

In the summer of 2001, the Ohio Attorney General's Office asked the ERC to convene a new sub-committee. The Databases as Public Records Sub-committee's charge is:

> *As it is currently worded, Ohio's public records laws may make it necessary for state agencies to make copies of entire databases in electronic form to respond to public records requests. This sub-committee will make recommendations regarding appropriate protocol in interpreting and responding to such requests.*

The Sub-committee meets once a month and does the majority of its work via e-mail list. If you have any questions, comments or ideas for the work of the ERC please feel free to contact me at any time.

Charlie Arp
Ohio ERC, Chair
614-297-2581
carp@ohiohistory.org

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

The Ohio Historical Records Advisory Board

Charlie Arp State Archivist, Ohio Historical Society

Printer Friendly Version

The Ohio Historical Records Advisory Board (OHRAB) acts as the central body for historical records planning in the state. Board members are appointed by the governor and represent Ohio's public and private archives, records offices, and research institutions. The board also acts as the state-level review body for grant proposals submitted to the National Historical Publications and Records Commission (NHPRC). Administrative responsibility for the board rests with the Ohio Historical Society's Archives/Library Division.

Strategic Planning Initiative

The OHRAB Strategic Planning Subcommittee, made up of Roland Bauman, Archivist, Oberlin College; Barbara Floyd, University Archivist, University of Toledo; and Raimund Goerler, University Archivist, the Ohio State Univerisity, is re-examining OHRAB's role, mission statement, and strategic plan.

As part of this re-examining process, the Board held a retreat on the 14th and 15th of June at the new State Library of Ohio facility located at 274 East First Avenue. In addition to the Board, Dick Cameron of NHPRC, Sandra Clark, Director of the Michigan Historical Center, and David Larson, State Records Administrator took part in the retreat. OHS staff members present included Charlie Arp, Matt Benz, J.D. Britton, Laurie Gemmill, and Judy Walker. Mr. Cameron and Ms. Clark gave presentations on the planning process in other states. They also acted as commentators on the progress of the retreat as did Ms. Gemmill and Ms. Walker. Arp and Benz acted as administrative support for the retreat.

At the request of the Board, Dr. Britton acted as retreat

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OHRAB Website

New Mission Statement

NHPRC

facilitator. Board members identified the strengths, weaknesses, opportunities, and threats facing OHRAB. These attributes were then prioritized thus revealing the strategic issues. The five strategic issues identified during the meeting (re-written as goals) are:

1) To have an effective organization to accomplish the goals and objectives of OHRAB

2) To encourage, assist, evaluate, award and monitor grant proposals which advance the priorities of NHPRC and OHRAB

3) To collaborate and cooperate with individuals and organizations that share the goals and objectives of OHRAB

4) To lead in advocating for historical records issues in Ohio

5) To encourage the appreciation, collection, preservation, and use of Ohio's documentary heritage

On July 27th the Strategic Planning Sub-committee (Baumann, Floyd, and Goerler) and Charlie Arp met in Mansfield to further develop the objectives for the strategic issues OHRAB identified at the June retreat. OHRAB's goals, objectives, and mission statement will be open to public discussion and comment later this year when the Board holds a public forum on its strategic planning activities Notice of the OHRAB Strategic Planning Forum will be posted on the SOA list once plans for it have become finalized.

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

OHS Archives/Library Receives National Award

Printer Friendly Version

The OHS Archives/Library was presented with the Society of American Archivists 2001 Distinguished Service Award on August 30 in Washington, D.C. The award was given for public service, particularly in the area of developing an outstanding website and providing online accessibility to Ohio's historical records. George Parkinson (Division Chief) accepted the award on behalf of his division at the annual meeting of the SAA. Also present at the awards ceremony from the Archives/Library were Charles Arp, Laurie Gemmill and Cynthia Ghering. The number of visitor sessions on the OHS website is now more than two million per month. Many of these users are Archives/Library patrons, who may access more than 200,000 documents on the site.

