



Marblehead Town-Wide Archival Facility Planning Project

Status Update

June 14, 2018

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Marblehead Historical Commission



Agenda

- Welcome
- Project refresher
- Progress update and status
 - Dashboard
 - Facility Requirements
- Next steps
- Timeline
- Discussion



The Project

- The Town of Marblehead wishes to create a town-wide archival facility
- Preserve artifacts, objects and archival materials related to Marblehead's history
- Serve as a primary storage and research facility
- Single facility for multiple town organizations
- Public-Private facility
 - Conceptually similar to Danvers' & other town-wide archival facilities (<http://www.danverslibrary.org/archive/>)



Planning Project Objectives

- Create an environmentally controlled archival facility
- Store historical town records, artifacts and objects
 - from the Historical Commission's holdings, as well as
 - other town functions such as: the Town Clerk, Fire, Police, Engineer, Buildings, Finance, Assessor, and
 - other town organizations with historical archives and other objects related to the Town of Marblehead and its history
- Serve as a primary storage and research facility for archives and artifacts broadly related to the history of Marblehead.
- Define options for the archival facility, which collaborating organizations are included, along with their requirements.
- Create a Master Plan defining the steps to create a town-wide archival facility, including all requirements, site selection and architectural review, cost, timeline.

**\$700,000 Terrien Gift Provides
Archival Facility Impetus and Seed Funds**



Why an Archival Facility?

- Many Marblehead organizations have historical holdings
- Most of them do not have
 - environmentally controlled storage
 - adequate space, collections storage types & methods
 - adequate collection accessibility and security
- Most of them do not have adequate cataloging capabilities or archival staff
- All organizations have examples of deteriorating holdings
- Marblehead history researchers must go to multiple organizations and sites
 - Widely varying finding aids (if any)
 - Uncertain extent of holdings

Protection and Accessibility are
two key issues



Project Status

- Archival Facilities Consultant, Michele Pacifico, hired
- July 2017 Initiation Meeting with Participating Institutions
- Archives Advisory Committee established and appointed by Selectmen
 - John McGinn, Robin Michaud, Becky Cutting, Don Doliber, Pam Peterson, Ed Nilsson, Lauren McCormack, Bill Conly, Chris Johnston
- MHC web site updated to include page on Archives project
- Reviews of other town multiple-institution archives and visits to Danvers and Lincoln
- Completed viewing of most institutions' holdings by consultant and/or Advisory Committee member
- Initiation of archival holding measurements of institutions



Project Status – cont'd

- Consultant's Phase 1 report completed – available on MHC web site
- Letter of Intent with participating institutions completed
 - Assures the institutions' support for the planning project
- Archival Principles adopted by Advisory Committee
- Physical Facility Requirements document in process – draft completed June, 2018 – need DATA to complete requirements
- Summer intern on board – Ariana Fiorello (Simmons College Master's degree candidate)

Dashboard shows organizations' status



Town of Marblehead Archive Facility Principles

1. Mission
 - a) We live in a unique and historic town – Marblehead’s places, structures, people and stories are the history of New England in a microcosm. The Marblehead Town-wide Archival Facility, sponsored by the Marblehead Historical Commission, exists to hold, preserve, protect, and make accessible archival materials directly related to Marblehead’s history. It is intended to be a primary research site (physical and on-line) for Marblehead history.
2. The Archival Facility will be owned by the Town of Marblehead.
3. The Archival Facility will be operated by the Town of Marblehead.
4. The Archival Facility will have a governing board comprised of the following or alternates appointed by them:
 - a) The Town Administrator
 - b) The Town Planner
 - c) The Town Clerk
 - d) The Marblehead Historical Commission chair
 - e) The Town Archivist
 - f) The Town Historian
 - g) Plus one member selected by the advisory board and one from the Marblehead Museum

