MAC

Midwest Archives Conference

Society of Ohio Archivists

MAC Annual Meeting, 2007
A Joint Meeting with the Society of Ohio Archivists

Brain Food For All

Spaghetti Technology Track

Meat and Potatoes Archives Track

Society of Ohio Archivists

TV Dinner Preservation Track

MAC
Midwest Archives Conference

Box Lunch Outreach Track

May 3–5
The Columbus, A Renaissance Hotel
Columbus, Ohio

ACKNOWLEDGMENTS

The Midwest Archives Conference and the Society of Ohio Archivists wish to thank the following businesses and organizations that, as of press time, have generously provided support for the joint meeting:

Archival Products
http://www.archival.com/

Association of St. Louis Area Archivists
http://www.stlarchivists.org/

Bowling Green State University, Center for Archival Collections
http://www.bgsu.edu/colleges/library/cac/

Central Business Group
http://www.centralbusinessgroup.com/

Chicago Area Archivists
http://www.vandercook.edu/archives/CAA.html

Consortium of Iowa Archivists
http://www.lib.iastate.edu/spcl/cia/home.html

Gaylord
http://www.gaylord.com/

Iron Mountain
http://www.ironmountain.com/

The Jacob Rader Marcus Center of the American Jewish Archives
http://www.americanjewisharchives.org/

Kent State University, School of Library and Information Science
http://www.slis.kent.edu/

Kentucky Council on Archives
http://kyarchivists.org/

Light Impressions
http://www.lightimpressionsdirect.com/

Mark Greene

Metal Edge, Inc.
http://www.metaledgeinc.com/

Michigan Archival Association
http://www.maasn.org/

ACKNOWLEDGMENTS – CONTINUED

LOCAL ARRANGEMENTS COMMITTEE

George Bain, Kimberly Brownlee, Janet Carleton, Shari Christy, Jelain Chubb, Tamar Chute, Judith Cobb (cochair), Carrie Daniels, Michelle Drobik, Kathleen Feeney, Adam Groves, Kevlin Haire, Kristine Kinzer, Stacia Kuceyeski, Erik Mayer, Chad Owen, Eric Schnittke, Cathy Stanley, Judith Wiener (cochair)

PROGRAM COMMITTEE

Charlie Arp, Randy Bixby, Michele Christian, Laurie Gemmill, Angela O'Neal (cochair), Monica Ralston, Deirdre Scaggs, Matthew Schaefer, Alison Stankrauff, Stephen E. Towne (cochair), Martin Tuohy

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BRAIN FOOD FOR ALL

MAC
Midwest Archives Conference

a
Society of Ohio Archivists
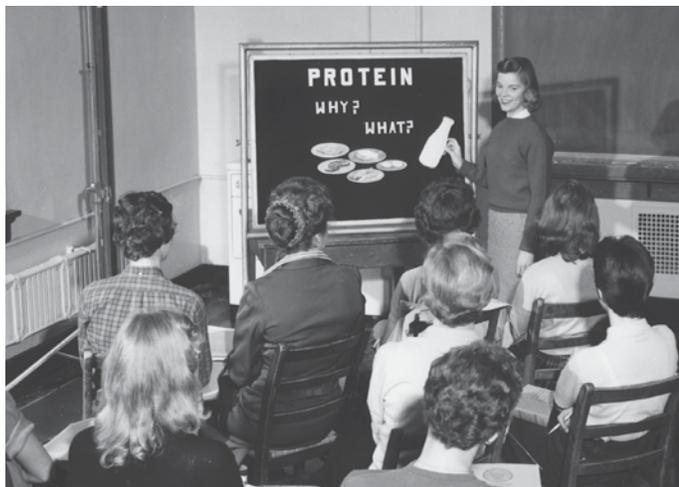
Welcome to Columbus

Thought to be the first performance of "Script Ohio," 1936. 49–45. Courtesy Photo Archives, The Ohio State University.

Home Economics students, The Ohio State University. 117-10. Courtesy Photo Archives, The Ohio State University.

Home Economics students, The Ohio State University, 1966. 117-10. Courtesy Photo Archives, The Ohio State University.

Home Economics students, The Ohio State University. 117-10. Courtesy Photo Archives, The Ohio State University.

Home Economics Cooking Class at The Ohio State University, 1906. 100-30. Courtesy Photo Archives, The Ohio State University.

MAC and SOA welcome you to Columbus and the opportunity to celebrate MAC's 35 years of documenting the Midwest! Look for several special events to honor this special anniversary, including a luncheon, a birthday cake break, and a silent auction, with proceeds dedicated to scholarships. Join us to celebrate MAC's 35th anniversary and to commemorate the partnership between MAC and SOA in cooking up this joint archival adventure.

USING THIS PROGRAM

In this program you'll find all the information you need to plan your attendance at the MAC and SOA Joint Meeting. From preconference workshops to registration, it's all here! Here's how it's laid out:

REGISTRATION

MAC's meeting registration fee is a great value! At only $60 for advance member registration ($45 for students), it's hard to beat. But to take advantage of this rate, your registration must be postmarked by **April 5**. Mail registrations cannot be accepted after **April 19**; after that date you must register on-site. For the registration form, see pages 21–22 of this program or visit the MAC Web site, http://www.midwestarchives .org/.

For your convenience, the meeting registration desk will be open Thursday, 7:00 AM–6:30 PM, Friday, 7:00 AM–5:00 PM, and Saturday, 7:30 AM–1:00 PM.

AMERICANS WITH DISABILITIES ACT

MAC welcomes individuals with disabilities to participate in its events. If you have a visual, aural, or other impairment that qualifies as a disability under the Americans with Disabilities Act, or have other special needs, please contact Judith Wiener (wiener.3@osu.edu), if possible by April 9. Please also notify the hotel about any special room needs when making your reservation.

WORKSHOPS

On Wednesday, May 2, the preconference workshops begin with a full-day workshop offered by the local chapter of ARMA on legal requirements for records and information management programs. Thursday morning, May 3, will feature a lineup of the typical excellent MAC workshops, including half-day programs on moving images, digital collections, and preservation. All workshops require advance registration. For more information on these, see pages 7–9.

CONCURRENT SESSIONS

The Program Committee has worked hard to make sure the program has something for everyone! Topics include women's collections, users with disabilities, social studies curricula, oral histories on-line, academic electronic records, privacy concerns, E-mail management systems, collaborating with museums, and preservation of digital and analog materials.

The session tracks follow our Brain Food for All theme: Meat and Potatoes—Archives Track, Spaghetti—Technology Track, Box Lunch—Outreach Track, and TV Dinner—Preservation Track. Sessions begin Thursday afternoon, May 3, and continue through Saturday noon, May 5. For full descriptions, see pages 11–19.

