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2008 Annual Report for the Kennesaw State University Archives

Kennesaw State University

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Of all our national assets, Archives are the most precious; they are the gift of one generation to another and the extent of our care of them marks the extent of our civilization.” (Arthur G. Doughty, Dominion Archivist, 1904-1935)

2007-2008 Annual Report

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Executive Summary

The Department of Archives and Record Management was created in 2004. Its mission is two-fold: to preserve the history of Kennesaw State University and its environs, and facilitate the management of University records in an efficient and cost-effective manner in compliance with Board of Regents guidelines.

In its four years of existence the Department has undergone a number of significant improvements and changes in infrastructure, facilities, collections and services. Our goal is to offer state-of-the-art archival services and comprehensive, cohesive local and regional collections, thus becoming a researcher destination. We are making steady progress towards this goal.

In the last fiscal year, the Department installed high density mobile shelving, greatly increasing our holding capacity, and new furnishings for the entire Department. A major milestone in the growth of the Department was the securing of a separate budget line. The Department continues to monitor and manage all records sent to off-site storage, and the Records Coordinator assists staff on a daily basis with records management questions and issues. In the next fiscal year we are preparing to launch a campus-wide record inventory to better serve the University’s records management needs as well as to build the University Archives collection.

In order to lay the foundation for building and delivering digital collections, we acquired a hosted license to a content management system and have begun uploading images. We recently acquired a state-of-the-art overhead planetary scanner which will allow us to digitize rare and fragile books, documents and newspapers.

The highlight of this year was undoubtedly the acquisition of an important new collection. In February we hosted a reception for the NAACP Cobb County Branch, celebrating the signing of a deed of gift donating their historical records to KSU. We have already received research requests for this collection and once it is processed and ready for use, it is likely to become a major attraction.
The Kennesaw State University Archives: Historical Summary

In 1963 the Board of Regents of the University System of Georgia approved the establishment of a new junior college in Cobb County, located in northwest Georgia. The County was expanding rapidly and needed an institution of higher learning. Some members of the Board of Regents viewed Kennesaw Junior College simply as a feeder school for Georgia State University, located in central Atlanta. Others however had greater plans for “the College” (as it was known at the time). KJC expanded rapidly and in 1976 through the efforts of KJC’s first president Horace Sturgis, aided by several prominent politicians and community leaders, it achieved the status of a four-year senior college.

Documents reflecting and witnessing the early history, growth and development of the University and its programs began to accumulate, slowly at first, then more quickly as new technologies such as photo-reproduction and the personal computer made creating paper records easier and cheaper. They gathered on shelves, in filing cabinets and in dusty boxes, some in the possession of history-minded staff members, others left forgotten in basements and storage areas. As time passed, many feared that without proper care and attention, KSU’s historical documents, and therefore its history and organizational memory, would be lost.

Hopes for the creation of a University Archives were realized in 2004 with the establishment of the Department of Archives and Records Management, a new unit reporting directly to the Chief Information Officer, Dr. Randy Hinds. Its mandate was twofold: to serve as a repository for the historical records of Kennesaw State University, and to take charge of the management of inactive records for the rapidly expanding institution. The decision to combine archive and record management functions in a single unit reporting directly to the C.I.O has been perhaps the single most important factor in the rapid growth and development of the Department. A strong institutional archives depends upon a strong records management program, and a strong records management program depends on strong executive-level support. Dr. Tamara Livingston was selected to lead the department, develop the Archives, and address the pressing issue of records management on campus.

INITIAL CHALLENGES AND OPPORTUNITIES

The most pressing challenge facing the new Director was to come up with a solution for the storage and retrieval of inactive records. Before 2004, inactive records at Kennesaw State University were stored either in campus units or in a warehouse maintained and operated by Campus Receiving (Postal Services). The Center operated with a paper-based system of cards to track incoming and outgoing records, and Receiving staff were responsible for pick up and delivery of records. After the warehouse was taken down to make space for new buildings, these inactive records were moved to the basement of the Campus Services building.

Receiving also served as the liaison between units seeking destruction services for confidential documents and the free recycling service offered for a time by the Georgia Building Authority. When the GBA began to charge for the service, Receiving began holding boxes of records for destruction in their warehouse. At the time the Department of Archives and Records Management was created, the receiving area for Postal Services was filled with boxes of inactive records waiting to be destroyed, and boxes continued to...
arrive. Receiving was no longer able to maintain a records center or respond to requests and departments had nowhere to store their records. To alleviate the situation, the first act of the new Director was to contract a records management vendor for off-site paper storage and document destruction services.

