

**More Access, Less Backlog:
Implementing Basic Processing at the Kansas Historical Society
PROJECT NARRATIVE**

1. What is the purpose of the project and what are its goals?

History, mission, and vision

The Kansas State Historical Society was established in 1875. In 1995, library and archival collections were moved to a new building adjoining the Society's Kansas Museum of History built eleven years earlier. The Society operates as both a nonprofit membership corporation and as an executive branch state agency. The state agency with six divisions—Administration, Cultural Resources, Education/Outreach, Historic Sites, Library/Archives, and Museum—operates with an annual appropriation of approximately \$6,000,000 and more than 100 employees. The corporation offers memberships, manages some grants, operates museum and historic sites stores, and provides fiscal support for various programs including three publications. More than 1,000,000 individuals benefit from the Society's programs and services each year. Since 1905 the Society has served as the **state archives**. Although archivists worked with state agencies to ensure the preservation of valuable records, and some retention and disposition schedules were negotiated, transfers of records to the archives were largely voluntary until the establishment of a records management program in 1987. In 1992, a state records center was established; it now holds almost 60,000 cubic feet of non-current agency records. The state archives has statutory authority over state and county, but not municipal, records. The staff prepares general and office specific records schedules for state agencies and counties. Although the state archives attempts to keep local records in suitable facilities in each county, the holdings

in Topeka include a small quantity of original local records. The archives co-operates with the Genealogical Society of Utah in filming local government records of genealogical significance. Currently the state archives holds approximately 33,000 cubic feet of records and over 17,000 rolls of microfilm.

The Society began collecting non-governmental **manuscripts** as early as 1877. The collection is the largest manuscript repository in the state with over 4,400 “cataloged” collections totaling over 9,600 cubic feet of material; of that, about 3,600 cubic feet are unprocessed. The collection has benefited from an active microfilming program in which loaned records and papers are copied; at present, there are about 2800 rolls of microfilmed manuscripts.

The project

Need

Regrettably, many of our manuscript collections and government records series, particularly those acquired in the recent past, are hidden from public view. At the present time, both staff and researchers are faced with a plethora of confusing, inconsistent archival catalogs, inventories, and databases, and many records have no or incomplete content notes, or the information is unavailable, even to staff.

State archives: past practices

For many years, the state archives had few finding aids and mostly relied on the experience and expertise of the archival staff. A card file was maintained with basic information, but this was not always kept up to date. The small staff of archivists, no more than two until 1983, concentrated their time on reference, acquisition and basic arrangement of new records, and some limited records management work rather than description of existing holdings. A few inventories were written for heavily used state and local records, but these were very much the exception rather than the rule.

In 1994, with a move to a new building looming, a concentrated effort was required to identify, locate, and track state archives records as they were to be moved and re-shelved in the new facility. At that time, a “quick and dirty” series level database was created showing agency and office of origin, records series titles, dates, quantities, containers, restrictions, locations, and other information needed for the move; new locations were entered after the records were moved. The database was intended only to be an aid to moving the records, but the lack of information about state archives holdings has caused it to evolve into a reference tool, and it has been updated as new records have been accessioned. It currently contains 6442 series listings and serves as the primary reference resource for textual state records. Because the initial data was input quickly, extant information such as box labels was used without regard to syntax or accuracy. Consequently we have found that titles are sometimes inaccurate or misleading. We have also found many examples of series where very similar or identical records have been described quite differently, leading us to believe that some existing series could be combined. Although staff and interns have been working for the past few years to correct the data and add series content descriptions to individual records, 95 per cent of the entries still lack series descriptions and have only creating offices, series titles, dates, and quantities to aid researchers. The database is not accessible to the public, but staff can use it and provide information to patrons. There are supplemental databases for specialized types of files. Descriptions of microfilm that exist are in a number of databases depending on topic and time period.

