

# Chapter 1

## Introduction to Archives and Archivists

Organizations that hold historical records should have a historical records program in place that preserves those records in its care and assists people to use those records in a legally defensible and effective manner. The goal of this book is to provide you, as a caretaker of historical records, with the knowledge and tools to implement these basic requirements.

I hope that everyone reading this book uses it to conduct a thorough self-study and assessment to plan and take the appropriate actions to strengthen their historical records program. Developing a strong historical records program requires time, energy, resources, commitment, and, often, patience. But it's well worth the effort. A strong historic records program can make a difference in how our history will be defined and taught in the future.

The first chapter of this book provides an introduction to the archives, basic terminology, and key concepts. There are six sections in this chapter. In section I, "Records," I will define records, archival or historical records, and those who use them. In section II, "More About Historical Records," I will discuss the unique nature and format of historical records, their intrinsic value, and how to distinguish historical records from other records. In section III, "Historic Records Collections," I will cover who keeps historical records and which types of institutions hold which types of materials. In section IV, I will go over the three meanings of archives. In section V, I will define what it means to be an archivist. The last section contains the chapter summary, additional resources, an exercise, and a quiz.

### Section I: Records

People and organizations create and use records as they communicate with one another and conduct business. Records are produced as a result of what we do as individuals and as organizations. Records offer evidence of our activities and relationships, providing information about associated people, organizations, events, and places.

All records have value when they are created, but the value of most records decreases over time. Most records don't need to be kept beyond the period of time when they are of immediate use including the period of time during which they may be occasionally referred.

*Records*—documents in any form containing information created by an individual or organization during the course of their activities. Records offer evidence of activities and relationships.

Others records have enduring historical value. These records are called *archival records* (*archives*) or *historical records*.

Examples of records include cancelled checks, invoices, letters, diaries, files, financial ledgers, notes, photographs, drawings and illustrations, minutes, calendars, docket, memoirs, rosters, resolutions, audio-visual materials, computer files, and email. All of these are *records* and some of them are *historical records*.

## Historical Records

Records are the “by-product” of life’s activities: what we do at work, at school, and at home; what we do as individuals and as groups. “Historical records” are distinguished from “records” by their *enduring historical value*. Typically, historical records are less than 5 percent of all records created. Yet the number of historical records in our communities, states, and nation are enormous, containing billions of pieces of evidence about the past. Despite the huge volume of these historical records, they give us just a tiny glimpse into the past. Many activities are not documented, and many sources of information have been lost or destroyed.

Historical records are created by both individuals and organizations as part of their normal work. People keep journals, write diaries and autobiographies, create family trees, and save business and personal letters and papers. Organizations create annual reports, legal contracts, meeting minutes, project files, and other business records.

When historic records are created, they are kept in a specific context and managed within logical groups, like a correspondence file, a series of personal diaries, or a family’s photograph collection. Unlike a published book that can stand on its own as an information resource, historical records only make sense when managed and reviewed within their creative and historical context. This means that when historical records are managed as part of a historical records program, they are managed in groups, usually called “collections.” Collections contain many records, all related to each other.

*Collection* is a term used in archives in three different ways. As I said earlier, it is a group of records related to each other in some manner. It can also mean items brought together by a collector (an individual or organization) from a variety of sources with some unifying characteristic, usually a subject or topic. Finally, it can mean the entire holdings of an archives (i.e., the collections of the Smith County Historical Society).

*Historical Records* (aka archival records)—unique, unpublished resources that provide facts, opinions, viewpoints, and content that cannot be found in any other resource and are determined to have research value.

*Collection*—groups of records related to each other or items brought together from a variety of sources based on a theme or the holdings of an archival institution

Here are some examples of historical records:

- Thirteenth Annual Report, Pennsylvania Anti-Slavery Society notes, January 22, 1845, Wilbur H. Siebert Underground Railroad Collection held by the Ohio History Connection<sup>1</sup>
- American Community Survey, 2004: Population Data File, on magnetic tape cartridge, Series: American Community Survey (ACS) Public Use Microdata Sample Files, 1996–2015, Record Group 29: Records of the Bureau of the Census, 1790–2007, held by the National Archives and Records Administration<sup>2</sup>
- Correspondence: Germany, 1963–1964, Ruth Gage-Colby papers, held by the Minnesota Historical Society<sup>3</sup>