SPECIAL EVENTS

At the plenary session, Thursday afternoon, May 3, we'll hear Katherine Jellison speak on the history of rural women in the Midwest. Thursday evening, join us for poker, games, and karaoke at the MAC & SOA Mixer and Silent Auction. If you're a new MAC member, dinner's on us at the New Members' Dinner. On Friday, take in the Vendor Fair and help us celebrate MAC's 35th anniversary. Of course, MACers will not want to miss the MAC Members' Meeting and presentation of awards on Friday, and for SOAers, there's the SOA Business Meeting on Thursday. Join your colleagues and friends at the Friday evening reception among the outstanding exhibits at the Ohio Historical Center. More information on the meeting's special events is available on pages 4–5.

TOURS

The LAC will offer two unique tours that many Columbus natives haven't even explored! Take your choice of these Thursday morning tours, both located only a few blocks from the hotel: the Ohio Statehouse, emphasizing the history behind the art and Greek Revival architecture of the building, or *The Columbus Dispatch* Editorial Library, where staff members will show how they are preserving the newspaper in the digital age. Information on additional self-guided tours will also be available. Details can be found on page 6. These *free* tours are open to a limited number of participants, so register early!

VENDOR FAIR, BREAKS, AND ASK AN ARCHIVIST

Between program offerings, mingle with your colleagues and enjoy refreshments during the session breaks. And be sure to visit the Vendor Fair on Friday, May 4, from 9:00 AM to 3:30 PM. Meet vendor representatives and learn about a wide range of archival products and services.

The vendor area will also feature the Ask an Archivist table, where seasoned professionals will be available to talk to archivists and students about careers, résumés, and more. The vendors also will be available to talk about careers and the field. There will be a sign-up sheet at the registration desk, although drop-ins are welcome.

MAC & SOA SILENT AUCTION

Great items galore! Bid on Ohio keepsakes and archival trinkets with a clear conscience—all proceeds benefit the scholarship funds of MAC and SOA. The auction will take place Thursday evening during the MAC & SOA Mixer.

ACCOMMODATIONS

The meeting will be held at The Columbus, A Renaissance Hotel, http://marriott .com/property/propertypage/cmhbr, 50 North Third Street, Columbus, Ohio, situated in the heart of the city. All sleeping rooms in this nonsmoking hotel are at a special rate of $129 a night (single through quad). This newly renovated 21-story hotel is within walking distance of numerous attractions. Amenities include free wireless in the hotel's public areas (high-speed available in room for a fee), room refrigerators, laptop-sized room safes, and a brand-new restaurant specializing in natural, organic, and local American cuisine. Check-in is 3 PM and check-out is noon. Stay over Saturday night and explore central Ohio. Be sure to request the Midwest Archives Conference rate; call 1-800-HOTELS-1 by **April 9** for reservations.

The Columbus, A Renaissance Hotel

ROOMMATE MATCHUP

A list of attendees searching for roommates for the conference will be maintained and distributed to interested parties. Please forward your contact information (name, telephone number, and E-mail address), roommate preference (male/female), and dates a roommate is needed to Janet Carleton (carleton@ohio.edu) by **April 6** if you wish to use this service.

CHILD CARE

If you are in need of child care, please contact Judith Wiener (wiener.3@osu.edu) by **April 6**, when you register for the meeting. Let us know how many children you will need services for and their ages. The LAC will then help find appropriate care.
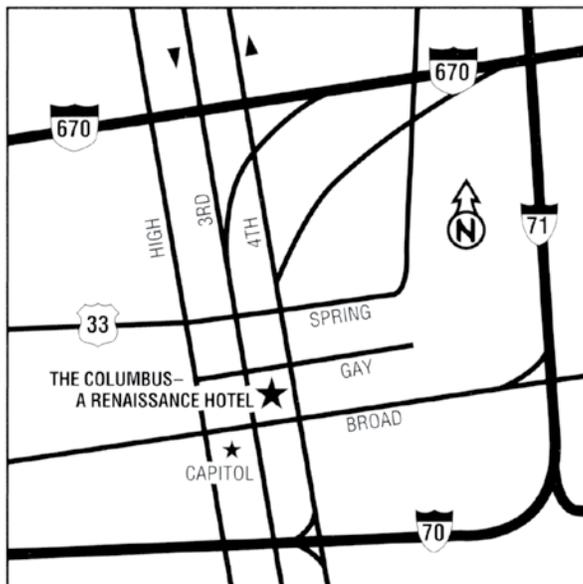
TRANSPORTATION

Located more or less in the center of Ohio, Columbus is bisected by I-70 running east and west and by I-71 running north and south. I-270 is an outer belt that circles the entire city and I-670 connects the airport to downtown.

By car: The Columbus, A Renaissance Hotel, 50 North Third Street, is easily accessible from I-670, I-71, and I-70 (see map). For detailed driving instructions to the hotel, please visit the hotel's Web site or call 614-228-5050. Parking at the hotel is $23 per night.

By bus: Greyhound Bus Lines has numerous arrivals in Columbus each day from many major cities throughout the Midwest, and the local station is less than one half mile from the hotel.

By air: With nearly four hundred daily arrivals and departures, Port Columbus International Airport may be worth investigating. Airport shuttles periodically run between the hotel and the airport. The hotel recommends Urban Express shuttles. Urban Express (877-840-0411) operates an hourly shuttle to and from the airport for $14.95 (one way). Taxi service is available for about $22 (one way).

WEATHER

Early May is typically a pleasant time of year in Columbus, with the average temperature hovering just around 60 degrees. Highs can go above 70, and lows might hit 40, but these are rare. As with anywhere in the Midwest in early May, it can be somewhat chilly after dark.

TOURISM INFORMATION

Founded in 1812, the city of Columbus has served as the state capital since 1816, and along the way has grown into the most populous city in Ohio. For tourism information, check out Experience Columbus, http://www.experiencecolumbus .com/, created by the Experience Columbus Convention and Visitor Bureau. It holds information about all there is to experience in the city, and includes transportation and airport information and maps. If you yearn to know even more about Columbus, then the official City of Columbus site is for you, http://home .columbus.gov/. For more information see the conference Web site.

White Castle Number One, the first Ohio White Castle built in Cincinnati in 1929. White Castle System, Inc. Photograph Collection, Ohio Historical Society. P 394; AL00727. Courtesy White Castle System, Inc.

Thursday, May 3
3:30 PM–5:00 PM

Plenary Session

Our opening plenary will begin with a welcome to Ohio by Society of Ohio Archivists President Jane Wildermuth, followed by Katherine Jellison's keynote talk. Join us after the plenary for a book signing and a chance to browse books on Ohio history.

Thursday, May 3
5:00 PM–6:00 PM

SOA Business Meeting and Elections

All SOA members should attend to hear about current initiatives, cheer award winners, and cast votes for officers. There will be a proposed amendment to the SOA Constitution and Bylaws up for vote.

Thursday, May 3
6:00 PM–8:00 PM

MAC New Members' Dinner

Are you new to MAC? Then join your fellow "newbies" for a free dinner and a chance to hobnob with MAC officers, Council members, and the Membership Committee. This event is open to members of less than one year and who are attending their first meeting. Be sure to check "New Members' Dinner" on the Registration Form checklist if you plan to attend! Meet in the hotel lobby promptly at 6:00 PM.

