

Newsletter  
of the  
Illinois  
State  
Archives  
&  
The Illinois  
State Historical  
Records  
Advisory Board

**Jesse White**  
Secretary of State  
&  
State Archivist

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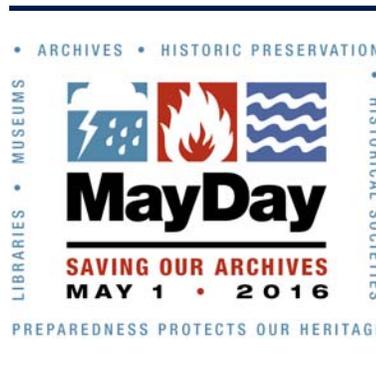


## Have a plan?

For the 10th year in a row, the Illinois State Archives participated in MayDay, an annual national event focusing on disaster preparedness and emergency response. As part of its MayDay activities, the Archives conducted a fire drill and thoroughly tested its alarm systems. The Archives also updated its internal disaster recovery plan. Staff members received two copies, one for their workstation and one to keep at home. The plan includes a phone tree and recovery team assignments; emergency contact numbers; procedures for turning off power and water in the building; an initial situation assessment form; basic and detailed guidelines for disaster recovery; resources for restoration of water-damaged documents; and a basic supplies checklist.

MayDay is a great time to review your institution's disaster recovery plan, review procedures with all staff, and make any necessary updates to your plan.

Don't have a plan yet? Now's the time to create one. There are a number of resources available to get you started. For the basics, the National Archives and Records Administration (NARA) has created an outline of elements to be included in a recovery plan. While this guide was created for use at federal agencies, the information can be applied at any institution entrusted



with caring for archival records. See more information at <http://www.archives.gov/records-mgmt/vital-records/>.

### Elements of a disaster recovery plan

1. Table of Contents
2. Introduction
  - use of the document
  - how it is to be revised
  - responsible personnel
  - general information about the facility
3. Emergency information sheet
  - fire/police departments
  - hospitals
  - emergency shut-off
  - utility companies
  - brief list of emergency respondents
4. Telephone/reporting tree
5. Records priorities
6. Response outline
  - lead personnel responsibilities

- assessing the situation
- organizing/prioritizing efforts
- establishing a command post
- eliminating hazards
- controlling the environment
- dealing with the media
- obtaining emergency funding/supplies
- providing security
- providing human comforts
- training in salvage techniques on-site

7. Supply lists and assistance/equipment vendors
8. Clear description of salvage techniques
9. Rehabilitation plans for conservation treatment
10. Appendixes

The Northeast Document Conservation Center (NEDCC) and the Massachusetts Board of Library Commissioners (MBLC) have created a free program to help institutions create customized disaster plans. Learn more about the program at <https://www.nedcc.org/free-resources/dplan-the-online-disaster-planning-tool>.

Find more information on disaster planning and prevention, including plan templates and examples from the Society of American Archivists (SAA) at <http://www2.archivists.org/initiatives/mayday-saving-our-archives/annotated-resources>.

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## DATES & REMINDERS

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### Society of American Archivists

Workshop, "Copyright Law for Archivists: A Risk Assessment Approach"

June 6-7, Chicago

<http://www2.archivists.org/>

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### Federation of Genealogical Societies

(Local Host: Illinois State Genealogical Society)

Federation of Genealogical Societies Conference 2016

"Time Travel: Centuries of Memories"

August 31-September 3, Springfield

<https://www.fgsconference.org/>

1-888-FGS-1500

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### Illinois Association of Museums

2016 Annual Conference

"Cultural Placemaking: Museums in the 21st Century"

September 28-30, Oak Park

<http://www.illinois museums.org/inspire/>

[annual-conference/](http://www.illinois museums.org/inspire/annual-conference/)

217-524-6977

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### Illinois State Historic Preservation Agency

2016 Conference on Illinois History

October 6-7, Springfield

[http://www.illinois.gov/lhpa/Involved/](http://www.illinois.gov/lhpa/Involved/Pages/Conference.aspx)

[Pages/Conference.aspx](http://www.illinois.gov/lhpa/Involved/Pages/Conference.aspx)

217-557-8336

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### Midwest Archives Conference

2016 Fall Symposium

October 7-8, Ann Arbor, MI

<http://www.midwestarchives.org/>

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### Downstate Local Records Commission Meeting

1st Tuesday of the month, 10 a.m.

(unless otherwise noted)

Margaret Cross Norton Building, Springfield

[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

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### Cook County Local Records Commission Meeting

2nd Tuesday of the month, 11 a.m.

