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# Building Awareness of Archival Value: Working With Record Creators

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# Disclaimer

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- ★ The opinions expressed in this presentation are the authors' own and do not reflect the view of the Department of the Navy, the Department of Defense, or the United States Government.



# Overview of NHHC

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- ★ The Naval History and Heritage Command (NHHC) is headquartered in Washington, DC. The history of the NHHC can be traced back to 1800 with the founding of the Navy Department Library.
- ★ Mission: To preserve and present an accurate history of the U.S. Navy
- ★ Specialties:
  - Archives
  - Histories
  - Navy Department Library
  - Navy Art Collection
  - Underwater Archeology
  - Curator Branch
  - Official Navy Museums
  - Communications & Outreach (Public Affairs)



# Locations

## Naval History and Heritage Command





# History, Mission & Staff

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- ★ **History:** Traces history back to 1882 with formation of Office of Naval Records and Library within the Office of Naval Intelligence
- ★ **Mission:** Collect, organize, preserve, protect, and make available select permanent official records and other historically significant documents of the Navy such as personal papers, oral histories, and photographs
- ★ **Staff:** 25 archivists and 2 FOIA specialists organized into Processing and Reference/FOIA sections + contractors for special projects
- ★ Part of the Histories and Archives Division that includes the Navy Department Library and the Histories Branch



# Collection Overview

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- ★ Largest repository of permanent Navy records outside the National Archives
  - Almost 40,000 cu. Ft. of textual and special media records and donated archival material
  - 1 million+ photographs
  - 4 TB+ of electronic records
- ★ Approximately 85% to 90% of textual and electronic holdings are official records
  - Transferred to the Navy Archives in accordance with Navy record schedules
  - Retained up to 50 years depending on the record series before transfer to National Archives
- ★ Collecting Areas
  - Operational records
  - Ships History Collections
  - Aviation History Collections
  - Personal Papers
  - Office of the Chief of Naval Operations



# US Navy

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## ★ NAVY PERSONNEL

**Active Duty:** 329,867

Officers: 54,621

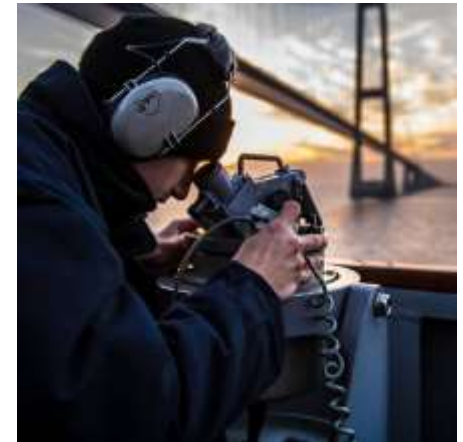
Enlisted: 270,811

Midshipmen: 4,435

**Ready Reserve:** 100,495 as of Dec 2018

Selected Reserves: 50,080

Individual Ready Reserve: 42,415



<https://www.instagram.com/p/BtHTnLzhxRm/>

**Navy Department Civilian Employees:** 274,300

## SHIPS AND SUBMARINES

**Deployable Battle Force Ships:** 288

[https://www.navy.mil/navydata/nav\\_legacy.asp?id=146](https://www.navy.mil/navydata/nav_legacy.asp?id=146)



# Glossary

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- ★ **Archival Value** - for our purposes, the record has validity
- ★ **Validity** – accurately represents reality
- ★ **OPNAVINST** - is a formally documented lawful order that is issued by the Chief of Naval Operations. These instructions are typically used to establish United States Navy policy, procedures, and requirements.
- ★ **Fleet** consists of 288 vessels
- ★ **Naval Commands** over 3,000 (land, sea, and reserve units)
- ★ **History** – for our purposes, it's anything that happened 'yesterday'.
- ★ **COR** are annual reports submitted by commands
- ★ **Deck Log** monthly reports of Naval commissioned vessels
- ★ **NCDU**- Naval Combat Documentation Unit is a reservist unit which works with commands to document the Navy's active history





# COR and Deck Logs

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- ★ **Record Series** – document a specific kind of transaction or function

<https://commons.lbl.gov/display/aro/Record+Series+Definition>

- ★ In our case, either monthly or yearly ‘reports’.
- ★ Again, these record series are governed by the OPNAVINST



# US Navy Sailor

★ "...I didn't think anyone really looked at the deck log let alone read any of it once we send it off..."



