Evolving Practice and the Collection Record: Acquiring & Processing the F.W.H.C. and Marion Banzhaf Collections

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Overview of the F.W.H.C Collection

- **Feminist Women’s Health Center Records (F.W.H.C.) MSS 2018-006**
  - Approached by Women’s Studies Department/FSU History Faculty Maxine Jones in Sp. 2018 about interest in acquiring the material
  - Surveyed the records then located in FSU’s Kellogg Research Building April ‘18
  - Substantial collection overlap with TLH League of Women Voters & TLH National Organization for Women
  - Records had been stewarded by the Women’s Studies Dept. for 20+ years
  - Organizational records documenting the administration and research of the Feminist Women's Health Center, Inc. and the Women's Choice Clinic of Tallahassee, Florida.
  - Transport to Pepper - April 2018 and added to the processing backlog, to be compounded by the pandemic 1.5 yrs. later
  - Resumed work on the collection Fa. 2021
  - The collection contains information with sensitive personal information relating to FWHC patients and this raised questions regarding privacy & confidentiality.
Processing Planning - FWHC Records

Assessment

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<th>Rating</th>
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<tr>
<td>Access Restrictions</td>
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<td>Housing Quality</td>
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<td>Interest</td>
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<td>Level of Control</td>
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<td>Physical Access</td>
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<td>Physical Condition</td>
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<td>Research Value</td>
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<td>Subject Relevance</td>
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Prioritization

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<td>MSS 2018-006</td>
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<td>William R. Jones Digital Media</td>
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<td>Davis Houck Papers</td>
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<td>Dave Tell Collection on Emmett Till</td>
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<td>William R. Jones Papers</td>
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<td>Louis Shores Papers</td>
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<td>David Kirby Rare Book Collection</td>
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Processing Planning - FWHC Records

Intensive Level of Processing Effort (adapted from UC Guidelines)

- folder-level fussing is justified
- Appraisal - deselect and set restrictions at folder-level
- Preservation
  - replace all non-archival boxes and folders
  - unfold and flatten all large documents
  - divide all overstuffed folders
- Arrangement - devise and apply organization into and within series
- Description
  - robust collection-level and series-level description
  - detailed folder-level description where needed
Immediate Next Steps

- post brief Collection Record right away
- Adapt printed finding aids to spreadsheet format
- verify folder list against collection and correct as needed
- document preservation issues
- document privacy and confidentiality issues
Physical Processing and Inventories - FWHC

- Creating a collective inventory
  - redigitize old inventory
  - organize old and new information
    - Renaming, refoldering, preservation concerns, restriction concerns
  - document everything

- Rehousing decisions
  - cassettes - new boxes
  - paystubs - rehouse or remove
  - newspapers - rebox or refolder
  - scrapbooks - digitization project
Scrapbooks
From November 15-18, 2022, Special Collections hosted former F.W.H.C. presidents (image 1 l L to R) Brenda Joyner, Risa Denenberg, and Marion Banzhaf. The visit was a great opportunity to talk with these figures from the organizations formative years and helped make organization and access decisions.
Overview of the Marion Banzhaf Papers

- **Marion Banzhaf Papers MSS 2022-004**
  - April 4, 2022 - received a request from Marion Banzhaf re: the FWHC records and an additional inquiry about the possibility of donating their records
  - April-May 2022, Rory Grennan and myself continued correspondence with Marion and formally acquired the material in mid May
  - Documenting a 30 year span of Marion Banzhaf’s career as an activist in the women’s health movement and her work with awareness raising and the prevention of and care for HIV/AIDS among women.
Physical Processing & Inventories - Marion Banzhaf Papers

- Records had been garage stored for 15+ years
- Arrived in 12 standard record carton boxes
- Collection inventory - folder level
- Top down rehousing effort & use of HEPA vac
  - Large amounts of animal waste
  - 1 box completely lost to waste contamination
- Completed physical processing & ASpace entry October ‘22
- Description
  - Basic collection record
  - Folder list
Physical processing & records survey - Marion Banzhaf Papers
Reflections and Next Steps:
F.W.H.C & M. Banzhaf records

- Grateful for the opportunity to partner immediately with collection creators on privacy issues and gauging user interest
- Appreciative of the ability to continue to add diverse voices to the political papers holdings at the Pepper Library
- 2023 Goals
  - complete privacy review
  - Devise privacy policy and set restrictions (and expiration dates where possible)
  - devise and implement folder-level arrangement
  - Online folder list
  - Online access to digitized scrapbooks
  - Select from each collection for further digitization
  - Open and promote collections
  - Explore and act on outreach & instruction opportunities
Thank you! Questions?

lesbian bashing • hysterectomy •
AIDS • cervical cancer • rape •
bulimia • forced child-bearing
• Operation "Rescue" • pap smears •
incest • anorexia • endometriosis •
RMS 86 • pre-menstrual syndrome
• forced sterilization • mastectomy
• domestic violence • chlamydia
• sexual harassment • IUDs • pelvic
inflammatory disease • Caesarean
section • liposuction • urinary
infection • forced abortion • breast
cancer • gynecology • clitectomy
• yeast infection • breast implants •
cystitis • ovarian cancer •
fibroids • Dalkon Shield • abortion

WHAM! Women's Health Action and Mobilization (212) 713-5966

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