



Society of Florida Archivists

# THE FLORIDA ARCHIVIST

## WE'RE GOING GREEN.

Beginning next year, *The Florida Archivist* will be available  
**online only.**



To continue receiving the newsletter in printed format,  
contact the Editor  
via the e-mail or postal addresses inside this issue.

Read previous and future editions of  
The Florida Archivist on SFA's website:  
<http://www.florida-archivists.org/Newsletter.php>.

Dear SFA Members,

As we move into the Winter months toward the close of another year, SFA continues full steam ahead in planning for its 2012 annual meeting. The Local Arrangements Committee chair, Sandra Varry from the University of Central Florida, has confirmed our next location — the beautiful Hyatt Regency Sarasota. It is a spectacular, AAA Four Diamond hotel located on the bay and featuring a large tropical swimming pool with a waterfall! In addition to a great venue, we look forward to a great meeting. Start thinking about sessions you would like to present, and begin making travel plans for May 1-4, 2012. Contact Sandra at [svarry@gmail.com](mailto:svarry@gmail.com) with any questions or suggestions.



Michael Zaidman  
President

I cannot emphasize enough how important and beneficial it is to network and meet others in our field. This is true not only in our local community but on the national level as well. There are numerous opportunities available through the Society of American Archivists (SAA) and other organizations. Several SFA members are or recently have been active on a number of SAA's national committees, including John Nemmers and Leslie Siegel (C.F.W. Coker Award for Description), Tomaro Taylor (2012 Program Committee), and myself (J. Franklin Jameson Archival Advocacy Award). If you are interested in getting more involved in the archival community by volunteering on an SFA committee, now is the time to reach out. Committees needing extra assistance include: Nominations, Awards, and the Judith Beale Scholarship. Please [contact me](#) if you are interested in learning more about lending a hand to SFA!

As we follow the lead of our national organization, SAA, we try to emulate what they have done to improve member services. Similar to SAA's online membership directory, our new Wild Apricot online system is easy to use and eliminates the need for a printed directory. To make our newsletter more user-friendly and appealing, the Board of Directors has approved upgrading the newsletter to full-color digital format in 2012! If you still require a hard copy, you can send your request to the newsletter editor, Tomaro Taylor, at [tomaro@usf.edu](mailto:tomaro@usf.edu).

As the year ends, please expect a letter from me, via our new Wild Apricot membership system, regarding the renewal of your annual membership. Please note that SFA membership is based on the calendar year, January 1-December 31. If you renew now, it will be a great start to the New Year and will also help us get a jump on building our membership and our finances. For your convenience, 2012 membership forms are located on our website at <http://www.florida-archivists.org/Membership.php> and on page 7 of this edition of the newsletter. Print one for yourself and one for a colleague.

By all reports, the Florida contingent made a strong showing at the 75th Annual Meeting of SAA, held in Chicago, IL in August. Congratulations to session presenters Flo Turcotte, Tomaro Taylor and Burt Altman and to all the SFA members who attended and networked with their colleagues from around the country!

I look forward to continuing our work together in the coming year. Best wishes to you and your family for a safe and happy holiday season.

## IPER WORKSHOP RECAP

Article and images submitted by  
Katherine L. Fleming, Barry University

The deficiencies and failures that Federal Emergency Management Agency (FEMA) officials encountered in the wake of Hurricane Katrina caused them to rethink the agency's policies and

programs. They concluded that state and local government agencies throughout the United States needed to be better prepared to protect essential records during emergencies. To help accomplish this goal FEMA awarded a major grant to the Council of State Archivists (CoSA), which enabled the Council to lead a new national initiative, the Intergovernmental Preparedness for Essential Records (IPER) project. IPER provides critical training to state and local government agencies in every state, the District of Columbia, and U.S. territories through courses that are designed to teach agency personnel how to identify and protect their most essential records and recover those damaged by disasters.