Manuscripts: past practices

Manuscripts staff, like their counterparts in many other nineteenth century institutions, created a card catalog of individual manuscript items within collections by author and subject. When this kind of detailed cataloging proved overwhelming for the small staff (one archivist 1936–57, two archivists 1957–85), cataloging was done at the series and later the accession or

collection level. Beginning in 1977 narrative finding aids (registers) were created for larger and more significant collections, but again, due to staffing limitations, only selected collections were described in this way.

No single place exists where researchers or staff can see a complete list of manuscript holdings. Content information about individual textual and microfilmed collections can appear in catalogs (paper or electronic), on web pages, in specific collection databases and documents created in or converted to electronic media, in paper finding aids, or nowhere.

Present description practices

In 1999, the Society joined with other Topeka libraries and formed ATLAS, a shared, Web based, on-line catalog. Since 1995, MARC records have been prepared for some newly cataloged manuscript collections; microfilm; and state archives record groups, subgroups, or series. The emphasis has been on cataloging manuscripts microfilm available for interlibrary loan and holdings for which there are extant finding aids; to date almost 1100 records have been created for archival material, but this represents less than ten per cent of total holdings.

As the Internet evolved, staff began converting text based archival finding aids to HTML pages. For the most part, this is done manually, but the agency's database administrator has been able to successfully convert MARC records for archival materials into formatted HTML pages suitable for the Society's website. At present, however, pages have to be individually uploaded to the Web server.

Archivists catalog materials in MARC for OCLC, the statewide Kansas Library Catalog, and ATLAS. Some staff members have attended workshops on Encoded Archival Description, but no efforts have been made to do any kind of EAD encoding. However, new finding aids are organized using templates in accordance with EAD principles and practices and put on our website. If processors wish to create a spreadsheet or database for more detailed information, it

is often only accessible to staff.

In 2002, library and archives staff and the Society's database administrator began development of an integrated collections management system based on a similar museum collections management program developed "in house." Over the next five years, a very detailed plan was written incorporating all aspects of library and archives collections acquisition, description, storage, and management. Some individual modules have been constructed and are in use for documenting digital objects, but development of the full system is still years away due to its complexity.

In the past year, the staff has been very interested in Archon (www.archon.org), described by its creators at the University of Illinois at Urbana-Champaign (UIUC) as "a unified platform for archival description and access. It provides both a way to record descriptive information about collections and digital objects and a means to view, search, and browse that information in a fully-functional public web site."¹ Archon's user interface is linked to a "back end" database containing collections management data. Several staff, including our database administrator, have been conferring with Chris Prom and others at UIUC about the program and its implementation. It appears to have the functionality we are seeking and can be integrated into the collections management system we are creating to speed up the development process. With it, we can import existing databases into it, and because it contains a "built in" user interface, it can be used as a stand alone program for Internet user searching, has the ability to both import and export MARC records as well as export records with HTML and EAD tags, and can be modified easily by our database administrator to meet our particular needs. We feel it is a good match for us at this time. We intend to use it as the basis for our descriptive efforts in this project, then use its capabilities to import records from existing databases and create and export

1 <http://www.archon.org/features.php>, accessed 19 Sept. 2007.

MARC and HTML/EAD records.

Challenges

The large number of task specific databases developed over the years has impaired general access to holdings information. To further confuse staff and researchers, separate databases exist for each major component of the acquisition/processing/maintenance continuum. The archives of the Atchison, Topeka and Santa Fe Railway are described on a 1985 folder level database that is still used despite its age. When the library and archival collections were moved to the present building in 1995, staff copied the state archives inventory database structure described above and modified it to track manuscript holdings during the move; it continues to serve as a reference tool but is not routinely updated with new accessions. New accessions are on several databases depending on the time period. These databases are available only to authorized staff, so they cannot be used by researchers.

In 2003, because of budgetary shortfalls affecting all of Kansas state government, the Society was forced to lay off approximately ten per cent of its staff. Because budgets have not been restored to pre-2003 levels and in fact have declined in terms of actual appropriations for salaries, many other positions within the agency have remained unfilled as people have left. Included in these unfilled jobs was a full time processing archivist. In addition, archivists formerly concentrating on arrangement and description have had to assume other tasks as positions have remained vacant. These vacancies and reassignments have noticeably hampered our ability to arrange and describe the archival materials that we hold. At the present time we have only 0.875 FTE allotted to archival arrangement and description among three full time staff members; all three people also have duties involving other, non-archival, collections and activities.

