



Twin Cities Archives Round Table Newsletter

President's Message

Fellow TCART'ers,

When we talk about preservation in archives, we generally mean in perpetuity, but what does that actually mean?

Recently I read a story about how the Energy Department sent an application to the Nuclear Regulatory Department outlining their plans for storage of nuclear waste in the Yucca Mountain facility. The proposed design is to safely store the waste material for up to one million years. But how, I wondered, will they preserve the information about the storage plans for the next one thousand millennia? Are we as a profession ready to state we can manage a record for that length of time? Perhaps we need to make a better business case about the work we do so that others can better understand the importance of in perpetuity.

Luckily for those who attended the spring meeting at Hamline University, you are already on your way. We were joined by Rob Routhieaux, Associate Professor of Management in Hamline University's Graduate School of Management, who spoke to us about how to build a better business case for archives. Rob shared some of his expertise in working with non-profit institutions and developing sustainable funding solutions for our work.

The presentation marked the first of what will hopefully be a series of on-going guest speakers who are specialists in areas that are common to our day-to-day

work, but not necessarily areas we received training in prior to working in archives. If you have additional topics or skills you'd like to learn more about or know of a great speaker who can add to our depth of understanding, please let a TCART officer know so that we can plan for a future meeting.

Other highlights from the meeting include congratulations to Sara Wakefield at the Immigration History Research Center, who is this year's recipient of the TCART Professional Development Award, as well as to Ellen Holt-Werle at Macalester College for accepting the position of TCART Treasurer. Thank you also to Molly Tierney for her work in the same position over the last two years. Molly was instrumental during the planning process for the registration of TCART as a non-profit association and the twenty-fifth anniversary celebration last fall.

It was an enjoyable meeting and I would like to thank our host, Candy Hart, for providing the space and tour afterwards.

Please be sure to check in regularly on the TCART Web site (<http://www.tcartmn.org/>) for news and announcements over the summer. If you are planning on participating in the SAA EAD training October 30th & 31st co-hosted by TCART, this is a reminder to send in your registrations. SAA is taking registrations for the limited seating on a first come, first served basis. [See last page for more information.]

Finally, I'd like to thank everyone for their support over the last two years while serving as president of TCART. I am happy to serve again for the next two years and welcome your input, suggestions, and even critiques! Enjoy your summer!

Respectfully,
Erik Moore
TCART President



**Meeting Minutes for
Spring Meeting
Wednesday
May 7, 2008
1:00 – 4:00 P.M.**

**Bush Memorial
Library,
Hamline University**

In Attendance:

Erik Moore, University of Minnesota
Molly Tierney, Minnesota Historical Society (MHS)
Andrea Spence Pudas, Target Corporation
Candy Hart, Hamline University
Bruce Bruemmer, Cargill Corporation
Steven Granger, Archdiocese of St. Paul and Minneapolis
Sara Wakefield, University of Minnesota (U of M)

(Minutes, cont'd on p. 2)

(Minutes, cont'd from p. 1)

Tim Ericson, University of Wisconsin, Milwaukee
 Stephanie Horowitz, Charles Babbage Institute, U of M
 Tony Jahn, Target Corporation
 Jeff Jensen, Gustavus Adolphus College
 Ann Kenne, University of St. Thomas
 Heather Lawton, Minneapolis Public Library
 Jamie Martin, Target Corporation
 Ian Stade, U of M
 Bill Crozier, St. Mary's University
 Sylvia Mohn, Minnesota Public Radio
 Daardi Sizemore, Minnesota State University, Mankato
 Cary Smith, Excelsior-Lake Minnetonka Historical Society
 S. Margery Smith, College of St. Catherine
 Christopher Welter, MHS
 Erin Zolotukhin-Ridgway, Saint Paul Public Library
 Peggy Roske, CSB/SJU Archives
 Heather Craig, Basilica of St. Mary

Presentation: Building a Business Case for Archives

Rob Routhieaux led a workshop style presentation where we spent most of our time analyzing a case in small groups.

