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Processing and providing access to Boston's African American and Latino history

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**Processing and Providing Access to Boston's
African American and Latino History**

Submitted to the National Historical Publications and Records Commission

27 July 2004

Processing and Providing Access to Boston African American and Latino History

Project Summary

Purpose and Goals of Project: The purpose of the project is to make six historically important manuscript collections accessible for research. Northeastern University Libraries, Archives and Special Collections Department (UASCD) proposes to arrange, describe, and make accessible 436 cubic feet of mainly 20th century historical records from six private, non-profit organizations relating to social justice in the African American and Latino communities in Boston. These interrelated organizations are: Inquilinos Boricuas en Acción (IBA), United South End Settlements (USES), Roxbury Multi-Service Center (RMSC), Sociedad Latina, Urban League of Eastern Massachusetts (ULEM) and The Citywide Educational Coalition. When considered with the other African American and Latino collections already available in the UASCD, the body of material will comprise an invaluable historical resource.

Significance and Relationship to NHPRC Goals and Objectives: The records of these organizations contain rich documentation of themes relating to school desegregation, public policy formation, public health issues, community relations, affordable housing, urban planning, social service delivery, cultural programming, violence prevention, and minority rights during the last decades of the 20th century. The records provide perspectives different from the information and opinions presented by conventional media and in the traditional historical documentation. Created by members of the African American and Latino communities, the records provide clues for understanding events that may have been ignored, misunderstood, or misrepresented in traditional sources. They document community issues and accomplishments; they document the motivation for and the process of working for change; they help provide insights into the diversity of individuals and the range of opinions within each community; and they help to instill pride in the community's successes and to evaluate its setbacks. Preserving the historical records of such organizations is critical because this documentation provides perspectives of members of these communities. If this documentation is destroyed or unavailable to researchers, the historical record will be devoid of these vital viewpoints. On both the local and national levels, this project will enhance research on a wide range of themes (as mentioned above), relating to the African American and Latino struggles for full inclusion into society. The potential contribution of these collections to humanities and social science scholarship, among other uses, is considerable. And the addition of these collections to the twenty collections from the African American and Latino communities, which we have already processed will further increase the usefulness of all of our material.

The proposed project will provide access to untapped primary source material, offering African American and Latino perspectives that are not documented elsewhere. The records focus on significant issues around which the African American and Latino communities in Boston found their voices and became actively engaged in working to achieve social justice. This project, therefore, supports the NHPRC's goal "to protect and otherwise make accessible historically significant records."

Plan of Work for Grant Period: Project staff will arrange and describe each of the six collections, taking appropriate preservation measures, which include removing paperclips and rehousing the records in acid-neutral folders and boxes. Arrangement and Description activities will be performed according to accepted archival principles and practices as defined in *Arranging and Describing Archives and Manuscripts*, Fredric M. Miller (Chicago: Society of American Archivists, 1990), which is part of the Society's Archival Fundamental Series.

Project staff will compose descriptive inventories, each consisting of the following elements: collection overview, historical note, scope and content note, series list, series descriptions, and folder list. The inventories will employ Encoded Archival Description and will be available electronically in HTML via the University Archives and Special Collections Department website (www.lib.neu.edu/archives/collect/mcoll.htm). Collection level records with links to the finding aids will be entered into OCLC, Proquest's ArchivesUSA, and Northeastern University Libraries' online catalog, which is Internet accessible. Because the organizations whose records are to be processed are still in operation, project staff will also work with each organization to produce a documentation plan to identify historically significant records that should be preserved in the UASCD in the future.