Video Conference Room, 9th floor

James R. Thompson Center, Chicago

or Capital City Center, Springfield

130 W. Mason St.

[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

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### State Records Commission Meeting

3rd Wednesday of every month, 9:30 a.m.

Margaret Cross Norton Building, Springfield

[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

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## Archives installs Little Library

In April, the Illinois State Library installed a Little Library at the Margaret Cross Norton Building. The Little Library is based on the Little Free Library movement that has become popular throughout the United States. Todd Bol started the movement in Wisconsin in 2009 when he built one as a tribute to his mother. The idea is to let people take a book and give a book with no deadlines or fines to interfere with the pleasure of reading. As of January 2016, there are more than 36,000 registered Little Free Libraries in all 50 U.S. states and over 70 countries around the world.

Based on the Little Free Library concept, the State Library staff places Little Libraries in state government office buildings as an outreach effort to state employees. The employees are on the honor system to borrow and then return books when they are finished. Each Little Library contains 14 to 17 books from the library's collection. Library staff members visit each location monthly to place new books in the Little Library. Currently, Little Libraries have been placed in 12 state government offices, including one in Chicago.



Taran Ley (left) explains the Little Library program to Archives' employees Pam Waggoner (center) and Rheta Miller (right). The Little Libraries contain books for employees as well as one children's book to promote Family Reading Night.

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## Professional development scholarships available to Illinois archivists

The ISHRAB is offering professional development scholarships to Illinois archivists and archival volunteers to attend an archival workshop/seminar of their choice in Illinois (or an online professional archival development course). Awards are available for up to \$200 per applicant, per year, and may be used toward the cost of registration, housing, and/or travel to the event. It is a reimbursable award. Scholarships will be awarded on a first-come, first-served basis until the funding is exhausted. Complete information and an application

form can be found at [www.cyberdriveillinois.com](http://www.cyberdriveillinois.com) (click on Departments, Illinois State Archives, Illinois Historical Records Advisory Board).

If you have any questions, please contact:

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M. C. Norton Building  
Springfield, IL 62756  
Phone: 217-782-3492  
FAX: 217-524-3930  
[djoens@ilsos.net](mailto:djoens@ilsos.net)

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This archival educational opportunity is funded by a State Board Programming grant from the National Historical Publications and Records Commission (NHPRC).

## 200 years of Illinois history (1818-2018)

In 2018, Illinois will celebrate its 200th birthday. In anticipation of this bicentennial celebration, *For the Record* is featuring a document from the State Archives' holdings relevant to a significant event in Illinois history in each issue. The sixth featured document concerns student demonstrations in the aftermath of the Kent State, Ohio, shootings.

On May 4, 1970, four unarmed Kent State University students were killed and nine were injured by the Ohio National Guard during protests over President Richard Nixon's announcement of military operations in Cambodia. In response to the events at Kent State, students throughout the country went on strike and many universities and colleges, including a number in Illinois, suspended classes and other activities. Students at campuses throughout Illinois held rallies and marches, picketed buildings, created roadblocks and handed out leaflets protesting the Vietnam War.

Not all student demonstrations were peaceful and security during protests was a concern. Demonstrators destroyed property and people were injured during clashes between protesters and law enforcement. In response to concerns over safety, the Illinois National Guard was mobilized at different universities throughout Illinois. At Northwestern University in Evanston, the Guard was mobilized in anticipation of a large rally. According to an After-Action Report pre-

*(continued on page 4)*

*B6 Dunn*

N.U.  
8-9 MAY

EMERGENCY OPERATION HEADQUARTERS  
ILLINOIS ARMY NATIONAL GUARD  
234 East Chicago Avenue  
Chicago, Illinois 60611

9 May 1970

SUBJECT: After-Action Report, State Active Duty, 8-9 May 1970

The Adjutant General  
State of Illinois  
Springfield, Illinois 62706

1. GENERAL

a. Situation:

On 5 May 1970, Northwestern University students and faculty, with the approval of the Administration, voted to suspend classes on the Evanston Campus and declare the University to be "on strike". This was a reaction to the incident at Kent State University in Ohio, where 4 students were killed by members of the Ohio National Guard, and to President Nixon's previous announcement of the commitment of American Troops in Cambodia; and was a reflection of student dissent that was erupting on other campuses throughout the Country. At approximately 1400 hours, 6 May 1970, a crowd of approximately 200 students gathered at Fountain Square in Evanston and staged a protest rally. Attempts were made to lower the flag by the demonstrators and approximately two arrests were made. At 1700 hours, 6 May 1970, large numbers of demonstrators lined both sides of Sheridan Road in Evanston and distributed leaflets to motorists on their way home from work. These leaflets were a protest of the Vietnam war.

