

Greater New Orleans Archivists Newsletter

Spring 2003

Minutes of Spring 2003 GNOA Meeting



Bourbon Street
Photo from NOPL,
Gulledge Collection

On April 2, 2003, members of the GNOA met at Tulane University's Special Collection room in the Jones Building. Wilbur Meneray, Assistant University Librarian for Special Collections, Leon Miller, Manuscript Librarian and Bruce Raeburn, Curator of Hogan Jazz Archives, and Robert Sherer, University Archivist welcomed us to Tulane. We thank them for the delicious refreshments.

The business meeting followed. Cathy Kahn, our president, gave all attendees her agenda for the meeting. Under Old business, the minutes of the fall and winter meetings were not read since they were published in the last newsletter. The minutes were accepted as written. Robert Sherer gave a Treasurer's report and a copy of the current financial status of GNOA to all attendees. GNOA finances continue in good shape.

Lee Miller noted that the Society of Southwest Archivists is meeting in New Orleans at the Embassy Suites New Orleans. He reminded us that GNOA is the host organization for this meeting. He thanked Siva Blake of HNOG for the fantastic job she did on the conference brochure. He also thanked Sally Reeves for her wonderful work on the tours.

Under New Business, Cathy asked for comments on the proposal for GNOA Education Grants that was sent by email to members. She thanked Robert Sherer, Lee Miller and Lester Sullivan for their responses. It was moved and seconded to enact the GNOA Educational Grant proposal. It passed unanimously. Cathy announced that she would email the revised proposal to members tomorrow, April 3, 2003. The meeting was officially adjourned at 6:30 p.m.

Barbara Vaughn
Secretary, GNOA

Notes from the President

New Orleans is hosting the SSA annual conference this year. Please contact Lee Miller if you have any free time to help before, during or after the conference. See you there May 24-27 at Embassy Suites, 315 Julie Street and at the receptions at HNOG and the Beauregard-Keyes House. The program looks great, as does the workshops. Lets take advantage of a first-class conference right on our doorstep.

Cathy Kahn
President, GNOA

News From Around the City

Isidore Newman School Archives

The Newman Archives, developed nine years ago, is proving to be a critical resource as the school prepares for its Centennial celebration in the 2003-04 school year. A book on the one hundred year history of the school is in the works and the author, Anne Konigsmark, has become a welcome regular visitor to the archives. In addition, a one hundred and eight foot mural is being painted by local artist/musician, Tony Green, who found many wonderful images in the collection to inspire his work. The Centennial Committee has chosen as one of its goals to support and protect the archives at Newman. Cathy Kahn '48, Touro's Archivist, has shared her knowledge and expertise with the committee. Her involvement is very much appreciated.

Genie Everett McCloskey '65, Isidore Newman School Archivist

New Orleans Public Library

New in NOPL's website, nutrias.org: a transcription of the WPA's *Administrators of the Mayors of New Orleans*, a one-volume work comprising biographical sketches of the city's mayors along with lists of the members of their administrations. The volume was compiled and edited in 1940 by the Work Projects Administration as WPA under the direction of Mrs. E. D. Friedrichs, Custodian of the City Hall Archives. It is linked in NUTRIAS at nutrias.org/info/louinfo/admins/adminintro.htm.

The Louisiana Division's current exhibit, "*A Great and Growing City*": *New Orleans in the Era of the Louisiana Purchase*, will be on view on the third floor of the Main Library through the end of 2003. The exhibit uses original documents and maps from the New Orleans City Archives along with books from the general Louisiana Division collections to illustrate the social, economic, and political life of the Crescent City as it passed from Spanish to French and then to American control. The entire exhibit can also be found online at nutrias.org/exhibits/purchase/lapintro.htm.

The City Archives has received twelve boxes of records, documents and sound recordings from the City Council Fiscal Office, ca. 700 sets of building plans from Plan Processing at City Hall, and additions to records already received from the New Orleans Union Passenger Terminal.

The Louisiana Division's semi-annual workshop *Genealogy for Beginners* attracted an overflow crowd of budding genealogists at the Main Library on March 15. Speakers were Jane April of the Genealogical Research Society of New Orleans, and Collin Hamer, Greg Osborn and Irene Wainwright of the Louisiana Division staff.

Wayne Everard gave an online NUTRIAS presentation to members of the Louisiana Historical Society at their March 11 meeting held at the Roundtable Club on St. Charles Ave.

He also attended a two-day Society of American Archivists workshop on Encoded Archival Description (EAD) at the Xavier University Library, March 24-25.

Irene Wainwright, C.A.

Nunez Community College Archives

Ron Chapman, Instructor in History, donated two significant collections of material to the archives. The first collection contains materials about the home rule charter history of St. Bernard. As an elected Commissioner to the Home Rule Charter Commission from Ward E, his files cover a wide spectrum of materials. Included in the materials are the Home Rule Charter, with various revisions and drafts, ballot cards for the 1987 election, Commission correspondence, materials from the petition campaign to change the form of government in St. Bernard parish, signed petitions calling for the election of Home Rule Charter Commission, inaugural ceremonies ephemera—invitations and luncheon program, as well as copies of numerous newspaper articles. These materials help researchers understand the historical change in 1985 from a police jury system to the current system.

The second donation from Mr. Chapman is a copy of the architectural drawings for the Custom House on Canal Street in New Orleans that was designed by P.G. T. Beauregard who was born in St. Bernard parish. Mr. Charles Pecquet, Instructor in Drafting, has already reviewed this collection for possible use in his courses.

Also the archives in conjunction with the monthly Nunez History Lecture Series prepares a handout of archival holdings on the lecture topics. We have prepared handouts on several subjects including Hurricanes, St. Bernard; WWII U-Boats in the Gulf; Women in St. Bernard; Veterans of St. Bernard; Le Beau House and Arabi; and High Schools in St. Bernard.