Our discussion revolved around information provided in an article about how to write effective proposals: Brooks, Jennifer, "How to Write A Winning Proposal: Knowing what funders want and how to deliver it." *Closing the Gap, Looking for Money* (April 1998).

The article and Rob suggested a good proposal should include:

1. Your purpose, vision, or "desired state" that you are hoping to achieve.

Example discussed: Digitizing a collection to increase access.

2. How your vision relates to the mission or vision of the organization to

which you are submitting your proposal. How your goals align with the goals of the organization you are writing to.

Example discussed: If your university or college is trying to become accredited demonstrate how your work will help the broader organization achieve that goal.

3. The specific "outcomes" of the work you do. The number of people you serve. The value you add to existing programs or organizations. The services you provide to the community and/or other organizations.

Example discussed: Need to give quantifiable outcomes. For example, if your goal was to digitize a collection to increase accessibility, ask people for their zip codes when they access the resource. You can begin to gather statistics showing the number of zip codes that used your collection before and after digitization. This will show in a real way if you met the goals of increasing accessibility by having a broader range of zip codes represented over time.

4. The budget you are working from, and the budget you hope to achieve. Your proposal should have specific needs identified that you are seeking funding or support for.

5. Your plan for "sustainability" regarding the funding you are seeking. What collaborations or other activities will help sustain your efforts and prevent you from having to go back to the same source year after year? What is your timeline for "implementation" of any special projects you are proposing?

6. Additional information that will provide evidence of your ability to achieve the stated goals and sustainability. Background information of key personnel. Key relationships with other organizations. Specific alternatives for support and continued funding for operations.

General Learnings:

1. Be visible and interact with people who make decisions. Although networking in this way may seem political, it's important to know who the key players are and who will go to bat for your program.

2. Be careful of external funding that can gain some control over your organization and influence or shift your focus.

3. Think about ways to quantify your work. If you are writing a proposal and don't have any quantifiable measures, put those in place, gather statistics, and re-approach your proposal at a later time.

4. Strategic partnerships with other organizations are very important. Many funders look for collaboration efforts.

Question:

What is the single largest road block people face?

1. Need to learn to think in terms of numbers.

2. Lack of business thinking.

3. Getting too comfortable or having an engrained mindset about your organization and forgetting to continually educate senior leadership about the value you bring.

Officer Reports

President's Updates Presented by Erik Moore

Old Business

None to report.

New Business

1. Hosting SAA Educational Workshops

• TCART is co-sponsoring the Society of American Archivists' Encoded Archival Description (EAD) Workshop on October 30 & 31, 2008. [For more information see last page or

http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/events/96.html?Ac-tion=Conference_Detail&ConfID_W=96&Time=332275437&SessionID=707468bb243swu0rbqn8fdghuh566jxu2smecrh1mo89556g94a3473c19918i65

The workshop will take place at Minneapolis Public Library - Central (300 Nicollet Mall in downtown Minneapolis). Registration is limited to 25 participants. SAA is unable to reserve a limited number of seats for TCART members. It is advised that all interested TCART members register as soon as possible in order to secure a place in the workshop.

Please note that SAA will provide a \$15 discount off the non-member rate for all TCART members & MPL staff who are not also members of SAA. This is an unpublished discount. If it applies to you please use the promotional code "EADMN08" in the online registration form.

SAA reports 5 seats are taken, 20 remain open.

- Thinking Digital...Practical Session to Help You Get Started Web Seminar: Interest in hosting webinar for TCART members. We would have access to pre-recorded webinar for two months. Suggest a Twin Cities showing, a north central & a south central. Use as a between meetings event in the summer. Membership present showed interest and officers will pursue scheduling this web seminar.

2. Co-Hosting MAC Meeting

- Possible 2010 symposium in Duluth/Superior and/or 2011 St. Paul spring meeting. Many in MAC are longing for a return trip to Minnesota. Asked to consider both a symposium & conference. These would not be co-hosting in the sense of sharing profits, but MAC might be able to partially fund a TCART program or reception associated with the conference.

