

PROPOSAL FOR AN ORAL HISTORY PROGRAM IN CONNECTION WITH 10TH ANNIVERSARY
AND
A LONG RANGE PLAN FOR ESTABLISHING A UNIVERSITY ARCHIVE AT UHCLC

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November 1, 1982

Oral History (short range for the 1984 10th Anniversary)

The project should begin with the organization of an Oral History Advisory Committee to set policy and oversee the project. Committee members should represent the various segments of UHCLC and should have overall knowledge about the creation and establishment of the University, and who can suggest potential memoirists.

The short range project needs an oral history coordinator to oversee the interviewing, the preparation of transcriptions, the creation of finding aids, and compiling the various forms necessary for recording and using the interviews. This person might also conduct some of the interviews and would train student or volunteer interviewers.

The interviewers should be circumspect, knowledgeable persons capable of eliciting information about the founding and first years of UHCLC. Select volunteers from the faculty or the community might be useful, but the majority of interviews would be conducted by the oral history coordinator and graduate students. One capable interviewer can research, conduct, and index a memoir on an average of one 10-hour week given ideal circumstances. In view of the pressure of time before the 10th Anniversary, I recommend employing 2 graduate students 10 hours a week for 2 full semesters. This should assure sufficient time for 40-50 good interviews.

Transcribing interviews is one of the most expensive portions of such a project. Most institutions agree, however, that taping the memoirists is of primary importance even if full transcriptions are not immediately possible. Interviews with key persons should be transcribed, and rough estimates of the cost vary from \$1.50 per double-spaced typed page done manually to \$2.50 per page on a word processor; a 2-hour interview may yield 40-50 typed pages. Editing, proofing, and circulating the product to the memoirist for approval takes considerable time.

Indexing the tape by subject is an alternative used by most institutions to allow ready access to the tape. This is relatively quick and inexpensive, and researchers can easily find the material by the counter-numbers on the recorder.

All transcriptions and indexes are duplicated for research purposes and the original stored as a security copy. Occasionally memoirists insist on restricting portions of their interviews for stated periods of time, and when so stipulated, confidentiality must be assured by removing that portion of the tape/typescript from circulation.

Tape cassettes are now preferred over the more cumbersome reel to reel tapes both for interviews and for transcribing and storage. While the unobtrusive small tape recorder is better for interviews, it should be boosted with an external microphone.

ROUGH ESTIMATE OF COSTS
FOR
SHORT RANGE ORAL HISTORY PROGRAM

Special equipment

Sony cassette recorder	\$250.00
accessories (foot pedal, etc)	200.00
tapes (best 60 min tapes @\$3.50 ea) 100 tapes	350.00
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	\$800.00

Personnel

Oral History Coordinator (can be part time)*	\$10,000.00
2 graduate students (26 weeks @10 hr pr wk x 2)	2,600.00
typist-transcriber (half day) **	6,400.00
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	\$19,000.00

Overhead **

office space and usual furniture including
a secure cabinet for storing tapes & equipment
consumable supplies (paper, ribbon, etc)
unrestricted access to photoduplication for use in
research and in duplicating finding aids
travel/telephone for any interviewees living outside of
immediate area

* See letter

** I have no way of knowing current costs

Establishing an archive (long range)

Ideally a university archive should be physically near, and under the supervision of the administration, in order to carefully preserve non-current records and memorabilia of historical interest. Not a dead storage area, the archive should be able to quickly retrieve needed items required by administrators, and through a careful logging system, the whereabouts of any particular document on loan can easily be ascertained.

Such an archive serves a records managing function by clearing needed file drawer space in busy offices. Moreover, an established records managing system prevents inexperienced clerical workers from discarding vital documents in error.

Moreover, documents stored in an archive are less likely to be mislaid or misused by unauthorized persons because of limited access.

The university archive would be a working reference center housing annual reports, non-current minutes, significant correspondence, and other important documents generated by the administration plus those of faculty, student, and alumni groups that chose to use the repository. Photographs, posters, programs, year books, audio tapes, architectural plans, and newspapers are among items also found in university archives, and often museum-like artifacts find a haven there.

Beyond serving administration and office needs, the archive can be a research source for student papers. Obviously confidential files would not be available for research, but other materials could generate papers in various disciplines. The clipping files from the Office of Information might be moved in part to the archive, thus freeing valuable filing space.

In the future, including the manuscript papers of administrators or faculty is a possibility, depending on space and budgetary constraints. The papers belonging to others not associated with the university should not be accepted unless there is a long range commitment of money for a specific undertaking.

REQUIREMENTS FOR UHCLC ARCHIVE

Physical

1. A large storage area with climate and humidity control suitable for metal shelving for gray archival boxes and record center containers.

This type of storage is much cheaper than metal file cabinets and experience indicates that the boxes are just as fireproof when stored correctly provided there is a sprinkler system.

Floor supports must be strong enough to hold weight similar to a library.

2. 3 adjacent rooms:

- a. office for archivist

- b. processing area for incoming records
2 tables and chairs
shelving

- c. user reading room with desk for page/clerk who watches users

3-4 tables, chairs,
cabinet in which to lock users belongings
library truck

Personnel

Archivist

Page/Clerk

Processor (parttime, student help)

Equipment

Metal shelving

Acid-free folders, archival boxes, cartons