CoSA's national curriculum and Web-based seminars, which are customized to meet specific needs and concerns at the state and local levels, provided the basis for recent workshops held in Hollywood and Orlando, Florida. Representatives from a variety of institutions, including libraries, museums, archives, historical societies, private businesses, and the city clerk's office attended the two-day workshops held at the Holocaust Documentation and Education Center in Hollywood (August 10-11) and the Orange County Regional Historical Center in Orlando (September 13-14). The workshops were made available for free thanks to a partnership between the Society of Florida Archivists and the Council of State Archivists (CoSA). Candice Odom, a public records consultant who had tested and conducted pilot sessions for CoSA's webinar courses, conducted the sessions.

The workshops represent the first attempts to transform IPER webinar courses into classroom-based education. Participants could take one or both daylong courses. The Essential Records course, though focused primarily on government records, teaches participants how to identify essential records and their functions, assess potential risks and their effects on essential records, evaluate existing measures to control risks, analyze probability and impact ratings, and plan appropriate protection strategies. The Records Emergency Planning and Response course, explores Records Emergency Action Plan preparation and to institute Records Emergency Response and Recovery procedures. Both courses provide valuable information that can be adapted to the needs of particular institutions. Detailed and extensive Participant Guides provided sufficient information for workshop attendees to create documents tailored to the needs of their particular institution.

Of particular interest to those who did not have the opportunity to attend these workshops is CoSA's Resources and Assistance website for Florida: <http://rc.statearchivists.org/Resource-Center/State/FL/IPER-Course-Material.aspx>. The website contains up-to-date information about local and regional vendors, contractors, suppliers, conservators, and other disaster and recovery resources, as well as standards, laws and regulations, and related materials.



Images from the Hollywood workshops:

(Far Left) Essential Records  
(Immediate Left) Records Emergency Planning and Response

## **FLORIDA ARCHITECTURE AND DESIGN SURVEY PILOT PROJECT**

The University of Florida is conducting a survey of libraries, museums, historical societies, state parks and other cultural heritage repositories in Florida to collect information on extant archival records related to Florida architects and architecture. Collection information will aid in the future publication of a *Guide to the Architecture and Design Collections of Florida* and will be maintained in an online database located on the University of Florida Architecture Archives website (<http://guides.ulib.ufl.edu/architecturearchives>). No survey of important architectural archival collections has ever been completed in Florida; this survey project is the first step in creating a collective source for this information. The project is solely concerned with documenting the location of these records and not with collecting them.

The online survey form is available at <https://www.surveymonkey.com/s/N8TYXMR> until October 21. For more information, contact Cynthia L. Peterson, Smathers Libraries Special and Area Studies Collections Architecture Archives Curator, at [cynthialpeterson@ufl.edu](mailto:cynthialpeterson@ufl.edu)



## **STATEWIDE TRAINING PROGRAM EMERGENCY MANAGEMENT FOR**

Competitive applications focused on Emergency Management Plans are now open. Applications are sought from organizations seeking to develop emergency management plans as well as those who can provide mentoring and leadership to others in the development of the plan. Interested participants can apply either as mentors or mentees.

Nonprofit and government organizations with responsibilities for special collections in such settings as museums, archeological sites, archives or historical houses in the State of Florida are invited to apply.

Accepted applicants will participate in collaborative workshops between January and August 2012. In November 2012, all participants and their organizations will be recognized in a regional reception with public officials. The expectation is that the process will:

- ◆ Strengthen current leadership skills of both mentors and mentees.
- ◆ Develop skills and actionable plans to preserve collections.
- ◆ Draw attention to the importance of collections preservation among elected officials.
- ◆ Develop a network of trusted colleagues to call on in an emergency and to serve as the nucleus for future mutual aid network.

Applications will be reviewed by a committee of partner organizations. The deadline for submissions is Monday, October 24, 2011, at 5 PM. To apply, visit <http://www.flamuseumsfdn.org/machform/view.php?id=12>.