Looking to TCART for possible hosting institution for symposium or to assist in local arrangements. For 2011 conference

looking for potential local arrangement assistance. Estimated attendance for a conference is 300. Great exposure for TCART. Would back-to-back Minnesota meetings be too much?

*If you would like to be on the local arrangements committee, volunteer your organization for tours, or host the symposium, contact Erik at moore144@umn.edu.

*If there are topics we would like to hear at either the 2010 symposium or 2011 meeting, send those to Erik at moore144@umn.edu.

Election of Officers

Presented by Andrea Spence Pudas
President 2008-2010: Erik Moore re-elected

Treasurer 2008-2010: Ellen Holt-Werle elected

News & Announcements

Presented by Erik Moore

1. 2008 Professional Development Award—Sara Wakefield is the 2008 recipient. Sara attended an SAA workshop on project management for archivists to assist her work at the IHRC as they conduct a space analysis and begin a collection review project. Sara will report on her experience in the next TCART newsletter [see p. 4]. For those who did apply and were not selected and for those who did not apply, please consider doing so for next year's award. Congratulations to Sara.

2. Mining History Association Conference June 12-15 at Ironworld
<http://www.mininghistoryassociation.org/meeting.htm>.

3. Minnesota Library Technology Conference May 29-30 at Macalester College <http://www.minitex.umn.edu/>.

4. The State We're In: Creative and Critical Approaches to Minnesota History at 150, May 28-30 at St. John's University
<http://www.csbsju.edu/projectlogos/>.

5. Steve Granger tentatively announced being the archivist for Minnesota State Fair.

6. Minnesota Digital Libraries Conference June 9th at St. Ben's in St. Joseph
http://www.mndigital.org/news_events/news_events.htm.

7. History Gender Computing May 30th at Charles Babbage Institute
<http://www.tc.umn.edu/~tmisa/gender/index.html>.

8. Third volume of Cargill history available through University Press of New England
<http://www.dartmouth.edu/~upne/1-58465-694-8.html>.

Secretary's Report

Presented by Andrea Spence Pudas

- TCART up to 64 members.
- Directory handed out to members at meeting and will be mailed to members who did not attend.

Treasurer's Report

Presented by Molly Tierney

Beginning Balance	10/30/07
	\$1988.63
Ending balance	05/07/08
	\$1541.22

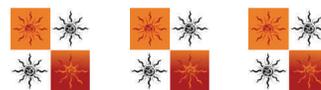
Newsletter Editor Report

Presented by Candy Hart

June 2nd is deadline for submissions. Please send to Candy at chart@gw.hamline.edu.

Tour:

Meeting was adjourned and followed by a tour of the University Archives at Hamline.



TCART & MAC

TCART is in the process of proposing a future Midwest Archives Conference annual meeting to be held in St. Paul. If you are interested in helping bring MAC back to Minnesota, please contact Erik Moore at moore144@umn.edu.

Report on TCART's 2nd Professional Development Award

Thanks to TCART's Professional Development Award, I was able to attend the "Project Management for Archivists" workshop sponsored by the Society of American Archivists (SAA) on March 14, 2008. The workshop was held at the National Archives and Records Administration-Great Lakes Region office in Chicago. This was the first SAA workshop that I have attended and I thoroughly enjoyed it.

The presenter, Rosemary Pleva Flynn from the University of North Dakota's Energy & Environmental Research Center, highlighted sources to reference for use in project management in the archives. She encouraged us to submit articles about our experiences, successes and failures, because of the lack of articles written about project management in American archives.

Throughout the workshop, Flynn used a simple project, planting a flower garden, to apply the techniques that we learned for project management. She also used her own experience as a project manager when her library moved to a new location. Many of us have had these experiences and could easily relate to her examples.

At the Immigration History Research Center (IHRC), I am working on different space capacity projects and this workshop fit my current need to learn more about the subject. Flynn clearly defined what a project is, what project management is, and why projects fail. She explained two different project life cycles that we could use as a template for our projects. Next, she went over the details of the phases of the life cycle. Then, she covered examples of methods used to map out a project. By physically mapping out a project, it is then clearly defined, organized, and the big picture can be seen.

