

Society of Indiana Archivists records SPEC.063

This finding aid was produced using the Archivists' Toolkit

February 09, 2018

Describing Archives: A Content Standard

Ball State University Archives and Special Collections
Alexander M. Bracken Library
2000 W. University Avenue
Muncie, Indiana, 47306
765-285-5078
libarchives@bsu.edu

Table of Contents

<u>Summary Information</u>	3
<u>Administrative History</u>	4
<u>Scope and Contents</u>	4
<u>Arrangement</u>	4
<u>Administrative Information</u>	5
<u>Controlled Access Headings</u>	6
<u>Collection Inventory</u>	7
<u>Series 1: Organizational records, 1972-2011</u>	7
<u>Series 2: Correspondence, 1972-2011</u>	11
<u>Series 3: Newsletters, 1974-2010</u>	13
<u>Series 4: Meeting records, 1972-2012</u>	15
<u>Series 5: Membership records, 1970-2012</u>	22
<u>Series 6: Born digital records, 2007-2013</u>	25
<u>Series 7: Audio recordings, 1983</u>	25

Summary Information

Repository	Ball State University Archives and Special Collections
Creator	Society of Indiana Archivists.
Title	Society of Indiana Archivists records
Date	1970-2013
Extent	3.8 Cubic feet 6 boxes; digital files (50.6 MB)
Language	English

Preferred Citation

Society of Indiana Archivists records, Archives and Special Collections, Ball State University Libraries

Administrative History

The Society of Indiana Archivists, Inc. (SIA) was founded in 1972 after Indiana archivists attending the 1971 Society of American Archivists meeting in San Francisco acknowledged the need for an organization and clearing house for archival problems at the local level. From their first meeting on January 15, 1972, the six founding Society of Indiana Archivists members began the task of building an organization that would bring together not only professional archivists, but librarians, manuscript curators, university personnel, local historical society members, and other persons interested in historic preservation in the state.

The stated purpose of the Society of Indiana Archivists is "to provide the means by which individuals engaged in archival and manuscript work in Indiana can cooperate to promote archival depositories and their use; develop an archival and manuscript methodology in Indiana through sharing concepts, techniques, and guidelines; foster standards of competence in archival and manuscript repositories within the state; abide by the Society of American Archivists' code of ethics; promote cooperation among archivists, historians, librarians, records managers, and others in related disciplines; support the exchange of ideas; and serve as a liaison among individuals and organizations who work with archival collections."

The SIA membership meets two times peryear, once in the fall and once in the spring. One meeting per year is designated as a meeting for the members to present and learn about current issues related to the preservation and administration of archival records.

Source: Society of Indiana Archivists, "Society of Indiana Archivists". <http://www.inarchivists.org/about> (last accessed September 4, 2015).

Scope and Contents

This collection includes constitutions, by-laws, articles of incorporation, correspondence, newsletters and other publications, meeting and workshop records, and membership directories and applications from the Society of Indiana Archivists ranging from 1970 to 2013 documenting the activities of the organization's officers and members.

Arrangement

This collection is arranged in the following series:

Series 1: Organizational records, 1973-2011

Series 2: Correspondence, 1972-2011

Series 3: Newsletters, 1974-2010

Series 4: Meeting records, 1972-2012

Series 5: Membership records, 1970-2011

Series 6: Born digital records, 2007-2013

Series 7: Audio recordings, 1983

Administrative Information

Publication Information

Ball State University Archives and Special Collections

Conditions Governing Access

This collection is open for research.

Conditions Governing Use

Legal title, copyright, and literary rights reside with Archives and Special Collections, Ball State University Libraries, Muncie, IN. All requests to publish or quote from manuscripts must be submitted to Archives and Special Collections.

Custodial History

This collection was received by Archives and Special Collections as a donation from Wes Wilson from the Society of Indiana Archivists in December 6, 2010. Additions were made to the collection as donations from Kate Cruikshank in August 27, 2014, Diane J. Bever in June 24, 2015, Carol Street in September 27, 2016, and Wes Wilson in March 14, 2016 and October 5, 2017.

Accruals

The repository continues to add materials to this collection on a regular basis.