Presentation Remarks: Distinguished Service Award to the Archives/Library Division of the Ohio Historical Society. Hal Keiner, Chair, Distinguished Service Award Sub-Committee Society of American Archivists Annual Meeting, Washington, DC, August 30, 2001

Thank you. It gives me great pleasure to make this award. As a former member of the Connecticut State Historical Records Advisory Board and a current member of the North Carolina SHRAB, I have come to understand how important it is for a state's archives to provide leadership in collecting, preserving, and making historical records available to the public. With technology changing, costs rising, and state money often shrinking, it is a daunting challenge for all state archivists to find ways to meet the needs of an ever-more insistent public for increased, if not instantaneous access, to historical information.

The Archives/Library Division of the Ohio Historical

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Society has risen to this challenge and provided more than one model for the rest of us who are desperately trying to deal with the same issues. Through the clever and careful use of state money and grant funds, George Parkinson and his staff have shown that it is possible not only to increase access to historical records via the internet, but at the same time, launch major initiatives to manage electronic records of historical value being created by a variety of government departments.

The results of their work for researchers may be seen on the Ohio Historical Society's outstanding web site. Interested in the basic records defining governance? Then, click on the Ohio Fundamental Documents Database where you can find the text of the Ordinance of the Northwest Territory of 1787 as well as the state's constitutions. Interested in the state's African-American history? Then go to award-winning African-American Experience in Ohio, 1850-1920, developed as a contribution to the Library of Congress' American Memory project. Looking for genealogical information? Then check out the searchable Ohio Death Certificate Index, 1913-1937.

This web site also provides evidence of the Archives/Library Division's leadership role in developing management strategies for state government's electronic records. The Division was the driving force behind the organization of the Electronic Records Committee that brought together government supervisors from various departments with an interest in managing the preservation of electronic records. The breadth and depth of the committee's work is reflected in the documents available electronically, for example: "Digital Document Imaging Guidelines," "Electronic Records Management Guidelines," and "Managing Electronic Mail."

Most of the nominators of the Archives/Library Division for this award noted that one reason for the Division's recent successes was their leaders' unshakeable belief in collaborating with other state institutions and government departments. This willingness to go out and find partners to accomplish common goals should be an object lesson to all of us struggling in our states to organize similar projects. Another key to success mentioned by the nominators was the Division's use of one successful project to leverage another. For example, the Division is currently working

with the Ohio Bicentennial Committee to develop the Ohio Memory Project. Building on their experience with the African-American Experience in Ohio, this project will be a collaboration of the state's leading archives and libraries to create a digital collection reflecting the most important events in the state's long and rich history.

Therefore, for all these reasons, the Society of American Archivists proudly announces that the Archives/Library Division, Ohio Historical Society, and all its employees, are the winner of the Society's Distinguished Service Award for 2001.

Acceptance Remarks Made by George Parkinson at the SAA Awards Ceremony, 8/30/01, Washington, D.C.

Many thanks to you, members of the awards committee, and the other archivists who participated in the selection process.

In 1995 Ohio's SHRAB anticipated the bicentennial of Ohio statehood in 2003 with the adoption of a plan for historical records, The Ohio 2003 Plan. It sets an ambitious agenda for online accessibility to Ohio's historical records, which are noteworthy for their scope and depth. They cover subject areas as many and as varied in nature as the history of the American people. This award indicates that the plan is working, and this is encouraging news. It is good too that the award recognizes the record keepers, a host of archivists, curators, librarians, historians, genealogists, students, and scholars and other fellow travelers. Their efforts on behalf of online access allow us to celebrate moments like this one and anticipate a bright future.

There was a time when archivists counted visitors to our reading rooms in the thousands. Now our digital reading rooms will accommodate millions of visitors. The best information, once available to a select audience, is now accessible to the general public.

I would like to acknowledge colleagues who made this award possible.

