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Manuscripts & Folklife Archives
Department of Library Special Collections
Western Kentucky University
Bowling Green, KY 42101-1092

Descriptive Inventory

MSS 364 KENTUCKY Council on Archives

8 boxes. 119 folders. 1,264 items. 1973-2019. Originals, photocopies, typescripts, photographs, cassette tape, microfiche.

2011.91.1

ORGANIZATIONAL HISTORY

In 1976 archivists around Kentucky gathered to discuss the creation of an association in the state to promote archives and the work of archivists. Some of these charter Kentucky Council on Archives members included Lew Bellardo, Kentucky Department for Libraries and Archives; Sr. Mary Michael Creamer, SCN, Spalding University; Penny Harrison, Western Kentucky University; Pat Hodges, Western Kentucky University; Bill Marshall of the University of Kentucky, and Bill Morison of the University of Louisville.

The newly formed KCA held its first meeting March 28, 1977, at Western Kentucky University. A constitutional committee drafted the first constitution which was approved during the summer of 1977. Under the constitution, KCA is governed by the Administrative Board which consists of a chair, vice-chair, former chair and three board members. Treasurers, newsletter editors and webmasters are appointed by the Board. The group meets twice a year with the business meeting held at the spring meeting.

COLLECTION NOTE

This collection consists of records created by and about the Kentucky Council on Archives as well as collected by KCA regarding archives in Kentucky. It reflects the origins of the group from the 1973 meeting of the Society of American Archivists of Kentucky and Tennessee to the present. The collection has been divided into six series as described below. The records are currently incomplete. Additional materials will be incorporated as they are created and transferred to the WKU Manuscript Collection.

Series I Administrative Board

Series contain records created by the KCA Administrative Board. The majority of the series is made up of Administrative Board Meeting minutes. The board is responsible for planning the two annual meetings. Also included are pre-KCA materials regarding a joint meeting of Kentucky and Tennessee archivists exploring the possibility

of creating the Society of American Archivists of Kentucky and Tennessee. The remaining records include the KCA constitution and lists of officers and a file on the 1980 Conservation Committee.

Series II Annual Reports

Incomplete run of annual reports regarding membership and finances.

Series III Meetings

Two meetings are held each year, spring and fall. The annual business meeting occurs at the spring meeting. This series contains programs, meeting minutes, handouts, financial statements and participant lists. The records are incomplete.

Series IV Newsletter

The Kentucky Council on Archives has been publishing the *Kentucky Archivist* biannually since 1979.

Series V Other Materials

Other publications included here are:

SAA. Directories of Regional Archival Organizations

KDLA. Historical Records Needs Assessment Final Report

KHS. Directory of Kentucky Historical Organizations.

The series also includes clippings regarding the organization.

Other materials include photographs, lapel buttons commemorating KCA joining the Midwest Archives Conference, audiotapes of meetings and awards.

Series VI Midwest Archives Conference

This series contains MAC'S membership guidelines and correspondence.

Series VII Correspondence

This series consists of general KCA correspondence.

SHELF LIST**Series I Administrative Board**

BOX 1		1973-2018	140 items
Folder 1	Inventory		1 item
Folder 2	KCA History	1973	34 items
Folder 3	KCA Constitution; Articles of Incorporation; Bylaws	1976-2017	9 items
Folder 4	Officers	1977-2007	7 items
Folder 4a	Administrative Board Handbooks	2013-2015	3 items
Folder 5	Administrative Board Meetings	1976-1979	29 items
Folder 6	Administrative Board Meetings	1980-1994	21 items
Folder 7	Administrative Board Meetings	2000-2008	16 items
Folder 8	Administrative Board Meetings	2013-2016	10 items
Folder 9	Administrative Board Meetings	2017-2018	10 items

Series II Annual Reports

BOX 1		1977-2018	121 items
Folder 1	Membership lists	1977-1979	9 items
Folder 2	Membership lists	1980-1986	21 items
Folder 3	Membership lists	1990-1995	5 items
Folder 4	Membership lists	1996-1999	6 items
Folder 5	Membership lists	2001-2014	4 items
Folder 6	Treasurer's Reports	1980-1983	3 items

