

Tribal Archives and Records Institute, April 15-17, Cherokee Resort and Casino, Tulsa, Oklahoma
\$200 for 3-day Institute •To register, go online to www.tribalconference.org•405-522-3515

OBJECTIVES

During the 3-day Institute, participants will learn about the:

- Relationship between records management and archives;
- Values of archival collections to tribes, including administrative support, public accountability, legal requirements, historical research, and community memory;
- Basic elements of starting and organizing a tribal archives program, including acquiring needed administrative support, establishing a mission statement, developing priorities, and acquiring financial and other support;
- Basic design of an archival facility and methods of allocating space effectively;
- Methodology of creating and using collection development policies, conducting records surveys, developing access policies, research protocols, and reference policies, including fees for service;
- Procedures and techniques for safely handling and storing records, as well as basic repairs and conservation treatments.;
- Strategies for identifying and acquiring copies or access to records related to tribal history that have been alienated from the tribe;
- Issues facing accessibility to tribal records held by non-tribal repositories;
- Methods of processing collections and addressing preservation concerns during arrangement and description ;
- Methods used by repositories to make materials available for use;
- Granting agencies that specifically fund Native American related programs and where to find current information about these agencies;
- Unique revenue streams developed by repositories;
- Issues and problems facing repositories, along with suggested solutions provided by Institute faculty and participants.

MATERIALS

Each registrant will receive extensive materials, including *Capitalize on Collections Care*, a CD-ROM with additional materials and reproducible forms, materials provided by presenters, and the Institute workbook, *Skills and Strategies for Managing Tribal Records*. The book consists of 12 sections:

1. American Indian Archives: Introduction and Overview
2. Housing Collections
3. Creating Effective Tribal Records Policies and Procedures
4. Rekindling the Fire: A Guideline To Identifying, Recovering, and Re-acquiring Materials Through Documentation Projects
5. Inventory and Planning
6. Archival Needs Assessment and Guidelines
7. Processing and Arranging Records: Sample Manual and Forms

8. What Time Is It? Retention and Disposition of Records
9. Guidelines for Choosing Records Management Software
10. Access and Outreach: Reference Services, Finding Aids, Sample Forms
11. State, Federal, and Foundation Funding
12. Resources: Archival Supplies Vendors, Professional Organizations, Websites, Bibliography

PRESENTERS

- Joyce Bear, Cultural Preservation Department Manager, Muscogee (Creek) Nation (Muscogee, OK)
- Sheree Bonaparte, Tribal Historical Preservation Officer, St. Regis Mohawk Tribe (Akwesasne, NY)
- Jon Boursaw, Director, Citizen Potawatomi Nation Cultural Heritage Center (Shawnee, OK)
- Grant Brittan, Archivist, Production Manager, Tribal Heritage Project, Citizen Potawatomi Nation Cultural Heritage Center (Shawnee, OK)
- Jan Davis, Records Manager, Oklahoma Department of Libraries and Archives (Oklahoma City, OK)
- Alison Freese, Senior Program Officer, Institute of Museum and Library Services (Washington, DC)
- Jeanne Gaunce, University Archivist, Reference Librarian, Cameron University (Lawton, OK)
- David George-Shongo, Archivist, Seneca Nation of Indians (Salamanca, NY)
- Bethany Hulett, Archivist, Ho-Chunk Nation (Black River Falls, WI)
- Allison Krebs, Knowledge River Scholar (Arizona)
- Blake Norton, Archivist/Librarian, Citizen Potawatomi Nation Cultural Heritage Center (Shawnee, OK)
- Denise Redbird, Assistant Records Manager, Ho-Chunk Nation (Black River Falls, WI)
- Victoria Sheffler, University Archivist, Northeastern State University (Tahlequah, OK)
- Jennifer Silvers, Archivist, Oklahoma Historical Society (Oklahoma City, OK)
- William Welge, Archivist, Oklahoma Historical Society (Oklahoma City, OK)
- Nicole Willard, Archivist and Special Collections Manager, University of Central Oklahoma (Edmond, OK)
- Sharilyn Young, Cherokee Heritage Center (Tahlequah, OK)

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SKILLS AND STRATEGIES FOR MANAGING TRIBAL RECORDS

INSTITUTE SCHEDULE (April 15-17)

