

SOCIETY OF CALIFORNIA ARCHIVISTS

NEWSLETTER

Number 145

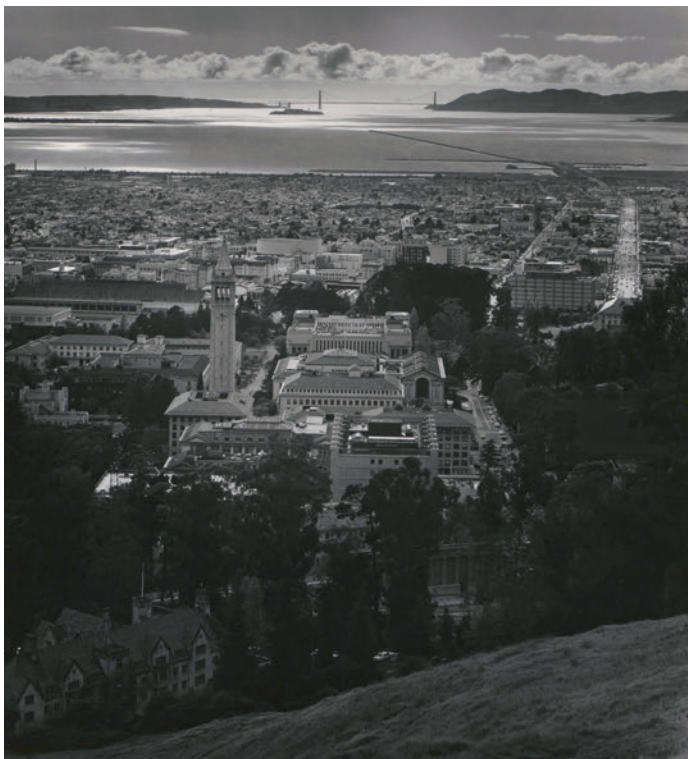
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Winter 2013

SCANNING THE HORIZON: THE SCA ANNUAL GENERAL MEETING IN BERKELEY

The 2013 Annual General Meeting will take place April 11-13 in Berkeley! The meeting will be held at the beautiful Double Tree Hilton Hotel, located at the Berkeley Marina. We hope you all will join us.

Our theme, "Scanning the Horizon," invites you to not only gaze at the Golden Gate views afforded by our bay front location, but also to look ahead at the world of archives and historical research in the 21st century. The program will include many sessions that take stock of the impact on archives resulting from digital technology, online primary resources, and trends in digital humanities. There will be still more offerings addressing traditional processing, reference, public outreach, and



West from the Big "C" (Late PM into Sun) UC Berkeley and the Golden Gate. By Ansel Adams, April 1965. Courtesy of the Bancroft Library. (UARC PIC 1800:158). Copyright, UC Regents.



View from the University Ground at Berkeley: The Golden Gate. By Carleton Watkins, 1874. Courtesy of the Bancroft Library (UARC PIC 03:226a--FR).

grant management, among many other engaging topics. When you are not focusing on professional issues and networking with colleagues, there are also many local destinations to enrich your conference experience.

Situated on the eastern shore of San Francisco Bay, exactly opposite the Golden Gate, Berkeley is a city of diversity, history and culture. Although it is known primarily for being the home of the original campus of the University of California, both the city and its immediate environs offer much more. The city's thriving

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PRESIDENT'S MESSAGE

One of the lesser known parts of the president's job is responding to all the inquiries for advice from people involved in SCA. I thought I'd share a few of them.

It seems the SCA Board of Directors is always turning over, so how does SCA get anything done?

You may be onto something because committees are real the Clydesdales of SCA. If you've attended a workshop, presented at the AGM, voted in an election, looked up a member in the online directory, read an article in the Newsletter, renewed your membership, or won a lot in the silent auction, you have an SCA committee to thank. But there's no conspiracy here—the duties of all committees are spelled out in the SCA Handbook.

THE SOCIETY OF CALIFORNIA ARCHIVISTS, INC.

The Society of California Archivists, Inc. exists to support and develop those who collect, care for, and provide access to the documentary heritage of California and adjoining areas.

To this end it:

1. acts as a vehicle for dissemination of information about archival collections, issues, and methodology to the profession and the public;
2. provides a forum for the discussion of matters related to the creation, preservation, and use of historical documents;
3. develops, offers and supports archival education programs;
4. cooperates with individuals and organizations on matters of common concern; and
5. advocates the identification, collection, preservation, use, and appreciation of historical records and manuscripts.

The SCA Newsletter is published quarterly in January, April, July, and October. All submissions, advertisements for future issues, letters to the editors, and inquiries regarding the newsletter should be directed to the Editors of the Newsletter:

Newsletter Editors
The Bancroft Library
University of California, Berkeley
Berkeley, California 94720-6000
Email(s): newsletter@calarchivists.org

Copy Deadlines: September 1, December 1, March 1, & June 1

Format for Submissions: Articles and other items submitted for consideration should be sent via e-mail attachment.