- Dwight D. Eisenhower's Inaugural Address and Ceremonies on audio tape/reel, Series: Personal Set of Sound Recordings, 1933–1952, Collection: Dwight D. and Mamie Doud Eisenhower Collection, 1911–1959, held by the National Archives and Records Administration<sup>4</sup>
- Email database of Thomas E. Samoluk, deputy director and associate director for communications of the Assassination Records Review Board, April 1, 1994 through September 30, 1998, held by the National Archives and Records Administration<sup>5</sup>
- Genealogical chart and a list of estates owned by the Gale family's ancestors in England and the United States (1614–1875) compiled by Nick Duff, Gale Family Collection, held by the Minnesota Historical Society<sup>6</sup>
- Letter from Jonathan Marsh, September 16, 1986, Buckeyes Singles Collection, held by the Columbus (Ohio) Historical Society<sup>7</sup>
- Letter from Lt. Henry O. Flipper to Representative John A. T. Hull, October 23, 1898, Lt. Henry O. Flipper Collection, held by the National Archives and Records Administration<sup>8</sup>
- Minutes of the Executive Committee 1910–1936, Burden Iron Works Collection, held by the Rensselaer County (NY) Historical Society<sup>9</sup>
- Peshtigo Fire, engraved image dated November 21, 1871, held by the Wisconsin Historical Society<sup>10</sup>
- Roswell Garst and Nikita Khrushchev photograph, Joe Munroe Collection, held by the Ohio History Connection<sup>11</sup>

### Some Uses of Historical Records

Records are deemed to be historical records when they have enduring value. Who are the records valuable to? Who uses them? Historical records are valuable to community members, scholars, students, journalists, genealogists, lawyers, and others who want to know about people, places, and events in the past. They matter to individuals, organizations, communities, and government. How are they used? In lots of ways!

People use records to

- Understand their legal and civil rights
- Trace their family history . . .
- Restore their homes or automobiles . . .
- Find art or craftwork to use as examples for current work
- Authenticate items in their collections . . .
- Research hereditary medical conditions
- Research historic reenactment characters.
- Trace their titles to property

Organizations use records to

- Document their legal and fiscal obligations through time . . .
- Defend themselves against lawsuits
- Understand decisions that were made in the past and why those decisions were made . . .
- Celebrate anniversaries or special events in their past . . .
- Plan for the future by learning about the past . . .
- Create public relations and marketing campaigns

Communities use records to

- Celebrate their heritage and history . . .
- Research the historic preservation of property in a particular area . . .
- Promote tourism

One particularly important group that creates historical records is government—national, state, and local. Government records with enduring historical value are cared for by a variety of organizations at the local, state, and federal levels. Government records allow society to

- Document the responsibilities of government officials and agencies to hold them accountable for their actions
- Establish and document the legal rights and responsibilities of citizens . . .
- Document decisions and why they were made . . .
- Document benefits and entitlements . . .
- Establish legal rights

Examples of historical records created by government include

- Congressional and state records documenting the creation of laws
- US Geological Survey maps with handwritten annotations identifying possible Native American burial sites.
- The birth, death, marriage, and divorce records kept by every county and state.

## Section II: More About Historical Records

Now that we've defined historical records, and you've had the opportunity to think about their continual creation in day-to-day life, we're going to discuss the following:

- The uniqueness of historical records . . .
- The format of historical records . . .
- The intrinsic value of historical records . . .
- How to distinguish historical records from other records

### The Uniqueness of Historical Records

Historical records are unique. They are generally one-of-a-kind, and this makes them special. Historical records are unpublished. The information in them is the result of a person's or organization's activities, not a publication to be reproduced and disseminated to an audience.

This unique, unpublished information provides facts, opinions, viewpoints, and content that cannot be found in any other resource. It often offers important documentation and a unique perspective of the background, events, and ideas associated with the creator of the records.

A good example of the unique nature of historical records is a record book of the Female Tract Society of St. John's Episcopal Church of Worthington, Ohio. The book contains minutes of the meeting held at the home of Philander Chase on November 2, 1817,

*Historical records programs*—a program within an organization that follows basic requirements to ensure the preservation of the historical record collections in its care and assists people to use those records.

where the society was founded. Minutes from subsequent meetings over the next two decades highlight the religious and social lives of the women of Worthington.