Charles Arp
Jeff Bartlett
Greg Byerly
Janet Carleton

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Laurie Gemmill
Cynthia Ghering
David Larson
Amos Loveday
Laurie McAllister
Elizabeth Nelson
Gary Ness
Judy Walker
Melissa Wiford
Lisa Wood

Partners
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State Library of Ohio
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State of Ohio

Top of Page

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Ohio Memory Project: Creating an Online Scrapbook of Ohio History

Laurie Gemmill, Ohio Memory Project Manager

Printer Friendly Version

The Ohio Historical Society (OHS), OhioLINK, Ohio Public Library Information Network (OPLIN), and Ohio Library Council (OLC) are working together to create the Ohio Memory Online Scrapbook. The scrapbook will

bring together historical materials from archives, museums, libraries, and historical societies around the state to create a large database of primary source material. Acting as a single point of access to historical materials of multiple types from a variety of institutions, the site will highlight connections between collections, providing more comprehensive coverage of the state's history than any single institution could. The scrapbook will identify hidden treasures that are not widely available, raise awareness of state and local history, encourage teaching and study of Ohio history using primary sources, and promote academic scholarship and publishing.

The project, launched in July 2000, has been highly successful in achieving its goals of encouraging participation by and cooperation among cultural heritage repositories of all types in all areas of the state. As of August 2001, archives, historical societies, libraries, museums, and other historical organizations submitted more than 600 collections. Many of these institutions worked actively with counterparts in their communities or regions to select complementary collections to submit for

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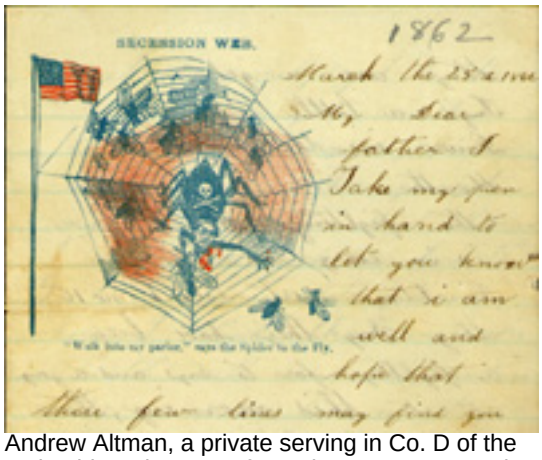
inclusion and avoid duplication in submissions. The full list of participating institutions is available at http://www.ohiomemory.org/participants.html.

Another important goal of the project is to select historically significant collections relating to a wide range of topics from prehistory through Ohio's first century of statehood. Some materials accepted include:

Ashland University
· Documents and photographs relating to the founding of the institution.

Bowling Green State University, Center for Archival Collections
· Several significant collections documenting northwest Ohio
· Photographs from the O.B. Workman Collection relating to the clearing of the Black Swamp in Northwest Ohio
· Civil War letters of Andrew Altman, a private in the 68th Ohio Volunteer Infantry



Andrew Altman, a private serving in Co. D of the 68th Ohio Volunteer Infantry between 1861 and 1865, wrote home to his father, John, and often added notes to Andrew's younger brother, Isaac. ***Center for Archival Collections - Bowling Green State University***

Case Western Reserve University
· Materials relating to Cleveland's Charles F. Brush, inventor of the arc light

Cincinnati Medical Heritage Center (University of Cincinnati)
· Letters written by Benjamin Askue, a Civil War field nurse from Ashtabula County who served under Rutherford B. Hayes
Cincinnati Museum Center
· Documents relating to the early settlement of Cincinnati, including a rare contemporary ground plan of Fort Washington

Flesh Public Library and Museum
· Miami County Courthouse War Painting from 1884
· Portions of the Piqua Female Bible Society Collection (1818-1893)

Hiram College
· Photographs and documents of alumni President James A. Garfield and poet Nicholas Vachel Lindsay

