



Archives Without Tears

A practical two-day workshop for those who work with historical records

SPRING 2014

Presented by
the Pennsylvania State Archives
in partnership with the
Drake Well Museum and the
Pennsylvania Military Museum



Pennsylvania
Historical & Museum
Commission

www.phmc.state.pa.us

Archives Without Tears is for those who work or volunteer in organizations that deal with the past—whether it's a museum, historical society, historic house, city clerk's office, library, historic site, church, or college archives. You'll receive practical advice, sample forms and policies, and learn basic, valuable practices for collecting, preserving, and assisting researchers with the historical treasures in your care.

Day One:

The Basics of Archives

- What historical records are—and are not
- Retaining historical records people need for research
- Managing, receiving, and evaluating collections
- Protecting your collections from theft
- Dealing with copyright issues
- Tools to help users find information
- Processing and arrangement
- Promoting what you have and how to generate interest about your collections
- Where to find help, grants, and other resources

Records Management

- Take control of your records
- Common mistakes
- Know what you have and where it is
- Reduce the cost of making records
- Assure the survival of long-term records

Day Two:

Disaster Planning for Historical and Essential Records

- Am I prepared for the unexpected?
- What do I do when the water pipes break?
- Can my records be saved? Can they be restored?
- What supplies do I need when a disaster strikes?
- What are essential records? How do I identify them?
- Are my essential records backed up? Where?

Photographs and Special Media Care

- Identification of various formats and processes
- Housing, storage, and reproduction considerations



Archives Without Tears REGISTRATION

Workshop Dates and Locations

Tuesday, June 10–Wednesday, June 11

Drake Well Museum

202 Museum Ln., Titusville, PA 16354

Maximum registration: 60

Return registration with check by June 3

Payable to: Drake Well Museum

at above address

Charge to credit card by calling 814-827-2797

Contact Susan Beates: sbeates@pa.gov or

drakewell@verizon.net

Tuesday, June 17–Wednesday, June 18

Pennsylvania Military Museum

51 Boal Ave., Boalsburg, PA 16827

Maximum registration: 45

Return registration with check by June 10

Payable to: Pennsylvania Military Museum

Attn: Archives Training

P.O. Box 160A, Boalsburg, PA 16827

Charge to credit card by calling 814-466-6263

Contact Chuck Smith: karlsmith@pa.gov

Schedule

Day One

8:30 a.m.–12:00 p.m. The Basics of Archives

12:00 p.m.–1:00 p.m. Lunch
(included with registration)

1:00 p.m.–3:30 p.m. The Basics of Archives
(continued)

3:30 p.m.–3:45 p.m. Break

3:45 p.m.–4:45 p.m. Records Management
Overview

Day Two

8:30 a.m.–12:00 p.m. Disaster Planning for
Historical and
Essential Records

12:00 p.m.–1:00 p.m. Lunch
(included with registration)

1:00 p.m.–4:00 p.m. Photographs and Special
Media Preservation

Presenters

Jerry Ellis is a PHMC archivist who specializes in records management, disaster planning, essential records protection, and archival procedure training.

Linda Ries is a nationally known historian of photography and has been an archivist with the Pennsylvania State Archives since 1979. She is currently head of PHMC's Arrangement and Description Section.

Joshua Stahlman is an archivist with PHMC's Arrangement and Description Section well versed in community outreach, digitization, disaster response and mold prevention and management. He is also experienced with the needs of private historical records repositories.

Please register for the workshop you wish to attend including date and location. Day two is a continuation, not a repeat of day one. Direct questions regarding registration to the specified parties. For other concerns please contact Josh Stahlman at jostahlman@pa.gov or call 717-772-3257. No refunds.

Full Registration (both days) \$25
Partial (one day) \$15

June 10–11 Drake Well Museum, Titusville, PA
Registration closes June 3 and is limited to 60 attendees. Full Registration (both days)
Partial June 10 June 11

June 17–18 Pennsylvania Military Museum, Boalsburg, PA
Registration closes June 10 and is limited to 45 attendees. Full Registration (both days)
Partial June 17 June 18

Amount \$

Name

Title

Organization

Mailing Address

City/State/Zip

Phone Number E-mail

<input type="checkbox"/> VISA
<input type="checkbox"/> MASTERCARD
Credit Card Number <input type="text"/>
Expiration <input type="text"/> Verification Code <input type="text"/>
Signature <input type="text"/>

Special Dietary Considerations

For more information, contact Joshua Stahlman at jostahlman@pa.gov, or 717-772-3257.