Purpose

The primary purpose of this project is to give the public throughout the world, as well as Society staff assisting them, multiple portals to high level contents information about all archival holdings in the state archives and the Society's manuscripts collection. This will be done through MARC records that will be available on our on-line catalog ATLAS, the statewide Kansas Library Catalog, and the international OCLC Worldcat.org catalog and on the Society's website through the Archon interface and on Web pages.

This project has been part of an objective to increase public awareness of and access to archival resources that has been in the agency's strategic plan for a number of years but unrealized because of our small arrangement and description staff. MARC cataloging has fulfilled part of this goal, but existing people and resources cannot achieve the desired final result, and a major increase in staffing or financial support from state sources or private donors is unlikely.

Goals

This project is primarily a processing proposal with a limited preservation component. Mark Greene and Dennis Meissner's "More Product Less Process" approach to description will be used². This grant proposal is a continuation of our "in house" efforts to add basic content information for all state archives series and manuscript collections.

Specific goals of the project are:

- **Basic processing**
 - Eliminate current backlogs by adding descriptions to finding media for state archives and manuscripts.
 - Create basic content information for all unprocessed state archives series over 1

² In 2006, the project director and another staff archivist attended the Midwest Archives Conference symposium on MPLP featuring Dennis Meissner and other speakers.

cu. ft. and all state archives microfilm

- Create basic content information for all unprocessed manuscript collections over 1 cu. ft. and all unprocessed manuscripts microfilm
 - Create an authority database for state agencies and major subdivisions with brief summaries of provenance and function to aid in future cataloging
 - Create standardized contents descriptions for records common to multiple agencies and counties
 - Determine the provenance for all state records labeled “agency guess” on the archives inventory database
 - Develop a work flow and procedures model that ensures that records can be processed promptly after the conclusion of the project without accumulating backlogs
 - Note series or collections that may be candidates for reappraisal or deaccessioning review
- **Preservation:** Tag records found needing immediate preservation treatment

It is anticipated that “baseline” data about smaller series and collections can be imported into Archon from existing accessioning and other databases. Subject access to these is desirable, however, and will be added if time allows.

The Society’s executive director has pledged that we can hire an additional archivist with state funding for the duration of this project to assist in achieving these goals.

Significance

Holdings document many topics, from missionaries’ and Indian agencies’ attempts to “civilize” Native peoples on the Plains and the territorial “Bleeding Kansas” era—a precursor of the Civil War—to the modern period. Topics and descriptions include Native Americans, homesteading, agriculture, land distribution, railroads, the military, immigrant colonies, and social reform. Territorial period conflicts over slavery are represented by the records and papers of John Brown, the New England Emigrant Aid Company, settlers, activists, anti-slavery groups, the territorial government and officials, and other politicians. Several collections document

railroad expansion in the state, the archives of the Atchison, Topeka, and Santa Fe Railway, its predecessors, and over 600 subsidiaries being the largest collection. Papers of military leaders, soldiers, and organizations complement the records of the Adjutant General's Office, military units, and Spanish-American War and World War I veterans' organizations that we hold. Papers of political figures form some of the largest collections; these include official and personal papers of governors and papers of members of the Kansas Legislature and United States Congress such as Edmund G. Ross, Charles Curtis, Alf Landon, John Carlin, and Nancy Landon Kassebaum (Baker). Other occupations represented include educators, doctors, religious leaders, women's rights and social reformers such as Carry Nation, and scientists. There are also oral histories and state records relating to the landmark *Brown v. Board of Education, Topeka*, civil rights case. The collection includes records of organizations such as fraternal societies, literary guilds, churches, ethnic groups, and clubs. Major holdings of state government records include records of Appellate Courts (4074 cu. ft.), the secretary of state (3914 cu. ft.), the Department of Education (2541 cu. ft.), the Governor's Office (2382 cu. ft.), the attorney general (1924 cu. ft.), and the Department of Corrections (1524 cu. ft.). Examples of some records and papers that will be described for the first time by this project include records of Ozark Air Lines, Inc., ca. 1953–ca. 1987 (23 cu.; ft.); water files from several state agencies dealing with the Kansas River, 1865–1967; records of the American Lung Association of Kansas, ca. 1945–1998 (66 cu. ft.); extradition and rendition records of the Governor's Office, 1877–2003 (254 cu. ft.); papers of Kansas City Evangelist Clifford Lewis, ca. 1930–ca. 1978 (17 cu. ft.); litigation records relating to the Kansas Public Employees Retirement System and questionable investments, ca. 1980–2003 (approx. 1500 cu. ft.); and records of Housewives for ERA (3 cu. ft.).