This 7" x 4" (18.8 x 10 cm) stereoscope card was produced around the time of the opening of the James A. Garfield Monument at Lake View Cemetery in Cleveland. This image was taken in 1875 in front of the Rudolph home in Hiram, Ohio. ***Hiram College***

Kent State University
· Papers of suffragist Betsey Mix Cowles
· Notes, drawings, and journals of Richard Howe, a canal engineer

Knox County Historical Museum
·Amelia Bloomer Newspaper The Lily, published during the year the womens' rights advocate spent in Mount Vernon

Massillon Public Library
· Rotch-Wales Collection, an extensive collection of an early Ohio settler, including materials on abolition, Quakers, Native Americans, wool industry, founding of Massillon and the Charity School at Kendall

Miami University
· Alumnus Benjamin Harrison's two campaigns for the presidency are documented with campaign memorabilia, including two silk handkerchiefs bearing portraits of Harrison and his running mates

Montgomery County Historical Society
· 1848 daguerreotype of the Montgomery County Courthouse under construction, believed to be the earliest photographic image of Dayton

HISTORY

OF THE

OBERLIN-WELLINGTON RESCUE.

COMPILED BY

JACOB R. SHIPHERD.

Jacob R. Shipherd participated in the rescue of John Price, a fugitive slave in Oberlin, Ohio. Shipherd was the nephew of John Jay Shipherd, one of the founders of Oberlin College. He graduated from Oberlin and became a Congregational minister. He wrote this account of the Oberlin-Wellington Rescue and legal proceedings in 1859. ***Oberlin College Archives***

Oberlin College Archives
· Photographs of Oberlin, both the college and the town, dating from 1833 to 1903
· Jacob R. Shipherd's History of the Oberlin-Wellington Rescue (1859)

Ohio State University Cartoon Research Library
· Political cartoons drawn by Frederick Burr Opper of Madison, Ohio, satirizing the Republican Presidential Campaign of 1900

Ohio University
· 1855 Meigs County teaching certification in Meigs County examination
· Other important collections related to the university and surrounding communities

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Richland County Historical Society
· Collection relating to Oak Hill Cottage, the home of a successful businessman and his family from 1864 to 1965 that was featured in Louis Bromfield's first published novel, the Green Bay Tree, in 1924

Rutherford B. Hayes Presidential Center
· Civil War correspondence of Lucy Webb Hayes, which documents Mrs. Hayes' support for the war, her concern for her husband and his soldiers, and life on the home front
· The Croghan Baseball Club Scorebook, Fremont, Ohio (1870-1872) and related photographs from the Rutherford B. Hayes Papers
· Many other significant collections related to Sandusky and surrounding counties

Sandusky Library/Follett House Museum
· Cholera Collection, which reflects the devastation caused by cholera and other health epidemics in the mid-nineteenth century

· Several other significant collections relating to Sandusky's history, including the Johnson's Island Collection

Tuscarawas County Historical Society
· Oldest original deed for Tuscarawas County and an indenture, which complement each other to provide an example of the division of land in the Northwest Territory and new state of Ohio

John T. Daniels, a member of the Kill Devil Life Saving Station, snapped this photograph at 10:35 A.M. on the morning of December 17, 1903. The 5" x 7" (12.7 x 17.8 cm) glass plate negative records the first mechanically-powered flight in history. ***Wright State University's Wright Brothers Collection***

Wright State University
· Orville and Wilbur Wright photographs, report cards, a diary entry and newspapers document Dayton's most famous brothers and their achievements

Subjects not yet well represented in the scrapbook include:

· African Americans
· Anti-Slavery movement
· Canals
· Communal societies
· Immigration
· Native Americans
· Natural history -- fossils, significant plant and animal specimens
· Natural resources -- clay, oil, natural gas, coal, etc.
· Settlement of Ohio
· Shipping and shipbuilding on Lake Erie and the Ohio River
· Steel, glass, clay, oil, rubber, and other industries

Materials relating to the above topics are particularly encouraged. The remaining submission deadline of the project's first phase is November 15, 2001.