The next issue facing the Director was to secure a space for the Archives and bring together historical collections scattered across campus. A space was found by utilizing two contiguous offices on the second floor of Sturgis Library as a combined Archives stacks area and reference room. (Until the renovations of early 2008, these two small rooms also housed a full-time staff member and part-time student assistant.) The collections were inventoried and moved to the new space. The Director began processing the collections with the help of a student assistant and history interns.

The core collection for the University Archives was derived from several sources, including a large number of inactive records marked as “permanent” or “historical,” stored in the basement of the old Campus Services building, and historical records, newsletters, minutes and other items sent to the Library, held in the Library vault. Professor Thomas Scott, a history professor with a keen interest in local history and an expert on the history of KSU, graciously approved the transfer of a number of manuscript collections related to the history of Cobb County from the Bentley Rare Book Room of the Sturgis Library to the newly established KSU Archives. These collections serve as the basis for a special collection emphasis on the history, growth and development of Cobb County and northwest Georgia.

Once the collections were physically located in a single place, systems for organizing, describing and making them available had to be adopted and developed. Establishing intellectual control of holdings is complex: it involves developing classification systems (there is no single standard system as there is for libraries), determining the levels of metadata required for efficient search and retrieval as well as for document inventory purposes, describing collections at various levels, and facilitating search and retrieval of records for patrons. The Director adapted a classification system for university records developed by William Maher of the University of Illinois Archives, and incorporated descriptive standards based on DACS (Describing Archives: A Content Standard), developed and endorsed by the Society of American Archivists in 2004. In order to make indexing and descriptive information available to patrons, the Director chose to utilize an open source web-based program (the Internet Scout Project) as the public access catalog database and in-house inventory control system for the Archives.

DEPARTMENT GROWTH

The Department has experienced rapid growth in the past four years. In 2005, a new full-time position was created to serve as the liaison between the records management vendor and the campus and to handle requests for shredding bins, special document destruction projects, and to assist units in preparing boxes for off-site storage and submitting pick up and retrieval requests. A new part-time Assistant Archivist position was added to the staff in 2008 to assist the Director with archival processing.
Collections in the Kennesaw State University Archives

UNIVERSITY COLLECTIONS
The University Collection consists of records and papers of collections from departments, administrators, faculty and staff. Significant series are the records of two former University presidents (Horace W. Sturgis and Betty L. Siegel), and prominent faculty, including Dr. Helen Ridley. (Dr. Ridley was dean of the College of Humanities and Social Sciences and chair of the influential View of the Future Committee). Holdings from departments and units include comprehensive records from University Relations (images and working files), Academic Affairs, and Facilities Planning and Management. The Archives also houses student publications including the Sentinel newspaper, and University publications.

GEORGIA HISTORY COLLECTIONS
The Archives holds a number of collections important to the history of Marietta, Cobb County and northwest Georgia. Papers of the Atkinson-Floyd, McAadoo and Lawrence families give a broad and unique perspective on aspects of daily life in 19th and 20th century Georgia. Marietta during the 1940s is represented by the Blair Collection and the Bell Aircraft Collection. The Blair collection consists of scrapbooks, papers and photographs from L.M. (Rip) Blair’s term as mayor of Marietta, Georgia, and the Bell Aircraft photograph collections gives a visual glimpse into Marietta’s burgeoning aviation industry of the time. Other fascinating collections include the Bowling C. Yates papers (Yates was the first superintendent of Kennesaw Mountain National Battlefield), and the records from the Cobb Education Consortium. The Secrist Collection consists of the records of Cobb County Commissioner Chairman, Dr. Phillip L. Secrist. Dr. Secrist is a teacher, preservationist and businessman who taught at KSU after serving the County. The Archives also houses the records of two organizations significant to the recent history of African-Americans in Georgia: the Georgia National Conference on Blacks in Higher Education, and the NAACP Cobb County Branch.
NAACP (COBB COUNTY BRANCH) DONATION AND RECEPTION
On February 21, 2008 the Department of Archives and Records Management hosted a special reception for officers of the NAACP Cobb County Branch, faculty, staff and Cobb County officials. The focus of the reception was the signing of the deed of gift officially transferring the historical records of this highly influential organization to the University. Speakers included Ms. Deane Bonner (President, Cobb County NAACP), Mr. Don Johnson, Ms. Annette Kesting (Cobb County Commissioner), Dr. Rosa Bobia (Director, African and African Diaspora Studies), and Dr. Daniel Papp (President, Kennesaw State University). The initial transfer included recently inactive files, clippings, scrapbooks, and photographs.

