

Newsletter
of the
Illinois
State
Archives
&
The Illinois
State Historical
Records
Advisory Board

Jesse White
Secretary of State
&
State Archivist

Volume 29
Number 2

ISHRAB receives NHPRC Grant

The National Historical Publications and Records Commission (NHPRC) has awarded the Illinois State Historical Records Advisory Board (ISHRAB) a State Board Programming Grant in the amount of \$65,000. ISHRAB will use the grant to continue its highly successful Historical Records Preservation Grant program, to offer archival professional development scholarships to Illinois archivists to attend electronic records preservation workshops, to sponsor a professional archival training program for graduate student interns in the Illinois Regional Archives Depository System and to participate in collaborative meetings with national archival organizations to discuss national archival issues. The two-year grant runs from July 1, 2015, to June 30, 2017.

The ISHRAB serves coterminously with the membership of the Illinois State Archives Advisory Board (ISAAB). The ISAAB advises the State Archives on general operations. The ISHRAB is the state-level arm of the National Historical Publications and Records Commission, a statutory body affiliated with the National Archives and Records Administration. The ISHRAB reviews grant proposals submitted by Illinois institutions to the NHPRC. The ISHRAB also advocates and encourages professional custodianship and cooperation in the record-keeping community to ensure citizen access to records and the preservation of their cultural and historical heritage.



Illinois State Archives Advisory Board/Illinois State Historical Records Advisory Board (ISAAB/ISHRAB) members, front row, l-r: Matthew Sebek, Johanna Russ, Martin Tuohy, Neil Dahlstrom, Jenny Barker-Devine, Valerie Harris, Taran Ley and Janet Olson. Back row, l-r: Gary Stockton, Pamela Hackbart-Dean, Alison Eisendrath, Matthew Rutherford, Elaine Shemoney Evans and David Joens. The board had its February meeting in the Senate chambers of the Old State Capitol in Springfield.

Illinois State Archives • Margaret Cross Norton Building • Capitol Complex • Springfield, IL 62756
217-782-4682 • Monday-Friday: 8 a.m.-4:30 p.m. • Closed state holidays

DATES & REMINDERS

Society of American Archivists

Workshop, *Privacy and Confidentiality Issues in Digital Archives*

May 29, Lake Forest

June 5, Dubuque, IA

<http://www2.archivists.org>

Society of American Archivists

2015 Annual Meeting

"Archives 2015"

August 16-22, Cleveland, OH

<http://www2.archivists.org/am2015>

866/722-7858

Midwest Archives Conference

Fall Symposium 2015: *Hard Skills for Managing Digital Collections in Archives*

September 17-19, Minneapolis, MN

www.midwestarchives.org

Illinois Historic Preservation Agency

2015 Conference on Illinois History

September 24-25, Springfield

www.illinoishistory.gov 217-524-6045

Illinois Association of Museums

2015 Annual Conference

September 24-26, Springfield

<http://www.illinoismuseums.org/inspire/annual-conference>

217-524-6977

Downstate Local Records

Commission Meeting

1st Tuesday of the month, 10 a.m.

(unless otherwise noted)

Margaret Cross Norton Building, Springfield

www.cyberdriveillinois.com

Cook County Local Records

Commission Meeting

2nd Tuesday of the month, 11 a.m.

Video Conference Room, 9th floor

Thompson Center, Chicago

or Capital City Center, Springfield

130 W. Mason St.

www.cyberdriveillinois.com

State Records Commission Meeting

3rd Wednesday of every month, 9:30 a.m.

Margaret Cross Norton Building, Springfield

www.cyberdriveillinois.com

200 years of Illinois history (1818-2018)



In 2018, Illinois will celebrate its 200th birthday. In anticipation of this bicentennial celebration, over the next four years *For the Record* will feature a document from the State Archives' holdings relevant to a significant event in Illinois history. The third featured document concerns the 1833 incorporation of Chicago as a town.

The General Assembly passed legislation providing for the incorporation of towns in 1831. When a town reached a population of not less than 150 people, qualified voters were authorized to assemble, select a president and clerk of the election and cast their votes *viva voce* (orally). Qualified voters were white males, over the age of 21, and

either residents of the town for over six months or owners of real estate in it. A two-thirds majority was required to incorporate. If incorporation was approved, public notice was to be given and after five days an election of town trustees was to be held. Incorporated towns could establish ordinances to prevent and remove nuisances, restrain and prohibit disorderly conduct, license public shows, regulate markets, sink public wells, construct streets and sidewalks and provide for fire protection. They could impose fines for violations of ordinances, collect fees on licenses issued, and levy and collect taxes on real estate in order to finance town expenses.

The exact day of this vote to incorporate is not known; however, it is known that on Aug. 10, an election of the town's first trustees was held. The vote to incorporate passed by a vote of 12-1, with Russell E. Heacock (spelled "Hickok" in the document) dissenting. Heacock, a justice of the peace for Cook County, administered the oaths for the president and clerk of the incorporation election. He resided outside the town limits and probably was not eligible to vote. Of the other voters, many were leading merchants and real estate promoters.

In 1833, the approximate population of Chicago was 350. Today the city of Chicago is home to 2.7 million residents.

Scholarships available to Illinois archivists — July 1



The ISHRAB will once again offer professional development scholarships to Illinois archivists and archival volunteers to attend an archival workshop/seminar of their choice in Illinois (or an online professional archival development course) to enhance skills for appraising, capturing, preserving and providing access to electronic records. Awards will be available for up to \$200 per applicant, per year, and may be used toward the cost of registration, housing and/or travel to the event. It is a reimbursable award. Scholarships will be

awarded on a first-come, first-served basis until the funding is exhausted.

