

LOUISIANA ARCHIVES & MANUSCRIPTS ASSOCIATION

LAMA NEWSLETTER

ARCHIVES NEWS FROM AROUND THE STATE

SUMMER 2012

HOUSE BILL GOVERNING COURT RECORDS BECOMES LAW

House Bill 763, governing public records in the custody of clerks of court, was signed into law by Gov. Bobby Jindal as Act No. 101 on May 11, 2012. Authored by Representative Karen St. Germain (D) Plaquemine, the new law provides for the destruction and retention of records in certain circumstances, and provides for other matters related to records held by clerks of court.

According to the law, records that can be destroyed are those pertaining to judicial proceedings on open accounts, tort suits, workers' compensation suits, suits on unsecured loans, promissory notes, chattel mortgages, and suits for eviction of tenants or occupants. These records can only be destroyed with consent of the presiding judge or judges after they have determined that the records have no further use or value, and that ten years have elapsed from the last date of action. Clerks of court also must obtain permission from the state archivist to destroy the records in accordance with Louisiana Revised Statute 44:411. Parts of the above-mentioned judicial proceedings, such as depositions, subpoenas, and subpoenas duces tecum (subpoenas for records), can be destroyed five years from the date of final dismissal of the proceeding. The presiding judge or judges and the state archivist must give their approval.

Clerks of city courts in Baton Rouge, Houma, Ruston, and Lake Charles can destroy records of the above-mentioned judicial proceedings after two years. Records of criminal proceedings involving misdemeanor convictions held by these clerks of court can be destroyed ten years after conviction or two years after final appeals. Again, the presiding judge or judges and state archivist must give their approval. Before the records are destroyed, the clerk of court must scan the records and store them in a format in compliance with rules adopted by the Department of State relative to retention and storage of records.

The law also provides for clerks of court to create and retain in their custody micro-photographic copies of original criminal and civil records which are deemed permanent records according to retention schedules in accordance with R.S. 44:410 and 44:411. The clerks of court may then destroy the original records, authorized by R.S. 13:917. However, all records in suits pertaining to immovable property, adoption, interdiction, successions, trusts, or emancipation created before 1922 must be retained in their original form. For a full text version of the law, see:

<http://legis.la.gov/billdata/streamdocument.asp?did=801463>.

Barry Cowan

LA LAMPP OFFERS LOAN PROGRAM FOR ENVIRONMENTAL MONITORING EQUIPMENT

As part of the 2010-2011 IMLS Connecting to Collections Statewide Planning Grant, LA LAMPP (Louisiana Libraries, Archives, and Museums Preservation Project) will soon have environmental monitoring kits available on loan to institutions who wish to collect environmental data in their facilities. The available equipment will include one ELSEC 765 hand-held environmental monitor for taking spontaneous measurements and also eight HOBO Pro datalogger kits, which may be deployed for up to three months (a season) in order to measure and analyze environmental trends. Variables measured include temperature, relative humidity, and light intensity. Data may be downloaded via a USB cord to a local hard drive, plotted, stored, and printed. The equipment is expected to be available sometime in March. A maximum of three kits will be available at any one time. Anyone interested in participating may contact Laura McLemore (laura.mclemore@lsus.edu) at LSUS Archives and Special Collections or Bruce Turner, Edith Garland Dupré Library, University of Louisiana at Lafayette.

Laura McLemore

IN THIS ISSUE:

- *Institutional and Member News, 2-5*
- *Membership Information, 6-7*

Watch the ATC in Action on YouTube!

The Archival Training Collaborative's Steering Committee knows that getting the word out about the ATC and its workshops is the hardest part of the project. In November, 2011, the Committee encouraged Casey E. Davis, the ATC's Graduate Assistant, to go forward with her idea of creating a promotional YouTube video for the ATC. With the help of LSU SLIS students (most of them future archivists), student and film director Travis Hedges Williams created a video reminiscent of promotional films from the 1950s. To view the video, visit this URL: <http://www.youtube.com/watch?v=jOwk3Kgeh1c>.

In a little over three years, the ATC has recruited 34 professional archivists as trainers, providing high quality, accessible, and affordable workshops on over 30 topics relating to the archival profession, reaching 438 attendees. Workshops bring participants together with an experienced, trained professional. As the participants work through professionally-designed workshops, the trainer, or the "Mentor in the Room," answers questions, clarifies concepts, and offers guidance. Workshops provide participants with skills that they can take back to their institution, making them feel more confident in their work and more valued as an employee. The small group atmosphere establishes a means for the trainer and participants to meet and become a supportive local network.