FACILITY RENOVATIONS
The Department underwent much needed improvements during December 2007/January 2008. A conference room contiguous to the Archives was renovated to become the new Archives Stacks. After installation of high-density mobile shelving, the entire collection was transferred to the new shelving. The space created by moving the collection allowed for the creation of a dedicated processing room and reference room. To complete the changes, new furnishings were installed in the offices, the processing room and reference room.

FACULTY ADVISORY COMMITTEE
The Archives Faculty Advisory Committee reconvened in 2008 after a long hiatus. Action items included developing a proposal for a new Archives and Bentley Rare Book Reading and Research Room, and developing a plan to address the lack of Archives staff due to budget cuts. The Committee will meet regularly to advise the Director on issues related to the Archives.

REFERENCE SERVICES
Each year the Archives receives an increasing number of requests for materials. In 2007-2008, the Director received 55 requests for archival materials by phone or e-mail. Most of the requests were successfully filled and scans or photocopies of materials were provided to patrons. On-campus requests came from University Relations, University Development, units planning reunions or similar events, the President’s Office, Staff Senate, Academic Affairs, and other units. Requests from off-campus came from all over the country as well as locally, from historians, genealogists, teachers, news agencies, students, and organizations.
Records Management Highlights: 2007-2008

RECORDS MANAGEMENT SERVICES
Records management services offered to the campus include off-site records storage, confidential document destruction, off-site data protection (tape rotation program for computer server back up tapes). All services provided by the records management vendor are managed and coordinated by the Department. Among our educational outreach activities are informal “Lunch ‘n’ Learn” workshops on various aspects of records management, on-site, departmental consultations, and presentations for groups.

The Records Coordinator receives approximately 15 e-mails and 10 phone calls about records management services. Several departments have moved, resulting in a significant increase in special projects to store large numbers of records off-site and to destroy purged records.

BOARD OF REGENTS RECORDS AND ARCHIVES ADVISORY COMMITTEE
The Director was asked to serve on an advisory committee for the Board of Regents this year. The first charge is to update and revise the Board of Regents Record Retention Guidelines. The group is also considering ways to share information about records management policies and practices between University System of Georgia institutions and to provide direction on complex issues such as management of electronic records.

“Records are the corporate memory; everything else is anecdote” (Glenn Sanders)
## Statistical Report

**KSU Archives**

<table>
<thead>
<tr>
<th></th>
<th>Reference Requests</th>
<th>Total Holdings</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2006/07</td>
<td>32</td>
<td>560 cubic feet</td>
</tr>
<tr>
<td>FY 2007/08</td>
<td>55</td>
<td>705 cubic feet</td>
</tr>
</tbody>
</table>

**Records Management**

<table>
<thead>
<tr>
<th></th>
<th>Off-Site Storage Accounts</th>
<th>Shredding Accounts</th>
<th>Total Off-Site Volume*</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2006/07</td>
<td>102</td>
<td>62</td>
<td>3,152 cubic feet</td>
</tr>
<tr>
<td>FY 2007/08</td>
<td>165</td>
<td>67</td>
<td>2,296 cubic feet</td>
</tr>
</tbody>
</table>

* Records that have reached the end of their retention period in off-site storage are destroyed off-site.
Strategic Plan 2007-2012

There are four primary goals in the strategic plan for 2007-2012:

• Develop a comprehensive archival program
• Develop a comprehensive, campus-wide records management program
• Expand services and departmental infrastructure
• Raise the level of awareness of archives and records management through education and outreach programs and activities.

The Department has made great progress in expanding services and infrastructure with improvements in facilities, delivering prompt service for reference inquiries, and developing digital resources to increase accessibility for patrons. The demand for off-site storage accounts and shredding services and projects is steadily increasing as more staff become aware of these services that are provided at no extra cost to their department.

The greatest challenge facing the Department at the present time is adequate staffing for the Archives. Archival processing is detailed and labor-intensive, requiring specific knowledge, skills and abilities. This fact has delayed the campus-wide records inventory project necessary for the development of a comprehensive archive and records management program. The recent addition of a part-time Assistant Archivist is a step in the right direction, and we are optimistic that we will be able to add additional staff in the near future.