[https://www.navy.mil/view\\_image.asp?id=231199](https://www.navy.mil/view_image.asp?id=231199)



# Archivist vs Records Manager vs Program Manager

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## Archivist

- ★ 1. An individual responsible for appraising, acquiring, arranging, describing, preserving, and providing access to records of enduring value, according to the principles of provenance, original order, and collective control to protect the materials' authenticity and context. - 2. An individual with responsibility for management and oversight of an archival repository or of records of enduring value.

<https://www2.archivists.org/glossary/terms/a/archivist>

## Records Manager

- ★ An individual responsible for the administration of programs for the efficient and economical handling, protecting, and disposing of records throughout their life cycle.

<https://www2.archivists.org/glossary/terms/r/records-manager>

## Program Manager

- ★ Responsible for planning and governance and for overseeing the successful delivery of the program's output/product

<https://www.pmi.org/learning/library/roles-responsibilities-skills-program-management-6799>



- ★ No one knows their collection the way archivists know their collection.





# Archivist vs Records Manager

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★ Trepidation about 'changing' history



★ Things don't have to change the world or the fleet to be important.

Aviation Electronics Technician 2nd Class Jesse Duncan paints a workshop door in the AIMD tunnel aboard the aircraft carrier USS George H.W. Bush (CVN 77). (U.S. Navy photo by Mass Communication Specialist 3rd Class Tristan B. Lotz/Released)



<https://www.dvidshub.net/image/3884086/ghwb-flagship-carrier-strike-group-csg-2-which-comprised-staff-csg-2-ghwb>





# Intervention

- ✦ Not tampering
- ✦ Action taken to improve a situation



Aerographer's Mate 2nd Class Jakob Kenna, a native of Cocoa Beach, Florida, assigned to the navigation department aboard the amphibious dock landing ship USS Pearl Harbor (LSD-52), logs information into the deck log while standing a watch. (U.S. Navy photo by Mass Communication Specialist 3rd Class Logan C. Kellums/Released)

<https://www.dvidshub.net/image/3933747/uss-pearl-harbor-sailors-stand-watches>



# The Need for Intervention

- ★ Turnover
- ★ No Archival Training
- ★ No Records Management Training
- ★ OPNAVIST = standard guidance



<https://www.instagram.com/p/BsB9E4chVIs/>





# Deep Learning

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- ★ We are thinking about the long term
- ★ Teaching
  - Value vs non-value
- ★ Creating / showing examples



# Outreach

✦ Exhibits, audiovisual, presentations, websites are traditional outreach activities

✦ But every phone call or email is also an opportunity of outreach activities





# Fleet Historian Training/Outreach

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- ★ Training reservist who visit with commands throughout the year
  - Similar to an appraisal archivist
- ★ Two way street
  - Learning more about the commands from sailors