# Communiqué

## SFA Announcements

... *The Florida Archivist* is going green. Beginning next year, the SFA newsletter will only be published electronically. To continue receiving print copies of the newsletter, contact Newsletter Editor Tomaro Taylor at either of the following addresses:

- ◆ E-mail: [tomaro@usf.edu](mailto:tomaro@usf.edu)
- ◆ Postal mail: FMHI Research Library, 13301 Bruce B. Downs Blvd., Tampa, FL 33612

## News from SAA

... SAA will offer three new awards as part of an expanded recognition program: Archival Innovator Award, Diversity Award, and the Emerging Leader Award.

... The SAA Mentoring Program is seeking mentors to partner with individuals in Florida. Mentor applications are available at

<http://www2.archivists.org/membership/mentoring>.

Click "Apply to be a Mentor."

## Funding

... Applications for the National Endowment for the Humanities' (NEH) "Sustaining Cultural Heritage Collections" planning and implementation grants are due December 1.

## Calls for Papers, Articles, etc.

... The *Journal of Digital Media Management* seeks article submissions for the inaugural issue, to be published Spring 2012. The journal will focus on the capture, storage and effective application of digital media assets. Author guidelines are [available here](#).

## Conferences & Workshops

... "Keep 'em coming: Building Loyal Relationships with Those That Matter Most," 2011 SLA Florida & Caribbean Chapter Fall Workshop, Orlando, FL (October 28).

... "Managing Literary Manuscripts," Roanoke, VA (December 5).

... "Implementing More Product, Less Process," Lakeland, FL (December 9).

... ALA Midwinter Meeting, Dallas, TX (January 20-24, 2012).

## Events & Exhibits

... "Bound in Tradition: The First 100 Years of the Boynton Beach City Library," presented by the library's Local History and Archives, opens November 5, 2011 and runs through February 25, 2012. The exhibit highlights the library's growth through historic photographs, newspaper articles, library objects and other memorabilia. The exhibit is located on the 2nd floor of the Boynton Beach City Library at 208 S. Seacrest Blvd., Boynton Beach, 33435.

... The Henry B. Plant Museum's 30th Annual Victorian Christmas Stroll will be held December 1-23. Visitors will experience the warmth and charm of an old-time holiday at the extravagantly adorned former Tampa Bay Hotel in Tampa. The museum captures the spirit of the season with 14 exhibit rooms dazzling with trees trimmed in 19th century themes and antique holiday accessories. Admission ranges between \$7-13.

## Publications & Projects

... Rollins College archivists began publishing a new blog, "From the Rollins Archives," in July.

... Seth Bramson has published two new books on Florida history—*The Greatest Railroad Story Ever Told: Henry Flagler and the Florida East Coast Railway's Key West Extension* and *Burdine's: Sunshine Fashions and the Florida Store*.

... Sisco Deen, Archive Curator at the Flagler County Historical Society, is piecing together the contributions of blacks to the development of Flagler County. For more information, contact Deen at [Sisco\\_Deen@hotmail.com](mailto:Sisco_Deen@hotmail.com).

... The Association of College & Research Libraries (ACRL) announced publication of Guide to Security Considerations and Practices for Rare Book, Manuscript, and Special Collections Libraries.

## SFA BOARD OF DIRECTORS

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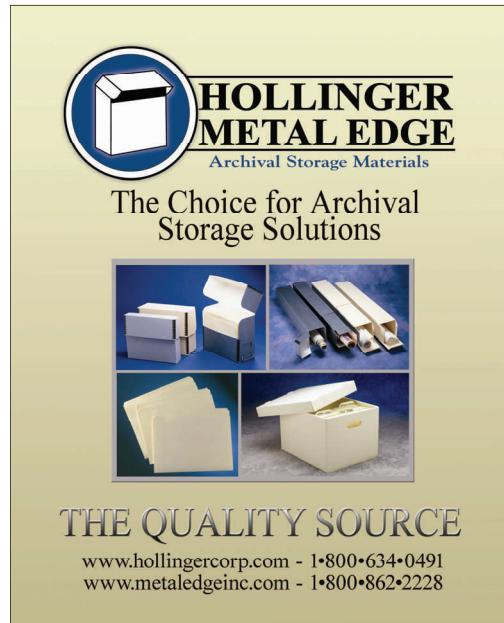
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The advertisement for Hollinger Metal Edge Archival Storage Materials features a blue circular logo with a white book icon. The text "HOLLINGER METAL EDGE" is in bold capital letters, with "Archival Storage Materials" in smaller text below it. Below the logo, the slogan "The Choice for Archival Storage Solutions" is displayed. There are four small images showing various archival storage products: a blue folder, a white folder, a blue metal edge box, and an open white metal edge box containing documents.