Thursday, May 3
6:00 PM–8:00 PM

Restaurant Tours: Grazing in Cowtown

Over the years, Columbus often has been derided as a cow town, but its growing sophistication is evident in the wide variety of culinary specialties that can be found around the city. On Thursday evening, you'll get a chance to try a few. Also, there will be a more comprehensive list available for folks who wish to "go it alone." Sign-up sheets for the restaurants below will be available at the registration table.

- **Due Amici,** an Italian-cuisine, fine-dining establishment just a half block from the hotel; entrees, $10–$28.

- A few blocks farther from the hotel, but worth the walk, is the **Elevator Brewery and Draught Haus**, located in a refurbished men's club from the late 1800s. Much of the building's architectural integrity remains, but the true draw is the selection of 12 handcrafted beers on tap, including a monthly special; entrees, $15–$30.

- And if you want to experience the quintessential Columbus eatery, choose the **Buckeye Hall of Fame Café**, featuring casual American fare. There you can immerse yourself in everything OSU: the memorabilia, the fans … and if all that's not enough of a distraction, there's also a video game arcade; entrees, $10–$24.

Thursday, May 3
8:00 PM–11:00 PM

MAC & SOA Mixer

7:30 PM–8:00 PM Card playing instruction
8:00 PM–11:00 PM Fun and hilarity ensues!

So you like to sing karaoke and play games and cards—but you can rarely do both in the same place? Well, now you can! Join colleagues at this fun evening event. Starting at 7:30 we'll offer instruction in various poker styles and euchre for those who are a little rusty on the details. At 8:00 the real fun begins! You will have the opportunity to **play cards, board games, and trivia,** all while listening to your colleagues belt out their favorite tunes. Light snacks and a cash bar will be available, as well as a chance to bid on Silent Auction items benefiting MAC and SOA scholarships. Sign-ups for karaoke and cards will be at the conference registration table, but don't worry; you can still get in a game or flex your vocal cords any time during the event!

Unidentified saloon on Water Street, Sandusky, Ohio, 1889. BUSI-596. Courtesy Photographic Collection, Sandusky Library Archives Research Center.

Friday, May 4
NOON–1:15 PM

MAC 35th Anniversary Luncheon

Join your fellow archivists for a special luncheon at the conference hotel celebrating MAC's 35th anniversary. Enjoy a scrumptious deli buffet featuring soup, salads, fresh deli sandwiches, desserts, and coffee or tea. Available to all participants for a separate fee of $25.

Founding MAC member Patrick Quinn will share his thoughts on 35 years, while other MACers will reminisce about what MAC has meant to them. Retired members are encouraged to attend and renew old acquaintances. Current members will get a chance to meet and mingle with the "primary sources" of MAC's history. Sign up on the registration form and be sure to mail it in by the preregistration deadline.

Friday, May 4
3:00 PM–3:30 PM

MAC 35th Birthday Cake Break

Birthday cake and other special treats, sponsored by MAC and many other statewide and local archives groups, will be offered at this break in honor of MAC's 35th anniversary. Please join us and enjoy some noshes, just before the Members' Meeting.

Friday, May 4
3:30 PM–5:00 PM

MAC Members' Meeting

Come to the Members' Meeting to hear about MAC initiatives and business, election results, and to cheer on your colleagues at the awards presentation. Find out about upcoming meetings, including the fall seminar at Cranbrook and the 2008 annual meeting in Louisville.

Friday, May 4
6:30 PM–9:00 PM

Reception

The reception will be held at the Ohio Historical Center, home to the Ohio Historical Society—including a fabulous cultural heritage museum and the state archives. MACers will enjoy light hors d'oeuvres and a cash bar in this elegant museum setting, with music provided by local jazz stylist Jen Miller and a full band. All museum galleries will be open for your pleasure. Buses will depart the hotel lobby beginning at 6:15 PM and will circle continuously between the reception and the hotel. The last bus departs for the hotel at 9:15 PM. Please note that although *free*, this is a ticketed event, so be sure to sign up on your conference registration.

The Ohio Historical Center at night, ca. 1970. Courtesy Ohio Historical Society.

Thursday, May 3
9:30 AM–10:30 AM

The Ohio Statehouse: Historic Art and Architecture Tour

Considered one of the finest examples of Greek Revival Architecture among state capitol buildings, the Ohio Statehouse is full of charming examples of its heritage. Renovated ten years ago, the Statehouse was restored to reflect its 1860s grandeur. However, unlike some of its counterparts, it also still serves as a modern working building. During the tour, you will see some of the art and architecture that makes Ohio's Statehouse unique, including the 120-foot-tall rotunda, the Paris Opera House–inspired Grand Staircase in the Senate Building, and the elaborate chandeliers in the house and senate chambers. You also will see restored antiques, priceless art, and Civil War–era reproduction furniture. Advance registration required.

Maximum participants: 50

Cost: Free

Boys selling newspapers in front of the state capitol building, Columbus, Ohio, ca. 1895–1910. AV 8. Courtesy Ohio State House Collection, Ohio Historical Society.

Thursday, May 3
10:00 AM–NOON

The Columbus Dispatch Editorial Library Tour

The Dispatch traces its roots to June 1871, when 10 veteran printers decided to start an afternoon publication. Currently it is the number one source of information in central Ohio and the only daily newspaper serving all of the Columbus metropolitan market. The tour by Library Director Jim Hunter will include information about their digital archives, print files, and research activities. You will see demonstrations of the text archive, image archive (five hundred thousand images; one hundred and fifty thousand PDFs), newsroom, and library-run intranet (47 million public records), and learn about plans to digitize the paper's microfilm. The tour also will include a walk-through of the newsroom. Come see how the *Dispatch* Editorial Library supports the work of the paper! Advance registration required.

Maximum participants: 25

Cost: Free

Self Tours

Central Ohio possesses many fascinating museums and historical sites. A list will be available both on-site and on the meeting Web site. Places you may want to learn more about include the Bruce Lee Legends of Martial Art Hall of Fame Museum, the Early Television Museum, the Franklinton Historical Society, the Great Circle Earthworks, Hanby House, the Jack Nicklaus Museum, the Kelton House Museum and Garden, the Martin Luther King Jr. Performing and Cultural Arts Complex, the Motorcycle Hall of Fame Museum, and Thurber House.

WORKSHOPS

Wednesday, May 2
8:00 AM–4:00 PM

ARMA International Greater Columbus Ohio Chapter Workshop: Legal Requirements for Records and Information Management Programs

Is your Records and Information Management (RIM) program legally fit? Think about that for a moment before confidently stating "yes." We all agree that a properly designed and implemented RIM program will improve overall efficiency and reduce costs. But does that guarantee it will also adequately facilitate the litigation process? Many organizations operate records and information systems that fail to meet legal requirements. Records are often the critical factor in protecting a company's reputation or ensuring that contractual responsibilities have been met. RIM programs can be a valuable tool for helping records professionals serve their companies' best interests, but only if the program has accounted for all applicable legal requirements.

