

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records
Project Summary - June 12, 2015

Launching Digital Preservation in the City of Somerville

Purposes and Goals of Project: Through this project the City of Somerville’s Archives Division will begin using Preservica software to preserve the born-digital meeting minutes of the City’s 33 City boards and commissions. Somerville has obtained the funding needed to purchase Preservica and related technical support. NHPRC funding will allow Somerville to hire a 40 hour/week Digital Archivist for 12 months to process the 33 collections; refine preservation policies and local metadata standards; establish workflows; develop and implement training tools for City and board/commission staff; and assist with a publicity campaign aimed at researchers, students, city employees and the general public. When the Digital Archivist position ends, the Archivist will assume oversight and administration of the now-fully-functional digital archive.

Somerville is the most densely-populated city in New England (78,000 people in 4.1 square miles). It has a highly participatory government through its boards and commissions and is a national innovator on 21st Century issues like sustainable development, transit-oriented development, urban revitalization, gentrification, human rights, immigration, obesity and placemaking. In establishing its board/commission archive Somerville’s goals are to provide City leaders with tools for understanding and promoting the City’s mission, nurture the city’s shared sense of community, help residents understand their future by understanding their past, build bridges between longtime and new residents and put small city life in a statewide and national context for the benefit of researchers and students of urban policy, government, sociology, and the humanities.

Plan of Work for the Grant Period: Somerville will install and troubleshoot the Preservica software by 09/01/2015 (before the grant period begins). During the grant period it will hire the Digital Archivist by 01/31/16, establish the digital archive and provide universal access by 06/30/16, establish document transfer procedures and a revised digital preservation policy by 08/31/2016, complete trainings for City Department Heads and board/commission members by 12/31/2016, complete the publicity campaign by 01/31/2017 and propose leading a panel discussion on municipal use of Preservica software at a New England Archivist conference by 03/31/2017. The panel discussion, if accepted, will take place after the grant period in fall 2017.

Products and Publications to be Completed During Grant Period: This project will produce:

- 33 digital collections, each with its own finding aid
- 1 designated section of the City of Somerville website to contain the finding aids
- 1 publically viewable website for viewing the collections
- Descriptive, administrative, and structural metadata schemas modified for local use
- 1 training manual with associated guides and tools for educating city staff and board/commission members to ensure ongoing ingest of meeting minutes
- 1 training presentation, modified and presented at (1) Department Head meeting and (33) board/commission meetings.
- 1 Publicity Plan, to be implemented starting 10/01/2016 and consisting of Web 2.0 and email-based outreach, 3 informational library displays and an Omeka software exhibit advertised to the general public through library posters, Facebook, Twitter and Tumblr.
- 1 panel presentation on using Preservica for municipal collections and the availability of Somerville's digital archive to be presented at the New England Archivist Conference.

Contact Info for Key Personnel:

Project Director: Nadia Dixson, Archivist, City of Somerville; City Hall Annex, 50 Evergreen Ave., Somerville, MA 02145. Phone: 617-625-6600 x5715. Email: ndixon@somervillema.gov.

Information Technology: Lara Hindle, Deputy Director of IT, City of Somerville; City Hall, 93 Highland Ave., Somerville, MA 02143. Phone: 617-625-6600 x3262;
lhindle@somervillema.gov.

Performance Objectives: Process Objectives

- 1) Ingest and describe 33 collections and make available on a publically viewable website.
- 2) Create appropriate descriptive, administrative and structural metadata schemas and apply them to all objects.
- 3) Publish, on the City of Somerville website, a digital preservation policy that has been refined with project experience.
- 4) Publish and distribute, online and in 120 paper copies, a training manual that addresses the responsibilities and methodologies for city staff, board/commission members and City Archivist implementation of the digital archive.
- 5) Complete implementation of publicity plan to reach all intended audiences: Researchers, students, City workers and the general public.

Internal Outcomes Objectives

- 6) 95% of City department heads and board/commission members demonstrate capacity to consistently contribute to and perpetuate in the City's digital archive.

External Outcomes Objective

- 7) Significantly increase overall use of digital records through development of a publically accessible digital archive, using current City website statistics as a baseline.

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records
Project Narrative - June 12, 2015

Launching Digital Preservation in the City of Somerville

1. Project Overview: This project will enable the City of Somerville’s municipal government, through its Archives Division, to begin using Preservica software to preserve the born-digital meeting minutes of its 33 City boards and commissions—its first step toward establishing a digital preservation program within the City. Somerville has already obtained the funding needed to purchase Preservica and related technical support. It will use NHPRC funding to hire a 40 hour/week Digital Archivist for 12 months to: 1) Process the 33 collections; 2) Refine preservation policies and local metadata standards based on project experience; 3) Establish workflows that facilitate incorporation of digital preservation into Somerville’s day-to-day archival work; 4) Develop a training manual for City department heads and board/commission members; 5) Train department heads and board/commission members to identify permanent electronic records and contribute to the digital archive; and 6) Assist with the related publicity campaign. Hiring a short-term Digital Archivist to focus specifically on these activities will enable the City’s full-time Archivist to continue maintaining Somerville’s records preservation program, overseeing processing of analogue collections and managing volunteers and interns. When the Digital Archivist position ends, the Archivist will then be able to assume oversight and administration of a working digital archive.

Since taking office in 2004 Mayor Joseph Curtatone has actively pursued efficiency and innovation through automation of many municipal functions. The result is a growing body of electronic records. After only 11 years, the City’s backlog of electronic records is still relatively small, but acting now will enable Somerville to capture existing records and prepare to preserve

evolving records. After evaluating a number of preservation tools, Somerville has determined that Preservica offers multiple benefits in a single package. Preservica was developed 25 years ago for use by the United Kingdom's National Archives and has evolved in keeping with digital preservation standards. The company works with many US state governments, and Vermont has used Preservica to help its cities and towns preserve their electronic records. Somerville will be joining Budapest and Rotterdam as one of the first municipalities in the world to implement the software on its own.

Somerville's collection is of national significance because it offers a comprehensive yet “micro” view of the political, economic and social issues impacting urban development in the 21st Century. At only 4.1 square miles, Somerville is small enough to grasp. It has an unusual participatory form of government that uses public board and commission meetings to actively involve residents in every phase of city policy-making, program development and annual budgeting. The audience for Somerville's digital archive—researchers and students of urban policy, government, sociology, and the humanities; as well as Somerville City employees and the general public—will be able to track, in significant detail, both residents' and leadership's decision-making processes for the key issues that US cities are facing today and will most likely face in the future, including sustainable development, transit-oriented development, urban revitalization, gentrification, human rights, immigration, obesity and placemaking.

