

DRAFT

Preliminary Program of Requirements for the Town of Marblehead's Shared Archival Facility

Volume II

Appendices

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Section 7 Appendices

Appendix A **Project Summary Spreadsheet (11/27/18)**

Marblehead Town-Wide Archival Facility Study Dashboard									
	Rev.: 11/27/18	Updated measurements							
						Archive Holdings Measurements Received	Archive Holdings CF or LF		Letter of Intent Approved and Received
Type of Org.	Organization	At July 10th Kickoff Mtg	Contacted Post-Kickoff Mtg	Initial Site Visit	Response Status			3D Holdings Cu. Ft.	
Town	Abbot Public Library	YES		7/12/17	No	N/A	N/A	N/A	N/A
Town	Assessor's Office				Yes	Yes	1090.32 CF		
							11" 10" wide by 8'9" tall 2' 6" deep shelves with rolled paper files + 40 rolled dwgs of town buildings; In total 958.85 CF including the extra storage room		
Town	Building Inspection Dept./Commissioner	YES		7/12/17	Yes	Yes		N/A	
Town	Cemetery Department				No, But...		Will Estimate		
Town	Conservation Commission				N/A	Yes	Incl. in Engineering Archives shelving	N/A	
							106 Flat File Drawers 66 SF; 16 File Cabs = 128 CF; 2 Not-dbook File Cabs = 32 CF; 3 Hanging Cabs = 50 CF; 5 - 7 stack shelves 592 CF	Included in Archives	
Town	Engineering Department	YES		7/12/17	Yes	Yes	769.75 CF		
Town	Finance Department		YES	7/12/17	Yes	Yes	53.26 CF		
Town	Fire Department	YES		7/12/17	Yes	Yes			
Town	Harbormaster				Yes	No	Will Estimate		
Town	Health Department				yes		147.9 CF		
							421.45 SqF and 63.28 CF		
Town	Highway Department				Yes	Yes			
Town	Historical Commission	YES		7/10/17	Yes	Yes	630 LF + 5 Flat Files + boxed 3D	487 CF 3D; 58 Signs; 195 Framed Paintings	Yes
Town	Municipal Light Department		YES		Not Responding		Will Estimate		
							71 CF + Incl. in Engineering Archives shelving	N/A	
Town	Planning Board	YES			Yes	Yes			
							Note - have thrown out most materials seen in 2017		
Town	Police Department	YES		7/12/17	Yes	Yes	200 CF		
Town	Recreation and Parks Department				Yes	Yes	171.79 CF		
Town	School Department		YES	8/3/17	Yes	Yes	493.81 CF		
Town	Selectmen Office/Town Administrator	YES			Yes	Yes	469.64 CF + 38.50 Mary Alley Back Room		
Town	Town Clerk	YES		7/10/17	Yes	Yes	564.06 CF		
Town	Town Planner				Yes	Yes	70.85 CF		
Town	Veterans Services				Yes	Yes	24.48 CF		
					Not Responding		Will Estimate		
Town	Zoning Board of Appeals				N/A	Yes	Incl. in Engineering Archives shelving	N/A	
Non-Profit	Female Humane Society				N/A	Yes	Incl. in Marblehead Museum Archives	N/A	N/A
Non-Profit	Gerry S VFA	YES		7/11/17	Yes		1 Bankers Box		Yes
Non-Profit	Marblehead Arts Assoc.		YES		Yes	Estimated	150 CF		Yes
Non-Profit	Marblehead Little Theater	YES		7/11/17	No archival materials				N/A
							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	Yes
Non-Profit	Marblehead Museum		YES		Yes	Estimated			Yes
Non-Profit	Masonic Lodge			7/27/17	Does not wish to participate				N/A
							Approximately 9' W x 18" D x 72" H shelves holding legacy tapes and DVDs, other holdings are stored as digital files on external hard drives or internal drives on our video playback server, also house a 2' D x 32" W x 79" rack with various decks capable of playing back, dubbing, and converting legacy formats (3/4", Beta SP, mini-DV, SVHS, VHS tapes, and DVD). These are all considered "active records" that contain footage that may be used from time to time, and, until digitized, need to be available on site. As these are digitized and cataloged, these assets may best be preserved offsite, if they have any perceived value.		
Non-Profit	MHTV	YES		7/10/17	Yes	Yes	None		Yes
							30.65 CF of textual records and logbooks. Excludes the museum material and Hand Tub.		Alternate Loc., unsigned
Non-Profit	Oko's VFA				Yes	Yes			
Non-Profit	Rotary Club of Marblehead				Not contacted				
Other Org.	Rotary Club of Marblehead Harbor				Not contacted				
Other Org.	Boston Yacht Club		YES		Yes		Not provided		Yes
Other Org.	Corinthian Yacht Club				Yes	Yes	50 LF		Yes
Other Org.	Dolphin Yacht Club		Yes		None				
Other Org.	Eastern Yacht Club				Not participating				N/A
Other Org.	Marblehead Yacht Club				None				
Other Org.	Marblehead Racing Association (MRA)	YES			Not contacted				
					No archival materials remaining				
Relig.	Marblehead Reporter		YES	8/1/17			Incl. in MHC Archives	N/A	N/A
Relig.	Gift on Lutheran Church				Yes	Yes	42 CF + est. 8 CF + 6 rolls blueprints		Yes
Relig.	Christian Science Church	YES		7/12/17	Not contacted				
Relig.	First Church of Christ (Old North Church)				Yes	Estimated	71 CF + 40 drawings		Yes
Relig.	Grace Community Church				No archival materials		None		N/A
Relig.	St. Andrews Church	YES		7/11/17	Yes		10.3 CF		Yes
					Will share digital content with the archives				
Relig.	St. Michael's Church		YES		N/A	N/A	N/A	N/A	Yes
Relig.	St. Stephens Church		No response		Yes	Yes	Books - 2 LF, Folders - 1 CF		Yes
Relig.	Star of the Sea RC Church		No response		Not Participating	N/A	N/A	N/A	N/A
Relig.	Temple Emanuel-El	YES		7/11/17	Yes	Yes	88.92 CF		Yes
Relig.	Temple Sinai		No response		Yes	Estimated	35 CF		Yes