CRM and CLE credits are available for Certified Records Managers.

Instructor: Donald S. Skupsky, JD, CRM, FAI, MIT, Information Requirements Clearinghouse, Denver, Colorado

Skupsky is the developer of *Retention Manager 3*, the sophisticated records retention software and the editor of *Legal Requirements for Business Records: The Electronic Edition*, a CD-ROM research tool to search U.S. and International Law for laws and court cases related to record-keeping, records retention, evidence, and information technology systems. Skupsky has also authored *Recordkeeping Requirements; Records Retention Procedures; Legal Requirements for Information Technology Systems*; and *Law, Records and Information Management: The Court Cases*.

Registration: Early bird (until March 31): $150
Regular (after March 31): $180

Enrollment is limited to 100.

Enrollees must register directly with the ARMA International Greater Columbus Ohio Chapter at http://www.armacolumbus.org/.

Contact: Yvonne Harris at yharris@op-f.org or 614-628-8260 with questions or for information on CRM credits.

Students at Zonta House, international residence for women at OSU, take time from their studies for a cup of coffee, 1952. 40-76, Courtesy Photo Archives, The Ohio State University.

Thursday, May 3
8:00 AM–NOON

MAC Fundamental Workshop: Fundamentals of Preservation Administration

This workshop, especially designed for MAC, provides an overview of preservation problems encountered in both print and nonprint collections in archives. The three major components of a preservation program will be discussed, focusing on collection and building surveys to determine the types of damage present; treatment and reformatting options for collections; and disaster response and prevention needs. Administrative needs, projects, and concerns will be addressed within each topic. This workshop will be especially useful for archivists with partial or newly assigned responsibilities for preservation.

This workshop will allow attendees to:

- Understand environmental factors that cause collections to fall apart
- Evaluate low-cost solutions to increase the life span of collections
- Discuss the purpose of building and collection surveys within a preservation department and how to perform them
- Learn about disaster response plans and the basic decisions necessary to save water-damaged collections
- Discuss the role of technology and digitization within a preservation department

Workshop materials can be found at http://www.mbkcons.com/wkshp/mac/presfund.htm

Instructor: Miriam Kahn, M.L.S., Preservation Consultant, MBK Consulting, Columbus, Ohio

Registration: $40.

Enrollment is limited to 35.

Thursday, May 3
8:00 AM–NOON

MAC Advanced Workshop: Building Digital Collections

Starting a digital collection can be a daunting task. This half-day workshop provides an overview of the planning and decision points necessary for building digital collections. Topics include project planning, process development, selection criteria, understanding digitization basics, and basic metadata issues. The workshop will also include considerations for outsourcing and guidelines for working with vendors. Must have 15 enrolled by April 18 or workshop is cancelled.

Instructor: Laurie Gemmill, Implementation Program Manager, OCLC Online Computer Library Center, Inc., Dublin, Ohio

Registration: $50

Enrollment is limited to 35.

Thursday, May 3
8:00 AM–NOON

MAC Advanced Workshop: Moving Images Demystified

Moving images in all their myriad forms are frequent inhabitants of archival repositories, yet the presence of these machine-dependent documents often confounds the staffer who is more at home with paper-based materials. This workshop will introduce you to moving images and the issues of management, preservation, and use associated with them. Through lecture and short exercises, attendees will become familiar with the history and science of moving images, what sets them apart from other types of documents, how to identify and describe them, and resources available to help deal with them.

Instructor: Paul Eisloeffel, Curator of Visual and Audio Collections, Nebraska State Historical Society, Lincoln

Registration: $50

Enrollment is limited to 20

3:30 PM–5:00 PM
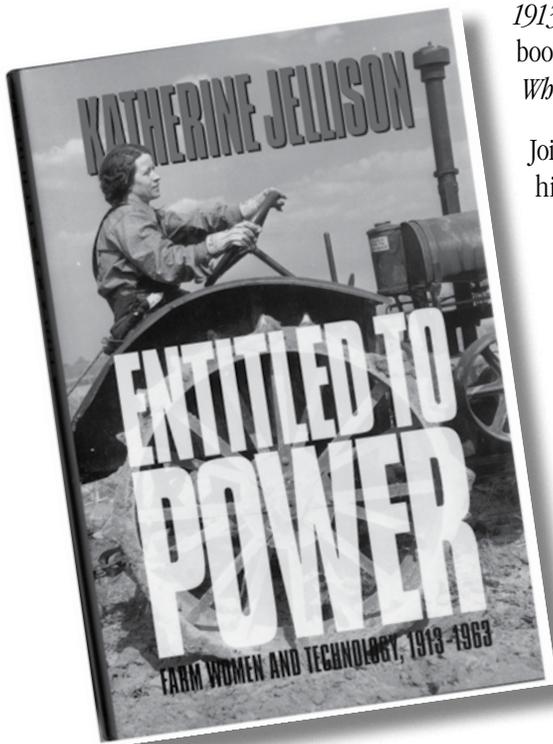
"Home on the Range and a Range in the Home"

Katherine Jellison will discuss the letters, interviews, and memoirs she investigated to reclaim the many contributions women made to modernize farm life. In the middle decades of the twentieth century, Great Plains farm women acquired modern domestic technology—like cooking ranges. Federal farm policy at midcentury treated farm women as consumers, not producers. New technologies, as promoted by agricultural extension agents and by home appliance manufacturers, were expected to create separate spheres of work in the field and in the house. These innovations, however, enabled women to work as operators of farm machinery or independently in the rural community.

Katherine Jellison, associate professor of history at Ohio University (OU), earned her Ph.D. from the University of Iowa, where she studied with one of the pioneers in the field of U.S. women's history. Jellison has been honored for teaching excellence by OU, including the Excellence in Feminist Pedagogy Award, the University Professor Award, and designation as a Fellow in the Charles J. Ping Institute for the Teaching of the Humanities. She has also received numerous research grants and fellowships, including awards from the Smithsonian Institution and the Woodrow Wilson Foundation.

Dr. Jellison is the author of *Entitled to Power: Farm Women and Technology, 1913–1963* (University of North Carolina Press, 1993) and many journal articles and book chapters. Currently she is completing a book manuscript, *"It's My Day": The White Wedding in American History, 1945–2005.*

Join us after the plenary for a book signing and a chance to browse books on Ohio history.

CONCURRENT SESSIONS

Archives Track

Chef for a Day: The Consulting Archivist as Hired Help

Consulting or contract archivists are an important but overlooked part of the archival world. These professionals hire out to a variety of organizations, institutions, or private entities, sometimes for short stints, sometimes for long periods. Consultants work to solve the records and information problems of their clients, often in ways different from those of their institutionally based peers. This session will explore their experience and demonstrate the rewards of consultancy.

