

OREGON STATE LIBRARY

Library Services and Technology Act
Grant Activities Report

(check one)

quarterly reports must be filed even if there is no activity in that quarter

1st Quarter Report 3rd Quarter Report

2nd Quarter Report Final Report (*send e-copy to State Library*)

Project Name: Development and Management of Oregon's Tribal Archives

Grant Project Number: 11-08-4m Date Submitted: 05-17-2012

Submitted By: Larry Landis and Natalia Fernández Phone: 541-737-0540 and 541-737-3653

1. Summarize the overall purpose of the grant project:

This project is intended to address the need for in-depth archives and records management training for Oregon's nine federally recognized tribes. Establishing formal and sustainable archives and records management programs by the tribes has been difficult in part due to the lack of affordable and location-accessible training opportunities for tribal members with responsibilities for records. The need for this training will be met through the planning and implementation of a one week Institute that will cover the basic concepts and requirements for tribes to establish or improve their archives and records management programs. The training will be based in Oregon and will be at no or low cost to tribal participants. Beyond the training Institute, the OSU Libraries will be able to continue working with the tribes on records related issues in a consulting capacity and help to facilitate information sharing among the tribes.

2. Summarize the project results to date:

Outputs Summary – please report as appropriate depending upon your grant
(*double click Word table to enter data- table can be altered to record appropriate outputs*)

Actual # of people served this quarter		Actual # of people served to date	
# of programs /meetings /events		# of programs /meetings /events to date	9
# of programs /meetings /events attendees		# of programs /meetings /events attendees	55
Other ouput measure(s): (<i>please indicate</i>)		Other ouput measure(s) to date:	

These numbers represent the 9 site visits conducted during quarters 1 and 2. During quarter 4 we only communicated via email or phone with the individuals who will likely attend the Institute.

Narrative summary:

After we completed the site visits during quarters 1 and 2, we began planning the Institute itself. The curriculum planning team, including Tiah Edmunson-Morton, Natalia Fernández, and Larry Landis, has been meeting on a weekly basis since the end of September to develop the curriculum for the training Institute which is set for August 20-24, 2012, with travel days on Sunday the 19th and Saturday the 25th.

We completed a draft schedule and curriculum which we sent via email in mid-February to the tribal attendees for review. On April 5th the curriculum planning team met with University of Oregon Special Collections and University Archives staff members to discuss their role as facilitators for several sessions. In terms of Institute logistics planning, in mid-April we submitted our contract for meals and lodging to OSU University Housing and Dining Services. Also, this quarter we met with Valerie McBeth, the grant evaluator, on March 30th to discuss our year 1 objectives and activities. Notably, we were under budget for this year and we used the remaining funds to purchase 27 memberships for Institute attendees to the regional archives organization Northwest Archivists.

3. Report on specific project objectives to date:

Objective: Conduct needs assessments of current tribal records and archival programs	% Progress / Results: 100% 9 of 9 visits completed with continued communication
Activity Summary: <i>(type below this table)</i>	

We completed all 9 site visits with each of the tribes during quarters 1 and 2. Although we created site visit reports summarizing the tribes' current programs and needs that we refer to create the Institute curriculum, we are in continued communication with the tribal archivists and records managers to make sure that the curriculum reflects their changing needs.

Objective: Develop the Institute Curriculum	% Progress / Results: 70%; this objective is on-going and will continue in the year 2 grant
Activity Summary: <i>(type below this table)</i>	

The Tribal Archives Institute curriculum planning team which includes: Larry Landis, Natalia Fernández, and Tiah Edmunson-Morton, Instruction and Outreach Archivist, with assistance from Jennifer O'Neal, NMAI Head Archivist. We completed a draft schedule and curriculum. As part of the Institute we plan to include several field trips to enhance the curriculum content including the Benton County Historical Society and both the Siletz and Grande Ronde Tribal Archives. During this quarter we emailed the draft curriculum and schedule to the tribal attendees for their review and feedback, and we met with University of Oregon Special Collections and University Archives staff members to discuss their roles as facilitators for various sessions. As a result of the meeting with the UO staff as well as conversations with Jennifer O'Neal, we made a few changes to the curriculum and we assigned facilitators for the majority of the sessions.

Updated Draft Curriculum Sessions ~

Day 0 Opening Ceremony and Dinner

Day 1 Location: OSU Library

Welcome, Introductions/Getting Acquainted

Grants Discussion – funding opportunities

Archives 101

Collections Management Systems

Day 2 Location - Field Trip Day: Siletz Archives & Benton Country Historical Society

Facilities Planning

Disaster Preparedness Planning

Collections Maintenance and Care

Day 3 Location: OSU Library

Digitization – Best Practices

Migration – Best Practices

Digital Records Management / Digital Assets Management

Exemplary Digitization Practices

Digitization of Tribal Newspapers

Day 4 Location - Field Trip Day: Grand Ronde Archives

Digital Preservation

Reference and Access

Policies, Laws, and Regulations related to Tribal Archives

Creating Records Retention Schedules

Researching Elsewhere – other institutions with tribal content

Day 5 Location: OSU Library

Outreach and Social Media Tools

Model Programs

Grant Writing

Reflection re: the Institute [assessment]

Next step: develop the content for each session

Objective: Plan the Conference Elements of the Institute	% Progress / Results: 40%; this objective is on-going and will continue in the year 2 grant
Activity Summary: <i>(type below this table)</i>	

This quarter we submitted an Institute lodging and meal logistics contract to University Housing and Dining Services (UHDS).

Objective: Build relationship between OSU Archives and tribal communities	% Progress / Results: 100%, though this is an on-going process and will continue in the year 2 grant
Activity Summary: <i>(type below this table)</i>	

One of the most important objectives of the year one phase of this grant project was the development of a network of contacts and building relationships between OSU Archives and the Oregon tribes. On the 9 site visits that we conducted during the first and second quarters of the grant, we had the opportunity to talk with a total of 55 tribal members who fill a number of roles from tribal council chair members, to museum directors, archivists, and records clerks.

In the spirit of relationship building, we used left over grant funds (we were under budget for the year) to purchase 27 memberships for Institute attendees to the regional archives organization Northwest Archivists. Membership to this organization is a networking opportunity for tribal archivists and records managers.

4. Significant developments:

A significant development this quarter is the completion of the year 1 grant.