Products and Publications to Be Completed During Grant Period: The proposed project will result in the production of six finding aids and documentation plans, one for each organization. Project staff will compose descriptive inventories, each consisting of the following elements: historical note, scope and content note, series list, series descriptions, and folder list. The inventories will employ Encoded Archival Description and will be available electronically in HTML via the University Archives and Special Collections Department website (www.lib.neu.edu/archives/collect/mcoll.htm). Collection level records with links to the finding aids will be available in OCLC, Proquest's ArchivesUSA, and Northeastern University Libraries' online catalog, which is Internet accessible. Finding aids will also be accessible via RLG's Archival Resources. Because the organizations whose records are to be processed are still in operation, project staff will also work with each organization to produce a documentation plan to identify historically significant records that should be preserved in the UASCD in the future. The project will be widely publicized. Project staff will distribute press releases in appropriate community, scholarly and archival publications, on relevant humanities and archival listservs, and on the UASCD's website, announcing the availability for research of each collection when it is processed.

Key Personnel:

Project Director: Joan D. Krizack, University Archivist and Head, Special Collections Department, University Libraries, Northeastern University, 92 Snell Library, Boston, MA 02115.
Telephone: 617.373.8318

Project Coordinator: Michelle Light, Assistant Archivist, Archives and Special Collections Department, University Libraries, Northeastern University, 92 Snell Library, Boston, MA 02115.
617.373.7656.

Project Archivist: To be hired after a national search. Qualifications: MLS from ALA-accredited library school or graduate degree in history with archival specialization; at least two years of experience in an archival setting; experience processing large archival or manuscript collections; strong written communication skills; well-developed organizational skills; supervisory skills. Duties: Implements grant-funded project to arrange, describe, and make accessible the historical records of Inquilinos Boricuas en Acción (IBA), United South End Settlements (USES), Roxbury Multi-Service Center (RMSC), Sociedad Latina, Urban League of Eastern Massachusetts (ULEM), and the Citywide Educational Coalition.

Project Assistants: To be hired (part-time). Qualifications: Bachelor's degree; enrollment in a graduate program in history or information science; well-developed organizational skills; affinity for detail; ability and willingness to lift boxes weighing up to 40 lbs. each. Duties: Under the direction of the Project Archivist will assist in processing the six collections.

Performance Objectives

1. Project staff has composed descriptive inventories, each consisting of the following elements: historical note, scope and content note, series list, series descriptions, and folder list, for all six collections.
2. The inventories employ Encoded Archival Description.
3. The inventories are also available electronically in HTML via the University Archives and Special Collections Department website (www.lib.neu.edu/archives/collect/mcoll.htm).
4. Collection level records with links to the inventories have been entered into OCLC, Proquest's ArchivesUSA, RLG's Archival Resources, and Northeastern University Libraries' online catalog.
5. A documentation plan has been created for each organization to identify historically significant records that should be preserved in the Archives and Special Collections Department in the future.

Project Narrative

Context

The origins of a social process of any importance must be sought "in the internal constitution of the social *milieu*." The character of the environment--the community in its broadest sense--is particularly important in the study of the contact of dissimilar cultures. It is the field where unfamiliar groups meet, discover each other, and join in a hard relationship that results in either acculturation or conflict. As such, the qualities of the environment subtly condition all the forces involved and often exercise a determining influence upon their evolution. (Oscar Handlin, *Boston's Immigrants: A Study in Acculturation*, p. ix.)

More than in other American cities, Boston's disparate cultural groups confronted a dominant culture solidly rooted in a patriarchal and Brahmin past. Increasingly abundant immigrant groups (whether European, Asian or Latino) and incipient but influential cultural groups, such as Southern blacks and Jews, effected a profound change in the nature of the city--as much through conflict as through acculturation. These effects have not been adequately documented, however, because so many of the leading cultural and academic institutions were aligned with the dominant culture and its upper classes. As a result, the historical records of the non-dominant groups are often less securely preserved, harder to find, and less accessible than their importance warrants.

Social historians and other researchers have long recognized the challenges of documenting the lives and experiences of minority populations. Whether because they were illiterate, non-English-speaking, or because they were simply unlikely to record their experiences in conventional ways, many minorities have not left accounts of their encounters in and contributions to American society. With traditional historical accounts all but absent, researchers have had to rely primarily on their creative skills to develop alternative research strategies. Researchers since the 1960s have examined sources such as birth, death and marriage certificates, newspaper articles, census reports, employment records, medical histories, military registers, police reports, and court dockets. They have woven this documentary evidence together to construct a portrait of ordinary lives. Often, researchers have to rely on accounts written by accidental chroniclers who were not themselves members of the minority group.