The ATC Grew out of a 2009 IMLS-funded project based at Louisiana State University's School of Library and Information Science. The project brought together professional archivists from Alabama, Louisiana, and Mississippi to establish a sustainable archival training program for staff and volunteers working historical repositories in the three states, and for neighbors who wanted to attend. With information gathered from several surveys conducted throughout the project, the ATC has provided workshops tailored to the local needs of practitioners working in historical repositories.

For more information about the ATC, visit the website at www.archivaltraining.org.

Casey Davis

Dow, AEC to Receive SAA Honor

Dr. Elizabeth Dow of the LSU School of Library and Information Science and the Archival Education Collaborative will receive the Society of American Archivists Distinguished Service Award at this year's annual meeting. The award ceremony will take place on Friday, August 10 from 5:45-7:15 PM at the San Diego Hilton Bayfront Hotel. The Distinguished Service Award Committee believed that the Archival Education Collaborative has developed over time, a program and model that warrant special recognition for contributions to the archival field. The committee was impressed by the collaboration and dedication displayed by this graduate education initiative over the past decade.

Established in 2002 as the Southeastern Archival Education Collaborative (SAEC), four universities proposed to combine the specializations and expertise of their facilities to provide the comprehensive archival education recommended by SAA. The partner schools teach classes through distance education delivered by video conference transmitted over Internet 2. In 2009, midwestern schools joined the collaborative and the name was changed to AEC. At present, the AEC member institutions are Louisiana State University, Auburn University, Middle Tennessee State University, and University of Wisconsin at Milwaukee.

Congratulations to Dr. Dow and the AEC!

Barry Cowan

LAMA Website Gets a New Host

After many years of being hosted by the New Orleans Public Library, LAMA's website is now hosted by Network Solutions. The domain name, louisianaarchivists.org, was already registered with Network Solutions and remains the same. Pati Threatt, LAMA vice-president/president elect, is the new web keeper, taking over for Irene Wainwright.

The New Orleans Public Library was no longer able to host the website on its servers, thus prompting the change. New Orleans Public did not charge to host the site. Network Solutions will charge \$108 per year and provide up to 300 GB of space. The website is 14.6 MB. The LAMA Database, A Guide to Institutions in Louisiana Holding Genealogical and Historical Records Collections, 2.5 MB, has also been migrated to the new host.

Thanks go out to the New Orleans Public Library for hosting the site and to Irene Wainwright for being our web keeper, to Pati Threatt for taking on the task of moving the site and database and being the new web keeper.

Barry Cowan

Le Comité Digitizes Iberville Parish Newspapers



Found among the court files were 15 newspaper titles from Iberville, East and West Baton Rouge Parishes. Among them were three titles not known to exist anywhere else as well as this earliest known issue of the *Iberville Gazette* dated Oct. 11, 1831.

Clerk of Court J. Gerald "Bubbie" Dupont, Jr. (left), allowed Le Comité members Stella Tanoos, Judy Riffel, and Ann DeVillier Riffel to scan the earliest newspapers in the probate and suit files of the Iberville Parish Courthouse in Plaquemine. Photos courtesy of Judy Riffel

Members of Le Comité des Archives de la Louisiane recently completed a project to digitize the earliest newspapers in the Iberville Parish Clerk of Court's office in Plaquemine. With permission from Clerk of Court J. Gerald "Bubbie" Dupont, Jr., 139 issues dating from 1831 to 1922 were identified and scanned. The images will soon be made available in the LOUISIANA Digital Library.

Le Comité has created a Members' Page on its website and posted a large quantity of genealogical and historical research files. Now available are 16 Parish Research Guides, 56 Finding Aids, 144 Out-of-Print Articles; and 9 Book Indexes. More files will be added in the coming months.

The March issue of the quarterly journal, *Le Raconteur*, commemorated the Statehood Bicentennial. Extracts from 1812 Louisiana newspapers and other articles dating from the statehood period were included.

More information is available on the organization's website (www.lecomite.org).

Judy Riffel

SAA to Offer Course on Digital Curation

The Society of American Archivists is offering one of its Digital Archives Specialist Program courses, "Digital Curation: Creating an Environment for Success," at Tulane University on October 26, 2012. LAMA members can take advantage of a \$25.00 discount off the nonmember price. The deadline for early bird registration is September 26 and attendance is limited to 35.

The day-long course teaches the differences and similarities between paper and electronic records, a system of best practices for digital curation, and review what any institution needs to implement to ensure the success of its own digital curation.

For more information, see http://saa.archivists.org/4DCGI/events/353.html?action=Conference_Detail&ConfID_W=353&Time=-1381061559.

Society of American Archivists

LAMA to Form Advocacy Committee

In the 2011 SAA publication *Many Happy Returns: Advocacy and the Development of Archives*, editor Larry J. Hackman characterized the inability of archivists to seek, accrue, and utilize influence as the single factor most responsible for the lack of resources and the weakened infrastructure of many of our institutions. Indeed, though advocacy has long been identified as a core objective of archival education and professional development, efforts at the national level often fall short because of the disparate interests, goals, and circumstances of archives throughout the country. The case studies explored in *Many Happy Returns* demonstrate that successful advocacy is possible and seems to be most effective in localized settings.