**HOLLINGER  
METAL EDGE**  
Archival Storage Materials

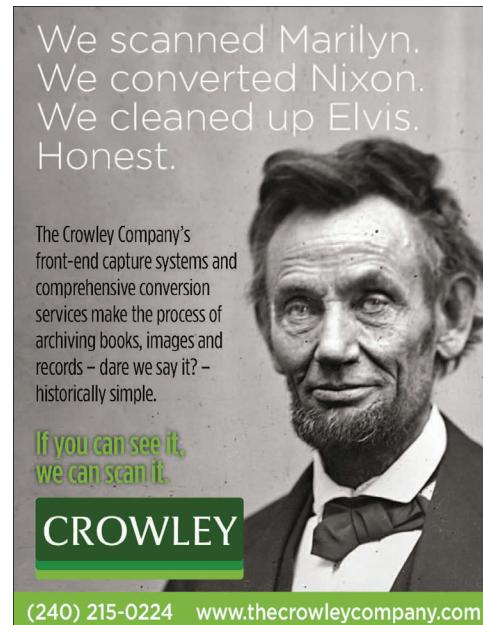
The Choice for Archival Storage Solutions



THE QUALITY SOURCE

www.hollingercorp.com - 1•800•634•0491  
www.metaledgeinc.com - 1•800•862•2228

## 2011 SPONSORS



The advertisement for Crowley Company features a black and white portrait of Abraham Lincoln. To the left of the portrait, the text reads: "We scanned Marilyn. We converted Nixon. We cleaned up Elvis. Honest." Below the portrait, the text continues: "The Crowley Company's front-end capture systems and comprehensive conversion services make the process of archiving books, images and records – dare we say it? – historically simple." At the bottom, it says "If you can see it, we can scan it." The Crowley logo is at the bottom left, and the contact information "(240) 215-0224 www.thecrowleycompany.com" is at the bottom right.

We scanned Marilyn.  
We converted Nixon.  
We cleaned up Elvis.  
Honest.

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historically simple.

If you can see it,  
we can scan it.

**CROWLEY**

(240) 215-0224 [www.thecrowleycompany.com](http://www.thecrowleycompany.com)

# Society of Florida Archivists Membership Form

New  Renewal

Your Name/Title \_\_\_\_\_

[\*If Institution or Corporate, please provide the names of the two persons who will represent.]

Organization Name \_\_\_\_\_

Organization Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell \_\_\_\_\_

E-Mail(s) \_\_\_\_\_

Home Address \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_

Mailing Address: Home  Work

Online Directory Address: Home  Work  Both

Would you be willing to be a Workshop presenter? Yes  No  Topic? \_\_\_\_\_

## MEMBERSHIP DUES

\$20 **Individual**. (Voting privilege, subscription to *The Florida Archivist*, Listserv, discounts at SFA events).

\$50 **Institutional\*** (Two members, voting privileges, subscription to *The Florida Archivist*, Listserv, discounts at SFA events).

\$200 **Corporate\*** (Same privileges as Institutional plus one advertisement in each issue of *The Florida Archivist*).

\$ \_\_\_\_ Additional donation to the *Judith Beale Scholarship Fund* to encourage students and new professionals to attend educational events.

\$ \_\_\_\_ Donation to the ongoing work of SFA.