Archive users interested in sustainable development, for example, will be able to use Board of Aldermen, Commission on Energy Use & Climate Change and Conservation Commission meeting minutes to see how Somerville changed from a smoggy former factory town to a city that won a Massachusetts *Leading By Example* award in 2009 for its use of energy performance contracts, hybrid vehicles, solar power in public schools, solar waste recycling and

expanded tree canopy. Somerville received state designation as a “Green Community” in 2010, began zero-sort recycling in 2011, was the first city in Massachusetts to pass an Urban Agriculture Ordinance to govern the raising of chickens and bees (2012), and is currently working toward a publically stated goal of zero net carbon emissions by 2050.

Archive users interested in transit-oriented development and urban health/obesity will be able to track the public’s participation, through the Board of Aldermen, Board of Health, Community Preservation Committee, Design Review Committee and Bicycle Committee, in decisions that have made Somerville a frontrunner in the move toward healthier lifestyles and car-free culture. Somerville’s Shape Up Somerville Initiative (2002) was one of the first in the country to address obesity on a community level through policy development, infrastructure development and culturally competent programming in the public schools and city neighborhoods; and it served as a model for First Lady Michele Obama’s *Let’s Move!* Initiative. In little more than a decade, Shape Up-approved decision-making by city leadership and residents have made Somerville one of the most walkable and bikeable cities in the US, with more than 30 miles of designated bike lanes and sharrows in its 4.1 square miles. In 2014, Somerville became the first municipality in Massachusetts to pass a Complete Streets Ordinance to oversee integration of bike, pedestrian, traffic calming and public transportation elements into its urban revitalization plans. Somerville has also developed a unique public transportation partnership with state government: the state has chosen Somerville for the first new subway stations to be built in Massachusetts in 25 years; six stations by 2020.

Archive users interested in urban revitalization, gentrification, human rights and placemaking will find Somerville an exemplar of the national trend in which young, affluent individuals move from the suburbs to the city. In 2000, Somerville was still a crumbling post-

industrial backwater; now it has one of the hottest real estate markets in the county, with a 75% rise in residential property valuations since 2002 (11% in 2014 alone). Somerville is gaining from vast swaths of new construction, but also experiencing an economic divide between well-educated, white-collar transplants to the City and the working class and immigrant poor, along with a marked rise in homelessness and opioid use. As detailed in Somerville's Board of Aldermen, Affordable Housing Trust Fund, Board of Assessors, Board of Health, Fair Housing Board, Planning Board, Condominium Review Board, Somerville Redevelopment Authority, School Committee and SomerPromise Advisory Board minutes, city leadership and residents are pushing back through revitalized zoning, affordable set-asides on new residential developments, mindful redevelopment of older housing, regional efforts to address alcohol and drug use, special programs for homeless high school students and development of cradle-to-college support programming from low-income families. Since 2005, the Somerville Arts Council has received 14 grants from the National Endowment for the Arts, Massachusetts Cultural Council and ArtPlace America for large-scale facilities- and program-based "placemaking" projects that use Somerville's creative economy (more than 4,000 artists live and work in the city) to revitalize at-risk neighborhoods and smooth inter-cultural conflicts. Impact studies by the Center for Policy Analysis at the University of Massachusetts-Dartmouth show an economic rate of return exceeding 400% while minutes from the Human Rights and Women's Commissions, and Commission for Persons with Disabilities, demonstrate the influence of Somerville's 52 linguistic minority communities and strong disabilities activists on policy and urban design.

All of these issues will become the history of tomorrow and require early intervention so that their records can be available to historians of the future. Somerville's Preservica project will pave the way for Somerville to become a responsible custodian of its digital history, preserve its

complete records series (reaching into the 19th Century) for the Board of Alderman, Board of Health and School Committee; and launch efforts to preserve more complex and less stable digital objects such as moving images, data visualization and social media content.

2. Organizational History, Mission and Goals: The City of Somerville was one of the earliest English settlements in the United States. Settled in 1629 as a section of Charlestown (which is now part of Boston), northern Somerville became part of Governor Winthrop's Ten Hills Farm in 1631. In 1842 Somerville split from Charlestown to become an independent town, in 1872 it became a city, and from about 1930–1950 it was the most densely populated city in the United States, known for producing bricks, glassware, meat products and Ford motor cars. By 1970, however, the manufacturing was gone, and Somerville settled into 30 years of decline, which made it affordable for immigrants and the working poor and—with little to lose—open to the kinds of innovations described in Question 1 above. With more than 78,000 residents (US Census 2013) it is still the most densely populated city in New England.

The City of Somerville's mission is to provide the highest possible level of public service consistent with the laws of the city, state, and nation; sound fiscal management; and innovative and effective administrative practice. Its City Clerk is responsible for the safekeeping of all city records and oversees the Archives Division. The Somerville Archives' goals are to provide City leaders with tools for understanding and promoting the City's mission, nurture the city's shared sense of community, help residents understand their future by understanding their past, build bridges between longtime and new residents, and put small city life in a statewide and national context. Holdings include Board of Aldermen records 1842–present; property tax records 1840–present; Board of Health records 1890–present; School Committee minutes 1910–present; Office

of Strategic Planning and Community Development records 1950–present; muster records for the Civil and Spanish American Wars; and photo records of recreational activities 1920–2000. Archives is beginning to develop a complete record of born-digital meeting minutes for all 33 City boards and commissions (see Question 3 below for complete list).

The Archives are open when City government is open (246 days per year, Monday-Wednesday 8:30am-5:00pm, Thursday 8:30am-7:30pm, Friday 8:30-noon). The City Clerk’s office employs one full-time archivist; the City Clerk provides 2 hours per week of supervision and oversight. Graduate-level interns provide about 260 hours of assistance per year. Holdings are available to the public through the city’s website or by requesting specific items from the source board or committee, or directly from the Archivist. Documents stored off-site can be obtained by the next business day. Environmental controls are currently minimal, but an NEH Preservation Grant is enabling the Archivist to work with a consultant on this issue, with work to be completed by March 31, 2017. Security is provided through locked doors and cabinets. Anyone (including interns) working with archival materials must be accompanied by the Archivist at all times. The digital archive in Preservica, to be developed through this grant, will be secured by Amazon Web Services ITAR-compliant government cloud storage.

3. Born-Digital Materials to be Processed: This project will process born-digital materials comprising the meeting minutes of Somerville’s 33 boards and commissions, estimated at 2,000 files and five (5) gigabytes. These board and commissions are: Affordable Housing Trust Fund; Somerville Arts Council; Bicycle Committee; Board of Aldermen; Board of Assessors; Board of Health; Commission for Persons with Disabilities; Commission on Energy Use and Climate Change; Community Preservation Committee; Condominium Review Board; Conservation

Commission; Council on Aging Board; Design Review Committee; Election Commission; Ethics Commission; Fair Housing Commission; Historic Preservation Commission; Human Rights Commission; Library Board of Trustees; Licensing Commission; Multicultural Affairs Commission; Municipal Compensation Advisory Board; Planning Board; Recreation Commission; Retirement Board; School Committee; SomerPromise Advisory Board; Somerville Housing Authority; Somerville Redevelopment Authority; Traffic Commission, Veterans Commission on Monuments, Memorials and Dedications; Women's Commission; and Zoning Board of Appeals.