The Archival Facility will also have an advisory board which will include the governing board plus members of each participating organizations.
5. The Archives will be a separate Town Dept. and the facility will have a paid archivist who reports to the Town Administrator. The Town Clerk, the Historical Commission and the governing board will provide advisory input to the Town Administrator regarding the Archives.
6. All Town records appraised as permanent will be added to the Archives by accession on a schedule determined by the archivist and the Town Clerk.
7. The Archives will establish a Collection Policy that defines the scope of the facility. The Archives will accept materials solely related to Marblehead and its history subject to the limitations of the facility. Materials unrelated to Marblehead history cannot be accepted.
8. Archival materials and objects will be donated to the facility by a Deed of Gift. Gifts to the Archives will be accepted at the Selectmen’s discretion subject to the Collection Policy and subject to consultation with the Town Archivist and the governing board.
9. The Archives will establish a loan policy that will detail the conditions for loans, including the frequency of loans and the duration of loans.
10. The facility will accept materials from donors with a donor supplied list of material descriptions and in Archives specified container(s)
11. Archival materials housed within the facility are accessible and available for use only with the assistance of the archivist or trained and “certified” volunteers.
12. All materials to be accepted are for permanent storage. No temporary storage will be provided, and current records cannot be accepted.
13. Materials that will be accepted include the archival records and all objects from the Town of Marblehead Historical Commission’s holdings related to Marblehead and its history. Archival records accepted from other organizations will be subject to the Collections Policy and acceptance by the Board of Selectmen. Three-dimensional objects from other organizations will be accepted at the Selectmen’s discretion in consultation with the archivist and the governing board. Considerations will include the object’s condition, preservation needs and space requirements. Objects accepted for permanent storage must be historical in nature and related to Marblehead history.
14. The archival facility will provide preservation and access to the collections. Its storage areas will be environmentally controlled (temperature and relative humidity) and the facility will provide the appropriate security, fire protection, pest protection, and equipment to protect the holdings.
15. The facility’s non-recurring costs will be funded with a combination of donated funds (Terrien and other bequests, plus any other funds from private donors), grants (if available) and town-appropriated funds.
16. The facility will be operated with town-appropriated funds. This includes staff, facility operating costs, supplies and equipment depreciation.
17. Private funds may be raised in a separate fund to improve and support the facility and archives programs.

Facility Principles are basis for Archive Policies – review them carefully



Next Steps

- Complete archival materials space needs assessments
- Community awareness of need for archival facility
 - Work within your organizations to raise awareness of need and benefits
- Institutional readiness for archives
 - Create cataloging tool for institutions (spreadsheet)
 - Organizations need to catalog their archival holdings prior to inducting into Archives
 - Create preferred archival storage materials list for institutions
 - Organizations need to properly store their archives prior to inducting into Archives
- Finalize Physical Facility Requirements document
- Create Facility Operating Requirements document
- Establish facility policies and procedures
 - Intern, Consultant, Advisory Committee
- Site Selection
 - Create Initial list of potential sites
 - Screening of potential sites vs requirements - down select to two best options
 - RFP for architects –assessment of two best sites, preliminary concepts designs
 - Selected site, preliminary concept design and cost
- Finish Master Plan – roadmap to having a facility



