



**APCO HISTORICAL
COMMITTEE
CHAPTER PRIMER**

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CHAPTER PRIMER

This primer has been developed to assist local APCO chapters, its officers and members to help ensure the preservation of APCO documents.

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Chapter 1: “Why Do We Need A Chapter Historian?”

Within most APCO chapters, outgoing officers traditionally pass to their successors a box or boxes containing the accumulated records. The accumulation of documents can grow to overwhelming proportions. Many of those records are not required for the new office-holder to perform the job, but they are historically significant to the chapter, and this process presumably assures they will be preserved. Unfortunately, some of the records are not always included in the boxes. Items are occasionally overlooked or forgotten, damaged or destroyed in damp basements or garages, lost, accidentally tossed out or missing because of many other possible scenarios. Officers have even trashed damaged items, rather than risk the embarrassment of explaining how the damage occurred while in their custody. (Remind me to tell you the story about how one APCO chapter president's complicated love life cost his chapter much of their history).

Every APCO chapter has opportunities to preserve historical items special to the chapter's membership. Those items include records of the chapter's organizational meetings, the chapter charter issued by the association, chapter newsletters and meeting minutes, records of regional and national conferences the chapter has hosted, memorabilia of special occasions and any photographs of these events. These items tell a story about the enthusiasm and dedication of people who laid the foundations for the current organization. This historic legacy should be preserved to guide other chapter members in the future. The more efficient the chapter becomes at preserving these records, the more likely its membership will rally behind and support the effort.

You might now be thinking, “What’s the use – our chapter’s stuff like that is already lost forever?” You might be surprised to hear that even those lost items can be found once the chapter membership becomes convinced that their Chapter Historian and chapter officers are serious about wanting to locate and preserve those documents. We saw it happen within the Illinois Chapter when our “lost” original chapter charter was found and recovered many years after our Historical Collection had been created. Try it and you’ll likely also discover that those things will start “reappearing out of the woodwork” to be added to your history collection.

Meanwhile, ask yourself and your chapter officers where your original chapter charter is located. Ask if anyone knows who the people were who founded your chapter. Ask if there’s a complete record of all the chapter’s officers since the chapter was formed. The APCO association has generally always issued a charter to each chapter whenever that chapter is formed or a major realignment of the chapter’s boundaries occurs. The charter is your chapter’s formal authorization to exist as an officially recognized entity of APCO. No one wants to have to admit that their chapter’s records have been forever lost. But, more records will continue to disappear until each chapter takes an aggressive approach to preserving them.

There’s also a very practical reason why it’s important for chapters to accumulate and index their historical records. When APCO members are nominated for Senior or Life membership status, the nominating chapter’s officers must submit conclusive documentation of that member’s eligibility for the honor. Ask your officers if they’ve already had to prepare one of those justification letters. Ask if they now have all that necessary information readily available for each of your Chapter’s potential future nominees. Already having those records available will also make it a much easier task to prepare those “Silent Key” tribute articles when that time ultimately comes.

Within every APCO chapter, one chapter member should be selected and given the title of Chapter Historian. Some chapters have done that but the title was strictly symbolic. It’s recommended that the title be recognized as coming with assigned duties. The chapter's Constitution and Bylaws may

designate that individual as the chair of the chapter's Historical Committee. The committee's and Chapter Historian's duties may further be spelled out in the chapter's C&B with words similar to “actively research, compile and maintain a file on the records and history of this chapter and the association.” The C&B may further designate “The appointed chair of this committee shall be the chapter's liaison to the association's Historical Committee.”

Some chapters have combined the responsibilities of a Chapter Historian with the duties of another elected chapter officer position. A common mistake that's made is to assume that the Chapter Secretary would be a logical choice to serve as the Chapter Historian because the Secretary already has access to all of the chapter's current records. What's overlooked is the fact that generally the Chapter Secretary position already carries the biggest workload of any chapter officer position and he/she likely won't be able to adequately handle both jobs. Experience has shown that the most effective Chapter Historians are those who aren't elected, but who specifically love to study history, volunteer for the position and are appointed to chair the chapter's Historical Committee.

Members selected for Chapter Historian are traditionally among the most senior members in the chapter, people who actively served in chapter offices for a long time and have demonstrated through years of hard work they exemplify the goals and ideals of the association. Another common selection criterion is the ability to relate to APCO history and to write or tell about experiences they witnessed. Two other fundamental requirements can be summarized as: 1) having a sincere love for APCO and what this association stands for; and 2) having the tendencies of a “pack rat” when it comes to finding and gathering documentation for the history collection.

It's an honor to be appointed the Chapter Historian and the appointee may highly deserve the distinction. Unfortunately, in many cases, designated historians may no longer be able to devote the needed energy to the position. They may be in frail health, currently have more pressing obligations (like caring for sick loved ones), be retired or no longer have employer support to participate in APCO functions. The interest and desire to serve may still be there, but the ability may be gone. Chapter officers need to recognize these situations and adjust their expectations accordingly. One solution to such a problem may be to designate a Chapter Historian Emeritus as well as a Chapter Historian who can truly fulfill the required duties. Next, we'll discuss the Historical Librarian position and other available resources to help preserve a chapter's history.

The New Role of Chapter Historical Librarian

We've already discussed how important it is for every APCO chapter to preserve historical items that are special to their chapter members. We also touched on difficulties chapter historians can face when undertaking this task. Now we'll present a new solution to some of those problems, a solution that any chapter can initiate.

The concept of “Historical Librarian” is a recent innovation APCO chapters may use to resolve some of the problems discussed above. Chapters may initiate this position to encourage newer members to become involved in preserving APCO history and to extend the capabilities of Chapter Historians to accomplish their vision for the chapter. The Historical Librarian will be expected to serve under the Chapter Historian on the chapter's Historical Committee and may even serve as its co-chair. Other duties of the Historical Librarian include:

Locating and recommending an appropriate permanent location for the chapter's historic items (places of learning such as a university library are highly preferable over strictly archival locations);

Negotiating, for the chapter's approval, a “custody agreement” with the library (or other facility) that guarantees APCO will forever control the disposition of deposited materials (samples of agreements and further recommendations are available in this Primer and from the association’s Historical Committee);

Receiving and delivering boxes of historic APCO items to the library or custodial facility;

Providing guidance and assistance in the storage, cataloging and display of historic materials;

Continuing as the chapter's liaison with the library (or custodial facility) to monitor observance to the terms of the custody agreement; and

Promoting the purposes of the chapter's historical collection by encouraging other members and non-members alike to use the collection materials and to contribute towards the collection’s utility.

This list of duties may sound too overwhelming for any sane APCO member to tackle, but the volunteer effort expected of this position should not and cannot be greater than the time demanded of any other chapter officer or committee position. Accepting this position should not be considered to be a lifetime commitment.

A word of warning: it may take more than a year to just accomplish the first two above tasks. After that, each of the professional staff members at the library (or other facility) should demonstrate his or her commitment to caring for APCO’s historical materials, making the job much easier. The chapter and the person accepting this position must understand these facts and not lose heart.

The rewards to the chapter membership and the personal satisfaction experienced by the Historical Librarian are well worth the effort expended to set up and maintain the collection. Your author pioneered this position in the Illinois Chapter and will freely assist your chapter's appointee in every way possible. The Illinois APCO Chapter Historian, the association’s APCO Historical Committee and the APCO Heritage Foundation Ad-Comm can also offer solutions to help chapters avoid many challenges that they’ve already solved. These groups will welcome each opportunity to help APCO chapters establish historical collections for the benefit of their members. With over 26-years of experience, the Illinois APCO Historical Collection has already accumulated many duplicate magazine issues, image files, records, filing aids and other items, with the intent to share them with other chapters. The history Web site (www.apcohistory.org) can also help promote your chapter's efforts. In addition, that Web site’s searchable index to all articles from the past APCO magazine issues can be helpful to everyone using your own magazine collection.