### The Format of Historical Records

Historical records can be found in many physical formats, such as paper, microfilm, maps, movies, photographs, drawings, cassette tapes, and videotapes. Historical records can be electronic files found on any medium, computer disks, hard drives, and even in the cloud! And they don't have to be old! Historical records can include

- An oral history of local veterans, recorded on audiocassette tapes . . .
- A video recording of a local school band performance . . .
- Digital photographs recording a community bicentennial celebration

Remember that just because something is old, it isn't necessarily a historical record. An old textbook, published in 1898, is *not* a unique, unpublished resource. It might be a "rare book," but it is not a historical record.

Once in a while, something published might be archival—for example, if you have a copy of the *Grapes of Wrath* where someone has written notes about how his or her family had a similar experience. That particular book becomes archival—because of the added comments that make it a unique and unpublished record of that family's particular experience.

### The Intrinsic Value of Historic Records

Some historical records have *intrinsic value* that requires they be retained and preserved in their original format. The actual format of the records is important or has value because of the way it was made, the material it was made from, who made it, or its historical context. Records with intrinsic value may

- Have unique physical features . . .
- Have artistic or aesthetic qualities . . .
- Have educational potential based on their original physical format.
- Be associated with famous people, places, events, or issues

#### Examples of Intrinsic Value

- A map drawn on a piece of animal skin . . .
- A letter signed by Martin Luther King Jr. . . .
- The original constitution of Oregon

*Intrinsic value*—some records have value as a physical item because of why they were made, who made them, or what they were made of, they have value as an artifact

### How to Distinguish Historical Records from Other Records

One of the biggest challenges that you face as a caretaker of historical records is deciding which records have enduring historic value and which do not. Remember that as individuals and organizations create records, the vast majority of those records have only temporary value. Your role is to identify which records will be important to history.

Think of your own personal records. As soon as you don't need them anymore, you will throw away most of your records, such as receipts, ticket stubs, and cancelled checks. But

**Tip:** *Historical Records* are unique, unpublished resources, but they are not the only resources collected by an archives. Many published items are also collected by archives to provide historical context to the records they collect. Examples include period newspapers, pamphlets, posters, sheet music, county histories, lineage books, atlases, telephone directories, rare books, and historical books just to name a few. While these published items are not unique, they contain information of enduring historical value or information that helps people understand the historical records your archives collects. In many cases these published items have survived in small numbers, or they were published in such small numbers that they are essentially unique. Such items are not archival records, but they clearly have value to an archival program and so deserve the care, preservation, and availability that being included in an archives brings.

To ensure that those using your archives can find published items, they should also be given the same kind of descriptive treatment as your historical records (i.e., cataloging entries). Archival collections and published items held in an archives are never circulated, they are not “checked out” and taken out of the archives. The primary difference between an archives and a library is that historical records and published items collected by an archives are not circulated.

The type of archival and published items your archives collects depends on the needs of the audience you serve. As an example, if genealogists (those working on family histories) are the primary audience your archives serves, you should also consider collecting published and unpublished family histories. Such items will benefit your users and it will encourage them to support your archives by donating their own research to you. Do not discount the importance of published materials to your archives.

other records will be more valuable to you, and you will care for them more thoroughly, things like the deed to your property, your birth certificate, and family photographs.

Selecting which records have enduring historical value and which do not is called *appraisal*. I will discuss appraisal more thoroughly in chapter 3.

## Section III: Historical Record Collections

### Who Keeps Historical Records?

Historical records are found in all types of organizations:

- Businesses . . .
- Educational institutions . . .
- Organizations whose membership is based on ethnicity, religion, nationality, and so forth.
- Formal archives . . .
- Local government offices . . .
- Local historical societies and organizations . . .
- Public libraries . . .
- Regional museums . . .
- Religious organizations . . .
- Service organizations

These are just a few of the kinds of organizations that place a high value on historical records. The historical records programs within these organizations need to be able to provide a basic level of care and handling for the historical records they hold—they need to preserve and make their historical records in their care available for research. Throughout this book I will return to this over and over, *as archivists we need to preserve the records in our care while providing access to them*. Archives exist to collect, preserve, and provide access to historical records.