Sometime during the night of 6 May 1970 and the early morning hours of 7 May 1970, the demonstrators erected a road block between the 1900 and the 2100 block of Sheridan Road in Evanston. The demonstrators tore down the wrought iron fences surrounding the Campus and used these as the basis of their barricades. They then used chunks of concrete from the sidewalk, boards and boulders to complete the barricades. By 0700 hours 7 May 1970, this portion of Sheridan Road was completely closed to traffic, and the Evanston Police began to re-route traffic along other Feeder streets.

Additional rallies were held during the afternoon of 7 May 1970, beginning with a gathering of approximately 800 demonstrators at the Rebecca Crown Center at 1200 hours, 7 May 1970. At 1700 hours, 7 May 1970, the demonstrators lined both sides of Ridge Avenue in Evanston, distributing protest leaflets to motorists as they did during the previous day on Sheridan Road. Although the demonstrations were generally peaceful, tension was growing in the Community.

A massive rally was planned for 1700 hours, 8 May 1970, at Dyche Stadium in Evanston. At 1400 hours 8 May 1970, students from Loyola University in Chicago began marching north on Sheridan Road into Evanston.

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Pictured is the After-Action Report prepared by Brigadier General Richard T. Dunn on May 9, 1970. After-Action Reports are used to document the planning and actions of military units and analyze operations.

## 35 years of service

Secretary of State Jesse White recently recognized two State Archives employees for 35 years of service to the Secretary of State's office. Barbara Heflin began her career with the Archives in January 1980 and currently serves as an Illinois Regional Archives Depository (IRAD) supervisor. Dottie Hopkins-Rehan started with the Archives in May 1980 and is presently the Restoration Laboratory supervisor.



Secretary of State Jesse White with Barbara Heflin



Secretary of State Jesse White with Dottie Hopkins-Rehan

## Chief deputy director retires



Dr. Wayne C. Temple has retired from the Secretary of State's office after more than 51 years of service to the Illinois State Archives. During his tenure, "Doc" Temple served nine Secretaries of State. He was the chief deputy director of the Archives since 1979. He is a noted Abraham Lincoln scholar who has written several books and articles on Lincoln and Illinois history.



Johanna Russ

Two members of the Illinois State Historical Records Advisory Board have been chosen to take part in professional groups aimed at advancing leadership and collaboration in the profession. Johanna Russ, a Senior Archival Specialist at the Chicago Public Library, will participate in the 2016 Archives Leadership Institute (ALI). ALI, a National Historical Publications & Records Commission funded program, provides in-depth training to 25 archival leaders over the course of a week every summer. M. Alison Eisendrath, the Andrew W. Mellon Director of Collections at the Chicago History Museum, has been chosen to be a member of the Collective Wisdom: Libraries, Archives and Museums (LAM) Conference Exchange. Sponsored by the Coalition to Advance Learning in Archives, Libraries and Museums, the Exchange is an opportunity for 18 professionals representing libraries, archives



M. Alison Eisendrath

and museums to share and discuss practices among the different fields in order to break down barriers between sectors.

pared by Brigadier General Richard T. Dunn, students and faculty at Northwestern voted on May 5 to suspend classes and a series of protests, rallies and roadblocks took place over the next few days. A rally was planned for May 8 and a crowd of 16,000 to 17,000 protesters was expected. Concerns over traffic control and safety prompted Wayne Anderson, Evanston's City manager, to request assistance from the Guard. All Chicago Guard units were mobilized but events never necessitated their involvement and troops were released from State Active Duty on May 9.

Troops were also called to both Southern Illinois University in Carbondale and the University of Illinois in Champaign-Urbana. A curfew was imposed and arrests were made on both campuses. The sale of alcohol was suspended in Carbondale and authorities used tear gas to control SIU protesters.

Demonstrations throughout the country continued long after the initial shootings. Protests centered not only on the continuation of the Vietnam War but also on acts of police violence against unarmed protesters. In an attempt to de-escalate the situation, President Nixon created the President's Commission on Campus Unrest. In its report, the Commission noted that most student involvement was peaceful and appropriate but gave recommendations for the government, law enforcement, students and university officials to help end the violence.

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Jesse White • Secretary of State & State Archivist  
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