So, What Does All This History Stuff Have To Do With Today?

J. Rhett McMillian once said something to the effect: “The thing we learn from history is that we don’t learn from history.” He also had a lot more to say on the subject when, at the age of 81, he wrote the following “Invitation to Change” article for the March 1994 APCO BULLETIN. The article was written to address a specific situation of that time, but his fundamental message is timeless and directed to all of us.



Invitation to Change

By J. Rhett McMillian Jr. • APCO Past President & Former Executive Director

Alfred North Whitehead once said that the art of progress is to preserve order amid change and to preserve change amid disorder. Former California Governor Jerry Brown said that what we need is a flexible plan for an ever-changing world. Those two statements locate APCO in the present scheme of things.

The September 1, 1993, evaluation report on the APCO-International, Inc. structure and operation, made by the American Society of Association Executives (ASAE), was even more direct: It's time for APCO to again contemplate its navel. ASAE is considered foremost in its field.

You'll be hearing much more about the ASAE report and Association actions being taken as its consequence. An APCO Strategic Planning Committee (SPC) was appointed to vision and plan in these matters. SPC members will each report on specific areas under separate consideration. You will hear more about the SPC and its work shortly. This is a major effort.

President-Elect Steve Proctor and this writer (APCO Past President and who was APCO's first Executive

Director) were assigned to work on recommendations regarding possible restructuring of the Association. The author of this article is responding to a request by the SPC to place the present effort in historical perspective.

APCO was formed in 1935 by a bunch of blue uniforms responding to a need so direct it hurt: How to exchange information among jurisdictions in such a timely manner that criminals using fast modern automobiles (of the era) could be apprehended in flight. The new contraption known as radio was the answer.

So, the guys quickly elected officers and then got on with the main job of designing means and procedures. Ten-signals, message forms, relaying and station lists were originated. Little did they suspect the other whirlwinds they would be caught up in.

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APCO members built the first land mobile two-way radios and systems. Industry and the FCC stepped in. The battle for spectrum was joined, and technology forced changes in concepts and planning. A more effective APCO organization was necessary. State and local government officials began clamoring for radios in other of their functions.

APCO had to be more representative. The GREAT BATTLE for changing the name and objectives of the Association began.

Friends screamed at friends. States fumed at states, and officials wrung their hands.

The angels in blue threatened everybody who didn't wear a shield pinned to a uniform. It was simply the end of the world. APCO was doomed.

When need is apparent, order prevails. Active membership requirements were amended at a national Conference, and the name was changed from "Police" to "Public Safety." The name was changed back to "Police" at the very next year's Conference. Then, the name was changed back to "Public Safety" again at the following year's Conference. This time it stuck. How senseless, and yet how so necessarily evolutionary, it all seems now. Three years of debate. All done in good faith.

Then came the need for a fixed national office. Another great battle was joined. The office was finally started. How senseless, too, was this argument when viewed from this date. Again, it was all done in good faith. Argument helps restate the problem and points to better means.

ASAE now says, hey, APCO members, you've done well in the past, but the future is upon you. It's time you moved on again. Those footsteps you hear coming up from the rear will trample you if you don't keep moving. You're now preparing to be a world player. You've got to prove that you're going to continue to be competent in meeting fast-moving challenges at home. What better way is there to prove that you can do as well anywhere?

The only purpose of this little history lesson is to prepare you for the fact that you're not the only APCO member who has faced such important decisions.

There's a message that shines steadfastly through those past tumultuous days. Your predecessors, no matter their personal feelings, listened, read and took part.

They made difficult decisions based on facts rather than on emotions.

You're going to be getting such facts in your own time. As the months pass, you, yourself,

are going to be making APCO history. You're going to do that by carefully considering all the information you'll be reading in the APCO Bulletin. There will be debates you'll take part in at Chapter, Regional and Annual Conferences.

Isn't that something?! Make your plans now to attend coming APCO functions. This next year will be so interesting that APCO meeting attendance probably will double. In the meantime, watch the Bulletin.

Isn't it exciting?!

Read, listen and attend.

You're a player! ■

Invitation to Change

J. Rhett McMillian Jr. has a long, distinguished involvement with APCO, serving as its President in 1965-66 while the communications director with the law enforcement branch of Florida's Game and Fresh Water Fish Commission and other agencies. He retired in 1970 to become APCO's first Executive Director and to establish a permanent Association office in New Smyrna Beach, Florida, his home. While APCO President, he also served as APCO Bulletin editor. An accomplished author, he wrote "The Primer of Public Safety Telecommunication Systems," an easy-to-understand, non-technical book. He now is serving on the APCO Strategic Planning Committee.



Chapter 2:

WHAT IS HISTORICAL?

Everything has historical value - obviously, some more than others. It is very important for individual Chapters to have their own historical archives. You cannot always rely on APCO Headquarters to accurately maintain all of your records.

Think of the scenario when one of your Chapter's elders is contemplating retirement or decides it is time to scale back some of their activities. You wish to honor this individual by nominating them to Life member status. How will you justify Life membership? If your chapter archives are kept up to date and are readily accessible this becomes an easy task. On the other hand if your records are non-existent or scattered across individual offices, what a daunting task you have to face.

In that vein the APCO International Historical Committee advises that the following list represents documents that should be maintained by the Chapter Secretary (with the older versions then transferred to the Chapter's Historical Collection):

1. Chapter Constitution and Bylaws
2. Requests for amendments to Chapter Constitution and Bylaws
3. Chapter Charter
4. Chapter Articles of Incorporation and Annual Reports (if the Chapter is incorporated)
5. Complete membership rolls/lists
6. Minutes in their original form of all meetings for three years (copy should be forwarded to Headquarters for placement in Chapter file)
7. Maintain a schedule of future Chapter meeting dates for at least one year in advance. (Copy should be forwarded to Headquarters so dates may be included on the APCO Calendar)
8. Election records
9. Important e-mails and correspondences
10. New member information

These documents should be maintained by the Chapter Treasurer (with the older versions then transferred to the Chapter's Historical Collection):

1. Chapter rebate report from APCO accounting department.
2. Chapter bank account statements for a minimum of three years.
3. Financial reports in their original form as presented at each Chapter meeting.
4. Bond documents.
5. Tax filings
6. Money market (other investment) statements

Additional items of historic value:

1. Chapter banner
2. Listing/record of Chapter/Affiliate officers and dates served
3. Photos
4. Memorabilia
5. Programs of special events
6. Chapter conferences and regional meeting(s)
 - a. Programs
 - b. Tickets
 - c. Significant legislation or resolutions

- d. Information that is dated for that specifically to that event.
7. Chapter projects such as:
CPRA's Telecommunicator Week Buttons
APCO Scholarships, Grants, etc.
8. Campaign memorabilia of Chapter members who ran for or were elected to the
APCO International Board of Officers.
9. Any documentation marking milestones in chapter history.

This is a good starting point for your historical collection. But you should double-check some of these documents, in case you are required by law to keep them for a longer amount of time. For the purposes of your historical collection, you should choose to keep all of these items in perpetuity unless otherwise advised by your legal counsel.

Chapter 3: ARCHIVIST MANUAL AND MATERIALS

Gloves

Using white cotton gloves is an essential aspect of artifact preservation. The oils and salts transferred from one's hands when handling most museum archival or other special collection items causes serious deterioration. Gloves help to protect the artifacts from that kind of damage.

Always wear gloves when handling paper, photographs, textiles, and wooden items. Metal artifacts are especially vulnerable.

