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 to collect, preserve, and assist researchers with the historical treasures in your care.

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 from theft
- Dealing with copyright issues
- Tools needed to help users find the information in your collections
- Care of historical records so they are preserved
- Communicating what you have and how to generate interest about your collections
- Where to find archival help

PHMC Grant Writing Tips and Overview
- Grant opportunities offered by the Pennsylvania Historical and Museum Commission (PHMC)
- Methods and strategies for successful grant applications
- Potential projects for grant-funding
- General grant writing advice

Day Two:
Disaster Planning for Historical and Vital Records
- Am I prepared for the unexpected?
- What do I do when the water pipe breaks?
- Can my records be saved? Can they be restored?
- What supplies do I need when a disaster strikes?
- What are vital records? How do I identify them?
- Are my vital records backed up? Where?

Photographs and Special Media Preservation and Care
- Special media with emphasis on photographs
- Identification of various formats and processes
- Housing, storage, and reproduction considerations
About the Workshop
As part of PHMC’s Historical Records Repository Training Program, this workshop will address common archival issues and enable historical records repositories to deal more effectively with providing access to their records while preserving them for future researchers.

Schedule
The schedule is the same for all three locations:

Day One
9:00 a.m.–12:00 p.m. The Basics of Archives
12:00 p.m.–1:00 p.m. Lunch (included with registration)
1:00 p.m.–3:30 p.m. The Basics of Archives (continued)
3:30 p.m.–3:45 p.m. Break
3:45 p.m.–4:45 p.m. PHMC Grant Writing Tips and Overview

Day Two
9:00 a.m.–12:00 p.m. Disaster Planning for Historical and Vital Records Records
12:00 p.m.–1:00 p.m. Lunch (included with registration)
1:00 p.m.–3:30 p.m. Photographs and Special Media Preservation and Care

This training has been made possible through a State and National Archival Partnership Grant from the National Historical Publications and Records Commission.

Workshops
Archives Without Tears will be presented on these dates and at these locations:

May 19–20 Williamsport, Pa.
Lycoming County Historical Society, Thomas T. Taber Museum

June 9–10 Latrobe, Pa.
St. Vincent College, Fred M. Rogers Center (presented in conjunction with the Westmoreland County Historical Society and St. Vincent College’s Public History Department)

June 16–17 West Chester, Pa.
Chester County Historical Society Cultural Center

Presenters
Jerry Ellis is a PHMC archivist who specializes in records management, disaster planning, vital records protection, and archival procedure training. Jerry is also the grants manager for PHMC’s Archives and Records Management Grants program.

Linda Ries is a nationally known historian of photography and has been an archivist with the Pennsylvania State Archives since 1979. She is currently head of PHMC’s History and Archival Programs section.

Joshua Stahlman is an archivist with PHMC’s Public Services and Outreach Division. Prior to employment at the State Archives, Josh spent nearly three years working at the York County Heritage Trust, providing a unique insight into the needs of private historical records repositories.

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