Historical records held by historical records programs are often referred to as “their collections.” The term *collections* has other definitions, but for now think of a collection as a group of records with a unifying concept.

### Three Examples of Historical Records Programs

The Local History and Genealogy Department of the Public Library of Steubenville and Jefferson County (Ohio) has more than 4,400 items, including a wide variety of how-to guides. It employs one library staff member to assist those who want to use these records.

The Saint Lawrence County Historical Association (New York) is a not-for-profit organization that researches, collects, preserves, and interprets the history of Saint Lawrence County. Among its resources for genealogical research are a card index, family file, business directories, county and township histories, and other reference books. The town files can be searched for information on non-genealogy related subjects. Its collections include the Walter B. Leonard Collection. Leonard was a vaudevillian, composer, and writer from Canton, New York. The archives contains his original manuscripts, music, playbills, ephemera, photos, correspondence, and posters from the early twentieth century.

The Alaska Native Language Center is a center for research and documentation of the twenty Native languages of Alaska. It is internationally recognized as the major center in the United States for the study of Eskimo and Northern Athabascan languages. The center houses an archival collection of more than 10,000 items, and includes virtually everything written in or about Alaska Native languages, including copies of most of the earliest linguistic documentation, along with significant collections about related languages outside Alaska.

### What Types of Institutions Hold Which Types of Materials?

Organizations that hold historical records often also hold other types of materials that have historical significance—artifacts and published materials. These three types of materials—records, publications, and artifacts—are related. However, they are handled, managed, and preserved in different ways and with distinct professional standards and practices.

In this section, I will briefly define these types of materials for you. In the chapters and sections that follow, I will discuss the standards and practices relating to *historical records*.

### Historical Records

*Historical records*, or *archives*, are made, received, or accumulated by a person or organization because they have enduring historic value. They include papers, documents, photographs, maps, digital files, and other unique materials. Historical records are commonly referred to as “archives.” The organizations that collect and keep them and the building they are housed in are also often called archives. So, the word *archives* can refer to collections of historical records, the building where they are kept, and the program or organization that manages the collections.



*Archives*—three definitions:

1. Materials relating to the history of an institution that are kept for permanent preservation because of their evidential or informational value (e.g., documents, photographs, books, maps, blueprints etc.)
2. The place or building where archival materials are stored and cared for
3. The organization that cares for archival materials

There are secondary definitions of the word archives. It can refer to the archives profession. It can be used as a verb—as in, “to archive a record,” meaning to bring it into an archive, preserve it and make it available for use. Information technology (IT) professionals also use archive to signify taking a record offline. While all these uses of the word *archive* are valid. I will not use these secondary definitions of archives in this book.

### **Artifacts and Objects**

*Artifacts* are tangible objects created for a certain purpose by individuals, organizations, and even nature. Artifacts may be collected and preserved by museums and other historical organizations, often to document specific themes such as natural history, aviation, or music.

A *museum* is an organization that preserves and makes artifacts of historical value available as exhibits to the public for educational or aesthetic purposes. If you have artifacts in your collections, they need to be managed using museum practices.

### **Published Materials**

Publications are printed materials that are created for distribution by individuals and organizations. They may include newspapers, books, magazines, and audio and video materials. Publications are collected and maintained by libraries.

A *library* is an organization that exists to collect and circulate published material. As stated earlier, there are many published items held in archives to provide context for the archival collections. The primary difference between an archives and a library is that the focus of a library is to collect published items and make them available for circulation. Items collected by an archive are not circulated. Things can get confusing as some libraries have small archives often focused on local history collections within their facilities.

**Tip:** Do not let the exceptions, the small collections that archives, museums, and libraries hold confuse you. An archives will hold documents with intrinsic value that are artifacts, like the constitution of a state. A museum will often hold archival collections that document the history of the artifacts it holds. A library may hold rare books or smaller archival collections. What distinguishes an archive, a museum and a library from each other is their primary purpose, their overarching mission.