Some artifacts, however, should not be handled with gloves. These include items that can be slippery, such as glass and ceramics, and fragile or brittle items that could actually be at a greater risk if the handler is wearing gloves.

Change gloves as they become soiled and wash them using a mild detergent. Do not use any liquid fabric softeners or dryer sheets. An automatic dryer can be used but air-drying may be preferable.

I. Care of Books, Documents and Photographs

Materials printed on paper, such as books, documents and photographs, are subject to deterioration. The chief factor in this degradation is the acid in poor quality paper, but poor environmental conditions are also important contributors. Proper handling and storage can help slow deterioration and extend the life of paper materials. Documents and photographs should be stored in acid-free containers and placed where temperature and humidity levels are stable. Attics, basements and garages are not suitable storage areas.

Conservation begins with awareness that:

1. Books are subjected to destructive influence,
2. Handling or mishandling books is one of the major causes of destruction,
3. Environmental factors contribute to the destruction of a book, and

4. Conservation methods must be reversible because they are constantly improving.

Some steps can help in this awareness. Routinely examine books looking for damage at the top and bottom spine, hinge and inner margin. Observe the general condition of the leaves. Are they dog-eared, soiled or stained? Is the binding deteriorating? Is the paper yellowing and showing signs of high acid content? Learn the differences between good and poor quality paper. Apply this knowledge when buying books. It is usually possible to repair books as long as substantial portions of the original components are present. The object is to prevent continued wear as much as possible because further deterioration is inevitable.

A book can be valuable for a variety of reasons. It may provide aesthetic pleasure because it is beautiful to behold. The materials from which it is made may give it value. It could be an important example of a particular book (i.e., an old SOP manual). It could be very old, scarce, or linked to a famous person. It could be of special interest or have "exhibit value," which means it is of interest to large numbers of people. It could offer evidence of the book's printing history. It could offer evidence of the book's printing history. These features help the librarian to assess whether a book should be preserved.

One of the first measures that any library can adopt to initiate book conservation measures is to handle books carefully and properly, with respect for books as physical objects.

After examining the complex parts of books, you will want to carefully handle them. Taking time to keep hands clean, dry and free of grease should do this. Make adequate space to remove books from the shelf properly by using two hands to support the book and not yanking it from the shelf by the head cap. Books should be held so that they are not dropped.

Some actions that culminate in destruction of books include:

1. Running a fingernail or pencil into the book's hinge
2. Sliding the book along the surface of a table
3. Dangling the book by a single leaf or by the cover
4. Bending the covers back so that the fore-edges touch
5. Turning a page down to mark a place
6. Inserting pens, combs, scissors or other bulky objects to mark a place
7. Using the book as a coaster ultimately leaving a stain
8. Leaving open books facing down
9. Using a "Post-It" to mark a place leaving sticky residue on the book's page
10. Improperly photocopying from a book.

Be attentive to these issues and make efforts to improve book handling by passing on this knowledge to everyone who uses the collection. Cultivate an attitude of respect for a book and proper handling will follow.

Paper deterioration is characterized by brittle, acidic paper and is found in most books published since 1850. Moisture combined with heat and light leads to paper deterioration. Controlling the climate will help eliminate or slow the deterioration process.

1. Decrease the building temperature.
2. Use an air filter and air conditioner
3. Maintain constant levels of temperature and humidity.
4. Filter ultra-violet light that causes book deterioration.
5. Prohibit food and fumigate if necessary to eliminate mold and biological pests.

II. Care of Books, Documents and Photographs

Here are a few simple rules for handling and storing paper items.

Books

1. Make sure your hands are clean when handling books.
2. Place books upright on the shelves using bookends when the shelf is not full.
3. Remove all acidic materials from books such as bookmarks, pressed flowers, and scraps of paper.

Documents

1. Do not repair documents with glue or pressure-sensitive tape since many types of glue and pressure-sensitive tapes are highly acidic.
2. Store documents flat when possible. Do not flatten tightly curled documents with force since fibers will break, weakening the paper.
3. Keep documents away from sunlight or fluorescent light, as all visible light will eventually damage documents and ultraviolet light will destroy them.
4. Do not wrap documents with a rubber band because the rubber will harden and bond to paper.
5. Do not use paper clips, staples, straight pins, or other metal objects that will eventually rust.
6. Use acid-free folders and boxes rather than wooden or cardboard boxes for storing documents.

Photographs

HOW LONG WILL IMAGES LAST?

1. Kodachrome slides: Extremely stable and should last 200 years.
2. Black-and-white prints: Photos on fiber-based paper will last 100 years, but today's resin-coated photographic paper makes black-and-white prints less stable than color.

3. Color prints: Early color photos were prone to deterioration, but today's photo will last 100 years or more. Color photos printed on Fuji-color Crystal Archive paper will last longer than other photo on display.
4. Negatives: With scanners that can read straight off a print, the importance of negatives is lessened.
5. Ink-jet printers: Unstable format because of the water-based dyes that fade relatively quickly. They are extremely vulnerable in direct light.
6. Videotape: Estimates are 20 to 40 years. All formats * VHS, 8 mm, and HI-8 * experience a degradation of the plastic binder in the tape. Every time you transfer the image to another, you lose quality.
7. Digital images: Expected to be long-lasting but vulnerable to heat or careless handling. The biggest problem is that computers' ability to read current storage formats (disk-CD-ROM) may disappear. You can transfer digital images multiple times without losing quality.

How to Protect your Photographs

Photo specialists offer some suggestions to keep photographs from deteriorating.

1. Have the photographs sprayed or sealed with a lacquer to protect the printing.
2. Record the subject of the photograph on the back with a soft graphite pencil or attach an acid-free label.
3. Wash your hands or use gloves to handle the photographs; the oil and salts on skin can be harmful.
4. Keep pictures away from windows or other sources of light. The dyes in color photographs fade and change according to their exposure to light. Frame the pictures in an ultraviolet-inhibiting glass.
5. Do not spray glass cleaner onto the glass of a framed picture. The solution will run down to the bottom of the frame, seep under the glass and damage the photograph.
6. Do not keep photographs in hot and humid places, such as attics. The moisture in the South can be especially damaging to prints.
7. Store photographs in acid-free paper or envelopes, such as Mylar, Melinex and Estar. Plastics with polyvinyl chloride (PVC) can break down into hydrochloric acid and cause deterioration.

8. Do not place newspaper clippings next to photographs. They can leave stains on the prints.
9. Never mount the photographs with tape or glue.
10. Transferring the photographs to CD-ROM or a zip disc is a temporary solution. CDs have a corrosive thin layer of metal inside them that eventually will deteriorate. Also, CD players most likely will be out of date eventually and not be available to read the disc.
11. For the most long-lasting photographs, use black-and-white or Kodachrome film.
12. Do not store photographs in commercially available "magnetic" photo albums. Choose acid-free materials and pages.
13. Do not store glass-based photographic materials flat or stacked. They should be stored vertically.
14. Store negatives and prints in acid-free envelopes appropriate for the type of film used.

Photo Sleeves

Enclosing your photographs in archival quality transparent sleeves will make them both visually enjoyable and protected. Suitable enclosures are made of polypropylene, polyester, or polyethylene [not polyvinyl chloride - PVC], which are chemically stable materials free of additives and surface coatings. Brand names to look for include Mylar and Print File. If your items are fragile, include a piece of acid-free board or acid-free folder stock for support. Archival quality paper envelopes are also acceptable for long-term storage of photographic prints and negatives.