In this spirit, the LAMA Executive Board would like to propose the establishment of an Advocacy Committee. This group would consist of volunteers from the general LAMA membership, who would identify the advocacy issues throughout the state and the appropriate courses of action and follow-up. Committee structure and duties are yet to be determined, but in the meantime anyone who is interested in bringing their expertise and enthusiasm to archival advocacy is invited to help get this project off the ground.

All inquiries about the LAMA Advocacy Committee can be forwarded to Howard Margot (hmargot@gmail.com) or Brad Wiles (bradleywiles1@gmail.com).

Archives FAQs

SAA Glossary

http://www.archivists.org/glossary/term_details.asp?DefinitionKey=156

SAA Archives Month

<http://www.archivists.org/archivesmonth/2007WhatIsAnArchives.pdf>

New England Archivists FAQ

<http://www.newenglandarchivists.org/resources/about-archives.html>

Washington State digital archives

<http://www.digitalarchives.wa.gov/Archivesmonth/content.aspx?page=faq>

Archives video from Smith College

http://www.youtube.com/watch?v=BaLqSj5_WEM

Smithsonian *The Bigger Picture* blog

<http://blog.photography.si.edu/2010/10/05/just-what-is-an-archives/>

Value of Archives

UNESCO

<http://www.unesco.org/webworld/ramp/html/r8906e/r8906e05.htm#research>

National Council on Archives (U.K.)

Making the Case – Demonstrating the Value of Archives to our Political Masters

http://www.ncaonline.org.uk/materials/simon_matty_address.pdf

Vermont State Archives commentary

<http://vermont-archives.org/publications/voice/pdf/ValueofArchives.pdf>

ArchivesInfo blog with list

<http://www.archivesinfo.com/value.php>

Advocacy resources from related professional organizations and coalitions

Council of State Archivists (CoSA) resource center

<http://rc.statearchivists.org/Default.aspx>

CoSA issues page

<http://rc.statearchivists.org/Resource-Center/Topics/Issues.aspx>

Association of Canadian Archivists Outreach Information Sheets

<http://www.archivists.ca/infosheets>

Brad Wiles

Reports from LAMA Scholarship Recipients

LAMA member and graduate student in Library and Information Science at LSU, Casey E. Davis, received LAMA's Spring 2012 Continuing Education Scholarship. The funding from the LAMA Scholarship helped to cover her expenses to attend and present her paper, "Save the Time of the Researcher: User Needs and Description Standards," at the fourth annual Society of American Archivists – Indiana University, Bloomington Student Chapter Conference. In January, Dr. Elizabeth H. Dow told Casey about the conference and encouraged Casey to submit a proposal to present the paper that she had written for the Advanced Archival Access course. In her paper, Casey draws conclusions from previous user studies in archives and examines the broad range of information-seeking behaviors exhibited by users of archives. She then suggests ways to improve EAD which she argues will inevitably save the time of the researcher.

At the conference, Casey had the opportunity to meet other graduate students and new archival professionals, hear innovative presentations relating to the archival profession, and gather feedback on her ideas for improving access to archival collections. During the conference, Casey attended a workshop on public programming offered by the staff of Indiana University's Mathers Museum. This workshop helped Casey identify ways to attract more people into the archives, and participants discussed ideas for programs and outreach. Casey was also given a behind the scenes tour of the Lilly Library, Indiana University's rare books, special collections, and manuscripts library. The scholarship also helped to fund Casey's registration for a pre-conference SAA workshop on Project Management for Archivists, which involved a full day of learning the necessary skills for effective project management. Casey will be graduating with her MLIS in May 2012, and she is thankful for the opportunity to attend and give her first paper presentation at a professional conference. Casey thanks LAMA and the Executive Board for offering this scholarship and for helping to make this professional experience possible.

Casey Davis

The Association of Moving Image Archivists' (AMIA) annual conference took place in Austin, Texas this year from November 16th through 20th. The focus of the conference for 2011 was creating digital access to moving image archives material. Panels presented various solutions to the problem of how to bring collections online in institutions varying in size and purpose.

Some highlights of the conference were an extremely informative digitization panel from A/V Geeks, the Prelinger Archives and AudioVisual Preservation Solutions; a fun screening of some obscure small gauge film formats by Snowden Becker from the Center for Home Movies and others; a presentation of the new collaborative AV Artifact Atlas put together by the Bay Area Video Coalition and Stanford University to aid in the quality checking of video items; an outdoor screening of films from conference participants projected onto a veil of fog; and a screening of the recently restored 1937 David O. Selznick film *Nothing Sacred*, which starred Fredric March and Carole Lombard in the only color performance of her career.