Dashboard - Page 1

Rev.: 6/11/18 Removed unneeded columns

Type of Org.	Organization	At July 10th Kickoff Mtg	Contacted Post-Kickoff Mtg	Initial Site Visit	Response Status	Prelim. Catalog of Holdings Received	Archive Holdings Measurements Received	Archive Holdings CF or LF	3D Holdings Cu. Ft.	Org's. Requirements	Letter of Intent Approved and Received	Holdings organized into categories Photos Archives Library Objects	Holdings Cataloged	Items Stored in Archival Materials
Town	Abbot Public Library	YES		7/12/2017	No	N/A	N/A	N/A	N/A		N/A			
Town	Assessor's Office				None									
Town	Building Inspection Dept./Commissioner	YES		7/12/2017	Yes		Yes	11' 10" wide by 8' 9" tall 2' 6 deep shelves with rolled paper files + 40 rolled dwgs of town buildings	N/A					
Town	Cemetery Department				No, But...									
Town	Conservation Commission						Yes	Incl. in Engineering Archives shelving	N/A					
Town	Engineering Department	YES		7/12/2017	Yes	Yes	Yes	106 Flat File Drawers 66 SF; 16 File Cabs = 128 CF; 2 Notebook File Cabs = 32 CF; 3 Hanging Cabs = 50 CF; 5 - 7 stack shelves 592 CF	Included in Archives		Yes, unsigned			
Town	Finance Department		YES	7/12/2017	Yes									
Town	Fire Department	YES		7/12/2017	Yes		Estimated	40 LF						
Town	Harbormaster				Yes	Looking								
Town	Health Department				Not contacted									
Town	Historical Commission	YES		7/10/2017	Yes	yes	Yes	630 LF + 5 Flat Files	Included in Archives		Yes	Yes	Yes	Yes
Town	Municipal Light Department		YES		Maybe									
Town	Planning Board	YES			Yes		Yes	Incl. in Engineering Archives shelving	N/A					
Town	Police Department	YES		7/12/2017	Yes			10 LF Estimate						
Town	Recreation and Parks Department				Not contacted									
Town	School Department		YES	8/3/2017	Maybe									
Town	Selectmen Office/Town Administrator	YES			Yes									
Town	Town Clerk	YES		7/10/2017	Yes		Yes	464 CF						
Town	Town Planner													
Town	Veterans Services				Not contacted									
Town	Water and Sewer Department				None									
Town	Zoning Board of Appeals						Yes	Incl. in Engineering Archives shelving	N/A					



Dashboard – Page 2

Type of Org.	Organization	Contacted Post-Kickoff		Initial Site Visit	Response Status	Prelim. Catalog of Holdings Received	Archive Holdings Measurements Received	Archive Holdings CF or LF	3D Holdings Cu. Ft.	Org's Requirements	Letter of Intent Approved and Received	Holdings organized into categories		Items Stored in Archival Materials
		At July 10th Kickoff Mtg.	Mtg.									Photos	Holdings Cataloged	
Non-Profit	Female Humane Society				Not contacted		Yes	incl. in Marblehead Museum Archives	N/A					
Non-Profit	Garry's VFA				Yes						Yes			
Non-Profit	Marblehead Arts Assoc.	YES		7/11/2017	Yes	Yes	Estimated	150 CF			Yes			
Non-Profit	Marblehead Little Theater		YES		No archival materials						N/A			
Non-Profit	Marblehead Museum	YES		7/11/2017	Yes	Yes	Estimated	Shelves - 765 LF; 5 Flat Files; 5 File cabinets - 50 CF; 10 Bins - 30 CF; Photos - 30 LF; 160 paintings; 580 CF textiles; Other TBD	included in Archives		Yes	Yes	Yes	Yes
Non-Profit	Masonic Lodge		YES		Does not wish to participate						N/A			
Non-Profit	MHTV			7/27/2017	Yes	Yes	Yes	None	81 CF Tapes and DVDs; Digital files on servers; 37 CF playback decks		Yes			
Non-Profit	Oko's VFA	YES		7/10/2017	Yes		Estimated	54 CF (Records, Photos, Journals)			Alternate Lol, unsigned			
Non-Profit	Rotary Club of Marblehead				Not contacted									
Non-Profit	Rotary Club of Marblehead Harbor				Not contacted									
Other Org.	Boston Yacht Club				Yes						Yes			
Other Org.	Corinthian Yacht Club		YES		No	Yes	Yes	50 LF			N/A			
Other Org.	Dolphin Yacht Club				None									
Other Org.	Eastern Yacht Club		Yes		Thinking about it									
Other Org.	Marblehead Yacht Club				None									
Other Org.	Marblehead Racing Association (MRA)				Not contacted									
Other Org.	Marblehead Reporter	YES			Does not have any archival materials remaining			incl. in MHC Archives	N/A		N/A			
Relig.	Clifton Lutheran Church		YES	8/1/2017	Yes	Yes	Yes	42 CF + est. 8 CF + 6 rolls blueprints			Yes			
Relig.	Christian Science Church				Not contacted									
Relig.	First Church of Christ (Old North Church)	YES		7/12/2017	Yes	Yes	Estimated	71 CF + cabinet			Yes			
Relig.	Grace Community Church				No archival materials			None			N/A			
Relig.	St. Andrews Church				Yes						Yes			
Relig.	St. Michael's Church	YES		7/11/2017	Will share digital content with the archives		N/A	N/A	N/A		Yes			
Relig.	St. Stephens Church		YES		None						Yes			
Relig.	Star of the Sea RC Church		No response		No	N/A	N/A	N/A	N/A		N/A			
Relig.	Temple Emanu-El		No response		Yes						Yes			
Relig.	Temple Sinai	YES		7/11/2017	Yes	Yes	Estimated	35 CF			Yes			
Relig.	Unitarian Universalist Church		No response		None			incl. in Marblehead Museum Archives	N/A		N/A			