Preserving Your Documents

Don't laminate

Laminating your important documents and treasured keepsakes is a damaging procedure. Although the tough material used in the lamination process may seem like the solution, it actually accelerates the chemical ageing of documents and other paper items. The lamination process uses harmful adhesives and heat to permanently bond the document to the plastic. The damaging effects of this irreversible procedure are not immediately apparent but will show with passage of time. Use encapsulation or archival quality containers instead of lamination for document protection.

Archival Products

Since the object of archiving items to keep them preserved for future use and research, then you need to use archival-quality storage materials. Archival materials are becoming easier to find. Several mail order companies stock materials for storing everything from books to photos and

other historical items. Archival products can sometimes be found at your local photocopy, stationary or art supply store.

Environment

Store important items in the best environment available. Keep documents and paintings out of direct sunlight. If possible, avoid shelving books against outside walls, where condensation may form and harm your books. Also avoid storing valuable materials in basements or attics, where extremes in temperature and humidity may occur. An air-conditioned room with north or east windows is a good location for books and keepsakes.

Copies

When working with archival items it is a good idea to make copies of the original document, book, photograph, etc. You can work with this item and not worry about tearing or spilling on the original.

Reversibility

The rule of thumb in all preservation efforts is if it's not reversible (like laminating), it's not a good preservation practice. Any good practice will let you undo what you have done - in case technology changes or you change your mind about storage.

Protective Enclosures for Pamphlets

Paper items such as correspondence, copies of THE BULLETIN, posters, and other memorabilia provide valuable links in our APCO heritage, documenting the respective chapter and the Association in a variety of ways.

The life of these items can be extended through appropriate handling and storage.

1. Provide a clean, cool, dark environment with stable temperature and relative humidity.
2. Lessen the effects of temperature and humidity fluctuations, keep items clean, and minimize handling and abrasion by using protective archival enclosures and boxes.
3. Before storing items, remove extraneous materials, such as paper clips, rubber bands, wrapping material, and old folders.
4. Unfold and flatten papers whenever possible. Do NOT force paper flat by pushing with your hand or using weights. Let it relax (absorb the humidity from the air) over several days, slowly unfolding and flattening. Only toward the end of the flattening process should weights be used. The weights applied should be appropriate to the fragility of the item. If the piece is extremely fragile or, if you are in doubt, consult a conservator.

5. Gently clean items with a soft brush, testing the corner or margin first to make sure it can withstand cleaning. Only brush off what is easily removed. Do not try to remove stains; instead, consult a conservator.
6. Archival protective enclosures come in all sizes and shapes of folders, envelopes, pamphlet binders, and boxes. Consult an archival supply catalogue for appropriate materials. You can obtain a list of archival supply companies from your local library.
7. Select archival enclosures that provide extra protection while items are stored or moved, as well as allow easy retrieval. Containers should be slightly larger than the items stored to protect the material's edges from damage, yet, snug enough to prevent shifting.
8. Provide extra protection for fragile items by putting them into archival folders or paper sleeves before storing them in an archival enclosure. The item is retrieved by pulling on the sleeve instead of the item protecting it from abrasion against the enclosure.
9. Minimize unnecessary handling of items by adequately labeling container. Label folders and envelopes with no. 2 pencil or by typing. Never use ballpoint or felt tip pens that might stain or bleed. Label pamphlet containers and boxes with adequate information about their contents by writing directly on the container or box or by using label.
10. Create instant identification for pamphlets by adhering a color photocopy of the original cover to the front of the pamphlet enclosure using a thin layer of water-soluble glue-stick. (The archival cover protects your item from the glue.)

Chapter 4: Creating an Archival Scrapbook or Photo Album

Extend the life of your scrapbook by using archival material. The ideal scrapbook would be constructed with 100% archival materials including a protective cover, a hinge that allows the book to comfortably expand, and a size that is easy to shelve or store. The following suggestions should be noted.

Select a scrapbook with a hinge that allows the book to comfortably expand. "D" or "O-type" three-ring, poly post, multi-ring, and strap are popular bindings that allow for expansion.

Use only the right hand pages or tear out every other sheet if the scrapbook is bound or the hinge does not provide enough room to expand.

Pages should be white or off-white archival, acid-free 80 lb. weight or better (archival papers include 100% rag, Bainbridge, Lig-Free, Perma/Dur, Permalife, Strathmore, True Core).

A charcoal or artists' pad that is 100% cotton rag with sturdy weight pages can be used as a scrapbook. These pads are bound. To prevent the book from bulging attach the items to the right-hand side of the page only. Leave the first and last page blank to provide extra protection. You can strengthen the cover by attaching a title sheet with a glue stick.

A good functioning 3-ring binder, preferably fabric covered can also be used to create a scrapbook. Check to be certain the rings will not pop open on their own and will close completely (even a small opening will allow pages to slip out).

Archival paper which is 80-lb. weight or better can be used as well as archival plastic page protectors and photograph pages available in a variety of combinations for scrapbook pages. Leave a blank page at beginning and end of the notebook for added protection against wear and tear.

If you choose to use plastic page protectors, purchase them from recognized archival products company. Many "PVC-free" plastics that are available through discount stores are not archival. Archival plastics include cellulose triacetate, DuPont Mylar polyester, polyethylene, and polypropylene. These pages are often available at a photo shop.

Resources for archival quality scrapbooks include Creative Memories, Gaylord, Light Impressions, LBS/Archival Products, and other companies that offer archival quality products.

Attach your photographs, postcards and other items with archival photo corners. Mylar mounting corners are often available from a photographic supply store and are recognized as archival. Avoid using tape as much as possible since it will eventually cause yellowing and may "ooze" and cause items and pages to stick together.

Attach newspaper clippings to the pages with a water-soluble or washable, non-toxic glue stick. Two brands that may be used are 3M Scotch permanent adhesive glue stick and Loctite Desk set glue stick. Cut your clipping long enough so that you can create a hinge for the glue.

Make sure to identify the origin of your clippings, photographs, and other memorabilia. Provide the date, the source of the item, names, and places.

The APCO Historical Committee does not readily endorse any of the aforementioned products. They are listed for your research and convenience.

PART II

DEPOSITING OR DONATING YOUR ORGANIZATIONAL RECORDS

ON THE QUESTION OF WHETHER TO DEPOSIT OR TO DONATE:

During the twenty-six (26)-plus years subsequent to the agreement between Illinois APCO and the Bradley University Library, many policy changes have occurred within the world of archival libraries. Currently, it seems that the majority of libraries and repositories require ownership of all materials they receive be transferred to their organization and that they shall not be required to maintain or display the donated items. They require the ability to later sell or dispose of materials that they solely determine do not justify their continued care. Obviously, those requirements conceivably could result in the complete loss or destruction of a collection of APCO documents and our membership is not likely to accept that happening. Additionally, the APCO association traditionally will not willingly surrender any of its copyrights to APCO publications. For those reasons, the APCO Heritage Foundation shall preserve APCO's right to not accept such terms and to offer alternative contract proposals with a more equitable balance of each party's rights. In the event any APCO-affiliated chapter (or other organization) is unable to obtain acceptable terms for depositing (and retaining full ownership over) their historical materials, they're urged to request an unsigned copy of that repository's standard terms and submit it to the APCO Heritage Foundation Advisory Committee for further guidance. Any alternative ownership arrangement should be very critically reviewed and considered by all APCO representatives before it is consummated.

THE FOLLOWING INFORMATION IS PROVIDED BY THE SOCIETY OF AMERICAN ARCHIVISTS:

The heart of your organization's memory is in its records. If your organization values its history, you must act to save the original letters, minutes, reports, publications and other documents that officers, members, directors, employees or volunteers have produced and compiled over the years. These documents provide unique testimony to the achievements of your organization. Such materials are also extremely valuable for administrative, legal, fiscal and public relations purposes. Your organization's history is important to your community, too. By depositing your organization's records in an archival repository, you will assure that its history and heritage will be part of your community's collective memory forever.

