

# Annotation

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## REGRANTS AND COLLABORATION *A View from Vermont's Northeast Kingdom*

BY D. GREGORY SANFORD AND ANN LAWLESS



The National Historical Publications and Records Commission has made collaboration with state historical records advisory boards one of its primary goals. Collaboration is seen as working together, through NHPRC's regrant program, to "promote broad public participation in historical documentation . . . to strengthen the nation's archival infrastructure and expand the range of records that are protected and accessible."

The experience of Vermont's Historical Records Advisory Board (VHRAB) in working with the St. Johnsbury (VT) Archives Collaborative demonstrates at least one range of opportunities

opened by such collaborations. In 1996 VHRAB received its first regrant and created a sequenced program through which Vermont's records curators received basic training via workshops, moved toward planning through onsite needs assessments, and then implemented recordkeeping through onsite arrangement and description projects.

The target audience were Vermont's hundreds of small local repositories, represented by municipal clerk's offices, local historical societies, museums, and local public libraries with historical record collections. The particular challenge was to create sustained management of records by institutions that were under-resourced, often unfamiliar with basic archival practices, and, with the exception of the clerk's offices, largely dependent on volunteers (For a summary of the project see, <http://vermont-archives.org/boards/vhrab/regrant.htm>).

Experience from that regrant, bolstered by observation of earlier NHPRC grants, underscored how difficult it is to sustain archival management in such settings. Beyond the problems associated with reliance on volunteers, whose level of activity fluctuates, the VHRAB came to recognize that local historical societies were, in truth, historical, not records, societies. The volunteers cherished their records, but primarily met for social needs, including

preserving their own personal sense (memories) of community. They rarely identified with either archival management or scholarly research.

Thanks to a remarkable group of people, however, VHRAB came to see the value of promoting collaboration, as opposed to simply coordinating activities and opportunities, among individual institutions. St. Johnsbury is a population, economic, and cultural center within Vermont's Northeast Kingdom (comprised of Caledonia, Essex, and Orleans Counties). Beginning in

the 19th century, the Fairbanks family developed St. Johnsbury into a manufacturing and transportation center and, with philanthropic flair, into a cultural center as well. Fairbanks family members founded a natural history museum, a library and art gallery, and a local high school academy.

These and other St. Johnsbury institutions participated in the workshop and assessment phases of the regrant, with Anne Ostendarp of Dartmouth College frequently serving as their consulting archivist. On their own initiative, these institutions began to explore ways to manage better their limited resources through active collaboration. The participating institutions were the Fairbanks Museum and Planetarium, the St. Johnsbury Athenaeum, the St. Johnsbury Academy, the St. Johnsbury town clerk's office, and the St. Johnsbury Historical Society. The challenge of uncovering, assessing, and making accessible 150 years of intertwining public and private history could best be met through a strategy intertwining the participants' resources.

Under the direction of Ann Lawless of the Fairbanks Museum, the institutions joined together to seek a *(continued on page 10)*



LEFT: Two pages from the William E. Balch Scrapbook of orchid photographs, Fairbanks Museum Archives. Photograph by Robert C. Jenks.

ABOVE: Tintype of Civil War soldier Turrell E. Harriman, Fairbanks Museum Archives. Photograph by Robert C. Jenks.

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## FROM THE EDITOR

Welcome to the March 2001 issue of *Annotation*, which focuses on NHPRC's regrant program. Regrant projects are cooperative, statewide records projects conducted by State Historical Records Advisory Boards (SHRABs) to address archival concerns identified in state board strategic plans. Funding for regrant projects is awarded to state boards on a competitive basis and requires significant matching and cost sharing from state and local sources. Grant funds are then utilized within the state for smaller archival and records projects.

Our feature articles are:

"Regrants and Collaboration: A View from Vermont's Northeast Kingdom," by D. Gregory Sanford and Ann Lawless. D. Gregory Sanford is Vermont's State Archivist. Ann Lawless is Project Manager of the St. Johnsbury Archives Collaborative and Coordinator of Collections at the Fairbanks Museum and Planetarium.

"Videotaping Archives for Public Access Television in Nevada," by Jeffrey M. Kintop and Shayne del Cohen. Jeffrey M. Kintop is the State Archives Manager at the Nevada State Library and Archives and Project Coordinator on the Nevada SHRAB Regrant Project. Shayne del Cohen is a member of the Nevada SHRAB and sits on the Board of Directors of Sierra Nevada Community Access Television.

"Montana's Traveling Archivist Project," by Anne L. Foster, CA, Montana's Traveling Archivist.

"Georgia on Our Minds—Again," by Anne P. Smith, the Historical Repositories Grant Program Coordinator in the Georgia Department of Archives & History.

"South Carolina's Regrants," by Roy H. Tryon, South Carolina's State Archivist and Records Administrator, who also serves as Coordinator of the State Historical Records Advisory Board.

"Continuing Education for Archival and Records Management Personnel at North Carolina's Historically Black Colleges and Universities," by Benjamin F. Speller, Dean of the School of Library and Information Sciences at North Carolina Central University.

"Success in the Sunshine State? Florida's Regrant Programs," by Gerard Clark, Florida's Deputy State Historical Records Coordinator.

"Small Grants in a Small State: A Brief Assessment," by Jim Henderson, Maine's State Archivist and Historical Records Coordinator.

This issue also contains an obituary for Robert Allen Rutland, former editor of *The Papers of James Madison*, by Martha J. King of that project.

With this issue of our newsletter, we inaugurate a small change in format. From now on, each issue will include, in a small box at the bottom of page 1, an indication of that issue's main subject or focus.

We hope you enjoy this issue of *Annotation*.



## THE EXECUTIVE DIRECTOR'S COLUMN

This year has seen an unprecedented surge in the number and quality of project proposals submitted to the NHPRC, and in the dollars requested. The NHPRC's appropriation for competitive grants for this fiscal year is \$5,986,000; against this, we have received requests totaling almost \$17 million! One example of this surge is in the area of regrant projects, to which this issue of *Annotation* is devoted.

Regrant projects form the last portion of the cycle of the NHPRC's partnership with the states in the Commission's strategic effort to develop a national archival infrastructure and expand the range of records that are protected and accessible. First, the NHPRC supports state efforts to assess obstacles to preservation of and easy access to the historical records within their borders and to develop a statewide strategic plan that addresses these issues; regrant projects help to implement this plan.

Regrant projects involve NHPRC funds that, along with matching non-Federal dollars (usually appropriated by the state's legislature), may be subgranted or subcontracted by a State Historical Records Advisory Board (SHRAB) to communities or organizations within the state in order to address key priorities in its statewide strategic plan. Participants in these programs may include any state and local institutions and agencies that serve as records repositories, as well as nonprofit and volunteer organizations that hold important historical records. These grants do more than help to preserve and make accessible individual collections of historical material. They may also support the establishment and development of local and statewide archival programs. They leverage non-Federal matching dollars, and they help to provide archival training to volunteers and allied professionals (e.g., librarians, museum curators, town clerks, and others) to make sure that their work reflects good, accepted practice. Such archival training also helps professional archivists and record keepers update their skills and knowledge.

This year seven states, (Florida, Kansas, Maine, Missouri, Pennsylvania, South Carolina, and Utah) requested funding for regrant projects. Never before have so many states proposed

NHPRC regrant projects in a single year. And, months before the deadline, we have received reports that six more states and one territory are working to prepare proposals for NHPRC regrant projects for the upcoming fiscal year.

Why this surge in regrant requests?

Well, for one thing, they're a great idea. And for another, the need is huge, and there are few places other than the NHPRC that the states can approach for this kind of assistance. But neither of these circumstances is a new wrinkle. The real change is in the fact that now there are so many concrete examples of successful and vibrant regrant projects. No longer are they just good ideas. They are a wonderful reality.

Eight examples of that reality are detailed in this issue of *Annotation*: regrant projects in Florida, Georgia, Maine, Montana, Nevada, North Carolina, South Carolina, and Vermont. These projects vary as greatly as the states themselves do (in fact, Vermont's article is really about a project growing out of a regrant).

Perhaps the fullest sense of what the states are up against is communicated in Gerard Clark's story about the Florida experience.

An example of how Montana has coped not only with scarce funds but also a scarcity of archivists is detailed in Anne Foster's delightful—and plucky—account of the Montana SHRAB's Traveling Archivist Program. (Anne Foster, by the way, is a former NHPRC Fellow in Archival Administration.)

Faced with increasing requests for help but no increase in its own resources, the NHPRC has had to respond by tightening requirements. This year the NHPRC was no longer able to provide the greater-than-one-to-one match for state dollars that in past years has jump-started so many state efforts.

This issue serves not only to provide information about the NHPRC's State Board Program and the regrant projects to which it gives rise, but also to remind us all why this vibrant program, which enriches and empowers so many communities, is one of the Commission's three primary strategic goals.

### *Robert Allen Rutland*

Robert Allen Rutland, former University of Tulsa history professor and former editor of the Papers of James Madison at the University of Virginia, died on December 30, 2000, at his home. He was 78.

Rutland was born in Okmulgee, Oklahoma, on October 1, 1922. After serving with the U.S. Army in the Pacific Theater during World War II, he received a bachelor's degree in journalism from the University of Oklahoma in 1947. He earned a master's degree in history from Cornell University in 1950 and a Ph.D. in history from Vanderbilt University in 1953.

Rutland worked as a reporter for United Press International in Oklahoma City and later for the *Broken Arrow Ledger*. He was a research associate at the State Historical Society of Iowa. Rutland taught in the journalism department at the University of California at Los Angeles from 1954 to 1969, the University of Virginia's history department from 1971 to 1987, and the University of Tulsa's history department from 1987 to 1990. He was a Fulbright professor at the University of Innsbruck in Austria from 1960 to 1961 and a visiting professor of history at the University of East Anglia in the United Kingdom in 1981. (continued on page 4)

## NHPRC Application Deadlines

THE COMMISSION'S MEETINGS FOLLOW THE FISCAL YEAR OF OCTOBER 1 TO SEPTEMBER 30. CONSEQUENTLY, THE FIRST MEETING OF THE FISCAL YEAR IS IN NOVEMBER AND THE SECOND IS IN MAY.