Most of the collections currently exist in a folder hierarchy of year, month, file. Somerville will maintain this original file structure. In Preservica, records will be described at a series level defined by the year of the record, for example: "Collection: Women's Commission, Series 2012." Subject headings will be applied to the series level. Because many issues take multiple meetings to resolve, it would be difficult to differentiate at the file level, and would not provide additional assistance to researchers. If a board or commission meets more frequently than once a month, the records may be described at a sub series level defined by the month of the minutes. These records are stored on share drives, in preservable file formats, and receive regularly refreshed back-ups. Provenance is a much larger issues than media break-down. Current public demand for these records is moderate for several reasons: Only about 40% are available online, their availability is under-publicized, each board or committee posts their minutes in a separate section of the City website and they are formatted as PDFs without structured metadata that would make them more discoverable through search engines. Board of Aldermen records currently average 660 views per month; each of the other online collections average 273 views per month. Preservica software will promote and support consistent practice

across all 33 boards and commissions. The archive will offer a central access point for researchers, while also actively managing files for preservation purposes.

4. Current Electronic Records Program, Preservation Methods, Plans: After several years of preparation and research, the Somerville Archives Division is just about to launch its digital preservation program, using Preservica software. Preservica bases its workflows on the Open Archive Information System Reference Model (OAIS). As outlined in OAIS, Preservica provides tools to create Submission Information Packages (SIP), Archival Information Packages (AIP) and Dissemination Information Packages (DIP). When the user creates a SIP, the software runs checksums on the files and extracts metadata concerning provenance. In Somerville's usage, this information will be stored in a cloud instance of Preservica. Word and PDF files will be transferred to PDF/A file formats. The file structures provided by records creators will be preserved. Preservica supports metadata standards such as MODS and Dublincore. It also supports the development of local schemas. A portion of this project will include modifying schemas for Somerville's local use. Somerville will use Preservica's Universal Access feature to provide public access to electronic records. The feature will be much more discoverable to search engines than creators' current method of posting links to PDFs on the City's website because it incorporates structured metadata. Aggregators, like the Digital Public Library of America, will be able to access the metadata through OAI-PMH.

Somerville has chosen the meeting minutes of the City's 33 boards and commissions (estimated at 2,000 files, 5 GB) to pilot its program because these files are the embodiment of activities that have made Somerville a national model for civic engagement, urban policy development, urban revitalization and health and wellness programming. They are also

permanent records in Somerville's local retention schedule based on Massachusetts General Law c.30A, ss. 18-25. At the same time, they offer an optimal pilot project because they are in uniform formats, have relatively simple structures, and do not rely on their originating software for viewing. The Archives Division's capacity within Preservica will be ten (10) terabytes, creating significant opportunities for the digital archive to expand in size and scope over time once the digital program infrastructure has been established.

5. Products to be Produced: This project will produce:

- 33 collections, each with its own finding aid
- 1 designated section of the City of Somerville website to contain the finding aids
- 1 publically viewable website for viewing the collections
- Appropriate descriptive, administrative, and structural metadata schemas modified for local use
- 1 training manual with associated guides and tools for educating city staff and board/commission members to ensure ongoing ingest of meeting minutes
- 1 training presentation, modified and presented at (1) Department Head meeting and (33) board/commission meetings
- 1 Web 2.0 and email-based publicity plan, implemented starting 10/1/16
- 3 informational library displays
- 1 Omeka software exhibit to educate the general public (advertised through library posters, Facebook, Twitter and Tumblr.
- 1 panel presentation on using Preservica for municipal collections and the availability of Somerville's digital archive.

Because the City of Somerville Archives Division is not affiliated with a library, and because it is possible to make digital objects discoverable with more appropriate descriptive metadata, Somerville will not create MARC records. The Archives Division will, however, work with The Digital Commonwealth, a regional aggregator of digital collections to make all 33 collections discoverable. The Digital Public Library of America (DPLA), a national aggregator of digital collections, will then harvest Somerville's records from The Digital Commonwealth. Preservica also facilitates sharing of metadata records through The Open Archives Initiative Protocol for Metadata Harvesting (OAI-PMH). Somerville's Digital Archivist and Archivist will produce finding aids with EAD and place them on the City's website.

6. Plan for Publicizing Results: Somerville's publicity campaign will address three targets:

- Researchers (students and professionals): Thirty colleges and universities in the Greater Boston area specialize in undergraduate education, graduate education and/or research. Somerville's Archivist will tap into this rich environment through its contacts within the Urban and Environmental Policy and Planning Department at Tufts University (located in Somerville), and the Kennedy School of Government at Harvard University, where Mayor Curtatone is a Fellow. The City's Archivist also will apply to lead a panel discussion on municipal use of Preservica software at the Fall 2017 New England Archivists Conference. Researchers will also gain from Somerville's Web 2.0 activities described below.
- The General Public: Somerville's Archivist and Digital Archivist will work with the Community Engagement Specialist in the City's Communications Department to craft an outreach campaign that uses the City's Facebook, Twitter and Tumblr accounts, as well as its website and print media. The Archivist will also arrange informational displays at the City's

three public libraries, and create an online exhibit, using Omeka software, that engages readers in newly-accessible archival content. Somerville has been using Omeka exhibits to highlight elements of its general archive since May 2013. Site analytics show that in two years the Omeka exhibits have engaged 1,845 distinct users and generated 7,741 page views.

- Somerville City Employees: Somerville's Archivist will present at a Board of Aldermen meeting and Department Head meeting (which includes departments, such as Police and Fire, that do not have a contributing board or commission but could utilize digital archival content). The Archivist will also forward an email to all appropriate City staff on how to use the archive contents to support their work.

Somerville's project goals and related evaluation methods fall into three categories:

- Process goals relating to development and implementation of the archive: The Project Director/Archivist will monitor progress through tight controls on the project workplan, weekly progress reviews with the Digital Archivist and Deputy Director of IT, and mid-project and end-project summary reviews that include quantitative and qualitative assessment of work accomplished to date.
- Internal outcomes goals relating to training and engagement of City staff and board/commission members: The Digital Archivist, with Project Director/Archivist oversight, will conduct pre/posttests of trainees, monitor staff and board/commission members' contributions to the digital archive, and track the number and type of technical assistance questions that staff and members ask of the Archivist and Digital Archivist post-implementation. This information will feed into the mid- and end-project summary reviews.

- External outcome goals relating to the publicity campaign effectiveness and use of the archive: The Digital Archivist, with Project Director/Archivist oversight, will monitor these through Google Analytics for audience characteristics and behavior and Site Performance.