Tuesday, April 15

7:00-9:00	Breakfast at the Wild Potato Restaurant (included in registration fee, please present ticket)
	Grand Hall of the Cherokees
8:00-9:00	Registration (Grand Hall Lobby)
9:00-9:05	Welcome , Jan Davis (5 minutes)
9:05-9:10	Blessing , Sheree Bonaparte (5 minutes)
9:10-9:30	Tribal Archives: Preserving a Unique Sense of Identity , Sheree Bonaparte (20 minutes)
9:30-9:45	Seven Characteristics of Model Tribal Archives and Records Programs, Introduction of Panel Members Jan Davis (15 minutes)
9:45-10:45	From Concept to Reality: Case Studies in Developing an Archives and Records Center Panel members will provide an unvarnished look at the trials and tribulations that go into starting an archives and records center, as well as paths to generating community awareness and approval, increasing tribal council knowledge of the vital role of archives, achieving legal authority, gaining necessary skills, gathering widely dispersed materials, and ensuring adequate and continued financial support. <i>Moderator: Jan Davis; Panel Members: Sheree Bonaparte, David George Shongo, Blake Norton, Bethany Hulett, Denise Redbird</i>
10:45 – 11:00	Break
11:00-12:00	Model Facilities - In this session, panel members will provide 10-minute virtual tours of their facilities and discuss costs, physical structure, security, environment controls, safety, operation, and physical layout. <i>Moderator: Jan Davis; Panel Members: David George Shongo, Sheree Bonaparte, Bethany Hulett, Blake Norton, Denise Redbird</i>
12:00 noon – 1:00 pm	Lunch at Wild Potato Buffet (included in registration fees, please present ticket)
1:00-1:15 p.m.	The Post-It Challenge: Creative Solutions to Everyday Problems One of the goals of this Institute is to put the power of “collective thought” to work, with the objective of exploring different perspectives to questions and problems that are inherent in all organizations. Use the Post-It notes to pose questions, problems, and solutions. At the end of the day on Tuesday and Thursday, the Post-It Notes will spark discussion

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	<p>in the “Last Word” session. <i>Ally Krebs (15 minutes)</i></p>
1:15-2:30 p.m.	<p><i>Creating Effective Tribal Records Policies and Procedures</i> Each acquisition, whether a single item or an entire collection, makes a claim on storage and staff time. In this session, panel members will share insights into developing policies and procedures that help guide decision making and make the most of valuable resources. <i>Moderator: Nicole Willard; Panel Members: David George Shongo, Sheree Bonaparte, Bethany Hulett, Blake Norton</i></p>
2:30-3:30	<p><i>Rekindling the Fire: Identifying, Evaluating, and Accessing Historic Materials of Permanent Value</i> The value of an archive to its community is largely dependent on the collections it holds. In this session, panel members explore how to seek out new materials, including surveying tribal government offices, materials held by tribal members (i.e., former tribal leaders, community leaders, historians, genealogists, and others), and records held by other repositories. The panel will explore the challenges and rewards of identifying, recovering, and re-acquiring materials, as well as working with tribal members, in particular elders, to add new knowledge to existing information. <i>Moderator: Allison Krebs; Panel: Joyce Bear, Sheree Bonaparte, David George Shongo, Blake Norton, Bill Welge</i></p>
3:30-3:45	<p><i>Break</i></p>
3:45-4:15	<p><i>What Time Is It? Creating A Records Retention Schedule</i> The fundamental element of any records management program is managing the disposition of records, thus improving access and efficiency. This session will provide participants with a better understanding of how and why to use retention schedules, as well as insights into ensuring that people follow established schedules. <i>David George-Shongo, Denise Redbird</i></p>
4:15-4:30 p.m.	<p><i>More Questions Than Answers: A Call to Action</i> The American Indian Records Repository (AIRR), a joint venture between the Department of Interior and the National Archives and Records Administration initiated in 2003, currently houses more than 200,000 cubic feet of American Indian records, approximately 300 million pages, or 37 miles of material in football field size rooms carved out of limestone one hundred feet below the surface of Lenexa, Kansas. The initiating memorandum envisions that all American Indian records eventually will be stored at AIRR. An institution born of litigation (Cobell v. Kempthorne) concerning the accurate accounting for individual Indian funds, access to records within AIRR requires federal security clearance which is so tightly controlled that it essentially eliminates all access to historical school records, trust records, maps and documents that are essential to tribal heritage. This session presents a a brief analysis of the intentions of the original stakeholders at the inception of AIRR, the current status and posture of AIRR, and discusses the possibilities of putting the American Indian perspective back into the shaping of the American Indian Records Repository. Allison Krebs</p>
4:30-5:00 p.m.	<p><i>The Last Word I: Discussion of Post-It Questions and Solutions</i> Moderators: Jan Davis and Allison Krebs</p>

