

# The SCAAzette

Newsletter of the South Carolina Archival Association

<http://www.state.sc.us/scdah/scaa.htm>

Vol. 2 No. 1

Spring 2000

## Robin Copp Elected First SCAA President

By Jeanette Bergeron

The first annual meeting of the South Carolina Archival Association, held on October 21, 1999, at the South Carolina Archives and History Center attracted 94 participants. In all, 130 individuals joined the association its first 10 months.

The highlight of the 1999 business meeting was the first annual election of officers. Robin Copp, head of the Books Division at South Caroliniana Library, was voted the first president of SCAA. The remaining officers are: Vice President Dennis Taylor, University Archivist at Clemson University;

Secretary Sharmila Bhatia, Archivist in the Reference Department, S.C. Department of Archives and History; Treasurer Beth Bilderback, Assistant Manuscripts Librarian/Photo Archivist at South Caroliniana Library; Membership Chair Deloris Goggins, Secretary of Chester County Historical Society and Museum; Director (2000) Ann Evans, Archivist/Curator of White Homestead and Archival Consultant for the CCPP Archives; and Director (2001) Jeanette Bergeron, Archival Consultant and Archivist for the ELCA (Lutheran

Church) in the South.

In other business at the first annual meeting, host Roy Tryon, SHRAB Coordinator, recapped the origins and progress of the association and acknowledged the many people who had helped get the association up and running in such a short time. Other Steering Committee members reported on the progress in establishing a financial base, recruiting members, developing a directory, publishing newsletters, and organizing the first set of workshops.

## First Annual Meeting A Successful Beginning for SCAA

By Jim Cross

I had the pleasure of chairing the 1999 Program Committee that planned the first Annual Meeting of the South Carolina Archival Association held in Columbia at the South Carolina Archives and History Center on October 21, 1999. Members of the Committee included Sharon Bennett, The Charleston Museum; Gina Price White, Winthrop University Archives; and Dr. Robert Williams, College of Library and Information Science, University of South Carolina.

After reviewing the preliminary results of a survey by the South Carolina State Historical Records Advisory Board (SHRAB) of the archival profession in the state and consultations with the Steering Com-

mittee, the Committee determined that the annual meeting would have three four-hour concurrent workshops followed by a business meeting. Workshops in advanced, intermediate and basic level topics were planned in order to appeal to the broadest number of individuals. A meeting brochure, meeting evaluation form and membership survey form were created by the Committee.

Carol Crawford, of the South Carolina Department of Archives and History, conducted the basic level workshop "Basic Preservation," which covered preservation practices, environmental control, safe handling practices, the housing of archival materials and information about choosing a conservator. The interme-

diate level workshop "Visual Materials" was presented by Beth Bilderback of the South Caroliniana Library at the University of South Carolina; it dealt with the identification, care and housing of photographs, artwork and other visual materials that can be found in archival collections. Stephen Miller, Digital Encoding Archivist at the Rare Book, Manuscript and Special Collections Library of Duke University, taught the advanced level workshop "Encoded Archival Description: Implementation and Management Issues," which included EAD concepts, planning, the encoding process, hardware and software. SCAA officers for 2000

— see "Meeting" on page 2



## President's Greeting

By Robin Copp

All at Once - A New Year! A New Millennium! AND a New Archival Association!

What an exciting, adventurous time this is – with the new Charter now in effect – to be starting a new association at the beginning of a new century. I am deeply honored to be your president in such a momentous undertaking! The first official Board meeting has taken place, so we are underway with high aspirations and numerous ideas. Using your survey forms, the groundwork has been laid for what we hope will be an interesting and beneficial Spring Workshop. Please mark April 13th, 2000, on your calendars and plan to attend. Additionally, there is much more to come!

For SCAA to thrive and grow, we need everyone's input and support. If you have not already done so, please become a charter member of our venture either by joining or renewing your membership. Also, please volunteer to share your time and talents with all of us – together we can make this a great new year and a great new association.

Thank you for all your help – now and in the future!

## Meeting, cont. from page 1

were elected at the business meeting that followed the workshops.

The luncheon was provided by Southern Way. Attendees sat down to an appetizing meal of Nell's Chicken and Rice Casserole, green beans, corn, desserts and the always popular (with some folks, anyway) broccoli salad. Those at the meeting were also able to "chow down" on donuts, pastries, coffee and juice at the morning break, and cookies and other sweets in the afternoon while catching up with colleagues, discussing common problems and networking with others in the profession. There were tables of handouts from all of the workshops, catalogs and other promotional material from eight archival supply vendors, and brochures from archival repositories. Judging by the amount of material left on the tables at the end of the meeting, this was a popular and useful part of the festivities.