In other words, it is unusual for those researching underrepresented populations to be able to consult records created by minorities and the social, political, and economic networks they have created. Despite the best efforts and intentions of researchers, the skewed nature of the historical record is evident.

Today, researchers are in need of greater details about the workings of underrepresented communities--details that only documentation created by the community itself can provide. Records of grassroots organizations, in particular, provide the first-hand accounts of how different communities identified their respective needs and how each created particular strategies to meet them. These records, therefore, not only reveal the constructive efforts within the community, but also the conflicts that resulted from competition within and among the communities. No minority community is one-dimensional, and not all members of the various communities see themselves in the same fight for full inclusion in society. Issues such as race, class, sex, generation, and religion, manifest themselves in every culture. With subtle and delicately shaded influences at work, no voice but the community's itself can describe accurately the significance of that complexity, and no social history is fully developed without that articulation.

Some colleges and universities have African American and women's studies departments; others offer concentrations in Latino, or Asian studies; nevertheless, there is a dearth of primary source materials on the social, political, and economic support networks created by these underrepresented populations. Without a commitment from archivists to preserve the records of the grassroots organizations of these underrepresented communities, history will exclude evidence of society's minority participation, and an incomplete historical record will prevail.

"[I]nstitutions that black men and women have built cannot be overlooked...or the widely held view that black people have built nothing of permanence in this country will be perpetuated." (William Harris, *The State of Afro-American History: Past, Present, and Future*, p. 150.) This statement can be applied equally to other underrepresented groups. Without a collecting plan that preserves the contributions of community organizations, archivists neglect important primary sources, and the voices

of those communities remain unheard. Local and regional grassroots community history projects are beginning to spring up throughout the country, attempting to preserve historical information specific to their locales, which also sheds light on national trends in the treatment and experiences of minority cultures. The diversity of experience determined by region, race class, sex, sexual preference, religion, and other categories of analysis requires scrutiny of specific lives and specific organizations in specific places. Analyzing and refining the history of minority cultures, therefore, depends on researchers working with resources and materials in particular geographic locations. A collection of primary resource materials will also provide each community with information that helps to create a sense of pride in its own heritage.¹

Purpose and Goals

The purpose of the project is to make six historically important manuscript collections accessible to the research community. Northeastern University Libraries, Archives and Special Collections Department (UASCD) proposes to arrange, describe, and make accessible 436 cubic feet of mainly 20th century historical records from six private, non-profit organizations relating to social justice in the African American and Latino communities in Boston. These interrelated organizations are: Inquilinos Boricuas en Acción (IBA), United South End Settlements (USES), Roxbury Multi-Service Center (RMSC), Sociedad Latina, Urban League of Eastern Massachusetts (ULEM) and The Citywide Educational Coalition.

After appraising, carrying out basic preservation measures, and organizing the collections, project staff will compose descriptive inventories, each consisting of the following elements: historical note, scope and content note, series list, series descriptions, and folder list. The inventories will employ Encoded Archival Description and will be available electronically in HTML via the University Archives and Special Collections Department website (www.lib.neu.edu/archives/collect/mcoll.htm). Collection

¹ Northeastern University recently recognized the importance of the work of the Archives and Special Collections Department to document Boston's diversity by giving the President's Diversity Recognition Award to department head, Joan Krizack.

level records with links to the finding aids will be made available in OCLC, Proquest's ArchivesUSA, and Northeastern University Libraries' online catalog, which is Internet accessible. Finding aids will also be accessible via RLG's Archival Resources. Because the organizations whose records are to be processed are still in operation, project staff will also work with each organization to produce a documentation plan to identify historically significant records that should be preserved in the UASCD in the future.