\$ \_\_\_\_ **TOTAL** Please make check payable to *Society of Florida Archivists*.

**Send this Membership form and check for the total amount to:**

Society of Florida Archivists

PO Box 2746

Lakeland FL 33806-2746

Questions: e-mail Mary Flekke, [mflekke@tampabay.rr.com](mailto:mflekke@tampabay.rr.com)

**Society of Florida Archivists**  
**P.O. Box 2746**  
**Lakeland, FL 33806-2746**

*SFA is an organization of individuals and institutions who share a concern for the identification, preservation, and use of records of historical value.*

*It is dedicated to the dissemination of information about such records and about sound archival methodology.*

## IN THE NEWS...

### FLORIDA HISTORY FAIR RESOURCES ONLINE

The “Resources for the 2011-2012 Florida History Fair” page available through the *Florida Memory Project*’s website guides students to primary source documents, photographs, films and audio recordings from the State Library and Archives of Florida. The guide also lists significant material held by the State Archives for those students who might pursue additional research in person. Access the page at

[http://www.floridamemory.com/onlineclassroom/history\\_fair/](http://www.floridamemory.com/onlineclassroom/history_fair/).

...

### VIVA 500

To coincide with the official countdown to Florida’s 200th anniversary, interested parties are invited to follow *Viva Florida 500*’s new social media sites, available on [Twitter](#) and [Facebook](#). Friends and followers will receive updates on the planning of *Viva Florida 500* and information on ways to become part of the commemoration. In addition, coordinators are asking Facebook friends to share what they will be doing in 2013; Twitter followers receive a new Florida fact every day until 2013. Additional information about the countdown is available [here](#).

...

### LOVE IN THE ARCHIVES

A visit to the Plant City Photo Archives and History Center ended with a rekindled romance. Read the story [here](#).

### LET'S MOVE! MUSEUMS & GARDENS

Earlier this year, First Lady Michelle Obama launched [Let's Move!](#), a comprehensive initiative dedicated to solving the problem of childhood obesity. [Let's Move! Museums & Gardens](#) is a collaborative initiative with the Institute of Museum and Library Services (IMLS) to encourage museums, zoos, public gardens, historic sites and science and technology centers to join the call to action by developing exhibits and programs that encourage healthier eating habits and increased physical activity. A number of [Florida institutions](#) have joined the initiative. To sign up, [click here](#).

...

### VOLUNTEER WITH FGCARMA

The Florida Gulf Coast Chapter of ARMA International seeks volunteers for the following committees: Membership, Website, Education, Nominations, Marketing and Seminars/Workshops. To volunteer, contact Chapter President [Donna Read](#).

...

### C2C ONLINE COMMUNITY LAUNCHES INTERACTIVE RESOURCE

Heritage Preservation has announced the public launch of the *Connecting to Collections (C2C) Online Community* at <http://www.connectingtocollections.org>. The community’s goal is to help smaller museums, libraries, archives and historical societies locate reliable preservation resources and engage with other professionals in the field. The site includes a meeting room for webinars,

featured resources, a discussion forum, calendar and archives.

...

### NAME CHANGE

The University of West Florida Library’s Special Collections department is now the University Archives and West Florida History Center.

...

### WEB ARCHIVING SURVEY

The National Digital Stewardship Alliance (NDSA) Content Working Group is sponsoring a survey of organizations in the United States that are actively involved in or planning to archive content from the web. The goal of the survey is to better understand the landscape of web archiving activities in the U.S. It is available at <http://www.surveymonkey.com/s/USWebArchiving> through October 31.

...

### FRANK'S TWEETS

The Boca Raton Historical Society & Museum launched a new twitter feed that gives participants a first-hand view of life in the tiny farming community of Boca Raton 100 years ago. Tweets are based on the daily activities of Frank Chesebro, whose family moved to Boca Raton in 1903. Chesebro maintained a dairy detailing more than 30 years of activities. Follow Frank’s tweets by searching twitter for [@BocaHistory](#) or [@FrankChesebro](#).