7. Project Plan, Scope of Work, Timeline: Somerville's Archives Division has been focusing on digital records preservation since the Archives Divisions' inception in 2012. That year, the City's then-new Archivist, who had completed coursework on digital preservation while in graduate school, attended several Society of American Archivist Digital Archives Specialization Trainings, including *Thinking Digital: A Practical Session to Help You Get Started* and *Accessioning and Ingest of Electronic Records*. In keeping with the standards of the time, Somerville planned to implement open-source digital repository software housed on a City server, and couple it with microservices that would support preservation actions. After testing DSpace and researching tools the City's IT department found it would not be able to commit the resources to support this plan. The issue became moot when new City policy called for divesting local IT services in favor of hosted services. During Summer 2013 the Archivist attended THATCamp, where she participated in workshops with Preservica representatives. Further research showed that Preservica specifically addressed the problems that the City had encountered with its digital repository/microservices plan. Throughout 2013–14, Somerville's Archivist worked to gain a more in-depth understanding of City departments' electronic records in preparation for finally implementing a digital preservation plan. In particular, she wanted to identify records being produced in proprietary formats or at risk of obsolescence. This inventory showed that Somerville was in an excellent place to begin formal digital archiving because nearly all electronic records were being produced with Microsoft Office products and there were

relatively few permanent digital records. At the end of 2014, Somerville's IT Department hired Deputy Director Lara Hindle, whose knowledge and experience with virtualization services will make final implementation of Preservica possible for Somerville. Key activities going forward will include: 1) Installing and troubleshooting the Preservica software; 2) Hiring the Digital Archivist; 3) Completing the digital records transfer; 4) Developing tools and protocols for cataloguing the records and ensuring that they are discoverable in the internet; 5) Development of staff training tools; 6) Completion of staff training; and 6) Publicity and outreach. Please see complete scope of work and timeline attached.

8. Staff Skills and Qualifications:

Nadia Dixson, Archivist (Project Director) – Ms. Dixson began working for the Somerville City Clerk's office as a part-time records management clerk in 2009. While attending Simmons College's dual MS (Archives Management) and MA (History) degree program, she completed coursework in digital preservation and metadata. Upon her graduation in 2012, Somerville awarded her the position of full-time Archivist. Ms. Dixson is a member of the NEA and an active participant in the SAA's Local Government Archives Roundtable. In addition to her MS/MA degree she holds a BA in literature and history from Portland State University.

To Be Hired, Digital Archivist (temporary 12-month position) – Please see job description attached.

Lara Hindle, Deputy Director, Information Technology – Ms. Hindle joined Somerville's IT Department in January 2015 after holding key administrative positions within the IT Departments at the City of Newton, MA; Harvard University and the Virtual Student Foreign Office of the US State Department. Prior to this, she worked for 10 years as an Independent

Contractor in IT, specializing in development, deployment, monitoring, maintenance, upgrade, and support of IT systems for small corporations and governmental systems. She holds a Master's Degree in Computer and Information Sciences from Harvard University and a BA in Political Science and Government from the University of California, San Diego.

John Long, City Clerk (Project Oversight) – Now in his 13th year as City Clerk, Mr. Long has made access to public records a top priority. His strong backing and the resources of his six-member department were key to the development and execution of a city archive. Prior to becoming City Clerk, Mr. Long served for 15 years as chief executive officer of a nonprofit corporation and worked as a manager of federal and state grant programs for six years. He possesses a clear understanding of the importance of sound document management practices as well as the unique needs of public funding sources.

Both Nadia Dixson and Ms. Hindle attended the Preservica live implementation webinar in 2014. Going forward, Ms. Dixson and the Digital Archivist will both attend the live webinar; Ms. Dixson for the second time to ensure that she is up-to-date on any new Preservica features and that she has the same implementation information as the Digital Archivist. Both Ms. Dixson, Ms. Hindle and the Digital Archivist will also receive ongoing technical support from Preservica as part of the software implementation package.

9. Performance Objectives:

Process objectives:

- 1) Ingest and describe 33 collections and make available on a publically viewable website.
- 2) Create appropriate descriptive, administrative and structural metadata schemas and apply them to all objects.

- 3) Publish, on the City of Somerville website, a digital preservation policy that has been refined with project experience.
- 4) Publish and distribute, online and in 100 paper copies, a training manual that addresses the responsibilities and methodologies for city staff, board/commission members and City Archivist implementation of the digital archive.
- 5) Complete implementation of publicity plan to reach all intended audiences: Researchers, students, City workers and the general public.

Internal Outcomes Objectives

- 6) 95% of City department heads and board/commission members demonstrate capacity to consistently contribute to and perpetuate in the City's digital archive.

External Outcomes Objective

- 7) Significantly increase overall use of digital records through development of a publically accessible digital archive, using current City website statistics as a baseline.

Nadia Dixson
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Home 617-666-0807
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Archival Experience

City of Somerville, Archivist 2012- Present

- Continued records management program
- Created social media outreach program using Twitter, Tumblr and Facebook
- Oversaw the creation of digital exhibits using Omeka
- Launched digital repository program

City of Somerville, Records Management Clerk October 2008-2012

- Initiated the use of Archivist's Toolkit to manage permanent records
- Worked with all city departments to update records retention schedule.
- Prepared records for disposal in compliance with records retention schedule.
- Created Finding Aids and MARC Records for photograph collections in the Somerville Public Library Local History Room

Northeastern University Archives and Special Collections, Intern, Spring 2009

- Created metadata for born digital photographs in Greenstone.

The Thoreau Institute, Intern, Fall 2008

- Wrote sections of the William Harding Collection for non-text items and anthologies

Oregon Historical Society, Research Assistant May 2004-August 2008

- Assisted patrons in locating research materials
- Completed project surveying Photograph Album Collection for re-cataloging
- Processed and rehoused Margery Hoffman Smith Collection

Portland State University, Senior Project, summer 2005

- Created finding aid for oral history interview

Education:

Simmons College
September 2008 to June 2012
MA/MS History/Archives Management

Portland State University
January 2002 to June 2005
Bachelor of Arts English/ History
Phi Kappa Phi Honor Society
Nominated for Kellogg Award

Prior Work Experience:

A-CTI, Lead Client Services Representative
Portland OR, September 2005 to July 2008

- Negotiated Contracts with companies to use services
- Coordinated call center projects for high profile clients
- Worked to make payment arrangements with past due clients

References available upon request

Lara Hindle

Deputy Director of Information Technology at City of Somerville

lhindle@somervillema.gov

Experience

Deputy Director of Information Technology at City of Somerville

January 2015 -Present (5 months)

Manage the deployment, monitoring, maintenance, development, upgrade, and support of all IT systems. • Provide expertise and support during systems upgrades, installations, conversions and file maintenance. • Oversee systems development and enhancement and the integration of new systems with existing systems. Work with staff to develop strategies and plans to enhance client services, improve user effectiveness, and foster innovation. • Communicate regularly with executive management and all users of information services and systems. • Manage IT staff, including hiring, training, evaluation, guidance, discipline and discharge. • Develop the IT staff to meet the changing needs of users, groups and offices; new projects and technologies; and varying staff strengths. • Develop standard operating procedures and best practices, including providing written protocols and guidance to IT staff and to end-users. • Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades. • Oversee provision of end-user services, including help desk and technical support services. • Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements. • Manage financial aspects of the IT Division, including purchasing, budgeting, and budget review. • Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, purchasing, and service provision. • Manage servers, security solutions, network hardware and equipment. • Manage telecommunications infrastructure and development plans, projects, policies and procedures. • Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements. • Support the City of Somerville's overall mission and follow all standards, policies, procedures, and confidentiality guidelines.