Newsletter editors and layout designers: Jean Pasco, Lara Michels, Elizabeth Borchardt, Joanna Black

www.calarchivists.org ©2013

Help! I chair a committee for SCA, but I'm so swamped that I resorted to energy drinks. Now I'm addicted and can't sit st—

Just say yes to delegating! Your committee members want to get involved, so break your next committee task into segments and farm the segments out to them. If you don't know what your next task might be, hold a conference call to talk about potential activities with your members. Or try a discussion via email or no-cost web conferencing. With everyone's help you'll be energized to kick your habit and focused to finish your sentences. Then donate the money you save on those drinks to SCA!

At first I was really excited to be on a committee, but then I never heard from my committee chair. I'm thinking a new haircut might help.

Don't despair! Sometimes your chair is so busy with her SCA tasks that she doesn't think to stop and ask for help. Call her or send an email (avoid Skype due to your haircut) reminding her that you want to pitch in. If you see a task that's been neglected, mention it to her and offer your help with it. If your committee's inactive, suggest to her that you all share ideas for action via a conference call—there's nothing like talking to other members to get pumped up again. I'm betting they can help you with your haircut too.

Ages ago I was on the Nominating Committee, and I'm still fatigued and exhausted from the effort of finding candidates willing to run for office in SCA. Is there any hope for me?

It sounds like you forgot to consult SCA's committee chairs for their ideas. The chairs see the talent among all their committee members, so they're able to suggest plenty of potential candidates. Having missed that chance, your only hope now is to say yes when the Nominating Committee asks you to run for president of SCA.

That's it for this quarter's advice sampler. I hope it inspires you to communicate more with the committee(s) you chair or serve on, contact a committee chair to get involved, or send a thank you to a committee that you appreciate! It's the personal interactions that make it all worthwhile.

Lisa Miller
Hoover Institution Library and Archives
Stanford University



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UNCOVERING CALIFORNIA'S ENVIRONMENTAL COLLECTIONS

The California Digital Library (CDL) is pleased to announce the availability of over 41 important collections, held by nine institutions throughout California, which document environmental history within and beyond the state. The availability of these previously “hidden” archival collections represents the successful conclusion of a cross-institutional project entitled Uncovering California's Environmental Collections: A Collaborative Approach. Explore finding aids to these collections on the Online Archive of California at <http://bit.ly/U0hDuO>. Finding aids to additional collections will be published soon.

The newly processed archival collections document an array of important sub-topics such as irrigation, mining, forestry, agriculture, industry, land use, activism, and research. Together they form a multifaceted picture of the natural world and the way it was explored, altered, exploited and protected in California over the twentieth century. Highlights from the collections include the corporate records of Unocal, a major oil company; the papers of Frank Sherwood Rowland, the Nobel-prize winning scientist who discovered the effects of CFCs on the ozone layer; the records of prominent California leaders in the Sierra Club; and materials on the state's tidelands controversy, with a complete environmental profile of Los Angeles Harbor.

The CDL collaborated with special collections and archives departments at the following institutions to arrange and describe the materials for scholarly use:

- California State University, Chico
- California State University, Fresno
- Humboldt State University
- UC Berkeley
- UC Davis
- UC Irvine
- UC Los Angeles
- UC Riverside
- University of Southern California



The completion of this project is particularly exciting because it demonstrated the success of working collaboratively across repositories to uncover a bulk of hidden material. While each institution independently undertook the processing work, CDL hosted tools, training, and a virtual meeting space to promote the exchange of ideas and advance collection processing approaches. The project also made inroads into backlogs across different repositories.

The project was generously supported by The Andrew W. Mellon Foundation, administered by the Council on Library and Information Resources as part of its Cataloging Hidden Special Collections and Archives Program, from 2010-2012.

For more information about Uncovering California's Environmental Collections -- including project tools, resources, and collection processing summaries -- see <https://wiki.ucop.edu/display/CLIR>.

Adrian Turner
California Digital Library

COLLECTION SPOTLIGHT

WHOSE TUBES THESE ARE I THINK I KNOW: CLIR GRANT WORK SUCCESSFULLY COMPLETED AT HISTORY SAN JOSE

Staff and volunteers at the History San Jose Research Library and Archives have recently completed processing five manuscript collections from the Perham Collection of Early Electronics under a 2012 grant from the Council on Library and Information Resources' Cataloging Hidden Collections and Archives program. Series through item-level catalog records, as well as many digital images, are now available through PastPerfect Online at <http://historysanjose.pastperfect-online.com/>.