We are working on an archives website on the library homepage.

Barbara Vaughn, CA

Educational Opportunities

A **SSA** workshop, INTRODUCTION TO THE ARRANGEMENT AND DESCRIPTION OF HISTORICAL RECORDS take place in New Orleans this spring, at discounted rates for Louisiana professionals. It will be held on Thursday, May 22, 2003 at the Embassy Suites New Orleans, 315 Julia Street, New Orleans LA from 9:00 - 4:00 pm. Fee \$75. The workshop introduces participants to the basic principles and practices for arranging historical records. Participants will learn terminology, concepts, and procedures used relating to arrangement and description. They will become familiar with access tools that can be developed to make historical records available for use. The workshop will end with a survey of current issues in the profession as they relate to arrangement and description.

Instructor is Lester Sullivan. He is University Archivist and Head of Special Collections at Xavier University in New Orleans. He is a charter member of the Academy of Certified Archivists, past president of the Greater New Orleans Archivists, and past president of Louisiana Archives and Manuscripts Association.

A SSA workshop, AUDIOVISUAL COLLECTION MANAGEMENT, also takes place the same date and time. This workshop will concentrate on the principles and practices of managing equipment-dependent magnetic media, motion picture film, and mechanical sound-recording collection. Topics to be covered will include: appraisal consideration for audiovisual material; a discussion of different types of photographic, magnetic and mechanical recording systems and devices; physical structure of film magnetic and mechanical recording systems; references service requirements for AV collections and preservation and conservation concerns for machine-based AV media. Fee is \$75.

Instructor is Alan Lewis. He is an Audiovisual Preservation Expert, Special Media Archives Services Division, National Archives and Records Administration. He has administered AV archival programs at PBS and CBS News and has worked as a free-lance consultant for audiovisual archives.

Another SSA workshop, RELIGIOUS ARCHIVES: NEW CHALLENGES IN TIMES OF RAPID CHANGE, WILL BE HELD Thursday, May 22 from 1:00 pm to 4:30 pm at the Embassy Suites New Orleans, 315 Julia Street, New Orleans, Louisiana. Fee is \$35.

This half-day workshop will provide an overview of archival management and program elements, including: assessment of strengths and weaknesses; records management-archival involvement in current records administration; the archivist as Internal Consultant; Appraisal and the value of information; historical and vital records; arrangement and description; effective use of technology; information protection and records preservation; organizational and public access; reference services and outreach and public programs. This workshop will provide ample opportunity for problem solving, questions, and participant input.

Instructor is Dr. Charles E. Nolan. Dr. Nolan is a Certified Archivist and Certified Records Manager. He is the Archivist of the Archdiocese of New Orleans. A noted national authority on archival and records management, he has taught archives and records management at the university level and is a recipient of the Society of American Archivists *Sister M. Claude Lane Award* (created and funded by the Society of Southwest Archivists) for service to religious archives.

(According to the Conference brochure, the registration deadline for these workshops was April 30, 2003. These are being listed for members who have registered. The contact person for registration is Jason Wiese at the Williams Research Center, 410 Chartres Street, New Orleans, LA 70130, phone: 504.598.7171.)

Receptions at SSA

Thursday, May 22 5:30 p.m. – 7:00 p.m. Historic New Orleans Collection. Opportunity to view HNOC's two latest exhibits which celebrate the Bicentennial of the Louisiana Purchase, *Fusion of Nations, A Fusion of Cultures: Spain, France, the United States, and the Louisiana Purchase and Napoleon's Eyewitness: Pierre Clement Laussat in Louisiana, 1802-1804.*

Friday, May 23 5:30 p.m. – 7:00 p.m. Beauregard-Keyes House in the French Quarter.

Built in 1826, the fascinating raised cottage was home to Confederate General Pierre G.T. Beauregard after the Civil War. In 1944, author Frances Parkinson Keyes (*Dinner at Antoine's*) purchased the house, restored it, and made it her residence for twenty-five years. Keyes' papers are today preserved at Tulane, and in her honor, Tulane's Special Collections Division is graciously sponsoring the reception.

Did you know?

Louisiana Archives and Manuscript Association promotes the role of archives in the preservation of our national, state, and local heritage by cooperating with Louisiana's public and private archival repositories in their work of collecting, conserving, and making accessible to the public manuscript, printed, graphic arts, and audio materials of historical significance. LAMA website is <http://www.nutrias.org/~nopl/lama/lama.htm>. Annual meeting in fall.

Society of Southwest Archivists' (SSA) website is <http://lib-04.lib.uh.edu/ssa/ssa.htm>. The annual meeting is Thursday May 22 through Saturday May 24, 2003 at the Embassy Suites New Orleans, 315 Julia Street, New Orleans, Louisiana.

Society of American Archivists is the oldest and largest national professional archival association. Their website is <http://www.archivists.org/>. The annual meeting is August 17 to 23, 2003 in Los Angeles, California.

Academy of Certified Archivists promotes fundamental standards of professional archival practice. Their website is <http://www.certifiedarchivists.org/> May 15, 2003 is deadline to apply for archival certification examination. Sites for 2003 are Los Angeles (SAA Meeting Site), Philadelphia, Atlanta, St. Louis, Houston, and Hong Kong.

Archivists Toolkit. Samples of archival forms. <http://aabc.bc.ca/aabc/toolkit.html>

The GNOA Newsletter is published three times each year in the spring, fall and winter. Submissions can be sent to Barbara Vaughn, care of Nunez Community College, 3710 Paris Road, Chalmette, LA 70043 or faxed to 504-680-2584 or emailed to bvaughn@nunez.edu.