Network Administrator at City of Newton, MA

January 2014 -December 2014

Provide all aspects of Network Support for the City of Newton, and the Mayor's Office. • Projects: Migrated Pegasus Email System to the cloud based Office 365, responsible for its administration; implemented an industrial grade secure wireless network for The City of Newton (Cisco). Sourced, researched, implemented and administered a new city wide antivirus system (ESET). Upgraded the City's routing information protocol from RIP to the more secure RIP2, setup a supernet. • Manages helpdesk employee; elevated issues; operating systems, application patching, backup applications, and antivirus software for workstations, laptops, and servers. • Administer and support employee mobile devices for email, VPN, and communications. • Work with individual departments to

maintain and enhance functionality of The City of Newton's website and intranet. • Maintain standard practices and policies for the City of Newton's LAN/WAN environment. • Develop weekly status reports and present to IT Director. • Resolve escalated issues relating to server, network, and connectivity matters.

Virtual Student Foreign Service (VSFS) at Program Office of eDiplomacy | U.S. Department of State

September 2013 -September 2014

IT Analyst at Harvard University

May 2013 -December 2013 IT Support Analyst: Provides 1st and 2nd level support for the Law School's Clinical Legal Education program in which HLS students represent clients in actual cases under the supervision of Harvard faculty and staff attorneys. Infrastructure support: all systems and devices computers, printers, mobile devices, remote technologies, e-mail. Details include: • Responsible for providing support to users for the Clinical virtual desktop solution and legal specific applications founds within the 30 clinics at HLS. • Consults with user community on wide range of complex hardware, software, and operating system issues on Dell, Lenovo, and Macintosh platforms. Finds, implements, and documents integrated solutions to computer problems. • Researches, recommends, and deploys technologies to enhance service. Provides prompt response and follow-up to end-user support requests and logs all requests, problems, and resolutions in the call tracking system. • Serves as a liaison between Clinical IT and vendors that provide hardware and software solutions to the clinics. • Resolves or escalates calls to the appropriate IT staff; keeps customer actively informed of escalation. Interacts with the IT team and customer base in keeping with high performance standards.

Languages

English, Afrikaans, German, Zulu

Skills & Expertise

Servers, Technical Support, System Administration, Windows Server, Microsoft Exchange, DNS, Disaster Recovery Network Administration, VMware, SQL, Active Directory, Network Security, IT Management, Networking, Vendor Management, Leadership, IT Strategy, Cloud Computing, Project Management, Enterprise, Software Business Intelligence, Program Management, Cryptography, SDLC.

Education

Harvard University

Master's Degree, Computer and Information Sciences, 2015 - 2017

University of California, San Diego

Bachelor of Arts (B.A.), Political Science and Government, 2007 - 2010

Interests

Robotics, mycology, cryptography, history, network security, travel, language, theater, science and technological innovations, inventions, politics and diplomacy, astronomy and nature.

JOHN J. LONG

16 Chapel Street, Somerville, MA 02144

(617) 666-3533

john.long.1979@alum.bu.edu

PROFESSIONAL EXPERIENCE

CITY CLERK

2001-PRESENT

City of Somerville, MA

Responsible for all operations of the City Clerk's Office in a vibrant urban community of 78,000 residents. Manage a department of six employees and a budget of \$300,000, maintaining the city's vital statistics and official documents, issuing business licenses, and organizing and recording the proceedings of the Board of Aldermen. Selected achievements include:

- Maintaining birth, marriage, and death records, adding 1,700 records annually to an archive dating back to 1842.
- Certifying and tracking official documents, including municipal ordinances, acts of municipal Boards and Commissions, and oaths of office.
- Managing new and renewing business license applications, issuing licenses and collecting fees for 600 businesses annually.
- Creating and updating appropriate procedures and forms consistent with state laws and municipal ordinances, for the efficient processing of business applications.
- Creating agendas, keeping minutes, and staffing the twice-monthly meetings of the Board of Aldermen, processing 3,000 documents annually.
- Conducting searches of, and maintaining archives for, all Board actions dating back to 1872, and all town meeting actions for the 30 years prior.
- Developing and leading a training program for newly-elected officials.

EXECUTIVE DIRECTOR

1986-2001

SCM Community Transportation Corporation, Somerville, MA

Chief executive officer of a nonprofit organization providing transportation to senior citizens and disabled persons in 22 communities with 50 employees and a \$2,000,000 budget. Selected achievements included:

- Increased the organization's scope and operations fivefold. Negotiated and managed contracts with over 50 different public and private entities.
- Prepared annual operating budgets, maintained an operating surplus in 12 of the 14 years, and conducted six successful capital equipment fundraising drives that raised \$40,000 to \$100,000 each in foundation and corporate support.
- Developed and executed two 3-year strategic plans.
- Created operating procedures, personnel policies, wage scales and benefits packages, organizational charts, a comprehensive driver training program, and accounting systems.
- Developed annual reports, promotional brochures, and a twice-yearly newsletter for riders and funders with a circulation of 2,500.

ASSISTANT CLERK OF COMMITTEES (PART-TIME)

1990-2000

City of Somerville, Somerville, MA

Clerk for the city's Board of Aldermen and its Committees, drafting aldermanic orders and resolutions, preparing committee reports, and maintaining other municipal documents.

OTHER PROFESSIONAL EXPERIENCE

CONTRACT MANAGER 1984-1986
Boston Housing Authority, Boston, MA
Administrator of a start-up \$1,000,000 human services program funding 25 tenant organizations and local agencies in public housing developments.

COMMUNITY DEVELOPMENT/EMPLOYMENT AND TRAINING SPECIALIST 1980-1984
St. Louis County Government, Clayton, MO
Two years as administrator of a \$600,000 community development block grant program in 12 communities, and two years as manager of a start-up investigative unit in a federal jobs program.

SELECTED CIVIC EXPERIENCE

SOMERVILLE AGING CENTER BOARD MEMBER 1986-2001
Served on the Board of the State's only private nonprofit geriatric health care clinic, the 60+ Health Center, acting as Treasurer for ten years and currently as Vice President.

NORTHEAST TRANSIT ASSOCIATION BOARD MEMBER 1996-1997
Represented Massachusetts on the Board of an association of transit professionals in eight northeastern states.

SOMERVILLE COMMUNITY CORPORATION MEDIATOR 1988-1989
Mediated civil disputes in a community mediation program.

NOTARY PUBLIC 1990-PRESENT

COMPUTER LITERACY

Proficient with Windows, Word, Excel, WordPerfect, 1-2-3, and Peachtree Complete Accounting. Experienced with Access, PowerPoint, Windows NT and Novell NetWare.