The project provides access to more than 100 linear feet of the largest manuscript portions of the Perham Collection, previously unprocessed, and to some extent unknown even to our Curator:

1) The Lee and Marie de Forest Papers comprise the largest collection documenting this award-winning radio and motion-picture inventor. They include not only de Forest's early Yale University, American DeForest Wireless Telegraph, and DeForest Phonofilm scrapbooks of correspondence, ephemera and news clippings, but also extensive correspondence between de Forest and his peers during the 1940s and 1950s that sheds light on the complex man behind his sometimes controversial inventions;

2) Professional and personal papers of 1916 Stanford engineering graduate Harold Elliott contain extensive materials on his work with Federal Telegraph, Galvin Manufacturing, RCA-Victor, and Hewlett-Packard, and his radio clock-tuner inventions. In addition, Elliott was a talented photographer, and his papers include more than 1000 photographs from his early days at Stanford University (1911-1916), hiking and camping trips in the Sierras and Arizona (circa 1915-1930), early automobiles, and later photographs of the Pacific Coastline and Portola Valley foothills, many of which were displayed in photography exhibits in the 1950s and 1960s;

3) Rare materials from Federal Telegraph Company (1909-1929), one of Silicon Valley's earliest successful startups, including Douglas Perham's scrapbooks of photographs, blueprints, and technical reports documenting Federal's radio installations in San Francisco, San Diego, El Paso and Kansas City between 1909 and 1912;

4) Research notes and correspondence of Jane Morgan, author of "Electronics in the West" (1967), a treasure trove of information on early electronics pioneers on the West Coast. Although written in a popular style, Morgan's work was meticulously researched and documented, and her research files include correspondence and notes detailing interviews with many key individuals;

5) the Perham Historical Files, a collection of ephemera, notes, manuscripts, and other items pertaining to hundreds of people, companies, and technical developments.

The Perham Collection of Early Electronics preserves rare books and ephemera, trade manuals, personal papers and archives, along with some 1200 photographs, and 2500 electronics devices from some of the earliest commercial ventures in electronics in the Western U.S. and a nascent Silicon Valley, from the 1890s to 1960. Douglas M. Perham, who began this collection, spent his career with many of these firms, from Federal Telegraph in 1909 to the highly successful post-war Varian Associates. He and his colleagues avidly collected material documenting what they saw happening around them over a seven-decade period. Originally displayed at Perham's New Almaden Museum, the collection became part of the Perham Foundation's Electronics Museum at Foothill College in Los Altos Hills, California, in the late 1960s. After the Museum's closure in 1991, the Collection went into storage, and was eventually donated in 2003 to History San Jose.

The Collection, received largely unprocessed, has now been almost entirely re-housed and cataloged, thanks to the dedication of a hardcore band of semi-retired engineers who have logged thousands of hours over the past ten years identifying and researching the over 2500 objects within the collection; and thanks to this CLIR grant, without which we could not have dedicated the time and resources to process this primary source material invaluable to anyone interested in early Bay Area commercial history. The grant has also allowed us to create an in-house processing manual, available to all volunteers and staff, that fully integrates PastPerfect museum and archives software into an archival workflow process, resulting in a more consistent and efficient approach to processing collections and submitting EAD guides to the Online Archive of California.

As part of this project, we have created a website to document the people, companies and products that comprise the Perham Collection at www.perhamcollection.org. The site will continue to grow, and highlights some of the more compelling stories found in the manuscript collections over this past year. We also anticipate researchers and collectors will benefit from the richer insight provided by these materials into the personal and professional lives of the engineers responsible for many of the inventions that are the foundation of today's telecommunications and computer industries.

*History San Jose Research Library and Archives
San Jose, California*

COLLECTION SPOTLIGHT

MISSION SAN FERNANDO IMAGE COLLECTION AT THE ARCHIVES OF THE ARCHDIOCESE OF LOS ANGELES

The A.A.L.A.'s main collection of analog images of Mission San Fernando is comprised of approximately 40 three-ring binders that contain photographs, negatives, transparencies, post-cards, and illustrations. While original sets include comprehensive coverage of various rebuild-ing projects or major events like the 1971 Sylmar earthquake, the assemblage is also illustrative of several prominent late-19th and early-20th century photographers and studios such as Carleton E. Watkins, A.C. Vroman, Frederic H. Maude, and the "Dick" Whittington Studio among others.



Reflections at the Convento, c.1890s

The archival challenges presented by this material regarding the historic Mission—it has been established for over 200 years and imaged for more 150—lie within the contexts of organ-izing, preserving, and presenting a clearer appreciation of this robust assortment which has been gathered together over the course of the last half-century. Completing such management allows the old adage “every picture tells a story” to be more easily illuminated. In this example, Arturo Bandini (1853-1913) sits serenely between two acquaintances in the exterior, arched corridor of San Fernando’s most iconic structure. A well-known member of notable Old California families on both sides of his parentage, Arturo was an avid sportsman and rancher, a gifted musician and linguist, a fine local historian, and a very wealthy man just prior to his untimely demise in San Francisco under somewhat suspicious circumstances.

*Jim A. Beardsley
Associate Archivist*

Journal of Western Archives

The *Journal of Western Archives* is a peer-reviewed, open access journal sponsored by Western regional archival organizations. The journal focuses on contemporary issues and developments in the archival and curatorial fields, particularly as they affect Western archives and manuscript repositories.