Processing Information

Collection processing completed 2011/03/29 by Helen Boyer. EAD finding aid created 2011/04/03 by Helen Boyer. EAD finding aid revised 2011/04/03 by Bethany Fiechter. EAD finding aid revised 2012/11/29. EAD finding aid revised 2013/09/03 by Rebecca Marangelli, 2014/10/10 by Emily Rapoza, 2014/12/03 by Brandon Pieczko, and 2015/06/25 by Lindsey M. Vesperry. Addition processing completed 2018/01/10 by Mackenzie Stahl. EAD finding aid revised 2018/01/18 by Lindsey M. Vesperry.

Controlled Access Headings

Genre(s)

- Agendas (Administrative Records)
- Correspondence
- Digital file formats
- Financial records
- Memorandums
- Minutes (Administrative Records)
- Newsletters
- Newspapers
- Photographs
- Reports

Geographic Name(s)

- Indiana--History--20th century--Sources

Subject(s)

- Archivists--United States
- Societies

Series 1: Organizational records, 1972-2011

Collection Inventory

Series 1: Organizational records, 1972-2011

Scope and Contents

This series contains correspondence from past officers, constitutions, by-laws, surveys, publications, and other records ranging from 1973 to 2011.

	Box	Folder
Publications and pamphlets, undated	1	1
Society of Indiana Archivists publications, undated	1	2
Glossary of Archival terms, undated	1	3
SAA Code of Archivists and archiving articles, undated	1	4
Mast head artwork, undated	1	5
Evaluation of organization, undated	1	6
Constitutional amendments and fall meeting papers, 1977	1	7
Constitution and by-laws, 1979-1980	1	8

Series 1: Organizational records, 1972-2011

Constitutional revisions, 1986	1	9
Articles of Incorporation, 1976-1977	1	10
Corporation reports, 1977	1	11
Midwest Archives Conference papers, 1978	1	12
Society of Indiana Archivists organization surveys, 1978	1	13
Society of Indiana Archivists organization surveys, 1978	1	14
Early activities papers, 1980-1983	1	15
Certification papers and correspondence, 1985-1986	1	16
John J. Newman publications, 1973-1975	1	17
John J Newman publications, undated	1	18
John Newman papers and correspondence, 1972	1	19
John Newman papers and correspondence, undated	1	20
John Newman presidential papers and correspondence, 1972-1973	1	21
John Newman correspondence and papers, 1973	1	22

Series 1: Organizational records, 1972-2011

John Newman correspondence and papers, 1974	1	23
John Newman papers and correspondence, 1976	1	24
John J. Newman papers and correspondence, 1977	1	25
David Horn presidential correspondence, 1975-1977	1	26
David Horn presidential papers, 1976-1979	1	27
Workshop in Archives Organization and Administration fliers and memo from David Horn, 1977	1	28
Outline to Survey Indiana Archives and David Horn correspondence, 1977	1	29
Darrell E. Bigham documents and correspondence, 1977	1	30
Darrell E. Bigham documents and correspondence, 1977-1978	1	31
Darrel E. Bigham documents and correspondence, 1979	1	32
Mark Neely papers and correspondence, 1979-1981	1	33
Eric Pumroy vice-presidential papers, 1983 Jan.-1983 Sept.	1	34
Eric Pumroy presidential papers, 1983-1986	1	35

Series 1: Organizational records, 1972-2011

Newman, John J. "NHPRC State Assessments Needs Grant," 1985/10/25	5	1
Sandra Taylor presidential papers and correspondence, 1985-1986	1	36
Thomas Krasean correspondence, 1988	1	37
Missing County Maps and Atlases memorandum, 1990	4	24
Preservation forum memoranda, 1990	4	25
IFA memorandum, 1992	4	26
A Call to All Hoosiers: A Special Offer to Members of the SIA conference announcement, 1994	4	27
"Weaving the Web: Web Design for Archivists" pamphlet, 1998 May	5	2
111th congress session papers, 2009	1	38
Constitution, revisions and correspondence, 2010	1	39
Constitution, bylaws, and correspondence, 2011	1	40
Meeting and workshop manual, 2009	1	41
Indiana historical sites and archival repositories, 1994, 2006	1	42