Beginning July 1, complete information and an application form can be found at www.cyberdriveillinois.com (click on Departments, Illinois State Archives, Illinois Historical Records Advisory Board).

For questions, please contact: David Joens, Director, Illinois State Archives, M. C. Norton Building, Springfield, IL 62756, Phone: 217-782-3492, FAX: 217-524-3930, djoens@ilsos.net.

This archival educational opportunity is funded by a State Board Programming grant from the National Historical Publications and Records Commission (NHPRC).

Secretary of State Jesse White — longest serving Illinois secretary of state



Illinois Secretary of State Jesse White became the longest serving Illinois secretary of state on May 30, 2014, surpassing James A. Rose who served from 1897 until 1912. In November 2014, Secretary White became the first Illinois secretary of state elected to that office five times. Secretary Rose held the previous record having been elected secretary of state four times.

While the two secretaries of state served in different centuries, Rose and White share some similarities. Both were born in Illinois, attended Illinois public schools and began their careers as teachers. Additionally, both served as county elected officials (Rose was Pope County state's attorney and White was Cook County recorder of deeds).

The secretary of state's duties were limited

during Rose's tenure when compared to today. Since Rose served, the office has accumulated additional responsibilities over the years, including registering businesses, regulating securities, registering lobbyists, maintaining driver records, auditing automobile dealerships, overseeing school bus drivers and administering the Illinois Organ/Tissue Donor Registry.

One duty that has been shared by every secretary of state is that of keeper of the records. Beginning with the territorial secretary, it is the responsibility of the Secretary of State's office to provide for the care and safekeeping of the public records of Illinois state and local governmental agencies, which possess permanent administrative, legal or historical research values.

Secretary of State and State Archivist Jesse White stands next to a portrait of James A. Rose located in the Archives' John Daly Conference Room. Secretary White recently surpassed Rose as the longest serving secretary of state in Illinois history.

Micrographics Lab Unit earns Quality Control Award

The Archives Micrographics Lab recently received an award for outstanding quality control from Eastman Park Micrographics (EPM). The Eastman Park Micrographics Quality Monitoring Program was started by Kodak in 2005. The program helps labs monitor the quality of the microfilm they process which, in turn, helps guard against microfilm processing variations. Participating labs are required to comply with all tests in the quality assurance program. This is achieved by submitting monthly tests to EPM for its analysis. The tests include a Process Monitoring test, Methylene Blue Analysis, Fixer Analysis, Print film test and Scratch test. To receive the award, the lab must meet the required standard every month. The Micrographics Lab has received the award for outstanding quality control from Kodak and EPM yearly since 2005.



Micrographics Lab Unit staff, l-r: Adam Harrell, Jason Thomas, Anna Brahmamdham and Dave Forestier.

Are you prepared?



Since 2007, the Illinois State Archives has participated in MayDay. Every year archives, libraries, museums, historical societies and preservation organizations are encouraged to set aside May 1 to participate in MayDay. It is a time when archivists and other cultural heritage professionals take personal and professional responsibility for doing something simple — something that can be accomplished in a day but that can have a significant impact on an individual's or a repository's ability to respond.

The Society of American Archivists (SAA) has prepared a list of ideas that includes a number of simple MayDay activities that can help an individual or repository respond to an emergency when and if it occurs. The list is available at <http://www2.archivists.org/initiatives/mayday-saving-our-archives/ideas-for-mayday-activities>. If your institution missed participating in MayDay activities this year, it can still take actions that can help in an emergency. Some ideas for MayDay activities include:

Create or update your contact lists —

One of the most important elements of disas-

(continued on page 4)

ter response is knowing how to contact critical people — emergency responders, staff and vendors.

Review or establish basic emergency procedures — Staff members need to know basic procedures and have essential information where it is readily available when there is an emergency. All staff members should have copies of the procedures that they can keep by their phones, at home and in their cars.

Conduct a disaster drill — Different archives face different threats. Any repository could have a fire. Those on the Gulf and Atlantic coasts are threatened by hurricanes; those in the Midwest, by tornadoes; and those in the West, by earthquakes. These types of disasters often strike with little warning, so it is critically important that staff members know how to respond immediately.

Conduct scenario exercises — In every emergency, staff members face unexpected

circumstances. Scenario exercises offer them a chance to think about how they would respond to situations that would be hard to incorporate into a drill, and the exercises are particularly helpful for those who have specific responsibilities for dealing with disasters.

Invite local firefighters to visit your repository — Fire safety professionals often offer advice on safety procedures and training on how to prevent fires and how to use fire extinguishers.

Survey the building for risks — Inspect the condition of your facility, with an eye to identifying possible hazards.

Make sure all collections are in boxes — Boxes do more than serve as a storage container; they provide protection.

Make sure boxes are off the floor — Any number of causes — a broken pipe, a clogged toilet and fire sprinklers — may result in water in your storage areas. If shelf

space is limited, use pallets for clearance.

Identify the most critical, essential and important records — Create a prioritized list of collections.

Inventory emergency supplies — Check to make sure that you have what you need in case of an emergency.

Review your emergency preparedness plan — Creating, or even revising, an emergency preparedness plan takes more than a day. But on MayDay you could develop a strategy for updating your existing plan.

If your repository doesn't have an emergency preparedness plan — MayDay is a good time to get started. Browse a variety of guidelines and leaflets, sample disaster plans and templates, tutorials and other tools at the SAA's MayDay Annotated Resources page at <http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources>.