Chapter 5

WHAT IS AN ARCHIVAL REPOSITORY

An archival repository is a place where professional archivists and curators care for and preserve historically significant documents. Historical repositories, also called archives, are frequently found in historical agencies or libraries whose mission it is to ensure the protection and accessibility of the materials they house. Archives can provide environmentally secure storage for inactive records and thus free valuable space for current business. An archival repository can safeguard the records by monitoring their handling and use. More important, it can provide research access to the information in the records, both to members of your organization and to the public. By placing records in an archival repository you can take an important step toward their preservation * and you keep the memories that they contain.

WHAT DOCUMENTS SHOULD BE PLACED IN AN ARCHIVAL REPOSITORY?

Many of the records produced by an organization have long-term value. Such documents usually represent an "end product," a final report, for example, instead of a draft. Archives are more interested in related groups of materials rather than individual items. Records should be inactive, that is, no longer regularly used for routine business. Before records are transferred to an archival repository, an archivist should survey your organization's papers to determine which materials have enduring historical value. Because the research value of records may be diminished if items are removed or rearranged, records should not be weeded, discarded or rearranged before they are examined by an archivist.

Listed below are some types of documentation which archival repositories preserve for historical and administrative research:

- Architectural records
- Articles of incorporation, charters
- Audio recordings
- Budgets
- Bylaws and revisions
- Clippings
- Constitution and revisions
- Correspondence of officers
- Directories
- Financial statements
- Handbooks
- Legal documents
- Memoranda
- Minutes of meetings
- Membership lists
- Motion picture film and videotape
- Newsletters and other publications (generated by the organization)
- Organizational charts
- Pamphlets, brochures, fliers, etc.
- Photographs
- Planning documents
- Press releases
- Reports (annual, committee, etc.)
- Rosters
- Scrapbooks

Speeches
Subject files
Tax returns

A repository may not accept everything that is offered to it because of staff and space constraints. An archivist can help you determine what documents or materials fall within the scope of the repository. If your organization's records are not appropriate for one repository, there may be another one to which they can be referred.

HOW DOES AN ARCHIVE OPERATE?

Archives are run by professionals whose first priorities are preserving historical materials and making them available for use. If your organization donates its records, the staff of that repository will be responsible for the care of the records and will continue to work with your organization as you use the records and periodically add to the collection.

Feel free to contact the archivist at a nearby library, university, historical society, or museum for details about their archival operations. The Society of American Archivists can also provide you with information and suggestions. They are located at 600 S. Federal, Suite 504, Chicago, IL 60605, Phone 312.922.0140, FAX 312.347.1452. Send email to info@saa.mhs.compuserve.com or visit their website at <http://www.archivists.org/pahr/index.asp>

Chapter 6

SECURITY ISSUES FOR SPECIAL COLLECTIONS

It is crucial to realize that since some materials have been designated as being "special," they need to be afforded "special" considerations, including a stable, non-damaging storage environment, possible restrictions on their use, and specific rules and regulations for their access and handling. The temperature in the storage area and reading room should be as constant as possible and preferably between 65° and 68° F. The relative humidity should be kept between 40% and 45%.

Both levels should be maintained 24 hours a day, 365 days a year because fluctuations in one or both results in internal stress on the structure of the materials, greatly decreasing a book's life span and potentially making it unavailable for use because of its poor condition. There should be no windows or ways for direct sunlight to penetrate the room. If a window does exist, then shades or curtains should block out the sunlight to minimize the damaging impact its intensity and ultraviolet (UV) rays have on library and archival materials. Fluorescent lights need to be covered with UV-filtering sleeves as well. Installing incandescent lamps on the tables, while reducing the intensity of the fluorescent ceiling lights can also reduce light damage to materials. Metal, not wood, shelves (powder-coated are preferred, but baked-enamel that have been off-gassed should be acceptable) should be used to house these materials along with acid-free boxes and folders.

Other areas that require specific treatment for the security of collections are fire detection/suppression and water detection. For fire detection, various types of systems such as heat, smoke, ionization, air-sampling detectors and suppression systems such as sprinkler systems, and the recent water misting system should be thoroughly examined and installed if nothing is currently in place. Nearly all chemical substitutes developed to replace Halon have some

environmental issue or other problems regarding their use with library/archival materials. Sprinklers or a water misting system, therefore, are the recommended methods for fire suppression. Special materials should be catalogued or processed before researchers are allowed to consult them. This way there is a paper, or an electronic, ownership trail from accession to cataloguing records. These records should include any particular identifying information on the books, documents, and photographs for identification purposes. Such records can be changed by unauthorized persons interested in removing items, making it difficult for an institution to trace or prove its ownership. It is important, therefore, to make copies of all records regularly and store them in a different location, preferably off-site from the originals, so that any potential tampering is apparent. Furthermore, no one except the staff should be allowed to enter a "closed stack" area to access, use, or retrieve these materials.

All patrons should provide the repository with a photo identification card that would be returned at the end of the visit. They must read and sign a set of rules and regulations devised by the library to regulate the ways in which these special materials are consulted. By requiring such a document be signed the institution indicates that it considers these materials special and expects them to be treated as such. Furthermore, it is crucial to emphasize that these regulations apply to ALL patrons using these materials * no exceptions - as they are a means of making sure that the collections will be there in the future for patrons to use. Such rules and regulations should, among other things, delineate what can and cannot be brought into the research room. The research area should permit the use of pencils only, not pens, when conducting research. It should disallow tracing or leaning on the materials. There should be a ban on eating, drinking, and smoking. There should also be rules to specify the release of copyright information and making photocopies at the discretion of the staff. A limit as to the amount of materials consulted at one time may be considered. In addition, the institution should provide a secure location (e.g., lockers) away from the research area for patrons to store their belongings, including outerwear, briefcases, book bags, and purses while they conduct their research.

Continual surveillance of the reading room by a staff person or a volunteer is important for the safety of the materials. Specific hours should be established when supervision should be provided. Or, it may be that the library does not feel that the collections are special enough to warrant such treatment or that it does not have the wherewithal to provide it. If that is the case, then the whole premise of having special collections should be re-examined, and thought might need to be given to find another appropriate home for the materials where their security and preservation could be assured.

DONATIONS

An archival repository operates much like a business; in general it cannot invest in materials and labor in the preservation of items which it does not own. Not owning the material severely restricts an archive's ability to care for records properly. A repository will provide a contract delineating the conditions of the relationship to the mutual agreement of all involved.

Most repositories are not able to promise that donated material will be used in some specific manner as a condition of accepting the gift. Many archives will use material in their collections for exhibits that meet standards for insuring the protection of the records. The repository cannot guarantee specific exhibit or research use of any collection of materials.

If your organization is an ongoing enterprise, it is best to make periodic donations of records. The archivist will discuss with you appropriate intervals for making these donations. To assure regular contact, your organization can add the periodic transfer of inactive records to the duties of one of its officers.

ACCESS TO COLLECTIONS

The repository's written policies regarding availability, photo duplication, and publication govern access to the papers in the repository. The archivist or curator should discuss the repository's access policies and any special needs or concerns of the donor organization with designated representative of the organization before completing the donation agreement.

Sensitive material may exist in organizational records. In order to protect the privacy of individuals or trade secrets, it may be necessary to discuss restrictions on access to portions of the collection. While archivists desire to make all papers truly accessible to researchers, they normally will agree to reasonable restrictions for a distinct time.

COPYRIGHTS

Assignment of copyright is a complex matter, and the organization should discuss issues of copyright ownership prior to completing any donor agreement. APCO policy requires that the APCO Association retains all copyrights to APCO publications unless the APCO Board of Officers has previously agreed in writing to some other terms.