Series 2: Correspondence, 1972-2011

Indiana museum records and directories, 2006-2008	1	43
Indiana archival organizations, 2008	1	44
Kate Cruikshank correspondence, 2008-2010	1	45
Archivist website resources and online Indiana museums	1	46
Indiana state library grant documents, 2009 Dec.	1	47
Tax exempt forms, 2008	1	48
501(c) 3 and tax exempt papers and correspondence, 2009	1	49
Publication and distribution guidelines and correspondence, 2009	1	50
President's book outline and Ad Hoc council notes, undated	1	51
	Box	Item
Indiana Archives Month poster, 2010 Oct.	OVB 2	SPEC.063

Series 2: Correspondence, 1972-2011**Scope and Contents**

This series contains administrative correspondence ranging from 1972-2011.

Box **Folder**

Series 2: Correspondence, 1972-2011

Secretary/Treasurer correspondence, 1972-1979	1	52
Society of American Archivists correspondence, 1976	2	1
Correspondence, 1977	2	2
Membership correspondence, 1978	2	3
Publications Committee correspondence and notes, 1978	2	4
Secretary/Treasurer correspondence, 1980-1986	2	5
Secretary correspondence, 1986-1989	2	6
Secretary correspondence, 1990-1992	2	7
SIA Members and Philip Bantin correspondence, 1997/03/26	5	3
Documents and correspondence, 1997	2	8
Krasean, Thomas and Stephen E. Towne correspondence, 1998/09/10	5	4
Nomination committee correspondence, 2008, 2010	2	9
Website task proposal and correspondence, 2009	2	10
IRS documents and correspondence, 2010	2	11

Series 3: Newsletters, 1974-2010

LEU correspondence and papers, 2011	2	12
Series 3: Newsletters, 1974-2010		
Scope and Contents		
This series contains newsletters, newspaper clippings, and related correspondence ranging from 1974 to 2010.		
	Box	Folder
Newsletters and notes, undated	2	13
Newspaper clippings, undated	2	33
SIA newsletter correspondence, 1974-1978	2	14
Newsletters, 1974-1976	5	5
Newsletters, 1976-1977	2	15
Newsletters, 1977-1980	5	6
Newsletters, 1978-1979	2	16
Newsletter, 1979	2	17
Newsletters, 1980-1981	2	18

Series 3: Newsletters, 1974-2010

Newsletters, 1981-1984	5	7
Newsletters, 1982-1983	2	19
Newsletters, 1984-1985	2	20
Newsletters, 1985-1988	5	8
Newsletters, 1986-1987	2	21
Newsletters, 1990-1991	2	22
Newsletters, 1988-1989	2	23
Newsletters, 1989-1991	5	9
Newsletters, 1990-1991	2	24
Newsletters, 1992-1993	2	25
Newsletters, 1992-1995	5	10
Newsletters, 1994-1997	2	26
Newsletters, 1996-2002	5	11
Newsletters and correspondence, 1998-2000	2	27

Series 4: Meeting records, 1972-2012

Newsletters, 2000-2010	2	28
Spring newsletter and notes, 2003	2	29
Fall newsletter and notes, 2003	2	30
Spring newsletter, 2004	2	31
Fall newsletter, 2004	2	32

Series 4: Meeting records, 1972-2012**Scope and Contents**

This series consists of correspondence, agendas, minutes, program summaries, and other records from Board of Directors meetings, workshops, and annual Fall and Spring meetings of the Society of Indiana Archivists held between 1972 and 2012.