Appendix B

Existing Storage Conditions – Marblehead Collections

Town Records













Marblehead Museum Collections





Okla Veteran Firemen's Association



Marblehead Art Association



Temple Sinai



First Church of Christ (Old North Church)



Appendix C Citations

There are numerous standards and codes for the renovation construction of buildings, including those that offer archival and museum storage. Any building project for Marblehead must consult all the applicable codes and regulations. The following citations relate specifically to archival and museum facilities. The standards include extensive bibliographies that cite the specialized standards and codes that relate to archival facilities.

General:

American Society of Heating, Refrigerating and Air-Conditioning Engineers. ASHRAE Handbook Chapter 23. 2015

IIC/ICOM-CC 2014 Declaration on Environmental Guidelines. <http://www.icom-cc.org/332/-icom-cc-documents/declaration-on-environmental-guidelines/#.W24AQS2ZP-Y>

International Organization for Standardization, ISO 11799. *Information and Documentation – Document Storage Requirements for Archive and Library Materials*. 2015

ISO 19814. *Information and Documentation – Collection Management for Archives and Libraries*. 2017

Pacifico, Michele and Wilsted, Thomas, editors. *Archival and Special Collections Facilities: Guidelines for Archivist, Librarians, Architects, and Engineers*. SAA Approved Standard. Chicago: Society of American Archivists Press. 2009. (Under revision for publication in 2019)

National Archives and Records Administration. *Archival Storage Standards, NARA 1571*, 2002

National Archives and Records Administration. *Architecture and Design Standards for Presidential Libraries*. College Park, MD: NARA, 2018

National Park Service. *Museum Collection Handbook*, “Museum Collection Storage” and other related chapters. 2012

Fire Protection (includes):

NFPA No. 232, Standard for the Protection of Records

NFPA 232A, Guide for Fire Protection for Archives and Record Centers

NFPA 750, Standard for Water Mist Fire Protection Systems

NFPA 2001, Standard on Clean Agent Fire Extinguishing Systems

NFPA 13, Standard for the Installation of Sprinkler Systems

Appendix D Resources

Massachusetts Resources

Within the State of Massachusetts, there are resources that can assist the Town of Marblehead with the development of a Town archives.