Draft Facilities Requirements Document

- Facility Requirements document specifies:
 - Appropriate archival standards that meet the Town’s functional requirements for archives storage and access
 - Efficient storage solutions adaptable for growth and changing environmental standards
- Facility spaces addressed by Requirements
 - Lobby/Reception/Exhibits/Meeting Room
 - Research Center
 - Collections Processing
 - Collections Storage
 - Administration/Office(s)
 - Receiving
 - Telecommunications
 - Building Systems and Support
 - Parking



Draft Facilities Requirements Document

- Archival Standards Addressed by Requirements Document
 - Sustainability
 - Landscape
 - Site
 - Structure
 - Exterior
 - Interiors
 - Materials and Finishes
 - Plumbing
 - Heating, Ventilating, & Air Conditioning Systems
 - Archival Environments: Temperature, Relative Humidity and Air Filtration
 - Fire Protection
 - Security
 - Electrical



Benefits of Requirements Document

- Ability to house and manage the current and future archival collections of the Town in appropriately sized and environmentally precise storage spaces.
- Ability to perform processing, preservation, and digital operations to preserve and access the Town's public records and its private organizational collections.
- Appropriate security and conditions for all archival collections.
- Provisions for future expansion of the archival collections.
- Greater operational and maintenance efficiencies for the Town Archives.
- Ability to start an effective records management program and ensure that all archival records can be accessioned on time and in a proper manner.
- Insurance that no archival records are lost because of inadequate storage.

Draft Document and Appendices available on MHC website at:
<http://marbleheadhistory.org/preservation-planning/marblehead-archive/>



Planning Project Timeline

- Intern start work June 4, 2018
- Next consultant visit June 13/14, 2018
- Initial site list June, 2018
- Architect RFP July, 2018
- Complete institution archival materials measurements Aug., 2018
- Initiate organizations' cataloging and use of archival materials Aug., 2018
- Physical Facility Requirements document Sept., 2018
- Select Architect Sept., 2018
- Initial site screening complete Oct., 2018
- Facility Operating Requirements document Nov., 2018
- Architect review Dec., 2018 – May, 2019
- Site selection June, 2019
- Preliminary design and cost Aug., 2019
- Master Plan Sept., 2019

Complex Project, Optimistic Schedule
Needs your support



Archival Facility Implementation Plan

- Master Plan complete Sept. 2019 (optimistic)
- Fund raising for 1+ years – grants, private contributions
- 2021 Town Meeting
- Archival Facility opening 2023/2024



Marblehead Town-wide Archival Facility

- Please:
 - Measure your archives – we can help
 - Store your archives in appropriate archival materials
 - we'll show you what to use and how
 - Catalog your archives
 - we'll give you a spreadsheet tool
 - All of this benefits **your** organization

Thank you for your continuing support