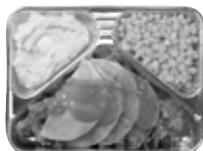Moderator: Susan Knoer, Ohio University, Athens

Presenters: Pam Hackbart-Dean, Southern Illinois University–Carbondale
Jane Kenamore, Chicago, Illinois
Noraleen Young, Indianapolis, Indiana

Preservation Track

Frozen Food: Cold Storage as Modern Convenience

Building storage environments have an enormous impact on collection preservation. Caretakers need to recognize the signs of damage to holdings and be able to respond creatively, whether by installing environmental controls or by simpler, less costly methods, sometimes merely targeting those items or collections most at risk. This session will focus on the factors for paper-based collections that are stored with less-than-ideal environmental controls, and will address ways to combat environmental problems in going about the basic business of preservation. Additionally, the session will address a climate control and monitoring program for both library and archival collections at the University of Kentucky Libraries, including analysis of the collected data and diagnosis of problems.

Moderator: Wes Boomgaarden, The Ohio State University, Columbus

Presenters: Kazuko Hioki, University of Kentucky, Lexington
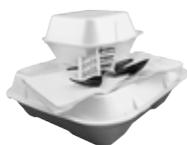Eric Honneffer, Bowling Green State University, Bowling Green, Ohio

Outreach Track

A Perfect Partnership of Tea and Sandwiches: Presenting Archival and Library Materials in Museum Exhibits

Art museums and other cultural institutions increasingly are providing historical context in their presentations of art and other works to the public. Museum curators, exhibit designers, and archivists are collaborating to augment displays of museum objects with related print and archival materials. When manuscripts, records, and printed works temporarily leave their shelves in the stacks to share the floor with art works, they can provide visitors with enhanced insights into popular customs, practices, and experiences from the period of the displayed works. Archivists and museum professionals will share their experiences working together in presenting their materials jointly.

Moderator: Betsy Butler, Miami University, Oxford, Ohio

Presenters: Julie Aronson, Cincinnati Art Museum, Ohio
Mona Chapin, Cincinnati Art Museum, Ohio
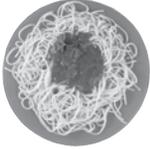Bill Mahon, Ohio Historical Society, Columbus

1:30 PM–3:00 PM

Wining and Dining; or, How to Win Friends and Influence People: Successful Management of Academic Electronic Records

Academic archivists face increasing challenges from the rapid proliferation of electronic records. This panel of representatives from some of MAC's larger universities will provide brief reports on their activities in facing these challenges. The menu of topics includes digital preservation efforts, policy development and university politics, Web preservation, and electronic records workflow. Surely something for everyone's taste.

Moderator: Tanya Zanish-Belcher, Iowa State University, Ames

Presenters: Raimund Goerler, Ohio State University, Columbus
                       Joanne Kaczmarek, University of Illinois at Urbana-Champaign
                       Nancy Kunde, University of Wisconsin–Madison
                       David McCartney, University of Iowa, Iowa City
                       Becky Schulte, University of Kansas, Lawrence
                       Brian Williams, University of Michigan, Ann Arbor

Commentator: Phil Bantin, Indiana University–Bloomington

Technology Track

CONCURRENT SESSIONS

Technology Track

Coffeehouse Chatter: Delivering Oral History On-line

Most archives and historical societies that hold oral histories have been asked at some point when they are going to digitize their interviews and make them available on-line. Panelists will share their advice, experiences, and insights into providing access to these collections on-line. Duncan will discuss the process of determining how digital recordings will be made available on-line. Daniels will discuss the use of CONTENTdm for the University of Louisville's oral history materials. Boyd will discuss the Kentucky Historical Society's Civil Rights Movement in Kentucky database, which was produced in-house using MySQL. The KHS's tailor-made database provides multilevel access to rich audio and textual resources, including snippet-level cataloging, subject aggregation, and K–12 curricular materials.

Moderator: Kathleen Medicus, Kent State University, Kent, Ohio
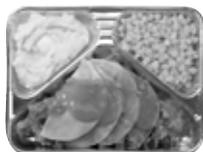
Presenters: Doug Boyd, University of Alabama, Tuscaloosa
Caroline Daniels, University of Louisville, Louisville, Kentucky
Sarah Duncan, Ball State University, Muncie, Indiana

Preservation Track

Finger Food: Two Approaches to Digital Preservation

During this session, two approaches to digital preservation will be examined. Howard and Buie of the University of Louisville will discuss the MetaArchive of Southern Digital History. This collaborative project, funded by the Library of Congress, is a model for secure, distributed digital preservation for each of the five participating institutions' intellectual products related to the American South. They will update us on the results of the first two years of this three-year partnership. Noonan will discuss capture and maintenance of electronic records and the digital preservation actions taken to ensure the reliability and trustworthiness of those records over time. The speakers will also discuss the role of preservation metadata within their respective projects.

Moderator: Judith Cobb, OCLC Online Computer Library Center, Inc., Dublin, Ohio

Presenters: Delinda Buie, University of Louisville, Louisville, Kentucky
Rachel Howard, University of Louisville, Louisville, Kentucky
Daniel W. Noonan, The Ohio State University, Columbus

Outreach Track

Pizza and Root Beer: Students Documenting Their Culture and Community

Students are most interested in archives when they can connect historical materials to their own experiences. By studying and documenting local history, they gain an appreciation and life-long interest in the past. Students also pass on this interest to friends and family. This session features the experiences of a county archives working with K–12, home-schooled, and university students on local history projects; a university archives partnering with a cross-discipline campus initiative, Ethnography of the University; and a student project to write a photographic history of student life at one Midwestern university.

Moderator: Kimberly Butler, North Central College, Naperville, Illinois

Presenters: Matt Borowicz, Southern Illinois University–Carbondale
Ellen Swain, University of Illinois at Urbana-Champaign
Anke Voss, Champaign County Historical Archives, Urbana, Illinois
Jim Whistle, Southern Illinois University–Carbondale

8:15 AM–9:45 AM

Outreach Track

Table Manners: Practical Skills for Promoting the Archives

Amid the explosion of Internet and other information technologies, the fundamental need to develop and hone archivists' basic communication skills to promote their institutions, exhibits, publications, events, and themselves, becomes ever clearer. This practical and interactive session will help archivists develop their promotional skills by focusing on marketing and public speaking as two critical skills. Sneary will discuss the many ways you can market your archives, and will give examples of some successful campaigns and provide feedback on marketing archives. Kattelman will spotlight public speaking, focusing on practical techniques you can use to look and sound your best when speaking in front of a group. Drawing upon skills learned in the theatre, Kattelman will discuss and demonstrate getting ready, the proper use of the voice, and stage presence. Participants will have the opportunity to compare different public speaking habits and get suggestions for "taming those butterflies." The speakers are eager to assist you in developing your skills. So bring your ideas and get assistance in your promotional endeavors.

