CELEBRATING 10 YEARS *No Tears*

SPRING 2019
Archives Without Tears

A practical two-day workshop for those who work with historical records

Presented by
the Pennsylvania State Archives
in partnership with
Bradford County Historical Society
and the **Hershey Community Archives**

Archives Without Tears

is for those who work or volunteer in organizations that deal with the past—whether it's a museum, historical society, historic house, city clerk's office, library, historic site, church, or college archives. You'll receive practical advice, sample forms and policies, and learn basic, valuable practices for collecting, preserving, and assisting researchers with the historical treasures in your care.

This program is funded in part by a National Historical Publications and Records Commission (NHPRC) State Board Programming Grant.

Day One:

The Basics of Archives

- What historical records are—and are not
- Retaining historical records that people want to use
- Managing, receiving, and evaluating collections
- Protecting your collections
- Tools to help users find information
- Processing and arrangement
- Communicating what you have and how to generate interest about your collections

Day Two:

Disaster Planning for Historical and Essential Records

- Am I prepared for the unexpected?
- What do I do when the water pipes break?
- Can my records be saved? Can they be restored?
- What supplies do I need when a disaster strikes?
- What are essential records? How do I identify them?
- Are my essential records backed up? Where?

Records Management

- Take control of your records
- Common mistakes
- Know what you have and where it is
- Reduce the cost of making records
- Assure the survival of long-term records

PHMC HARC Grant Discussion

NATIONAL ARCHIVES
NATIONAL HISTORICAL PUBLICATIONS & RECORDS COMMISSION

Pennsylvania State Archives
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
www.PAStateArchives.com

Workshop Dates and Locations

Tuesday, June 11 – Wednesday, June 12

Bradford County Historical Society
109 Pine Street
Towanda, PA 18848
Maximum registration: 50
Return registration with check by: June 5, 2019
Payable to: Bradford County Historical Society
Charge to credit card by calling: 570-265-2240
Email contact: curator@bradfordhistory.com

Wednesday, June 26 – Thursday June 27

Hershey Story Museum
63 W. Chocolate Avenue
Hershey, PA 17033
Maximum registration: 48
Return registration with check by: June 19, 2019
Payable to: Hershey Community Archives
Charge to credit card by calling:
AnnMarie Lightner - 717-520-5596
Email contact: amlightner@mshersheyfoundation.org

Tentative Schedule (subject to change)

Day One

9:00 a.m.–12:00 p.m.	Basics of Archives
12:00 p.m.–1:00 p.m.	Lunch *(included with registration)*
1:00 p.m.–4:00 p.m.	Basics of Archives *(continued)*

Day Two

9:00 a.m.–12:00 p.m.	Disaster Planning for Historical and Essential Records
12:00 p.m.–1:00 p.m.	Lunch (*included with registration*)
1:00 p.m.–2:00 p.m.	Records Management
2:00 p.m.–3:00 p.m.	PHMC HARC Grant Discussion

Presenters

Josh Stahlman and Anne Marie Ickes are archivists with PHMC's Records Services Division of the Pennsylvania State Archives. With decades of experience, they are well-versed in archival and records management principles.

For more information, contact Josh Stahlman at jostahlman@pa.gov or 717-772-3257.

Archives Without Tears
REGISTRATION

Please register for the workshop you wish to attend including date and location. Day two is a continuation, not a repeat of day one. Direct questions regarding registration to the specified parties. For other concerns please contact Josh Stahlman at jostahlman@pa.gov or call 717-772-3257.
No refunds.

Full Registration (both days) $30 | Partial (one day) $20

June 11–12 Bradford County Historical Society,
Towanda, PA
Registration closes June 5 and is limited to 50 attendees.
☐ Full Registration (both days)
Partial ☐ June 11 ☐ June 12

June 26–27 Hershey Story Museum,
Hershey, PA
Registration closes June 19 and is limited to 48 attendees.
☐ Full Registration (both days)
Partial ☐ June 26 ☐ June 27

Amount $

Name

Title

Organization

Mailing Address

City/State/Zip/County

Phone Number E-mail

Credit Card Number ☐ VISA ☐ MASTERCARD

Expiration Verification Code

Signature

Special Dietary Considerations