Folder 7	Treasurer's Reports	2001-2007	11 items
Folder 8	Treasurer's Reports	2012-2018	14 items

Series III Meetings

BOX 1 1976-1995 313 items

Folder 1	List of meetings, sponsor, place and programs	1977-1985	3 items
Folder 2	Meeting, Fall, Frankfort	1976	10 items
Folder 3	Meeting, Spring, Bowling Green	1977	33 items
Folder 4	Meeting, Fall, Louisville	1977	12 items
Folder 5	Meeting, Spring, Lexington	1978	9 items
Folder 6	Meeting, Fall, Frankfort	1978	10 items
Folder 7	Meeting, Spring, Pleasant Hill	1979	37 items
Folder 8	Meeting, Fall, St. Catharine's	1979	14 items
Folder 9	Meeting, Spring, Lexington	1980	5 items
Folder 10	Meeting, Fall, Bowling Green	1980	13 items
Folder 11	Meeting, Spring, Richmond	1981	19 items
Folder 12	Meeting, Fall, Owensboro	1981	8 items
Folder 13	Meeting, Spring, Murray	1982	6 items
Folder 14	Meeting, Fall, Frankfort	1982	15 items
Folder 15	Meeting, Spring, Lexington	1983	12 items
Folder 16	Meeting, Fall, Berea	1983	11 items
Folder 17	Meeting, Spring, Louisville	1984	3 items
Folder 18	Meeting, Fall, Highland Heights	1984	8 items

Folder 19	Meeting, Spring, Frankfort	1985	7 items
Folder 20	Meeting, Fall, Lexington	1985	5 items
Folder 21	Meeting, Spring, Bowling Green	1986	10 items
Folder 22	Meeting, Fall, Shelbyville	1986	11 items
Folder 23	Meeting, Spring, Pleasant Hill	1987	2 items
Folder 24	Meeting, Fall, Paris Landing State Park, TN	1987	6 items
Folder 25	Meeting, Spring, Louisville	1988	2 items
Folder 26	Meeting, Fall, Maple Mount	1989	15 items
Folder 27	Meeting, Spring, Lexington	1990	1 item
Folder 28	Meeting, Fall, Bowling Green	1990	2 items
Folder 29	Meeting, Spring, Lexington	1991	1 item
Folder 30	Meeting, Fall, Rough River	1991	1 item
Folder 31	Meeting, Fall, Maple Mount	1993	11 items
Folder 32	Meeting, Spring, Transylvania Univ.	1994	7 items
Folder 33	Meeting, Spring, Wilmore	1995	4 items
BOX 2		1998-2018	76 items
Folder 1	Meeting, Spring, Henderson	1998	1 item
Folder 2	Meeting, Fall, Georgetown	2001	1 item
Folder 3	Meeting, Spring, Owensboro	2002	2 items
Folder 4	Meeting, Fall, Louisville	2002	1 item
Folder 5	Meeting, Spring, Cumberland	2003	2 items

Folder 6	Meeting, Fall, Wilmore	2003	1 item
Folder 7	Meeting, Spring, Richmond	2004	2 items
Folder 8	Meeting, Fall, Louisville	2004	4 items
Folder 9	Meeting, Spring, Frankfort	2005	3 items
Folder 10	Meeting, Spring, Lexington	2006	2 items
Folder 11	Meeting, Fall, Frankfort	2006	11 items
Folder 12	Meeting, Spring, Bowling Green	2007	5 items
Folder 13	Meeting, Fall, Campbellsville	2012	4 items
Folder 14	Meeting, Fall, Louisville	2013	2 items
Folder 15	Meeting, Spring, Lexington	2014	6 items
Folder 16	Meeting, Fall, Lexington	2014	4 items
Folder 17	Meeting, Spring, Mammoth Cave	2015	3 items
Folder 18	Meeting, Fall, Louisville	2015	2 items
Folder 19	Meeting, Spring	2016	4 items
Folder 20	Meeting, Fall, Pikeville	2016	1 item
Folder 21	Meeting, Spring, Louisville	2017	5 items
Folder 22	Meeting, Fall, Frankfort	2017	2 items
Folder 23	Meeting, Spring, Frankfort	2018	7 items
Folder 24	Meeting, Fall	2018	1 item

