

**WESTERN NEW YORK ARCHIVISTS
MINUTES OF JANUARY 12, 2007 MEETING
ST. JOSEPH CATHEDRAL RECTORY, BUFFALO, NY**

PRESENT: Msgr. James Campbell, S. Patricia Dombrowski, Eunice Foote, Janet Guda, S. Mary Grace Higgins, Karen Lamson, S. Gerald Peterson, S. Joannette Rutkowski, S. Mary Serbacki, Wanda Slawinska, S. Marie Stachowiak, Susan Witt

WELCOME AND ANNOUNCEMENTS: Monsignor Campbell welcomed the group to the cathedral rectory. New members were introduced. Karen Lamson will be serving as DHP Regional Archivist while Heidi Bamford is on leave. S. Mary Grace is the newly appointed archivist for Sisters Hospital.

Monsignor had a few interesting items to share with the group. These were things which had been found in the church basement after the October 2006 storm. They included Bishop Duffy's crozier, a chalice dating from 1906, and a framed engraving of the "new" cathedral (Delaware Avenue) which had been used in fund-raising for the cathedral.

Information on upcoming meetings was shared. The New York Archives Conference (NYAC) will be held in the Buffalo/WNY area June 13-16, 2007. More information on this will be coming. The MARAC (Mid-Atlantic Regional Archives Conference) meeting will be held at the Chautauqua Institution May 1-3, 2008.

MEETING TOPIC: S. Mary introduced James M. Tamaro, CRM, our speaker for the afternoon workshop. Jim is a certified records manager and serves as the Regional Advisory Officer for Region 8 of the New York State Archives (WNY). He also teaches graduate-level courses on records management and managing archival records at SUNY Buffalo.

Jim's workshop was entitled: Preservation of Historical Records. He supplied each participant with a folder* of valuable information including an outline of his presentation, information on the Documentary Heritage Program (DHP), a list of publications available through the New York State Archives (NYS), a schedule of upcoming NYSA workshops, and contact information for the various regions in the state as well as our local area.

During the course of the afternoon, Jim discussed various aspects of historical records preservation. He spoke about the necessity of ensuring long-term preservation of our valuable resources. He highlighted such topics as the life cycle concept (as archivists we should be proactive for preservation even at the point of records creation; encourage the use of a stable medium). He also spoke on preservation concepts and the various causes of records deterioration. He underlined the importance of each repository having a disaster plan. This is an essential part of our responsibility as preservers of the documentation of our various institutions. He reviewed various preventive measures that can be taken within our archives and spoke about the difference between preservation and conservation. He noted that in the past we had been drilled on the importance of having "acid-free" supplies in the archives; now it is important to use alkaline and lignin-free materials (boxes, folders, etc.)

Jim also mentioned a couple of items available at the State Archives website concerning vendors and conservation evaluation. Karen offered to find these documents and provide them for inclusion with these minutes.

NEXT MEETING: Thursday April 26, 2007
[Changed to:
Immaculate Conception Convent/5286 S. Park Ave., Hamburg, NY
Host: S. Gerald Peterson and staff]
Program: "A Day In the Archives"
and planning for 2007/2008