State Records Retention Manual

The Massachusetts *Statewide Records Retention Schedule* offers guidance on permanent records, records retention, and records disposition.

https://www.sec.state.ma.us/arc/arcpdf/MA_Statewide_Records_Schedule.pdf

SHRAB

The Massachusetts State Historic Records Advisory Board (SHRAB), *provides leadership, advocacy and guidance to help ensure the identification, preservation, and use of the state's historical resources (public and private). The Massachusetts SHRAB encourages and supports communication and coordination among the historical records communities and the public. It is the state-level review body for grants submitted to the National Historical Publications and Records Commission (NHPRC).*

<https://www.sec.state.ma.us/arc/arcaac/aacidx.htm>

Its key priorities are:

1. Provide information and educational opportunities to support Massachusetts historical records communities in identifying, preserving and providing access to holdings.
2. Effectively publicize grant opportunities (NHPRC and others), review proposals and guide applicants.
3. Serve as a catalyst to build the community of those concerned with historical records through networking and educational events, alone and in partnership with NHPRC, NARA and other related organizations.

Do you have a question for the Massachusetts SHRAB? Interested in having the Massachusetts SHRAB review a draft grant? Send your inquiries to:

John D. Warner, Jr., MLIS, Ph.D.

Archivist of the Commonwealth

Email: shrab@sec.state.ma.us

Telephone: 617-727-2816

Fax: 617-288-8429

Mailing Address:

Secretary of the Commonwealth
Massachusetts Archives
220 Morrissey Blvd.
Boston, MA 02125

MASSACHUSETTS TOWN CLERKS ASSOCIATION (CMCA)

The Massachusetts Town Clerks Association offers support and educational opportunities that benefit both the Town Clerk's office and the future Archives program. <https://www.masstownclerks.org>

Outside Resources

There are numerous resources that can assist the Town in its archival planning.

Consultations: There are a number of town and city archivists who would be willing to discuss their archival and records management operations by phone, including from the programs described in the Marblehead *Archival Study* report of September 19, 2017.

Town and City Archives Document Reviews: In addition to the ones cited in an earlier report, many town and city archives post their mission statements, their organizational structure, and their policies and procedures on their websites. These can be used as guidance for planning Marblehead's archives.

Society of American Archivists' (SAA) Local Government Section: is a good resource for background materials and for contacts who operate town archives programs.

- <https://www2.archivists.org/groups/local-government-records-section>
- <https://www.facebook.com/saalgrr>

The Council of State Archivists (CoSA): provides resources for town and city archives on its website.

- <https://www.statearchivists.org/programs/local-government/local-government-records-resources/>
 - Valuing and Protecting Local Government Records: Making the Case for Local Government Archives
 - A Call to Action: Doing Your Part for Records That Are Closest to Home and Closest to You

Northeast Document Conservation Center:

- <https://www.nedcc.org/free-resources/resources-for-town-and-municipal-clerks>
- NEDCC's Preservation Services department provides [free preservation advice](#) to Town, Municipal, and County Clerks and other government record keepers. The Center's [Directors of Paper, Photograph, and Book Conservation](#) can also offer guidance in planning your conservation treatment project.
- *Free Preservation Leaflets Relevant to Clerks' Offices*
 - [Preservation Assessment and Planning](#)
 - [Priority Actions for Preservation](#)
 - [Basic Guidelines for Preservation: Temperature, Relative Humidity, Light, and Air Quality](#)
 - [Disaster Planning](#)
 - [Storage Methods and Handling Practices](#)
 - [Choosing and Working with a Conservator](#)

New England Archivists (NEA): provides educational resources, conferences and scholarships for archivists.