### June 1 (for the November meeting)

Proposals addressing the following top priorities:

- The NHPRC will provide the American public with wide-spread access to the papers of the founders of our democratic republic and its institutions by ensuring the timely completion of eight projects now in progress to publish the papers of George Washington, John Adams, Benjamin Franklin, Thomas Jefferson, James Madison, and papers that document the Ratification of the Constitution, the First Federal Congress, and the early Supreme Court
- The NHPRC will promote broad public participation in historical documentation by collaborating with State Historical Records Advisory Boards to plan and carry out jointly funded programs to strengthen the nation's archival infrastructure and expand the range of records that are protected and accessible
- The NHPRC will enable the nation's archivists, records managers, and documentary editors to overcome the obstacles and take advantage of the opportunities posed by electronic technologies by continuing to provide leadership in funding research and development on appraising, preserving, disseminating, and providing access to important documentary sources in electronic form

### OCTOBER 1 (for the May meeting)

Proposals not addressing the above priorities, but focusing on an activity authorized in the NHPRC statute as follows:

- collecting, describing, preserving, compiling, and publishing (including microfilming and other forms of reproduction) of documentary sources significant to the history of the United States
- conducting institutes, training and educational courses, and fellowships related to the activities of the Commission
- disseminating information about documentary sources through guides, directories, and other technical publications
- or, more specifically, documentary editing and publishing; archival preservation and processing of records for access; developing or updating descriptive systems; creation and development of archival and records management programs; development of standards, tools, and techniques to advance the work of archivists, records managers, and documentary editors; and promotion of the use of records by teachers, students, and the public

APPLICATION GUIDELINES AND FORMS MAY BE REQUESTED FROM NHPRC, NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, 700 PENNSYLVANIA AVENUE NW, ROOM 111, WASHINGTON, DC 20408-0001, 202-501-5610 (VOICE), 202-501-5601 (FAX), [nbprc@nara.gov](mailto:nbprc@nara.gov) (E-MAIL), OR BY ACCESSING OUR WEB SITE AT [www.nara.gov/nara/nbprc/](http://www.nara.gov/nara/nbprc/)

Rutland will be best remembered by the historical editing community for his many publications. During his years teaching journalism, he wrote *Birth of the Bill of Rights* (1955), *George Mason, Reluctant Statesman* (1961), and *Ordeal of the Constitution* (1966), which won the Commonwealth Club of California Silver Medal. While coordinating bicentennial programs at the Library of Congress from 1969 to 1970, he completed his edition of *The Papers of George Mason* (3 vols., 1970).

In 1971 the editorial office of *The Papers of James Madison* moved from the University of Chicago to the University of Virginia, and the project's advisory board appointed Rutland as editor. Nine volumes were published under his supervision. During his years at Virginia, he wrote *The Newsmongers: Journalism in the Life of the Nation, 1690-1972* (1973), *Madison's Alternatives: The Jeffersonian Republicans and the Coming of War, 1805-1812* (1975), *George Mason and the War for Independence* (1976), and *James Madison and the Search for Nationhood* (1981).

After his retirement from the *Madison Papers* in 1986, Rutland continued a productive career. Among his publications are *James Madison: The Founding Father* (1987), *The Presidency of James Madison* (1990), *James Madison and the American Nation, 1751-1836: An Encyclopedia* (1994), and *A Boyhood in the Dust Bowl, 1926-1934* (1997). Association for Documentary Editing members will remember Bob's participation as panel chair in the 20th-anniversary meeting of the ADE in St. Louis in 1997. Rutland's recent scholarship included an edited essay collection, *Clio's Favorites: Leading Historians of the United States, 1945-2000* (2000) and a book review in the *Journal of American History* (December 2000).

Friends are making memorial contributions to the Rutland Professorship at the University of Tulsa.



WRITTEN BY MARTHA J. KING, PAPERS OF JAMES MADISON

***The March 2001 issue of COMPUTER, the journal of the Institute of Electrical and Electronics Engineers (IEEE), contains an article entitled, "The Paradox of Digital Preservation." The article discusses the long-term preservation of authentic electronic records and specifically mentions the NHPRC. It is encouraging to note that archival issues are being discussed in an IEEE publication.***

# VIDEOTAPING ARCHIVES FOR PUBLIC ACCESS TELEVISION IN NEVADA

BY JEFFREY M. KINTOP AND SHAYNE DEL COHEN

At the February 10, 1999 meeting of the Nevada State Historical Records Advisory Board (SHRAB), one of the more roundly debated proposals was one from Sierra Nevada Community Access Television (SNCAT), the local cable access station for the Reno-Sparks area of Nevada. The station proposed to make a 30-minute video on the basics of archives and records management, using the new millennium as the backdrop. The title was long and awkward, "The Basics of Archiving: Records Keeping and Records Management for the New Millennium." The SHRAB members had never considered a project like this before—it was not a preservation, training, or processing grant, and the requesting entity was not an archives or a historical society. Board members had questions about the scriptwriter's expertise and about the potential distribution of the video. They also had some reservations about the length of the video, and were doubtful that an adequate message could be produced for so little money.

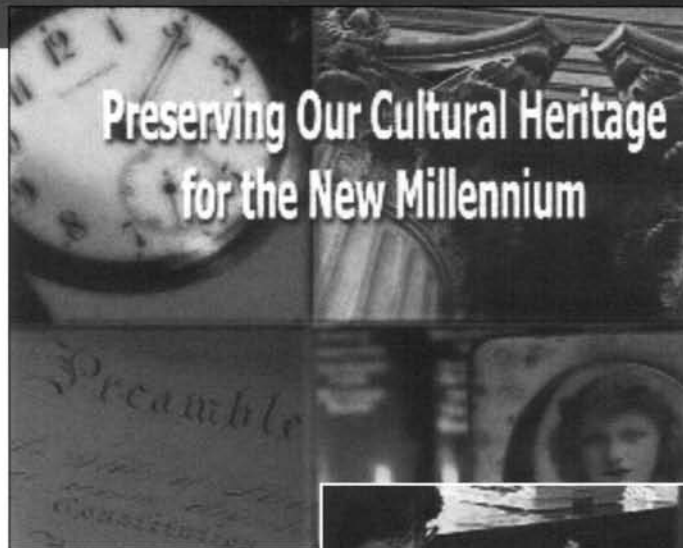
SNCAT's mission is to "provide a forum for the public, educational, and government communities to share their thoughts, ideas, concerns, and creativity through electronic media." The station provides the tools and the training to all members of the community, and with that training creates programming at its facility. Both director Chris Jensen and producer Marcia O'Malley felt this kind of video would help in the SHRAB's public information and public education campaigns and increase public awareness of the importance of preserving history. Jensen wanted the video to show that we as individuals have to do our part in making sure we pass down history.

After much discussion, a small grant was awarded. The scope of work was massaged several times. One of the SHRAB's desires was to ensure that a Nevada face was on a Nevada product—in other words, that the public would see people and places with whom they are familiar, and relate archives to their daily lives.

Like most film and video projects, this one developed as it went along. SNCAT originally intended for the program to be videotaped in a studio, but Jensen and O'Malley decided to tape on location after meeting with archives staff members to review the script. The focus then shifted to videotaping highlights of preservation activities from various projects that were funded in the SHRAB Regrant Project, and the title was changed to "Preserving Our Cultural Heritage for the New Millennium." Jensen and O'Malley also wanted to use the state archives as a point of contrast between large and small archival collections. The five collections they chose included the Carson Valley Historical Society in Gardnerville, the Reno-Sparks Indian Colony Archives, the Catholic Diocese of Reno, and the Storey County Recorder's Office and the Fourth Ward School Museum, both in Virginia City.

As Jensen and O'Malley visited each site, they became enthralled with being surrounded by historical materials in historical buildings. Of the Fourth Ward School, O'Malley said, "The walls hold history in them. It embraces you when you walk in. New buildings haven't absorbed that energy yet. It's a very sensory experience. It is and was the records, paper and photo, that make historic rehabilitation possible."

Each site had its own story to tell. In Reno, Sister M. Rita Ferraris showed them the records of the Catholic Church in Nevada since the establishment of its first mission in Carson City in 1862. In Virginia City, County Recorder Maggie Lowther took them into her



vault and showed them mining claims books that document the development of the Comstock Lode in the 1860s. The books had been deacidified, cleaned, microfilmed, and rebound. At the Reno-Sparks Indian Colony Archives, O'Malley videotaped archivist Joyce Melendez preserving 28-years-worth of photographs from the files of the defunct newspaper *The Native Nevadan*, documenting 26 Nevada tribes. And at the Carson Valley Historical Society, the oldest local historical society in Nevada, they saw curator Cindy Southerland preserve the records and photographs of early pioneers. What struck them most in their pre-recording interviews was the passion conveyed by the curators and archivists when they talked about their projects and their work. Jensen and O'Malley tried to capture that passion in their video.

The video begins at the Nevada State Library and Archives with a tour of the archives vault, the state records center, and the micrographics and imaging program. It shows recordkeeping from large, handwritten volumes bound in tanned leather to the new world of imaging paper records on microfilm, CD-ROM, or both. This is the contrast—the stepping-off point for the rest of the tour. The state archives programs show the current technology in preserving records, and the other locations demonstrate more traditional methods.

"I saw so many places with history being preserved for future generations," enthused Jensen. "Doing this project made me ask myself so many questions. What is our legacy? That's something people need to ask. What happened [in the past] is (continued on page 7)



ABOVE TOP: Title slide from Nevada's new videotape production focusing on local archives preservation efforts supported by SHRAB regrant. The videotape featured five archival regrant projects in northern Nevada. Video capture from MPEG file created by Sierra Nevada Community Access Television.

ABOVE BOTTOM: Joyce Melendez, archivist for the Reno-Sparks Indian Colony, preserves photographs from *The Native Nevadan* collection, a statewide Native American newspaper published for 25 years that documents activities of Nevada's 26 tribes. Video capture from MPEG file created by Sierra Nevada Community Access Television.

# Montana's TRAVELING ARCHIVIST PROJECT

BY ANNE L. FOSTER, CA



The concept sounds like a throwback to the 19th century. The intrepid professional sallies forth to rural communities—often, in the middle of a blizzard—bunks with her hosts, and does her best to educate and encourage. Is this a description of an old-fashioned schoolmarm? A circuit-riding preacher? In fact, it is a fair description of the Traveling Archivist for the state of Montana.

The project, as conceived by the Montana State Historical Records Advisory Board and managed by the Montana Historical Society, sends a professional archivist to local historical records repositories throughout the state. Through the regrant process, nine projects, with 10 participating repositories, received funding of up to \$5,000 each to carry out a variety of historical records preservation and access projects. An integral part of each grant is the assistance of the Traveling Archivist, a professional archivist who spends up to a month in each community providing professional guidance and overseeing the initial phases of the projects.