Journal Contents

The *Journal of Western Archives* gives archivists, manuscript curators, and graduate students in the American West a place to publish on topics of particular interest and relevance to them. The journal features research articles, case studies, and review essays on regional topics. These include:

- Important Western regional issues in archives and manuscript repositories;
- Unique archival developments in the western United States;
- Technological innovations and their effect on archival theory and practice;
- The history and development of the archival and curatorial professions in the American West;
- Collaborative efforts and projects between various cultural institutions.

Contributing to the Journal

If you are interested in contributing to the journal or serving as a peer reviewer for journal content, please contact the managing editor, John Murphy (john_m_murphy@byu.edu). Article submissions may also be made online at the journal website.

JWA

<http://digitalcommons.usu.edu/westernarchives/>

COLLECTION SPOTLIGHT

NEWLY AVAILABLE: HISTORIC INDIVIDUAL, CORPORATE, AND COMMUNITY MICRO-DATA FROM THROUGHOUT CALIFORNIA AND NEVADA, 1864-1874

Federal Tax Assessment Lists from throughout California and Nevada, from the late Civil War period through early Reconstruction (1864-1874) are now available to researchers at the National Archives at San Francisco, located at the Leo J. Ryan Memorial Federal Building in San Bruno.

The documents were created by the Department of Treasury's Office of the Commissioner of Internal Revenue, a predecessor of the Internal Revenue Service. Arranged by collection district and division, and thereunder chronologically and then alphabetically, the records are comprised of monthly and annual lists, enumerating individuals, associations, and other corporate bodies liable for taxes.

All sorts of varying tax programs were tried out in the second half of the nineteenth century, first to meet the need to raise revenues against the cost of the Civil War, and later, to compensate for reductions to the tariff. These included excise taxes levied on various occupations (peddlers, physicians, and lawyers, for example), goods (for example, on watches, gold plates, exhibitions, and billiard tables, to name a few), and railroad ticket receipts. An early income tax (that

would later be ruled unconstitutional) is also represented, as is assessment of a tax on capital. The ratification of the 16th Amendment in 1913 enabled the re-establishment of a federal income tax.

These records are of use to researchers seeking data on particular individuals or corporate bodies including associations and clubs), or large or small geographic areas (for urban areas, street addresses are also included), as well as economic history in the West, and the history of taxes.

This a group of original documents that until now had been so disarranged as to have been unusable. Researcher interest prioritized processing these records from the backlog, and that has been completed in 2012. File-level folder lists are available.

To obtain the most recent version of the finding aid, or for other steps to begin planning your research visit, send an email to sanbruno.archives@nara.gov. The documents mentioned here are known as Record Group 58. In addition to the Civil War and Reconstruction-period documents, early twentieth century records, through 1917, were also transferred to the National Archives and they and their finding aids are now available.

Anna Naruta
Archivist

National Archives at San Francisco



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NEWS AND ANNOUNCEMENTS

DIGITIZATION OF THE HERMAN J. SCHULTHEIS COLLECTION AT THE LOS ANGELES PUBLIC LIBRARY

Through grant funding from the John Randolph Haynes and Dora Haynes Foundation, the Los Angeles Public Library was able to add to their on-line collection, approximately 3,400 images by photographer Herman J. Schultheis.

Schultheis was a German-born immigrant who came to the United States in the mid-1920s after obtaining a PhD, and moved to Los Angeles in 1937 from the east coast, with his wife Ethel. He was an engineer by trade, and was briefly employed at the Disney Studio, but was also an accomplished pianist as well as an amateur archeologist and photographer. Schultheis seems to have always had a camera by his side, and as he and Ethel explored their newly adopted city, he created an astonishing portfolio of over 5,000 photos documenting Southern California in the late 1930s.

While on a 1955 archeological expedition in Guatemala, Schultheis disappeared in the jungles, and his remains were found a year later. Ethel never remarried, and when she passed away in 1990, her Los Feliz home, along with all of its contents were donated to Catholic Charities. Among the possessions were the thousands of photos by Herman, taken during his 1930s world travels, along with the images of Southern California. The collection was donated to the Los Angeles Public Library in 1991.

The funding enabled LAPL to hire contract cataloger Charlene Nichols, who under the direction of Christina Rice and Kimberly Creighton created metadata for nearly 3,400 Schultheis images which are now available to the general public at <http://photos.lapl.org>.

A selection of images from the Herman J. Schultheis Collection is currently on display in the History & Genealogy Department at the Central Library. Additional information can be found at <http://www.lapl.org/whats-on/exhibits/how-we-worked-how-we-played-herman-schultheis-and-los-angeles-1930s>.

ALUMNUS GIFT TO SUPPORT UCLA ARCHIVAL STUDIES PROGRAMS AND LECTURES

UCLA's Graduate School of Education & Information Studies (GSE&IS) has received a pledge of \$100,000 from antiquarian bookseller Kenneth Karmiole to establish an endowment in support of Archival Studies Programs and Lectures. The gift will significantly enhance student and faculty learning and research relating to institutional archives, archival special collections, moving image archives, community-centric archives, digital archives and recordkeeping, personal archiving, and the use of primary sources in K-12 learning and literacies development.