Managing Local Government Archives by John H. Slate and Kaye Lanning Minchew is an excellent guide for developing and sustaining a local archives program. A detailed description of this resource can be found at <https://saa.archivists.org/store/managing-local-government-archives/5412/>. Below is a brief description.

Local government records are the records that most directly touch the lives of U. S. residents: deeds and property records, marriage licenses, school transcripts, law suits, and more, yet these records are often the most neglected records in the country. This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality, county, parish, township or borough, or a quasi-governmental entity such as a water district or a regional transportation authority.

Coverage encompasses the various domains of archival enterprise as practiced in a local government setting:

- acquisition
- appraisal
- arrangement and description
- preservation
- access
- relationship to the records management profession, and other topics.

Published by Rowman and Littlefield Publishing Group (2016)

186pp, Soft cover

Product Code: BOOKRES-0626

ISBN: 978-1-4422-6395-6

Cultural Heritage Collaborators: A Manual for Community Documentation by Melissa Mannon: is a practical guide for cultural institutions that wish to work together to more fully document their local history.

Published by: ArchivesInfo Press, July 5, 2010

Funding Sources

Most Town archives are supported with funding from their Town administration. Shared facilities have different funding models discussed in the *Marblehead Archival Study* of September 17, 2018.

The Town can also investigate foundation and government grants for planning and functional needs. Funding agencies often favor collaborative projects like a shared archival facility

Federal Funding:

- The National Endowment for the Humanities provides funding for archival and museum planning, preservation and building projects.
 - <http://www.neh.gov/grants/preservation/sustaining-cultural-heritage-collections>
 - <https://www.neh.gov/grants/preservation/infrastructure-and-capacity-building-challenge-grants>

State Funding:

- The Massachusetts State Historical Records Advisory Board (SHRAB)'s grant program as described above is the state level review body for the grant proposals submitted to the National

Historical Publications and Records Commission (NHPRC).

Institute of Museum and Library Services (IMLS):

The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

- IMLS provides grants for assessments, preservation projects, professional development, and community collaborative initiatives.

<https://www.ims.gov/grants/grant-programs>

Private foundations, other granting agencies and local businesses and individuals can also offer support for archival facility projects. Examples:

- Society of American Archivists Foundation: The SAA Foundation Board awards grants that meet the [mission and goals](#) of the Foundation and/or the [strategic planning](#) priorities of the Society of American Archivists. Applicants must make direct and substantive reference to the way(s) in which an award of funds will advance one or more of the strategic goals of the SAA Foundation and/or the Society of American Archivists. To set reasonable expectations for applicants, the Board endeavors to publicize special concerns within the SAA Foundation funding priorities and invite applications in those areas
- The Andrew W. Mellon Foundation supported the cooperative facility planning for the shared archives and library storage facility for Princeton, Columbia, and the New York Public Library.
- Possible funding opportunities could aid in developing a common website/collection search engine, for collections assessments and preservation efforts, or for facility planning or move preparation efforts.
- The Internet Archives will digitize bound volumes and other archival records for free if you allow them to post them on the internet.
 - *"Internet Archive has regional digitization centers in 32 locations and 8 countries. Our teams digitize over 1500 eBooks per day. We also have the capability to digitize archival items, bound and single sheet items, thesis, periodicals, microform and other items with our non-destructive, color process. We have worked with over a thousand library partners who have allowed their content to be digitized."*
- Marblehead Businesses and Individuals
 - Marblehead businesses that are interested in naming opportunities or a sponsored exhibit could provide funding for preservation projects or exhibits. Businesses and other public entities favor this kind of corporate outreach and might support construction of a research center, an exhibit gallery, specific preservation initiatives or programs, or special equipment.
 - Specific fundraisers for the project could be held within the Marblehead community.