Since Montana has no archival consultants, it was unreasonable to expect the local, volunteer-run repositories to retain the services of a competent, out-of-state archivist on their own. The Montana State Historical Records Advisory Board believed its Traveling Archivist would offer innovative solutions to several common Western problems. These included a lack of urban centers, a shortage of consultants, little commercial air transportation, a small population in a huge area (all of New England and more could fit inside Montana), and large distances between towns. The Traveling Archivist can also spend more time with each project than a consultant would, actually helping with the project rather than just making recommendations and hoping the amateurs know how to implement

them. In addition, the Traveling Archivist has the luxury of being able to go back and check up on the progress of projects as she travels from one repository to another and again at the end of the program.

Grants were awarded to a variety of repositories, including museums, historical societies, local government offices and archives, and a religious organization. The projects included plans to establish research archives, appraise and arrange collections, and develop digitization policies and procedures. Now more than halfway through the year-long project, the benefits to each institution and to the research community are clear.

The first four grant recipients—a joint project of Meagher County Historical Society (White Sulphur Springs) and the Charles M. Bair Family Museum (Martinsdale), the Tobacco Valley Historical Village (Eureka), the Heritage Museum (Libby), and the Museum of Women's History (Billings)—shared a desire to make their existing archival and manuscript collections more available to research. Each of the institutions is completely managed and staffed by volunteers. The surrounding communities range in size from a few hundred residents to nearly 100,000.

In July 2000, Montana Historical Society archivists Ellie Argimbau and Molly Miller worked with the White Sulphur Springs and Martinsdale museums. Anne L. Foster joined the program in September and assisted the remaining repositories. In each instance, the archivist facilitated the development of appropriate policies and procedures to guide the acquisition, arrangement, description, and use of the archival and manuscript collections. Policies and forms spanned everything from mission statements and collection development policies to simple separation sheets and photocopy fee schedules. The archivists and volunteers then identified archival material within the larger museum collections and exhibits. While each institution had a deed of gift form, the level of accessioning and registration varied. Fortunately, dedicated volunteers provided much of the institutional memory and local history expertise necessary to link materials with donor records and to reunite collections that had been dispersed.

The primary goal of each project was to train the volunteers to arrange and describe collections. A variety of collections—personal papers, business records, organizational records, the institutions' own archives, and a very small collection—were selected to provide examples for the museums to follow in future processing. Written finding aids were drafted for each collection, which would also serve as a model for the future. Each dedicated volunteer had a chance independently to process a collection and compose a finding aid. Copies of each guide were sent to the Montana Historical Society to be added to another Montana SHRAP project—a statewide union list of archival materials in the National Union Catalog of Manuscript Collections (NUCMC). The museums are looking forward to showing off their new research areas and archival collections to researchers.

December's grant recipient proposed a quite different project—digitization. The City Clerk/Treasurer for Wolf Point hoped to scan the town's historically significant and vital records in order to obtain fast, efficient retrieval and expanded access. In particular, she wanted full-text indexing so she could respond quickly and accurately to the City Council's requests for information on past decisions and debates. The archivist's role was to assist with the development of guidelines to maintain consistency, quality, and long-term sustainability of the digital images. Test scans and searches were conducted to determine the best combination of settings for quality images, within the capabilities of the digital imaging system. After the testing and research into archival standards for electronic record preservation, a digital imaging manual was produced to guide the creation, access, maintenance, and care of the digital records. The Montana Local Government Records Committee is currently reviewing the manual for adoption as a model for other local governments considering electronic records projects.

The January 2001 project entailed traditional archival activities like appraisal as well as modern trends such as electronic cataloging and internet access. The Cascade County Historical Society in Great Falls maintains an archives and manuscripts collection that has been open to researchers for a number of years. The repository employs a full-time manager for the archives. The

ABOVE: Anne Foster (right) assists Libby High School students Jessica Jenkins (left) and Donna Mari in creating finding aids for the Garden Club records at the Heritage Museum in Libby, Montana. Photograph courtesy of the Montana Heritage Project.

Traveling Archivist's task was to appraise both earlier processed collections and unprocessed materials and to make recommendations concerning their preservation, arrangement, and description. Following appraisal of the collections, the Traveling Archivist and the local staff will set processing priorities and begin to enter records into an electronic database.

Still to come are projects with the Catholic Diocese of Great Falls-Billings (with the archivist from the Helena Diocese sneaking in for a little training), the Butte-Silver Bow Public Archives (a joint city-county government repository), and the Treasure County '89ers (the local historical society) in Hysham. The projects combine aspects of arrangement and description, drafting policies and procedures, and working with both staff and volunteers to make the records available. A few surprises are sure to be in store.

One of the more unique aspects of the Montana project is "boarding out." Since so many of the institutions are completely volunteer organizations, and in several instances have annual budgets of less than \$10,000 for all museum operations, the project needed to find a way for the groups to provide matching money. The solution was for each grant recipient to provide housing for the Traveling Archivist. This has truly been one of the most enjoyable facets of my job. I have met so many wonderful people who shared the same interest and passion in preserving the tangible records of history.

Just like the long-ago schoolmarm, I've also enjoyed a few adventures. I've helped herd stray livestock off a museum's grounds. My hosts in Eureka taught me the pleasures of huckleberry picking (and bear avoidance), and the folks in Libby welcomed me with superb huckleberry pie. I've listened with worry as the town fire alarm sounded and waited to see if my co-worker would be called away for volunteer ambulance duty. There were 20 below-zero days—fortunately not at either of the two museums without heat! Several blizzards dropped snow so deep it's still growing with each retelling. Despite such reminders of the past, the Traveling Archivist Project may have created a new job for the century ahead. ❖

ANNE L. FOSTER IS MONTANA'S TRAVELING ARCHIVIST.

the key to development. *There* is the historical context to which future generations can look back and make sense of what is happening today."

The video came out being almost an hour long. If Jensen and O'Malley had visited more sites, it would have been longer. The SHRAB members viewed the finished work at their February 23, 2000, meeting and were all pleased. It was far more than they expected. Some members wanted copies sent to schools and incorporated into the seventh-grade Nevada history curriculum, but that is a future project.

"Preserving our Cultural Heritage" has been viewed on SNCAT and distributed to other public access television stations in Nevada. It was shown at the Conference of Intermountain Archivists meeting and the National Forum for Archival Continuing Education in 2000, and will be shown at the Nevada Convocation-Tribal Information Centers in 2001. Because there were six distinct parts, each focusing on a separate program, the video can be used as a whole or in parts. At the annual meeting of the Conference of Intermountain Archivists, the video was available for viewing as an alternative to attending sessions, and portions of the video accompanied presentations by Mark Preiss and Cecile Brown when they described the results of their projects.

The project has heightened Jensen's level of awareness about archives. "I recognize that day-to-day living is archiving. We are living in a world of changing technology. How we are going to move data and information from one format to another (i.e., tape to CD) is a major challenge, but technologically possible. That is the business we (the Media Center) are in—helping people document, tell, and archive their stories in multiple formats."

SNCAT has formed a partnership with the Nevada Women's History Project to offer archives classes to the general public. In addition, SNCAT is developing and implementing a records management plan that includes using archival-quality products. "Doing the project gave back a remembrance of the decade and a half history of our organization," explained Jensen. In fact, Ms. Jensen did a major inventory and review of the Center's own records, which are now appropriately boxed and labeled. The Media Center also became a Nevada Archives Week participant, with an on-site display relating to the history media access and the First Amendment.

Before tackling this project, O'Malley knew very little about archives. She says she was ignorant of the topic, and didn't realize how important it is until she got into it. She knew the importance of records management from a business but not a historical perspective, and now finds the historical aspects of the task fascinating. This has had an impact in her work as a consultant to non-profit organizations. In the end, everyone was pleased with the product, despite that it was considerably longer than the average sound bite. "The SHRAB really got a bang for its buck. SNCAT put in three or four dollars for every SHRAB dollar to pull this off," O'Malley observed.

She knew that the major challenge would be to "keep it down" to a manageable size, but she didn't want to miss any opportunities to capture six sites eager to participate and ready to do something. It was too important to miss. "I think this was money well spent. I hope this project acted as a great precedent for future funding. I hope we were a catalyst for people to come up with new ways to use the medium. I hope our work serves to inspire others to create movies in their minds." ❖

THE VIDEO PRESENTATION IS AVAILABLE ON VHS TAPE AND MPEG VIDEO ON CD-ROM. CONTACT [chris@sncat.org](mailto:chris@sncat.org) FOR INFORMATION.

JEFFREY M. KINTOP IS THE STATE ARCHIVES MANAGER AT THE NEVADA STATE LIBRARY AND ARCHIVES AND PROJECT COORDINATOR ON THE NEVADA SHRAB REGRANT PROJECT.

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# GEORGIA ON OUR MINDS *again*

BY ANNE P. SMITH

December 31, 2000, brought the end of the millennium and of Georgia's Historical Repositories Grant Program. Scholars and the news media may debate the glories of the millennium, but we consider the grant program a resounding success.

This 2-year NHPRC-supported regrant program was designed to improve the archival infrastructure of Georgia and to provide access to significant historical records. The Georgia Historical Records Advisory Board (GHRAB) addressed the goals of the project with a combination of education and grant funds. Each grantee completed a self-assessment and submitted (or developed during the grant) a mission statement, collection policy, and disaster preparedness plan. The project also provided training and utilized *Saving Georgia's Documentary Heritage: A Self-Assessment Guide for Historical Repositories* and *Preferred Practices for Historical Repositories: A Resource Manual*, tools developed under an NHPRC planning grant.

GHRAB awarded 39 grants to historical organizations for projects ranging from microfilming to surveys of under-documented communities. One of the pleasant surprises of the grant program was the organizational diversity of the applicants and the wide range of their materials. We received applications from public and academic libraries, historical societies, museums, preservation groups and various organizations that do not fit in specific categories. This article highlights two excellent grant projects—the Habitat for Humanity International and the Roosevelt Warm Springs Institute for Rehabilitation.

## *Habitat for Humanity International*

Although most people are somewhat familiar with the work of Habitat for Humanity International (HFHI), many do not realize that this international organization was founded and still maintains its headquarters in Americus, a small city in southwest Georgia. The concept that became Habitat for Humanity was developed at Koinonia Farm, a small, integrated, Christian farming community founded by Clarence Jordan in 1942. Koinonia was located just outside of Americus. Millard and Linda Fuller visited Koinonia in 1965. During this visit, Jordan and the Fullers developed the concept of "partnership housing," in which people in need of adequate houses would work side-by-side with volunteers to construct simple homes. A revolving fund, drawn from the new owners' house payments, donations, no-interest loans from supporters, and fund-raising activities, would allow for building more houses.