A member of the Graduate School of Education & Information Studies Board of Visitors and an alumnus of the school's Master of Library Science program ('71), Karmiole's gift will create the Kenneth Karmiole Archival Studies Endowment Fund, underscoring his belief in the quality and future of Archival Studies at UCLA. The endowment will provide support for the presentation of an annual or biannual speaker to come to UCLA or offer panel discussions by scholars and experts, and will also be open for other contributions by those who wish to support Archival Studies at UCLA.

"I would like to see UCLA become a place for people interested in rare books and manuscripts and historical materials," said Karmiole. "Archival material is going to become more and more significant. University libraries want to differentiate themselves from one another by the unique material that they have. Because UCLA already has great faculty in this area, they are one of the [leading programs] in the country."

*Kathy Wyer
Director of Media Relations
UCLA Graduate School of Education and Information Studies*

NEWS AND ANNOUNCEMENTS

STEVE IVERSON RETIRES AS CURATOR FOR RANCHO LOS CERRITOS

Rancho Los Cerritos held a retirement party to honor Steve Iverson, who has worked as curator at the Rancho for 23 consecutive years. His role as curator included overseeing museum collections; managing the museum's research library and archives; developing new exhibits, as well as updating the existing exhibits; researching the history of Rancho Los Cerritos; assisting with volunteer training; and helping coordinate special events at the museum.

Iverson was always seen as someone who wore "many hats," Ellen Calomiris, executive director and historic sites officer at Rancho Los Cerritos, explained. "Steve has impacted the Rancho because all of his dedication, knowledge and passion for history."

Iverson's achievements as the Rancho ranged from helping shape the Master Plan of Rancho Los Cerritos; developing historical reference materials for the living history programs; installing new exhibits such as the blacksmith shop and the laundry room; to expanding the signature program: Christmas Candlelight tours at Rancho Los Cerritos.

His efforts and achievements will continue to echo through the adobe walls of the Rancho. His retirement will certainly affect the community, historical researchers, and those going through volunteer training due to the loss of the "encyclopedia knowledge" Iverson was known for. He began working at the Rancho in 1989 and retired in December 2012.

Built in 1844, the adobe home and grounds echo with the rich history of Spanish, Mexican, and American California and the families who helped transform Southern California from its ranching beginnings to the modern and urban society it is today. The two-story Monterey-style adobe is primarily furnished to reflect occupants and lifestyles from the 1860s-1880s. The site, a National, State and Long Beach Historic Landmark, also includes historic gardens and a research library and archives. It is owned by the City of Long Beach and operated through the Department of Parks, Recreation and Marine. For more information please visit the website at www.rancholoscerritos.org.

*Jasmine Long
Public Relations & Marketing Coordinator*

SFMOMA RESEARCH LIBRARY AND ARCHIVES TEMPORARILY CLOSED

The SFMOMA Research Library and Archives is temporarily closing its doors through early 2016 to external researchers due to the upcoming expansion of our building.

SFMOMA will present a dynamic range of off-site exhibitions and programs while the expansion is under way, but we regret that the SFMOMA Library and Archives will not be able to provide on-site or remote research access to its holdings during this time.

We will update you as details are provided. Thank you.

*Peggy Tran-Le
Archivist/Records Manager
SFMOMA Research Library and Archives*

ENVIRONMENTAL DESIGN ARCHIVES RECEIVES FEDERAL GRANT

The National Historic Publications and Records Commission (NHPRC) has given the Environmental Design Archives \$100,630 for a project titled: Living and Learning: The Architecture of Housing and Schools- Providing Access to the Records of Two Architects.

According to Curator Waverly Lowell, architects Warren Callister (1917-2008) and Ernest Kump (1911-1999) left a significant legacy on the cultural landscape locally, nationally, and internationally in the areas of housing and education. Recent scholarly interest in these designers and their buildings encouraged this project to preserve their records and make them available. The records, including sketches, drawings, photographs, and project files, provide a wealth of material that encourages understanding of the design aesthetic of the era and supports the increasing research interest in educational buildings, multi-unit residences, midcentury design, and regional modernism.

*Waverly Lowell, Curator
Environmental Design Archives*

SCANNING THE HORIZONS *(continued from p. 1)*

organizations, galleries, artists and performers. The Downtown Berkeley Arts District is host to the nationally-recognized Berkeley Repertory and Aurora Theaters. The Freight and Salvage Coffeehouse showcases traditional music, and the Jazz School offer concerts year round. Additionally, the university plays host to the Berkeley Art Museum, the Pacific Film Archives, the diverse programming provided by Cal Performances, and several museums.