The four main ideas that I walked away with concerning project management are: a project is a one-time activity; projects fail because of lack of definition of what the project is; to avoid scope creep; and, to evaluate the project upon completion. To elaborate, a project has to have start and end dates and it is a one-time activity, otherwise it becomes a program that is an ongoing, indefinite project. Scope creep happens when other items are added to the project that originally were not apart of the plan. Evaluating the project at completion is essential to the overall process because you can answer and address evaluation questions. Many reports, papers, and presentations come out of the evaluation step in project management.

At the end of our day, we put our new knowledge to use by working in small groups to define and plan a project. A popular choice was to promote a collection by having an oral history online. This was also a great time to network with other people in our group.

During our lunch break, we had the opportunity to tour the National Archives & Records Administration-Great Lakes Region. The archives collects federal records that encompass the Midwest and they put on a great display of some of the many interesting collections and artifacts that they hold. One example is the records of the Bureau of Indian Affairs. Under this heading are many collections that involve Native Americans in Minnesota.

Attending this workshop was a great experience and I gained a lot of useful knowledge from it. I have already put to use some of the tips and techniques that I learned. Thank you TCART and the IHRC for making my trip possible to this SAA workshop.

- Sara Wakefield

Archivists' Reports

Tim Ericson (University of Wisconsin-Milwaukee, sort of retired) will be the lead instructor at the 41st Annual Georgia Archives Institute in Atlanta for a week beginning June 9th. This is the third year he has taught at the GAI. Following immediately thereafter, he heads for two weeks in San Diego, where he will also be the lead instructor at the 22nd Annual Western Archives Institute. He taught at the Western Archives Institute once previously, in 2002.

Steve Granger was recently hired as the archivist for the Minnesota State Fair (MSF). He is contracted to organize the collections of the fair, which spans its entire history, with the bulk of it lying in the 20th century. There are about 200 cubic feet of paper records, lots of bound material, including annual reports, special events pubs, and premium books, rules and regulations, etc. Steve reports that the lion's share of the work will be the tens of thousands of photographs that need cataloging, and in some cases scanning.

The project should take about four years and result in a working archive, with key word searchable finding aids, and a big selection of scanned photos. Steve hopes to put some of it online. He plans to report more as the project progresses and says that the MSF archives would be a great place for a TCART meeting - eventually!

Steve can also be found at the archives of the Archdiocese of Saint Paul and Minneapolis and at the University of Minnesota, where he is an assistant archivist in the Manuscripts Division at Andersen Library.

Heather Lawton, Special Collections Librarian at the downtown Minneapolis Hennepin County Library, was one of twenty-five candidates

(Archivists, cont'd on p. 5)

How to Contact TCART Officers

President Erik Moore:
Archivist, Academic Health Center
University of Minnesota, MMC 501
420 Delaware St. SE
Minneapolis, MN 55455
612-625-4665
moore144@umn.edu

Secretary Andrea Spence Pudas:
Senior Analyst, Information Protection
1000 Nicollet Mall
Mail Stop TPS-2089
Minneapolis, MN 55403
612-696-3220
andrea.spencepudas@target.com

Treasurer Ellen Holt-Werle:
Archivist/Reference Librarian
Macalester College
DeWitt Wallace Library
1600 Grand Ave., St. Paul, MN 55105
651-696-6901
holtwerle@macalester.edu

Newsletter Editor Candy Hart:
University Archivist
Hamline University
MS-C1919, 1536 Hewitt Ave.
St. Paul, MN 55104
651-523-2050
chart@hamline.edu

Web site: <http://www.tcartmn.org/>.