Together with Northeastern's other collections documenting social justice organizations in Boston's African American and Latino communities (see: http://www.library.neu.edu/archives/collect/mcoll_by_topic.htm), they will form a significant and comprehensive historical resource. Additionally, providing appropriate access to these materials will undoubtedly be a catalyst for donations of additional collections.

For the past seven years, Northeastern University Libraries, Archives and Special Collections Department (UASCD) has systematically identified and actively pursued collections that document organizations concerned with social justice, and that serve and are administered by Boston's African American, Latino, and gay and lesbian communities. In addition to the organizations named in this proposal, the UASCD has also preserved the records of other important organizations concerned with social justice, such as Freedom House, La Alianza Hispana, and Puerto Rican Entering and Settling Service. This documentation effort is ongoing, and the UASCD is currently negotiating to preserve the historical records of several other African American and Latino organizations that are concerned with social justice.

IBA, United South End Settlements, RMSC, Sociedad Latina, Urban League, and Citywide Educational Coalition were selected by two teams of advisors--one team from Boston's African American community and the other from Boston's Latino community. The advisors identified these organizations as among the most important ones to document in the broad category of social justice, which is the collecting focus of the UASCD. UASCD staff contacted each organization and worked--in one case for a several years--to negotiate gift agreements and the subsequent transfer of records.

Appraisal of all non-current records was conducted on site for each organization. Records that were not archival and could be discarded were so labeled; non-archival records that needed to be kept for a period of time for legal and fiscal reasons were labeled with a destruction date. Those records identified as historical were boxed and transferred to the UASCD. Rough box lists are available for all of the collections.

Significance of the Project

The records of these organizations contain rich documentation of themes relating to school desegregation, public policy formation, public health issues, community relations, affordable housing, urban planning, social service delivery, cultural programming, violence prevention, and minority rights during the last decades of the 20th century. The records provide perspectives different from the information and opinions presented by the media and in the traditional historical documentation. Created by members of the African American and Latino communities, the records provide clues for understanding events that may have been ignored, misunderstood, or misrepresented in other sources. They document community issues and accomplishments; they document the motivation for and the process of working for change; they help provide insights into the diversity of individuals and the range of opinions within each community; and they help to instill pride in the community's successes and to evaluate its setbacks. The preservation of the historical records of such organizations is critical because this documentation provides perspectives of members of these communities. If this documentation is destroyed or unavailable to researchers, the historical record will be devoid of these vital viewpoints. On both the local and national levels, this project will enhance research on a wide range of themes (as mentioned above), relating to the African American and Latino struggles for full inclusion into society.

The potential contribution of these collections to humanities and social science scholarship, among other uses, is considerable. These materials are invaluable and essential resources which will be used to analyze significant patterns of political, social, and economic change in Boston's African

American and Latino communities. The collections will also be used by the media to narrate and illustrate articles, films, and stories relating to the communities. Northeastern University Libraries, Archives and Special Collections Department will use the materials in web-based exhibits and teaching modules; The City of Boston will use the collections for celebrations and commemorations; and the organizations themselves will make use of them for fund raising and in publications and exhibits. And the addition of these collections to the twenty collections from the African American and Latino communities, which we have already processed will further increase the usefulness of all of our material.²

The proposed project will provide access to untapped primary source material, offering African American and Latino perspectives that are not documented elsewhere. The records focus on significant issues around which the African American and Latino communities in Boston found their voices and became actively engaged in changing the course of history. This project, therefore, supports the NHPRC's goal "to protect and otherwise make accessible historically significant records."

Inquilinos Boricuas en Acción (IBA)

Records, 1968-1997

146.5 cubic feet

IBA, a private, nonprofit, community-based organization, was established in 1968 principally by the Puerto Rican residents of Parcel 19, a South End community whose existence was threatened by Boston's Urban Renewal program. Parcel 19 residents conducted a multi-year campaign that won them the right to control the redevelopment process of their community. The result was the creation of Villa Victoria, an 895-unit low-to-moderate income neighborhood, housing more than 3,000 residents. In 1970 ETC Developers, Inc., a subsidiary of IBA, was founded to provide professional property management and security services to all property developed by IBA.