A total of 94 individuals attended the meeting, including the workshop instructors and student volunteers. Results from the evaluation form

indicate that the majority of attendees enjoyed the meeting, especially the workshops, the vendor tables-and lunch. (We archivists always have our priorities straight!)

Kudos and sincere thanks to the following individuals: my colleagues on the Program Committee; the Steering Committee (Jeannette Bergeron, Beth Bilderback, Ann Evans, Deloris Goggins and Roy Tryon), who helped with the planning for the meeting; the workshop presenters; the State Archives staff, including Roy Tryon (again), Sheila Clause, Bill Henry, Melanie Knight, John Mackintosh, Donna Millwood, Pat Morris, Nancy Piester, Brandt Shafer and Richie Wiggers, who handled local arrangements; the graduate student volunteers from the University of South Carolina College of Library and Information Science and Applied History Program, who provided additional assistance with registration, the business meeting and other tasks; Southern Way, for the great luncheon; and the SHRAB, which provided funding for the conference.

*The SCAAzette is published with the support of a grant from the State Historical Records Advisory Board (SHRAB)*

## Membership Form

Name: \_\_\_\_\_

Address/affiliation/telephone/email: \_\_\_\_\_

Membership level: Regular \$15 \_\_\_\_ Student \$10 \_\_\_\_ Retired \$10 \_\_\_\_

Send completed form w/check payable to SC Archival Association to:  
SCAA, c/o Beth Bilderback, South Caroliniana Library, USC, Columbia, SC 29208



## Mark Your Calendar

**FEBRUARY - MARCH**  
**"African Americana: An Exhibit**  
**Honoring the Contributions**  
**of Black South Carolinians**  
**in the 20th Century," South**  
**Caroliniana Library**

**APRIL**  
**13 SCAA Spring Workshop, SC**  
**Archives & History Center**

**15 National History Day state**  
**finals competition, SC**  
**Archives & History Center**

**MAY**  
**9 SC Public Records Associa**  
**tion spring conference,**  
**SC Archives & History**  
**Center**

**14 - 19 National Historic**  
**Preservation Week**

**19 First annual statewide historic**  
**preservation conference,**  
**SC Archives & History**  
**Center**

### Membership Update: Special Offer for Year 2000

By Deloris Goggins

Do not miss your once in a lifetime chance to become a Charter Member of the South Carolina Archival Association. If you did not join last year (1999), you can still become a Charter Member since the official year of operation is actually 2000. All Charter Members will receive a New Millennium Year 2000 Certificate of Membership. The South Carolina Archival Association is enjoying a bonus year after its formation and incorporation in 1999. As of November 15, 1999, 142 members had joined the Association.

A Membership Directory is being published for those who join the

Association this year (2000). If you would like to be included in the Directory, you must pay your membership dues by March 31, 2000. Members who joined in 1999 and have not renewed their memberships will not be included in the Directory.

As the new officers begin their duties, they will be looking for members to serve on committees and assist with the work of the organization. Committees include Membership, Nominating, and Program. Articles, member and institution news, and calendar items are always welcome for the newsletter. Please consider becoming an active member – an organization is a reflection of its members.

We encourage those who have not joined SCAA to complete the membership form included in this newsletter. Those who have not renewed memberships are reminded to do so as soon as possible. Also, if you have changed your address, telephone number(s), fax number(s), or e-mail address, we need to know this right away. Mail membership dues and changes to: SCAA, c/o Beth Bilderback, South Caroliniana Library, USC, Columbia, SC 29208.

#### South Carolina Archival Association

##### Officers:

**Robin Copp, President**  
**Dennis Taylor, Vice President**  
**Sharmila Bhatia, Secretary**  
**Beth Bilderback, Treasurer**  
**Deloris Goggins, Membership Chair**  
**Ann Evans, Director (2000)**  
**Jeanette Bergeron, Director (2001)**  
  
**Elizabeth C. West, SCAAzette Editor**

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### Treasurer's Report

By Beth Bilderback

The following is the Treasurer's Report as given at the annual meeting on 21 October 1999. The SCAA has benefited immensely from SHRAB, Department of Archives and History, and South Caroliniana Library assistance. All have provided funds for the membership brochure, the newsletters, and various mailings, as well as support for Steering Committee meetings and the annual meeting. This has allowed us to build our cash assets.