Series IV Newsletters

BOX 1		1979-2015	82 items
Folder 1	Brochures & Letterhead	n.d.	4 items

Folder 2	<i>Kentucky Archivist</i>	1979	4 items
Folder 3	<i>Kentucky Archivist</i>	1980-1984	10 items
Folder 4	<i>Kentucky Archivist</i>	1985-1989	11 items
Folder 5	<i>Kentucky Archivist</i>	1990-1994	10 items
Folder 6	<i>Kentucky Archivist</i>	1995-1999	10 items
Folder 7	<i>Kentucky Archivist</i>	2000-2004	10 items
Folder 8	<i>Kentucky Archivist</i>	2005-2006	4 items
Folder 9	<i>Kentucky Archivist</i>	2007-2010	8 items
Folder 10	<i>Kentucky Archivist</i>	2011-2013	6 items
Folder 11	<i>Kentucky Archivist</i>	2014-2015	5 items
BOX 2		2016-2019	12 items
Folder 1	<i>Kentucky Archivist</i>	2016	3 items
Folder 2	<i>Kentucky Archivist</i>	2017	3 items
Folder 3	<i>Kentucky Archivist</i>	2018	3 items
Folder 4	<i>Kentucky Archivist</i>	2019	3 items
Series V	Other Materials		
BOX 1		1979-2018	70 items
Folder 1	SAA Directories of Regional Archival Organizations	1981, 1985	2 items
Folder 2	KDLA Historical Records Needs Assessment Final Report, includes microfiche	1983	2 items

Folder 3	KHS Directory of Kentucky Historical Organizations	1982	1 item
Folder 3	Clippings	1979-1981	2 items
Folder 5	Photographs	1990-2007 & n.d.	25 items
Folder 6	MAC Buttons	2005	3 items
Folder 7	Audiotapes	1980, 1986	4 items
Folder 8	Awards	2006	1 item
Folder 9 C1,D4,F13	Certificate to Thomas D. Clark making him a Fellow of the Council	1985	1 item
Folder 10	Membership survey	1986	1 item
Folder 11	Membership survey	2013	2 items
Folder 12	Conservation Committee	1980	10 items
Folder 13	Fund Award Committee	2013-2018	8 items
Folder 14	Content Management User Group	2015	2 items
Folder 15	Kentucky Oral History Day	2015	6 items

Series VI Midwest Archives Conference

BOX 1 2004-2005 8 items

Folder 1 Midwest Archives Conference 2004-2005 8 items

Series VII Correspondence

BOX 1 1976-2015 442 items

Folder 1 Correspondence 1976 17 items

Folder 2 Correspondence 1977 74 items

Folder 3	Correspondence	1978	29 items
Folder 4	Correspondence	1979	29 items
Folder 5	Correspondence	1980	44 items
Folder 6	Correspondence	1981	47 items
Folder 7	Correspondence	1982	27 items
Folder 8	Correspondence	1983	32 items
Folder 9	Correspondence	1984-1985	37 items
Folder 10	Correspondence	1986	31 items
Folder 11	Correspondence	1987	8 items
Folder 12	Correspondence	1989-1996	8 items
Folder 13	Correspondence	1998-1999	6 items
Folder 14	Correspondence	2000-2015	53 items

BIBLIOGRAPHIC RECORD

MSS KENTUCKY Council on Archives 1973-2019
364

Correspondence, meeting minutes, publications, photographs and audiotapes regarding the Kentucky Council on Archives, a statewide professional organization for archivists, records managers, manuscript curators, and others interested in the preservation and use of public records and manuscript collections in Kentucky.

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SUBJECT ANALYTICS

Archival institutes and workshops
Archives – Kentucky – Directories
Archives – Kentucky – Periodicals
Archives – Societies, etc.
Archives – Tennessee
Archivists
Kentucky Archivist
Midwest Archives Conference
Society of American Archivists

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