Participants were urged to explore lossless, uncompressed file formats when digitizing large moving image files. Some advice offered was to approach post-production houses which may be getting rid of their standard definition equipment as they move to HD, as well as take advantage of used equipment from Ebay and Craigslist. When it comes to most AV formats, new equipment is simply no longer produced. An emphasis was also placed on working quickly to digitize items, using minimal metadata initially and elaborating once material is reformatted. Most video formats will no longer be readable in the next 10 to 15 years, so it is vital that all repositories begin reformatting preservation work immediately. And of course, it is important to always retain the original item, even after transfers are made.

The AMIA was formally founded in 1991 as the only individual-based professional organization focusing on work done in the archiving of film, television, video, and interactive media. The organization currently claims over 750 individual and institutional memberships representing over 30 countries.

*Brenda Flora, CA
Audiovisual Project Archivist
Amistad Research Center*



Louisiana

Archives & Manuscripts Association

P.O. Box 40199
Lafayette, LA 70504

LAMA MISSION AND MEMBERSHIP INFORMATION

The Louisiana Archives and Manuscripts Association (LAMA) promotes the role of archives in the preservation of our national, state, and local heritage by cooperating with Louisiana's public and private archival repositories in their work of collecting, conserving, and making accessible to the public manuscript, printed, graphic arts, and audio materials of historical significance.

At this point there are 76 individuals or organizations which have paid 2012 membership dues. The category breakdowns are 35 individuals, 6 organizations (paying for 22 members), 10 students, and 3 seniors. 52 of the memberships are renewals and 24 are new.

Approximately 25% of LAMA members are connected to academic repositories and 11% to religious archives. 12% are students. A little less than 10% work in museums (most of these at the Louisiana State Museum) and for government (most of these at the Louisiana State Archives.)

Once again I will complain that we have no members who work in Clerk-of-Court offices at the parish level.

36 members (48%) are from the New Orleans region and 25 (32%) from the Baton Rouge area. 6 members are from north and central Louisiana, 5 from Acadiana, and 2 from the Lafourche region. We have no members from Texas this year but one from California and one from the England.

In the near future I will be sending out reminders to previous members who have not renewed. I expect that this will result in additional paid memberships for the year.

If you have not paid your LAMA dues for 2012, please consider doing so. Also encourage those in your area who work with historical records to join the organization if they are not members. Membership forms are available in this newsletter and on the LA-MA website.

Bruce Turner, LAMA Treasurer

OFFICERS

President

Howard Margot
Historic New Orleans Collection

Vice-President

Pati Threatt
McNeese State University

Secretary

Neil Guilbeau
Allen J. Ellender Archives
Nicholls State University

Treasurer

Bruce Turner
University of Louisiana-Lafayette

Past President (ex-officio member)

Bradley J. Wiles
American Public University System

BOARD MEMBERS

Elizabeth Dow
School of Library and Information
Science, LSU-Baton Rouge

Megan Albritton
Archdiocese of New Orleans

Cyndy Robertson
University Library
University of Louisiana-Monroe

Barry Cowan
Hill Memorial Library
Louisiana State University

Yvonne Loiselle
New Orleans Public Library

PUBLICATION INFO

Newsletter Editor

Barry Cowan
Louisiana State University
bcowan@lsu.edu

Website

Pati Threatt
McNeese State University
pthreatt@mcneese.edu

VISIT LAMA ONLINE AT

WWW.LOUISIANAARCHIVISTS.ORG



LAMA offers the following membership categories:

- Student \$5.00
- Senior Citizen \$10.00
- Individual \$15.00
- Family (2 people, \$5 for each additional member) \$20.00
- Organization (\$10 for each additional rep) \$30.00
- Sustaining \$50.00
- Patron \$100.00
- Life \$1000.00

Subtotal: _____

Total: _____

Membership in LAMA entitles you receive the *LAMA Newsletter* and invitations to the Association's annual meetings. LAMA members also automatically become members of the Southern Archives Conference (SAC), an umbrella organization of Southeastern state archival organizations, encompassing the state organizations of Louisiana, Mississippi, Alabama, and Tennessee. SAC meets every other year in one of the membership states.

Payable to:

LOUISIANA ARCHIVES AND MANUSCRIPTS ASSOCIATION

Check _____
Name

Money Order _____
Address

Email

Phone

Complete this form and send along with payment to:

Dr. Bruce Turner
University of Louisiana at Lafayette
P.O. Box 40199
Lafayette, Louisiana 70504
bturner@louisiana.edu



Louisiana
Archives & Manuscripts
Association

P.O. Box 40199
Lafayette, LA 70504