TAX DEDUCTIONS

Your organization should speak with its tax accountant or attorney about the possibility of a tax deduction for the donation of material to an archival repository. Archivists may not give tax advice and may not appraise the monetary valuation of the materials for the organization. The donor organization arranges and bears the cost of any such appraisal.

MONETARY DONATIONS

Most archives are not-for-profit institutions. Arrangement and description of a collection is the most expensive operation in a repository. Organizations which are able to help defray costs of arrangement, cataloguing, and conservation of their donations of records are encouraged to do so. Some archives require financial assistance to maintain a collection.

Chapter 7:
SAMPLE DEPOSIT AGREEMENTS

(ILLINOIS APCO & BRADLEY UNIVERSITY)

DEPOSIT AGREEMENT

The Undersigned, acting as agent of Illinois Chapter, Associated Public-Safety
Com. Officers * agrees to deposit with the Cullom-Davis Library of Bradley
University.

the materials itemized on the attached list. All items will be kept in the
Virginus H. Chase Special Collections Center of the Cullom-Davis Library at
Bradley University and will be available for use in accordance with the
policies of the Center subject to any special conditions noted below.
Exceptions to the established pattern of use must be authorized by a
designated agent or the depositor.

Special measures deemed necessary by the Library to preserve or more
efficiently organize materials must be authorized by the depositor before
being undertaken. Supplies necessary for such work will be paid for by
and become the property of the depositor. The depositor will also be
expected to pay a one-time fee of \$7.50 per linear foot with
total footage to be determined by the Library.

Items deposited remain the property of the depositor and may be reclaimed
at any time by an authorized agent. Termination of the deposit agreement
may be initiated by either party and obligates the depositor to remove his
materials promptly or risk disposal of same by the Library.

Deena R. Reptick, President 3/7/82
Depositor Date

Charles H. Long
Depository
Bradley University Library

Special conditions of use:

1. Bound volumes (including hard-bound collections of magazines; but not including individual magazines, loose-leaf folders, etc.) from this collection shall, with prior arrangement with the Virginus H. Chase Special Collections Center, be made available for public reference use within the public reading rooms of the Cullom-Davis Library during normal library hours when the Special Collections Center is otherwise closed.
2. Bound volumes (including hard-bound collections of magazines; but not including individual magazines, loose-leaf folders, etc.) from this collection shall be made available for inter-library loan through participating libraries within the State of Illinois only. Said inter-library loan shall be for a time period not exceeding three weeks and shall be made with the expressed stipulation that the loaned material shall be treated as "reserved reference material-not for check-out" with the participating library.

3. Bound volumes shall not be otherwise removed from the Virginus H. Chase Special Collections Center except as in special conditions #1 and #2 above or by written authorization attesting to an authorizing resolution from the Executive Committee of the Illinois Chapter of APCO. A copy of the current listing of corporate officers, as filed with the Secretary of State of Illinois, shall establish the list of qualified signatures for this authorization.
4. Non-bound items (individual magazines, loose sheets, pictures, etc.) shall not be removed from the Virginus H. Chase Special Collections Center except by written authorization attesting to an authorizing resolution from the Executive Committee of the Illinois Chapter of APCO. A copy of the current listing of corporate officers, as filed with the Secretary of State of Illinois, shall establish the list of qualified signatures for this authorization.
5. Photocopies of any or all items of this collection shall be made available to any requesting persons, at the requestor's expense, in accordance with the established policies and fees of the Virginus H. Chase Special Collections Center, provided the original document(s) shall not be subjected to any damage due to the copying process.

*Illinois Chapter, Associated Public-Safety Communications Officers, Inc., also referred to as APCO

DURING THE TWENTY-SIX (26)-PLUS YEARS SUBSEQUENT TO THE AGREEMENT BETWEEN ILLINOIS APCO AND THE BRADLEY UNIVERSITY LIBRARY, MANY CHANGES HAVE OCCURRED WITHIN APCO, THE UNIVERSITY AND THE WORLD OF ARCHIVAL LIBRARIES. AS A RESULT OF THOSE CHANGES, WE NOW ENCOURAGE USE OF THE FOLLOWING MODIFIED STANDARD FORMS AS A BASIS FOR FUTURE AGREEMENTS BETWEEN APCO ENTITIES AND OTHER LIBRARIES OR DEPOSITORIES:

IN ADDITION TO EXECUTING A FORMAL DEPOSIT AGREEMENT WITH THE DEPOSITORY, THERE NEEDS TO FIRST BE AN EXECUTED FORMAL AGREEMENT DEFINING THE VARIOUS RIGHTS AND OBLIGATIONS BETWEEN THE LOCAL APCO CHAPTER AND THE APCO HERITAGE FOUNDATION (ON BEHALF OF APCO-INTERNATIONAL, INC.). DETAILS SHALL BE INCLUDED IN THIS SEPARATE AGREEMENT FOR DETERMINING THE OWNERSHIP OF ALL OF THE COLLECTION'S INDIVIDUAL ITEMS, UNDER ANY OF VARIOUS POSSIBLE SCENARIOS THEN IN EXISTENCE, INCLUDING A POSSIBILITY OF THE DEMISE OF EITHER PARTY OR OF EITHER PARTY'S ABANDONMENT OF THEIR RIGHTS AND/OR OBLIGATIONS TO THE COLLECTION. IN GENERAL, AND ASSUMING BOTH APCO PARTIES ARE STILL VIABLE ORGANIZATIONS, THE LOCAL CHAPTER SHOULD HAVE FIRST RIGHTS TO ALL ITEMS SPECIFICALLY RELATED SOLELY TO THAT PARTICULAR CHAPTER'S ORGANIZATION OR HISTORY; WHILE THE APCO HERITAGE FOUNDATION SHOULD HAVE FIRST RIGHT TO CLAIM ALL OTHER ITEMS IN THE COLLECTION.

THE FOLLOWING VERSION IS APCO'S PRIMARY CHOICE DRAFT AGREEMENT, TO BE CONSIDERED FIRST, BECAUSE IT PERMITS APCO TO MAINTAIN OWNERSHIP OF ALL APCO-DEPOSITED MATERIALS. ANY ALTERNATIVE OWNERSHIP ARRANGEMENT SHOULD BE VERY CRITICALLY REVIEWED AND CONSIDERED BY ALL APCO REPRESENTATIVES BEFORE BEING ENTERED INTO.

DEPOSIT AGREEMENT

AGREEMENT BETWEEN THE LOCAL APCO CHAPTER, THE APCO HERITAGE FOUNDATION, AND THE INSTITUTION IDENTIFIED AS THE UNIVERSITY OF -----
----- SPECIAL COLLECTIONS LIBRARY.

(HEREIN ALSO REFERRED TO AS THE "SPECIAL COLLECTIONS LIBRARY" OR THE "INSTITUTION")

THE SPECIAL COLLECTIONS LIBRARY HAS RECEIVED THE FOLLOWING COLLECTION:

The Local APCO Chapter's Historical Collection (as well as the periodic deposit of supplemental materials for the collection)

FROM THE DEPOSITORS:

- 1) The Local APCO Chapter of the Association of Public-Safety Communications Officials-International, Inc. and
- 2) The APCO Heritage Foundation, a subsidiary of the Association of Public-Safety Communications Officials-International, Inc. (herein known as the "APCO Heritage Foundation").

The Undersigned, acting as agents of APCO and the APCO Heritage Foundation agree to deposit with the Special Collections Library of The University of _____, the materials itemized on the attached list plus the periodic addition of similar new items or recently discovered artifacts. All items will be kept in the Special Collections Library of the University and will be available for public use in accordance with the policies of the Library, subject to any special conditions noted below. Exceptions to the established pattern of use must be authorized by designated agents of both depositors.