Ad Rates	
Full page	\$15.00
Half page	\$10.00
Quarter page	\$ 5.00
or less	

Treasurer's Report, April 2007 — October 2007

Treasurer Molly Tierney

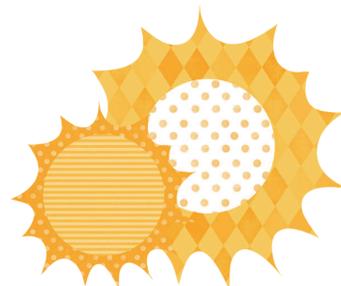
Beginning Balance		10/30/07	\$1988.63
Income			
Date	Description	Deposits	
11/28/07	Corp. Sponsorship - Fall 25 th Anniv. Mtg	\$ 100.00	
11/28/07	Membership	60.00	
1/2/08	Membership	10.00	
2/28/08	Membership	30.00	
4/10/08	Membership	10.00	
Expenses			
Date	Description	Withdrawals	
11/14/07	Fall Meeting - Catering	\$445.22	
1/2/08	Newsletter	42.19	
2/12/08	Membership duplication	10.00	
4/3/08	TCART – Cont. Ed. Award	160.00	
Summary			
Beginning balance	10/30/07	\$1988.63	
Deposits		210.00	
Expenses		657.41	
Ending balance	5/7/08	\$1541.22	

(Archivists, cont'd from p. 4)

selected from a national pool of applicants to attend the first annual Archives Leadership Institute at the University of Wisconsin-Madison in June. The goal of the project is to examine the leadership needs of the archives profession and to prepare participants to influence policy and effect change on behalf of the profession. She also recently published two book reviews in *Archival Issues*.

Linda Schloff, Director of Collections, Exhibits, and Publications for the Jewish Historical Society of the Upper Midwest, will be retiring at the end of August after serving the society for 22 years. She will be succeeded by Susan Hoffman, who has worked for the society for almost three years.

Tom Steman began his new position as university archivist and associate professor at St. Cloud State University in July 2007. Before coming to St. Cloud State, Tom was an archivist at Case Western Reserve University in Cleveland, Ohio, for nine years. Originally from Minneapolis, Tom has a BA in history from the University of Minnesota and an MLIS and MA in history from the University of Wisconsin-Milwaukee.



News from Archives

At St. Kate's

The College of St. Catherine will sponsor one of the traveling exhibits of the St. John's manuscript Bible in the autumn of 2008. Look for the date in the fall newsletter.

A recent find in the archives at St. Kate's is a small cache of letters by Bishop Joseph Cretin, the first Roman Catholic bishop of the Minnesota Territory.

- S. Margery Smith

St. Cloud State University - Manuscripts Gift and Exhibit

The family of Hubert Irely Gibson has donated to St. Cloud State University (SCSU) materials associated with Sinclair Lewis and Lloyd Lewis's (no relation) play "The Jayhawker." Gibson served as Lewis's personal secretary in the fall of 1933 at the Hotel Sherry in Chicago while "The Jayhawker" was written. The play was performed in Washington, New York, and Philadelphia in the fall of 1934 and, in 1935, was novelized. Included in the collection are several drafts of the play as it evolved, including the final draft autographed by the authors and given to Gibson. Other material includes letters from 1933 between Lloyd Lewis and Sinclair Lewis regarding the plot, letters from Hubert Gibson to his daughter Barbara concerning his time with Lewis, and contemporary newspaper clippings highlighting the collaboration of Sinclair Lewis and Lloyd Lewis. The finding guide for the collection is available at: <http://lrts.stcloudstate.edu/library/special/archives/authors/HubertGibson.asp>.

The SCSU Archives has created an online exhibit honoring those men and women who have served as the univer-

sity's president. Dating back to SCSU's first president in 1869, the exhibit includes facts and a photograph of each president. It can be viewed at: <http://lrts.stcloudstate.edu/library/special/archives/presidents/default.asp>.

SCSU, with 16,500 students, is the largest of seven universities in the Minnesota State Colleges and Universities (MnSCU) system.

- Tom Steman

Dakota County to Convert Vital Statistics Records

Dakota County recently started a project to convert thousands of birth, death, and marriage records from paper and microfilm to image format. Records from various years have been stored at three service centers in Hastings, Apple Valley, and West St. Paul, but not all records were available at each location.

The project involves converting records from microfilm to standard TIFF images, and scanning some paper documents that had not been filmed. Most index data will be pulled from existing databases.