Table 1.1. Comparison Chart of Functions and Responsibilities of Archives, Libraries, and Museums

Category	Archival Collections	Library Collections	Museum Artifacts and Collections
<b>Nature of collection</b>	Unpublished, unique, groups of related items, significance related to other items	Published, available elsewhere, independent separate and individual items	Artifacts or objects that support broad collection themes
<b>How materials are received</b>	Considered and selected as a group	Selected as single items	Considered and selected as both single items and a group
<b>How materials are arranged</b>	Original order maintained if possible; archivist-determined arrangement otherwise	Predetermined subject classification system already established	Original order sometimes maintained;
<b>How materials are organized and described</b>	As record groups (collection of items)	As individual items	As individual items and as groups of items
<b>How information about materials is provided</b>	Guides, finding aids, inventories, indexes, online systems often using standardized descriptive information	Standardized descriptive information is available through a card or online public access catalog	Inventories and catalog entries through a card or online catalog
<b>How materials are accessed and secured</b>	Closed stacks, restricted access; items do not leave the archives' premises; special procedures allow researchers access while ensuring safety of records	Open stacks, most items may leave the library's premises	Restricted access, items usually available through exhibits, items do not leave the museum's premises except by special arrangement (loans to other institutions)
<b>What items within collections are known as</b>	Archival records, documents, manuscripts, ephemera	Books, magazines, maps, audio and video tapes	Artifacts, tangible objects
<b>What those who care for the collections are known as professionally</b>	Archivist	Librarian	Collections manager, registrar, or curator

## Section IV: What Is an Archives?

### Definitions

There are three primary definitions of archives, archives as records, archives as repositories, and archives as organizations.

#### *Archives are Records*

“Archives” can refer to noncurrent records or groups of records collected and preserved by an individual or organization. In this case, archives are the papers, documents, files, photographs, and other materials created by individuals or organizations. They are the unique records people will want or need to use, now and in the future, to understand their history and society, to provide evidence for legal purposes, to prove ownership and rights, or to demonstrate how organizations operated and how people lived. In this case, “archives” are the historical records collected, preserved, and made available to researchers.

#### *Archives are Repositories*

“Archives” can also refer to a building or part of a building where archival records are located. Here, “archives” refers to a physical location or facility. Archival repositories vary widely in size and structure, depending on the needs of the organizations and their budgets. They range from large, elaborate, well-funded physical facilities such as the National Archives to small, limited facilities such as a room at the local public library.

#### *Archives are Organizations*

Finally, “archives” may also mean an organization, program, or agency that is responsible for managing and preserving historical records. I have referred to this earlier in this chapter as a “historical records program.” For the purposes of this book, the two terms will be used interchangeably.

How many archival organizations can be found in the United States? The report, “Where History Begins,”<sup>12</sup> provides information from a 1997 survey that indicated there are more than 3,500 private, nonprofit repositories in the twenty-six states that responded to the survey. If you add to this the other states and all the local government archives plus archival organizations that have been created since 1997 that number could exceed 10,000 nationally!

### Who Is in the “Archives Business”?

An *organization* may have its own archives responsible for the historical records of that organization.

A *state or local government* may have its own archives responsible for the historical records created by that government.

A *public library* may have a distinct historical records program that preserves local historical records.

An *historic house museum* may have historical records from the families that lived there.

A *county historical society* may have historical records as well as books and artifacts reflecting the history of the county.

## What Is the Business of an Archives?

Archives are found in many different contexts: public and private; individual and organizational; profit and nonprofit; small and large; national and local. No matter what the circumstances, all archival programs have the same fundamental goals.

An archives

- Ensures that historical records are collected, identified, organized, preserved, and made available for use . . .
- Enables understanding the experience of others . . .
- Provides information on history and cultural heritage . . .
- Puts events and information into historical context

## Section V: What Is an Archivist?

Archivists have formal training and experience in the management of historical materials. They may have received a formal education in archival administration in an academic setting or at a special archives institute or a series of workshops. Academic areas of formal study for archivists may include: library and information science, history, public history, or historical administration.

*Archivist*—A person with formal training and experience in the management of historical records

### The Primary Tasks of an Archivist

While the focus of all archivists is to develop and maintain physical and intellectual control over historical records, an archivist may wear many hats. They may focus on one specific area of the archives field, or may even focus on one specific collection or kind of collection.

So, you may wonder, what are the tasks an archivist does?