A. Special measures (such as the inventorying and indexing of collection materials, binding, microfilming, laminating, digitizing, copying of films or magnetic media, etc.) deemed necessary by the Special Collections Library to preserve or more efficiently organize materials must be authorized by the depositors before being undertaken. Supplies and labor necessary for such work shall be paid by and become the property of the depositors.

B. Items deposited remain the property of the depositors and may be reclaimed at any time by an authorized agent. Termination of the deposit agreement may be initiated by either party and obligates the depositors to remove their materials in accordance with Special Condition #6 (below) or risk disposal of same by the Special Collections Library. The depositors retain all literary rights and copyrights. The depositors grant access to the collection by researchers and the general public and will allow materials to be copied and quoted, with proper citations, in accordance with the following special conditions.

C. Written permission to publish any material from this collection must be first obtained from both depositors, the APCO Heritage Foundation and Local APCO.

D. The Institution shall honor the security of any individually sealed items within the collection, which are clearly marked with instructions from the depositors classifying the contents as being time-sensitive or proprietary. The seal and secrecy of those contents shall be protected for ten years following the item's inclusion in the collection or until the depositors' pre-determined and labeled date for eventual disclosure (if other than ten years).

Special conditions of use:

- 1) Bound volumes (including hard-bound collections of magazines; but not including individual magazines, photo albums, or loose-leaf folders, etc.) from this collection shall, with prior arrangement with the Special Collections Library, be made available to the public for “reserved reference use” within the public reading rooms of the University Special Collections Library during normal library hours when the Special Collections Library is otherwise closed. The depositors shall be kept aware of any problems that may occur due to this policy.
- 2) Bound volumes (including hard-bound collections of magazines; but not including individual magazines, photo albums, or loose-leaf folders, etc.) from this collection shall be made available for inter-library loan through participating libraries within the usual library networks of the Special Collections Library only. Said inter-library loan shall be for a time period not exceeding four weeks and shall be made with the expressed stipulation that the loaned material shall be treated as "reserved reference material - not for check-out" within the participating library. The depositors shall be kept aware of any problems that may occur due to this policy.
- 3) Collection materials shall not be otherwise removed from the Special Collections Library except as in special conditions #1 and #2 above or by “checking out” the items based upon written authorization attesting to an authorizing resolution from the Executive Committee of Local Chapter of APCO.
- 4) Both bound and non-bound items (including individual magazines, loose-leaf folders, photos, films or magnetic media, etc.) from this collection are eligible to be “loaned out” (for a limited time period) from the Special Collections Library for use in a promotional display highlighting the collection, and sponsored by the Depositors. Special Collections Library personnel shall require a written document attesting to an authorizing resolution from the Executive Committee of the Local APCO Chapter. Special Collections personnel shall assist such promotional efforts by overseeing that the collection materials are adequately packaged and borrowing personnel are properly trained to protect all materials being checked out. Duplicate copies, rather than irreplaceable originals, are to be utilized for these purposes whenever possible.
- 5) Copies of printed or written items, photos, films, or magnetic media in this collection shall be made available to any requesting persons, at the requestor's expense, in accordance with established policies and fees of the Special Collections Library, provided the original materials are not subjected to any risk of loss or damage due to the copying process. Furthermore, copies shall be made available only if the literary rights and copyrights can be protected and adequate assurances are provided that the original content will not be compromised. A designated representative of the Depositors shall assist the Special Collections Library personnel should any specific questions arise as to the eligibility for copying of any particular items from the Collection.
- 6) The Special Collections Library must protect and return all unwanted material to an

authorized agent of the Local APCO Chapter on behalf of the depositors (or, in the event that Local APCO chapter is not able or willing to accept the materials, to the APCO Heritage Foundation). The Special Collections Library shall hold and protect (for the benefit of the Depositors) any materials being returned, a minimum of ninety days following certified delivery of written notices to each of the Depositors' contact persons, pending determination by the Depositors of the materials' eventual destination(s).

Signatures of Depositors' Representatives:

Depositor (APCO)

Date

Depositor (APCO Heritage Foundation)

Date

Name of Institution's Depository:

_____.

Signatures of Depository's Representatives:

Depository Representative

Date

The material described above was received by:

_____.

Signature for the Depository

Date

Depositors' Contact Names and Addresses

APCO Heritage Foundation:

Executive Director
APCO-International
351 N. Williamson Boulevard
Daytona Beach, Florida 32114
Phone: (888) APCO 9-1-1 or (888) 272-6911
FAX: (904) 322-2501
Web Site <http://www.apco911.org>
E-mail: execdir@apco911.org

Local APCO:

Current Chapter President:
M

Phone: ()
FAX: ()
E-mail:

Current Chapter Secretary:

Phone: (____) ____-____
FAX: (____) ____-____
E-mail: _____

Chapter's Current Executive Council Representative:
M

Phone: ()
FAX: ()
E-mail:

Current Chapter Historian:

Phone: (____) ____-____

FAX: (____) ____-____

E-mail: _____

ALTERNATIVE DRAFT AGREEMENT TO BE CONSIDERED IF THE LIBRARY INITIALLY
REQUIRES OWNERSHIP OF DEPOSITED MATERIALS:

THIS ALTERNATIVE DRAFT AGREEMENT IS NOT APCO'S FIRST CHOICE FOR USAGE, BECAUSE OF THE ISSUE OF FUTURE OWNERSHIP AND DISPOSITION OF APCO'S DEPOSITED MATERIALS. ANY SUCH ALTERNATIVE OWNERSHIP ARRANGEMENTS SHOULD BE VERY CRITICALLY REVIEWED AND CONSIDERED BY ALL APCO REPRESENTATIVES BEFORE BEING ENTERED INTO.

AS PREVIOUSLY STATED: IN ADDITION TO EXECUTING A FORMAL DEPOSIT AGREEMENT WITH THE DEPOSITORY, THERE NEEDS TO FIRST BE AN EXECUTED FORMAL AGREEMENT DEFINING THE VARIOUS RIGHTS AND OBLIGATIONS BETWEEN THE LOCAL APCO CHAPTER AND THE APCO HERITAGE FOUNDATION (ON BEHALF OF APCO-INTERNATIONAL, INC.). DETAILS SHALL BE INCLUDED IN THIS SEPARATE AGREEMENT FOR DETERMINING/AUTHORIZING THE DEPOSITORS' REPRESENTATIVES TO THE DEPOSITORY UNDER ANY OF VARIOUS POSSIBLE SCENARIOS THEN IN EXISTENCE, INCLUDING A POSSIBILITY OF THE DEMISE OF EITHER PARTY OR OF EITHER PARTY'S ABANDONMENT OF THEIR RIGHTS AND/OR OBLIGATIONS TO THE COLLECTION.

DEPOSIT AGREEMENT

AGREEMENT BETWEEN THE LOCAL CHAPTER APCO, THE APCO HERITAGE FOUNDATION, AND THE INSTITUTION IDENTIFIED AS THE UNIVERSITY OF ----- SPECIAL COLLECTIONS LIBRARY. (HEREIN ALSO REFERRED TO AS THE "SPECIAL COLLECTIONS LIBRARY" OR THE "INSTITUTION")

THE SPECIAL COLLECTIONS LIBRARY HAS RECEIVED THE FOLLOWING
COLLECTION:

The Local APCO Chapter Historical Collection (as well as the periodic deposit of supplemental materials for the collection)

FROM THE DEPOSITORS:

- 1) The Local APCO Chapter of the Association of Public-Safety Communications Officials-International, Inc. (herein known as "APCO"); and
- 2) The APCO Heritage Foundation, a subsidiary of the Association of Public-Safety Communications Officials-International, Inc. (herein known as the "APCO Heritage Foundation").