EDUCATION

WASHINGTON UNIVERSITY, St. Louis, MO 1979-1980
One year of graduate coursework in social work and social policy analysis.

BOSTON UNIVERSITY, Boston, MA 1975-1979
Bachelor of Arts degree in psychology; graduated Summa Cum Laude

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records

Job Description: Digital Archivist, Archives Division, City of Somerville

Employment Category: Temporary, one-year position (employee)

The Digital Archivist will work with the City of Somerville’s Archivist, Department Heads, and boards and commissions to implement the initial digital preservation project of the City of Somerville Archives Division. The Digital Archivist will provide knowledge and expertise in refining policies and procedures for digital records in the City’s Archives. They will also process, ingest, and describe a small set of well-defined born digital collections. Additionally, this individual will produce presentations and training materials for the general public, researchers, and City staff. This position reports to the Archivist.

Responsibilities

Digital Records Processing

- Evaluate and make recommendations for refinement and implementation of procedures and workflows for electronic record accessioning and description.
- Define local metadata schemas in compliance with standards set by the Digital Commonwealth and Digital Public Library of America (DPLA).
- Implement policies, standards, and best practices for electronic records and digital collections.
- Process born-digital collections using workflows in Preservica.
- Collaborate with the Archivist to implement discovery and access tools.

Training and Outreach

- Work with the Archivist to create training materials for board and committee members and City employees to transfer digital records to the archive.
- Present to City staff and the public on the use and availability of the digital archive.
- Educate the public on the digital preservation process and the City’s digital preservation program.

Required Qualifications

- Master’s degree from an ALA-accredited program, or an advanced degree in an appropriate subject discipline with relevant special collections or archival training
- Previous experience working with born-digital records
- Demonstrated knowledge of systems for management of born-digital materials and skill using technologies/knowledge of archival theory and practice as demonstrated through experience performing archival appraisal, arrangement, description, and preservation
- Knowledge of metadata standards relevant to the description and preservation of digital materials
- *Preferred Qualifications:* Experience using Preservica; demonstrated knowledge of HTML, CSS, and Wordpress

National Historical Publications and Records Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper. [Click HERE to see the detailed instructions.](#)

SECTION A – Year #1

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer project expenses for each 12-month period are to be listed separately and totaled in the last column of the budget. For projects that will run less than eighteen months, only the last column of the budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation	NHPRC Funds		Cost Sharing	Total
			(a)	(b)	(b)	(c)
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

8. Total Direct Costs (add subtotals of items 1 to 7) \$ _____ \$ _____ \$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete A and B.)
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

National Historical Publications and Records Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

SECTION A – Year #2 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds		Total (c)
			(a)	(b)	
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

National Historical Publications and Record Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper

SECTION A – Year #3 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
_____ % of	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ _____	\$ _____	\$ _____

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ _____	\$ _____	\$ _____

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ _____	\$ _____	\$ _____

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that “miscellaneous” and “contingency” are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ _____	\$ _____	\$ _____

8. Total Direct Costs (add subtotals of items 1 to 7) \$ _____ \$ _____ \$ _____

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ _____	\$ _____	\$ _____

10. Total Project Costs \$ _____ \$ _____ \$ _____
(Direct and Indirect) for budget period.

SECTION B

SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget categories</i>	First year from: thru:	Second year from: thru:	Third year from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$ _____	\$ _____	\$ _____	= \$ _____
2. Fringe benefits	\$ _____	\$ _____	\$ _____	= \$ _____
3. Consultant fees	\$ _____	\$ _____	\$ _____	= \$ _____
4. Travel	\$ _____	\$ _____	\$ _____	= \$ _____
5. Supplies and materials	\$ _____	\$ _____	\$ _____	= \$ _____
6. Services	\$ _____	\$ _____	\$ _____	= \$ _____
7. Other costs	\$ _____	\$ _____	\$ _____	= \$ _____
8. Total direct costs (Items 1-7)	\$ _____	\$ _____	\$ _____	= \$ _____
9. Indirect costs	\$ _____	\$ _____	\$ _____	= \$ _____
10. Total project costs (direct and indirect)	\$ _____	\$ _____	\$ _____	= \$ _____

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NHPRC.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED

Outright \$ _____
Federal Matching \$ _____

TOTAL FUNDING \$ _____

2. COST SHARING

Applicant's contributions \$ _____
Third-party contributions \$ _____
Project income \$ _____
Other federal agencies \$ _____

TOTAL COST SHARING \$ _____

3. TOTAL PROJECT FUNDING (Total Funding + Total Cost Sharing) : \$ _____

Submission of a Revised Budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name and Title: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records
Budget Narrative - June 12, 2015

1. Salaries and Wages

Digital Archivist, new position, 12 months. The digital archivist will assist in implementing the Somerville Archives' first digital preservation project. The position will process a number of small, well-defined collections, and use the project to produce local metadata standards and refine digital preservation policy. The digital archivist will work with the Preservica Universal Access feature to make the digital collections publicly accessible. In addition, this position will create training materials for records creators and assist in publicizing the digital preservation program and available digital collections. Salary was determined based on comparable rates, Somerville's job grading/classification structure, and temporary (1-year) employee status.

$\$24.75/\text{hr} * 40 \text{ hrs/wk} * 52 \text{ wks} = \$51,480$, split between the grantor and applicant

2. Fringe Benefits

The City of Somerville does not have a negotiated indirect cost rate, so the Health Insurance cost has been determined based on the City's standard rates (Health Insurance is offered as a requirement of the Affordable Care Act).

Health Insurance benefit, employer-covered portion, will be calculated at a rate of 30% of salary, using current health insurance rates.

$\$51,480 * 30\% = \$15,444$, split between the grantor and applicant

FICA/Medicare tax is calculated at a federally-determined rate of 1.45%.

$\$51,480 * 1.45\% = \746 , split between the grantor and applicant

6. Services

Printing of instruction manuals. The manuals will serve to guide municipal employees in preparing files for transmittal to the Archives Department. Manuals will be approximately 20 pages in length with plastic comb binding and covers, and printed by the Graphic Design and Visual Communication Department at Somerville High School for a cost of \$2 per manual.