Appendix E

Prohibited Materials

Below is a **DRAFT** list of materials that must never be used in archival storage areas or exhibit cases housing original records and collections. It is also recommended that these materials be prohibited in processing rooms, holding areas, and exhibit galleries. (This list was originally developed for the 2009 SAA Standard for Archival Facilities; it is currently being revised. The current draft version is below.)

Avoid for Conservation/Preservation Reasons:

Acid-curing silicone sealants and adhesives, or similar products that emit acetic acid during cure.

Most pressure-sensitive adhesives and contact cements and adhesives.

Cellulose nitrate-bearing materials, such as cellulose nitrate lacquers, varnishes, and adhesives.

Cellulose diacetate fabrics. Cellulose acetate fabrics and films.

Polyurethane products including paints, varnishes and foams, and carpet pads. (Two-part polyurethane coatings do not off-gas and are acceptable as sealants for wood and wood products.)

Latex Paint based on vinyl acrylic or styrene acrylic latex. (Acrylic latex is generally acceptable).

Modified alkyd paints.

Oil-based and alkyd resin paints and varnishes, and oil-based caulks and glazing compounds.

Sulfur-containing materials in any form that could be released as hydrogen sulfide or mercaptans. These include, but are not limited to, vulcanized rubber, animal glue, wool, cadmium sulfide pigments, and disodium phosphate fire retardant treatments.

Unstable chlorine-containing polymers (PVCs), such as polyvinyl chloride. Unsealed concrete, due to its production of fine particulate, alkaline dust.

Vinyls, including but not limited to unstable chlorine-containing polymers (i.e., polyvinyl chloride).

Woods, particularly those known to have high acid content, such as oak. Wood or wood products that are not sealed to prevent off-gassing. All combustible furniture (fire safety issues).

Avoid for Human Health Reasons:

Amine-based products.

Asbestos.

Biocides.

Lead containing materials.

Materials that emit formaldehydes (urea/phenol/resorcinol/formaldehyde), as might be found in interior-grade plywood, hardboard, particle board, and plastic laminates.

Self-leveling floor compounds. Magnetic ballasts and their florescent lamps unless UV filtered. Mercury and metal halide lamps due to their high UV output.

Avoid for Energy Efficiency Reasons:

Magnetic ballasts for fluorescent lighting systems.

Additional Materials to Avoid – that perhaps need further testing or other mitigation measures such as increased air exchanges.

Products that release ammonia during cure (can cause deterioration of film bases).

Products that release peroxide during cure (can be corrosive or flammable).

Self-leveling floor compounds (use only products with no VOC).

Draft: MP 2-6-18

Appendix F

Examples: Research Rooms

Below are examples of research Rooms that illustrate the components and special elements that could be considered for a shared archival facility. Some of the examples are larger than required for the Marblehead facility, but are included to illustrate options and features.



Example: Research Room with 4-top Tables and Central Monitoring desk (larger than needed for Marblehead)