IBA works to foster the social and economic well-being of Villa Victoria residents; promote and advocate for Latinos citywide, and perpetuate the rich Latino cultural and artistic heritage. IBA/ETC

² Our reference statistics for FY2004 demonstrate a 16% increase in the use of manuscript collections over the previous year from 195 requests to 226 requests.

preserves affordable housing in Boston, provides support services for families and individuals, promotes pride in and understanding of Puerto Rican and Latin American heritage, works with residents to create and maintain a community based plan for the physical, economic, and social development of Villa Victoria and neighboring areas, provides computer training, and offers bilingual and bicultural services for preschool children and their families. IBA's accomplishments have earned it widespread recognition as one of the most successful community development models in the United States.

The records document the administration and programs of IBA/ETC, and they include, board of directors meeting minutes, founding documents, fund-raising materials (including grant proposals), financial files, programs and performance files of the Jorges Hernandez Cultural Center, Teen and Kid Empowerment Program files, Festival Betances files, Substance Abuse Program files, Family Advocacy Program files, Escuelita Boriken (preschool) files, and photographs.

IBA's records represent almost 30 years of the organization's history. While they are in good physical condition, the records are extremely disorganized. As the Archives staff appraised and boxed the collection prior to transporting it to Northeastern, they drafted a rough box listing. In spite of the fact that the materials lack organization, several researchers have already used the collection: a Princeton University faculty member researching resident-driven initiatives within the Villa Victoria neighborhood which IBA supported and integrated into its programming; a Cornell University graduate student writing a thesis in urban planning; a Harvard University undergraduate researching the role of women in IBA in the 1970s; a Harvard University graduate student researching organizations protesting displacement following gentrification; a Harvard University Ph.D. candidate researching community response to urban renewal in New York City, New Haven, and Boston; a Northeastern University undergraduate searching for information and photographs of Latinos in Boston during the 1970s-1990s; a Hunter College professor looking for photographs to illustrate a book of essays on Puerto Ricans in New England; a University of Massachusetts (Boston) student researching the Emergency Tenants Council and Villa Victoria; IBA staff interested early board decisions; and a producer from WGBH working on a documentary on Villa Victoria. However, the collection's lack of organization has hampered many of

these research efforts, and one Harvard Ph.D. candidate decided to revise so he would not have to consult the collections because it is so disorganized.

United South End Settlements

Records, 1892-2000 (bulk, 1961-2000)

116 cubic feet

United South End Settlements was incorporated in 1960 as the merger of four settlement houses—South End House, Lincoln House, Hale House, Harriet Tubman House— and the Children's Art Centre, all which had been founded in the 1890s. Settlement houses were tied to low-income neighborhoods, and their goal was to provide educational and recreational services and to bring about social reform. It was these and other settlements that established the first training programs for early childhood and kindergarten teachers, the first nursery schools, mothers' groups, children's lending libraries, and neighborhood playgrounds. Boston's first Montessori School was established by the settlements in 1915, and the founders and pioneering students of both Simmons College and Wheelock College lived and worked in Boston. Sanitation, health, safety as well as education were critical concerns for the settlement houses. They were instrumental in establishing the South Bay Union Milk Station which brought about sanitary methods in processing and selling milk. One of the city's first well-baby clinics and the Baby Hygiene Association were established by settlement house workers in 1914.

Currently, USES's works to bring together the resources of its clients, the community, and the agency to promote well-being of individuals and groups at risk within the community; nurture personal growth and development; build a sense of community; and foster an environment where all can thrive. To fulfill this mission, USES serves individuals of all ages by offering, for example, art classes, GED examination preparation, computer access and training, pre-school and after-school programs, adult literacy classes, and recreational programs. Frieda Garcia, president of USES from 1981-2001, was also the founder of La Alianza Hispana whose records are accessible in the University Archives and Special Collections Department (<http://www.lib.neu.edu/archives/collect/findaids/m55find.htm>.)

