Department Annual Report for Archives and Special Collections Department
July 01, 2003 to June 30, 2004
Submitted by Stephen J. Hussman, Department Head for Archives and Special Collections

Instructions:
- Deadline for submission is August 2004
- Submit no more than 2 pages.
- Use bullets.

Major Accomplishments:
- Organizational
  - Archives and Special Collections merge to form one reference point July, 2004
  - Durango Project received additional funding in amount of $50,000 for 2004

  Archives (Hobson-Huntsinger University Archives and Rio Grande Historical Collections)
  - 351.75 linear feet processed (16 manuscripts collections)
  - 16,954 Photographs/images processed

  Special Collections:
  - Books Processed: 819
  - New Theses: 196
  - New Maps: 40
  - Reclassed NM Maps: 428

- Tombaugh Project:
  - Clyde W Tombaugh Project completed in February 2004. (132 linear feet)

- Southwest Borders Cultures Institute Grants (2003-2004)
  - Southwest Border Cultures Institute (Grant to Process Papers of Mark Medoff) Project completed June 2004
  - Southwest Border Cultures Institute (Grant to Process Papers of Keith Wilson) 43 linear feet. Project completed June 2004

- Personnel
  - Hired Processing Archivist, Maura Kenny (9 month faculty) September 2003
  - Hired Processing Archivist for University Archives, Martha Andrews (9 month faculty) August 2004

- Programs
  - Rio Grande Historical Collections Society, Homecoming Reception, October 30, 2004
  - Rio Grande Historical Collections Society, President's Reception, January 6, 2004
  - Completion of Arrangement and Description Clyde W. Tombaugh Papers, February 2004
  - Lunch Reception held for Jari Bennett Grimm (Donor of Donald Casad-Bennett Papers), March 2004
  - Dinner and Reception held for Luther Foster Fleming and Family, May 2004
  - Rio Grande Historical Collections Society (Annual Meeting-Honoring Mary Taylor for her contributions towards the Durango Microfilming Project) June 2004

- Strategic Goals/Targets
  Organizational restructuring to achieve operational efficiency
  - Reconfigure Archives and Special Collections space to maximize storage
  - Optimize available space
  - Shifting of collection and surplus property has been completed

  Attract, develop, reward and retain high-quality faculty
  - Hire processing Archivist for University Archives
  - Search Committee appointed in April 2004
  - Search Conducted in May 2004
  - Position offered in late May (Candidate accepted offer of employment)

  Develop management plan for Archives and Special Collections
  - Reference points for Archives and Special Collections combined (July 1, 2004)
  - Improve access to collections
  - Process 10 collections (16 manuscript collections have been physically processed with finding guides; however only 2 are electronically accessible) Total of 351.75 linear feet has been processed.

  Codify collections acquisition
  - Finalize and implement Appraisal guidelines, Transfer of Gift, Deed of Gift, Deposit Agreements
  - And Letter of Understanding (Documents approved by General Counsel in the Fall 2004
  - Revise "NMSU Authorization to Accept Gifts" policy and submit for appropriate approvals
  - Appraisal Policy, Transfer of Gift, Deed of Gift and Deposit Agreement; Approved by Legal Counsel in Fall of 2004
  - Submitted “NMSU authorization to Accept Gifts” policy and approved by Legal Counsel in Fall 2004
Trends/Issues:
- Continuing with its digitization and encoding initiatives, the department will continue to play key role in the Online Archives of the New Mexico (OANM)
- Created in conjunction with the other local areas repositories: Regional Archives Group (RAG) consisting of UTEP, NMSU, IHIF, Catholic Archdiocese of Las Cruces, and other local and regional museums in the El Paso-Las Cruces metro areas. This is being done to share information, professional services, ideas and collaborative opportunities.

Significant Faculty/Staff Accomplishments:
- Degree Completion
  Leslie Bergloff (PT/Occasional) completed MA in Public History in May 2004
- Grants Awarded
  N/A
- Presentations
  - History Day Participant (February 2004) Department participated in assisting local high school students with research topics and projects.
  - Dennis Daily presented “Preserving Photographs to Socorro County Historical Society (April 2004)
  - Presentation to Dean’s Genealogy Group (April 2004)

- Publications
  N/A
- Other (e.g. awards, etc.)
  - Hussman-Chair of Search Committee for Processing Archivist, June—August 2003.
  - Hussman-Chair of Search Committee for Processing Archivist for University Archivist, April-June 2004.
  - Hussman-Member of Council, Conference of Inter-Mountain Archivists (CIMA) 2002-2004
  - Hussman-elected to Library Administration and Management Assoc. (BES) Committee 2003-05
  - Bill Boehm attended the Modern Archives Institute in Washington, D.C. (May 2004)
  - Hussman elected “Member at Large” to Library Administration and Management Association (LAMA) (Division of ALA) Library Organization and Management Section (LOMS) June 2004.
  - Hussman-Recognized by Dona Ana Boys Scouts Council for “Outstanding Service to the Organization” (February 2004)
  - Archives and Special Collections Department recognized in NMSU publication for preserving institutional memory. (February 2004)