Moderator: Andy Havens, OCLC Online Computer Library Center, Inc., Dublin, Ohio

Presenters: Beth Kattelman, The Ohio State University, Columbus
Alice Sneary, OCLC Online Computer Library Center, Inc., Dublin, Ohio

10:15 AM–11:45 AM

Archives Track

Say Cheese: A Fundamental Guide to Photograph Identification and Preservation

Even as Eastman Kodak restructures itself to serve the demands of digital imaging and curators, and archivists and librarians explore possibilities presented by documents born digitally, the photographic artifactual heritage accumulating in repositories since 1839 remains a challenge and opportunity to be mastered. The documents of visual history were created by varying processes on materials both ruggedly durable and extraordinarily fragile. The critical first step to the preservation of photographic materials is the identification of the process by which the item was created. As time has passed, the characteristics of early media have been generically and mistakenly lumped into broad categories. This session will provide hands-on learning through the examination of samples of most nineteenth- and early twentieth-century photographic media, along with a discussion of the storage conditions that will slow or arrest deterioration. A printed guide to the media and their storage is included. Intended for novice or intermediate collection managers who are in need of introduction to the topic area.

Moderator: Marilyn Levinson, Bowling Green State University, Bowling Green, Ohio
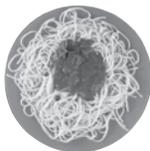
Presenter: Michael McCormick, University of Maryland–College Park

Students at OSU dining facility, 1980. 63. Courtesy Photo Archives, The Ohio State University.

CONCURRENT SESSIONS

10:15 AM–11:45 AM

Technology Track

Byte-Sized Crunchy Bits: DSpace and Its Implementation at Youngstown State University

This session will demonstrate and discuss the implementation of Youngstown State University's use of DSpace. It will introduce archivists to the challenges and opportunities in using open-source software for large projects. Presenters will demonstrate Youngstown's institutional repository, showing basic and advanced searching, access to a variety of digital archival materials, and organization. Customization of the software for audio files and advanced features will be discussed, along with research and selection of software packages, pros and cons, installation and costs of hardware and software, ongoing maintenance, and marketing.

Moderator: S. Victor Fleischer, Youngstown State University, Youngstown, Ohio

Presenters: Thomas Bell, Youngstown State University, Youngstown, Ohio
Jeffrey Trimble, Youngstown State University, Youngstown, Ohio
Shelly Xiaoli Zhu, Youngstown State University, Youngstown, Ohio

Archives Track

Like Navigating through Pea Soup: Privacy Concerns in Academic and Medical Records

Archivists sometimes have to navigate through some dangerous legal waters, using careful planning to emerge safely. Student records in the academic realm and patient records in the medical and state archival realms have always necessitated special consideration and knowledge. Archivists must navigate the needs of access against the needs of privacy of both users and creators of records. The Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the U.S.A. Patriot Act have made this navigation more complicated. This session will aim to help archivists find smooth sailing through these waters.

Moderator: Roland Baumann, Oberlin College, Oberlin, Ohio

Presenters: Jackie Esposito, Pennsylvania State University, University Park
Alan F. January, Indiana State Archives, Indianapolis
Erik A. Moore, University of Minnesota, Minneapolis

Outreach Track

Bubble Gum and Jaw Breakers: Incorporating Archives in Social Studies Curricula

Many primary and secondary educators have endeavored to present primary sources to their students to enhance their understanding of social studies subjects. Education professionals are instructing student teachers and teachers alike to employ archival materials in their teaching. Three educators will present their experiences in teaching the use of archival materials to help students understand local, state, national, and world history, as well as other social studies subjects taught in schools.

Moderator: George Bain, Ohio University, Athens

Presenters: Frans H. Doppen, Ohio University, Athens
Chad Doll, McBroom Junior High School, St. Marys, Ohio
James Sheehan, Miami University, Oxford, Ohio
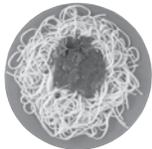
1:30 PM–3:00 PM

Archives Track

Leftovers of History: Women's Collections in Archives

Women's papers within archival collections present particular challenges. Women's papers from the late nineteenth and early twentieth centuries are often sparse, underdescribed, or marginalized within the larger collections, but these papers provide valuable historical insights. This session will examine institutional decisions for handling women's papers, the unexpected stories within these papers, and the issues raised in teaching history with documents created by women.

Moderator: Kären Mason, University of Iowa, Iowa City

Presenters: Christine Schmid, American Jewish Archives, Cincinnati, Ohio
                          Melinda McMartin, Ferris State University, Big Rapids, Michigan
                          Marian Matyn, Central Michigan University, Mt. Pleasant

Technology Track

Recipe for Success: Implementing E-mail Management Systems—from Planning to Lessons Learned

Several years ago E-mail management at Honda of America Manufacturing was nonexistent and literally millions of messages were clogging its E-mail system. Working together as a team, the stakeholder groups at Honda successfully developed a system to manage E-mail according to existing records retention policy. This case study details the trials and tribulations that the project team met and overcame. The presenter will describe the thought processes used to develop the ultimate solution, from pilot project, to organization-wide implementation, and finally to today, more than two years after implementation. Lessons learned will include valuable information that you can use to develop and implement or improve an E-mail management tool for your system.

Moderator: Gillian Marsham Hill, Greene County Records Center and Archives, Xenia, Ohio

Presenter: Daniel W. Jones, Honda of America Manufacturing, Inc., Marysville, Ohio

Outreach Track

Take-Out: Bringing Collections to the Classroom

Under a combination of grants and community partnerships, the Ohio Historical Society (OHS) launched a diverse set of outreach programs that focus on educational and curriculum development. Project managers and archivists with OHS will explain how they developed, implemented, and expanded these programs. They will highlight the process of forming and maintaining successful partnerships and grants, the challenges of working away from the shop, the intricacies of creating classroom projects, and the benefits of working with teachers and other educational institutions.

Moderator: Jody Blankenship, Ohio Historical Society, Columbus

Presenters: Betsy Hedler, Ohio Historical Society, Columbus
                          Tutti Jackson, Ohio Historical Society, Columbus
                          Stacia Kuceyski, Ohio Historical Society, Columbus

1:30 PM–3:00 PM

Archives Track

Tang: Mission Control and the Archival Enterprise

Archives' missions often reflect larger institutional goals and guide them to fulfill roles and serve constituencies well beyond their institutional repository function. Archives must serve various clienteles either by choice or by necessity, sometimes requiring a broadened scope for collection development and outreach activities. How do those larger institutional missions shape or focus the activities of their archives and archivists? This session will focus on two contrasting archival institutions. An archivist at a land grant university will discuss how the university's legislatively mandated mission of community service shapes and focuses archival activities, affecting its relationship to multiple audiences and users. An archivist working for a major American corporation will outline how corporate needs influence archival outreach and other activities.

Moderator: Craig Wright, Herbert Hoover Presidential Library, West Branch, Iowa

Presenters: Dianne Brown, Proctor and Gamble, Cincinnati, Ohio
                  Melissa Gottwald, Iowa State University, Ames, Iowa

8:30 AM–10:00 AM

Technology Track

Go Fish: The Minnesota Reflections On-line Image Database Project

Many states and regions are collaborating on-line to bring digital materials together into a single, easily searchable database. Minnesota Reflections, launched in 2005, provides on-line access to more than ten thousand images and documents shared by more than 60 cultural heritage organizations across the state. This LSTA-funded project was created by the Minnesota Digital Library Coalition (MDLC). Representatives from the MDLC will discuss what they did, how they did it, how well it has worked, and what they have learned. The session is meant to be not only a set of best practices for others embarking on similar digitization efforts, but a tool kit for smaller institutions that may be thinking about individual projects.