The material, dating from 1892-2000 documents United South End Settlements' predecessor organizations in addition to current programs in art, education, technology, and social services. The

records include correspondence, board and committee minutes, reports, photographs, contracts, annual budgets, and newspaper clippings. The records are not well-organized with the exception of six boxes of photographs which are grouped according to subject. The collection has already been used by several Emerson College students who were making a film to be used by the USES Development Office and by a professor from MIT writing a book on diversity as a concept and diversity in Boston's South End.

Roxbury Multi-Service Center

Records, 1972(?)-1995

79 cubic feet

Founded in 1964, Roxbury Multi-Service Center (RMSC) is a social service agency that provides a wide range of services for individuals of all ages and from a variety of ethnic backgrounds. RMSC's mission is to build strong families and a strong community by providing individuals and families of color with a comprehensive array of programs and services designed specifically to meet their diverse needs. These services include adolescent and family support, violence prevention and intervention, career counseling, academic and cultural enrichment, technology training, emergency financial assistance, financial assistance for college, therapeutic counseling, and shelter for the homeless. Located in the center of Boston's African American community, RMSC is a catalyst for the development of new services and programs throughout the metropolitan Boston area.

The records document the administration and programs of RMSC and include, board of directors meeting minutes, annual reports, grant proposals, fund-raising materials, budgets, photographs, and slides; and program records, including documentation of the Youth Development Project, Day Activity Program, Project Right, Project Green on Blue, and Community Programs Against Sexual Assault. Although the collection is quite disorganized, a University of Delaware professor consulted the collection for a book she is writing on black activism in Roxbury, Mass.

Sociedad Latina

Records, ca. 1980-1998

20 cubic feet

Founded in 1968, Sociedad Latina (SL) is a community based non-profit organization whose goal is to help Latino youth and their community. Combining direct service, advocacy, information, and referral services, SL is a human service resource center for the Mission Hill area of Boston. SL's programs help young people gain a sense of pride and personal responsibility, recognize their inherent strengths, and strive for success within a context that celebrates Latino cultural heritage. SL's programs include, education on HIV/AIDS, substance abuse, teen pregnancy prevention, and smoking cessation; career development and training (Jovenes Latinos Pro Salud); social service referral and counseling to young people and families; cultural pride and mentoring program (Viva La Cultura Club); community service; after school homework support; housing and general resource referrals. SL directly serves more than 3,500 young people each year through programs that are predominately lead by teen peer leaders.

The records of SL document the administration and programs of the organization. The records include board meeting minutes, grant proposals, audit reports, subject files, and program files documenting Latino's in Leadership Action and Change, LEAPS (Leadership Education and Prevention Services) for Youth, Jovenes Latinos Pro Salud, Viva La Cultura Club, and HOLA (Helping Other Latinos Advance).

Urban League of Eastern Massachusetts (ULEM)

Records, ca. 1980-1994

12 cubic feet

The Urban League of Eastern Massachusetts is an inter-racial, non-profit, community based organization that provides services and advocates in the areas of education, career and personal development, and employment and training for African Americans and other persons of color. In 1919, ULEM was founded by black immigrants from the West Indies and the South as the Boston Urban League, an affiliate of the National Urban League. A provider of settlement services in its earliest days, the Urban League developed education, employment and training, and, more recently, computer literacy as its priorities. During the Civil Rights struggle of the 1950s and 1960s, the Urban League continued to operate its service programs while advocating for desegregation, voter education,

affordable housing, and equal employment opportunity for all citizens. ULEM continues its advocacy and public policy function today. In the 1970s, reincorporated as ULEM, the organization collaborated with the federal government to bring CETA training programs to the community, and in the 1980s, ULEM added programs that increased its role as advocate for the disadvantaged.