	Box	Folder
Early papers and meeting minutes, undated	2	34
Annual meeting replies, undated	2	35
Meeting attendees and registration papers, 1972-1994	2	36
Fall meeting papers, 1972	2	37
SIA program summary, 1972-1978	2	38

Series 4: Meeting records, 1972-2012

Meeting minutes and original constitution and by-laws, 1972-1978	2	39
Officers meeting minutes, 1973	2	40
Division of Continuing Education Conference Bureau, 1974	2	41
Fall meeting papers and correspondence, 1974	2	42
Spring workshop documents and correspondence, 1975	2	43
Spring meeting papers, 1975	2	44
Fall meeting papers, 1975	2	45
Spring meeting papers, 1976	2	46
Fall meeting papers, 1976	2	47
Annual meeting papers, 1977	2	48
Spring meeting papers, 1977	2	49
Board of Trustees minutes and documents, 1977-1978	2	50
Long-Range Planning Committee documents and correspondence, 1977-1978	2	51

Series 4: Meeting records, 1972-2012

Board meeting agenda, 1978	2	52
Fall meeting minutes, 1978	2	53
Midwest Archives Conference papers and correspondence, 1978	2	54
Long-Range Planning Committee report and spring meeting agenda, 1978	2	55
Spring meeting papers, 1978	2	56
SIA Meeting minutes, 1974, 1979-1987	2	57
Minutes of the planning meeting, 1980	2	58
Spring meeting agenda, 1978	2	59
Spring meeting papers, 1980	2	60
Photographic Access Seminar pamphlets and attendance list, 1980	2	61
Board meeting minutes, 1982	2	62
Spring meeting agenda, 1982	2	63
Spring and fall meeting papers, notes, and correspondence, 1986	2	64

Series 4: Meeting records, 1972-2012

Society of American Archivists Committee on Regional Archival Activities papers and correspondence, 1986-1987	2	65
Meeting registration lists, 1987-1994	2	66
Meeting minutes and papers, 1988-1992	2	67
Meeting and conference papers, 1988-1989	2	68
Spring meeting papers, 1988	2	69
Spring meeting papers, 1989	2	70
Meeting and conference papers, 1990-1993	3	1
Fall meeting papers, 1992	3	2
SIA/CPR workshop correspondence and documents, 1992 Oct.	3	3
Meeting minutes, 1992 Nov.-1994 Nov.	3	4
Annual meeting papers, 1993	3	5
SIA Conference papers, 1993 Apr.	3	6
SIA/CPR workshop correspondence and financial documents, 1993	3	7

Series 4: Meeting records, 1972-2012

Spring meeting papers, 1994	3	8
Board meeting minutes, 1994	3	9
SIA meeting papers, 1994-1997	5	12
Board meeting minutes, 1998	3	10
Fall conference registration, 1998	3	11
Fall conference papers, 1999	3	12
Board meeting minutes and papers, 1999	3	13
SIA meeting papers, 1999-2005	5	13
Fall conference papers, 2000	3	14
Fall meeting brochures and spring workshop papers, 2000-2001	3	15
Board meeting papers, 2002	3	16
Annual meeting papers, 2003	3	17
Board meeting papers, 2003	3	18
Annual meeting papers, 2004	3	19

Series 4: Meeting records, 1972-2012

Board meeting minutes, 2004	3	20
Board meeting papers, 2005	3	21
Annual meeting papers, 2006	3	23
Board meeting minutes, 2007	3	24
Fall meeting papers and correspondence, 2007	3	25
Annual meeting papers, 2007	3	26
Membership papers, 2007	3	27
Annual meeting papers, 2008	3	28
Board meeting minutes, 2008	3	29
Board of directors papers, 2008	3	30
Board meeting papers and correspondence, 2009	3	31
Board meeting minutes, 2009	3	32
Board meeting papers and correspondence, 2009 Mar.	3	33
Board meeting papers and correspondence, 2009 Sept.	3	34

Series 4: Meeting records, 1972-2012

Annual meeting registration papers, 2009	3	35
SHRAB workshop documents, 2009	3	36
SHRAB board meetings and correspondence, 2009	3	37
Annual meeting papers, 2009	3	38
Annual meeting papers and evaluation forms, 2009	3	39
Fall workshop papers and correspondence, 2009	3	40
Board meeting minutes, 2010	3	41
Annual meeting papers, 2010	3	42
Wes Wilson meeting papers, 2010	3	43
Board meeting minutes, correspondence, and workshop proposals, 2010	3	44
Annual meeting papers, 2011	3	45
Fall workshop correspondence and papers, 2011	3	46
Board meeting minutes and board of directors minutes and correspondence, 2011	3	47

Series 5: Membership records, 1970-2012

Annual meeting papers, 2012	3	48
-----------------------------	---	----

Series 5: Membership records, 1970-2012**Scope and Contents**

This collection contains membership applications, directories, and related records ranging from 1970 to 2011.