$\$2/\text{manual} * 100 \text{ manuals} = \200 , split between the grantor and applicant

Total Project Costs: \$67,870

Requested from National Historical Publications and Record Commission: \$33,935

Cost sharing, City of Somerville: \$33,935

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records
Project Work Plan - June 12, 2015

Start Date	End Date	Activity	Key Staff
08/01/2015	09/01/2015	Install and troubleshoot Preservica software	Project Director, Deputy Director of IT
09/01/2015	11/31/2015	Arrange for transfer of files from boards and commissions	Project Director, Deputy Director of IT
12/01/2015	01/31/2016	Complete hiring process for Digital Archivist	Project Director, City Personnel Office
02/01/2016	03/31/2017	Begin weekly progress reviews with Digital Archivist	Project Director
02/01/2016	03/01/2016	Archivists/Project Director and Digital Archivist receive Preservica training	Project Director, Digital Archivist
02/01/2016	02/29/2016	Create local metadata standards	Digital Archivist
03/01/2016	03/31/2016	Create SIPs (Submission Files) / transfer Board and Commission files into Preservica	Digital Archivist
03/01/2016	04/30/2016	Describe records with local metadata standards	Digital Archivist
05/01/2016	05/31/2016	Create AIP (Access Files) and DIPs (Dissemination Files)	Digital Archivist
06/01/2016	06/30/2016	Create Universal Access Site	Digital Archivist
06/30/2016	03/31/2017	Begin using Google Analytics to track Access Site impact	Digital Archivist
07/01/2016	08/31/2016	Document transfer procedures and revised digital preservation policy	Digital Archivist, Project Director
08/01/2016	8/31/2016	Conduct mid-year project evaluation	Project Director
09/01/2016	09/31/2016	Develop training manual for city department heads and board/commission members	Digital Archivist, Project Director
10/01/2016	12/31/2016	Present trainings to city department heads and board/commission members	Digital Archivist
10/01/2016	12/31/2016	Pre/post outcomes measurement tests of city trainees, create impact summary	Digital Archivist
On DCW's schedule		Add to Digital Commonwealth Repository	Digital CommonWealth
02/01/2016	02/29/2016	Craft outreach plan for general public	Digital Archivist
10/01/2016	03/01/2017	Implement outreach plan for general public	Project Director
10/01/2016	10/31/2016	Create library displays	Project Director
10/01/2016	11/31/2016	Create an Omeka exhibit to describe Digital preservation in general, and why it is important for the city in particular	Project Director
10/01/2016	11/31/2016	Present new archive to Board of Aldermen	Project Director
10/01/2016	11/31/2016	Present new archive to department heads	Project Director

12/01/2016	12/31/2016	Email notice and instructions to all city staff	Digital Archivist
01/02/2017	01/31/2017	Contact Urban and Environmental Policy and Planning Department, Tufts University	Project Director
01/02/2017	01/31/2017	Contact Kennedy School, Harvard University	Project Director
03/01/2017	03/31/2017	Propose panel for New England Archivists	Project Director
03/01/2017	03/31/2017	Conduct end-project evaluation	Project Director
Fall 2017	Fall 2017	Present at New England Archivist Conference	Project Director

CITY OF SOMERVILLE, MA

Digital Preservation Policy

City of Somerville Archives

6/1/2015

Purpose

This policy guides the scope and management of the City of Somerville’s digital preservation program, in accordance with Massachusetts’s Public Records Law, and guidelines established by the Secretary of State’s Office. The City of Somerville Archives collects and preserves records created by City of Somerville departments, boards and commission regardless of format. The digital preservation policy will assist the Somerville Archives in establishing a digital preservation program, which will preserve permanent and historically valuable born-digital records. The adoption of the digital preservation policy will ensure the integrity and authenticity of the city’s digital assets, and minimizes the risks of technological changes and media instability through active management of digital records.

Audience

The intended audiences for this policy are the City of Somerville staff, who are involved with the creation of records and the transfer of those records to the archive; the staff of the archive; and the IT department who service the infrastructure of the digital repository; as well as the residents of Somerville.

Policy Review

This policy will be reviewed annually to reflect changes in digital preservation best practices and maturing policy.

Objectives

The digital preservation program will preserve and make accessible born-digital records identified as permanent in the local records retention schedule or determined to have historic value when they are created in a digital format. Digital surrogates of records with historic value will also be preserved.

The primary objectives of the program are to

- Preserve digital assets and their bit streams for authenticity and future access
- When necessary, migrate records to preservation formats
- Base decision-making processes on system sustainability and established processes and technologies that support both the Trusted Digital Repository standard (ISO 16363) and the Open Archival Information System (OAIS) reference model (ISO 14721).
- Pursue technical solutions that ensure record authenticity of content.
- Establish operational processes and procedures to meet archival requirements pertaining to provenance, chain of custody, authenticity, and integrity.

- Provide tools that facilitate the discovery of online digital assets
- Work with vendors who support and manage storage media in accordance with environmental, quality control, security, and other standards, and who sustain a storage architecture that provides strategically selected redundancy in the event of technical failure, natural disaster, or human error.

Scope

The digital preservation program will collect, preserve, and provide access to records as described in the collection development policy; records created by City of Somerville employees and elected officials in their official roles; and boards and committees. The digital preservation program will work with City departments to identify born-digital records which are designated permanent by Massachusetts statute, or which are determined to have permanent historical value. The format of these records will include, but are not limited to, Microsoft office documents, presentation slides, digital images, audio and video recordings, application specific files if it is feasible to emulate their original environment.

Roles and Responsibilities

Archives Division – Responsible for acquiring, appraising, preserving, describing and providing access to electronic records.

IT Department – Responsible for the purchase and maintenance of hardware and software for digital preservation.

Records Creators – Responsible for identifying which records are permanent under Massachusetts law, as well as which records reflect actions of the department, official, board or commission that have long lasting significance. Records creators are also responsible for the transfer of these records to the Archives Division. Details on the best way to transfer records can be obtained by contacting the Archives Division.

Technical Principles

Authenticity

The City of Somerville Archives will protect the authenticity of the digital records entrusted to its care. Because it is relatively easy to alter the digital records, ensuring that received records remain unchanged is a critical activity of a digital preservation program. The City of Somerville Archives will use digital preservation tools to prevent, reveal, and repair digital records corruption or loss, whether the cause is inadvertent or malicious. Metadata from record creators will be used to prove the authenticity of records

Metadata

Metadata is a key component to preserving and providing access to digital records. In addition to the metadata provided by records creators, the archive will develop and maintain descriptive, preservation, and structural metadata. The metadata will be created in accordance to local standards, and comply with the requirements of the Digital Commonwealth. The metadata created by the City of Somerville will assist in the dissemination and discoverability of the digital records by complying with OAI-PMH standards for aggregation. Metadata will also be created to record preservation activities.

Formats

Because not all formats are optimal for preservation, records transferred to the Archives will be evaluated for levels of preservation. Where necessary the archive will transfer formats in order to ensure continued access. See the table of *Preferred File Formats* for more information regarding file formatting.

Access/Use

When possible the City of Somerville will work to make digital records available in openly documented formats for which the necessary rendering software is available. If a digital record is viewable only in its originating software environment, the City may attempt to migrate the records to a new format. Evaluation of the new format will be made on the extent to which it emulates the original files. If information is lost, the change in the record will be recorded in the accompanying metadata, and the original bit stream will be maintained.

Information that is restricted due to privacy laws or public record law exceptions will require appropriate restrictions on access and use.