In the first and current phase of the project, submissions must date from 1903 or earlier. The Ohio Historical Society is seeking funding to expand the project so that the scrapbook will cover the entire history of the state up to the recent past.

Long after the celebrations in 2003, the Ohio Memory Online Scrapbook will remain as a lasting legacy of Ohio's bicentennial.

This two-year project will culminate in a web site that celebrates Ohio's history, raises awareness of Ohio's finest historical collections, and brings attention to Ohio's history in time to celebrate the bicentennial in 2003.

For more information about the project, please visit the web site http://www.ohiomemory.org, email us at ohiomemory@ohiohistory.org or call (614) 297-2589.

Top of Page

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

President's Message

Printer Friendly Version

Dawne Dewey is a hard act to follow! During her two years as our President, a budget process was initiated; a committee handbook began to take shape; our archives at OSU have been organized and inventoried; we have continued our excellent conference programming; and have continued to sponsor History Day, Archives Week, and continuing education for archivists. And those are only a handful of the many activities Dawne presided over, participated in, created or initiated. On behalf of all the members of SOA, thanks, Dawne, for your time, your inspiration and your fine example of leadership through service and hard work done with energy, grace, humility and generosity.

Now it's my turn! And like I said, it won't be easy following Dawne; however, here we go . . . .

First, again on behalf of SOA's membership, I extend a sincere thank you to Virginia Weygandt, Julie McMaster and Bari Oyler Stith who completed their terms of office this past April. Their service to us was well done and greatly appreciated. Second, I'd like to thank all of you for giving me the opportunity to serve as your President. I only hope that I can work half as hard, do half as much, and be half as committed as those who have gone before me, not to mention those exceedingly energetic current chairs and officers who unfailingly are willing to teach classes, plan programs, design brochures, edit newsletters, attend meetings, write grants and generally just "pitch in" as needed. No President should be without them! They all have my sincere thanks.

Here is just a sampling of their recent activities, accomplishments and progress - draft council minutes are now on our web page; an exciting Fall Program is in the works; a new membership brochure is being drafted; the Ohio Archivist is online; the budget initiative and

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committee handbook is proceeding; Archives Week promises to be a big success; a Bicentennial Committee has been formed, members joining me on it are Angela O'Neal, Anna Truman, Christine Crandall, and Dave Roepke; and there are several workshops scheduled through 2002. Members make it happen! Yes, it's hard work and a large commitment of time, but it's also fun and an opportunity to learn new things and meet new people. If you haven't yet found your place among these energetic folks, let us know when you're ready and we'll help you find it. We can always use another pair of hands to help shape SOA's future. See you in October.

Maggie Yax President, SOA

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Society of Ohio Archivists

In This Issue

American Originals

Book Review

Errata

Feature Article

News and Notes

Nominations Sought for 2002 Public History Award

Ohio ERC Update

OHRAB

OHS Receives SAA Award

Ohio Memory

President's Message

Upcoming SOA Workshops

Upcoming SOA Workshops

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SOA is pleased to announce the following workshops are available this fall. Expand your knowledge, hone your skills, and make your archives a better place.

September 22, 2001 (9am-noon and 1pm-4pm)- *Appraisal and Arrangement & Description* - Wood County Historical Society

October 13, 2001 (9am-noon and 1-4pm) - *Rare Books in the Archives and Security* - The Great Lakes Historical Society, Vermillion, OH

October 16, 2001 - *Preservation Basics* - The Castle, Marietta, OH

Oct 27, 2001 (10am-4pm) - Archives 101 - Toledo Museum of Art - please register through Julie McMaster at JMCMASTER@Toledomuseum.org

The cost is $15 for each half day session (September 22 and October 13) or $25 for both at the same location. The cost for the Preservation workshop is $30.

Please make checks/money orders payable to:
Society of Ohio Archivists
c/o Kevin Grace
Archives & Rare Books Department
University of Cincinnati
P.O. Box 210113
Cincinnati, OH 45221-0113

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