



NATIONAL  
ARCHIVES

NATIONAL HISTORICAL  
PUBLICATIONS  
& RECORDS COMMISSION

## GRANT PROGRAM

### Historical Records (Archival) Collections

Archival records include unpublished materials (manuscripts, diaries, bound ledgers, photographs, blueprints, tape recordings, motion picture films, videotapes) along with published materials with limited distribution (such as postcards, pamphlets, stereoviews and maps).

The Maine Historical Records Advisory Board (MHRAB) received a grant from the National Historical Publications and Records Commission (NHPRC) to help repositories care for their archival collections through the Historical Collections Grant Program. Understanding archival principles and practices is required for archival grants and the Basic Archival Workshop fulfills that requirement.

To check the program status or to download an application, go to <http://www.maine.gov/sos/arc/organizations/grants.html>.

## Archival Workshops 2016

Have you always wondered how to care for your historical records? Do you need the basic archival training that is required by the MHRAB Archival Grant Program?

**The Basic Archival Workshop** will be offered twice this spring:

- Monday, May 16 at the Maine State Library in Augusta with presenter Howard Lowell *and*
- Monday, May 23 at the Bangor Public Library with presenter Bill Cook

**The Town Clerk Workshop** will be offered on Tuesday, March 29 at the Fireside Inn & Suites in Portland with presenters Patti Dubois and Kathy Montejo.

**The Grant-Writing Workshop** will be offered on Friday, April 8 at the Maine State Library in Augusta with presenter Anne Schlitt.

*Look inside  
for more details!*

SPRING  
2016



MHRAB  
ARCHIVING  
WORKSHOPS

*Hosted by the Maine  
Historical Records Advisory  
Board, thanks to a grant  
through the National Historical  
Publications and Records  
Commission Historical  
Collections Grant Program*

# Mark your calendar...

May

16

&

23

## ARCHIVAL WORKSHOPS

These full-day basic archival workshops will cover definitions, mission statement, collecting policy, appraisal and related issues, arrangement, description (and use) of collections. The workshops are sponsored by MHRAB / NHPRC and will run from 9 a.m. to 4:30 p.m. Cost is \$30.

On **Monday, May 16**, the workshop will be offered at the **Maine State Library in Augusta**, with Howard Lowell as the presenter. Lowell is the former deputy assistant archivist, Office of Records Services, National Archives and Records Administration. He was state archivist and records administrator for both Oklahoma and Delaware. His career began, 1968-72, with the Maine State Archives.

On **Monday, May 23**, the workshop will be offered at the **Bangor Public Library**, with Bill

Cook as the presenter. Cook is the Local History-Special Collections librarian at Bangor Public Library. He has worked at Fogler Library, UM Special Collections, and has been consulting with Maine historical societies and museums.

To register for the basic archival workshop at either location, contact Maine State Archives Director Tammy Marks at [Tammy.Marks@maine.gov](mailto:Tammy.Marks@maine.gov).



April

8

## GRANT-WRITING WORKSHOP

This grant-writing workshop on **Friday, April 8 at the Maine State Library in Augusta** will focus on proposal requirements for the Historical Collections Grant Program (skills are applicable to any proposal). The workshop includes hands-on practice, with time to ask questions and get feedback on draft Historical Collections grant proposals.

Anne Schlitt, assistant director of the Maine Humanities Council, will be the workshop presenter. Schlitt has been with the MHC since 2009. She has worked with the council's teacher programs, experimental humanities programs, and events for the general public; leads the MHC's Grants Program; and manages marketing and communications. She has served on the MHRAB since 2011.

Anne will be joined by Ellen Dyer, an independent museum professional who has worked for several archives, museums and libraries in Maine for the past 17 years. She has served on the MHRAB since 2000.

To register for this **FREE** grant-writing workshop, contact Anne at 773-5051 or email [annes@mainehumanities.org](mailto:annes@mainehumanities.org). Space is limited, so register now!



March

29

## TOWN CLERK WORKSHOP

The full-day town clerk workshop on **Tuesday, March 29 at the Fireside Inn & Suites in Portland** will cover topics of specific interest to clerks, such as preservation/restoration of old records, destruction of records, FOIA, indexing, vault requirements, digitizing records, disaster recovery and Rules for Disposition.

This event is offered by the Maine Town & City Clerks' Association (MTCCA) and will run from 8:30 a.m. to 4 p.m. Cost is \$75.

Patti Dubois, the town clerk in Waterville and a MTCCA instructor, will be the workshop presenter. She will be joined by Kathy Montejo, Lewiston city clerk.

To register for this town clerk workshop, contact Denise Kolreg, Maine Municipal Association, at 1-800-452-8786.