In 1968 Koinonia laid out 42 half-acre house sites with a community park and recreation area. With capital donated from across the county, homes were built and sold to families in need with no profit and no interest. The model for Habitat was established. In 1973 the Fullers applied the same concept to housing in developing

countries. They spent 3 years in Zaire launching a successful housing program. Upon their return to the United States in 1976, Millard and Linda Fuller joined with supporters to establish Habitat for Humanity International.

Habitat is heavily dependent upon volunteer support. In 1984 former President Jimmy Carter and his wife Rosalyn took their first Habitat work trip, the Jimmy Carter Work Project, to New York City. Their personal involvement brought Habitat national visibility and increased interest across the nation.



*Volunteers working on the construction of a Habitat house during the Ed Schreyer Work Project, which was held in Regina, Saskatchewan, in 1998. Photograph by Robert Baker, Habitat for Humanity International, 1998.*

The Carters have continued their participation and been joined by numerous other supporters. There have been a number of projects that involve specific groups, such as the Houses that Congress Built, First Ladies Build, Houses the Senate Built, and Women Build. Habitat continues to grow, and the grassroots movement now has more than 2,000 affiliates in over 70 countries. It has built over 100,000 houses and positively affected the lives of over 350,000 people in more than 2,000 communities.

As its 25th anniversary approached, Habitat recognized the need to preserve its own history and maintain its

records in a manner that would allow continued use. HFHI also aspires to be the worldwide authority—a center of excellence—on the concepts and practices related to building simple, affordable housing. As such, HFHI is working to establish a research and reference center in Americus—a repository of historical, educational, and practical reference information focusing on the expertise and advantages of providing affordable housing.

As a first step towards this goal, Habitat needed to gain control of its own records. The collection consists of papers, videotapes, photographs, publications, and artifacts documenting the organization and "volunteering in the late twentieth century." Some materials were on exhibit at Habitat's headquarters and others were stored in several locations in the city. GHRAB awarded Habitat \$15,000 to lay the foundation for the establishment of a corporate archives and a records management program.

The project started in April 1999 with the selection of a consultant, Tomlin Associates of Atlanta, to work with HFHI staff to inventory existing records, create records retention schedules, and create policies and procedures for the records management program and the Corporate Archives. Habitat hoped to hire a full-time archivist/records manager by the end of the grant period.

The objectives were met by August 1999, which coincided with the hiring of Nicole Tourangeau as HFHI's Archivist and Records Manager. Building on the foundation provided by the consultants, Nicole tailored the retention schedules and the policies and procedures to be more Habitat-specific and initiated records management training for the staff. She also continued the inventory and began lobbying for improved records storage. Habitat had met or



exceeded all original project objectives by March 2000, the end of the grant period.

One of GHRAB's goals—establishing continuing records programs—was also met. Habitat's final report indicated that the grant helped cement HFHI's commitment to records management and allowed them to go beyond their original objectives. The most important steps were the establishment of the corporate records center and a full-time archival/records manager position.

Since the end of the grant, Habitat has made great strides with their program. When archivist Nicole Tourangeau arrived in August 1999, records were stored in a caged area with boxes piled five-high on a concrete floor. Today, materials are stored in a separate Corporate Records Center with 42 bays of 11-foot shelving. Previously, archival storage consisted of small storage rooms in two different buildings. Nicole and her staff are currently moving into their new archival area, which includes office space, a research area, a processing area, and a large secure, climate controlled storage area. Prior to the grant, Habitat did not have a formal records staff. Today there is a Manager for Archives, Records, and Information Management, plus five support positions. Habitat for Humanity International is firmly committed to preserving and sharing its unique history.

### *Roosevelt Warm Springs Institute for Rehabilitation*

Franklin Delano Roosevelt established the Roosevelt Warm Springs Institute in 1927. Starting in 1924, FDR stayed at the fashionable Meriwether Inn resort while he received hydrotherapy treatment in the waters. Influenced by his own experience with the mineral-laden, 88-degree waters, Roosevelt used his personal fortune to purchase the resort and set up the Georgia Warm Springs Foundation to assist other polio patients. With his support and the support of the March of Dimes, Warm Springs became an internationally known center of excellence in polio rehabilitation.

Patients came from every state to exercise in the Warm Springs water and receive state-of-the-art prescriptions for orthotic braces. Because the effects of polio varied tremendously, the staff created a variety of leg braces, hand splints, and devices to help patients return to an active, independent life. Some of the earliest adaptive aids, including the hand controls that allowed Roosevelt to drive a car, were developed at Warm Springs. This history of service to people with disabilities is documented by a large collection of negatives, photographs, films, papers, scrapbooks, and



ABOVE: *Georgia Warm Springs Foundation in the early 1930s consisted of numerous small cottages surrounding a large Victorian hotel known as the Meriwether Inn. Only the basement and first floor of the Inn were accessible, so most of the patients set up housekeeping in one of the cottages. Patients bought snacks and groceries in the old hotel commissary until Georgia Hall replaced the Meriwether Inn in 1933. Photograph courtesy of the Roosevelt Warm Springs Institute for Rehabilitation.*

RIGHT: *A young polio patient practices walking in her new leg braces at Georgia Warm Springs Foundation. Walking instruction and practice were part of the daily routine at Warm Springs during the polio years. Patients often spent several months at the Foundation exercising in the Warm Springs pools and learning to use their remaining muscles for independent living. Photograph courtesy of the Roosevelt Warm Springs Institute for Rehabilitation.*

artifacts maintained in the Roosevelt Institute Archives, operated by the Roosevelt Institute Professional Library.

Today the Institute is a comprehensive medical and vocational rehabilitation center, operated by the Georgia Division of Rehabilitation Services, which provides services for people with a wide range of disabilities, including stroke, spinal cord injury, brain injury, post-polio, mental retardation, learning, and other disabilities. Although its focus is no longer simply on polio, it remains committed to serving polio patients and researchers.

To help preserve its history of service, the Institute obtained \$15,000 in grant funds to arrange, describe, preserve, and make available a collection of 4,673 nitrate negatives dating from approximately 1928 to the early 1940s. The majority of the negatives depict the orthopedic treatment of specific polio patients. Other images show daily life at the Institute, including views of pool therapy, walking instruction, recreation, and worship. The collection also includes images of the construction of Georgia Hall and of the North Wing Medical Building, as well as of the demolition of Meriwether Inn, the central building of the Warm Springs Resort when FDR bought it.

There are many "before and after" images of surgery and of the application of orthotic devices. The photographs are dated, so they provide an excellent record of rehabilitation techniques used at particular times. During the course of the grant, staff and volunteers arranged, described, and entered information on 4,643 negatives into a database. The nitrate negatives were then stored in a freezer to prevent deterioration. Reference prints and copy negatives were created for 2,624 significant or representative images.

Recently, there has been renewed interest in the types of treatment provided polio victims, since the long-term effects of the disease and its treatment can now be evaluated. This collection will provide an excellent resource for study, giving researchers an informative and poignant illustration of the fight against a disease that affected the entire nation.

Habitat for Humanity International and Roosevelt Warm Springs Institute are only 2 of the 39 projects supported by the NHPRC grant to GHRAB. For a complete list of projects, or additional information about programs and projects undertaken by the Georgia Historical Records Advisory Board and the Georgia Department of Archives and History, Office of Secretary of State, please visit our web site at [www.sos.state.ga.us/archives/gbrab/gbrab.htm](http://www.sos.state.ga.us/archives/gbrab/gbrab.htm). Web sites are also available for Habitat for Humanity International, [www.habitat.org](http://www.habitat.org), and the Roosevelt Institute, [www.roosevelt rehab.org](http://www.roosevelt rehab.org). ❖

ANNE P. SMITH IS THE HISTORICAL REPOSITORIES GRANT PROGRAM COORDINATOR IN THE GEORGIA DEPARTMENT OF ARCHIVES & HISTORY.

followup regrant to plan a collaborative approach to their common needs and goals. Recognizing the interrelationships among their holdings and their shared roles as local cultural resources, they developed a plan for sharing an archivist to develop common processing practices. They again used Ms. Ostendarp as their consultant. Their plan resulted in a 3-year grant from the NHPRC. Selene Colburn was hired as the project archivist, and is rotating among the participating institutions, training volunteers, processing and preserving collections, and training staff in management and advocacy practices.

None of the participating institutions are closely associated with higher academic institutions. None as yet have full-time professional archival staffs. The scope of the institutions' efforts falls somewhere between a local and a regional approach. There is a growing local interest in history and public support for historic preservation in communities confronting rapid demographic and infrastructure change. And there is growing interest in new research fields, such as the environment, which several of the institutions' collections support.

Each of these realities continues to shape the work of the collaboration; each is being used to move toward a sustainable collaboration. Better processing and public programs have enhanced public awareness of the institutions' holdings and of how they can be used for various types of research. The Fairbanks Museum, for example, has extensive meteorological records, dating back to the 19th century, as well as several natural-history collections relating to the local environment. The Athenaeum's records offer unique insights into the evolution of a rural library and cultural center.

As the project has developed, there has been a ripple effect that has widened the participating networks. The Archives Collaborative has worked with VHRAB and the Vermont Museum and Gallery Alliance. Its processing manual will be widely applicable to rural and other small repositories. Its shared access policy (in progress) can be a tool for others interested in collaborative efforts. It has worked with the University of Vermont and the Vermont Archives Network (VAN) to add Machine-Readable Cataloging (USMARC) records of its holdings to VAN's online catalogue, ARCCAT (<http://www.state.vt.us/vhs/arccat/>). Under the direction of the project archivist, 30 collections of the Fairbanks Museum and the St. Johnsbury Academy have been processed and USMARC records created.

Perhaps most exciting is the way the project is extending collaboration to non-traditional areas, helping integrate historical records into the broader local and regional communities. The project archivist has trained at least 20 local volunteers, fostering a greater sense of local records ownership. The records have been used in St. Johnsbury Historical Society events, Rotary Club presentations, and evening programs at the Museum. Special discoveries, such as Abraham Lincoln's pardon of Vermonter William Scott, the "sleeping sentinel" of Civil War fame, received statewide news coverage.

The Collaborative is also working directly with the Town of St. Johnsbury, notably through its inclusion in Vermont's new Downtown Development Program. That program seeks to promote healthy development and reuse of existing resources as an alternative to sprawl. The St. Johnsbury downtown program will utilize the partner holdings to help the community understand and document the changing face of St. Johnsbury's downtown. This approach will

help inform policy choices about the changing look of the downtown area. The Fairbanks Museum mounted a special exhibit as part of the town's welcome to the state firefighters' convention in the summer of 2000.