Glossary

Archival Information Package (AIP): An (OAIS) Information Package consisting of the Content Information and the associated Preservation Description Information which is preserved within an Open Archival Information System. [State Archives of North Carolina]

Access: The ability, permission (right) and means to locate, display, obtain, determine availability of or make use of a digital resource, or information about that resource. [Yale]

Authenticity: A quality of a digital resource to be judged trustworthy and genuine, based on internal and external evidence. [Yale]

Data Object (OAIS): Either a Physical Object or a Digital Object [State Archives of North Carolina]

Digital Preservation: The managed activities necessary for ensuring both the long-term maintenance of a byte stream and continued accessibility of its contents. [RLG-OCLC: “Trusted Digital Repositories: Attributes and Responsibilities”]

File Format: The organization (fixed, byte-serialized encoding) of digital information according to a preset specification. [Yale]

Fixity: The quality of being stable and resisting change. Mechanisms such as checksums or cyclical redundancy checks can record a fixity value for a digital object, and can be used as a basis of later comparison to ensure that the digital object has not been altered. [State Archives of North Carolina]

Dissemination Information Package (DIP): The (OAIS) Information Package derived from one or more Archival Information Packages (AIPs) received by the Consumer (end user) in response to a request to the Open Archival Information System. [State Archives of North Carolina]

Life Cycle: is the framework for understanding the cyclical sequence of activities that all digital resources undergo during their existence. [Yale]

Maintenance: (Of digital resources) The action of keeping the components of digital resources in working order or in repair. This includes loading digital resources into storage, managing the storage hierarchy, refreshing the media on which digital resources are stored, performing routine and special error checking, providing disaster recovery capabilities, etc. Maintenance may be differentiated from the broader term Preservation because Maintenance does not include the metadata management, preservation planning, and access controls necessary to ensure intellectual protection and to reproduce authentic copies of the digital resources over time. [Yale]

Metadata: Information that describes significant aspects of a resource. Preservation metadata are required to describe, manage and preserve digital resources over time and will assist in ensuring essential contextual, historical, and technical information that are preserved along with the digital resource. [Yale]

Open Archival Information System (OAIS): An archive, consisting of an organization of people and systems that has accepted the responsibility to preserve information and make it available for a Designated Community. It meets a set of responsibilities, as defined in 3.1, that allows an OAIS archive to be distinguished from other uses of the term archive. The term Open in OAIS is used to imply that this Recommendation and future related Recommendations and standards are developed in open forums, and it does not imply that access to the archive is unrestricted. [State Archives of North Carolina]

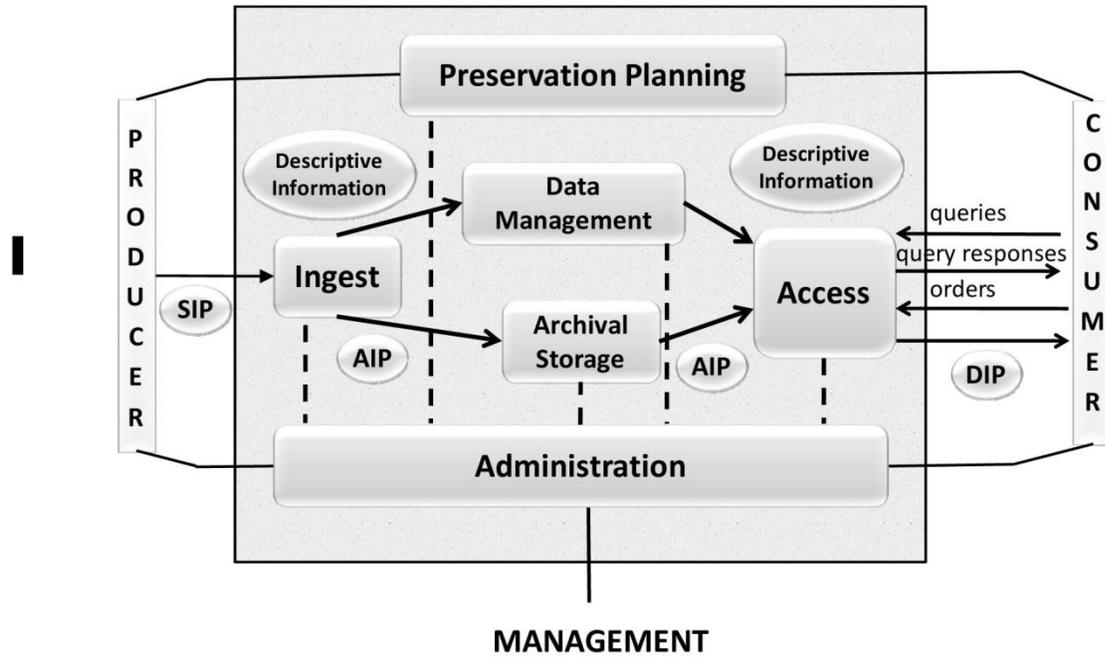
Preservation: The whole of the activities and processes involved in the physical and intellectual protection of administrative, legal, fiscal, evidential, historical information and cultural materials. Preservation encompasses a host of policies, procedures, and processes that together sustain access or prevent further deterioration to the materials we choose to save. [Yale]

Provenance: The source and ownership history of a (digital) resource. [Yale]

Representation Information (OAIS): The information that maps a Data Object into more meaningful concepts. An example is the ASCII definition that describes how a sequence of bits (i.e. a Data Object) is mapped into a symbol. [State Archives of North Carolina]

Submission Information Package (SIP): An (OAIS) Information Package that is delivered by the Producer/Contributor for use in the construction of one or more Archival Information Packages (AIPs). [State Archives of North Carolina]

OAIS Reference Mode



Consultative Committee for Space Data Systems. "Reference Model for an Open Archival Information System (OAIS), CCSDS 650.0-M-2, Magenta Book." June 2012

<http://public.ccsds.org/publications/archive/650x0m2.pdf> accessed 06/11/2015

Sources

Consultative Committee for Space Data Systems. “Reference Model for an Open Archival Information System (OAIS), CCSDS 650.0-M-2, Magenta Book.” June 2012. Retrieved 06/11/2015 from: <http://public.ccsds.org/publications/archive/650x0m2.pdf>

The National Archives. “Digital Preservation Policies: Guidance for Archives” 2011. Retrieved 06/11/2015 from <http://www.nationalarchives.gov.uk/documents/information-management/digital-preservation-policies-guidance-draft-v4.2.pdf>

State Archives of North Carolina. “North Carolina Digital Preservation Policy.” April 2014. Retrieved 06/11/2015 from http://digitalpreservation.ncdcr.gov/digital_preservation_policy_dcr.pdf

Yale University Library. “Policy for the Digital Preservation” February 2007. Retrieved 06/11/2015 from <http://www.library.yale.edu/iac/DPC/revpolicy2-19-07.pdf>

City of Somerville, MA – Archives Division
Response to NHPRC Funding Opportunity ACCESS-201506: Access to Historical Records
Sample from Existing Finding Aid - June 12, 2015

Board of Health Records

This finding aid was produced using the Archivists' Toolkit.

<http://www.somervillema.gov/sites/default/files/FindingAidBoardofHealth.html>