#### *Appraisal*

Archivists *select* records. This process requires an understanding of:

- The historical context in which the records were created . . .
- The uses for which they were intended . . .
- Their relationship of the records to other sources
- The archival institution's collections policy

During this selection process, archivists distinguish between records and historical records and identify the historical records that should be collected by the archives based on its collections policy. Archivists refer to this process as *appraisal*.

*Appraisal*—the process of determining the value of records based on their current use; their informational value; their arrangement and condition; and their relationship to other records. An archival appraisal evaluates the enduring value of records for research use, not the monetary value of the records.

#### *Arrangement and Description*

An archivist *organizes* and *describes* historical records. This is accomplished by *arranging* them in a logical order, *protecting* their condition, and *describing* them so users can find what they are looking for. Archivists call these functions *arrangement and description*.

*Arrangement and description*—the process of organizing historical records according to accepted archival principals and recording information about historical record collections in a standardized format.

*Reference*

An archivist helps users locate the records they need and helps them use the records. Archivists refer to these services as *reference*.

*Reference*—activities that help users locate and properly use the historical records they need

*Outreach*

An archivist promotes the historical records collections to increase awareness and the usefulness of the archives. Archivists refer to this as *outreach*.

*Outreach*—promoting archives and/or historical record collections to raise awareness of their existence and usefulness

*Preservation*

An archivist ensures the safety and security of the records at all times, while encouraging their use for research and educational purposes. Archivists call this *preservation*.

*Preservation*—Practices and procedures designed to ensure the safety and security of historical records

*Other Activities*

Most importantly, archivists are familiar with professional standards and practices and follow these in all aspects of their work.

**Table 1.2. How Is an Archivist Different from Other Related Professionals?**

<b>Archivist</b> Collects, preserves, and makes accessible historical records	<b>Historian</b> Uses the historical records identified, arranged, and preserved by the archivist for historical research.
<b>Archivist</b> Collects, preserves, and makes accessible historical records Employs professional standards and practices unique to archival collections	<b>Librarian</b> Collects, preserves, and makes accessible published materials Employs professional standards and practices unique to published material
<b>Archivist</b> Collects, preserves, and makes accessible historical records in paper, film, electronic, or others forms of documentation.	<b>Museum curator</b> Collects, preserves, and makes accessible mostly objects and artifacts.

**Section VI: Chapter Summary**

*“Of all the 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

Archival or historical records provide facts, opinions, viewpoints, and content that cannot be found in other resources. . . . We keep archives because they serve as a memory—both to those who created them and to the wider community. They document transactions, actions, legal rights, and obligations and they provide organizations with a perspective upon which to base future actions. Archival records are also kept for historical or cultural reasons. Researchers use them to find evidence of the past. The photographs, films, letters, personal diaries, and official documents kept in archives tell us about different aspects of our collective history and culture.

Archivists follow standards and best practices to manage historical records collections. As you work your way through this book, you will learn about those professional best practices that can help you better care for your organization’s historical treasures.

### Additional Resources

The publications of the Society of American Archivists are very helpful: <http://saa.archivists.org/store/items>. Those titles marked with “AFSII” are the Archival Fundamental Series II. These publications are great foundational references that you will find helpful throughout your work in archives.

To learn more about the full range of archival training available, visit the websites of

- The American Association of State and Local History (AASLH)—Calendar: <http://www.aaslh.org>
- The Society of American Archivists—SAA Continuing Education Calendar: <http://www2.archivists.org>
- The Council of State Archivists—CoSA Webinar Series: <http://www.statearchivists.org>

### Exercise

Think about all the activities you were involved in during the past twenty-four hours. List as many of these activities as you can remember.

For each activity on your list, write down what evidence, if any, your activities might have left behind.

Review your entire list, and what you wrote about evidence your activities left behind. Then answer these questions:

- Which of your daily activities were most likely to leave trace evidence behind?
- What, if any, of that evidence might be preserved for the future? Why?
- What might be left out of an historical record of your activities? Why?

What would a future historian be able to tell about your life and your society based on evidence of your daily activities that might be preserved for the future?

### Chapter 1 Quiz

See the answers on page 323.