The Society's Internet presence has given it worldwide access and exposure. Library and archives web pages were viewed 3,493,441 times in Fiscal Year (FY) 2007; this represents a 41

per cent increase over the previous year. The State Archives and Library had over 7200 researchers in person, and staff answered more than 5000 letters, phone calls, and E-mails in FY 2007. More than 5300 rolls of microfilm were borrowed from the State Archives and Library through interlibrary loan. *Territorial Kansas Online* (www.territorialkansasonline.org), a cooperative project with the University of Kansas to digitize primary source documents from the Kansas territorial period, and *Western Trails* (<http://www.cdpheritage.org/exhibit/westernTrails/index.cfm>), a multi-state project to document transportation in the West on the Web, are popular with students, teachers, and people interested in history. This fall, the Society will launch *Kansas Memory* (www.kansasmemory.org), a digital repository for Society collections. Staff are also working with the State Library of Kansas and other state agencies on developing *KSPACE* (*Kansas State Publications Archival Collection*) (<http://www.kspace.org>), a virtual archives for state government publications in electronic formats.

2. What is the significance of the project in relation to the NHPRC's programs and goals?

This project is the perfect vehicle to implement the Commission's mission, vision, and goals. The project as a whole reflects NHPRC Goal 4, "Support institutions that promote preservation, dissemination, and use of historical records." The records and papers that will be newly described by this project demonstrate the diversity of the American experience: Records of Kansas state agencies, currently in a database but lacking content information, document the workings of territorial and state government during the past 153 years and reflect the larger American historical experience since 1854. When this project is completed, people all over the world will have access for the first time to descriptions of over 36,000 cubic feet and about

18,500 reels of microfilm of permanently valuable state government records and manuscript collections. Information about these records can currently be obtained only by consulting with a staff member knowledgeable about the holdings or the databases on which they are currently listed.

In addition, one of the desired outcomes of the project will be the formulation of practices and procedures to ensure the timely arrangement and description of records so that backlogs do not develop. This also correlates with the processing criteria in the grant specifications.

Other features of this project that align with NHPRC's vision and objectives include:

- **Protection of individual rights and increased understanding of our history and culture** (NHPRC Vision statement): Having improved descriptions and access points to state government records increases the accountability of governmental and other public institutions.
- **Invigorate and extend a fully developed partnership among the states and NHPRC to fund the development of the national archival system** (Objective 3.3): Adding previously uncataloged records to the three Web based catalogs—ATLAS, the Kansas Library Catalog, and OCLC—and establishing Web access to Archon and EAD records furthers national and worldwide access to significant archival resources heretofore unavailable and further integrates the holdings of the Society with the wider national archival network.
- **Records preservation, access, and utilization, including supporting institutions that acquire, preserve, and promote ready use of electronic records, especially in classrooms** (Objective 4.1): By allowing researchers, teachers, students, and staff access to information about the contents of thousands of state archives records series and hundreds of manuscript accessions and collections now uncataloged or described only in the most basic of terms with little or no content or subject access, this improved availability, in turn, will foster increased usage. As details about the records are discovered by this project, the scanning of selected items or files for the Society's *Kansas Memory* digital library will inevitably result; this will allow the materials to be more widely used by teachers, students, and other people interested in Kansas history and government. This latter component, while not formally part of the project, will enable the Society to help the NHPRC fulfill its goal to further classroom usage of archives.
- **Promoting the education and training of professional archivists** (Goal 6): It is anticipated that the people hired with funding for this project will be beginning professionals or high level paraprofessionals with an interest in moving to a more professional position. The experiences they glean from work on this project will