South Carolina Archival Association  
 Income and Expense Statement  
 February through September 1999

Income:	
Membership Dues	\$1405.00
Contributions	65.00
Annual Meeting	400.00
 Total Income	 \$1870.00
 Expenses:	
General & Administrative	61.00
 Total Expenses	 \$61.00
 Net Gain or (Loss)	 \$1809.00



## SCAA Workshop

"A rolling stone gathers no moss," and SCAA is rolling right into spring with a half-day workshop which promises to fill some of your training needs. Relying on information gathered from the needs survey passed out at the SCAA Conference and the study completed by Victoria Walch for SHRAB, the SCAA chose topics which were the most requested and most needed. The sessions will include basic archival procedures, creating useable finding aids for collections, and a panel discussion in which you present your problems to the experts for solutions. Be on the lookout for the SCAA Spring Workshop brochure and early registration discount.

## New Staff Members at South Caroliniana Library

Joe Long has joined the Caroliniana as Project Archivist. He is a Georgia native who began his college education with two years at the Naval Academy, and went on to acquire a BA in English from the University of Georgia and an MA in History (augmented with archival studies) at Georgia College and State University. He worked for Mercer University's Main Library, first as a book repair technician and later as a Circulation staff member, from 1993 until arriving here in December 1999. Joe is active in USC's Aikido Club and in research of the early history of the Japanese martial arts in America. He is married, with two young children and a bird dog.

Sam Fore joined the Manuscripts Division as Library Technical Assistant in February, after eight years of service as a noncommissioned officer in the U. S. Army Judge Advocate General's Corps. A native of Union County, South Carolina, he graduated from the University of South Carolina in 1990 with a Bachelor of Arts in history. He plans on pursuing Master's degree in Applied History and Library & Information Science. Sam is particularly interested in the American Revolution and South Carolina during the Federalist Era.

## Oral History Association

People interested in oral history have a rare opportunity this fall as the Oral History Association will hold its annual meeting in Durham, NC, October 11-15. The meeting's theme is "At the Crossroads: Transforming Community Locally and Globally."

## News from the South Carolina Department of Archives and History

*Disaster Planning Technical Leaflet.* The Archives has updated its disaster planning technical leaflet for state agencies and local governments. It includes new emergency contact numbers, an updated list of recovery service vendors, and a quick-reference grid on how to handle damaged records. A copy is available on the Department of Archives and History homepage, <http://www.state.sc.us/scdah/16.pdf>. Hardcopy versions of the technical leaflet are available from Pat Morris, (803) 896-6112, or [morris@scdah.state.sc.us](mailto:morris@scdah.state.sc.us).

*Web Access to Item-Level Indexes.* The Archives has contracted with the Computer Services Department of the University of South Carolina (USC) to convert extensive Archives-generated item-level indexes to names and geographic locations contained in some forty-five series of early South Carolina land, court, and legislative records to a web-accessible format. The item-level indexes cover some 285,000 documents and index 1,735,000 keywords. Employing SPINDEX II, the Archives created the indexes on computer tape from the early 1970s through the 1980s. The indexes are currently available for research use in a computer output microfilm (COM) format, which are the most heavily used of the Archives' finding aids. USC's Internet Development Group will convert the existing data to a web interface utilizing Microsoft ASP code with a SQL Server database backend. The conversion is slated for completion by June 30, 2000.

*Summary Guide on the Web.* The Archives' summary, series level, listing of state agency, local government, private, federal government, Confederate, and British records holdings is now available on the Department of Archives and History's homepage at <http://www.state.sc.us/scdah/guide/guide.htm>.

## News from SHRAB

*New Member.* Governor Jim Hodges recently appointed SCAA Membership Officer Deloris H. Goggins to the SHRAB. Ms. Goggins is Secretary of the Chester County Historical Society and had served on the steering committee that formed the SCAA in 1999. She attended her first SHRAB meeting on December 9.

*SC SHRAB Planning Project.* The SHRAB has completed work on the information-gathering phase of its strategic planning project. This has included investigations by five consultants, recommendations from many focus groups and other meetings, and responses to over a thousand survey questionnaires. A summary of the information-gathering is available on the SHRAB homepage, <http://www.state.sc.us/scdah/shrab1.htm>. Also on the homepage are copies of the project consultant reports, including recently submitted reports on the SHRAB's internal operations and repositories of non-government records. The SHRAB is now in the process of developing the new state plan for historical records, 2000-2005. This began with a planning retreat on October 7-8, and a follow-up meeting on December 9. (The minutes of these meetings are also available on the SHRAB homepage.) The SHRAB will meet in mid-March to deliberate on a new mission statement and to identify strategic plan issues, goals, and objectives. The project timeline calls for completion of the plan by May, 2000.