In 1997, ULEM opened a technology center that operates three programs: 1. office readiness training, 2. job readiness training, and 3. community training collaborative. This center participates in a National Science Foundation sponsored research project on the impact of community technology centers. The center also collaborates with the Department of Housing and Urban Development to promote "Neighborhood Networks" installations in public housing facilities in the Boston area, and the center was approved by the Microsoft Corp. as a Microsoft Office User Specialist Authorized Testing Center.

The records of ULEM document the administration and programs of the organization. The records include board of directors meeting minutes, constitution and bylaws, financial records, fund-raising files, public relations material (including ULEM Today newsletter, newspaper clippings, and special event files), annual reports, photographs, video tapes, and job readiness training files.

Citywide Educational Coalition (CWEC)

Records, 1972-2001
64 cubic feet

Founded in 1972 by Mary Ellen Smith and Hubie Jones (first executive director of United South End Settlements), CWEC was an independent watchdog that kept track of the players, politics, and policies of the Boston Public Schools. Its original mission was to monitor Boston's superintendent of schools search in 1972. But when busing to desegregate the Boston Public Schools, the coalition's day-to-day mission shifted to clarifying rumors, trying to protect parents and students, and monitoring implementation of US District Judge W. Arthur Garrity Jr.'s ruling. The coalition also published reports on school issues, trained parent councils, and held an annual awards ceremony for outstanding Boston Teachers. CWEC ceased operating in November 2001.

The collection includes operational files, subject files, project files, budgets, CWEC newsletters, annual reports, board meeting minutes, correspondence, proposals, publications, and photographs and video tapes of CWEC activities. This collection complements historical material held by the Boston City Archives, the University of Massachusetts/Boston Archives and the Northeastern University Archives, relating to efforts to desegregate the Boston Public Schools. As 2004 is the 30th anniversary of Judge W. Arthur Garrity, Jr.'s celebrated court order, these materials will be in demand.

All of the collections will require significant reorganization. They will be processed to the series or folder levels; no item level processing will occur. There are no significant preservation issues with any of the collections except for newspaper clippings that are yellowed and brittle. These will be evaluated for their importance and photocopied onto acid-neutral paper if warranted. Once processed, the collections will be open to all for research as they are all unrestricted.

Plan of Work

If the grant is awarded, a national search for a person to fill the Processing Archivist position will be conducted so that the position is filled by September 1, 2005. The processing time estimates assigned to each collection were calculated using information developed by the staff of Yale University's Beinecke Library (see: www.library.yale.edu/beinecke/manuscript/process/appA.html#I.3.%20Rates), using our experience processing similar collections, and assuming 2 FTE working on processing tasks 6.5 hours a day. Processing tasks will be divided according to levels of skill, expertise, and experience, so the processing is efficient. Processing levels will be determined as each collection is analyzed prior to processing, but will not in any case include item-level description.

September 1-14, 2005

Orientation

- Orient Project Archivist to university, library, and department.
- Train Project Archivist in the department's processing manuals, databases, and descriptive procedures.
- Hire project assistants.

September 15-October 5, 2005

Urban League of Eastern Massachusetts, 12 cubic ft. (approximately 16 hrs/cubic ft)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing plan for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web. Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.

October 6, 2005-April 14, 2006

United South End Settlements, 116 cubic ft. (approximately 14 hrs/cubic ft.)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing strategy for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web. Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.
- Prepare interim progress report on status of the project.
- Conduct professional staff evaluation.

April 17, 2006-December 8, 2006

Inquilinos Boricuas en Acción (IBA), 146.5 cubic ft. (approximately 14 hrs/cubic ft.)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing strategy for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web. Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.
- Prepare interim progress report on status of project.

December 11, 2006-April 20, 2007

Roxbury Multi-Service Center, 79 cubic ft. (approximately 14 hrs/cubic ft.)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing strategy for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web. Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.

- Prepare interim progress report on status of the project.
- Conduct professional staff evaluation.

April 23-May 23, 2007

Sociedad Latina, 20 cubic ft. (approximately 15 hrs/cubic ft.)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing strategy for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web.
- Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.