give them “real world” exposure to the strengths and weaknesses of a large state-level archives and manuscripts repository. In addition, it is anticipated that a graduate level intern, annually funded by the Society’s support corporation, will assist with the first year of this project; in addition the Society’s executive director has committed to allowing us to hire an additional archivist with state funds for the duration of the project.

3. What is the plan of work for the grant period?

We shall have all the necessary hardware—office space and supplies, desktop and laptop computers, and possibly WiFi in the stack areas—and software—network connections and Archon—ready by the time the grant period begins. At the outset of the grant, prior to hiring any new positions, staff will import relevant accession, description, and records management databases,³ as well as completed MARC records, into Archon; with the help of the agency’s database administrator the permanent staff will fix any problems that might arise; and staff will test Archon to ensure it will work as planned. This will give the project archivists surveying unprocessed holdings access to all known descriptive information other than the manuscripts card catalog and other paper finding aids to enable them to eliminate collections and series that have already been described. Staff will also survey collections to confirm work can proceed as planned; prioritize tasks for each project archivist, and ensure the hardware and software to be used for recording information are functional.

While this final preparation is being done, the two project archivists funded with NHPRC support will be hired as well as the new state employee dedicated to this project. These positions will be at the Librarian I level.⁴ Positions will be advertised in regional professional publications, and in national newsletters and on-line listings such as the American Association

3 A separate records management database was created about 1985 for records retention and disposition schedules; it is possible that a few of the more recently created records series in the state archives may have series descriptions that can be exported from this database to Archon.

4 In the Kansas civil service system, there is a combined Librarian classification that includes both librarians and archivists. Staff hired as archivists must meet selective certification criteria applicable to archival work.

for State and Local History and the Archives and Archivists List.

Once the three people are hired, we anticipate that orientation and training will take about two weeks. The project archivists will be shown extant descriptive finding aids and databases, the nature and scope of the project will be explained, they will be given a brief history of our descriptive practices, and staff will work with them as they practice surveying and description.

A survey of our backlog was completed this year, and the information in the resulting report will be used as the basis for prioritizing work for the surveyors.

<i>Type of records</i>	<i>Total holdings</i>	<i>Holdings lacking content information</i>	<i>Per cent of holdings lacking content information</i>
State archives	7975 series; approx. 32,985 cu. ft., 17,720 microfilm rolls	7579 series; approx. 32,583 cu. ft., 17,720 microfilm rolls	95% by no. of series 99% by cu. ft. 100% of microfilm
Manuscripts	Approx. 3674 collections (>1 cu. ft.), accessions, and microform titles; 9652 cu. ft., 2794 microfilm rolls, 41 microfiche	Approx. 2807 collections (> 1 cu. ft.), accessions, and microform titles; 3628 cu. ft., 873 microfilm rolls	76% by no. of collections 37.5% by cu. ft. 31% of microfilm

In addition to the above numbers for manuscripts, there are smaller collections described only on our accessioning database; these will be described at a basic level by importing the accessioning data into Archon, but subject terms will need to be added to make the records truly usable.

Processing priorities for the three project staff members will be:

1. To create contents information in Archon for uncataloged manuscript collections and state archives series greater than one cubic foot in size
2. To create contents information in Archon for uncataloged manuscript collections and state archives series on microfilm

3. To create contents information in Archon for uncataloged manuscript collections and state archives series comprised exclusively of volumes, oversize materials, or other special formats.
4. To add subject headings and limited contents information in Archon for uncataloged manuscript collections and state archives series smaller than one cubic foot.