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Wednesday, April 16			
7:00-9:00	Breakfast at the Wild Potato Restaurant (included in registration fee, please present ticket)		
Grand Hall of the Cherokees			
9:00-9:05	Welcome , Jan Davis		
9:05-9:10	Blessing , David George-Shongo		
9:10-10:30	Developing Policies and Procedures that Work: The Seneca Nation Archives Model David George Shongo will review the 171-page Policies and Procedures Manual he developed for the Seneca Nation Archives. Scope, authority, job descriptions, retention schedules, forms, checklists, file arrangement, security and access levels, accessioning, loans, storage, environmental controls, and various policies and procedures will be covered.		
10:30-10:45	Break		
10:45-12:00	Processing and Arranging Collections: A Step-By-Step Demonstration Starting with organizing the workspace, this session will demonstrate basic appraisal techniques, physical transfer procedures and forms, preparing a work plan, physical arrangement, preservation steps during processing, and creating finding aids. <i>Nicole Willard</i>		
12:00 noon – 1:00 pm	Lunch at Wild Potato Buffet (included in registration fees, please present ticket)		
1:00-2:15 pm Note: Each session will be repeated three times, enabling participants to participate fully. Please follow your assigned group number.	Fabricating Custom Made Enclosures, including Polyester Film Encapsulation, Phase Boxes, and Book Covers. This session will provide a hands-on opportunity to learn techniques useful in dealing with oversized or oddly shaped materials that will benefit from custom enclosures. Participants are encouraged to bring items for discussion/practice. <i>Nicole Willard, Vickie Sheffler</i>	Care of Paper Artifacts. This session will include a review of paper materials, preventative care, and simple in-house treatments not requiring a conservator. Surface cleaning, humidification techniques, basic techniques for minor repairs, testing pH, basic de-acidification, flattening, and issues to consider if displaying documents will be addressed. Participants are encouraged to bring examples of specific problems for examination and recommendations for treatment. <i>Ellen Livesay, Jennifer Silvers</i>	Guidelines and Techniques for Preserving Historical Documents, Photographs, Scrapbooks, Newspapers, Film, Audio and Video Tape. This session will familiarize participants with the basic concepts and techniques applicable to the care of various media likely to appear in tribal archives, with an emphasis on photographs and enclosures. <i>Bill Welge, Jeanne Gaunce</i>

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3:15-3:30	Break		
3:30-4:45	<p>Fabricating Custom Made Enclosures, including Polyester Film Encapsulation, Phase Boxes, and Book Covers. This session will provide a hands-on opportunity to learn techniques useful in dealing with oversized or oddly shaped materials that will benefit from custom enclosures. Participants are encouraged to bring items for discussion/practice. <i>Nicole Willard, Vickie Sheffler</i></p>	<p>Care of Paper Artifacts. This session will include a review of paper materials, preventative care, and simple in-house treatments not requiring a conservator. Surface cleaning, humidification techniques, basic techniques for minor repairs, testing pH, basic de-acidification, flattening, and issues to consider if displaying documents will be addressed. Participants are encouraged to bring examples of specific problems for examination and recommendations for treatment. <i>Ellen Livesay, Jennifer Silvers</i></p>	<p>Guidelines and Techniques for Preserving Historical Documents, Photographs, Scrapbooks, Newspapers, Film, Audio and Video Tape. This session will familiarize participants with the basic concepts and techniques applicable to the care of various media likely to appear in tribal archives, with an emphasis on photographs and enclosures. <i>Bill Welge, Jeanne Gaunce</i></p>

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Thursday, April 17	
7:00-9:00	Breakfast at the Wild Potato Restaurant (included in registration fee, please present ticket)
	Grand Hall of the Cherokees
8:00-9:00	Registration
9:00-9:05	Welcome , Jan Davis
9:05-9:10	Blessing , Allie Krebs
9:10-9:40	Institute of Museum and Library Services Resources and Funding Opportunities In this session, Alison Freese will navigate the IMLS Web site to familiarize attendees with the valuable resources IMLS offers, from funding opportunities and model projects to publications covering issues of critical importance to the archive, library and museum community. Time permitting, she will demonstrate how to find and begin the application process for IMLS Native American grants on Grants.gov.
9:40-10:30	Genealogy Services in Libraries and Archives: The Muscogee Nation Model This session demonstrates how 30,000 pages of National Archives records were accessed, digitized, and indexed to create a genealogy tool that is widely used by tribal members in genealogy research. <i>Joyce Childers Bear</i>
10:30-10:45	Break
10:45-12:00	Public Relations and Reference Services One important aspect of archival work is providing service and assisting people who come to your archives. In this session, panel members will discuss the development of finding aids, the use of databases in managing collections, developing guides and brochures, establishing rules and regulations for researchers, and forms and procedures to enable access to collections. <i>Moderator: Nicole Willard; Panel Members: Sheree Bonaparte, David George Shongo, Bethany Hulett, Bill Welge</i>
12:00 noon – 1:00 pm	Lunch at Wild Potato Buffet (included in registration fees, please present ticket)
1:00-3:30 p.m.	Developing Revenue Streams <ul style="list-style-type: none"> • <i>The Citizen Potawatomi Cultural Heritage Project – Grant Brittan</i> • <i>Photo Archives Online – Nicole Willard</i> • <i>Research, Photocopying, and Other Service-Oriented Revenue Streams – Bill Welge</i> • <i>Friends Groups and Fundraising Events – Sharilyn Young</i> • <i>Who is Giving to Cultural Organizations? Sharilyn Young</i>
3:30-4:30 p.m.	The Last Word II: Discussion of Post-It Questions and Solutions, Questions From Audience , Jan Davis and Ally Krebs

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