More recently, the Collaborative sought inclusion in the Northeast Kingdom Enterprise Collaborative, which is seeking to improve the economic, social (including health), and cultural environment of the Northeast Kingdom. That effort, in turn, has received support from the U.S. Department of Agriculture's Rural Economic Action Plan (REAP). The Archives Collaborative is positioned as a resource within the REAP plan and is therefore eligible for funding from another, non-records source (see <http://www.lsc.vsc.edu/nekcoll/>).

The St. Johnsbury Archives Collaborative is an ongoing project, but it already provides lessons for VHRAB and other state historical records advisory boards. The Vermont board recognizes that the Collaborative is a good model for addressing the traditional barriers surrounding work with local repositories. Though still reliant on volunteers, St. Johnsbury's inter-institutional approach lessens dependence on the availability of one or two local volunteers and thus enhances the chances for sustaining local archival management. Pooling resources, establishing common processing and access policies, and adhering to common descriptive standards also create a better environment for sustaining records care and creating economies of scale (for the limited resources of both VHRAB and the local communities). Now working on its second regrant, VHRAB has created a category of grants for collaborative efforts, and has already awarded funding to one such project, modeled at the local level on the St. Johnsbury effort.

Collaboration broadens perspectives beyond the needs of a single institution or a narrow range of records. The combination of private and public institutions in St. Johnsbury facilitated the integration of the holdings into the downtown and regional development programs. Rather than being viewed as a preserve for historians, local repositories are now seen as having a role in supporting cultural programs, bolstering heritage tourism, and documenting the social and economic elements that lie at the heart of public programs supporting downtown or regional development. While local historical societies remain, and should continue, as social centers where the living memories of the community may be shared and captured, there is growing awareness that community records are also tools for planners and residents seeking to preserve their communities into the future. ❖

VHRAB CONTINUES TO WORK WITH ST. JOHNSBURY'S PARTICIPATING INSTITUTIONS WHILE HOPING TO APPLY THEIR MODEL IN OTHER LOCALES AROUND THE STATE. HOW SUCCESSFUL THAT EFFORT WILL BE REMAINS TO BE SEEN. AS NOTED EARLIER, ST. JOHNSBURY BENEFITTED FROM HAVING A REMARKABLE GROUP OF INDIVIDUALS WILLING AND ABLE TO TAKE A BROADER VIEW OF THEIR COMMUNITY AND THEIR HOLDINGS. IF WE CONTINUE TO SUPPORT COLLABORATIVE EFFORTS, WE SUSPECT THAT WE WILL FIND THAT WHILE SUCH INDIVIDUALS ARE INDEED REMARKABLE, THEY ARE NOT UNIQUE.

D. GREGORY SANFORD IS VERMONT'S STATE ARCHIVIST. ANN LAWLESS IS PROJECT MANAGER OF THE ST. JOHNSBURY ARCHIVES COLLABORATIVE AND COORDINATOR OF COLLECTIONS AT THE FAIRBANKS MUSEUM AND PLANETARIUM.

# South Carolina's Regrants

BY ROY H. TRYON

Over the past decade the NHPRC has provided support for three regrant projects administered by the South Carolina State Historical Records Advisory Board (SC SHRAB). The first of these regrants focused on South Carolina's local governments, 1990-93. The second and third regrants focused on repositories of non-government records, 1995-99.

These projects have had a tremendous impact in South Carolina, preserving and

repositories of non-government historical records. The SC SHRAB's 17 members reflect the considerable diversity within South Carolina. Members appointed by the Governor represent historical societies, university libraries and history departments, researchers, local governments, the State Genealogical Society, the SC African-American Heritage Council, archival and records management associations, and a public library.

provided justification for the successful regrant funding requests. The first regrant awarded by NHPRC to South Carolina was made in 1989, for local governments, following up on key findings and recommendations of the SC SHRAB's first state plan, *Preserve or Perish*. The Commission's \$150,000 was matched by \$50,000 in state funds. The SC SHRAB received 65 applications from county and municipal governments for \$650,000 in funding and awarded



A South Carolina SHRAB regrant to Aiken County provided the support needed to establish a records management program. TOP: The county records storage facility before the development of the program. LEFT: The Aiken County records center, established with support from the regrant, houses county records that are now organized for easy reference and retrieval. Photographs courtesy of the South Carolina Department of Archives and History.

making accessible historical records, establishing and strengthening programs, training and educating professionals and volunteers, and transforming and invigorating the SC SHRAB. The regrants also extended the reach of the NHPRC to institutions and organizations that would not have made a direct application to the Commission. Whereas during the past decade only eight records grants were made to South Carolina institutions and organizations other than to the SC SHRAB, the regrants funded over 120 separate projects in the state.

Following up on these three regrant projects, the SC SHRAB has recently been awarded funding by the Commission, contingent on state cash-matching funds, for a fourth project. This project will address the needs of both local government and non-government records and will extend South Carolina's regrant activities through mid-2004.

South Carolina has a population of nearly 4 million and ranks 40th among the states in terms of geographic size. The state has 46 counties, 271 municipalities, and over 100

Staff and other support for the Board is provided by the SC Department of Archives and History (SCDAH), which is mandated by law to deal with state and local government records rather than non-government historical records. The administration of regrants has thus stretched the SC SHRAB and the SCDAH well beyond the basic SHRAB grant review and planning roles, and in the case of the SCDAH, to involvement in areas far afield from its mandated public records responsibilities.

In applying for NHPRC support, the SC SHRAB has based its requests on data and information provided by assessments, surveys, and consultant studies undertaken in support of three state plans: *Preserve or Perish: On the Future of Historical Records in the Palmetto State* (1988); *Palmetto Reflections: A Plan for South Carolina's Documentary Heritage* (1994); and, *Into the 21st Century: A Plan for South Carolina's Historical Records, 2000-2005* (2000). The detailed investigation of conditions and needs required by the planning process, as well as the resulting plans,

grants to 48 projects. Most of these grants were for records inventory and scheduling and historical records microfilming, although several aimed at records management program development and, in one case, resulted in a joint city-county records center operation.

The regrant project was an excellent opportunity for the SCDAH to increase contact with local governments, bring local government officials into closer working relationship with the SCDAH, conduct regular training workshops, and develop and distribute a wide range of technical publications, including a manual and technical leaflets. Through this first regrant project we learned a good deal about effective project administration that proved useful with the following two regrant projects, which ran from 1995 to 1997 and from 1997 to 1999.

The most important lesson was that more time was needed for project start-up and assistance to regrant recipients than was originally anticipated. As a result, we had to request (continued on page 18)

# CONTINUING EDUCATION FOR ARCHIVAL AT NORTH CAROLINA'S HISTORICALLY

BY BENJAMIN F. SPELLER

## Background

In 1995 staff and faculty at North Carolina's Historically Black Colleges and Universities (HBCUs), staff and faculty from the University of North Carolina at Chapel Hill, staff at the North Carolina Division of Archives and History, and a group of interested citizens formed the North Carolina African American Archives Group. This group met to discuss its members' concerns about the condition of known and unknown documentary resources on the African American experience in North Carolina.

The group reached a consensus on the following concerns that needed immediate attention:

- The need to expand the quantity and quality of sources that can be used for unbiased and accurate interpretation of African American history.
- The need to bring visibility to the contributions that North Carolinians of African descent made to the economic, cultural, and material development of the state and nation.

The group identified three positive impacts that resolution of these concerns could have:

- To increase teachers' and researchers' access to primary sources and information.
- To document strategies used by individuals of African descent to survive and prosper in what was an environment of exploitation and hostility.
- To put in proper context the truly significant contributions African Americans have made to the development of the state and the roles they played in its cultural development (for example, correctly identifying an individual as the key contributor to a groundbreaking event or development, rather than as a minor participant).

The group identified North Carolina's major holders and producers of documentary records relating to the African American experience in the state. A survey of the conditions of the archives and records management infrastructures at these institutions revealed the following problems:

- Lack of a significant research mission in most HBCUs.
- Limited resources for mission-critical goals and objectives.
- No reward incentives for scholarly research agendas in the humanities and social sciences.
- No public service programs on public or cultural history.
- No significant historic preservation agendas that are tied to cultural and heritage tourism (a strategic cultivation strategy for fundraising and other support).

## Establishing a Records Management Program at HBCUs

In response to the identified concerns and needs for development of records management programs at HBCUs, North Carolina Central University's School of Library and Information Sciences received a grant from the North Carolina State Historical Records Advisory Board (SHRAB) to offer a training program for North Carolina's HBCUs. Part of the funds for this grant came from the National Historical Publications and Records Commission as part of its regrant program.

A 2-day conference was held at North Carolina Central University in Durham in March 1997. The training sessions addressed preservation, records management, legal matters, and conservation issues. The major outcomes expected from this continuing education program were 1) that the institutions would develop plans for ongoing records management programs, 2) that institutional administrators and staff would become more cognizant of the importance of their own materials, and 3) that higher priority would be given to collection and preservation of institutional records and other special materials.

As part of this program, a session was held for HBCU representatives to discuss their individual campus needs. The results of these presentations strongly suggested that both state-supported and private HBCUs are faced with a particular dilemma in the never-ending quest for the level of financial support that would enable them to utilize fully the valuable historical records they produce, collect, and preserve.

Despite their expressed purpose to serve the faculty, students, and general public in their research, HBCU archives are often hampered in their efforts by administrative indifference to their fiscal needs and to the important role they play in graduate and undergraduate education. Many of these institutions have neglected to put in place a records management program. Traditionally, the priorities at these HBCUs have been the overall operation of the institution. Promoting the broad administrative and legal use of a records management program has not been an institutional priority. As a result, many institutional records have been lost, stolen, or neglected.

All participants from the 11 HBCUs represented expressed the need for a second training program. The participants strongly recommended that the second conference include a training component for the chief executive officers of the HBCUs. The participants recommended that consultants focus on why records management programs should now be a high priority for these institutions.

In keeping with the documented needs, a second NHPRC/SHRAB-funded local regrant conference on "African American Documentation through Historic Preservation" was offered on November 12, 1999, at Bennett College in Greensboro. The topics and presentations were in keeping with the following grant objectives:

# AND RECORDS MANAGEMENT PERSONNEL BLACK COLLEGES AND UNIVERSITIES

- To learn updated archival principles and techniques and to explore ethical issues on records management and new technology as a source for strengthening the collections and the creation of finding aids.
- To share problem areas in the development, preservation, and maintenance of primary sources at these institutions.
- To build on current collaborative efforts with other institutions in North Carolina.
- To learn about disaster preparedness.
- To receive information on funding sources, building infrastructures, and strategies for writing collaborative grants to help preserve the institution's records.