The Undersigned, acting as agents of APCO and the APCO Heritage Foundation agree to deposit with the Special Collections Library of The University the materials itemized on the attached list. All items will be kept in the Special Collections Library of the University and will be available for public use in accordance with the policies of the Library, subject to any special conditions noted below. Exceptions to the established pattern of use must be authorized by designated agents of both depositors.

A. Special measures (such as binding, microfilming, laminating, digitizing, copying of films or magnetic media, etc.) deemed necessary by the Special Collections Library to preserve or more efficiently organize materials must be authorized by the depositors before being undertaken. Supplies and labor necessary for such work shall be paid by and become the property of the depositors.

B. Items deposited remain the property of the depositors and may be reclaimed at any time by an authorized agent. Termination of the deposit agreement may be initiated by either party and obligates the depositors to remove their materials in accordance with Special Condition #6 (below) or risk disposal of same by the Special Collections Library. The depositors retain all literary rights and copyrights. The depositors grant access to the collection by researchers and the general public and will allow materials to be copied and quoted, with proper citations, in accordance with the following special conditions.

C. Written permission to publish any material from this collection must be first obtained from both depositors, APCO and the APCO Heritage Foundation.

D. The Institution shall honor the security of any individual items within the collection, which are clearly marked with instructions from the depositors classifying the contents as being time-sensitive or proprietary. The secrecy of those contents shall be protected for ten years following the item's inclusion in the collection or until the depositors' pre-determined and labeled date for eventual disclosure (if other than ten years).

Special conditions of use:

- 1) Bound volumes (including hard-bound collections of magazines; but not including individual magazines, photo albums, or loose-leaf folders, etc.) from this collection shall, with prior arrangement with the Special Collections Library, be made available to the public for "reserved reference use" within the public reading rooms of the University Library during normal library hours when the Special Collections Library is otherwise closed. The depositors shall be kept aware of any problems that may occur due to this policy.
- 2) Bound volumes (including hard-bound collections of magazines; but not including individual magazines, photo albums, or loose-leaf folders, etc.) from this collection shall be made available for inter-library loan through participating libraries within the usual library networks of the Special Collections Library only. Said inter-library loan shall be for a time period not exceeding four weeks and shall be made with the expressed stipulation that the loaned material shall be treated as "reserved reference material - not for check-out" within the participating library. The depositors shall be kept aware of any problems that may occur due to this policy.
- 3) Collection materials shall not be otherwise removed from the Special Collections Library except as in special conditions #1 and #2 above or by "checking out" the

items based upon written authorization attesting to an authorizing resolution from the Executive Committee of APCO. A copy of the current listing of corporate officers, as filed with the Secretary of State, shall establish the list of qualified signatures for this authorization.

- 4) Both bound and non-bound items (including individual magazines, loose-leaf folders, photos, films or magnetic media, etc.) from this collection are eligible to be "loaned out" (for a limited time period) from the University Special Collections Library for use in a promotional display highlighting the collection, and sponsored by the Depositors. Special Collections Library personnel shall require a written document attesting to an authorizing resolution from the Executive Committee APCO. A copy of the current listing of corporate officers, as filed with the Secretary of State, shall establish the list of qualified signatures for this authorization. Special Collections personnel shall assist such promotional efforts by overseeing that the collection materials are adequately packaged and borrowing personnel are properly trained to protect all materials being checked out. Duplicate copies, rather than irreplaceable originals, are to be utilized for these purposes whenever possible.
- 5) Copies of printed or written items, photos films, or magnetic media in this collection shall be made available to any requesting persons, at the requestor's expense, in accordance with established policies and fees of the Special Collections Library, provided the original materials are not subjected to any risk of loss or damage due to the copying process. Furthermore, copies shall be made available only if the literary rights and copyrights can be protected and adequate assurances are provided that the original content will not be compromised. A designated representative of the Depositors shall assist the Special Collections Library personnel should any specific questions arise as to the eligibility for copying of any particular items from the Collection
- 6) The Special Collections Library must protect and return all unwanted material to an authorized agent of APCO on behalf of the depositors (or, in the event that APCO is not able or willing to accept the materials, to the APCO Heritage Foundation). The Special Collections Library shall hold and protect (for the benefit of the Depositors) any materials being returned, a minimum of ninety days following certified delivery of written notices to each of the Depositors' contact persons, pending determination by the Depositors of the materials' eventual destination(s).

Signatures of Depositors' Representatives:

Depositor (APCO)

Date

Depositor (APCO Heritage Foundation)

Date

Name of Institution's Depository:

_____.

Signatures of Depository's Representatives:

Depository Representative

Date

The material described above was received by:

_____.

Signature for the Depository

Date

Depositors' Contact Names and Addresses

APCO Heritage Foundation:

Executive Director
APCO-International
351 N. Williamson Boulevard
Daytona Beach, Florida 32114
Phone: (888) APCO 9-1-1 or (888) 272-6911
FAX: (904) 322-2501
Web Site <http://www.apco911.org>
E-mail: execdir@apco911.org

APCO:

Current Chapter President:

M

Phone: ()

FAX: ()

E-mail:

Current Chapter Secretary:

Phone: (____) ____-____

FAX: (____) ____-____

E-mail: _____

Chapter's Current Executive Council Representative:

M

Phone: ()

FAX: ()

E-mail:

Current Chapter Historian:

Phone: (____) ____-____

FAX: (____) ____-____

E-mail: _____

If you have further questions on this pamphlet or on anything historical, contact a member of the APCO Association Historical Committee. It is also possible that your answer will be found on the APCO History Website, www.apcohistory.org .

Chapter 8

SAMPLE LETTER OF INTRODUCTION

Dear Sir or Madam:

I would like to introduce my organization and myself. I am the historian for the _____ Chapter of the Associated Public-Safety Communications Officials (APCO). APCO is the oldest and largest organization in the world devoted exclusively to furthering the development and operation of radio communications systems, which support all public safety services. APCO is a non-profit organization, founded in 1935, with more than 13,000 members worldwide. APCO members are professionals and volunteers from the fields of law enforcement, fire, emergency medicine, forestry and conservation, highway maintenance, general government, emergency preparedness and disaster agencies; as well as the 9-1-1 dispatch centers, which coordinate these personnel. APCO was chartered in 1943 and has been one of APCO's most active chapters, contributing no less than five of the association's past presidents.

During APCO's nearly sixty-five years, many items of historical nature have been generated; not the least of which is the association's monthly publication (the "APCO BULLETIN"), our Chapter meeting minutes, presidential and committee records. All of these materials provide insight into the technological and organizational changes that have occurred in this important field.

It is time for us to find an institution that will work with us in preserving and making this living history available for future generations. We hope to find a university library setting where students and scholars can use our material. Thus, we hope to promote a better understanding of the accomplishments and dedication of those pioneering public servants. I am enclosing an article that describes what the Illinois APCO Chapter has accomplished in conjunction with the Bradley University Library. The Illinois APCO Historical Collection is the only one of its type, where a perpetual arrangement is established to house and jointly provide for improving the collection's access and utility. A current APCO-funded project is to create and make available a computerized index to all these historical materials. The Illinois APCO Chapter is encouraging Local APCO Chapter to establish a similar collection; and has offered to provide assistance and needed materials to help make the collection as complete as possible. When established, this APCO Collection will be only the second such facility and would be the likely location for maintaining back-up copies (or duplicates) of the rarest items.

I am eager to meet with you at your convenience to further explore this idea. If you have any further questions or wish to set up an appointment, please contact me at home, _____, or at work, (____) _____.

Sincerely,

APCO Historian