Moderator: Jane Wildermuth, Wright State University, Dayton, Ohio

Presenters: Ben Leonard, Nicollet County Historical Society, St. Peter, Minnesota
                      Daardi Sizemore, Minnesota State University–Mankato

Outreach Track

Happy Hour: Programs to Increase Interest in Your Archives

Are you looking for ways to get the word out about your archives? In this session you can learn about two unique programs that have increased interaction with audiences. Johnson and Bergseth will discuss their broad cross-campus and external collaborations in planning a national celebration of the life of composer Edgar Stillman Kelley. They will discuss their work with a records management database to organize this collection and place it on-line. Jones will discuss the efforts of the Ohio Historical Society to promote its Archives/Library through a family reunion program, genealogy workshops, and blogs.

Moderator: Laurie Gemmill, OCLC Online Computer Library Center, Inc., Dublin, Ohio

Presenters: Amy Bergseth, Miami University, Oxford, Ohio
                      Jacky Johnson, Miami University, Oxford, Ohio
                      Louise Jones, Ohio Historical Society, Columbus

Edward C. Berry (1854–1931) was a well-known and successful hotelier in Athens. Famed for the quality of their cooking, Berry and his wife Mattie began business with an ice cream shop. The Hotel Berry featured many innovations, such as Bibles and sewing kits in each room, that later became industry traditions. Booker T. Washington referred to Berry as "the leading hotel-keeper of color in this country" in the book The Negro in Business *(1907). Courtesy William E. Peters Papers, 07.032. Mahn Center for Archives and Special Collections, Ohio University Libraries.*

CONCURRENT SESSIONS

10:30 AM–NOON

Archives Track

Hey! This Menu is in French: Perceptions and Experiences of Student Users

For students first learning how to use archives and research collections, the experience can be compared to ordering dinner for the first time in a French restaurant. How do students learn to identify source materials appropriate to their research topics and to use our complex systems? Have Web tools altered their research methods, and what can we learn from their perceptions and experiences? Siefert will address these questions based on the experience of undergraduates who have won research grants. Hoogland will discuss strategies developed to help middle and high school History Day students, and Marks will speak about student needs from the reference side of the desk.

Moderator: Lisa Carter, University of Kentucky, Lexington

Presenters: Tim Hoogland, Minnesota Historical Society, St. Paul
Alexis Braun Marks, University of Wisconsin–Madison
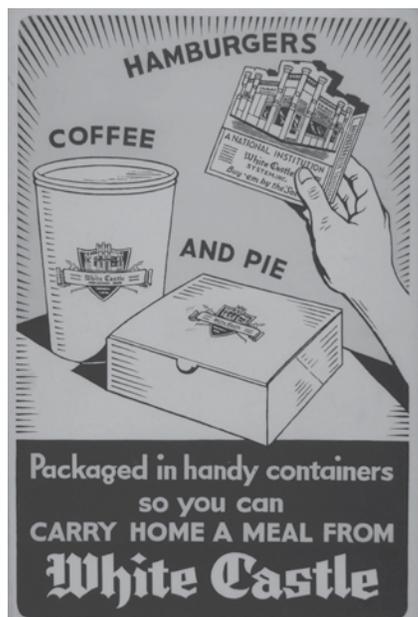Stephanie Siefert, Indiana University East

Outreach Track

Sharing a Piece of the Pie: Access to Archives for Users with Disabilities

Roughly 50 million persons in the United States have disabilities. Yet this large segment of our population is underserved by archives, which are largely unprepared to accommodate persons with disabilities. How are archives and archivists best to serve this important population, and comply with federal laws mandating access? Questions regarding compliance, collecting records relative to disabilities and disabilities studies, and other issues will be addressed from both the professional archivist and user perspectives.

Moderator: Chad Owen, University of Louisville, Louisville, Kentucky

Presenters: Kim Brownlee, University of Toledo, Ohio
Barbara Floyd, University of Toledo, Ohio
Jennifer Harp, Mount St. Mary's University, Emmitsburg, Maryland
Chikako Mochizuki, University of Kansas, Lawrence

Packaged in Handy Containers So You Can Carry Home a Meal from White Castle Poster, ca. 1930. This poster reflects White Castle's efforts to encourage take-out business, and documents the company's innovative marketing strategy. As part of their campaign, the company created special packaging for all of their food. In the 1920s, White Castle introduced the concepts of fast food, chain restaurants, and "sliders" to the American people. Billy Ingram and Walter Anderson founded the White Castle restaurant chain in Wichita, Kansas, in 1921. Seeking a more central location as the business expanded, Ingram moved the headquarters to Columbus in 1934, thus earning the city the title "Hamburger Capital of the World." Part of White Castle's success can be attributed to its innovative production equipment, marketing strategies, and trademark steel and porcelain enamel buildings. White Castle System, Inc. Records, MSS 991, Ohio Historical Society. Courtesy White Castle System, Inc.

A Joint Meeting with the Society of Ohio Archivists
May 3–5, 2007

The Columbus, A Renaissance Hotel
50 North Third Street, Columbus, Ohio 43215
Phone: 614-228-5050; 800-HOTELS-1; http://marriott.com/property/propertypage/cmhbr

Please complete this form and the schedule checklist on the reverse side and send it with your check, made payable to "Midwest Archives Conference," to: **Attn: Judy Cobb, OCLC, Inc., 6565 Kilgour Place, Dublin, OH 43017.**

Advance mail registration must be postmarked by April 5. Registrations submitted by mail will not be accepted after April 19; after that date, you must register on-site. Requests for refunds must be made in writing and postmarked by April 19. Your receipt will be included in your conference packet at the on-site registration desk.

Name _____

Name for badge (if different) _____

Institution _____

Address _____

Phone number _____

E-mail _____

Are you a MAC member? ❑ Yes ❑ No   Are you a SOA member? ❑ Yes ❑ No   Please indicate how you heard about this meeting:

_____

Is this the first time you have attended a MAC meeting? ❑ Yes ❑ No

Registration Fees

Advance registration for MAC and SOA members (postmarked by April 5)	$ 60	_____
Advance registration for nonmembers (postmarked by April 5)	$ 70	_____
Advance registration for students (postmarked by April 5)	$ 45	_____
Post-April 5 and on-site registration for MAC and SOA members	$ 70	_____
Post-April 5 and on-site registration for nonmembers	$ 80	_____
Post-April 5 and on-site registration for students	$ 50	_____

Luncheon (filled on a first-come, first-served basis)

MAC 35th Anniversary Luncheon $ 25 _____

Reception

Ohio Historical Center   FREE (indicate number attending)   _____

Tours (filled on a first-come, first-served basis)

The Ohio Statehouse: Historic Art and Architecture Tour   FREE (indicate number attending)   _____

The Columbus Dispatch Editorial Library Tour   FREE (indicate number attending)   _____

Workshops (filled on a first-come, first-served basis)

ARMA International Greater Columbus Ohio Chapter Workshop: Legal Requirements for Records and Information Management Programs (register directly with ARMA Columbus)

MAC Fundamental Workshop: Fundamentals of Preservation Administration $ 40 _____

MAC Advanced Workshop: Building Digital Collections $ 50 _____

MAC Advanced Workshop: Moving Images Demystified $ 50 _____

Total Amount Enclosed: $ _____

Remember to fill out the checklist on the reverse side of this form!