## Records Management Projects

In an effort to obtain full representation from all HBCUs, a \$500 incentive stipend was awarded to each institution that sent at least two participants to the first conference. These stipends were designated for a records management project. The following projects were funded:

- Barber Scotia College, Concord, North Carolina  
"Plan for Development of a Preservation and Records Management Program"
- Bennett College, Greensboro, North Carolina  
"Organize and Preserve the Elizabeth Duncan Koontz Collection: First African American President of the National Education Association (NEA)"
- Elizabeth City State University, Elizabeth City, North Carolina  
"Purchase of Supplies and Materials to Store and Preserve Documentary Resources in the University Archives"
- Fayetteville State University, Fayetteville, North Carolina  
"Purchase of Supplies for the University's Photographic Records Collection"
- Johnson C. Smith University, Charlotte, North Carolina  
"University Historic Photographic Reformatting Project"
- Livingstone College, Salisbury, North Carolina  
"Organize and Preserve the College's Photographic Records Collection"
- North Carolina A & T State University, Greensboro, North Carolina  
"Identify and Organize High-Demand Archival and Related Documentary Resources"
- North Carolina Central University, Durham, North Carolina  
"Purchase of Supplies to Preserve the Martin Collection in the James E. Shepard Library"
- Saint Augustine's College, Raleigh, North Carolina  
"Inventorying and Preserving the Records of the Academic Affairs Office and the Papers of President Emeritus Prezell R. Robinson"
- Shaw University, Raleigh, North Carolina  
"Preserving the Volume, The History of Shaw University, 1870-1901"
- Winston-Salem State University, Winston-Salem, North Carolina  
"Enhance the Security of Existing Archival and Records Management Stack and Reading Areas of the Academic Library"

## Next Steps

**More Continuing Education** Participants and presenters at both conferences were asked to complete a printed evaluation form. Based on evaluation responses, the intent of the goals and objectives of both grants was realized. Participants and presenters all agreed that a workshop on "collecting information in the African American communities through use of oral interviews" was needed. Both groups of conference participants also agreed that future training workshops should also focus on the "use of technology for documentary preservation and access."

**More Networking** At the close of the first conference, participants reached a consensus that they should continue to meet to share information and exchange ideas about strategies and mechanisms that would enhance the archival and records management programs at their institutions. Three meetings have been held at the following institutions: Fayetteville State University, Livingstone College, and North Carolina A & T State University.

The North Carolina African American Archives Group has affiliated with the North Carolina African American Network for Historic Preservation. Both groups are seeking to advocate historic preservation of documentary records and other resources that confirm or validate the significant role of North Carolinians of African descent in the state's history.

## NHPRC/SHRAB Impact

In summary, NHPRC/SHRAB local regrant funding has resulted in the presentation of concepts, standards, and procedures for development and maintenance of an effective archival and records management program to more than 35 individuals from 11 HBCUs. These institutions were also given the opportunity to focus on specific projects related to their ongoing records management programs. Archival and records management personnel at these institutions are now sharing information and exchanging ideas about effective archival and records management practices. ❖

BENJAMIN F. SPELLER IS DEAN OF THE SCHOOL OF LIBRARY AND INFORMATION SCIENCES AT NORTH CAROLINA CENTRAL UNIVERSITY.

# Success in the Sunshine State?

## FLORIDA'S REGRANT PROGRAMS

BY GERARD CLARK

The Florida State Historical Records Advisory Board (SHRAB) has continuously sought funding sources to address the records program needs arising out of over 400 years of recordkeeping activity in Florida. The National Historical Publications and Records Commission has generously supported the Board with \$275,000 in regrant funds, beginning with its first regrant program in 1992 and going on to three subsequent programs.

However, this success in obtaining funds has not been without its struggles, and has involved a concerted effort to identify and justify historical records needs to both the NHPRC and the Florida state government. While these struggles are certainly not unique to the Florida Board, our experiences may be valuable to those state boards considering a regrant program. The following is a brief history of Florida's quest for regrant funds, a description of the program's success and impact, and comments on the regrant process.

Florida's historical records custodians have faced the persistent problem of obtaining sufficient financial support to develop and maintain local historical records programs. Both local historical collections and local governments face this problem. This state of affairs arises from a lack of local awareness of records needs and, especially in the case of non-government repositories, an absence of ongoing or consistent sources of funding.

In addition, the archives and records community has never been organized into a collective group to lobby for grant support. The ability of small Florida repositories to compete with other programs on the national level for the NHPRC's limited funds was, and remains, fairly minimal. The Florida SHRAB saw its responsibility to be coordination and advocacy of consistent financial support for these organizations in approaching the NHPRC for dependable funds to support these programs.

The process of developing a regrant proposal has remained consistent: identify needs and incorporate them into a needs assessment or strategic plan; use the plan or assessment as a part of the justification in the NHPRC application; attempt to acquire state matching funds and continuing state funds; and apply to the NHPRC for regrant funds.

Florida's first NHPRC-funded regrant program began in 1992. The program evolved in part out of the Florida SHRAB's first Needs Assessment Report, published in 1988. This report reflected the problems being faced by Florida historical records keepers, primarily at the local level. Prior to this time, no effort had been made to seek state or Federal funds to support local programs because no specific needs had been identified.

Hitherto, the Florida SHRAB had limited its activities to reviewing applications submitted directly to the NHPRC. The Board, with the encouragement and support of the Florida Department of State's Bureau of Archives and Records Management, redirected its activities toward finding ongoing support for Florida's local historical records programs. The most logical and accessible source of funding was the NHPRC's regrant program.

However, in order to apply for these funds, the Board had to address the NHPRC requirement for matching funds. In 1992 the Board, in a budget request submitted by the Florida Department of State, sought matching funds in the amount of \$50,000 from the Florida Legislature. This request was unsuccessful. The State Bureau of Archives and Records Management, recognizing the importance of acquiring these funds, committed a one-time match of \$50,000 from its Records Management Trust Fund. This could only be a one-time match because the Bureau generates these funds from services it provides, and uses them to fund a major portion of its operation. The NHPRC approved funding this proposal in the amount of \$150,000, with a \$50,000 match from the Department.

The *Florida Local Historical Records Grant Program* began in June 1992 and ended in June 1994. Of the total amount of the project, \$150,000 was available for regrants, with the remaining funds supporting a project archivist to manage the program and provide technical assistance to grant applicants. The overall focus of the project was to assist Florida's local organizations in developing archival and records management programs; plan for archival facilities; create disaster preparedness plans; process collections; prepare finding aids; conduct preservation microfilming, and provide consulting services.

The Florida SHRAB's first regrant program produced many tangible results. Significant historical records collections



*City of North Port records storage area, September 1993 (boxes) and May 1994 (shelves). The City of North Port received a \$9,000 grant from the Florida SHRAB in 1993 as part of the Florida Local Historical Records Program, the first NHPRC regrant project in Florida. The grant project established a records management and archives program for the city. Photographs courtesy of the Florida Bureau of Archives and Records Management.*

were preserved and made available at nine repositories around the state, including the Black Archives and Museum at Florida A&M University and the Seminole Tribal Museum Authority. Descriptive information was developed for over 1,000 archival collections and 5 major photographic collections. Archival descriptive methods used throughout the state were enhanced through an Archives, Personal Papers, and Manuscripts (APPM) workshop attended by over 50 individuals, and over 100 individuals attended four regional workshops on disaster planning through a grant provided to the Florida Records Management Association.

The long-term impact of the project was hard to measure, but it did result in greater visibility for the Board and increased desire from local repositories for additional funding. Considering this, the Board and the Bureau planned in 1995 to establish an ongoing local records grant program supported by state funds and supplemented when possible with NHPRC funds. The Bureau is assessed a 7 percent charge on the revenue it generates for its Records Management Trust Fund. The Bureau sought a statutory exemption from this charge so that these funds could be redirected to support an ongoing records grant program. A bill was introduced in the legislature to accomplish this, but it failed to pass when an additional, unrelated item was attached to it. This left the Board with no source of matching funds, limiting its ability to request funds from the NHPRC.

During this same period the Board completed its first strategic plan. The plan was based upon input from Floridians both managing and using records. The plan reflected concerns identified in the Needs Assessment Report, showing that the impact of the first regrant, while very positive, did little to change the need for financial support, and that a consistent and reliable source of funding was needed. The plan listed funding priorities for the Board as education, program development, preservation, and access.

To meet all of these funding needs, a regrant in excess of \$200,000 would be required. However, NHPRC matching requirements at this time, combined with the Board's inability to obtain matching funds, required the Board to limit the scope of future regrant applications. Since the NHPRC at that time did not require matching funds for regrant programs in the \$50,000 range, the Board decided to apply for a regrant focusing only on education and program development needs. Previous regrant experience showed that these types of grants generally required less funds than arrangement, description, and preservation projects, and these were the two top funding priorities in the plan.

The Florida SHRAB submitted an application to the NHPRC in 1995 requesting \$50,000. This application was submitted without matching funds. The Commission funded this 2-year project for the amount requested. Again, the Board was able to complete another successful grant project. *The Florida Historical Records Program Development and Training Grant* supported eight education and training programs for archivists and records managers, records custodians, and the general public. Records management programs were developed for five local governments, and eight local historical records programs were developed or improved.

The Florida Department of State did not submit a budget request to the legislature for a historical records program for fiscal year 1998-99. The Board again did not have matching funds available for an expanded grant program, so it submitted an application to the NHPRC for another \$50,000 to continue to provide education and program development grants. The Commission funded the request, but only in the amount of \$25,000. The reason, the Commission stated, was that "the application would not exhaust

the need in Florida for this type of educational program" and would underscore "the Commission's strong preference to see non-Federal matching dollars as a part of regrant applications, especially in cases where applications propose continued funding for a type of project already supported by the Commission."

The *Local Historical Records Development and Training Grant II* funds were directed primarily towards educational programs, but additional records programs were developed for four smaller Florida cities. One of the most successful educational programs was one sponsored by the City of Hollywood on "Establishing a Local Government Archives." Over 30 individuals from Southeast Florida attended this workshop, the first to be held in this part of the state.

The Florida SHRAB developed a new strategic plan in 1999 for the period 2000-2004. One of the many reasons for crafting this new plan was to have more up-to-date information on Florida's records needs and to use this information to justify future budget requests. The plan, a more comprehensive document than previous assessments, reflected a change in funding needs. Programs and individuals participating in the planning process identified preservation and access, not education and program development, as their greatest needs. This change may have been the result of greater awareness on the part of organizations of their program needs from their participation in previous educational programs and program development activities. This change in needs demonstrated to the Board the necessity for an ongoing state-supported program with sufficient funds to carry out these projects.