Official birth and death records since 1935 are produced from the state-wide vital records system, but this conversion will provide better access to the older records. It will also decrease the county's dependence on aging microfilm reader-printers, which are becoming increasingly difficult to maintain.

The county estimates that about 250,000 microfilm images will be brought into its OnBase electronic document management system, and plans that the conversion will be completed by mid-2009.

- Sally Anderson

MHS Adds to Collections

- Andersen Corporation. Records. (1872-2005)

The Andersen Corporation records include: employee newsletters, price lists, product catalogs, advertising, legal files, trademark and patents registration, sales information, installation and instruction, financials, photographs and audio-visual materials of the privately-held manufacturer and distributor of vinyl-clad wood windows, patio doors, and storm doors located in Bayport, Minnesota. In addition, there are records related to the Andersen Lumber Company and the Andersen family.

- Charles L. Gilman and family. Papers. (1872-1972)

Charles Lewis Gilman was a nationally recognized writer, poet, editor, outdoorsman, conservationist, and firearms expert. Charles was born June 22, 1882, in St. Cloud, Minnesota. Following graduation at the University of Minnesota, Gilman did work for a variety of Minneapolis-area publications, including the *Minneapolis Evening Tribune*, reporting on firearms and outdoors-related topics. He married musician Wilma Anderson in June 1907. He became a small arms firearms expert during World War I and became an instructor in machine gunnery. Gilman spent much of his time at his northern Minnesota cabin (30 miles northwest of Orr, Minn.) that he built in 1912 continuing to write for a variety of publications. His family maintained a home in Minneapolis and came for visits with Gilman periodically throughout the year. The collection is a wonderful set of correspondence, manuscripts, and photographs documenting much of the Gilman household and activities, including their daughter Frances Gilman Miller's correspondence with her husband during World War II and there is also a wonderful selection of articles and photographs documenting recreational activities in northern Minnesota.

- Molly Tierney



Year 2008-2009 Membership Renewal Form

Membership for July 1, 2008 – June 30, 2009

Membership dues \$10
Make check payable to: TCART

Please mail to:

TCART Treasurer
Ellen Holt-Werle
Macalester College
Dewitt Wallace Library
1600 Grand Ave.
St. Paul, MN 55105

PLEASE PRINT CLEARLY

Name: _____

Title: _____

Organization: _____

Department: _____

Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

E-mail: _____

Institution URL: _____

Would you be willing to serve as a resource for other TCART members? (For instance, if someone has questions about photograph preservation or acquisitions policies.)

Yes No If yes, in what area _____

Would you be interested in hosting a TCART meeting? Yes No

Would you be interested in giving a session or leading a roundtable discussion on a particular topic?

Yes No If yes, please specify _____

How would you like to receive the TCART newsletter?

By Mail By Email Both Mail and Email

TCART Hosts EAD Training

The Society of American Archivists' professional education two-day workshop on Encoded Archival Description (EAD) is coming to Minneapolis on October 30 and 31 at the Minneapolis Central Library. Here's your chance to receive the instruction and hands-on practice you need to bridge the digital divide. Get acquainted with the language of XML and practice with XML authoring software. This two-day workshop covers the most up-to-date EAD version!

Upon completing this workshop, you'll have:

- Received an overview of Extensible Markup Language (XML);
- Examined the structure of EAD (the SAA endorsed standard for archival finding aids);
- Marked up a finding aid;
- Explored style sheets and implementation strategies; and
- Practiced encoding your own finding aid using EAD.

Who should attend? Archivists and others who are charged with exploring and/or implementing EAD at their institution or who want to enhance their résumé.

Instructors for the workshop are Minnesota's very own Michael Fox, Minnesota Historical Society, and Kris Kiesling, University of Minnesota.

For more information and to register for the workshop, go to SAA's Education Calendar at www.archivists.org. Lodging and travel information is also available.

Space is limited, so register soon!

Candy Hart
TCART Newsletter Editor
Archives MS-C1919
Hamline University
1536 Hewitt Av.
St. Paul, MN 55104