Berkeley is recognized as the birthplace of California Cuisine, and is one of the early adopters of the locavore movement, thanks in part to resident chef Alice Waters. While you're here, consider having lunch at the Chez Panisse café, or splurge on dinner at Chez Panisse restaurant (which starts taking reservations one month ahead) in Berkeley's Gourmet Ghetto. You might also enjoy visiting the Thursday or Saturday farmers market. Grab a bite of Indian, Afghani, Italian, Japanese, German, Pakistani or Mexican food in the International District, located at the intersection of University and San Pablo Avenues. You can also meet a group of your colleagues downtown at Gather for an organic cocktail or enjoy a beer at one of the resident breweries (Jupiter, Triple Rock and Pyramid). Within walking distance or a short bus ride from the hotel, you will find Berkeley's Fourth Street shopping district, home to a variety of appealing boutiques, unique specialty stores, excellent dining opportunities and coffee spots.

Interested in exploring beyond the borders of Berkeley? You don't even have to cross the bay to experience a vibrant urban scene. Oakland Museum of California houses art, history and natural history exhibits in a beautiful setting overlooking Lake Merritt. Yoshi's, a world-famous jazz club, is located in Jack London Square. Oakland food options range from fine dining to barbecue, and ethnic restaurants include everything from Burmese to Ethiopian and Central American to dim sum.

Outdoor adventures and historical sites also abound in the East Bay. The conference hotel is close to several walking and bike paths, where you can explore shoreline parks and the Albany Bulb. Head north on the highway to visit the newly-dedicated Visitor Education Center at the Rosie the Riveter/World War II Home Front National Historical Park. You can also tour the S.S. Red Oak Victory, the only ship built in the Kaiser Richmond shipyards that is being

restored.

The Local Arrangements Committee is busy organizing repository tours and encourages you to come early and stay late to explore all that the East Bay has to offer! And if you run out of things to see and do, there's always that little city, San Francisco, just across the bay.

Registration and program information will be available on the SCA website in early February.

SCA NEWS AND ANNOUNCEMENTS

2013 WESTERN ARCHIVES INSTITUTE

The 27th annual Western Archives Institute will be held at the University of California, Riverside from July 7 – 19, 2013. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Gregory S. Hunter, Ph.D., CA, CRM, has graciously agreed to serve as Principle Faculty Member for the 2013 Institute. He is a Professor at the Palmer School of Library and Information Science, Long Island University, and is Editor of *The American Archivist*. He holds a Ph.D. in American History from New York University. Prior to joining the Palmer School in 1990, Dr. Hunter was Director of Archival Programs for the United Negro College Fund and Manager of Corporate Records for ITT Corporation. He is a Distinguished Fellow of the Society

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SCA NEWS AND ANNOUNCEMENTS

SCA BOARD PROPOSAL FOR ONLINE ELECTIONS

The Board of the Society of California Archivists is considering a move from conducting elections by mail to on-line voting. In addition, the Board would like to have references to postal mail in the Bylaws changed to reflect more accurately current methods of distributing news to our members electronically.

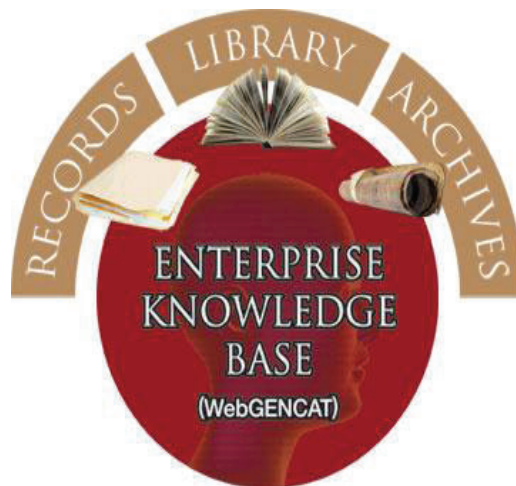
To this end, the board commissioned the Election Committee to investigate on-line elections. As part of this work, the committee solicited input from other regional associations, and of those that responded all use on-line voting. In preparation for a possible vote on this change to election procedures, the Board requested that the Election Committee share the results of its research with the membership. The committee found that elections on-line offer several benefits:

- On-line voting services provide automatic vote tallies and often in real time as ballots are cast. Results are downloadable as spreadsheets. In short on-line voting is more efficient than counting by hand and less prone to error.
- In general, on-line election services provide secure, encrypted electronic balloting, while reducing the costs associated with elections by mail, such as the printing of ballots, postage, and envelopes.
- All the regionals using on-line election services except one reported that participation from members increased after the change was made to on-line elections.

The membership of the Society of California Archivists must approve any change from present election practices to on-line voting. Section X of our Bylaws requires the "affirmative vote of three-fifths (3/5) of the votes legally cast by the dues-paying membership in a mail ballot" to amend the bylaws. In addition, the SCA board must provide to members copies of the changes thirty days before the vote. (This section can be viewed at: http://www.calarchivists.org/Resources/Documents/Handbook/Handbook_Part-1.pdf). For the position of the Board of the Society of California Archivists, please see the accompanying article by Board president Lisa Miller as well as the Board's proposed changes to the bylaws.

*SCA Election Committee:
Clay Stalls (chair), Rand Boyd,
Julie Graham, Peter Runge*

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SCA NEWS AND ANNOUNCEMENTS

AMENDMENTS PROPOSED TO THE BYLAWS

Amendments proposed to the Bylaws. Amendments I through VI, described below, must be approved or rejected as a whole.