At the request of the Board in 1998, the Florida Department of State submitted a budget request for an ongoing records grant program for fiscal year 1999-2000. The request was again unsuccessful, so the Board was unable to apply for NHPRC funds. In 1999 the Department submitted another budget request for fiscal year 2000-2001 for \$100,000 in funds, and for the first time succeeded in receiving an appropriation, although it was for only 1 year. Using this appropriation as matching funds, the Board applied for and received NHPRC funding in the amount of \$100,000. The *Florida Local Historical Records Grant Program* was established for 2000-2004. Ninety thousand dollars were available for the program's first grant cycle, and as of January 15, 2000, the Board had received nearly \$330,000 in requests from 43 organizations.

Will this program continue? The Department of State has again requested funds for this program, but the outcome of the request is uncertain. The NHPRC has informed the Board that future regrant funds are dependent upon an ongoing state-funded records grant program. The Board and the Florida Department of State will continue to seek funds to support local records programs and will continue to assess local historical records needs in the state.

Has this long quest to obtain funds for local records programs been worthwhile? The long-term impact of previous regrants has not been evaluated, but the Board has included measures to evaluate the Local Historical Records Grant Program in its strategic plan. The regrants have had an immediate impact, however, on small local historical organizations and governments. Without the NHPRC regrant program, many of these institutions would never have been able to develop and improve programs, preserve and make available historical records, or receive training and guidance in the management of these resources. The need for support in 2001 is as great as it was in 1988.

What are the problems that states may face in seeking regrant funds? In Florida, as with many other states, "administration" of regrant programs is the responsibility of the archival institution that provides administrative (continued on page 19)

# SMALL GRANTS IN A SMALL STATE

## A BRIEF ASSESSMENT

BY JIM HENDERSON

### BACKGROUND

Early planning and assessment activities, combined with NHPRC regrants, set the stage for improved management of historical records across Maine and the beginning of state government support to continue these efforts.

From 1994 through 2000, a series of three programs provided small (most in the \$500–\$1,500 range) grants to historical records repositories in Maine. These opportunities developed as changes in the cultural landscape were also emerging. The state's archival and museum associations joined forces in a single Maine Archives and Museums organization. "Cultural tourism" was becoming accepted by the industry as a potentially lucrative promotional device. Seven statewide cultural agencies combined their outreach program objectives and their constituencies to develop a successful "Communities in the New Century" coordinated grant program, funded by the state legislature.

These developments followed several valuable planning efforts, including the state Historical Records Assessment funded by the National Historical Publications and Records Commission (NHPRC) in 1990, and a 1993 Statewide Preservation Planning Project supported by the National Endowment for the Humanities. The NHPRC also funded two Maine Historical Records Advisory Board (the Board) support grants that produced an initial strategic plan in 1993, and several revisions including the current 1999–2004 edition.

The assessment survey of 1991 and the repository survey of 1997 engaged the historical records community by providing confirmation that their repositories had valued materials, and by providing a context for repositories to reflect on their own resources. The planning and survey activities involved both the "historical records community" and members of the Board, energizing both. The strategic plans, based largely on the needs expressed in the surveys, have provided important structure for the subsequent grant programs. Our assessment of the first regrant provided valuable guidance for the later efforts.



*The steamship Penobscot in Portland Harbor, from the Loberg-Fowler Collection, Deer Isle-Stonington Historical Society.*

### GRANT EXPERIENCE

#### OVERALL

In addition to training opportunities, the amount, number, and sophistication of grants to repositories in Maine have increased over the years. The following summary includes only archival preservation and access projects:

PROGRAM	PERIOD	DEADLINES	GRANTS #	GRANT \$	MATCH \$	TOTAL \$
Regrant I	1994–1996	3	45	\$ 21,434	\$ 12,149	\$ 33,583
Regrant II	1998–2000	3	47	\$ 31,216	\$ 23,566	\$ 54,782
New Century I	1999–2000	3	75	\$ 88,000	\$172,000*	\$260,000*
Total	1994–2000	7	167	\$140,650	\$207,715*	\$348,365

*\*includes cash and in-kind match; the regrants also included substantial in-kind efforts but were not monetized, since cash matches were required.*

*Regrant I* also funded three basic archival training workshops, in some cases a requirement for submitting a grant application. The publicity about the project, and the requests for grant applications, prompted local activities that went beyond the activities funded by particular grants.

*Regrant II* focused exclusively on grants to repositories that had staff or project volunteers with archival training, but the program did not fund that training. However, the Board, through the Maine State Archives, provided the coordination needed to produce three 1-day basic archival workshops by locating free space, setting dates, recruiting consultant-teachers, and promoting the workshops. They were funded entirely by

participant fees (\$30 per person) paid directly to the consultants.

*New Century I* was a state-funded program based on the NHPRC regrant model. A single application allowed repositories to apply for an archival grant, a museum object, or a combined project grant. A single staff person coordinated this joint program

of the Maine State Archives and the Maine State Museum. A total of \$88,000 in Archives grant resources was directed to archival projects and apportioned among those containing both archival and museum components. Consultant visits were the norm when applicants were not yet ready for preservation and access grants. For general assistance in developing mission statements, collection policies, and a general collection assessment for repositories having both archival and museum material, the

cost was split evenly between the two agencies.

### EVALUATION OF THE PROCESS

In general, we have seen a substantial improvement in sophistication and enthusiasm during the period. This may be due, in part, to increasing interest in local history, an influx of energetic retirees, and the heightened activity of Maine Archives and Museums. However, we believe a substantial component has been the assessment, survey, and grant programs.

The quality of applications has increased markedly since *Regrant I*. More applicants already have members or staff who have had basic archival training, have received



consultant visits, or have received earlier grants. In effect, they are better able to propose and carry out archival projects.

Knowing that basic archival training is required for receipt of grants, more people are actively seeking that training and prodding the Board, the Archives, and Maine Archives and Museums to develop training opportunities.

Since a small grant program in some form has been available in most years since 1994, repositories are planning ahead and expecting these programs to continue. This was a significant factor in gaining support for the *New Century I* program as constituents contacted their legislators. The first deadline of our current *Regrant III*, February 1, 2001, had the large number of applicants typical only in the final rounds of earlier regrants.

Archival programs at all-volunteer organizations have been revitalized; staffed organizations have made strides in caring for their collections, and archives in general have received publicity and heightened interest. An incredible amount of work has been accomplished for a relatively small investment.

Because of the focus on the smaller organizations, the Board was able to reach into less-populated areas, thereby saving an important, and sometimes neglected, piece of Maine's past. Maine's long history of local control has created many collections of widely dispersed original historical material. Yet, the state's population (and its professional archivists) are concentrated in a few areas. This makes concerted outreach efforts especially valuable, but demands a much greater investment of administrative time than would otherwise be the case.

Our experience indicates that imparting basic education is very labor intensive; that it is carried out most effectively over a period of time, rather than in short bursts, and that the conditions must be right at the location in order for it to be accepted and effective. This means those regrant programs that will be most efficient are those that

- ❖ are targeted toward repositories that already have a basic level of knowledge
- ❖ can build upon already existing programs, such as Maine Archives and Museums (MAM) workshops

❖ afford a level of education and assistance that make the program attractive to all-volunteer organizations.

That being said, it is also true that work with the smaller societies had the greatest impact and carried benefits far outweighing the amount of money that was granted. In locations where the program found fertile soil, archival materials were cared for, the number of people involved with the archival program increased dramatically, townspeople made contributions of important historical material because they could see that it would be cared for, and the ability of the local historical society to teach the importance of history and archives was greatly increased.

ability to achieve certain outcomes. As mentioned earlier, a demonstrated level of training, or possibly consulting assistance, is necessary to qualify for a grant, but only as a means to achieving the objectives of the proposed project.

**Grant Outcomes by Category** - The term "historical records," as used below, encompasses all formats, often multiple formats. When specific formats are noted (audiocassette, motion picture film, map or plan, newspaper, photograph, or volume) their data is not included in that for "historical records." We have developed operational definitions for some of these outcomes and plan to refine them with

#### **Outcomes of Recent Small Grant Programs in Maine: 1994-2000**

OUTCOME	RGI*	RGII*	RG I & II & NC I*
Audiotapes archivally remastered		36	36
Audiotapes placed in archival containers		36	76
Bound volumes receiving conservation treatment	0	0	37
Collection guides created for repository collection		87	87
Collections protected by UV filters		0	3
Collections receiving general archival assessment		1	14
Feet of 16mm, black & white, silent motion picture film preserved		0	2,500
Finding aids created for a collection	7	17	27
Historical records images microfilmed	13,000	1,338	27,126
Historical records inventories		1	6
Historical records photocopied for a reference set		0	1,439
Historical records photocopied for preservation purposes		1,588	4,588
Historical records placed in archival containers	5,000	67,225	131,875
Historical records receiving a conservation assessment		0	3,400
Maps or plans placed in archival containers		0	200
Maps or plans receiving conservation treatment		0	5
Newspaper images microfilmed	0	0	22,902
Photo archival negatives created	1,340	424	2,631
Photo images receiving conservation treatment		0	167
Photo negatives, including glass plates, placed in archival containers	5,340	10,400	16,286
Photo prints placed in archival containers		2,202	3,824
Photo reference prints created	1,226	298	2,892

\*RG=regrant; NC=New Century. *Regrant I* outcomes are minimally documented based on a several-year-old summary report. For the other projects, some figures are estimates, but are very conservative; blanks indicate no information available at time of this article.

#### MEASURING OUTCOMES

The Board has become increasingly aware of the need for, and value of, measuring the outcomes of its grant programs. We are beginning systematically to document selected "preservation" elements and intend to move toward documenting "access" elements. Grantees of our current and future programs will be expected to meet the outcomes noted in their proposals and to report them in standard categories as a condition of their grants.

While intangible "training" and "organizational capacity" activities are difficult to quantify, they are also not necessarily "outcomes," though they may improve the repositories'

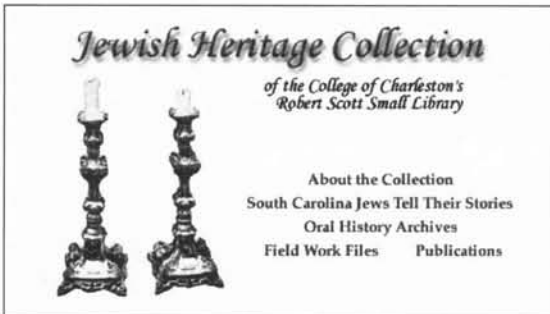
experience.