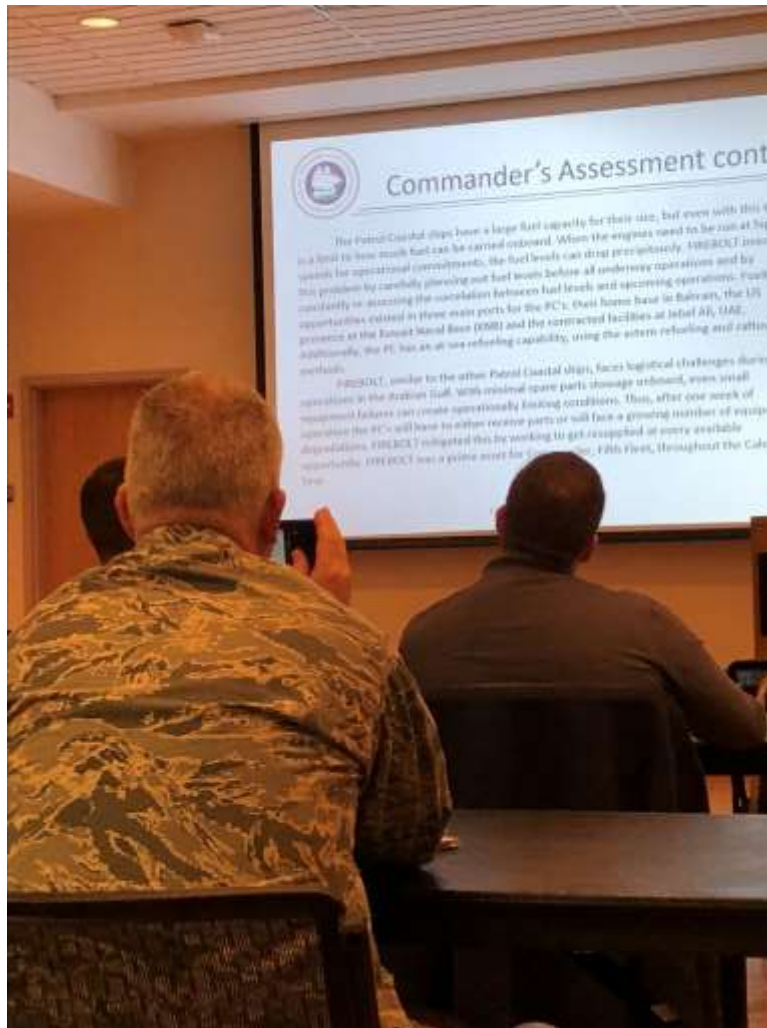
# Outreach

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- ★ With any outreach, you need to ask:
  - Are these activities effective?
  - Are they worth my time?



# Feedback



Naval Combat Documentation  
Unit / Fleet Historians  
Training  
October 2018



# Feedback - Fleet Historian Training

**Instructions:** Please indicate your level of agreement with the statements listed below in #1-7

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. The material covered was appropriate for someone with my level of knowledge of the subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. The examples provided were helpful.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
3. The speed of the presentation was appropriate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. The content was organized and easy to follow.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
5. The information helpful.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. This training experience will be useful in my work.	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
7. The training increased my awareness.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. I would like the following topics to be discussed in the future:

(More questions on back)

9. What aspects of the training could be improved or suggestions to improve training effectiveness?

a)

b)

c)

10. How much new information did you receive in the training course?



# Feedback - Fleet Historian Training

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## The Good

- ★ 95% closed-ended questions were filled out in the Strongly Agree or Agree category
- ★ “Training provided a lot of new information and excellent tips for improving the caliber of deck logs received from the fleet by using positive, memorable examples.”
- ★ “Wish I knew this as an Ensign on a ship.”
- ★ “I never realized how important a deck log is. It really is the history book of the ship.”



# Feedback - Fleet Historian Training

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## The Bad

- ★ “The training was more suitable for civilian or reservist who have never been on a ship and written/signed deck logs. No objection to the training, it just was not as beneficial to a warfare qualified senior officer.”
- ★ “A Little Dry.”
- ★ “Don’t have prepared jokes in your narrative unless you can deliver it without sounding like you are reading it off the PowerPoint slide.”
- ★ “Great script but would be better delivered not reading from notes.”





# Additional Knowledge and Skills

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- ★ Public Speaking Skills
- ★ Learning the lingo and culture of your organization
- ★ Learn to establish rapport with members of diverse groups



# Traditional Archival Competencies

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- ✦ Ability to write correspondence.
- ✦ Ability to write recommendations in a clear and concise manner.
- ✦ Ability to evaluate archival collections.
- ✦ Ability to accessioned the receipt of new collection materials daily.



# Additional Guidance

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★ Google is your friend



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## ★ QUESTIONS?

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