Amendment I. *Proposed Amendment to Article III, Section 3 of the Bylaws.*

“To amend *Article III, Membership and Dues, Section 3*, sentence two, by striking out the word ‘mail’ and inserting in its place the word ‘on.’

“If *amended*, the section will read: 3, ‘Institutional membership shall be open to any public or private institution in California or elsewhere which employs or has affiliated with it individuals interested in the purposes of the corporation. The institution may designate two individuals to participate in the affairs of the corporation and such individuals shall have the same rights, privileges, and preferences and be subject to the same restrictions and conditions as individual members except that in meetings of the members or on ballots only one vote may be cast on behalf of the institutional member.’”

Amendment II. *Proposed Amendment to Article IV, Section 3 of the Bylaws.*

“To amend *Article IV, Officers and Government, Section 3, Election of officers and terms of office*, paragraph one, by (1) in sentence one, striking out the words ‘mail ballot sent’ and inserting in their place the words ‘ballot distributed’; (2) in sentence two, striking out the words ‘Ballots are to be returned’ and inserting in their place ‘Completed ballots are to be submitted’; and (3) in sentence three, striking out the words ‘return their ballot’ and inserting in their place ‘submit their completed ballot.’

“If *amended*, the first paragraph of the section will read: 3, *Election of officers and terms of office*: ‘The officers of the Corporation shall be elected by annual ballot distributed to members no less than 45 days and no more than 90 days prior to the annual business meeting. Completed ballots are to be submitted and results reported at least 15 days prior to the annual business meeting. Members must be provided no less than 15 days in which to submit their completed ballot. The nominee receiving a plurality of the legal votes cast for an office shall be elected to that position. The Vice President shall be the President elect. The President and Vice President shall each serve

a single term of one year in each office, beginning thirty (30) days after the annual business meeting, the Vice President succeeding as President at the end of one year. A Vice President shall be elected every year.’”

Amendment III. *Proposed Amendment to Article IV, Section 5 of the Bylaws.*

“To amend *Article IV, Officers and Government, Section 5, Election of directors and terms of office*, paragraph one, by (1) in sentence one, striking out the words ‘mail ballot sent’ and inserting in their place the words ‘ballot distributed’; (2) in sentence two, striking out the words ‘Ballots are to be returned’ and inserting in their place ‘Completed ballots are to be submitted’; and (3) in sentence three, striking out the words ‘return their ballot’ and inserting in their place ‘submit their completed ballot.’

“If *amended*, the first paragraph of the section will read: 5, *Election of directors and terms of office*: ‘Directors shall be elected by ballot distributed to members no less than 45 days and no more than 90 days prior to the annual business meeting. Completed ballots are to be submitted, and results reported, at least 15 days prior to the annual business meeting. Members must be provided no less than 15 days in which to submit their completed ballot. Directors shall be elected for terms of two years. Alternately two directors shall be elected in odd-numbered years and one director in even-numbered years. Beginning with the 1995 election, one director shall be elected as Membership Director to serve for a term of two years.’”

Amendment IV. *Proposed Amendment to Article V, Section 1 of the Bylaws.*

“To amend *Article V, Meetings, Section 1, Regular meetings*, paragraph two, by striking out the word ‘mailed’ and inserting in its place the word ‘distributed.’

“If *amended*, the second paragraph of the section will read: 1. *Regular meetings*: ‘Written notice of the annual business meeting shall be distributed to the membership at least thirty (30) days in advance.’”

(continued on p. 13)

BYLAWS (continued from p. 1)

Amendment V. Proposed Amendment to Article V, Section 2 of the Bylaws.

“To amend Article V, Meetings, Section 2, Special meetings, paragraph three, by striking out the word ‘mailed’ and inserting in its place the word ‘distributed.’

“If amended, the third paragraph of the section will read: 2. *Special meetings*: ‘Written notice of such special meetings of the membership shall be distributed to the membership at least thirty (30) days in advance.’”

Amendment VI. Proposed Amendment to Article X of the Bylaws.

“To amend Article X, Amendments, by striking out the word ‘mail.’

“If amended, the article will read: X. *Amendments*: ‘These Bylaws may be amended or expanded by the affirmative vote of three-fifths (3/5) of the votes legally cast by the dues-paying membership in a ballot, provided copies of such changes or additions have been circulated to the membership at least thirty (30) days in advance. Further amendments to the Bylaws or to a proposed bylaw amendment may be proposed in writing either by five (5) members and filed with the Secretary or by the Board of Directors.’”

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SCA NEWS AND ANNOUNCEMENTS

A NOTE ON THE PROPOSED BYLAWS CHANGES FROM THE BOARD

SCA's Bylaws establish the framework of our organization and define the privileges and responsibilities of our members. Changes to this core document are not taken lightly. However, the Board of Directors believes that updates are warranted to allow for electronic communications, including online voting. The updates would enable the Board to choose from an array of communication methods; they do not prevent the Board from continuing to send paper communications by U.S. mail. With these changes, the Board will have more flexibility to conduct SCA business in the most efficient, effective, and economical modes possible while also considering the rights of members. Voting is the most fundamental right of a member.