	Box	Folder
Application for membership, undated	3	49
Willing to serve, undated	3	50
Membership directories, 1970-1989	3	51
Members list, 1972-1990	3	52
Membership questionnaires and notes, 1976	3	53
Membership lists and correspondence, 1976-1993	3	54
Membership lists, 1976-1992	3	55
Regional directories, 1977	3	56
Membership papers, 1980	3	57

Series 5: Membership records, 1970-2012

Membership directories, 1986-1989	3	58
Membership directories, 1989	5	14
Membership list, constitution, and constitutional revisions, 1990-1991	3	59
Indiana Archival and Historical Repositories directories, 1994	3	60
Membership dues form, 1994-1995	4	28
Membership papers, 1995-1996	4	1
New member mailing forms, 1996	4	2
Membership papers, 1997	4	3
Membership applications, 1997	4	4
Membership database reports, 1998	4	5
Membership papers, 1998	4	6
Membership applications, 1999	4	7
Membership applications, 2001	4	8
Membership applications, 2002	4	9

Series 5: Membership records, 1970-2012

Membership applications, 2003	4	10
Membership applications, 2004	4	11
Membership papers, 2007	4	12
Membership lists and correspondence, 2007-2008	4	13
Membership applications, 2008	4	14
Membership applications, 2009	4	15
Membership applications, 2010	4	16
Membership applications, 2011	4	17
Membership lists and correspondence, 2009-2011	4	18
Listserv program and member lists, 2003-2010	4	19
Membership applications, 2012	4	20
Membership list, undated	4	21
Board members handbook, 2010	4	22
Membership chair papers, 2011	4	23

Series 6: Born digital records, 2007-2013**Series 6: Born digital records, 2007-2013****Scope and Contents**

This series contains born records created by the Society of Indiana Archivists between 2007 and 2013 and includes Board of Directors meeting agendas and minutes; by-laws, constitution, and officer manuals; committee records; grant proposals; membership records; newsletters and other publications; annual meeting programs; State Historic Records Advisory Board (SHRAB) workshop records; and working files.

Physical Characteristics and Technical Requirements

File formats in this series include Adobe PDF, Microsoft Word 97-2003 Document (.DOC), Microsoft Office Open XML Document (.DOCX), Microsoft Office Theme (.THMX), Microsoft Excel 97-2003 Worksheet (.XLS), Microsoft Office Open XML Spreadsheet (.XLSX), Microsoft Excel Backup (.XLK), HTML, XML, and plain text (.TXT).

Processing Information

During processing, the digital files were transferred off of a CD-R optical disc to an NTFS-formatted computer running the Windows 7 operating system.

Kate Cruikshank files, 2007-2013

Series 7: Audio recordings, 1983

	Box	Cassette
SPEC.063.R.01 Introduction to the Archival Profession and Language of the Archival Profession, 1983/06/06-1983/06/08	6	1

Series 7: Audio recordings, 1983

SPEC.063.R.02 Archival Glossary, Public Relations, Responsibilities of Archivists, Code of Ethics, 1983/06/06-1983/06/08	6	2
SPEC.063.R.03 Acquisitions and Appraisal, Accessioning, 1983/06/06-1983/06/08	6	3
SPEC.063.R.04 Acquisitions and Appraisal, Accessioning, 1983/06/06-1983/06/08	6	4
SPEC.063.R.05 Arrangement and Description, 1983/06/06-1983/06/08	6	5
SPEC.063.R.06 Description of Archives and Manuscripts, 1983/06/06-1983/06/08	6	6
SPEC.063.R.07 Reference and Access, 1983/06/06-1983/06/08	6	7
SPEC.063.R.08 Reference and Access Confidentiality Problems, Copy Right Laws, Ethics, 1983/06/06-1983/06/08	6	8
SPEC.063.R.09 Ethics and Standards, 1983/06/06-1983/06/08	6	9
SPEC.063.R.06 Description of Archives and Manuscripts, 1983/06/06-1983/06/08	6	10