The project staff will systematically go through the stacks to make sure that any collections or series not previously described are recorded. As they go, they will

- Examine the records and papers and enter descriptive summaries at the series level (state records) and collection level (manuscripts) in Archon by creating new records or by adding to existing data (processing)
- Make note of series or collections needing immediate preservation treatment (preservation)
- Make note of series or collections that might be candidates for deaccessioning review (processing)
- Make note of state archives series that might be consolidated (processing)

Surveying will be in the priority order outlined above. The summaries they write will be entered into Archon, utilizing its strength as both a collections management and a Web access tool. Archon can subsequently export records to both MARC and EAD formats.

Two years ago, a graduate student intern did similar descriptive work with part of the records of Kansas governors. She spent on average about 30 minutes per series. Supervisory and administrative archivists on our staff estimate that, when the other components of this project are included and the greater complexity of other record groups and collections is considered, an average of 40–45 minutes per state archives series and 60 minutes for each manuscript collection are more realistic estimates. These would be consistent with the two to four hours per cubic foot rate for both arrangement and description reported in Greene and Meissner and in other projects recently done using MPLP standards. At this rate, we estimate that the 6046 series in the state archives database could be described by one person in approximately 121 weeks; this would

mean one project archivist's total project time and 30 hours of other project staff members' time. Applying this same rate to state archives microfilm, we estimate that describing the 1533 series would take one person 31 weeks. However, much of the state archives microfilm consists of similar series repeated for multiple jurisdictions, so we feel the description will be completed more quickly. The project archivist hired with state funding will be assigned to help with both textual and microfilmed state records. If it appears our projections are in error and additional assistance is needed, the permanent archival staff will also be available. If we have miscalculated and there is time remaining, it will be spent on oversize and smaller series in accordance with the priority schedule described above.

We envision a similar process for manuscripts at the collection level. We estimate there are 2676 manuscript collections over one cubic foot and accessions that have not been described at any level; there are also approximately 131 collections on microfilm requiring description. Using the 60 minutes per collection description average, this would mean one person working approximately 76 weeks on textual records and four weeks on microfilm. The remainder of the time will be spent by this person assisting with state archives descriptions. If it appears our projections are in error and additional assistance is needed, the permanent archival staff or the project archivist hired with state funding will be assigned to help. If we have miscalculated and there is time remaining, it will be spent on oversize and smaller series in accordance with the priority schedule described above.

The project archivist hired with state funding will initially work on microfilmed collections but will also assist with state archives textual and microfilm records, work on oversized collections, and provide subject headings for small collections and state archives series.

Staff archivists will assist with description where needed as well as review data input by the project archivists for completeness, consistency, and accuracy and make corrections or retrain the

surveyors as necessary. As records are input into Archon, the software makes them immediately available through the Archon web portal. Near the completion of the project, the data in Archon will be exported to Connexion, the OCLC/MARC portal we use, and new records will be produced in OCLC; once produced, the records will also be automatically included in our local catalog, ATLAS, and the statewide Kansas Library Catalog as well as on OCLC's WorldCat. Archon will also be used to create EAD records at the collection level (manuscripts) or record group or subgroup level (state archives) for our website.

Reports will be submitted to NHPRC in accordance with instructions but at least annually. A final report will be written by the project director at the conclusion of the project after all funds have been expended.

Activity	Grant	Match
Start up	\$ 2,485	\$ 7,316
Processing	\$113,689	\$142,841
Preservation	\$ 1,916	\$ 958

4. What products, if any, will be produced during the grant period?

The products of this project will be totally electronic. Data on state archives series and manuscript collections will be entered into Archon backed by data on a MySQL database. From Archon, data in MARC format will be exported to OCLC Connexion for uploading to OCLC and the Society's local on-line catalog, ATLAS (<http://lib.wuacc.edu>), the statewide Kansas Library Catalog, and OCLC's WorldCat. Data with EAD tags supplied by Archon will be exported at the collection or record group or subgroup level as web pages to the Society's website (<http://www.kshs.org>).