1. All of the below are records except:
  - a. Cancelled checks
  - b. Published atlas from 1905
  - c. Dockets
  - d. Oral histories

2. Historical records are:
  - a. Always on animal skins
  - b. Always have intrinsic value
  - c. Published
  - d. Unpublished sources of unique information
3. Choose the historical record
  - a. Bank statements
  - b. Old textbooks
  - c. Deepwater Weekly News, 1923–present
  - d. City Council minutes
4. What kind of organization could be responsible for historical records?
  - a. Local public library
  - b. Mayor's office
  - c. Religious organization
  - d. All the above
5. The term archives means:
  - a. Historical records preserved by an organization
  - b. A building where historical records are located
  - c. An entity responsible for managing and preserving historical records
  - d. All of the above
6. An individual could use historical records to:
  - a. Trace property ownership
  - b. Complete their state income tax forms
  - c. Look for a published obituary from 1987
  - d. Find out what movie to see this weekend
7. A newspaper from 1957 is not an historical record because:
  - a. It is at the local public library
  - b. It is published
  - c. It contains no useful information
  - d. It is not very old
8. Town council minutes from 1876 through 1941 have been microfilmed. These minutes are historical records because:
  - a. They have been microfilmed
  - b. They are pretty old
  - c. They provide unique official and unpublished documentation of the actions of the town council
  - d. They were created by a government entity
9. An archivist's primary responsibility includes:
  - a. Appraisal
  - b. Arrangement and description
  - c. Access
  - d. Preservation
  - e. All the above
10. When I complete this course, will I be a professional archivist?
  - a. T
  - b. F

## Notes

1. Ohio History Connection, Wilbur H. Siebert Underground Railroad Collection, "13th Annual Report, Pennsylvania Anti-Slavery Society, Notes, Jan. 22 1845," accessed March 2018. <http://ohiomemory.org/cdm/compoundobject/collection/siebert/id/28565/rec/4>, accessed March 2018
2. National Archives and Records Administration, National Archives Catalog, American Community Survey, "2004 Population Data File," accessed March 2018. <https://catalog.archives.gov/id/2945488>
3. Minnesota Historical Society, Collection Finding Aids, Manuscript Collection, "Ruth Gage-Colby, An Inventory of Her Papers at MHS," accessed March 2018, <http://www2.mnhs.org/library/findaids/00572.xml#a9>
4. National Archives and Records Administration, National Archives Catalog, "Dwight D. Eisenhower's Inaugural Address and Ceremonies, Jan. 20, 1953," accessed March 2018. <https://catalog.archives.gov/id/2173106>
5. National Archives and Records Administration, National Archives Catalog, accessed March 2018. <https://catalog.archives.gov/id/74887457>
6. Minnesota Historical Society, Collection Finding Aids, Manuscript Collection, "Gale Family, An Inventory of their Family Papers at MHS," accessed March 2018. <http://www2.mnhs.org/library/findaids/00319.xml#a9>
7. ColumbusHistoricalSociety, BuckeyeSinglesCollection, "Letter from Jonathon Marks, Sept. 16, 1986," accessed March 2018. <https://static1.squarespace.com/static/576ed3a8579fb313164109e6/t/59287799cd0f68ce1b64dd0c/1495824281787/Buckeye+Singles+Collection.pdf>
8. National Archives and Records Administration, On-line Exhibits, "Letter from Lt. Henry O. Flipper to Representative John A. T. Hull, October 23, 1898," accessed March 2018. <https://www.archives.gov/exhibits/featured-documents/henry-flipper>
9. Rennsselaer County Historical Society, "Burden Iron Works," accessed March 2018. <https://www.rchsonline.org/finding-aids-1/burden-iron-works>
10. Wisconsin Historical Society, "Peshtigo Fire, Nov. 25, 1871," accessed March 2018. <https://www.wisconsinhistory.org/Records/Image/IM1784>
11. Ohio History Connection, Ohio Memory, Joe Munroe Collection, "Roswell Garst and Nikita Khrushchev Photograph, 1959," accessed March 2018. <http://www.ohiomemory.org/cdm/singleitem/collection/p16007coll15/id/203>
12. Irons Walch, Victoria. 1998. *Where History Begins: A Report on the Historical Record Repositories in the United States*, Council of State Historical Records Coordinators. OCLC # 39853966