Our highest governing authority, the [California Corporations Code](#), accommodates electronic communications and by extension, online voting. It states that written ballots may be sent by electronic transmission (Section 5513a), and explains that writing includes any form of recorded message including electronic transmission (Section 8). Electronic transmissions by the corporation must adhere to several criteria involving the consent of the recipient to the transmission and the creation of a record that can be retained and rendered in tangible form (Section 20). Electronic transmissions to the corporation require the corporation have reasonable measures in place to verify the sender is whom he or she purports to be (Section 21).

The current edition of Sturgis's Standard Code of Parliamentary Procedure is SCA's parliamentary authority for matters not covered by the law or our Bylaws (Bylaws, Article VII). The current 4th edition, revised by the American Institute of Parliamentarians in 2001, includes a section on "Internet Voting." It states that most of the considerations involved with voting by mail also apply to voting online. These are ensuring that the voters have full understanding of the issues to be decided and preserving secrecy. In addition, Sturgis notes that because members may not have access to the Internet, or may choose not to use it, options for mail balloting may be provided. It indicates that most organizations use an elections administration company, which can restrict each voter to one electronic ballot and can identify and invalidate any duplicate ballots cast on paper.

The members of the Election Committee have described the benefits of online voting in a separate article. Our governing authorities recognize and accommodate online voting and electronic communications. Those authorities also lay out the considerations current and future Boards must address before actually implementing any changes to our current voting or communication methods; due caution will be required. Given this framework, we hope you agree that these are worthy and timely updates. When you receive your ballot, please vote for the changes to the Bylaws.

2013 WAI *(continued from p. 10)*

of American Archivists, and two of his books have received awards from the Society of American Archivists. He also served as Principal Archivist and Records Manager on the team that designed and built the Electronic Records Archives for the National Archives and Records Administration. Dr. Hunter was the founding President of the Academy of Certified Archivists and he also is a Certified Records Manager.

Tuition for the Institute is \$700 and includes a selection of archival publications. Other non-negotiable fees including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost.

The application deadline for the 2013 Western Archives Institute is March 1, 2013. For additional program information, see <http://www.calarchivists.org/WAI>, or contact:

For additional information, contact:
Administrator
Western Archives Institute
1020 O Street
Sacramento, CA 95814

Telephone: (916) 653-7715
Fax: (916) 653-7134
E-mail: ArchivesWeb@sos.ca.gov

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives.

(continued on p. 15)

SCA NEWS AND ANNOUNCEMENTS

MEMBERSHIP NEWS

Lynn A. Bonfield, retired director of the Labor Archives and Research Center at SFSU, has edited *NEW ENGLAND TO GOLD RUSH CALIFORNIA; The Journal of Alfred and Chastina W. Rix 1849-1854* (The Arthur H. Clark Company, imprint of the University of Oklahoma Press, 2011). The book has just received the 2012 Richard Hathaway Award from the Vermont Historical Society for an outstanding contribution to the field of Vermont history. The journal, preserved at the California Historical Society, begins on the Rix's wedding day in Peacham, Vermont, with alternate entries leading to Alfred's decision to go to California and Chastina's struggle to make the trip to join him in San Francisco where the journal continues for another year.

Lynn A Bonfield

THANKS TO SYDNEY!

Since becoming Administrator of the Western Archives Institute in 2006, Sydney Bailey has successfully coordinated WAI programs in San Diego, Berkeley, and Pomona. After six years of service, she is stepping down as Administrator. Members of WAI's Management Committee wish her heartfelt thanks for her impressive work in planning and preparing for each year's Western Archives Institute, and for seeing to all the details that make the Institute a success year after year. Jessica Knox of the California State Archives will step into the role of WAI Administrator in 2013. Welcome, Jessica!

2013 WAI (continued from p. 13)

The application package is available on the California State Archives web site at <http://www.sos.ca.gov/archives/wai/>, and on the Society of California Archivists web site at <http://www.calarchivists.org/WAI>.

*Ellen Jarosz
Associate Administrator
Western Archives Institute*



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CALENDAR

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- January - March 2013** Exhibit at the Claremont College Libraries: Book Club of California traveling centennial exhibit
- March 13, 2013** Application deadline for the Western Archives Institute.
- April 11-13, 2013** Annual General Meeting of the Society of California Archivists, in Berkeley, California. http://www.calarchivists.org/AGM_2013
The conference will be held at the Double Tree by Hilton Hotel (<http://www.berkeleymarina.doubletree.com>)
- July 7 - July 19, 2013** Western Archives Institute in Riverside, California . (<http://www.calarchivists.org/WAI>)
- August 11 - 17, 2013** Society of American Archivists Annual Meeting in New Orleans. (<http://www2.archivists.org/conference/2013/new-orleans>)

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