May 24-August 31, 2007

Citywide Educational Coalition, 64 cubic ft. (approximately 14 hrs/cubic ft.)

- Conduct background research on the organization.
- Survey and analyze the contents, existing organization and arrangement, and physical condition of the records.
- Develop processing strategy for appraising, arranging, describing, and preserving the materials.
- Implement the processing plan. Arrange, rehouse, and label the materials.
- Create a finding aid. Encode the finding aid in EAD and make available in HTML on the web.
- Create catalog record in local OPAC. Submit to OCLC and ArchivesUSA.
- Develop documentation plan for the organization.
- Publicize the availability of the collection.
- Prepare final report on the project.

Project Products

The proposed project will result in the production of six finding aids and documentation plans, one for each organization. Project staff will compose descriptive inventories, each consisting of the following elements: historical note, scope and content note, series list, series descriptions, and folder list. The inventories will employ Encoded Archival Description and will be available electronically in HTML via the University Archives and Special Collections Department website

(www.lib.neu.edu/archives/collect/mcoll.htm). Collection level records with links to the finding aids will be entered into OCLC, Proquest's ArchivesUSA, and Northeastern University Libraries' online catalog, which is Internet accessible. Finding aids will also be accessible via RLG's Archival Resources.

Because the organizations whose records are to be processed are still in operation, project staff will also work with each organization to produce a documentation plan to identify historically significant

records that should be preserved in the UASCD in the future. The project will be widely publicized. Project staff will distribute press releases in appropriate community, scholarly and archival publications, on relevant humanities and archival listservs, and on the UASCD's website, announcing the availability for research of each collection when it is processed.

Qualifications of Project Personnel

Project Director: Joan D. Krizack has worked as a professional archivist for 22 years, serving as University Archivist and Head, Special Collections Department at Northeastern since 1994. She is widely known for her work documenting underrepresented communities. She was awarded the David B. Gracy II Award from the Society of Georgia Archivists for the 1999 article she co-authored, "Preserving the History of Boston's Diversity," and in 2004 she was the recipient of the Northeastern University President's Diversity Recognition Award. She has successfully directed three grant funded projects involving the selection, appraisal, and processing of archival material. (See Appendix C for her resume.) Krizack will devote 10% of her time to the proposed project. Her responsibilities will include general management and oversight of project planning, budgeting, and reporting. She will oversee selection of project staff; review processing plans, finding aids, and catalog records, administer budget, and prepare interim and final reports.

Project Coordinator. Michelle Light has worked as a professional archivist for five years, serving as Assistant Archivist at Northeastern for three years. At Northeastern, Light oversees all processing activities. Light is co-author of, "Colophons and Annotations: New Directions for the Finding Aid" *The American Archivist* (Fall 2002). (See Appendix C for her resume.) Light will devote 25% of her time to the proposed project. She will be responsible for the daily oversight of the project--helping to develop processing plans, evaluating finding aids and catalog records, drafting press releases and documentation plans, and evaluating the performance of project staff. She will also ensure that all project deadlines are met.

Processing Archivist. (To be hired through a national search.) Under the direction of the Project Coordination, the full-time Processing Archivist will arrange, describe, and preserve six collections of historical materials. S/he will conduct background research, draft finding aids (historical note, scope note, series notes, and folder list), make finding aid available in HTML on the Archives' website, encode the finding aids in EAD, and submit this version to RLG. (The full job description for this position is attached as Appendix C.)

Processing Assistants. (To be hired.) In the interest of efficiency, two half-time processing assistants will support the work of the Processing Archivist. Two half-time assistants will be recruited from Northeastern's graduate program in public history and Simmons College Graduate School of Library and Information Science. They will be involved in processing activities such as drafting folder lists and carrying out basic preservation measures. (The full job description for this position is attached as Appendix C.)

Project Advisors. (To be solicited.) Advisors from the African American and Latino communities will be solicited as necessary to provide guidance in processing and publicizing the collections.