**Outcomes: Impact and Future Development** - As becomes immediately obvious, the sheer magnitude of the outcome figures is quite impressive. The Archives has used these summary outcomes in budget presentations to give legislators a concrete understanding of what past and potential funding means for their constituents. We have also included outcomes in our summary reports of grant projects, sorted by community and repository for the benefit of legislators.

In addition to improved reporting of these and other *preservation* outcomes, we hope to develop usable *access* measures. They may include the (continued on page 19)

two project extensions from the NHPRC, increasing the project from an originally projected 2 to 3½ years in duration.

We also found that small amounts of money can go a long way. We decided early on that it would be best to spread funding widely in relatively small grants of \$2,000 to \$5,000 rather than to concentrate on fewer and more costly projects. Recipients



Many of South Carolina's historical records repositories have a presence on the World Wide Web. The South Carolina SHRAB's Directory of South Carolina Historical Records Repositories on the Internet is regularly updated with repository web page addresses at <http://www.state.sc.us/scdah/repositories.htm>. These web pages contain valuable information about repository holdings. The Internet homepage above is for the Jewish Heritage Collection at the College of Charleston. The development of this collection was funded in part by a regrant from the South Carolina SHRAB. Photograph courtesy of the South Carolina Department of Archives and History.

were required to provide at least 25 percent of the total project costs in cash-matching funds. The result was not only widespread interest in the regrants but the funding of many worthwhile projects that preserved important local government records and instituted the use of basic records management practices. (For a descriptive list of the funded projects, go to <http://state.sc.us/scdah/lcregrant.htm>.)

Following up on this 1990-93 local government regrant, the SC SHRAB realized that it had to give some attention to the non-government records area. Whereas the SCDAH has overall statewide responsibility for state and local government records, there is no corresponding entity for non-government records. The need for such attention by the Board was underscored by the results of the 1993-94 planning process. The Board had engaged the services of an outside consultant, Victoria Irons Walch, to do a first ever in-depth look at the state's repositories of non-government records. Her survey and report of findings and recommendations provided the detail and justification for the SC SHRAB request for regrant support in the non-government records area.

From 1995 to 1999, NHPRC funds supported two separate regrant projects for South Carolina repositories of non-government records. The first one ran from 1995 to 1997, and was funded by the NHPRC for \$95,432. The second regrant followed immediately on the first, running from 1997 to 1999, and received \$100,000 in NHPRC funds, matched by \$50,000 in state funds. These two regrants attracted 103 requests for regrant funds totaling \$431,000 for the \$245,432 in available federal/state regrant funds. In all, 81 projects were funded over a 4½-year period.

Many of the grants made by the SC SHRAB in the first non-government regrant project were for educational activities, as the Board found that the education and training in archival and preservation practices needed more immediate attention. Included here were grants to associations, institutions, and organizations for workshops and seminars, consultant studies and visits, and a week-long archival institute. While the second non-government regrant project continued support for education and training, the emphasis shifted significantly to historical records preservation and access projects among the state's historical societies, colleges and universities, churches, museums, and libraries.

As with the earlier local government regrant project, the SC SHRAB's grants for non-government records were relatively small. Most of the grants were in the \$2,000 to \$4,000 range and all required significant cost sharing by recipients. For grants under \$5,000, 25 percent in-kind was required. For larger grants, there was a scale of required cash matching in addition to the in-kind cost sharing. No institution or organization could receive more than \$15,000 in all.

The results of these back-to-back regrants were dramatic. Not only were a great number of very important historical records identified, preserved, and made accessible, but the level of archival knowledge and ability in the state was also increased as hundreds of individuals received training and benefited from discussions with and direction from regrant-funded consultants. In addition, as a direct result of the many Board grants to religious groups, the SC SHRAB commissioned development and publication of a religious archives manual. (For descriptive lists of projects funded under these two regrants, see <http://www.state.sc.us/scdah/regrant.htm>;

the religious archives manual is available at <http://www.state.sc.us/scdah/cburcharchives.htm>.)

As part of its recently concluded planning process, the SC SHRAB engaged two consultants to assess conditions and needs in local governments and among South Carolina's repositories of non-government records. The consultants were also asked to investigate the results and effectiveness of the three SC SHRAB regrants. Bruce W. Dearstyne of the University of Maryland, while noting that there were "... few instances of the grant funded project leading to ... a full-scale records management program on a full-time basis," observed that the grants were "... carried out conscientiously and with a high degree of attention to getting the desired results."

Victoria Irons Walch, independent consultant, in a more extensive review of the more recently concluded non-government records regrants, noted that the projects had "... uncovered a number of rich collections... that no one had known about before..." Ms. Walch cited the role of the regrants in preserving and making more widely accessible (especially through national bibliographic databases) these and many other historical records across the state. She also credited the SC SHRAB grants with helping to raise consciousness about the value of historical records and the challenges associated with their care, increasing professional activity and cooperation, and enabling local institutions to take advantage of additional opportunities to enhance their programs. (For copies of the full text of the Dearstyne and Walch reports, see <http://www.state.sc.us/scdah/consultants.htm>.)

Among her comments about considerations for future SC SHRAB regrant projects, Ms. Walch noted the heavy administrative burden imposed on SCDAH by the regrants, drawing the SCDAH staff member assigned to dealing with regrant applicants and recipients away from her regular duties in state and local government records matters. This last issue is perhaps the biggest difference between the local government and the non-government records regrant projects. In the former, the SCDAH had a vested interest in local government records matters and had no reservations about the heavy commitment of staff time and other resources in the project. Regarding the latter, however, it lacks a mandate and the resources for working in the non-government records area.

As the SC SHRAB moved into the non-government area in its regrants and other activities, the SCDAH had to, in effect, 'rob Peter to pay Paul' in its support function by

reprogramming resources from its core public records responsibilities. This is a circumstance faced by many SHRABs, the support and leadership for which comes from a state archives that more often than not has a mandated public records role but has neither the mandate nor resources to effectively deal with non-government records. The Commission needs to be mindful of this not only regarding regrants (which may require staff as well as regranting funds), but also in its expectations with respect to other board activities. The creation of 'administrative support' grants for SHRABs is an excellent first step in addressing this ongoing SHRAB resource issue.

The NHPRC regrants to the SC SHRAB truly energized the Board members, providing opportunities to directly impact the state and to act on the plans that they had worked so hard to develop. Board member participation was at a high level throughout all three regrants, and members were fully engaged in the grant deliberation process. The regrants have raised expectations: among the Board members about the continued activity of the SC SHRAB, and among records professionals and repositories in South Carolina about what the Board can and will do.

Though South Carolina has been very fortunate in NHPRC's award of a fourth regrant, the state is now entering yet another period of budget cutting. At this writing, it appears that the state's matching funds will not be forthcoming for start-up of the new regrant in July. In a better world, there would be no such budget cutting. Moreover, in that better world, if the states did not have sufficient funds for state grants for historical records, the Commission would have enough to fund regrants in every state, regardless of state ability to provide cash matching funds. Meanwhile, until that better day arrives, South Carolina is appreciative of the Commission's support for regrant projects undertaken in the Palmetto State over the past decade. ❖

ROY H. TRYON, SOUTH CAROLINA'S STATE ARCHIVIST AND RECORDS ADMINISTRATOR, ALSO SERVES AS COORDINATOR OF THE STATE HISTORICAL RECORDS ADVISORY BOARD.

#### SMALL GRANTS IN A SMALL STATE (continued from page 17)

number of researchers using funded products, such as finding aids, microfilm, photographs, collections placed in archival containers, and other materials. These will be more difficult to manage and obtain from the repositories. We probably should devise a simplified recordkeeping method with suggested forms to facilitate this data collection effort.

Of course, separating objective outcomes from the pride and satisfaction of a job well done is only part of the story. When a collection of photographs in private hands became available for copying, the Deer Isle-Stonington Historical Society sought and received help in a regrant project to provide public access. Their president later reported:

At long last, we have completed our project of making negatives of 101 photographs taken more than 100 years ago by Walter Fowler, and lent to us by his granddaughter Marjorie Loberg. We now have laser copies of the photos available to our guests, negatives from which prints can be made and a dozen sample prints. The original photos have been stabilized and put into new albums, ready to be returned to Mrs. Loberg.

This public-private partnership allowed the Society to obtain archival-quality images for public use. Incidental to the project, but not using project funds, the Society improved the storage condition of the original prints and returned them to the owner.

#### FINAL THOUGHTS

The NHPRC regrant program has had a significant objective impact on the preservation of, and access to, Maine's historical record. Each successive regrant, whether NHPRC- or State-funded, has provided experience to improve a) grant administration, b) communication with prospective and actual grantees, c) community and legislative awareness, and d) measures of outcomes.

A sample press release was provided to each recipient of Regrant II and New Century I funds, a substantial number of which resulted in local newspaper articles.

Our current budget request, still before the legislature, has survived several preliminary reviews and contains matching funds to extend our current NHPRC regrant. The alliance of cultural agencies that successfully passed the *New Century I* state-funded program has its *New Century II* proposal in the legislative process as well.

We shall see if "community and legislative awareness" results in concrete support for these programs. ❖

JIM HENDERSON IS MAINE'S STATE ARCHIVIST AND HISTORICAL RECORDS COORDINATOR.

#### SUCCESS IN THE SUNSHINE STATE? (continued from page 15)

support for the Board. In Florida's case, this is the Bureau of Archives and Records Management. "Administration" includes developing applications, supervising programs, seeking matching funds, reporting and evaluation, and financial administration. This can represent a large commitment on the part of the administering agency.

Although regrant applications to the NHPRC and budget requests to state legislatures are often supported by documented evidence of a need for financial support (needs assessments, strategic plans, and surveys), this justification never seems to be enough to obtain the funds. Some states may face a constant struggle to obtain the required matching funds to support their regrant applications. Because of changes in both the economy and individual state funding priorities, matching funds may be difficult to obtain, especially on an ongoing basis. Without matching funds, NHPRC funds are not obtainable. However, the funding needs of local organizations remain the same, and our documentary history remains at risk. ❖

GERARD CLARK IS FLORIDA'S DEPUTY STATE HISTORICAL RECORDS COORDINATOR.

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*A group of patients and their nurse gather for a photograph at Georgia Warm Springs Foundation. Many patients in the 1930s lived on a street of small bouses known as the Cottage Colony. Franklin Delano Roosevelt made the colony accessible with ramps and sidewalks after he bought the Warm Springs resort property in 1926. When weather permitted, the patients practiced walking in their braces and crutches at parallel bars and stairways built in the street. Photograph courtesy of the Roosevelt Warm Springs Institute for Rehabilitation. A related story begins on page 8.*