5. What are the qualifications of the personnel?

Christine Desmuke, the agency's database administrator, who will assist database

components of the project, has held her present position since April 2001. She is the systems analyst and programmer for a museum collections management system; the chair of a committee responsible for data modeling and integration of agency-wide databases and for planning future directions, investigating new technologies and recommending software purchases; the administrator of multiple servers running MySQL and PostgreSQL on Linux; and the designer and developer of databases in support of agency activities. From 1992 until 2001, she was the Society library's government documents and newspaper librarian. She holds an M.L.S. from Indiana University.

Letha Johnson, who will be involved in all parts of the project, has been an archivist since 1999 and on the staff since 1995. She oversees the appraisal, accessioning, transfer, processing, and arrangement of government records; provides reference service; assists with databases; supervises processing; develops finding aids; prepares retention and disposition schedules; and serves as agency records and privacy officer. Her time is split between archival work, records management, and being the lead State History Day co-ordinator.

Bob Knecht, project director, has been with the Society since 1979. He is currently head of the archival arrangement and description section; he is also curator of the map collection. He devises processing priorities and makes decisions relating to the acquisition, arrangement and description, care, and use of collections. He also works with potential donors; evaluates offered materials; arranges and describes collections; provides reference assistance; supervises staff, interns and volunteers; edits; and assists in planning.

Joseph Laframboise, who will be involved in all aspects of the project, has been with the Historical Society since January 1997 and is a processing archivist and cataloger. As such, he is responsible for processing, cataloging archival and library materials, supervising volunteers, and reference service. Half of his time is allotted to archival collections, the other half to library

holdings. He is a member of the Academy of Certified Archivists.

Patricia Michaelis is the director of the Library and Archives Division and will have oversight responsibility. She will also aid in personnel selection and will continue to be involved by helping prioritize, adjusting project time frames, and being responsible for securing additional resources as needed. She joined the staff of the Kansas State Historical Society in 1977 and served as head of the Manuscripts Department from 1979 to 1992. At that time she was appointed to head the new Library and Archives Division. She served as State Archivist from 1992 to 2006. She has been involved in digitization projects and dealing with the challenges presented by electronic state government records.

Matt Veatch, who will have administrative authority over the project and will aid in personnel recruitment, is the state archivist and assistant director of the Library and Archives Division. He has been at the Historical Society since 1992 and has participated in numerous digitization and digital preservation projects as well as worked as a records manager. He has contributed to the development of several electronic records management publications.

The three project staff to be hired with grant funding will be Librarian I positions selected for their knowledge of archival work. Specifications for the Librarian I class are at <http://www.da.ks.gov/ps/specs/specs/1995e1.htm>.

6. What are your performance objectives and how will you evaluate the success of the project?

Performance objectives for this project will be

- the number of previously-undescribed state archives series for which contents information has been added as a result of this grant
- the number of previously-undescribed manuscript collections for which contents information has been added as a result of this grant
- percentage of the state archives backlog eliminated

- percentage of the manuscripts backlog eliminated

As two of the three products of the project will be better and more complete descriptions on existing formats (OCLC records in ATLAS, the Kansas Library Catalog, and WorldCat and descriptions in EAD on our Web site) rather than a completely new product, it may be difficult to gauge the impact the project has on potential researchers. The Archon based database containing collections information will be an enhancement to the Society's website, so usage of it will correlate very directly to the project. The Society uses Web tracking software to measure interest in its Web pages, so increases in usage, and rates of increase higher than other pages, can be tracked. The number of items requested by researchers using state records and manuscripts will be compared following the project with numbers prior to the project for a rough estimate of the increase in usage. Following the conclusion of the project, comments made on "How Are We Doing?" cards by researchers who visit us and comments about our Web site will be monitored for references to enhancements as a result of the project. We may attempt to survey researchers who visit us to see if they used any of the products produced by this grant in their research work. We shall also see if Washburn University, host of our on-line catalog ATLAS, can provide user statistics showing increases in "hits" traceable to new records added as a result of the project.