Workshops, Tours, Sessions, and Special Events Checklist

Please check the events you plan to attend. Be sure to also register for workshops, tours, and special events on the registration form.

Wednesday, May 2

8:00 AM–4:00 PM   _____   Workshop: ARMA Columbus: Legal Requirements for RIM Programs (register directly with ARMA Columbus)

Thursday, May 3

8:00 AM–NOON   _____   MAC Council Meeting

8:00 AM–NOON   _____   MAC Fundamentals Workshop: Fundamentals of Preservation Administration

8:00 AM–NOON   _____   MAC Advanced Workshop: Building Digital Collections

8:00 AM–NOON   _____   MAC Advanced Workshop: Moving Images Demystified

9:30 AM–10:30 AM   _____   Tour: Ohio Statehouse: Historic Art and Architecture

10:00 AM–NOON   _____   Tour: *The Columbus Dispatch* Editorial Library

1:30 PM–3:00 PM   _____   Session: Archives Track—Chef for a Day: The Consulting Archivist as Hired Help

1:30 PM–3:00 PM   _____   Session: Preservation Track—Frozen Food: Cold Storage as Modern Convenience

1:30 PM–3:00 PM   _____   Session: Outreach Track—A Perfect Partnership of Tea and Sandwiches: Presenting Archival and Library Materials in Museum Exhibits

1:30 PM–3:00 PM   _____   Session: Technology Track—Wining and Dining; or, How to Win Friends and Influence People: Successful Management of Academic Electronic Records

3:00 PM–3:30 PM   _____   Break

3:30 PM–5:00 PM   _____   Plenary Session: Katherine Jellison

5:00 PM–6:00 PM   _____   Book signing

5:00 PM–6:00 PM   _____   SOA Business Meeting and Elections

6:00 PM–8:00 PM   _____   MAC New Members' Dinner

6:00 PM–8:00 PM   _____   Restaurant Tours: Grazing in Cowtown

8:00 PM–10:00 PM   _____   Silent Auction

8:00 PM–11:00 PM   _____   MAC & SOA Mixer

Friday, May 4

8:15 AM–9:45 AM   _____   Session: Technology Track—Coffeehouse Chatter: Delivering Oral History On-line

8:15 AM–9:45 AM   _____   Session: Preservation Track—Finger Food: Two Approaches to Digital Preservation

8:15 AM–9:45 AM   _____   Session: Outreach Track—Pizza and Root Beer: Students Documenting Their Culture and Community

8:15 AM–9:45 AM   _____   Session: Outreach Track—Table Manners: Practical Skills for Promoting the Archives

9:00 AM–3:30 PM   _____   Vendor Fair

9:45 AM–10:15 AM   _____   Break

10:15 AM–11:45 AM   _____   Session: Archives Track—Say Cheese: A Fundamental Guide to Photograph Identification and Preservation

10:15 AM–11:45 AM   _____   Session: Technology Track—Byte-Sized Crunchy Bits: DSpace and Its Implementation at Youngstown State University

10:15 AM–11:45 AM   _____   Session: Archives Track—Like Navigating through Pea Soup: Privacy Concerns in Academic and Medical Records

10:15 AM–11:45 AM   _____   Session: Outreach Track—Bubble Gum and Jaw Breakers: Incorporating Archives in Social Studies Curricula

NOON–1:15 PM   _____   MAC 35th Anniversary Luncheon

1:30 PM–3:00 PM   _____   Session: Archives Track—Leftovers of History: Women's Collections in Archives

1:30 PM–3:00 PM   _____   Session: Technology Track—Recipe for Success: Implementing E-mail Management Systems—from Planning to Lessons Learned

1:30 PM–3:00 PM   _____   Session: Outreach Track—Take-Out: Bringing Collections to the Classroom

1:30 PM–3:00 PM   _____   Session: Archives Track—Tang: Mission Control and the Archival Enterprise

3:00 PM–3:30 PM   _____   Break: MAC 35th Birthday Cake

3:30 PM–5:00 PM   _____   MAC Members' Meeting

6:30 PM–9:00 PM   _____   Reception at Ohio Historical Center

Saturday, May 5

8:30 AM–10:00 AM   _____   Session: Technology Track—Go Fish: The Minnesota Reflections On-line Image Database Project

8:30 AM–10:00 AM   _____   Session: Outreach Track—Happy Hour: Programs to Increase Interest in Your Archives

10:00 AM–10:30 AM   _____   Break

10:30 AM–NOON   _____   Session: Archives Track—Hey! This Menu is in French: Perceptions and Experiences of Student Users

10:30 AM–NOON   _____   Session: Outreach Track—Sharing a Piece of the Pie: Access to Archives for Users with Disabilities

MAC
Midwest Archives Conference

INTERESTED IN BECOMING A MAC MEMBER?

Membership fees: $30 Individual, $60 Institutional, $70 Canada/Mexico, $80 Overseas. Membership year runs from January to December. Complete this form and mail it along with your check, payable to "Midwest Archives Conference," to: Midwest Archives Conference, c/o Shari Christy, AFRL/HO General Dynamics, IT, 33 North Grand Avenue, Fairborn, OH 45324.

Name_____   Phone_____

Institution_____   Fax _____

Title_____   E-mail _____

Business Address _____

City/State _____Zip Code_____

Mailing Address (if different from above)_____

_____

❏ New Membership   ❏ Change of Address   ❏ Renewal

2007 Spring Meeting

✂

Mark your calendars now for MAC's Fall Symposium, 2007

October 12–13, 2007
Cranbrook, Bloomfield Hills, Michigan

The MAC fall symposium will offer attendees the opportunity to explore a topic in detail. Join us this October for an in-depth discussion of scrapbooks: access, appraisal, conservation and preservation, cultural context, housing and storage—everything you ever wanted to know about, but have never had the chance to ask! Through presentations and discussion, the symposium will offer a one-time opportunity to completely immerse yourself in this topic. *The Scrapbook in American Life*, edited by Susan Tucker, Katherine Ott, and Patricia P. Buckler (Philadelphia, PA: Temple University Press, 2006), will be available for purchase by participants as part of the registration.

Watch the *MAC Newsletter* and Web site,
www.midwestarchives.org, for details!

Midwest Archives Conference

c/o Shari Christy

AFRL/HO General Dynamics, IT

33 North Grand Avenue

Fairborn, OH 45324

Time-Sensitive Material