Example: Research room with 4-top tables



Example: Research Room



Danvers Archival Center Research Room



Lincoln Town Archives Research Room



Example: Research room, Display, and Monitor's Desk

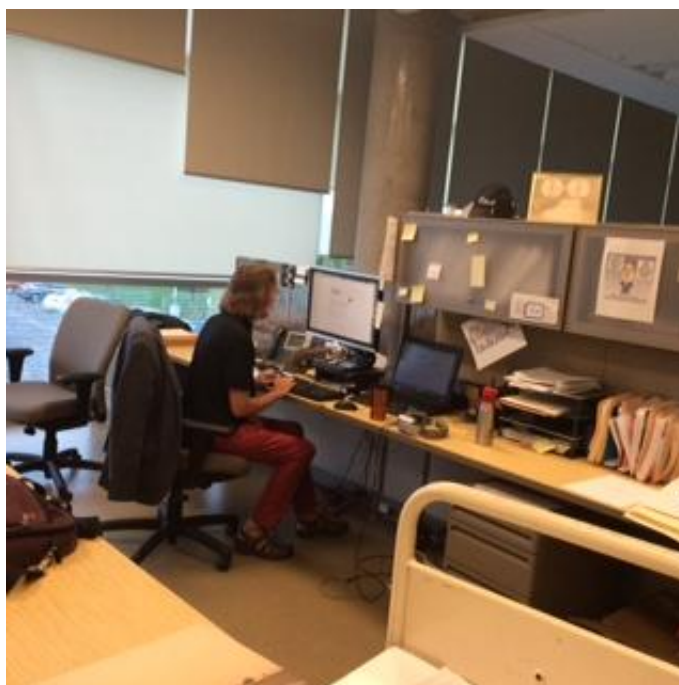


Example: Research Room Central Monitoring Desk

Appendix G

Examples: Processing Rooms

Below are examples of archival processing rooms that illustrate the components and special features that can be considered for an archival facility.









Example: Archival Processing/Scanning Room

Appendix H

Examples: Collections Storage/Shelving

Below are examples of collections storage areas and archival shelving that illustrate the different sizes and types that could be considered for an archival facility.



Lincoln Town Archives Vault

Lincoln Town Archives, Lincoln, MA



The Library vault before renovation.



The Lincoln Public Library vault after renovation and installation of compact shelving.



Example: Mechanical Assist Mobile Storage in Renovated Building



Example: Electric Mobile Shelving, 7 shelves



Example: Electric Mobile Shelving, 8 shelves



Example: Electric Mobile Shelving, 10 shelves



Example: Fixed



shelving, 11 shelves



Examples: Flat Files and Oversized Holdings on
Mechanical Assist Mobile Shelving



Examples: Flat Files on Mobile Shelving



Example: Artifact and Furniture Storage



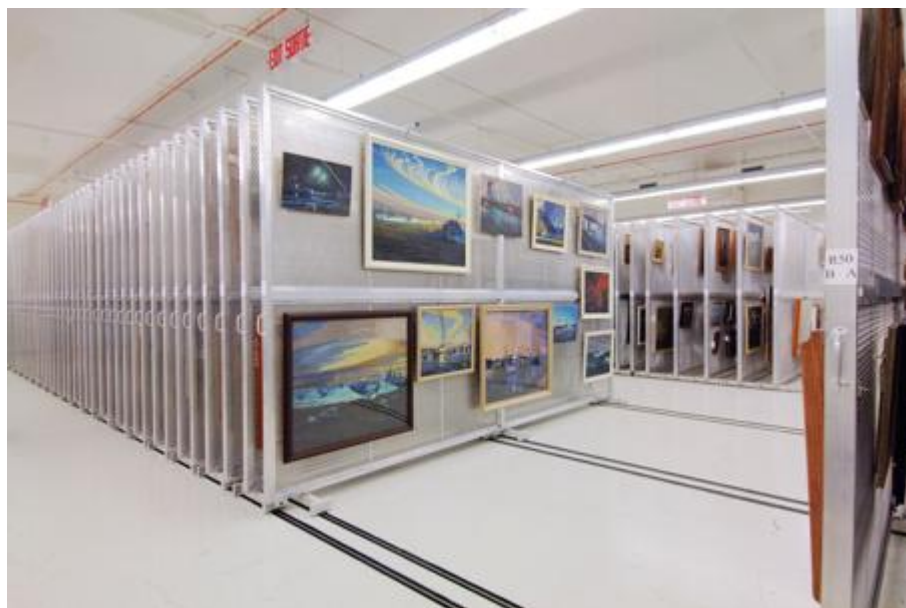
Example: 3D Artifact Storage



Example: Flat Files, Art Racks and Mechanical Assist Mobile Shelving in one Collections Storage Room



Example: Art Racks



Example: Art Racks



Example: Framed Materials Storage – Art Storage Bins

Toll Free 1-800-803-1083



Example: Art Storage Bins



Example: Wall Mounted Art Rack



Example: Wall Mounted Art Rack and Rolled Document Storage



Examples: Rolled Document Storage